

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, April 16, 2020
RDOS Boardroom – 101 Martin Street, Penticton

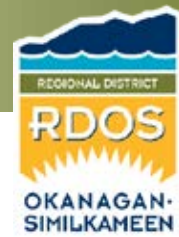
SCHEDULE OF MEETINGS

9:00 am	10:00 am	Corporate Services
10:00 am	- 12:30 pm	RDOS Board

“Karla Kozakevich”

Karla Kozakevich
RDOS Board Chair

2020 Notice of Meetings			
May 7	RDOS Board		Committee Meetings
May 21	RDOS Board	OSRHD Board	Committee Meetings
June 4	RDOS Board		Committee Meetings
June 18	RDOS Board	OSRHD Board	Committee Meetings
July 2	RDOS Board		Committee Meetings
July 16	RDOS Board	OSRHD Board	Committee Meetings
August 6	RDOS Board		Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Corporate Services Committee

Thursday, April 16, 2020
9:00 am

AGENDA

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- A. **APPROVAL OF AGENDA**
RECOMMENDATION 1
THAT the Agenda for the Corporate Services Meeting of April 16, 2020 be adopted.
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- B. **ORGANIZATIONAL STRUCTURE – For Information Only**
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- C. **2020 CORPORATE ACTION PLAN – For Information Only**
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- D. **Q1 ACTIVITY REPORT – For Information Only**
-
- E. **Q1 COMMUNICATIONS REPORT – For Information Only**
-
- F. **ADJOURNMENT**

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Organizational Change

Purpose:

To advise the Board on the organizational response to COVID-19 and the impending impact on the economy.

Reference:

1. Bylaw 2793/18, a bylaw to establish Officers and delegation of authority
2. Function Chart

Background:

COVID-19 has taken a huge toll on the world; physically, psychologically, emotionally and yet to be fully realized, economically. The experts have no estimate on how long the pandemic will captivate the world or when the states of emergency will be lifted, but they're talking months not weeks. Even when we can again move about freely, when we can go back to work or told we can interact with other humans it will take time before we do those normal activities without fear. With no vaccine, the uncertainty will linger.

Economically, life savings have declined, businesses have closed, unemployment has increased and, perhaps most debilitating, confidence has been lost. We're in recession, perhaps heading for depression, signalled by downward trending GDP and interest rates at 0.25%. Government, corporate and personal debt is at historic levels; economic drivers of tourism and oil are at historic lows. The economic outlook leads us to believe that recovery is not short term. Just as our citizens and ratepayers do, local government needs to accept this new external environment just as the private sector must, by being flatter, leaner, more efficient and by adjusting our service levels just as those we serve must adjust their lives.

The 2018 organizational change was based on the 3-year growth history, with a positive trendline for the future. To meet the expectations for new and enhanced services, we increased our capacity by adding a 2nd tier of management in our line Departments and identified where new positions were required. The organizational change was made in 2018. Capacity increases required an increased investment and were addressed in the 2019 and 2020 Budget Committees. The 2nd tier management positions were required to provide redundancy, oversight and management in those functions that were anticipated to grow and that directly served the public.

The statistics and assumptions that were the foundation of the organizational change are no longer relevant. Seemingly overnight, we went from flat out growth to projections for economic retraction.

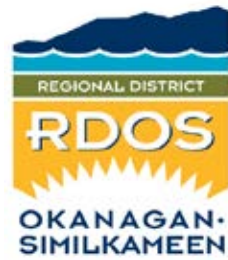
With the information we have now, a 2-tier management structure was deemed unsustainable. Just as we did for the 2008 economic adjustment, our organization needed to change.

Bylaw 2793/18, being a bylaw of the Regional District of Okanagan Similkameen for the establishment of Officers and delegation of authority, S. 3.6, provides that the CAO shall establish the organizational structure of the Regional District, including the merging, dividing and elimination of departments and establishing a managerial hierarchy.

Any decisions involving human resources are very difficult, and there are many variables to take into account. We treat all of our employees with dignity and respect and certainly on decisions affecting their employment, deliberations and discussions are taken in confidence. We always take into account that we're spending taxpayer's money. If there was any doubt that the positions we cut were essential to our future, as we know it, the decision would have been different. Procrastination in this scenario would not have helped the incumbents, the organization or our ratepayers.

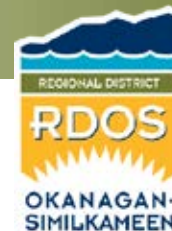
As have other organizations, we have laid off our recreation programmers, we've frozen recruitment on all new budgeted positions that were not already underway and we've advised our summer staff that start dates are variable. We're reviewing our Business Plans and our Budget to determine the impact of COVID-19, all with the intent of providing the Board options going forward into 2021.

These are uncertain times; so we gather the information available, we assess it and we make decisions in the best interests of our citizens and ratepayers. Sometimes, they're not easy or pleasant, but necessary.



2020 Corporate Action Plan

Q1 Report



2020 Corporate Action Plan

(Adopted 19 March 2020)

Dashboard

#	Objective	Status	Page
1.1.1	By achieving a high standard of financial management and reporting		1
1.1.2	By being an effective local government		1
1.2.1	By implementing the 2020 joint occupational health and safety action plan		2
1.3.1	By implementing an Organizational Development Program		2
2.1.1	By promoting regional district facilities and services		2
2.1.2	By engaging our citizens in the development and improvement of our programs		3
2.2.1	By continuously improving bylaws, policies and process within the organization		3
2.2.2	By implementing the regional transit future plan		4
3.1.1	By reviewing and updating the emergency management program		4
3.1.2	By implementing the Regional Trails Program		5
3.1.3	By implementing the 2019 phase of the parks program		5
3.1.4	By providing public recreational opportunities		5
3.2.1	By implementing the Asset Management Plan		6
3.2.2	By Initiating the Economic Development program for Electoral Area D		6
3.2.3	By Reviewing Long-Range Planning Documents		6
3.3.1	By implementing the 2019 Phase of the Solid Waste Management Plan		7
3.3.2	By implementing the Campbell Mountain Landfill infrastructure upgrades and requirements		7
3.3.3	By enhancing the Okanagan Falls Waste Water Treatment System		8
3.3.4	By enhancing Regional District Water System Delivery		8
4.1.1	By executing the Strategic Planning and Enterprise Risk Management Programs		9
4.2.1	By improving Regional District/ Municipal Relations		9

Dashboard

Progress Colour Key:

No Issues
Minor issue(s)
Significant issue(s)

GREEN
YELLOW
RED

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

Action Plan Definitions:

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

Status Colour Key:

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

Corporate Action Plan 2020

Key Success Driver 1.0: To Be a High Performing Organization

Goal 1.1 To Be an Effective, Fiscally Responsible Organization				
Objective 1.1.1 - By achieving a high standard of financial management and reporting				
#	ACTION	WHO	WHEN	STATUS
1.1.1.1	Receipt of an unqualified independent audit for 2019	MFS	Q2	
1.1.1.2	Adoption of an informed 2020 – 2024 Financial Plan	MFS	Q1	Complete
1.1.1.3	Successfully meeting budget in 95% of established services	SMT	Q4	
1.1.1.4	Enhance the strength of performance indicators in the MD&A	MFS	Q2	
1.1.1.5	Review each program to determine if reserves are required and, if so, at what level.	MFS	Q4	
1.1.1.6	Develop a Fees and Charges Policy to provide a decision-making directive for the pricing of services;	MLS/ MFS	Q3	

Objective 1.1.2 - By being an effective local government				
#	ACTION	WHO	WHEN	STATUS
1.1.2.1	Develop a workspace plan	GMCS	Q3	
1.1.2.2	Complete negotiations for a revised collective agreement	CAO	Q1	Complete
1.1.2.3	Conduct Process Reviews on: <ul style="list-style-type: none"> · Invoicing · All external facility cash management · Landfill processes (entry to billing) 			
1.1.2.4	Complete external IT assessment to better use technology at the RDOS.	MIS	Q3	Contract awarded
1.1.2.5	Conduct cyber security training for all staff and Rural Directors	MIS	Q3	
1.1.2.6	Implement leadership training initiatives (Administrative Fairness, Transparency, FOI)	MLS	Q3	

Goal 1.2 To Be a Healthy and Safe Organization				
Objective 1.2.1 By implementing the 2020 joint occupational health and safety program				
#	ACTION	WHO	WHEN	STATUS
1.2.1.1	Identify areas of regulatory non-compliance and develop a plan to close the gap	MHR	Q2	
1.2.1.2	Keep the RDOS injury rate below the average for our WorkSafe BC classification unit	MHR	Q3	
1.2.1.3	Implement an ergonomics program review throughout the organization	MHR	Q4	

Goal 1.3 To Cultivate a High Performing Organizational Culture				
Objective 1.3.1 By implementing an Organizational Development Program				
#	ACTION	WHO	WHEN	STATUS
1.3.1.1	Develop and support an employee organizational development committee	MHR	Q1	Complete
1.3.1.2	Create a 2020 organizational development action plan	MHR	Q2	On hold
1.3.1.3	Provide 360 evaluations for all supervisory staff	MHR	Q4	
1.3.1.4	Conduct a 2020 Staff Perception Survey	MHR	Q4	
1.3.1.5	Show improved results on the 2020 Staff Perception Survey over the 2019 Survey	MHR	Q4	

Key Success Driver 2.0: To Optimize the Customer Experience

Goal 2.1 To Provide a High Level of Customer Service				
Objective 2.1.1 By promoting regional district facilities and services				
#	ACTION	WHO	WHEN	STATUS
2.1.1.1	Develop a marketing program to promote understanding of RDOS Facilities and Services	MLS	Q2	
2.1.1.2	Implement a rigorous program for the PAT trailer in 2020	GMCS	Q3	
2.1.1.3	Evaluate our current regional recreation program initiative and submit an opportunities report	GMCS	Q3	

Objective: 2.1.2 By engaging our citizens in the development and improvement of our programs				
#	ACTION	WHO	WHEN	STATUS
2.1.2.1	Conduct 4 service-related quality assurance surveys	MLS	Q3	
2.1.2.3	Initiate a 2020 Communication/Public Engagement Plan	MLS	Q1	Complete
2.1.2.3	Develop a schedule and attend community events throughout the Regional District	MLS	Q4	
2.1.2.4	Investigate the cost of technology to provide publicly accessible Board meetings	MIS	Q3	In progress
2.1.2.5	To investigate the establishment of a cemetery service for Electoral Area G	MLS	Q4	

Goal 2.2 To Meet Public Needs Through the Continuous Improvement of Key Services				
Objective 2.2.1 By improving bylaws, policy and process within the organization				
#	ACTION	WHO	WHEN	STATUS
2.2.1.1	Bring 20 policies to Committee in 2020 for review	MLS	Q4	
2.2.1.2	Bring 8 Regulatory Bylaws forward to the Board for discussion and updating	MLS	Q3	
2.2.1.3	Update Invasive weeds and pest bylaws into a single Invasive Species Bylaw	MLS	Q3	
2.2.1.4	Adoption of an Okanagan Valley Consolidated Zoning Bylaw	MPS	Q2	Q3?
2.2.1.5	Adoption of a Works and Servicing Bylaw	MPS	Q2	Q3
2.2.1.6	Implementation of new Development Services software	MBO	Q3	Q4
2.2.1.7	To design and conduct a citizen survey in the regional district electoral areas	MLS	Q3	

Objective 2.2.2 By implementing the 2020 phase of the regional transit future plan				
#	ACTION	WHO	WHEN	STATUS
2.2.2.1	Implement the 2020 phase of the Penticton – Kelowna Service	GMCS	Q4	
2.2.2.2	Implement the West Bench Service	GMCS	Q4	

Key Success Driver 3.0: To Build a Sustainable Region

KSD 3: BUILDING A SUSTAINABLE REGION				
Goal 3.1 To Develop a Socially Sustainable Region				
Objective 3.1.1 By reviewing and updating the emergency management program				
#	ACTION	WHO	WHEN	STATUS
3.1.1.1	Review and update the emergency program bylaw	GMCS	Q2	
3.1.1.2	Review and update the emergency response plan	GMCS	Q2	
3.1.1.3	Develop an emergency response plan exercise program and implement the 2020 phase	GMCS	Q2	
3.1.1.4	Upgrade the Kaleden E911 infrastructure	GMCS	Q3	
3.1.1.5	Commence the process to initiate a flood management mitigation service for Electoral Areas C and I	MLS	Q3	
3.1.1.6	To investigate the conversion of the Lower Nipit Improvement District Letters Patent to the RDOS	MLS	Q3	
3.1.1.7	To investigate the development of the Old Kaleden Road as an emergency egress	GMCS	Q3	

Objective 3.1.2: By implementing the regional trails program

#	ACTION	WHO	WHEN	STATUS
3.1.2.1	Apply for tenure on the Okanagan River trail between Road 9 to 18	GMCS	Q2	
3.1.2.2	Apply for tenure on the Okanagan Channel between Road 22 and the McAlpine Bridge	GMCS	Q2	
3.1.2.3	Upon successful acquisition, cost the paving of the Canal trail between Road 22 and Road 9	GMCS	Q3	
3.1.2.4	Commence planning for a hike and bike link over Fairview Rd. into the Similkameen	GMCS	Q3	

Objective 3.1.3: By implementing the 2020 Phase of the Parks Program

#	ACTION	WHO	WHEN	STATUS
3.1.3.1	Implement the 2020 phase of the Heritage Hills Park development plan	GMCS	Q4	
3.1.3.2	Implement the 2020 phase of the park development plan for the Coalmont Park	GMCS	Q2	
3.1.3.3	Implement the 2020 phase of the Wharf Park development plan	GMCS	Q3	
3.1.3.4	Implement the 2020 phase of the Manitou Park development plan	GMCS	Q4	
3.1.3.5	Implement the land acquisition process for West Bench Elementary School for public purposes	GMCS	Q3	
3.1.3.6	Develop a Regional Parks and Trails Master Plan	GMCS	Q4	
3.1.3.7	Work with the Apex Community Association to establish a Parks and Recreation Service	MLS	Q3	
3.1.3.8	To determine the status of the 1912 Hotel and respond on the grant request for the stabilization project	GMCS	Q3	

Objective 3.1.4: By providing public recreational opportunities

#	ACTION	WHO	WHEN	STATUS
3.1.4.1	Devise a plan to renovate the Similkameen Swimming Pool	GMCS	Q3	

Goal 3.2 To Develop an Economically Sustainable Region				
Objective: 3.2.1: By Implementing the Asset Management Plan				
#	ACTION	WHO	WHEN	STATUS
3.2.1.1	Commence implementation of the Asset Management Plan	MFS	Q4	
3.2.1.2	To introduce an asset/supply chain management program to the Regional District	MFS	Q3	

Objective: 3.2.2: Initiating the Economic Development program of Electoral Area D				
#	ACTION	WHO	WHEN	STATUS
3.2.2.1	Development of an Area “D” Economic Development Strategic_Plan	MPS	Q2	

Objective: 3.2.3:By Reviewing Long-Range Planning Documents				
#	ACTION	WHO	WHEN	STATUS
3.2.3.1	Initiate the development of an Area “G” Official Community Plan	MPS	Q2	Q4
3.2.3.2	Complete the finalized draft of Electoral Area “A” Official Community Plan	MPS	Q4	?
3.2.3.3	Initiate review of the South Okanagan Regional Growth Strategy	MPS	Q2	
3.2.3.4	Initiate a collaborative Regional Housing Needs Report	MPS	Q2	
3.2.3.5	Initiate a Kaleden Area Development Plan upon successful creation of a Kaleden sewerage project	MPS	Q4	
3.2.3.6	Review the Area I Zoning Bylaw to establish controls for tiny homes, shipping containers and B&B at Apex Mountain Resort.	MPS	Q4	
3.2.3.7	Explore alternative energy sources to determine financial and environmental benefit	MES	Q4	

Goal 3.3: To Develop an Environmentally Sustainable Region

Objective: 3.3.1: By implementing the 2020 Phase of the Solid Waste Management Plan

#	ACTION	WHO	WHEN	STATUS
3.3.1.1	Acquire a north regional organics facility site	MO	Q2	Q4
3.3.1.2	Commence development of the Oliver Organics Facility	MO	Q2	
3.3.1.3	Work with the City of Penticton to create a plan to relocate the Penticton Compost Facility at CMLF	MO	Q2	Q4
3.3.1.4	Complete a waste composition study (SWMP)	MO	Q4	

Objective: 3.3.2: By implementing the Campbell Mountain Landfill infrastructure upgrades and requirements

#	ACTION	WHO	WHEN	STATUS
3.3.2.1	Complete the leachate treatment system review for design and implementation in 2021	MES	Q4	
3.3.2.2	Submit the revised Substituted Requirement application to MOE for the BioCover Project and proceed with landfill gas management system design	MES	Q4	
3.3.2.3	Submit leachate test results for the Keremeos landfill closure plan to MOE for approval	MES	Q4	
3.3.2.4	<ul style="list-style-type: none"> · Complete the detailed design of a revised entrance/exit for CML · Obtain any Land required for the access · Commence construction and scale purchase 	MES	Q2 Q4 2021	Q3 2021

Objective 3.3.3 By enhancing RDOS Waste Water Treatment Systems				
#	ACTION	WHO	WHEN	STATUS
3.3.3.1	Complete the Okanagan Falls Wetland Project and commence the commissioning process with seeding of vegetation	MES	Q4	
3.3.3.2	Present preliminary costs for the design and construction of the Kaleden Sewer Collection Project	MES	Q3	Q2
3.3.3.3	Complete construction of a solids dewatering works at the Okanagan Falls WWTP	MES	Q4	
3.3.3.4	Replacement of aging pumps and mechanical system at Liftstation #3	MO	Q3	Purchased pumps Construction in 2021
3.3.3.5	Commence a Liquid Waste Management Plan for Naramata for implementation in 2021	MES	Q4	

Objective: 3.3.4: By enhancing the Regional District Water System Delivery				
#	ACTION	WHO	WHEN	STATUS
3.3.4.1	Develop a Source Water Protection Plan for the Naramata Water System	MO	Q4	
3.3.4.2	Completion of Olalla Water System Generator construction and commissioning	MES	Q2	
3.3.4.3	Installation of SCADA system in the Missezula Lake Water System	MES	Q1	Complete
3.3.4.4	Initiate 2020 Phase of SCADA Master Plan for all water systems	MES	Q3	Q2
3.3.4.5	Complete design of high priority water main replacements in Naramata water system	MES	Q4	
3.3.4.6	Complete design of remaining water main replacements in Olalla water system	MES	Q4	
3.3.4.7	Retain Consultant to Complete Dam Safety Evaluation of Naramata Dams.	MES	Q3	Q2

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

Goal 4.1 To Execute a Well-Defined Strategic Planning Cycle

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

#	ACTION	WHO	WHEN	STATUS
4.1.1.1	Adoption of the 2020 Corporate Business Plan	CAO	Q1	Complete
4.1.1.2	Update the Enterprise Risk Management Register and present to 2018-2022 Board of Directors	CAO	Q2	
4.1.1.3	Initiate the 2021 Corporate Business Plan Cycle	CAO	Q3	

Goal: 4.2. To Promote Board and Chair Effectiveness

Objective 4.2.1: By Improving Regional District/ Municipal Relations

#	ACTION	WHO	WHEN	
4.2.1.1	Identify relationship success factors	CAO	Q2	
4.2.1.2	Open discussions with the City of Penticton for a co-located headquarters	CAO	Q2	
4.2.1.3	Plan and implement an annual Board/member municipal council training program	MLS	Q3	
4.2.1.4	Open discussions with the City of Penticton about a Penticton/Peripheral Recreation Facilities Service	CAO	Q2	

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Q1 2020 Activity Report

LEGISLATIVE SERVICES

2020 Q1 Completed Activities

- Reviewed Parks Establishment and Regulatory bylaws
- Presented municipal entry into the planning service options
- Commenced borrowing process for Oliver Parks and Recreation Society upgrades
- Secured UBCM funding for 2020 C2C
- Commenced review of video conferencing platforms for Board Meetings
- Assumed responsibility for RDOS Website
- Created Service Area and Loan Authorization bylaws for Kaleden Sewer
- Reviewed Pest, Nuisance, Weed and Insect bylaws
- Commenced review of Area "G" contribution bylaws
- Completed Phase 1 of 2020 Policy Review
- Completed the transfer of legal, rights of way, records for Missezula Water System
- Develop strategy for Compost Facility engagement

Q2 Planned Activities

- Implement protocol for video conferencing for Board meetings
 - Present the Phase 2 Business Continuity Plan to the Board
 - Introduce public engagement philosophy to the Board
 - Review Shinnish Creek Diversion/Chain Lake Service to meet Dam Regulator requirements
 - Present amended Remuneration Bylaw
 - Commence amalgamation of Pest, Nuisance, Weed and Insect bylaws
 - Develop policy related to public complaint resolution, OIPC administrative fairness
 - Present policy recommendations resulting from Provincial Legislative Assembly Audit
 - Launch and public education of **RDOS Regional Connections** public engagement software
 - Formalize budget communication strategy
-

2.0 INFORMATION SERVICES DEPARTMENT

2020 Q1 – Completed Activities

- Continue process of moving data from current development tracking software to new software
- Install new network switch and setup new physical server to improve performance of IT applications
- Launch RDOS public website with updated, more user friendly interface
- Move cemetery web mapping app to new platform
- Update parcel dataset on GIS apps so information is sourced from LTO (Land Titles Office)
- Update datasets for EOC dashboard can display flood inundation and has more owner information
- Complete a RFP for an external consultant to complete an IT Assessment on the RDOS (determine what we are doing well and what we can improve)
- Set up new server and database for on updated version of our Finance applications and support the migration of data from the old to the new system
- Create an incident response/disaster recovery plan for cyber threats
- Hire new IS Manager

2020 Q2 – Planned Activities

- Electronic Document Management System (EDMS)
 - Implementing automatic declaration of records
 - Decommission and remove old backup machine
 - Move RDOS backup file storage to SD67
 - Perform updates (Windows and GIS) on EOC mobile server and thin clients
 - Continue work moving data from current development tracking software to new software
 - Configure new physical server to host virtual servers and improve performance with existing application
 - Move 911 and trails applications to new web mapping platform
 - Pilot citizen engagement GIS applications with Community Services (parks, trails and facilities)
 - Update phones and IT equipment in OK Falls office
 - Set up new switch and servers
 - Orientation of new IS Manager
-

FINANCE DEPARTMENT

2020 Q1 Completed Activities

- Video budget presentations developed for Electoral Areas
- Budget consultation presentations delivered as requested
- Board adopted 2020 Five Year Plan for RDOS and OSRHD
- 2019 Audit Workpapers prepared and audit commenced
- Implemented EFT for cash receipts from vendors
- Continued to file EOC claims for 18/19.
- Parcel Taxes Submitted Feb 28th (this includes SIR Parcel Taxes Submission as well)

2020 Q2 – Planned Activities

- Audited Financial Statements received
- Ad valorem tax requisitions provided to Surveyor of Taxes and Member Municipalities
- HRIS My Way timekeeping software implemented and training started
- OSRHD 2019 Year-End Audit
- iCity Training – Creating Reports using e3 Reporting Functionality
- Update purchasing card processes
- Recruit Asset Management/Procurement Coordinator
- Finalize requirements for Asset Management Software
- Prepare projections for revenue and expenditures to year-end

4.0 HUMAN RESOURCES DEPARTMENT

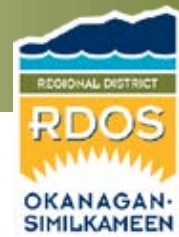
2020 Q1 Completed Activities

- Concluded collective bargaining
- Led the Wellness Committee and assist with wellness initiatives to address organizational health
- Coordinated the Long Service Award Program for 2019 milestones
- Organized the High Performance and Innovation Committee to formulate a strategy for 2020
- Organized Respectful Workplace/Violence Prevention training for all staff
- Addressed immediate ergonomics needs with appropriate equipment for identified staff
- Coordinated the performance planning and review for all staff and CAO
- Attended training to bring exempt job evaluations in house and reviewed union roles as part of the job evaluation maintenance program
- Provided Enterprise support for the Oliver Parks & Recreation Society (collective bargaining)

2020 Q2 Planned Activities

- Coordinate recruitment and staffing requirements as required
- Work with the BCGEU on developing the new collective agreement and educate staff on changes
- Monitor staff mental health and address overall staff well being as the pandemic evolves

- Comply with WorkSafeBC and Provincial health requirements to maintain safe workspaces
- Develop necessary safe work procedures and programs to address exposure controls
- Assist departments with pandemic messaging and safety protocols
- Assist departments with tracking safety supply inventory (e.g. PPE, hand sanitizer etc.)
- Support the Emergency Operations Centre in a Logistics capacity as required



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, April 16, 2020
10:00 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of April 16, 2020 be adopted.

1. Consent Agenda – Corporate Issues

a. Electoral Area “E” Advisory Planning Commission – March 9, 2020

THAT the Minutes of the March 9, 2020 Electoral Area “E” Advisory Planning Commission meeting be received.

b. Electoral Area “H” Advisory Planning Commission – March 17, 2020

THAT the Minutes of the March 17, 2020 Electoral Area “H” Advisory Planning Commission meeting be received.

c. Corporate Services Committee – March 19, 2020

THAT the Minutes of the March 19, 2020 Corporate Services Committee meeting be received.

THAT the 2020 Business Plan be adopted by the Board of Directors

d. RDOS Regular Board Meeting – March 19, 2020

THAT the minutes of the March 19, 2020 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 — 244 Robinson Avenue, Electoral Area “E”

- i. Permit
- ii. Representation

THAT the Board of Directors approve Development Variance Permit No. E2020.001-DVP.

b. Temporary Use Permit Application — 4383 Mill Road, Electoral Area “E”

- i. Permit
- ii. Representation

THAT the Board of Directors approve Temporary Use Permit No. E2020.001-TUP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES**1. Q1 Activity Report – For information Only**

2. Ministry of Agriculture Consultation – Residential Flexibility in the ALR**RECOMMENDATION 4** (Unweighted Corporate – Simple Majority)

THAT the Regional District submit the following comments to the Ministry of Agriculture for the consultation on residential options in the ALR:

- allow a single “small” accessory dwelling on a property without the need for an application to the ALC;
 - allow accessory buildings to be in the form of a garden suite, guest house, carriage suite or mobile home (CSA Z240);
 - limit the maximum density of ancillary dwelling units on a parcel to one (1) secondary suite *or* (1) accessory dwelling;
 - limit the maximum floor area of an accessory dwelling to 90.0 m²;
 - not restrict the use of an accessory dwelling to farm labour or family members;
 - not require that accommodation above a structure be limited to “existing” structures; and
 - create a “Registry” of accessory dwellings approved by local government on lands in the ALR that does not impose undue reporting requirements on local governments.
-

3. Zoning Amendment Bylaw No. 2948.20, 2020 – Scheduling of Public Hearing**RECOMMENDATION 5** (Unweighted Corporate Vote – Simple Majority)

THAT pursuant to section 464 of the *Local Government Act*, the Regional District Board resolves to waive the holding of a public hearing for Zoning Amendment Bylaw No. 2498.20, 2020; and,

THAT pursuant to sub-section 467 of the *Local Government Act*, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw No. 2498.20, 2020.

4. Zoning Amendment Bylaw No. 2886, 2020 – Scheduling of Public Hearing**RECOMMENDATION 6** (Unweighted Corporate Vote – Simple Majority)

THAT pursuant to section 464 of the *Local Government Act*, the Regional District Board resolves to waive the holding of a public hearing for Zoning Amendment Bylaw No. 2886, 2020; and,

THAT pursuant to sub-section 467 of the *Local Government Act*, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw No. 2886, 2020.

5. Liquor and Cannabis Regulation Branch Referral – 2-8102 Highway 97, Electoral Area “C”**a. Representation****RECOMMENDATION 7** (Unweighted Corporate Vote – Simple Majority)

THAT in accordance with Section 33(1) of the *Cannabis Control and Licencing Act*, the Regional District Board support an application from 1199357 B.C. Ltd. (Nimbus Cannabis) for a Non-medical Cannabis Retail Licence with operating hours from 9:00 am to 11:00 pm seven days a week to be located at 2-8102 Highway 97 (Lot 834, Plan KAP5650, District Lot 2450s, SDYD, Except Plan KAP73342 and KAP91344); and,

THAT the Board provide the following comments to the Liquor and Cannabis Regulation Branch:

- a. The property is located in the Service Commercial Zone (CS1) and the use is permitted in the CS1 zone.
 - b. No significant negative impact on the community is anticipated if the application is approved.
 - c. Residents were provided opportunity to provide their views on the licence application through a public notice inviting written comments on the application until March 6, 2020. The notice was published in the Oliver Chronicle on February 13, 2020 and February 20, 2020; Castanet from February 12 to February 14, 2020; and posted on the municipal web site from February 4, 2020. Owners and tenants within 100 metres of the subject parcel were mailed notice on February 6, 2020. Further, a notification sign was posted on the subject property at 8102 Highway 97 from February 2, 2020 until April 2, 2020.
 - d. All comments received prior to April 2, 2020 were provided to the Board of Directors.
-

6. Zoning Bylaw Amendment – 256 Copper Mountain Road, Electoral Area “H”

- a. Bylaw No. 2498.21
- b. Representation

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2498.21, 2020, Electoral Area “H” Zoning Amendment Bylaw be read a first and second time; and,

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

THAT pursuant to sub-section 464 of the Local Government Act, the Regional District Board resolves to waive the holding of a public hearing for Zoning Amendment Bylaw 2498.21, 2020; and,

THAT pursuant to sub-section 467 of the Local Government Act, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw 2498.21, 2020.

7. Development Procedures Bylaw Amendment – Scheduling of Public meetings during State of Provincial Emergency

- a. Bylaw No. 2500.15

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)

THAT Amendment Bylaw No. 2500.15, 2020, Regional District of Okanagan-Similkameen Development Procedures Bylaw, be read a first, second and third time and be adopted.

C. PUBLIC WORKS

1. **Q1 Environment Activity Report – For Information Only**

2. **Award of 2020 Dam Safety Reviews for Naramata Dams**

RECOMMENDATION 11 (Weighted Corporate Vote – Majority)

THAT the Regional District award the “Naramata Dams 2020 Dam Safety Reviews” project to HATCH in the amount of \$231,970 plus applicable taxes; and

THAT the Regional District approve a contingency for the project in the amount of \$20,000.

3. **Essential Services Mutual Aid Agreement**

- a. Agreement

RECOMMENDATION 12 (Weighted Corporate Vote – Majority)

THAT the Regional District enter into agreement with our six member municipalities to provide mutual aid should any of their essential services be deemed at risk due to the pandemic.

D. COMMUNITY SERVICES

1. **Q1 Protective Services Activity Report - For Information Only**

2. **Q1 Community Services Activity Report – For Information Only**

E. FINANCE

1. **Landfill Accounts Receivable Policy Update**

- a. Policy

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)

THAT the Landfill Customer Accounts Policy be amended as presented at the Board meeting on April 16, 2020.

2. **2020 Revenue Anticipation Borrowing Bylaw**

- a. Bylaw 2897

RECOMMENDATION 14 (Weighted Corporate Vote – Majority)

THAT Bylaw No. 2897, 2020 Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw to borrow up to \$6,000,000 to be repaid no later than December 31, 2020 be read a first, second and third time and be adopted.

F. LEGISLATIVE SERVICES**1. SILGA Resolution Amendment****RECOMMENDATION 15** (Unweighted Corporate Vote – Simple Majority)

That the following resolutions be amended for consideration at the 2020 Southern Interior Local Government Association (SILGA) conference:

a. Amendment 1: Restructuring Regional Governance in British Columbia

“WHEREAS the Province of British Columbia is responsible for delivering all university, school and health services (MUSH), and many municipal services throughout the Province; and,

WHEREAS the nature of local government is evolving and it may be time for a discussion on streamlining structure and powers to facilitate better communication, economies of scale and more transparent customer service:

THEREFORE BE IT RESOLVED that UBCM request the Province to work with local governments to identify the various services and programs offered by governments and agencies within the community, with a goal of establishing a public education/awareness program to offer clarity to residents about what services are provided by municipalities, regional districts, other orders of government and agencies, so they know who to contact when they have questions or concerns; and,

AND BE IT FURTHER RESOLVED that greater coordination and communication take place between orders of government and agencies about the services and programs offered, so they can better respond to public enquiries.”

b. Amendment 2: Indigenous Peoples' Representation

“WHEREAS the Province of British Columbia has enacted Bill 41-2019, the Declaration on the Rights of Indigenous Peoples Act to align BC's laws with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); and,

WHEREAS UNDRIP includes Article 5: Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and culture institutions while retaining their right to participate fully, if they so choose, in the political, economic, social and cultural life of the State; and,

WHEREAS the Local Government Act does not allow for Indigenous peoples' representation at regional district tables when the regional district is situated in non-treaty territory:

THEREFORE BE IT RESOLVED that UBCM encourage the Province to, in consultation with BC Indigenous peoples and impacted local governments, explore amending the Local Government Act to include self-determined participation by BC Indigenous peoples as voting regional district directors.”

2. Osoyoos Irrigation District Inclusion Request

- a. Letter
- b. Petition

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District of Okanagan-Similkameen support the extension of the Osoyoos Irrigation District to include Lot 1, Plan KAP3459, Section, District Lot 42 & 100, SDYD, (PID 010-853-171), and further,

THAT the Regional District has no concerns about the inclusion of the subject property.

3. Fees and Charges Bylaw Amendment

- a. Bylaw 2877.01

RECOMMENDATION 17 (Weighted Corporate Vote – Majority)

THAT Bylaw No. 2877.01 be read a first, second and third time and be adopted.

G. CAO REPORTS**1. Verbal Update**

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

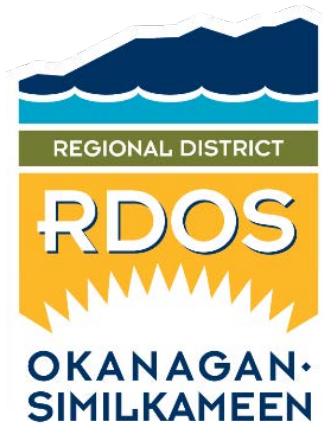
2. Directors Motions

- a. Notice of Motion - Director Roberts

THAT the Board postpones the Elected Official Compensation increase.

3. Board Members Verbal Update

I. ADJOURNMENT



Minutes

Electoral Area 'E' Advisory Planning Commission

Meeting of Monday, March 9, 2020 at 7:30 p.m.

OAP Hall, 330 - 3rd Street, Naramata, BC

Present:

Members: Bruce Clough (Chair, Electoral Area 'E' APC), Heather Fleck, Jeff Gagnon, Don Mancell, Dianna Smith

Absent: Phil Janzen, Richard Roskell

Staff: Cory Labrecque (RDOS Planner), Rushi Gadoya (RDOS Planning Technician)

Guests: Karla Kozakevich (RDOS Area 'E' Director), 1 member of the public left meeting at 7:44 p.m.

Recording Secretary: Heather Lemieux

Delegates: Alleen (Betty) Richards left meeting at 7:44 p.m.

1. ADOPTION OF AGENDA

The meeting was called to order at 7:36 p.m. Quorum Present.

MOTION

It was Moved and Seconded THAT the Agenda be adopted as presented.

CARRIED

2. APPROVAL OF MINUTES

MOTION

It was Moved and Seconded by the APC THAT the Minutes of November 12, 2019 be approved.

CARRIED

3. DELEGATIONS

- 3.1 The Naramata Bungalows Ltd. for Development Variance Permit Application
Applicant: Selwood, Ashley
E00564.000 (E2020.001-DVP)
- 3.2 Richards, Alleen (Betty) & McLaren, Kenn for Temporary Use Permit
Application E02277.000 (E2020.001-TUP)

4. DEVELOPMENT APPLICATIONS

- 4.1 E00564.000 (E2020.001-DVP) - Development Variance Permit Application
Administrative Report by JoAnn Peachey, Planner, presented by Cory
Labrecque, Planner

MOTION

It was Moved and Seconded in favour of Option 1. THAT the APC recommends to the RDOS Board that the subject development application be approved.

CARRIED

- 4.2 E02777.000 (E2020.001-TUP) - Temporary Use Permit Application
Administrative Report submitted by Rushi Gadoya, Planning Technician

MOTION

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

CARRIED

MOTION

The APC recommends to the RDOS Board that in cases of TUP renewal applications where there are no complaints or changes, that the applications bypass APC approval and that public information meetings not be required.

CARRIED

5. OTHER

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

Karla Kozakevich called for Nominations for Chair. Bruce Clough nominated, seconded.

Bruce Clough elected Chair of the Area 'E' APC via acclamation.

Bruce Clough called for Nominations for Vice Chair. Don Mancell nominated, seconded.

Don Mancell elected Vice Chair of the Area 'E' APC via acclamation.

5.2 Date of next meeting - April 14, 2020 at 7:30 p.m.

6. ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 8:01 p.m.

CARRIED

Bruce Clough, Chair of the Area 'E' Advisory Planning Commission



Advisory Planning Commission Recording Secretary / minute taker

Minutes

Area H Advisory Planning Commission

Meeting of 2020 March 17, Tuesday

Conference by telephone conference call.

Present: Bob Coyne, Cory Labrecque (Planner)
Members: Ole Juul (Chair), Rob Miller, Tom Rushworth
Absent: Marg Reichert, Gail Smart
Recording Secretary: Tom Rushworth

1 - Call to order

The meeting was called to order (all attendees called in by) Tue 17 March 2020 19:00 PDT.

2 - Approval of minutes

Motion: It was moved and seconded that the minutes of the previous meeting (February 18, 2020) be approved.
CARRIED.

3 – Adoption of Agenda

Motion: It was moved and seconded that the Agenda be adopted.
CARRIED.

4 - Zoning bylaw amendment – Electoral Area “H”

Details of the application and history of the site (civic address: 256 Copper Mountain Road, legal: Lot A, Plan KAP17187, DL 1822, SDYD, Except Plan H17425) were presented by Cory Labrecque.

Motion: It was moved and seconded that the APC recommends to the RDOS Board of Directors that the subject development application be approved.
CARRIED.

5 - Adjournment

Motion: It was moved and seconded that the meeting be adjourned at Tue 17 March 2020 20:20 PDT.
CARRIED.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Corporate Services Committee

Thursday, March 19, 2020

9:03 am

MINUTES

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"

*Vice Chair D. Holmes, District of Summerland

Director M. Bauer, Village of Keremeos

*Director J. Bloomfield, City of Penticton

*Director T. Boot, District of Summerland

Director G. Bush, Electoral Area "B"

Director B. Coyne, Electoral Area "H"

Director S. Coyne, Town of Princeton

*Director R. Gettens, Electoral Area "F"

*Director J. Kimberley, City of Penticton

*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 F. Regehr, City of Penticton

Director T. Roberts, Electoral Area "G"

*Director J. Vassilaki, City of Penticton

*Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer

G. Cramm, Legislative Services Coordinator

* denotes electronic attendance by teleconference

A. APPROVAL OF AGENDA

RECOMMENDATION 1

IT WAS MOVED AND SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of March 19, 2020 be adopted. -
CARRIED

CAO Bill Newell introduced Danny Francisco, the new Manager of Information Services.

Mr. Newell advised the Directors that the current Remuneration bylaw lists a separate category for electronic attendance at Board and Committee meetings.

B. COMMUNITY FOUNDATION – Neighbourhood Small Grants Presentation

Kim English, Regional Community Development Officer / Neighbourhood Small Grant Coordinator updated the Committee on the success of the Neighbourhood Small Grant program.

C. 2020 BUSINESS PLAN**RECOMMENDATION 2****IT WAS MOVED AND SECONDED**

THAT the 2020 Business Plan be sent to the Board for adoption. - **CARRIED**

CAO Bill Newell advised the Board that four employees self-isolating at home for 14 days after travelling internationally.

D. ADJOURNMENT

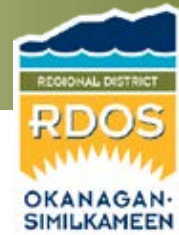
By consensus, the meeting adjourned at 9:45 am.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 10:30 am on Thursday, March 19, 2020 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

- | | |
|--|---|
| Chair K. Kozakevich, Electoral Area "E" | * Director R. Knodel, Electoral Area "C" |
| * Vice Chair D. Holmes, District of Summerland | * Director S. McKortoff, Town of Osoyoos |
| Director M. Bauer, Village of Keremeos | Director S. Monteith, Electoral Area "I" |
| * Director J. Bloomfield, City of Penticton | Director R. Obirek, Electoral Area "D" |
| * Director T. Boot, District of Summerland | * Director M. Pendergraft, Electoral Area "A" |
| Director G. Bush, Electoral Area "B" | * Director F. Regehr, City of Penticton |
| Director B. Coyne, Electoral Area "H" | Director T. Roberts, Electoral Area "G" |
| Director S. Coyne, Town of Princeton | * Director J. Vassilaki, City of Penticton |
| * Director R. Gettens, Electoral Area "F" | * Director P. Veintimilla, Town of Oliver |
| * Director J. Kimberley, City of Penticton | |

MEMBERS ABSENT:

STAFF PRESENT:

- | | |
|--|---|
| B. Newell, Chief Administrative Officer | D. Francisco, Manager of Information Services |
| G. Cramm, Legislative Services Coordinator | B. Dollevoet, Gen. Mgr. of Development Services |
| S. Vaisler, Manager of Emergency Services | L. Bloomfield, Manager of Engineering |

* denotes electronic attendance by teleconference

Referencing Section 6:11 of the RDOS Board Procedure Bylaw, the Chair indicated that all voting would be conducted verbally.

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 19, 2020 be amended by adding Items F.2., F.3., and F.4. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Okanagan Falls Parks & Recreation Commission – February 13, 2020
THAT the Minutes of the February 13, 2020 Okanagan Falls Parks & Recreation Commission meeting be received.
- b. Naramata Parks & Recreation Commission – February 24, 2020
THAT the Minutes of the February 24, 2020 Naramata Parks & Recreation Commission meeting be received.

THAT Heather Lemieux apply for the Co-op Community Spaces Funding grant application on behalf of the Naramata Watercraft Society in partnership with the RDOS for the boat storage at Manitou Park.

THAT the request from the Naramata Citizens Association for the removal of an invasive Siberian Elm and replacement with a memorial tree to Georgeen Janzen be approved.

THAT the RDOS include in planning, one of the new washroom stalls at Manitou Park to be in operation year-round.

THAT a natural barrier be installed on the perimeter of Spirit Park.

- c. Electoral Area "C" Advisory Planning Commission – February 18, 2020
THAT the Minutes of the February 18, 2020 Electoral Area "C" Advisory Planning Commission meeting be received.
 - d. Electoral Area "H" Advisory Planning Commission – February 18, 2020
THAT the Minutes of the February 18, 2020 Electoral Area "H" Advisory Planning Commission meeting be received.
 - e. Corporate Services Committee – March 5, 2020
THAT the Minutes of the March 5, 2020 Corporate Services Committee meeting be received.
 - f. Planning and Development Committee – March 5, 2020
THAT the Minutes of the March 5, 2020 Planning and Development Committee meeting be received.
- THAT the Board of Directors initiate Amendment Bylaw No. 2895.*
- g. RDOS Regular Board Meeting – March 5, 2020
THAT the minutes of the March 5, 2020 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

2. Consent Agenda – Development Services

- a. Development Variance Permit Application — 2636 Forsyth Drive, Electoral Area "F"
 - a. Permit
 - b. Representation*THAT the Board of Directors approve Development Variance Permit No. F2019.037-DVP; and,*

THAT prior to the issuance of Development Variance Permit No. F2019.037-DVP, statutory covenant No. S33329, which is registered on title, be amended to reduce the side parcel line setback restrictions contained therein.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. **OCP Bylaw Amendments - Electoral Areas "A", "C", "D", "E", "F", "G", "H" & "I" Micro Cannabis Production Facilities**
 - a. Bylaw No. 2858
 - b. Representation

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT Bylaw No. 2858, 2020, Electoral Area Official Community Plan Amendment Bylaw be read a first and second time and proceed to public hearing; and,

THAT the Board of Directors considers the process, as outlined in this report from the Chief Administrative Officer dated March 19, 2020, 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. 2858, 2020, in conjunction with its Financial and applicable Waste Management Plans; and,

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of April 16, 2020; and,

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

CARRIED

2. **Development Variance Permit Application — 2970 Allison Lake Road, Electoral Area "H"**
 - a. Permit
 - b. Representation

Director B. Coyne indicated he had a conflict and vacated the Boardroom.

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Board of Directors approve Development Variance Permit No. H2019.038–DVP. - **CARRIED**

C. PUBLIC WORKS

1. **Substituted Requirements Application under the Landfill Gas Management Regulation**
 - a. Application
 - b. Technical Report

RECOMMENDATION 6 (Weighted Participant Vote –Majority)

IT WAS MOVED AND SECONDED

THAT the Regional District submit a Substituted Requirements Application under the Landfill Gas Management Regulation to the Ministry of Environment and Climate Change Strategy to permit the use of Biocover at the Campbell Mountain Landfill. - **CARRIED**

D. COMMUNITY SERVICES

1. Community Emergency Preparedness Fund – Emergency Operations Center
 - a. EOC Grant Budget

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)
IT WAS MOVED AND SECONDED

THAT the Regional District apply to the UBCM Community Emergency Preparedness Fund (CEPF) for an Emergency Operations Center & Training Grant. - **CARRIED**

E. LEGISLATIVE SERVICES

1. Naramata Fire Service Area Petition
 - a. Bylaw 2893

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)
IT WAS MOVED AND SECONDED

THAT Bylaw No. 2893, 2020 Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw be adopted. - **CARRIED**

2. Waste Management Service Regulatory Amendment Bylaw No. 2796.01, 2020
 - a. Bylaw 2796
 - b. Summary of Changes

RECOMMENDATION 9 (Unweighted Corporate Vote – 2/3 Majority)
IT WAS MOVED AND SECONDED

THAT Bylaw 2796.01, Waste Management Service Regulatory Amendment Bylaw, be read a first, second and third time, and be adopted. - **CARRIED**

F. CAO REPORTS

1. Verbal Update
 - a. 2020 RDOS Business Plan

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)
IT WAS MOVED AND SECONDED

THAT the 2020 business plan be adopted. - **CARRIED**

2. COVID 19

1. Public Meetings/Consultations/Public Hearings

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

- a. THAT the Board suspend S.5 of Bylaw No. 2500, 2011, being the Planning Procedure Bylaw, and that all Public Information Meetings, consultations and group meetings be cancelled concurrent with the Provincial State of Emergency; and,
- b. THAT all non-regulatory public hearings on land use matters be waived and all regulatory public hearings be postponed until further notice.

CARRIED

Opposed: Directors Bauer, Boot

2. Board/Commission Meetings

RECOMMENDATION 12 (Weighted Corporate Vote – Majority)

IT WAS MOVED AND SECONDED

THAT the regular rate of pay (as opposed to that for electronic attendance) for Directors be maintain during the Provincial State of Emergency related to COVID 19 pandemic, effective immediately. -

CARRIED

IT WAS MOVED AND SECONDED

- a. THAT all Commission meetings be cancelled indefinitely.
- b. THAT Board of Director meetings continue on the normal schedule, but that teleconferencing be the preferred mechanism to attend.
- d. THAT Administration be instructed to use their discretion to bring only urgent business to the Board.
- e. THAT all non-essential delegations scheduled to come before the Board be postponed indefinitely.

CARRIED

IT WAS MOVED AND SECONDED

- c. THAT when permission is granted, the Board close their meetings to the public indefinitely, with the exception of the press. - **CARRIED**

Opposed: Directors Bauer, Vassilaki, Boot, Pendergraft

3. Closing Recreation Facilities/Programs

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

- a. THAT the following Regional District facilities be closed to the public, indefinitely:
- i. Similkameen Recreation Centre
 - ii. Okanagan Falls Community Centre
 - iii. Okanagan Falls Recreation Office
 - iv. Naramata Recreation Centre
 - v. Kaleden Community Hall
- b. THAT the Regional District suspend the delivery of recreation programs and events, indefinitely.
CARRIED
-

4. Access to Staff

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

- a. THAT the Regional District close their corporate and satellite offices to the public, with contact to be made by phone or email.
- b. THAT applications for planning and building permits be dropped off at the office, emailed with payment or dropped off in the after-hours drop box.
CARRIED
-

5. Payments

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Regional District accept payment for service only electronically, by cheque or by debit/credit cards, where available. - **CARRIED**

6. Emergency Operation Centre Update - COVID 19

7. Emergency Operation Centre Update – Freshet 2020

G. OTHER BUSINESS

1. Chair's Report

2. Board Representation

- a. BC Grape Growers Association and Starling Control – *Bush, Monteith (Alternate)*
 - b. Municipal Finance Authority – *Kozakevich (Chair), Holmes (Vice Chair, Alternate)*
 - c. Municipal Insurance Association – *Kozakevich (Chair), Holmes (Vice Chair, Alternate)*
 - d. Okanagan Basin Water Board - *McKortoff, Boot, Knodel, Pendergraft (Alternate to McKortoff), Holmes (Alternate to Boot), Monteith (Alternate to Knodel)*
 - i. **OBWB March Minutes**
 - e. Okanagan Film Commission – *Gettens, Holmes (Alternate)*
 - f. Okanagan Regional Library – *Kozakevich, Roberts (Alternate)*
 - g. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Knodel (Alternate)*
 - h. South Okanagan Similkameen Fire Chief Association – *Pendergraft, Knodel, Monteith, Obirek, Roberts*
 - i. South Okanagan Similkameen Rural Healthcare Community Coalition (formerly Developing Sustainable Rural Practice Communities) – *McKortoff, Bauer (Alternate)*
 - j. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
-

3. Directors Motions

4. Board Members Verbal Update

H. ADJOURNMENT

By consensus, the meeting adjourned at 1:21 pm.

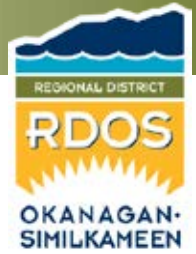
APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Development Variance Permit Application — Electoral Area “E”

Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. E2020.001-DVP

Purpose: To allow for conversion of a motel office to an eating and drinking establishment.

Owner: The Naramata Bungalows Ltd Applicant: Ashley Selwood Folio: E-00564.000

Civic: 244 Robinson Avenue, Naramata Legal: Lot 11, Block 3, Plan 519, District Lot 210, SDYD

OCP: Naramata Village Centre (NVC) Zone: Naramata Village Centre Zone (NVC)

Requested Variances: to reduce the required number of parking spaces for an eating and drinking establishment from 1 per 15 m² to 0 per 15m² of customer service floor area.

Proposed Development:

This application seeks a development variance permit to reduce the required number of parking spaces for an eating and drinking establishment within a motel to accommodate a coffee shop with a customer service floor area of 5.2 m².

Specifically, it is proposed to reduce the number of required stalls from 1 per 5 seats or 1 per 15 m² of customer service floor area to 0 per 15 m² of customer service floor area. The required number of parking stalls for the coffee shop is one stall and this variance seeks to allow for no additional parking stalls to be provided.

The applicants have stated that “the intent is not to force customers to park where they shouldn’t. Alternate parking is available onsite for bikes, strollers and paddle boards. Without the variance I cannot have the coffee shop open and this will negatively hurt the community: locals and tourists alike”.

Site Context:

The subject parcel is approximately 836 m² in area, situated between Robinson Avenue and a lane, between Second Street and Third Street in the Naramata Town Centre.

The property currently has a motel and a single detached dwelling. The surrounding pattern of development is characterised by a mix of commercial and residential along Robinson Avenue and residential in the surrounding area.

Background:

The subject property was created by a plan of subdivision on July 8, 1908, while available Regional District records indicate a Building Permit has previously been issued for a motel office and single detached dwelling addition (1982). A "Stop Work" notice was issued on July 17, 2019, for a Build Without Permit for changing the use of the motel to a coffee shop.

Under the Electoral Area "E" Official Community Plan (OCP) Bylaw No. 2458, 2008, the property is designated Naramata Village Centre (NVC), which supports the use of lands designated NVC for pedestrian-oriented, mixed use retail, office, food and beverage, tourist commercial, and medium density residential uses. The subject property is also within the Naramata Village Centre Development Permit Area.

Under the Electoral Area "E" Zoning Bylaw No. 2459, 2008, the property is currently zoned Naramata Village Centre (NVC) which allows for eating and drinking establishments, among other uses.

Required parking spaces for uses on the property are as follows:

- Motel – 1 per motel unit;
- Residential (Single Detached) – 2 per dwelling; and
- Eating and Drinking Establishment – 1 per 5 seats or 1 per 15 m² of customer service floor area in any eating and drinking establishment with the motel.

There are currently 10 parking spaces provided for the existing motel and residence. As there are no seats provided in the proposed coffee shop, 1 stall is required for the 5.2 m² of customer service floor area.

The property has been assessed as Residential (01) and Business and Other (06) and possesses a geotechnical classification of "limited or no hazard of slumps and slides. No development problems anticipated."

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 9, 2020, the Electoral Area "E" Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject application be approved.

Analysis:

The purpose of minimum parking stall requirements is to accommodate parking demand created by a particular use on-site and enhance functionality of a site design for vehicles. Provision of on-site parking alleviates parking congestion along public right-of-ways, and mitigates the potential for use of neighbouring properties for vehicle parking.

Administration has concerns of introducing a coffee shop without providing any parking for the intended use in an area with limited and sub-standard street parking.

Lack of adequate parking for potential customers may contribute to further parking congestion along Robinson Avenue, particularly during the busy tourist season.

However, in this instance, the coffee shop use is limited in nature as no seating is provided and the size of the customer service space is 5.2 m², and on-street parking is available along Robinson Avenue.

Further, there is existing on-site parking that could be utilized by potential customers.

The coffee shop is located in the Naramata Village Centre, which encourages pedestrian-oriented food and beverage uses. The scale, street-orientation and location of the proposed coffee shop is consistent with encouraging businesses in the Naramata Village Centre that cater to pedestrians or bicyclists.

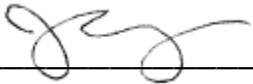
For the reasons stated above, Administration supports the variance request in order to encourage pedestrian-oriented businesses and provide additional commercial services in the Naramata Village Centre.

Alternative:

1. That the Board deny Development Variance Permit No. E2020.001-DVP.

Respectfully submitted

Endorsed by:



JoAnn Peachey, Planner I

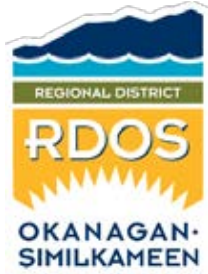


C. Garrish, Planning Manager

Attachments: No. 1 – Site Photo (July 2019)

Attachment No. 1 – Site Photo (July 2019)





Development Variance Permit

FILE NO.: E2020.001-DVP

Owner: The Naramata Bungalows
Limited, Inc. No. BC1160706
6630 Blenheim Street
Vancouver, BC, V6N 1R6

Agent: Ashley Selwood
P.O. Box 92 Naramata
Naramata, BC, V0H 1N0

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: Lot 11, Block 3, Plan 519, District Lot 210, SDYD

Civic Address: 244 Robinson Avenue, Naramata

Parcel Identifier (PID): 012-278-301 Folio: E-00564.000

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "E" Zoning Bylaw No. 2459, 2008, in the Regional District of Okanagan-Similkameen:
 - a) The required number of parking spaces for an eating and drinking establishment, as prescribed in Section 9.5., Table 9.2, is varied:

- i) from: 1 per 5 seats or 1 per 15 m² of customer service floor area in any eating and drinking establishment within the motel
- to: 0 per 15 m² of customer service floor area 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 _____, 2020.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

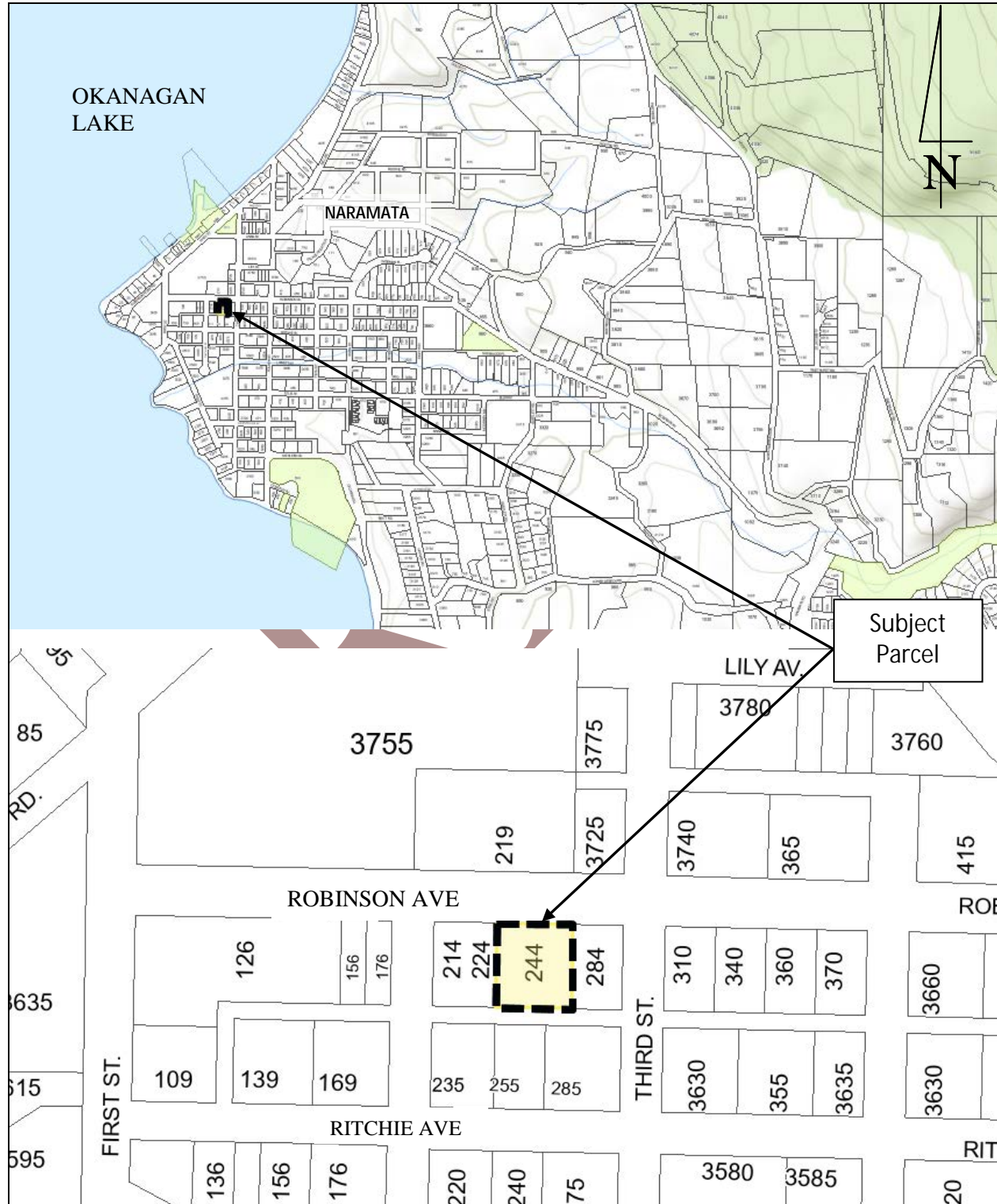
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: planning@rdos.bc.ca



Development Variance Permit

File No. E2020.001-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

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

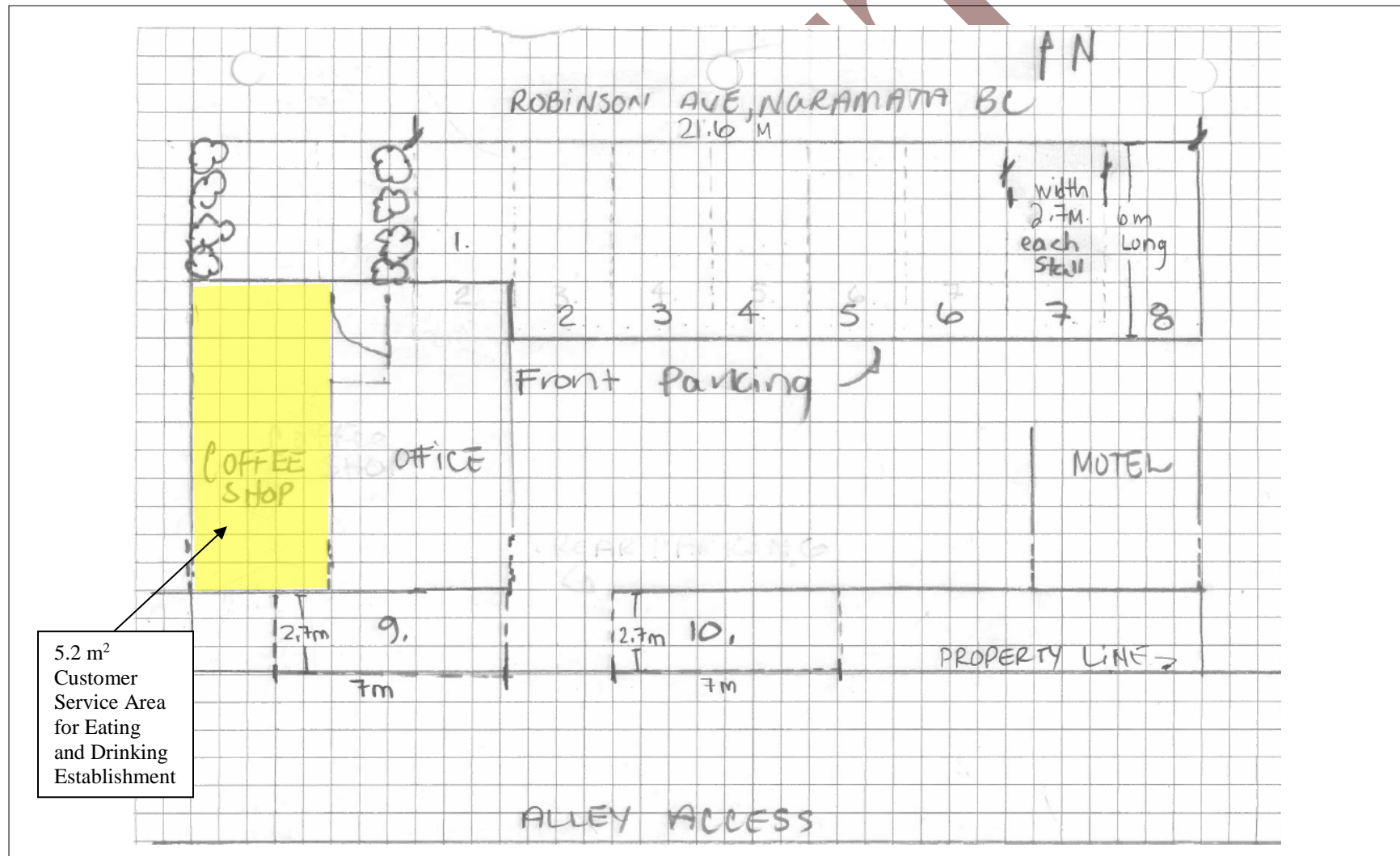
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. E2020.001-DVP

Schedule 'B'



Lauri Feindell

Subject: FW: RDOS File: E2020.001-DVP

From: MIK BALL <

Sent: March 19, 2020 9:20 AM

To: Gritten, Robert (Avison Young - CA)

Subject: Re: RDOS File: E2020.001-DVP

I'm on board - we may need some support from them in future.

Lauri Feindell

Subject: FW: RDOS File: E2020.001-DVP

From: Gritten, Robert (Avison Young - CA) <
Sent: March 19, 2020 9:15 AM
To: Info <info@rdos.bc.ca>

Subject: RDOS File: E2020.001-DVP

We are writing in support of this variance application to reduce the parking requirement from 1per 15 m2 to 0 per 15m2 . This is exactly the kind of entrepreneurial spirit that will help to rejuvenate the village core.

Robert Gritten
Naramata Wine Vault



Mill Bay Holdings Inc.

March 26, 2020

RDOS
101 Martin Street
Penticton, B.C.
V2A 5J9

Attn: Board of Directors

Re: Development Variance Permit (DVP) Application E2020.001-DVP
244 Robinson Avenue, Naramata (Lot 11, Block 3, Plan519, District Lot210, SDYD

Please consider this a **Letter of Support** for the above Development Variance Permit.

Mill Bay Holdings Inc. is the owner of the building located at 176 Robinson Avenue, Naramata.

Regards,

signed by PW Graham

Peter Graham
Director,
Mill Bay Holdings Inc.



Public Process:

A Public Information Meeting was held prior to the APC meeting on March 9, 2020, and was attended by the applicants, however, no member of public attended the meeting.

At its meeting of March 9, 2020, the Electoral Area "E" Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the proposed temporary use be approved until December 31, 2022.

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.

Agency referral comments have been received from the Ministry of Environment/ Ministry of Forests, Lands and Natural Resource Operations (Ecosystems Section), the Archaeology Branch, and Interior Health Authority (IHA) and are included as a separate item on the Agenda.

Analysis:

Administration notes that there have been no recorded complaints received in relation to the operation of this vacation rental use and that the applicant has indicated that there have been no changes to the use since the permit was issued in 2016 (i.e. the use remains limited to three bedrooms and six paying guests between mid June to September 1st week).

Under the Electoral Area "E" Zoning Bylaw No. 2459, 2008, the property is currently zoned Residential Single Family One (RS1) which only allows for "single detached dwellings" as a principal permitted use, with a limited accommodation of commercial uses in the form of "home occupations" and "bed and breakfast operations" as permitted secondary uses.

While it is recognised that the Electoral Area "E" OCP Bylaw No. 2458, 2008, contains a number of specific criteria against which vacation rental TUPs are to be assessed (i.e. septic capacity, screening, health & safety assessment and on-site vehicle parking provisions), this criteria was previously considered by the Board when it approved TUP No. E2016.114-TUP in 2016.

While the Interior Health Authority (IHA) has shown concerns regarding functioning of sewerage system, an assessment from Registered Onsite Wastewater Practitioner (ROWP), dated November 26, 2015, was provided to the Regional District in support of the previous TUP application E2016.114-TUP. Since then, the applicant has provided invoice demonstrating regular maintenance and flushing of the sewerage system on site. In support of this administration does not feel a new assessment from ROWP is required.

Accordingly, and in light of the absence of any change to the use or received complaints regarding its operation, Administration is supportive of the proposed Temporary Use Permit application.

Alternatives:

1. THAT the Board of Directors deny Temporary Use Permit No. E2020.001-TUP

Respectfully submitted:

R. Gadoya
R. Gadoya, Planning Technician

Endorsed By:


C. Garrish, Planning Manager

Attachments:

- No. 1 – Agency Referral List
- No. 2 – Site Photos (Google)
- No. 3 – Aerial Photo (2017)

Attachment No. 1 – Agency Referral List

Referrals have been sent to the following agencies as highlighted with a **p**, prior to Board consideration of TUP No. E2020.001-TUP:

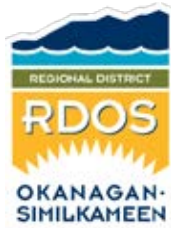
<input type="radio"/>	Agricultural Land Commission (ALC)	<input type="radio"/>	City of Penticton
<input checked="" type="radio"/>	Interior Health Authority (IHA)	<input type="radio"/>	District of Summerland
<input type="radio"/>	Ministry of Agriculture	<input type="radio"/>	Town of Oliver
<input type="radio"/>	Ministry of Community, Sport and Cultural Development	<input type="radio"/>	Town of Osoyoos
<input type="radio"/>	Ministry of Energy & Mines	<input type="radio"/>	Town of Princeton
<input checked="" type="radio"/>	Ministry of Environment	<input type="radio"/>	Village of Keremeos
<input checked="" type="radio"/>	Ministry of Forests, Lands & Natural Resource Operations	<input checked="" type="radio"/>	Okanagan Nation Alliance (ONA)
<input checked="" type="radio"/>	Archaeology Branch	<input checked="" type="radio"/>	Penticton Indian Band (PIB)
<input type="radio"/>	Ministry of Transportation and Infrastructure	<input type="radio"/>	Osoyoos Indian Band (OIB)
<input type="radio"/>	Integrated Land Management Bureau	<input type="radio"/>	Upper Similkameen Indian Bands (USIB)
<input type="radio"/>	BC Parks	<input type="radio"/>	Lower Similkameen Indian Bands (LSIB)
<input type="radio"/>	School District #53 (Okanagan Similkameen)	<input type="radio"/>	Environment Canada
<input type="radio"/>	School District #58 (Nicola Similkameen)	<input type="radio"/>	Fisheries and Oceans Canada
<input type="radio"/>	School District #67 (Okanagan Skaha)	<input checked="" type="radio"/>	Fortis
<input type="radio"/>	Canadian Wildlife Service		

Attachment No. 2 – Site Photos (Google Street View)



Attachment No. 3 – Aerial Photo (2017)





TEMPORARY USE PERMIT

FILE NO.: E2020.001-TUP

Owner: Allan & Betty Richards

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 2, Plan KAP3889, District Lot 211, SDYD

Civic Address: 4383 Mill Road, Naramata

Parcel Identifier (PID): 002-469-022 Folio: E-02277.000

TEMPORARY USE

6. In accordance with Section 19.0 of the Electoral Area "E" Official Community Plan Bylaw No. 2458, 2008, the land specified in Section 5 may be used for a vacation rental use as defined in the Electoral Area "E" Zoning Bylaw, being the use of a residential dwelling unit for the accommodation of paying guests occupying the dwelling unit for a period of less than 30 days.

CONDITIONS OF TEMPORARY USE

7. The vacation rental use of the land is subject to the following conditions:
 - a) the vacation rental use shall occur only between May 1st and October 31st;
 - b) the following information must be posted within the dwelling unit while the vacation rental use is occurring:
 - i) the location of property lines by way of a map;
 - ii) a copy of the Regional District's Electoral Area "E" Noise Regulation and Prohibition Bylaw;
 - iii) measures to address water conservation;
 - iv) instructions on the use of appliances that could cause fires, and for evacuation of the building in the event of fire;
 - v) instructions on the storage and management of garbage;
 - vi) instructions on septic system care; and
 - vii) instructions on the control of pets (if pets are permitted by the operator) in accordance with the Regional District's Animal Control Bylaw.
 - c) the maximum number of bedrooms that may be occupied by paying guests shall be three (3);
 - d) the number of paying guests that may be accommodated at any time shall not exceed six (6);
 - e) a minimum of three (3) on-site vehicle parking spaces shall be provided for paying guests, in accordance with Schedule 'B';
 - f) camping and the use of recreational vehicles, accessory buildings and accessory structures on the property for vacation rental occupancy are not permitted; and
 - g) current telephone contact information for a site manager or the property owner, updated from time to time as necessary, as well as a copy of this Temporary Use Permit shall be provided to the owner of each property situated within 100 metres of the land and to each occupant of such property if the occupier is not the owner.

COVENANT REQUIREMENTS

8. Not applicable.

SECURITY REQUIREMENTS

9. Not applicable.

EXPIRY OF PERMIT

10. This Permit shall expire on the 31st day of December, 2022.

Authorising resolution passed by Regional Board on ____ day of _____, 2020.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

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

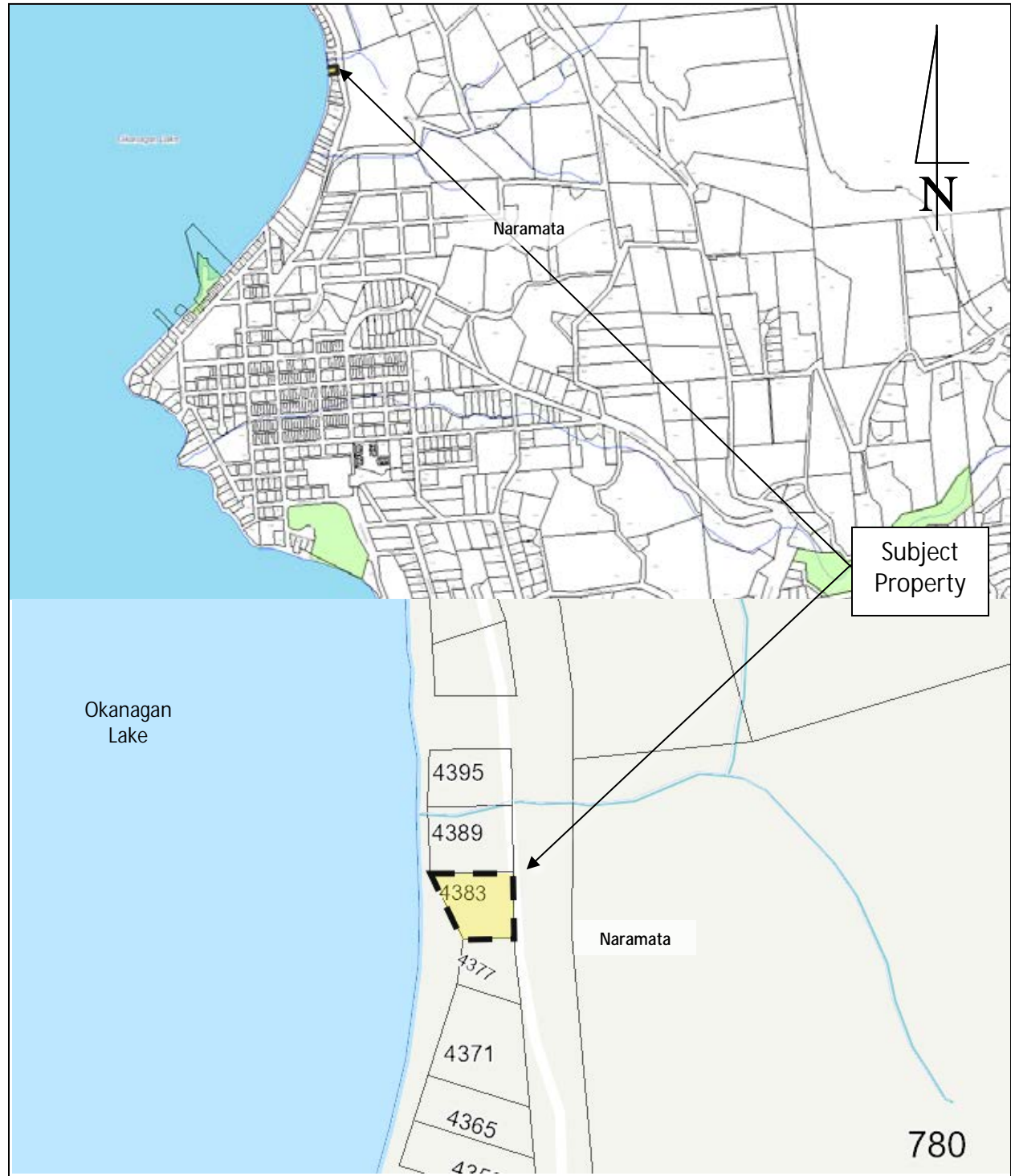
Telephone: 250-492-0237 Email: planning@rdos.bc.ca



Temporary Use Permit

File No. E2020.001-TUP

Schedule 'A'



Regional District of Okanagan-Similkameen

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

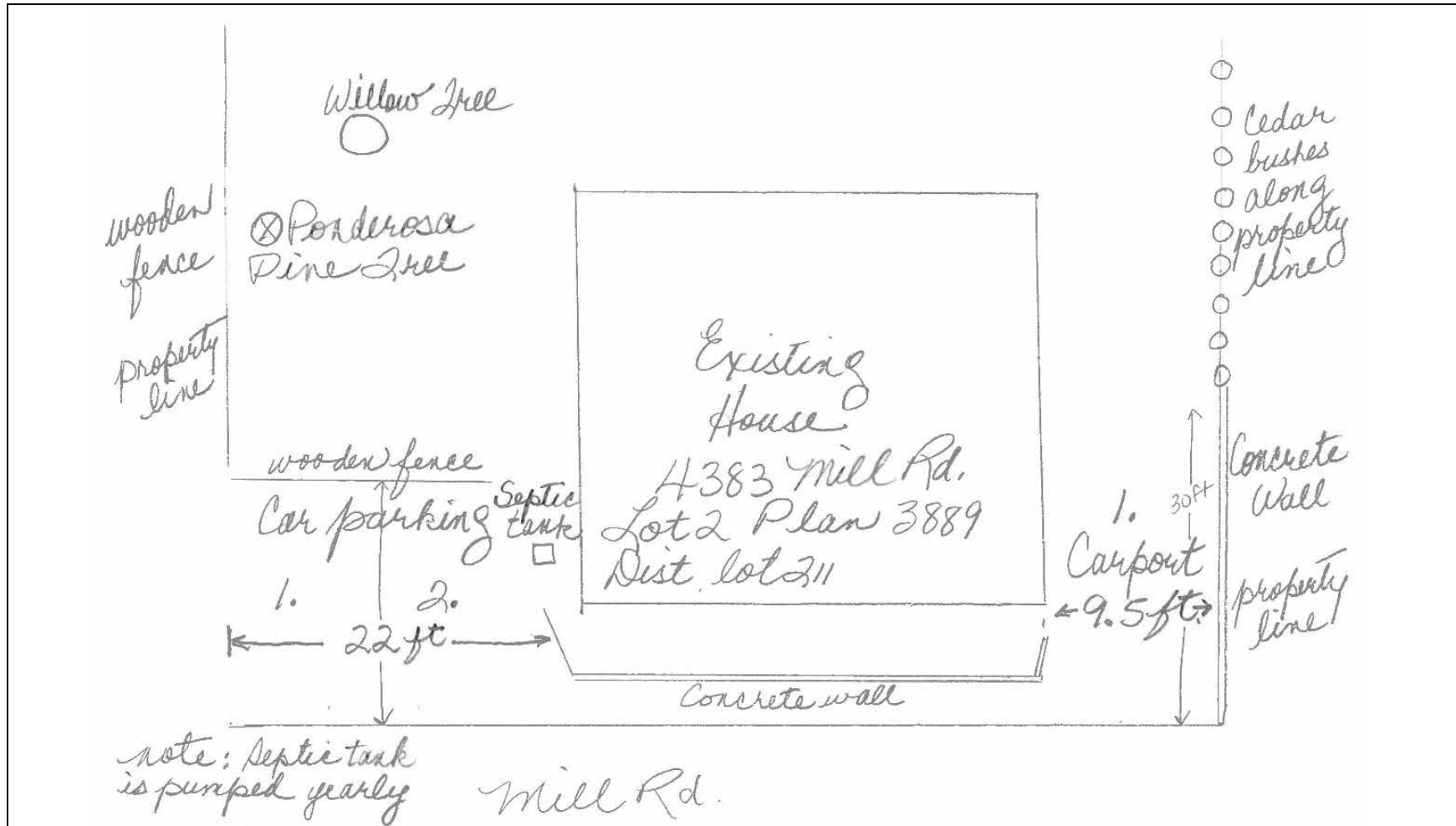
Telephone: 250-492-0237 Email: planning@rdos.bc.ca



Temporary Use Permit

File No. E2020.001-TUP

Schedule 'B'



RESPONSE SUMMARY

TEMPORARY USE PERMIT NO. E2020.001-TUP

- Approval Recommended for Reasons Outlined Below
- Interests Unaffected by TUP
- Approval Recommended Subject to Conditions Below
- Approval Not Recommended Due to Reasons Outlined Below

Thank you for the opportunity to provide comments from a healthy built environment perspective regarding the above referenced temporary use permit. It is my understanding that the intent is renew an existing TUP for operation of a short term vacation rental.

It is recommended that approval only be granted with the condition an Authorized Person assessment demonstrates sewerage system is adequately sized and functioning for proposed use. It is further recommended that a suitable back-up area be identified.

If you have any question or comments, please contact us at hbe@interiorhealth.ca or 1-855-744-6328 and choose option 4.

Signature: _____



Signed By: Faith Kwong

Agency: Interior Health Authority

Title: Environmental Health Officer

Date: Feb. 26, 2020



cc Agent 3/4/20

Lauri Feindell

From: Towstego, Lucas FLNR:EX <Lucas.Towstego@gov.bc.ca>
Sent: February 20, 2020 2:14 PM
To: Planning
Cc: Lauri Feindell
Subject: RE: TUP Referral - Project No. E2020.001-TUP

Good afternoon,

Thank you for your archaeological information request regarding 4383 Mill Road, Naramata (PID 002469022 LD: Lot 2, Plan KAp3889, DL211, SDYD). Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your information request.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, given the lot's waterfront location, archaeological potential modelling indicates there is high potential for previously unidentified archaeological sites to exist on the property. Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites but their results may be refined through further assessment.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned on the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

Rationale and Supplemental Information

- There is high to moderate potential for previously unidentified archaeological deposits to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.
- If a permit is required, be advised that the permit application and issuance process takes approximately 8-12 weeks; the permit application process includes referral to First Nations and subsequent engagement.



- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.



Please note that subject lot boundaries (yellow), archaeological site boundaries (red), and areas of archaeological potential (brown) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site boundaries may not be identical to actual site extent.



Penticton Indian Band
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Project Name:

4383 Mill Road Naramata application for the renewal of existing TUP permitting the operation

FN Consultation ID:

L-200219-E2020001-TUP

Consulting Org Contact:

Planning RDOS

Consulting Organization:

[Regional District of Okanagan-Similkameen](#)

Date Received:

Friday, February 21, 2020

WITHOUT PREJUDICE AND NOT TO BE CONSTRUED AS CONSULTATION

February 21, 2020

Attention: Planning RDOS

File number: E2020.001-TUP

RE: 40 (forty) day extension

Thank you for the above application that was sent on February 19, 2020.

This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, the Penticton Indian Band will be able to ensure that an informed review process will occur. We are setting the new timeline to be 40 days from the existing timeline.

Most recently, the Supreme Court of Canada in the Tsilquot'in case confirmed that the province has been applying an incorrect and restrictive test to the determination of Aboriginal Title, and that Aboriginal Title includes the exclusive right of a First Nation to decide how that land is used and the right to benefit economically from those uses.

Please note that not receiving a response regarding a referral from Penticton Indian Band in the pre-application, current or post-application stage does not imply our support for the project.

I appreciate your co-operation.

liml̓amt,

Maryssa Bonneau
Referrals Administrator
P: 250-492-0411
Referrals@pib.ca





Penticton Indian Band
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Project Name:

4383 Mill Road Naramata application for the renewal of existing TUP permitting the operation

FN Consultation ID:

L-200219-E2020001-TUP

Consulting Org Contact:

Planning RDOS

Consulting Organization:

[Regional District of Okanagan-Similkameen](#)

Date Received:

Friday, February 21, 2020

WITHOUT PREJUDICE AND NOT TO BE CONSTRUED AS CONSULTATION

February 21, 2020

Attention: Planning RDOS

File Number: E2020.001-TUP

We are in receipt of the above referral. This proposed activity is within the PIB Area of Interest within the Okanagan Nation's Territory, and the lands and resources are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the Tsilhqot'in case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

PIB has specific referral processing requirements for both government and proponents which are integral to the exercise of our management right and to ensuring that the Crown can meet its duty to consult and accommodate our rights, including our Aboriginal title and management rights. According to this process, proponents are required to pay a \$500 processing fee for each referral. This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be reviewed.

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

If the proposed activity requires a more in-depth review, PIB will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend PIB's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.



Lauri Feindell

From: Danielson, Steven <Steven.Danielson@fortisbc.com>
Sent: March 9, 2020 11:48 AM
To: Planning
Subject: Mill Rd, 4383 Naramata (E2020.001-TUP)

With respect to the above noted file,

There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Mill Road. All costs and land right requirements associated with changes to the existing servicing are the responsibility of the applicant.

In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). Please have the following information available in order for FBC(E) to set up the file when you call.

- Electrician's Name and Phone number
- [FortisBC Total Connected Load Form](#)
- Other technical information relative to electrical servicing

For more information, please refer to FBC(E)'s overhead and underground design requirements:

FortisBC Overhead Design Requirements

<http://fortisbc.com/ServiceMeterGuide>

FortisBC Underground Design Specification

<http://www.fortisbc.com/InstallGuide>

Otherwise, FBC(E) has no concerns with this circulation.

It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.

If you have any questions or comments, please contact me at your convenience.

Best Regards,

Steve Danielson, AACI, SR/WA

Contract Land Agent | Property Services | FortisBC Inc.

2850 Benvoulin Rd

Kelowna, BC V1W 2E3

Mobile: 250.681.3365

Fax: 1.866.636.6171

FBCLands@fortisbc.com



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Lauri Feindell

From: FLNR DOS Referrals CSNR:EX <FLNRDOSReferrals@gov.bc.ca>
Sent: March 12, 2020 7:41 AM
To: Planning
Cc: Lauri Feindell
Subject: TUP Referral - Project No. E2020.001-TUP - 4383 Mill Rd, Naramata - MFLNRORD District Okanagan Shuswap Comments

Good day,

MFLNRORD District Okanagan Shuswap Comments

DOS Lands Team:

Our interests are unaffected by this rental home.
Mary Ellen Grant, Natural Resource Specialist-Lands Team
250-260-4621, MaryEllen.Grant@gov.bc.ca

DOS Water Allocation Team:

No concerns from water allocation for this TUP extension.
Ray Reilly, Senior Authorizations Specialist
250-490-2218

Regards,
Pat



Patricia Shatzko

Authorizations Administrator
Referrals Co-Ordinator
Okanagan Shuswap Natural Resource District
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development
Front Counter BC
2501 - 14th Avenue, Vernon, BC V1T 8Z1
Referrals Email: FLNRDOSReferrals@gov.bc.ca
Direct Phone: (250) 558-1705
Main: (250)558-1700 Fax: (250)549-5485

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From: Lauri Feindell <lfeindell@rdos.bc.ca>
Sent: February 20, 2020 10:52 AM
To: 'HBE' <HBE@interiorhealth.ca>; 'fbclands@fortisbc.com' <fbclands@fortisbc.com>; referrals@pib.ca; Arch Data Request FLNR:EX <ArchDataRequest@gov.bc.ca>; FLNR DOS Referrals CSNR:EX <FLNRDOSReferrals@gov.bc.ca>
Cc: Rushi Gadoya <rgadoya@rdos.bc.ca>
Subject: TUP Referral - Project No. E2020.001-TUP - 4383 Mill Rd, Naramata - MFLNRORD District Okanagan Shuswap Comments



Lauri Feindell

Subject: FW: TUP Referral - Project No. E2020.001-TUP - 4383 Mill Rd, Naramata - MFLNRORD District Okanagan Shuswap Comments

From: FLNR DOS Referrals CSNR:EX <FLNRDOSReferrals@gov.bc.ca>
Sent: March 12, 2020 7:41 AM
To: Planning <planning@rdos.bc.ca>
Cc: Lauri Feindell <lfeindell@rdos.bc.ca>
Subject: TUP Referral - Project No. E2020.001-TUP - 4383 Mill Rd, Naramata - MFLNRORD District Okanagan Shuswap Comments

Good day,

MFLNRORD District Okanagan Shuswap Comments

DOS Lands Team:

Our interests are unaffected by this rental home.
Mary Ellen Grant, Natural Resource Specialist-Lands Team
250-260-4621, MaryEllen.Grant@gov.bc.ca

DOS Water Allocation Team:

No concerns from water allocation for this TUP extension.
Ray Reilly, Senior Authorizations Specialist
250-490-2218

Regards,
Pat



Patricia Shatzko

Authorizations Administrator
Referrals Co-Ordinator
Okanagan Shuswap Natural Resource District
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development
Front Counter BC
2501 - 14th Avenue, Vernon, BC V1T 8Z1
Referrals Email: FLNRDOSReferrals@gov.bc.ca
Direct Phone: (250) 558-1705
Main: (250)558-1700 Fax: (250)549-5485

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Penticton Indian Band
Natural Resources Department
841 Westhills Drive | Penticton, B.C.
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411
Fax: 250-493-2882

Project Name:

4383 Mill Road Naramata application for the renewal of existing TUP permitting the operation

FN Consultation ID:

L-200219-E2020001-TUP

Consulting Org Contact:

Planning RDOS

Consulting Organization:

[Regional District of Okanagan-Similkameen](#)

Date Received:

Friday, February 21, 2020

Activity No Payment

WITHOUT PREJUDICE AND NOT TO BE CONSTRUED AS CONSULTATION

April 2, 2020

File number: E2020.001-TUP

Attention: Planning RDOS

Re: 4383 Mill Road Naramata application for the renewal of existing TUP permitting the operation: 30 Day No Payment Activity

We write regarding your failure to pay invoice #L-200219-E2020001-TUP to conduct a review to obtain additional information in the area of the above referral. To date, no payment has been received and we have therefore been unable to conduct a review of this referral; we must therefore put you on notice that we do not consent, agree or otherwise approve of the activity / development referred to by you in your letter to us dated February 19, 2020.

The Okanagan Nation holds unextinguished aboriginal title to the land and resources within our traditional territory. The above-noted activity / development is within PIB's Area of Responsibility within Okanagan territory and as such, is subject to Okanagan title, jurisdiction, rights and interests, and PIB decision making and responsibility.

Over the last two decades, the Supreme Court of Canada has clarified the law respecting the rights of aboriginal people in British Columbia, which includes the Penticton Indian Band, Okanagan Nation. The Court has clarified that Aboriginal title continues to exist in British Columbia, and is protected by s. 35 of the Constitution Act, 1982.

Most recently, in June 2014, the Supreme Court of Canada in the Tsilhqot'in case set out the following characteristics and implications of Aboriginal title:

- Aboriginal title is not limited to intensively used sites; it extends to lands physically occupied and lands over which Indigenous peoples exercised control. Regular use of territories for hunting, fishing, trapping and foraging, with an intention and capacity to control the lands, grounds Aboriginal title.
- The Crown has no beneficial interest (the right to use, enjoy and profit from the economic development of lands) in



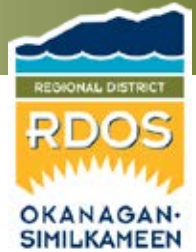
Aboriginal title lands and resources; the beneficial interest is held by the Aboriginal title holding group. Allocations of Aboriginal title lands or resources to third parties are serious infringements of Aboriginal title.

- Aboriginal title includes the right to proactively use and manage the resources.
- Once Aboriginal title is “established”, the constitution prohibits incursions without the consent of the Aboriginal title holders unless the Crown can justify the infringement, which in turn requires a compelling and substantial public purpose as well as consistency with the Crown’s fiduciary duty to the Aboriginal title holders, requiring the involvement of the Aboriginal title holding group in decisions.
- Before Aboriginal title is “established”, the only way to ensure certainty is to obtain consent; in the absence of consent, the Crown must consult and accommodate. If consultation or accommodation is inadequate, the Crown decision can be suspended or quashed. Moreover, fulfilling the duty to consult and accommodate does not provide the certainty that consent provides; once Aboriginal title is established, the Crown may be required to cancel projects where there was no consent and the justification test noted above cannot be met.

At this time there has been no reconciliation of our interests with those of the Province of British Columbia and Canada and no process in place to adequately recognize and negotiate co- existence or accommodation of our jurisdiction and title. The Province continues to act as though we have no beneficial interest or authority, and it takes for itself the revenues derived from our lands and resources. The payment of the referral fee is necessary in order for us to assess your proposal, assess potential impacts and determine whether it should be approved and if so, on what conditions. Because we are unable to undertake such an assessment, we must at this time advise you that we are opposed to your proposed development/activity.

limlæmt,

Maryssa Bonneau
Referrals Administrator
P: 250-492-0411
Referrals@pib.ca



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Q1 Activity Report – Development Services Department
For Information Only

Overview:

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

PLANNING:

Q1 Activities

Regional Growth Strategy:

- Ø A provincial grant of \$140,000 was received for completion of a Regional Housing Needs Assessment Report.
- Ø Preparation of a Request for Proposals (RFP) for completion of a Housing Needs Assessment Report was completed.
- Ø Preparation of an RFP for a review of the Regional Growth Strategy (RGS) Bylaw was completed.
- Ø Presentation of the Okanagan Region Climate Projections Report to the Board was completed.

Electoral Area Planning:

The following reports were prepared for consideration by the Planning and Development Committee:

- Ø Micro Cannabis Production Facilities;
- Ø Review of Residential Zones at Apex;
- Ø Duplex Zone Review; and
- Ø Regulation of Metal Storage (Shipping) Containers.

The following reports were prepared for consideration by the Board:

- Ø 14 Official Community Plan and/or Zoning Bylaw Amendments*;
- Ø 5 Development Variance Permits;
- Ø 4 Temporary Use Permits;
- Ø 3 Agriculture Land Commission Referrals;
- Ø Infrastructure Grant Application; and
- Ø Heritage Services Agreement & License of Occupation.

*may include multiple readings of same amendment bylaw(s)

- 5 Advisory Planning Commission (APC) Meetings were scheduled.
- 5 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- 6 Public Hearings were scheduled.
- 11 Development Permits (i.e. Environmentally Sensitive, Watercourse, etc.) were issued under delegated authority.

Environmentally Sensitive Development Permits (1st Quarter)

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	2		1	1	2			2		8
Land Alteration										
Subdivision										
Yearly Total (2020)	2		1	1	2			2		8

Watercourse Development Permits (1st Quarter)

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Development (i.e. construction)	1		1			1				3
Land Alteration										
Subdivision										
Yearly Total (2020)	1		1			1				3

- The following represents the subdivision referrals (YTD) that were received from the Ministry of Transportation and Infrastructure (MoTI):

Subdivisions Referrals Received: (1st Quarter)

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
Fee Simple										
Bare Land Strata										
Conventional				2	1	1		2		6
Road Closure										
Year to Date				2	1	1		2		6

- Provision of planning services to the Village of Keremeos
- Provision of planning services to the Town of Princeton

Planned Activities for Q2 – 2020

- Continue work in support of South Okanagan Electoral Area Zoning Bylaw No. 2800 (i.e. Apex Zones, Small Holdings & Residential zones, etc.);
- Electoral Area "A" OCP Bylaw Review:
 - ∅ commence community engagement (i.e. visioning and goals), subject to status of health crisis;
 - ∅ commence drafting new OCP Bylaw.

-
- Amendments to the Development Procedures Bylaw related to the processing of parkland dedication proposals submitted in relation to subdivision applications;
 - Present revised OCP and Zoning regulations and policies for docks for Board consideration;
 - Schedule public hearing for Micro Cannabis Production Facilities amendment bylaw, but subject to status of pandemic;
 - Continue working on the construction of software requirements needed for Regional District planning applications;
 - Prepare RFP in relation to preparation of an OCP Bylaw for Electoral Area "G";
 - Prepare an RFQ in relation to the preparation of a Wildfire Development Permit Area designation for inclusion in the Electoral Area OCP Bylaws;
 - Commence review of ESDP Area designation (mapping and application requirements) in Okanagan Electoral Area OCP Bylaws;
 - Release RFP in relation to the 5-year review of the Regional Growth Strategy (RGS) Bylaw;
 - Release RFP in relation to Housing Needs Assessment Report; and
 - Continue to provide planning services to the Village of Keremeos and Town of Princeton.

BUILDING INSPECTION:

Q1 Activities

- 111 Permits have been issued to March 31, 2020 compared to 136 for the same date in 2019 (see Attachment No. 2 for the summary of issued Building Permits).
- Average timeline from application date to permit issuance is currently at 28 days. Applications continue to be submitted and enforcement efforts have risen with respect to construction without permits. There have been 91 permit applications received compared to 129 in the same time period in 2019.
- Provision of inspection services to the Village of Keremeos continues.
- Continued with development of BasicGov software to be introduced for Development Services in July 2020. This target date may change given the current situation with COVID.

Planned Activities for Q2

- Research into a fee incentive program for the Energy Step Code implementation was proposed for Q1. However, given the current situation with COVID this be deferred to Q3.
- Continued work for implementation of BasicGov software for Building inspection modules.
- It is anticipated that enforcement efforts with respect to construction without a valid permit will increase due to COVID. Fines will not be administered except in the most egregious circumstances.

BYLAW ENFORCEMENT:

Q1 Activities

- Ongoing processing of complaints – 15 new complaints received and 38 files closed
- 4 matters were brought before the Board for multiple offences related to Untidy/Unsightly, illegal use and building without permits (Areas C and H)
- Site clean up – Electoral Area H
(see Attachment No. 3 for Summary of Bylaw Enforcement Complaints)

Planned Activities for Q2

- Work on development of BasicGov software to be introduced for Development Services in July 2020.
- Work with Legislative Services to develop processes for board hearings.
- Initiation of consolidation of Untidy/Unsightly regulatory bylaws.
- Review of annual dog licensing – explore potential for lifetime dog licenses.
- Respond to complaints with respect to social distancing requirements. Preparing for increased uptake due to farm workers.

DEVELOPMENT ENGINEERING:

Q1 Activities

- Twin Lake Golf Course Resort development
 - Ø Review of Works and Services Agreement is on-going. Agreement on domestic water and sewer systems design is pending.
- Village of Keremeos Building Permits Review:
 - Ø Off-site infrastructure requirements for three on-going building permits.
- Village of Keremeos Subdivisions:
 - Ø Re-issued Preliminary Layout Review for S-2018-02; and
 - Ø DVP-2019-04 complete.
- Town of Princeton:
 - Ø Completed review of development engineering requirement for subdivision applications.
- Works and Services Bylaw:
 - Ø Finalizing draft of Sanitary Section;
 - Ø Reviewing Levels of Service;
 - Ø Reviewing standard drawing section;
 - Ø Reviewing of front-end bylaw; and
 - Ø External agency consultation pending ability to hold meetings.

-
- . Greater West Bench Geotechnical:
 - Ø Historical data review and public survey completed, draft report to be submitted mid-April.
 - . Ongoing Works and Services consultations for Subdivisions:
 - Ø Grace Estates (Electoral Area "E"), pending water modelling
 - Ø Naramata Benchlands (Electoral Area "E"), pending applicant submission for water design
 - Ø Kettle Ridge – Phase 3a (Electoral Area "E"), pending applicant
 - Ø Patterson and Hayman (Electoral Area "E"), reviewing water system requirements

Planned Activities for Q2

- . Twin Lakes Golf Course Resort:
 - Ø Finalize concept of the water and sewer infrastructure.
 - Ø Finalize Works and Services Agreement prior to scheduling public hearing for rezoning
 - Ø Work on future operational agreement for water and sanitary systems
- . Continue Works and Services Bylaw and Schedules preparation:
 - Ø Compile completed bylaw sections and review for consistency
 - Ø Finalize all section for agency consultation, wait for consultation
 - Ø Bring to Planning and Development Committee for information
- . Greater West Bench Geotechnical:
 - Ø Complete review of draft report
 - Ø Consult with Staff for policy review
 - Ø Submit to Planning and Development Committee for information
 - Ø Public consultation
 - Ø Submit final report
- . Continue to provide development engineering services to the Village of Keremeos
- . Consult with the Town of Princeton for services requested
- . Complete works and services reviews for Planning Services applications.

Respectfully Submitted



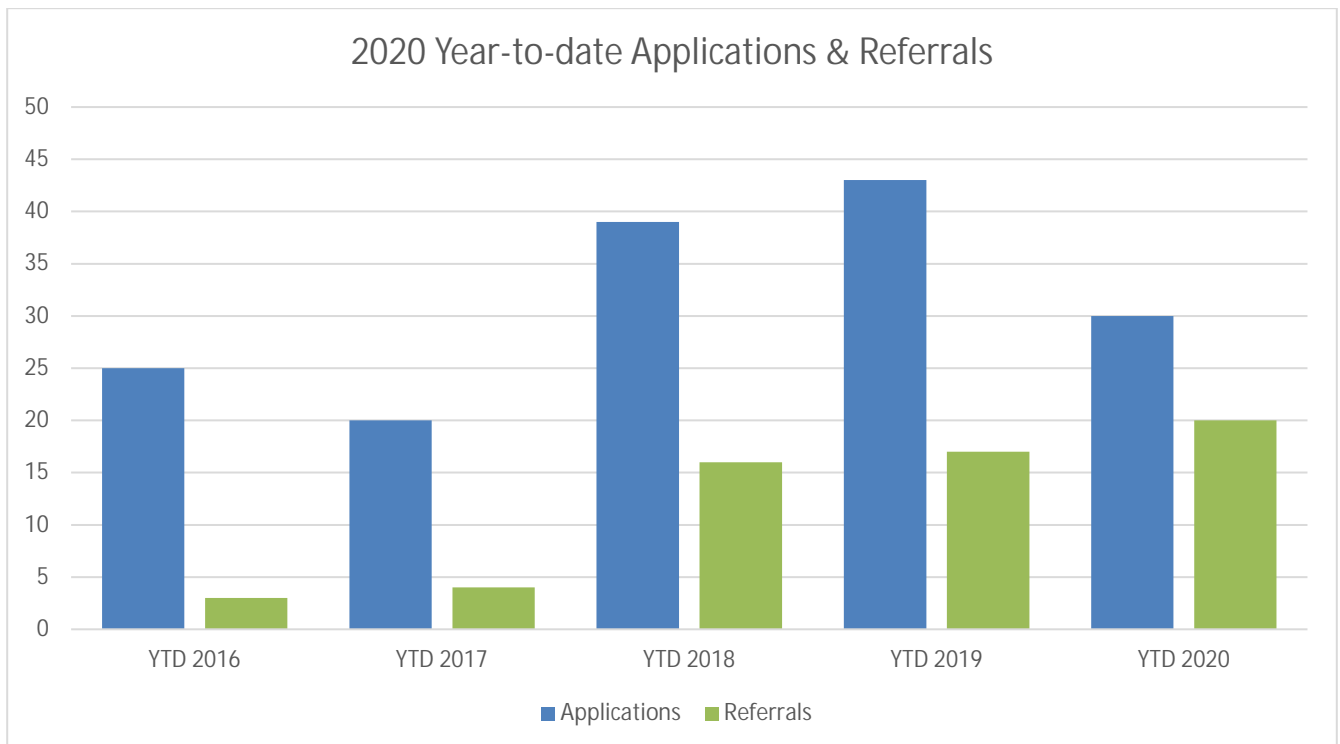
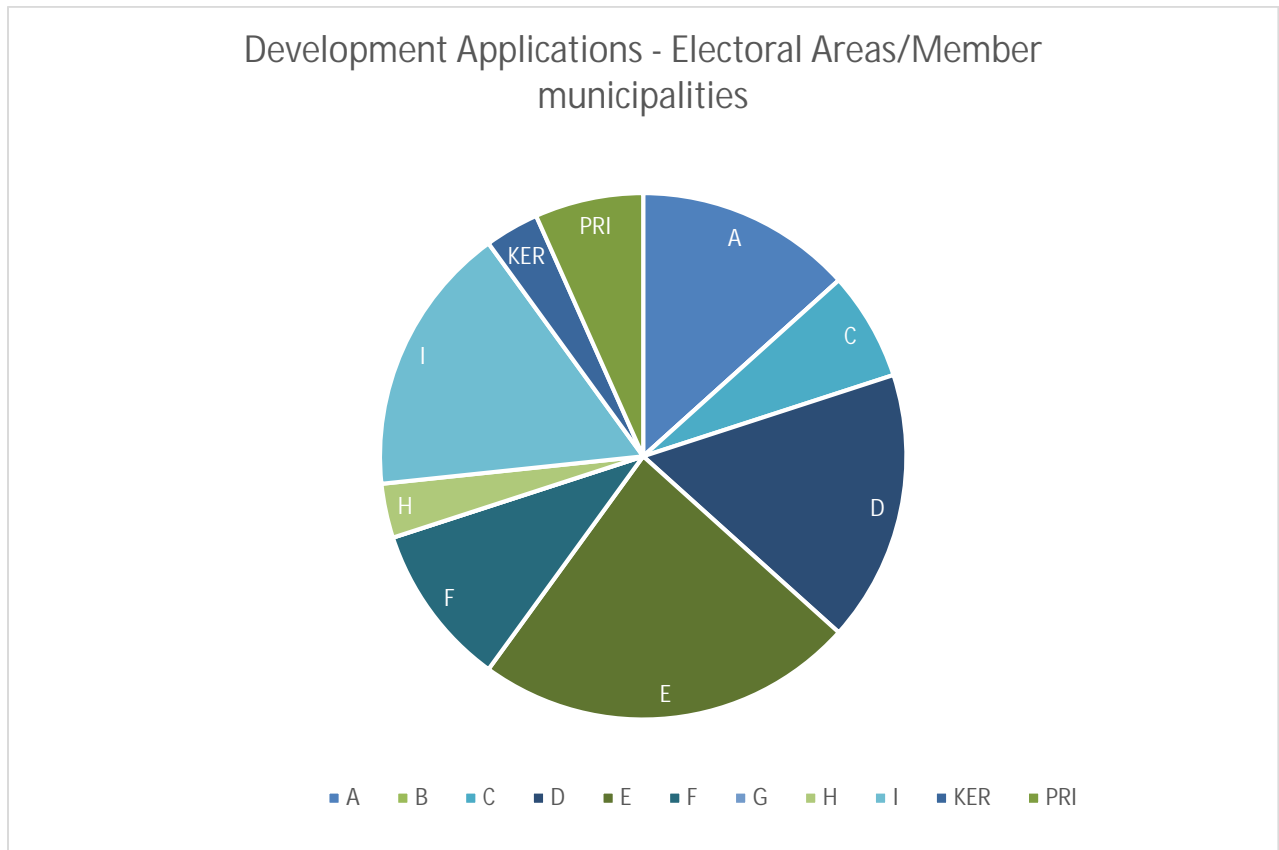
C. Garrish, Planning Manager



L. Miller, Building & Bylaw Enforcement Services Manager

Attachments: No. 1 – Number of Development Applications / Referrals (1st Quarter)
No. 2 – Summary of Building Permits (1st Quarter)
No. 3 – Summary of Bylaw Enforcement Complaints (1st Quarter)

Attachment No. 1 - Number of Development Applications / Referrals, Year to Date - 2020



Attachment No. 2 – Summary of Building Permits Issued, 1st Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2020

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2020	2019
RENEWAL/DEFICIENCY						1	1	2	7	9
S.F.D.	5					2	1	8	16	24
MOBILE/MANU HOMES		1						1	4	9
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY								0	3	1
DEMOLITION / MOVE								0	0	7
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING		2	1	1	1	4		9	28	34
COMMERCIAL	1	2	1	1	3		4	12	29	26
INDUSTRIAL		1						1	7	5
FARM BUILDINGS	1	7				1		9	13	5
INSTITUTIONAL		2						2	4	0
SOLID FUEL APPLIANCE								0	0	16
MONTHLY TOTAL	7	15	2	2	4	8	6	44	111	136
YEAR TO DATE 2020	12	30	20	11	11	16	11	111		
SAME MONTH 2019	5	10	5	8	6	8	5	47		
YEAR TO DATE 2019	12	23	19	22	10	21	29	136		

DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY						\$1,000	\$1,000	\$2,000	\$6,000	
S.F.D.	\$1,600,809					\$445,365	\$559,541	\$2,605,715	\$5,487,652	
MOBILE/MANU HOMES		\$164,025						\$164,025	\$675,969	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI								\$0	\$40,500	
DEMOLITION / MOVE								\$0	\$0	
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$10,000	\$77,720	\$25,000	\$60,000	\$33,600	\$310,040		\$506,360	\$1,216,080	
COMMERCIAL		\$10,800						\$10,800	\$589,140	
INDUSTRIAL								\$0	\$0	
FARM BUILDINGS	\$1,000	\$105,000					\$1,000	\$107,000	\$203,660	
INSTITUTIONAL		\$1,600,000						\$1,600,000	\$1,744,925	
SOLID FUEL APPLIANCE								\$0	\$0	
MONTHLY TOTAL	\$1,611,809	\$1,985,225	\$26,500	\$72,500	\$608,622	\$757,405	\$618,141	\$5,680,202	\$11,052,433	
YEAR TO DATE 2020	\$2,643,701	\$2,557,670	\$1,500,105	\$1,187,914	\$727,772	\$1,295,490	\$1,139,781	\$11,052,433		
SAME MONTH 2019	\$552,065	\$641,840	\$482,650	\$1,364,807	\$206,689	\$548,165	\$354,585	\$4,150,801		
YEAR TO DATE 2019	\$1,128,560	\$2,435,940	\$3,276,655	\$2,625,322	\$580,544	\$1,308,665	\$3,102,990	\$14,458,676		

BUILDING INSPECTION REVENUE										
MONTH	2014	2015	2016	2017	2018	2019	2020	Average of previous 6 years		
JANUARY	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$31,859.31		
FEBRUARY	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$40,603.96		
MARCH	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$48,352.02		
APRIL	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02		\$34,997.67		
MAY	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81		\$102,532.75		
JUNE	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49		\$71,805.64		
JULY	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71		\$74,940.45		
AUGUST	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34		\$48,359.69		
SEPTEMBER	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49		\$76,479.14		
OCTOBER	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70		\$50,774.72		
NOVEMBER	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51		\$47,639.01		
DECEMBER	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33		\$33,943.51		
TOTAL	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29	\$660,402.96	\$558,865.98	\$125,853.02	\$662,287.85		

Attachment No. 3 – Summary of Bylaw Enforcement Complaints, 1st Quarter

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BYLAW INFRACTIONS
1ST QUARTER (JAN-MAR 2020)**

COMPLAINTS RECEIVED January - March 2019

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	1	0	1	0	0	1	0	1	2	6	6	4	4
ESDP	0	0	0	0	0	0	0	0	0	0	0	0	0
WDP	0	0	0	0	0	0	0	0	0	0	0	0	0
MULTIPLE	0	0	1	0	1	0	0	0	0	2	2	1	0
UNTIDY/UNSIGHTLY	0	0	0	0	0	1	1	0	0	2	2	2	2
BUILDING BYLAW	1	0	0	1	1	0	0	1	0	4	4	4	4
ANIMAL CONTROL	3	0	10	1	0	0	3	0	2	19	19	14	13
NOISE CONTROL	0	0	2	0	1	2	0	0	1	6	5	12	12
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	5	0	14	2	3	4	4	2	5	39	38	37	35

COMPLAINTS RESOLVED January - March

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD	2019	2019 YTD
LAND USE	2	0	3	36	0	5	0	0	5	51	51	8	8
ESDP	1	0	0	0	0	0	0	0	0	1	1	1	1
WDP	0	0	0	1	0	0	0	0	1	2	2	0	0
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0	1	1
UNTIDY/UNSIGHTLY	1	0	1	1	0	2	1	0	0	6	6	1	1
BUILDING BYLAW	0	0	2	7	1	1	0	1	1	13	13	3	3
ANIMAL CONTROL	3	0	10	1	0	0	3	0	2	19	19	8	8
NOISE CONTROL	0	0	2	0	1	2	0	0	1	6	6	10	10
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	7	0	18	46	2	10	4	1	10	98	98	32	32

TOTAL ACTIVE COMPLAINTS

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL
LAND USE	6	0	22	5	5	7	1	5	8	59
ESDP	1	0	0	1	0	1	0	0	1	4
WDP	2	0	0	1	0	0	0	0	1	4
MULTIPLE	0	0	2	0	1	0	0	3	0	6
UNTIDY/UNSIGHTLY	0	0	1	5	1	1	3	2	1	14
BUILDING BYLAW	2	0	0	3	1	0	0	1	1	8
ANIMAL CONTROL	0	0	4	0	0	0	1	0	1	6
NOISE CONTROL	0	0	1	0	1	0	0	0	0	2
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0
Totals	11	0	30	15	9	9	5	11	13	103

MILEAGE

DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2020 YTD
LAND USE	7	0	943.5	88	103	191	0	314	171.5	1818	1818
ESDP	0	0	0	0	37	0	0	0	0	37	37
WDP	0	0	0	0	0	0	0	0	0	0	0
MULTIPLE	0	0	0	0	0	0	0	0	0	0	0
UNTIDY/UNSIGHTLY	0	0	71	20	0	14	64	14	0	183	183
ANIMAL CONTROL	61.5	0	341	340	243	32	266		939	2222.5	2222.5
NOISE CONTROL	0	0	64.5	0	34	62	0	0	59	219.5	219.5
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0
Totals	68.5	0	1420	448	417	299	330	328	1170	4480	4480
YTD	68.5	0	1420	448	417	299	330	328	1170	4480	

ADMINISTRATIVE REPORT



TO: Planning and Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Ministry of Agriculture Consultation – “Residential Flexibility in the ALR”

Administrative Recommendation:

THAT the Regional District submit the following comments to the Ministry of Agriculture for the consultation on residential options in the ALR:

- allow a single “small” accessory dwelling on a property without the need for an application to the ALC;
 - allow accessory buildings to be in the form of a garden suite, guest house, carriage suite or mobile home (CSA Z240);
 - limit the maximum density of ancillary dwelling units on a parcel to one (1) secondary suite *or* (1) accessory dwelling;
 - limit the maximum floor area of an accessory dwelling to 90.0 m²;
 - not restrict the use of an accessory dwelling to farm labour or family members;
 - not require that accommodation above a structure be limited to “existing” structures; and
 - create a “Registry” of accessory dwellings approved by local government on lands in the ALR that does not impose undue reporting requirements on local governments.
-

Purpose:

The purpose of this report is to seek direction from the Board in relation to a request from the Ministry of Agriculture for input from local governments that have Agricultural Land Reserve (ALR) within their boundaries and options for “small secondary residences” in the ALR.

Background:

In February 2019, the province brought into force amendments to the *Agricultural Land Commission Act* (Act) in order to better protect ALR land for farming.

These amendments included, amongst other things, “directly address[ing] mega-mansions and speculation in the ALR by limiting the size of primary residences and empowering the ALC to approve additional residences for farm use;

This included a phase-out of a long-standing rule that had allowed ALR landowners to place a small secondary residence in the ALR without ALC approval, provided that it was a manufactured home for immediate family members.

In July of 2019, the Ministry of Agriculture delayed the full implementation of these residential changes to February 22, 2020, in response to public concerns about this phase-out of the previous regulations.

Between September 29, 2019, and November 15, 2019, the Ministry undertook additional public engagement in order to continue to address how to strengthen farming in B.C. Through this process the Ministry heard a key theme: more flexibility is needed for residences in the ALR. More specifically:

- *Some ALR landowners felt uncertain over their ability to replace a structure if it is destroyed (75% or more), or needs to be replaced because it is in disrepair;*
- *Some retiring and new farmers felt disadvantaged because they can't provide a secondary residence for family/workers without approval from the ALC;*
- *Participants generally wanted to ensure that the needs of LG, First Nation governments and regional districts are considered in the development of any future policy changes;*
- *It was recognized that some regional districts do not have zoning bylaws and there is a need to consider what this might mean against any policy options; and*
- *BC ALR regions have different residential land uses, including the size of properties, population densities, and pressures to use ALR for non-farm uses.*

In response, full implementation of the residential changes outlined above was further delayed to December 31, 2020, and an options paper regarding the ability of landowners in the ALR to have a "small" accessory dwelling on a property without the need for an application to the ALC.

In terms of defining a "small" accessory dwelling, the Ministry is advising that it is giving consideration to the following:

- a manufactured secondary home with conditions such as whether:
 - Ø the foundation being limited to a concrete slab and no basement;
 - Ø dimensions not exceeding a maximum of 9.0 meters in width and 22.86 meters in length; and
 - Ø compliance with the Canadian Standards Association (CSA) Z240 Manufactured Home series.
- a garden suite, guest house or carriage suite (e.g. usually meaning a detached dwelling, often no larger than 90.0 m²).
- accommodation above an existing building on a farm with conditions on what type of existing structure it could be built on and whether it can be located on a parcel that already has a suite in the principal residence.
- permitting a principal residence to be constructed in addition to a manufactured home that was placed as the first principal residence.

Importantly, the Ministry has advised that it is not considering the re-introduction of a previous restriction that required such a dwelling to be in the form of a manufactured home, or be for an immediate family member, or be part of a farming plan.

The Ministry is also suggesting that new accessory dwellings on a property should be "registered" with the ALC for long-term land-use planning purposes.

The Ministry's deadline for comments to be provided was originally set as April 17, 2020, however, due to the recent health crisis related to the COVID19 virus, the Ministry is advising that it is prepared to accept comments by mid-May of 2020.

Analysis:

In considering the options that have been proposed by the Ministry of Agriculture, Administration notes that many of these are consistent with the direction that has previously been adopted by the Board in relation to the provision of accessory dwelling in the various Agriculture (AG) zones. Namely:

- a maximum of one (1) secondary suite or one (1) accessory dwelling on a parcel less than 8.0 ha in the ALR (subject to ALC approval);
- that the floor area allowance for a secondary suite or accessory dwelling unit is currently limited to 90.0 m²;
- that an accessory dwelling can be in the form of a mobile home (Z240);
- that the location of an accessory dwelling can either be stand-alone or as part of a farm building; and
- that use of the dwelling is not restricted to farm labour or a family member.

For these reasons, Administration generally supports the direction being considered by the Ministry of Agriculture as this will provide property owners with flexibility in developing a single accessory dwelling on their properties.

That said, requiring that a dwelling unit occur “above an existing building” has previously proven challenging to enforce and Administration considers that the Ministry should be discouraged from re-introducing this requirement as it is unduly cumbersome for property owners and ineffective.

In the past, the regulation could be undermined by simply completing an accessory structure with space left open for a future dwelling unit. Upon completion of the structure, it is deemed “existing”, thereby allowing for the submission of a new building permit to convert the open part of the building to a dwelling unit.

With regard to the Ministry’s contemplation of a “Registry” for accessory dwellings approved by local governments on lands in the ALR, Administration is supportive of the concept but is concerned by the lack of details and the potential requirements for how local government may be required to provide this information to the ALC.

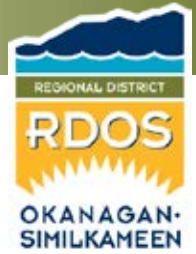
Alternatives:

- .1 THAT the Board of Directors not provide comments to the Ministry of Agriculture in relation to its consultation process on “Residential Flexibility in the ALR”; or
- .2 THAT the Board of Directors provide the following comments to the Ministry of Agriculture in relation to its consultation process on “Residential Flexibility in the ALR”:
 - i) *TBD.*

Respectfully submitted:

C. Garrish, Planning Manager

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Zoning Amendment Bylaw No. 2498.20, 2020 – Scheduling of Public Hearing

Administrative Recommendation:

THAT pursuant to section 464 of the *Local Government Act*, the Regional District Board resolves to waive the holding of a public hearing for Zoning Amendment Bylaw No. 2498.20, 2020;

AND THAT pursuant to sub-section 467 of the *Local Government Act*, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw No. 2498.20, 2020.

Purpose:

The purpose of this report is to seek direction from the Board regarding the convening of a public hearing in relation to the "Electoral Area "H" Zoning Amendment Bylaw No. 2498.20."

Background:

At its meeting of March 5, 2020, the Regional District Board resolved to approve first and second reading of Amendment Bylaw No. 2498.20, 2020, and directed that a public hearing occur at the Board meeting of April 2, 2020.

This amendment bylaw is in relation to a proposal that will allow for a composting operation, including municipal bio-solids, food waste from commercial and residential sectors, and yard and garden waste on an approximately 11.67 ha section of Crown land situated near Copper Mountain.

At its meeting of March 19, 2020, the Board subsequently resolved that all non-regulatory public hearings on land use matters be waived, and all regulatory public hearings be postponed until further notice in response to the on-going health crisis related to the COVID-19 virus.

Statutory Requirements:

Under Section 464(2) of the *Local Government Act*, the Board may waive the holding of a public hearing on a proposed zoning bylaw if:

- a) *an official community plan is in effect for the area that is subject to the zoning bylaw; and*
- b) *the bylaw is consistent with the official community plan.*

If a local government waives the holding of a public hearing, it must give notice of this decision by providing details of the bylaw changes in an advert published in at least 2 consecutive issues of a newspaper in which the last publication appears not less than 3 days and not more than 10 days before 3rd reading, and by mailing a copy of the notice to adjacent property owners and residents 10 days prior to 3rd reading.

Analysis:

In light of recent events, and to ensure that those planning applications that are able to proceed continue to be progressed in a timely manner, Administration is recommending that the convening of a public hearing for Amendment Bylaw No. 2498.20, 2020, be waived in accordance with the requirements of the *Local Government Act*.

In this instance, the proposed composting facility is seen to be consistent with the Resource Area (RA) designation in the Electoral Area "H" Official Community Plan (OCP) Bylaw No. 2497, 2012, which is generally applied to lands required for large-scale extractive industries such as agriculture, forestry and mining.

While Administration is cognizant that the Public Information Meeting (PIM) held on February 18, 2020, in relation to this proposal was attended by approximately 30 members of the public, and that this would normally result in a recommendation in favour of convening a public hearing, it is also noted that the public representations received to date on the proposal have expressed support.

Waiving of the public hearing requirement for this proposal will also allow the amendment bylaw to be considered by the Board for 3rd reading and possible adoption at its meeting of May 21, 2020.

Alternatives:

- .1 THAT the Regional District Board not waive the public hearing for the Electoral Area "H" Zoning Amendment Bylaw No. 2498.20, 2020.

Respectfully submitted:

Endorsed By:

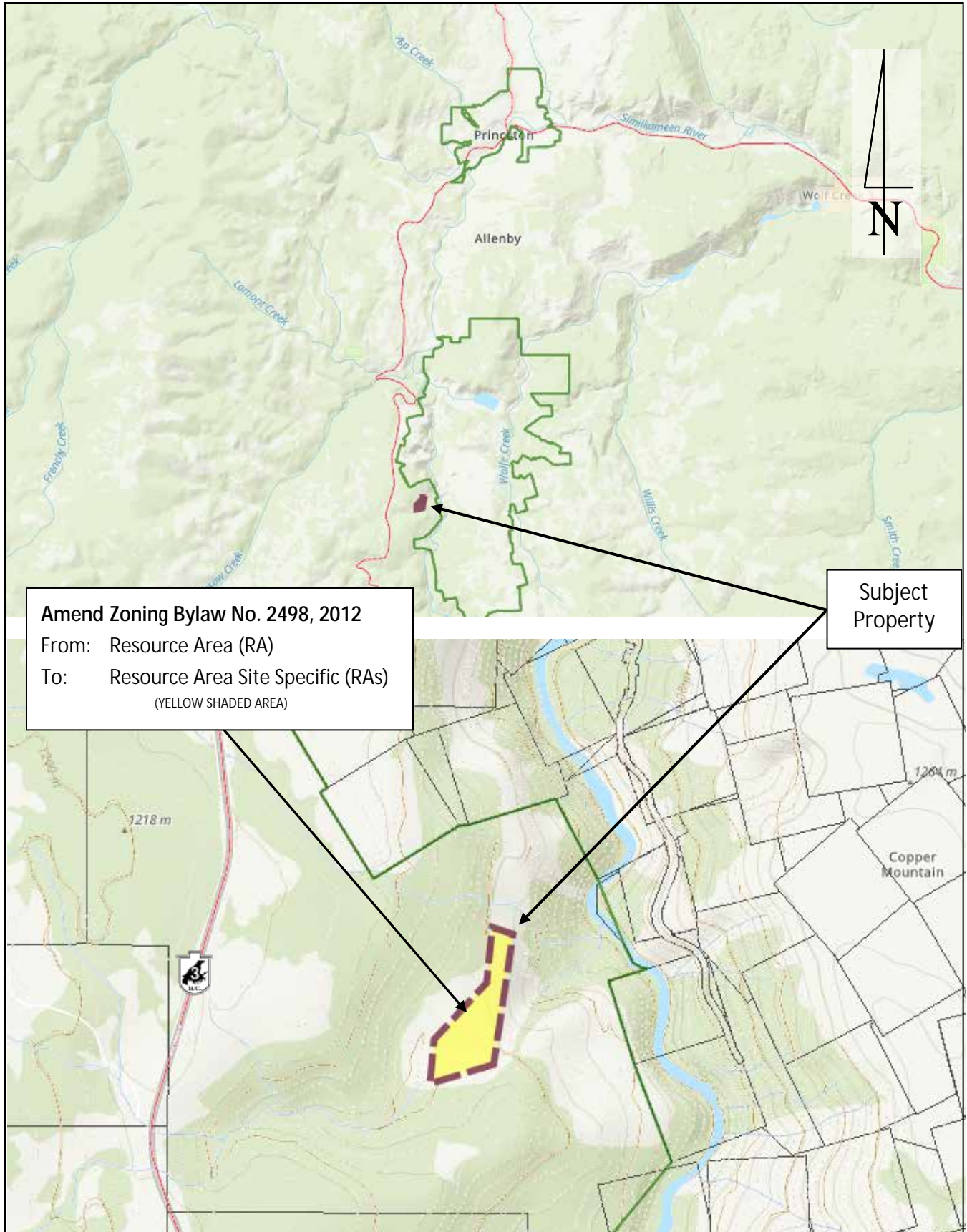
Cory Labrecque

Cory Labrecque, Planner II

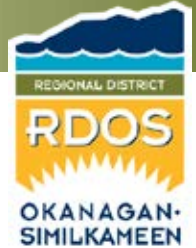
C. Garrish, Planning Manager

Attachments: No. 1 – Context Maps

Attachment No. 1 —Context Maps



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Zoning Amendment Bylaw No. 2886, 2020 – Scheduling of Public Hearing

Administrative Recommendation:

THAT pursuant to section 464 of the *Local Government Act*, the Regional District Board resolves to waive the holding of a public hearing for Zoning Amendment Bylaw No. 2886, 2020;

AND THAT pursuant to sub-section 467 of the *Local Government Act*, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw No. 2886, 2020.

Proposal:

The purpose of this report is to seek direction from the Board regarding the convening of a public hearing in relation to the "Regional District of Okanagan-Similkameen Duplex Zone Update Amendment Bylaw No. 2886, 2020."

Background:

At its meeting of March 5, 2020, the Regional District Board resolved to approve first and second reading of Amendment Bylaw No. 2886, 2020, and directed that a public hearing occur at the Board meeting of April 2, 2020.

This amendment bylaw is in relation to an update of the duplex zones in the Electoral Area "A", "C", "D" & "E" zoning bylaws as part of on-going work related to the preparation of a single zoning bylaw for the South Okanagan Valley Electoral Areas

At its meeting of March 19, 2020, the Board subsequently resolved that all non-regulatory public hearings on land use matters be waived, and all regulatory public hearings be postponed until further notice in response to the on-going health crisis related to the COVID-19 virus.

Statutory Requirements:

Under Section 464(2) of the *Local Government Act*, the Board may waive the holding of a public hearing on a proposed zoning bylaw if:

- a) *an official community plan is in effect for the area that is subject to the zoning bylaw; and*
- b) *the bylaw is consistent with the official community plan.*

If a local government waives the holding of a public hearing, it must give notice of this decision by providing details of the bylaw changes in an advert published in at least 2 consecutive issues of a newspaper in which the last publication appears not less than 3 days and not more than 10 days before 3rd reading, and by mailing a copy of the notice to adjacent property owners and residents 10 days prior to 3rd reading.

Analysis:

In light of recent events, and to ensure that those planning applications that are able to proceed continue to be progressed in a timely manner, Administration is recommending that the convening of a public hearing for Amendment Bylaw No. 2886, 2020, be waived in accordance with the requirements of the *Local Government Act*.

In this instance, the proposed amendments to the duplex zones are seen to be consistent with the various Low Density Residential (LR) objectives and policies contained within the Electoral Area "A", "C", "D" & "E" Official Community Plan (OCP) Bylaws.

Waiving of the public hearing requirement for this proposal will also allow the amendment bylaw to be considered by the Board for 3rd reading at its meeting of May 21, 2020.

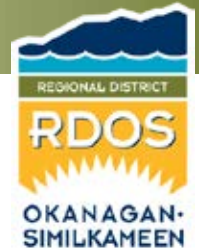
Alternatives:

1. THAT the Regional District Board not waive the public hearing for the Regional District of Okanagan-Similkameen Duplex Zone Update Amendment Bylaw No. 2886, 2020.

Respectfully submitted:


C. Garrish, Planning Manager

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Liquor and Cannabis Regulation Branch Referral – Electoral Area “C”

Administrative Recommendation:

THAT in accordance with Section 33(1) of the *Cannabis Control and Licencing Act*, the Regional District Board support an application from 1199357 B.C. Ltd. (Nimbus Cannabis) for a Non-medical Cannabis Retail Licence with operating hours from 9:00 am to 11:00 pm seven days a week to be located at 2-8102 Highway 97 (Lot 834, Plan KAP5650, District Lot 2450s, SDYD, Except Plan KAP73342 and KAP91344);

AND THAT the Board provide the following comments to the Liquor and Cannabis Regulation Branch:

- a) The property is located in the Service Commercial Zone (CS1) and the use is permitted in the CS1 zone.
 - b) No significant negative impact on the community is anticipated if the application is approved.
 - c) Residents were provided opportunity to provide their views on the licence application through a public notice inviting written comments on the application until March 6, 2020. The notice was published in the Oliver Chronicle on February 13, 2020 and February 20, 2020; Castanet from February 12 to February 14, 2020; and posted on the municipal web site from February 4, 2020. Owners and tenants within 100 metres of the subject parcel were mailed notice on February 6, 2020. Further, a notification sign was posted on the subject property at 8102 Highway 97 from February 2, 2020 until April 2, 2020.
 - d) All comments received prior to April 2, 2020 were provided to the Board of Directors.
-

Purpose: To obtain a Non-Medical Cannabis Retail Store licence Folio: C-06564.000

Owners: LABH Investments Ltd. Applicant: 1199357 B.C. Ltd. (Nimbus Cannabis) Civic: 2-8102 Highway 97

Legal: Lot 834, Plan KAP5650, District Lot 2450S, SDYD, Except Plan KAP73342 and KAP91344

OCP: Commercial (C) Zone: Service Commercial Zone (CS1)

Proposed Development:

An application to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence, whereby under Section 33(1) of the *Cannabis Control and Licencing Act* the LCRB is prevented from issuing a CRS licence without a positive recommendation from the local government.

Specifically, the applicant is seeking LCRB approval to operate a 156 m² cannabis retail store within an existing commercial building, with operating hours from 9:00 a.m. to 11:00 p.m., seven days a week.

Site Context:

The subject parcel is approximately 10,879 m² in area and is situated on the west side of Highway 97. The parcel currently has a gas bar and a building containing two commercial units, one of which a convenience store/gas station. The surrounding pattern of development is characterised by a cluster of commercial properties along Highway 97 near the intersection of Tuc-el-Nuit Drive, just south of Gallagher Lake including a winery, campground, gas station and cannabis retail store.

Background:

The subject property was created by a plan of subdivision deposited in the Land Registry Office in Kamloops on February 5, 1952. Available Regional District records indicate that multiple building permits were issued from 1977 to 2015 in relation to the construction, re-building, and addition to a gas station and campground washroom facilities.

Under the Electoral Area "C" OCP Bylaw No. 2452, 2008, the subject property has been designated as Commercial (C) and is also partially situated within the Watercourse Development Permit Area and Environmentally Sensitive Area Development Permit Area (ESDP) along the rear of the property.

Under Electoral Area "C" Zoning Bylaw No. 2453, 2008, the property is zoned Service Commercial Zone (CS1) wherein convenience retail stores are permitted. A convenience retail store is limited to a maximum gross retail floor area of 250 m² and is intended as a retail sales outlet to serve the residents of the surrounding community on a day to day basis.

The property has been classified by BC Assessment as Business and Other (06).

Public Process:

Under the Regional District's *Development Procedures Bylaw No. 2500, 2011*, a referral from the LCRB for a cannabis retail store is to be publicly notified in the following manner:

- a) written notice mailed to property owners and tenants of land within a radius not less than 100 metres of the boundaries of the subject property;
- b) posting of application information on the Regional District's web-site and social media accounts;
- c) advertising in at least two (2) consecutive issues of an appropriate print newspaper and once on an internet news media site with a focus on local matters;
- d) requiring the applicant erect a Notice of Development Sign, in accordance with requirements outlined in Section 5.3 and Schedule '1' of this bylaw, on the property under application; and
- e) referring the application to the applicable Advisory Planning Commission (APC) for a recommendation.

In this instance, notice of the application was mailed to adjacent property owners and tenants on February 6, 2020, was posted to the Regional District's web-page and social media accounts on February 4, 2020, and was published in the February 13 and 20th, 2020, editions of the Oliver Chronicle.

This item was included in the agenda for the March 17, 2020, meeting of the Electoral Area "C" Advisory Planning Commission (APC), however, in response to concerns of the spread of COVID-19 this meeting was subsequently cancelled.

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

Based upon feedback received as part of this process, the Board may decide that additional consultation is required and direct that a public hearing be scheduled.

Analysis:

In considering this proposal, Administration notes that a cannabis retail store is a permitted use in the Service Commercial zone as cannabis retail is considered a retail use. As such, the proposed location is consistent with Board direction to permit cannabis retail in any zone in which retail sales are listed as a permitted use.

In this case, the zone has limited retail uses in the form of convenience retail. Given the Board's previous direction, a cannabis retail store would be considered under the purview of convenience retail.

Further, this application appears to align with the objectives of the Commercial Designation in the Electoral Area "C" OCP Bylaw, which supports such lands for smaller-scale commercial activities that service the neighbourhood.

As the cannabis retail store is to be contained within an existing commercial building, there are no further zoning considerations for this proposal. For these reasons, it is Administration's recommendation to support the application.

Alternatives:

1. THAT the RDOS Board of Directors recommends that the subject development application be deferred to allow for additional consultation in the form of a public hearing;
2. THAT the RDOS Board of Directors recommends that the subject development application be referred to the Area "C" Advisory Planning Commission;
3. THAT the RDOS Board of Directors direct staff to forward the following recommendation to the Liquor & Cannabis Regulation Branch (LCRB);

AND THAT in accordance with Section 33(1) of the *Cannabis Control and Licencing Act*, the RDOS Board of Directors recommend denial of an application from 1199357 B.C. Ltd. (Nimbus Cannabis) for a proposed non-medical retail cannabis location at 2-8102 Highway 97 (Lot 834, Plan KAP5650, District Lot 2450s, SDYD, Except Plan KAP73342 and KAP91344), for a Non-medical Cannabis Retail Licence with operating hours from 9:00 am to 11:00 pm seven days a week;

AND THAT the RDOS Board of Directors comments are as follows:

- i) TBD

Respectfully submitted:



Endorsed By:

Attachments:

No. 1 – Context Maps

No. 2 – Applicant's Site Plan

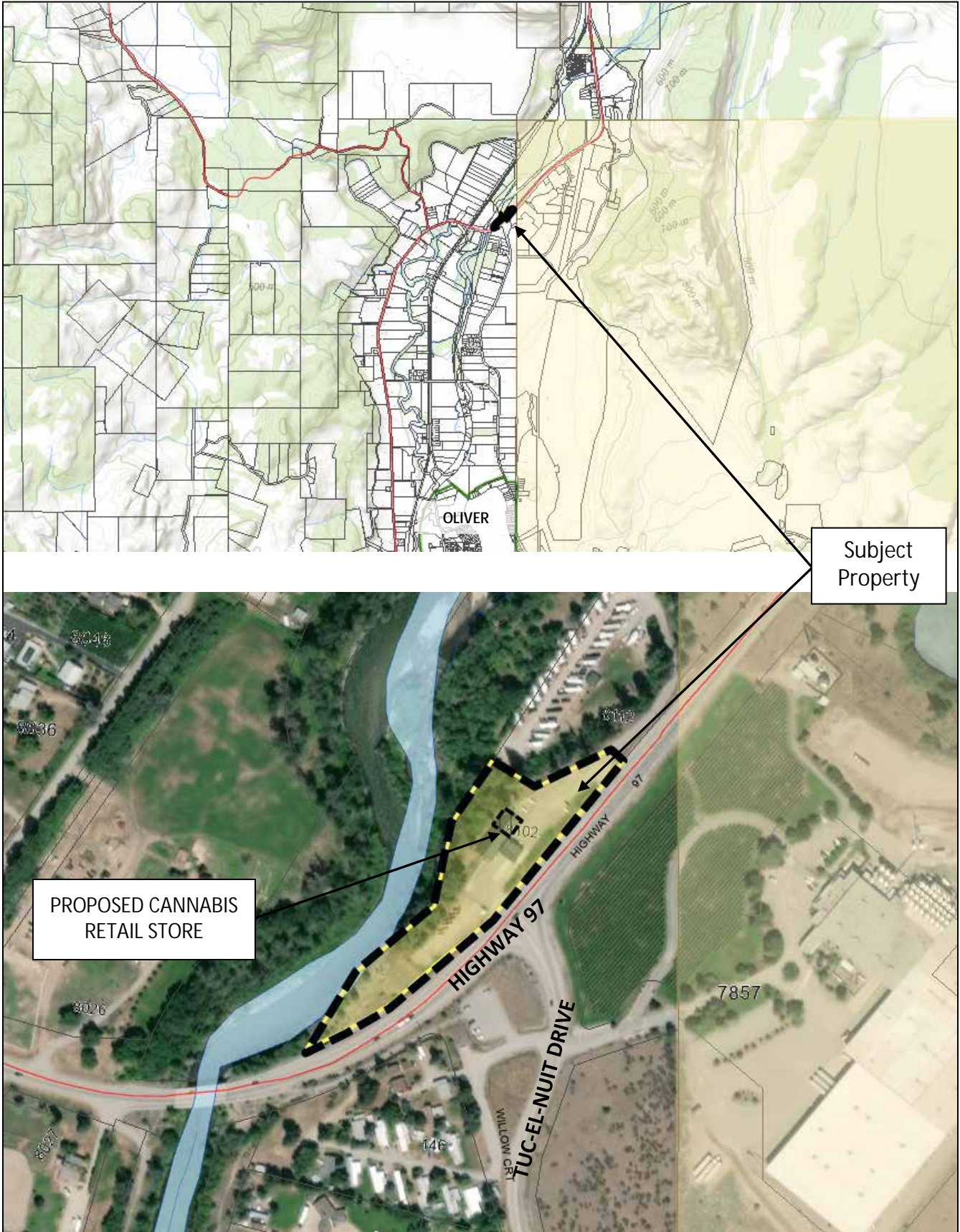
No. 3 – Site Photo (Google Street View)

File No: C2019-01-LCRB

JoAnn Peachey, Planner I

C. Garrish, Planning Manager

Attachment No. 1 – Context Maps

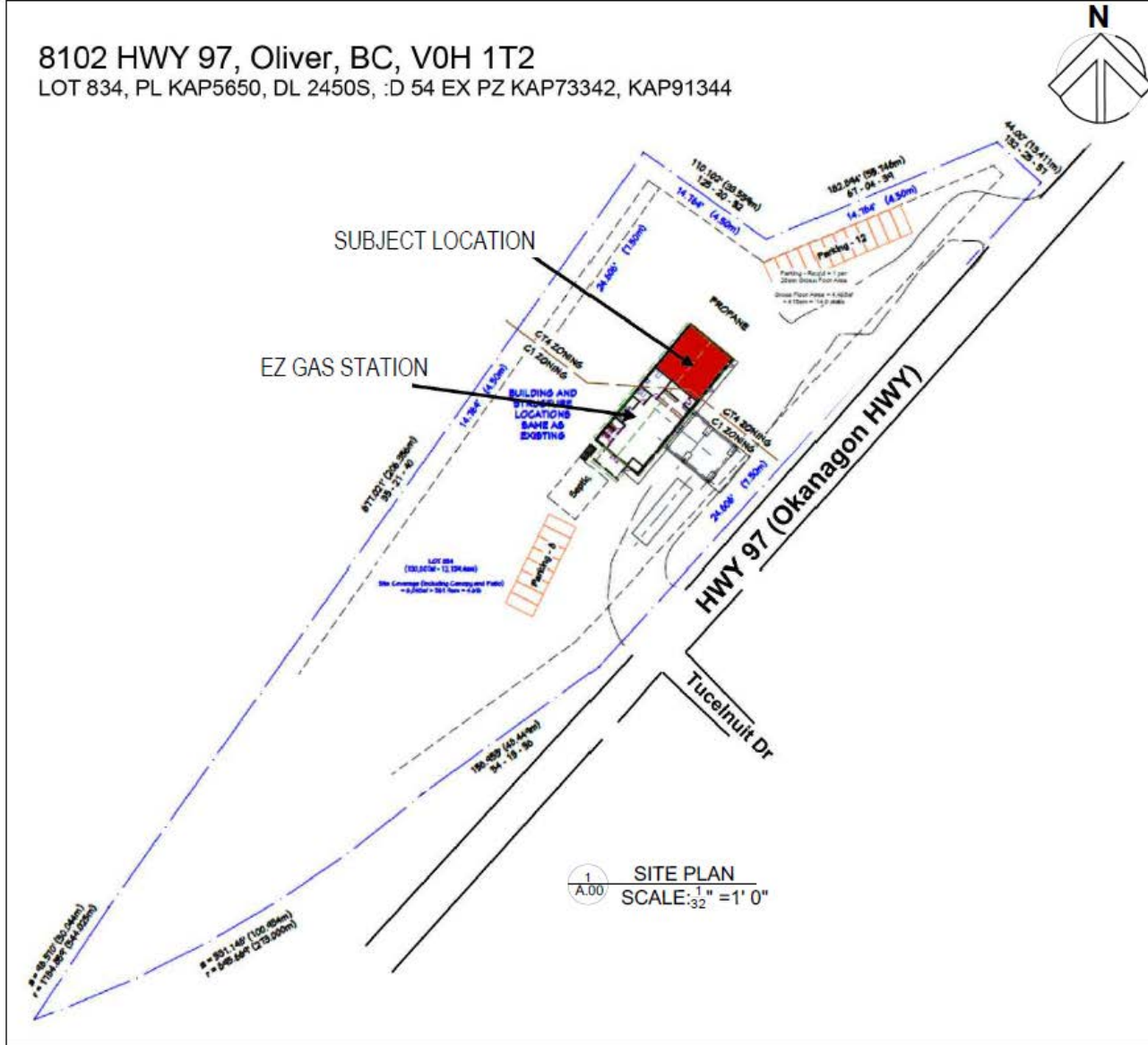


Subject Property

PROPOSED CANNABIS RETAIL STORE

Attachment No. 2 – Applicant's Site Plan

8102 HWY 97, Oliver, BC, V0H 1T2
 LOT 834, PL KAP5650, DL 2450S, :D 54 EX PZ KAP73342, KAP91344



NOTES:
1.

KEY PLAN

ISSUED FOR CITY APPROVAL	10.06.19
Prepared	DRM

REVISIONS

IROL ALBERTA
 DESIGN & DEVELOP

212, 1609 - 11TH STREET SW
 CALGARY, AB T3C 1E1
 PH: 403 681 8830
 www.irolalberta.com

Project:
 NON MEDICAL CANNABIS STORE
 Location:
 8102 Hwy 97, Oliver, BC

Title:
 SITE PLAN

File Name:
 NON MEDICAL CANNABIS STORE

Date Created: JUNE 10, 2019	Package Version
Project Number	Page Number
FILE NO: 1918-125	MR
Drawn By: SA	Scale: 1/32"=1'-0"
A.00 0	

Attachment No. 3 – Site Photo (Google Streetview)



Labh Investments Ltd.
16291 80 Avenue, Surrey , BC

February 11, 2020

RDOS
101 Martin Street
Penticton, BC V2A 5J9

To whom it may concern:

Re: Project No. C2019.011-LCRB - Feedback on proposed Cannabis Retail Store License at Unit 2 8120 Hwy 97.

I am writing to express support for the grant of Cannabis Retail Store License at Unit 2 8120 Hwy 97 for the following reasons:

1. The store will be licensed to sell safe cannabis for non-medicinal and purposes.
2. The store will have undergone a rigorous licensing process by the LCRB.
3. The store will be governed by the rules and regulations of the LCRB and thus ensure safe Cannabis for the residents and visitors of the area.

While I support this application, I strongly oppose the opening of unlicensed Cannabis stores on Indian land. By surpassing the licensing procedures, the unlicensed stores are a true danger to public health and safety.

Sincerely yours,



Jasminer Singh Sarkaria

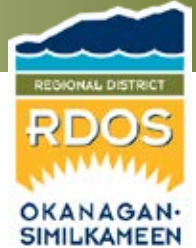
RECEIVED
Regional District

FEB 18 2020

101 Martin Street
Penticton BC V2A 5J9



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Zoning Bylaw Amendment – Electoral Area “H”

Administrative Recommendation:

THAT Bylaw No. 2498.21, 2020, Electoral Area “H” Zoning Amendment Bylaw be read a first and second time;

AND THAT pursuant to sub-section 464 of the *Local Government Act*, the Regional District resolves to waive the holding of a public hearing for Zoning Amendment Bylaw 2498.21, 2020;

AND THAT pursuant to sub-section 467 of the *Local Government Act*, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw 2498.21, 2020.

Purpose: To rezone the property to formalize an existing salvage operation.

Owner: William & Robert Reichert Agent: N/A Folio: H01005.005

Civic: 256 Copper Mountain Road Legal: Lot A, Plan KAP17187, DL 1822, SDYD, Except Plan H17425

Zoning: Industrial (Light) One (I1) Proposed Zoning: Industrial (Heavy) Two (I2)

Proposed Development:

This application proposes to amend the subject property in order to allow for Salvage Operations as a permitted principal use.

In order to accomplish this, it is being proposed to amend the zoning under Schedule ‘2’ (Zoning Map) of the Electoral Area “H” Zoning Bylaw No. 2498, 2012, from Industrial One (I1) to Industrial Two (I2).

In support of the rezoning, the applicant has stated that “we want to comply with RDOS bylaws, and we were told by RDOS staff that rezoning is better than applying for Temporary Use Permits all of the time. The property contains an established salvage operation business that we would like to continue into the future.”

Site Context:

The subject property is approximately 0.40 ha in area and is situated approximately 25 meters south of the Town of Princeton’s southern municipal boundary, between Old Copper Mountain Road and Copper Mountain Road.

It is understood that the parcel is comprised of an existing Salvage Operation, including an associated repair shop and outdoor storage. The surrounding pattern of development is generally characterised by developed commercial lands to the north, developed industrial lands to the east and south east, and partially developed large holdings lands to the south and west.

Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops in December, 1966, while available Regional District records indicate that building permits have previously been issued for an addition to the repair shop (2000). Temporary Use permits have been issued for the Salvage Operations in 2013 and 2016.

Under the Electoral Area "H" Official Community Plan (OCP) Bylaw No. 2497, 2012, the subject property is designated Industrial (I), an objective of which is to "provide for small scale, light industrial activities servicing the needs of local residents."

Under the Electoral Area "H" Zoning Bylaw No. 2498, 2012, the subject property is zoned Industrial (Light) One (I1), which does not list "salvage operations" as a permitted use (this use is permitted in the Industrial (Heavy) Two (L2) Zone).

BC Assessment has classified the property as "Business" (Class 06) and it is also partially within the Agricultural Land Reserve (ALR).

Referrals:

At its meeting of March 17, 2020, the Electoral Area "H" Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required prior to adoption as the proposed amendments involve lands beyond 800 metres of a controlled access highway (i.e. Highway 3). Preliminary Approval has been granted by MoTI for this rezoning, pursuant to section 52(3)(a) of the Transportation Act.

Pursuant to Section 475 of the Local Government Act, the Regional District must consult with the Agricultural Land Commission (ALC) when proposing to amend an OCP which might affect land in the agricultural land reserve. Both the ALC and the Ministry of Agriculture have been made aware of the proposed amendment bylaw.

Of note, the ALC has stated that it "has no objection to the proposed Bylaw... the property is an isolated node within the ALR that has remained despite a previous exclusion application which removed almost all of the surround lands from the ALR. The landowner should be encouraged to submit an application for exclusion of this Property from the ALR".

All agency comments that have been received are included as a separate item on the Board Agenda.

Analysis:

In considering this proposal, Administration notes that the site has a long established industrial use, with a history of the owner applying for and receiving Temporary Use Permits since 2013.

The proposed Industrial Two (I2) Zone of the Zoning Bylaw allows Salvage Operation as a principal permitted use. Given the history and context of the established used on this site and surrounding development pattern, Administration is recommending that a more appropriate and consistent way of managing this particular land use, rather than to continue allowing the use through Temporary Use Permits.

In terms of the ALR status of the property, the ALC's comments have been received and Administration agrees that the property is not well situated or suited for agricultural use, and ALC's

recommendation to apply to have the parcel removed from the ALR have been forwarded to the applicant.

In summary, Administration generally supports the proposed Zoning Bylaw amendments.

In light of recent events, and to ensure that those planning applications that are able to proceed continue to be progressed in a timely manner, Administration is recommending that the convening of a public hearing for Amendment Bylaw No. 2498.21, 2020, be waived in accordance with the requirements of the *Local Government Act*.

In this instance, the proposed amendment is seen to be consistent with the various industrial (I) objectives and policies contained within the Electoral Area "H" OCP Bylaw.

Alternatives:

1. THAT Bylaw No. 2498.21, 2020, Electoral Area "H" Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;
AND THAT the holding of the public hearing be delegated to Director Coyne, or their delegate;
AND THAT staff schedule the date, time, and place of the public hearing in consultation with Director Coyne;
AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.
2. THAT Bylaw No. 2498.21, 2020, Electoral Area "H" Zoning Amendment Bylaw be deferred; or
3. THAT Bylaw No. 2498.21, 2020, Electoral Area "H" Zoning Amendment Bylaw be, be denied.

Respectfully submitted:

Cory Labrecque

C. Labrecque, Planner II

Endorsed By:



C. Garrish, Planning Manager

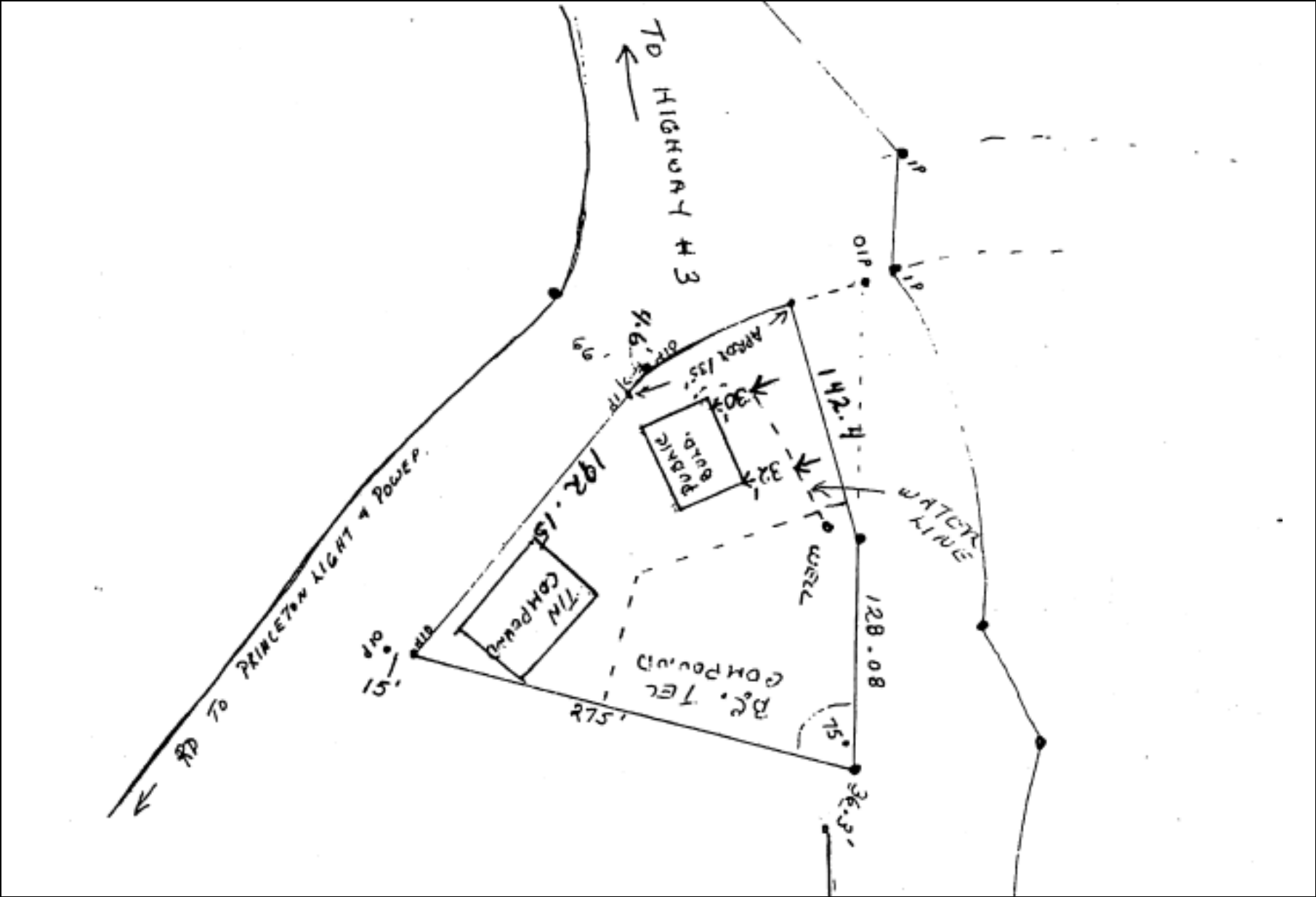
Attachments: No. 1 – Aerial Photo

No. 2 – Applicant's Site Plan

Attachment No. 1 – Aerial Photo



Attachment No. 2 – Applicant's Site Plan



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2498.21, 2020

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

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "H" Zoning Amendment Bylaw No. 2498.21, 2020."
2. The Official Zoning Map, being Schedule '2' of the Electoral Area "H" Zoning Bylaw No. 2498, 2012, is amended by changing the land use designation on the land described as, and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Industrial (Light) One (I1) to Industrial (Heavy) Two (I2).

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 "Electoral Area "H" Zoning Amendment Bylaw No. 2498.21, 2019" as read a Third time by the Regional Board on this ____ day of _____, 2020.

Dated at Penticton, BC this ____ day of _____, 2020.

Corporate Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this ____ day of _____, 2020.

For the Minister of Transportation & Infrastructure

ADOPTED this ____ day of _____, 2020.

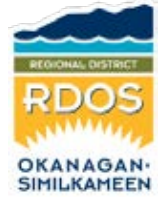
Board Chair

Corporate Officer

DRAFT

Regional District of Okanagan-Similkameen

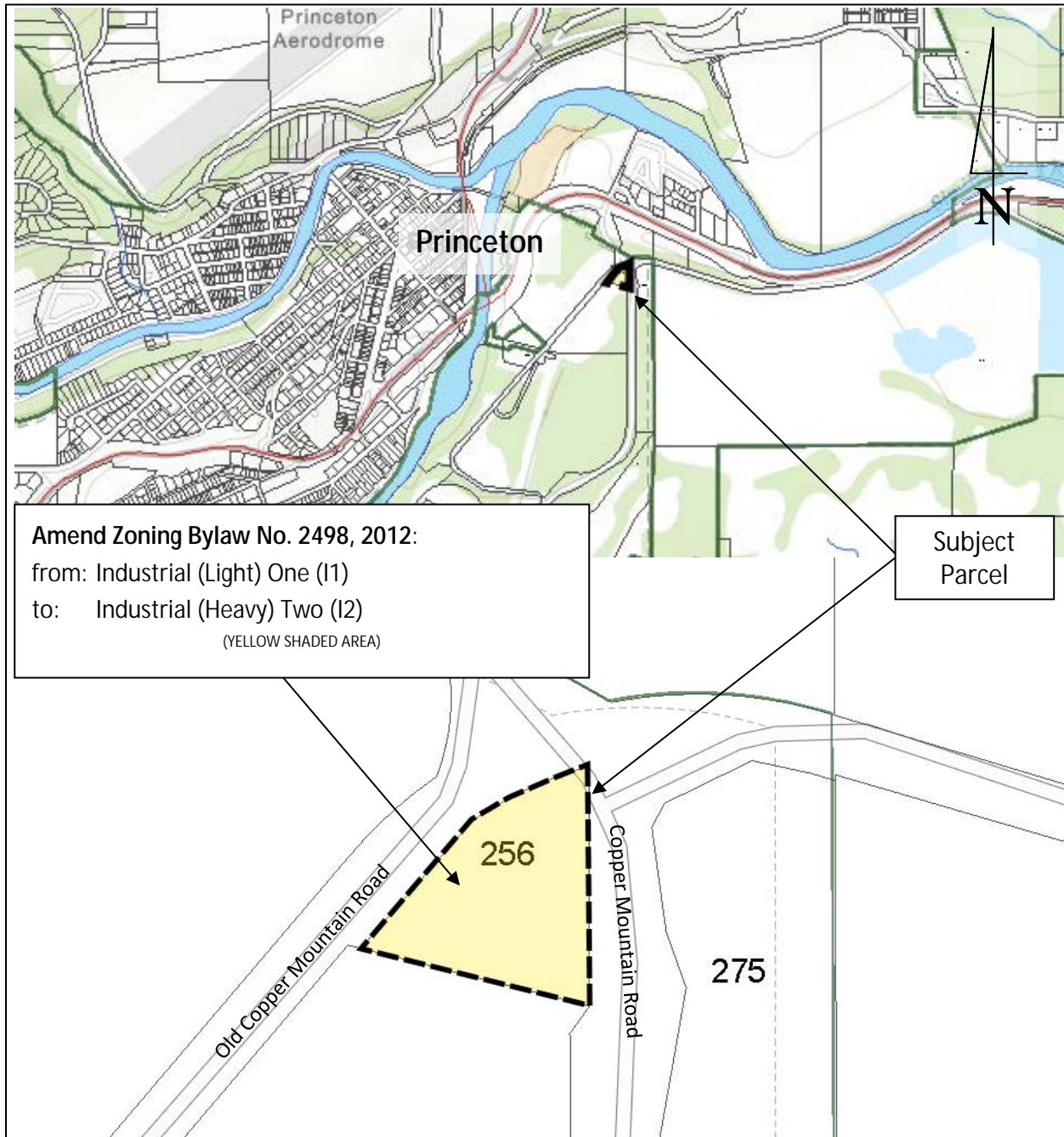
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2498.21, 2020

File No. H2019.026-ZONE

Schedule 'A'



Amendment Bylaw No. 2498.21, 2020
(H2019.026-ZONE)

DRAFT VERSION — 2020-01-03

Page 3 of 3

Lauri Feindell

From: Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>
Sent: December 30, 2019 10:44 AM
To: Planning
Cc: Lauri Feindell
Subject: RE: Bylaw Referral (H2019.026-ZONE) - UPDATED FORM

Hello RDOS Planners,

Thank you for your archaeological information request regarding a proposed zoning amendment relating to 256 Copper Mountain Road, PID 007990341, LOT A DISTRICT LOT 1822 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 17187 EXCEPT PLAN H17425. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your information request.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

However, archaeological potential modelling for the area indicates there is high potential for previously unidentified archaeological sites to exist on the property, as indicated by the brown colour over everything shown in the second screenshot below. Archaeological potential modelling is compiled using existing knowledge about archaeological sites, past indigenous land use, and environmental variables. Models are a tool to help predict the presence of archaeological sites but their results may be refined through further assessment.

Archaeology Branch Advice

If land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) are planned for the subject property, a Provincial heritage permit is not required prior to commencement of those activities.

However, a Provincial heritage permit will be required if archaeological materials are exposed and/or impacted during land-altering activities. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays.

Therefore, the Archaeology Branch strongly recommends engaging an eligible consulting archaeologist prior to any land-altering activities. The archaeologist will review the proposed activities, verify archaeological records, and possibly conduct a walk-over and/or an archaeological impact assessment (AIA) of the project area to determine whether the proposed activities are likely to damage or alter any previously unidentified archaeological sites.

Please notify all individuals involved in land-altering activities (e.g., owners, developers, equipment operators) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

Rationale and Supplemental Information

- There is high potential for previously unidentified archaeological deposits to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.



- If a permit is required, be advised that the permit application and issuance process takes approximately 8-12 weeks; the permit application process includes referral to First Nations and subsequent engagement.
- The Archaeology Branch must consider numerous factors (e.g., proposed activities and potential impacts to the archaeological site[s]) when determining whether to issue a permit and under what terms and conditions.
- The Archaeology Branch has the authority to require a person to obtain an archaeological impact assessment, at the person's expense, in certain circumstances, as set out in the *Heritage Conservation Act*.
- Occupying an existing dwelling or building without any land alteration does not require a Provincial heritage permit.

How to Find an Eligible Consulting Archaeologist

An eligible consulting archaeologist is one who can hold a Provincial heritage permit to conduct archaeological studies. To verify an archaeologist's eligibility, ask an archaeologist if he or she can hold a permit in your area, or contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists are listed on the BC Association of Professional Archaeologists website (www.bcapa.ca) and in local directories.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Please let me know if you have any questions regarding this information.

Kind regards,





The entire area within which this property is located has high potential to contain unknown/unrecorded archaeological deposits.



Please note that subject lot boundaries (yellow) and areas of archaeological potential (brown) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change. Archaeological site boundaries may not be identical to actual site extent.

Kind regards,

Diana

Diana Cooper | Archaeologist/Archaeological Site Inventory Information and Data Administrator
Archaeology Branch | Ministry of Forests, Lands, Natural Resource Operations and Rural Development
3rd Floor, 2975 Jutland Road, Victoria, BC V8T 5J9 / PO Box 9816 STN Prov Govt, Victoria, BC V8W 9W3
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: www.gov.bc.ca/archaeology

From: Lauri Feindell <lfeindell@rdos.bc.ca>
Sent: December 23, 2019 10:40 AM



January 8, 2020

File No: H2019.026-ZONE

Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9
Via E-mail: planning@rdos.bc.ca

Re: Bylaw Referral – File No. H2019-026.ZONE

To the Regional District of Okanagan Similkameen,

Thank you for providing the B.C. Ministry of Agriculture the opportunity to comment on the proposed site-specific Zoning Bylaw No. 2498 amendment for 256 Copper Mountain Road, Princeton. Ministry staff have reviewed the documents you have provided. From an agricultural perspective we can provide the following comments for your consideration:

- Ministry staff recognize the long history of non-farm use on this ALR parcel. The shift in use from “garage, service” to “salvage operation” however may prompt an ALC non-farm use application as per ALC Act s.23(1). Ministry staff encourage the RDOS to confirm this with the ALC.
- Ministry staff also recognize the isolated nature of the parcel from other ALR land. As with other ALR parcels, however, the ALR is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted. The use of this property for salvage operations will have a long-term negative impact on any agricultural viability of the parcel.

If you have any questions, please contact me directly at christina.forbes@gov.bc.ca or 250-861-7201.

Sincerely,

Christina Forbes, P.Ag., Regional Agrologist
B.C. Ministry of Agriculture – Kelowna
Office: (250) 861-7201
E-mail: christina.forbes@gov.bc.ca
Email copy: Sara Huber, ALC Regional Planner, Sara.Huber@gov.bc.ca



cc-Applicant

Lauri Feindell

From: Danielson, Steven <Steven.Danielson@fortisbc.com>
Sent: January 22, 2020 2:56 PM
To: Planning
Subject: Copper Mountain Rd, 256 RDOS (H2019.026-ZONE)

With respect to the above noted file,

There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Copper Mountain Road and Old Copper Mountain Road. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.

For more information, please refer to FBC(E)'s overhead and underground design requirements:

FortisBC Overhead Design Requirements

<http://fortisbc.com/ServiceMeterGuide>

FortisBC Underground Design Specification

<http://www.fortisbc.com/InstallGuide>

In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). Please have the following information available in order for FBC(E) to set up the file when you call.

- Electrician's Name and Phone number
- [FortisBC Total Connected Load Form](#)
- Other technical information relative to electrical servicing

Otherwise, FBC(E) has no concerns with this circulation.

It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.

If you have any questions or comments, please contact me at your convenience.

Best Regards,

Steve Danielson, AACI, SR/WA

Contract Land Agent | Property Services | FortisBC Inc.

2850 Benvoulin Rd

Kelowna, BC V1W 2E3

Mobile: 250.681.3365

Fax: 1.866.636.6171

FBCLands@fortisbc.com



This email and any files transmitted with it, are confidential and are intended solely for the use of the individual or entity to whom they are addressed. If you are not the original recipient or the person responsible for delivering the email to the



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000 | Fax: 604 660-7033
www.alc.gov.bc.ca

January 3, 2020

Reply to the attention of Sara Huber
ALC Issue: 51665
Local Government File: H2019.026

Lauri Feindell
Administrative Assistant, Regional District of Okanagan Similkameen
lfeindell@rdos.bc.ca

Delivered Electronically

Re: Regional District of Okanagan Similkameen Electoral Area “H” Zoning Amendment Bylaw No. 2498.20

Thank you for forwarding a draft copy of Regional District of Okanagan Similkameen (RDOS) Electoral Area “H” Zoning Amendment Bylaw No. 2498.20 (the “Bylaw”) for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve General Regulation, (the “General Regulation”), the Agricultural Land Reserve Use Regulation (the “Use Regulation”), and any decisions of the ALC.

The Bylaw proposes to amend the zoning of the property identified as 256 Copper Mountain Road, Princeton; PID: 007-990-341 (the “Property”) from Industrial (Light) One (I1) to Industrial (Heavy) Two (I2) in order to formalize the existing salvage operation. The I2 zone permits as principal uses, manufacturing, indoor cannabis production, salvage operations, sewage treatment plants, etc.

According to BC Assessment, the Property description is listed as “Garage, Service (Obsolete)”, which was established in 1960, prior to the establishment of the ALR in 1972. Section 23(2) of the ALCA states that the restrictions on the use of agricultural land do not apply to land lawfully used for a non-farm use, established and carried on continuously for at least 6 months immediately before December 21, 1972, unless and until, the use is changed (other than to farm use), is prohibited by enactment, or permission is withdrawn or expires.

ALC staff further recognizes that the Property is an isolated node within the ALR that has remained despite a previous exclusion application which removed almost all of the surrounding lands from the ALR (Application 1597; Resolution #1135/1993). The landowner should be encouraged to submit an application for exclusion of this Property from the ALR .

For these reasons, ALC staff has no objection to the proposed Bylaw.

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any Orders of the Commission.



This response does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

If you have any questions about the above comments, please contact the undersigned at 604-660-7019 or by e-mail (Sara.Huber@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

A handwritten signature in black ink, appearing to be 'Sara Huber', written in a cursive style.

Sara Huber, Regional Planner

Enclosure: Referral of Bylaw No. 2498.20

CC: Ministry of Agriculture – Attention: Chris Zabek

51665m1



Your File #: H2019.026-
Zone (Reichert)
Bylaw 2498.20
eDAS File #: 2020-00645
Date: February 5, 2020

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

Attention: Lauri Feindell, Planning Secretary

**Re: Proposed Zoning Amendment Bylaw 2498.20 for:
Lot A, District Lot 1822, SDYD, Plan KAP17187 except Plan H17425
256 Copper Mountain Road, Princeton, BC**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

If you have any questions, please feel free to call Rob Bitte at (250) 490-8200.

Yours truly,

Rob Bitte
Development Officer

Local District Address
Penticton Area Office 102 Industrial Place Penticton, BC V2A 7C8 Canada Phone: (250) 712-3660 Fax: (250) 490-2231



CC Application

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Development Procedures Bylaw Amendment
Scheduling of Public Meetings during a State of Provincial Emergency

Administrative Recommendation:

THAT Amendment Bylaw No. 2500.15, 2020, Regional District of Okanagan-Similkameen Development Procedures Bylaw, be read a first, second and third time and be adopted.

Purpose:

The purpose of Amendment Bylaw No. 2500.15, 2020, is to introduce a regulation to the Regional District's Development Procedures Bylaw No. 2500, 2011, that will allow for an Area Director to waive the requirements of the bylaw for the convening of a Public Information Meeting (PIM) and/or Advisory Planning Commission (APC) meeting in relation to land use applications, such as a rezoning or Temporary Use Permit (TUP).

Background:

At its meeting of March 19, 2020, the Board resolved the following:

- *THAT the Board suspend S.5 of Bylaw No. 2500, 2011, being the Planning Procedure Bylaw, and that all Public Information Meetings, consultations and group meetings be cancelled concurrent with the Provincial State of Emergency; and,*
- *THAT all non-regulatory public hearings on land use matters be waived and all regulatory public hearings be postponed until further notice.*

On March 26, 2020, the provincial government issued a "Local Government Meetings and Bylaw Process (COVID-19) Order" (No. M083) under the *Emergency Program Act*, which, amongst other things, enabled a regional district board or board committee to not allow members of the public to attend an open meeting as otherwise required by Section 226 of the Act.

Statutory Requirements:

Under Section 460 of the *Local Government Act*, a local government that has adopted an official community plan (OCP) Bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for a) an amendment to the plan or bylaw, or b) the issuance of a permit.

Under Section 475 of the Act, a local government must consider whether sufficient opportunities for early and on-going consultation with one or more of the persons, organizations and authorities have been provided in relation to OCP Bylaw amendments. This consultation is in addition to the requirement for a public hearing under Section 477.

Regional District Bylaws:

Under Section 461 (Advisory planning commission) of the Act, the Regional District Board has adopted a bylaw establishing electoral area advisory planning commissions (APC) to advise the Board on all matters respecting land use and community planning.

Under the Regional District's Development Procedures Bylaw, all rezoning and TUP applications are to be presented at a public information meeting (PIM) and referred to the APC for the applicable electoral area prior to consideration by the Board.

Analysis:

While the Board's resolution of March 19, 2020, may be a valid exercise of its enforcement discretion for a limited period of time, there remains a question as to the consequence of a local government's failure to follow its own, self-imposed, procedures for the processing of land use applications.

There are a number of cases suggesting such a failure does not affect the validity of subsequent decisions, however, if a person can prove a procedural misstep caused them prejudice or denied them the right to a fair procedure, then a decision made on the basis of an "unfair" process may be vulnerable to attack in the courts.

In response, the proposed amendment will formalize the Board's resolution of March 19, 2020, in relation to the Development Procedures Bylaw and allow, for the duration of the provincial state of emergency declaration related to COVID-19, the waiving of APC and PIM meetings by the Area Director for the electoral area in which the land under application is located.

In terms of the proposed alternate forms of consultation that may be considered by an Area Director when waiving an PIM or APC meeting, this could include referring applications to APC members for their review and comment, or even for discussion among those members in a telephone or video conference format, and without an actual APC meeting that the applicant or members of the public attend.

An Area Director could also consider directing staff to send letters to surrounding property owners and residents seeking written feedback in place of a PIM, with application materials made available for viewing on the Regional District's web-site.

Alternatives:

- .1 THAT first reading of Amendment Bylaw No. 2500.15, 2020, Regional District of Okanagan-Similkameen Development Procedures Bylaw be denied; or
- .2 THAT first reading of Amendment Bylaw No. 2500.15, 2020, Regional District of Okanagan-Similkameen Development Procedures Bylaw be deferred.

Respectfully submitted:



C. Garrish, Planning Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2500.15, 2020

**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. 2500.15, 2020."
2. The "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011" is amended by:
 - (i) adding a new sub-section 5.5 (State of Provincial Emergency) under Section 5.0 (Public Consultation) to read as follows:

5.5 State of Provincial Emergency

- .1 When a state of emergency is declared by the provincial government under the *Emergency Program Act* and Ministerial Order(s) are issued requiring that local governments and related bodies implement necessary limitations on public participation in meeting and bylaw processes the following public consultation requirements outlined by this bylaw may be waived by an Area Director:
 - a) Public Information Meetings; and
 - b) Advisory Planning Commission Meetings.
- .2 When waiving a meeting under Section 5.5.1, an Area Director must consider and identify an appropriate alternative form of consultation.

Commented [CG1]: Does it need to be specified that they can only do so for their own Electoral Area and not any other?
Should special accommodation for the Chair need to be made?

READ A FIRST TIME on the __ day of ____, 2020.

READ A SECOND TIME on the __ day of ____, 2020.

READ A THIRD TIME on the __ day of ____, 2020.

ADOPTED on the __ day of ____, 2020.

Board Chair

Corporate Officer

DRAFT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Public Works First Quarter Activity Report – For Information Only

ACTIVITIES COMPLETED IN Q1 2020:

SOLID WASTE

Engineering:

- Campbell Mountain Landfill Biocover Pilot –preparing the newspaper advertisement for the application requirements to the Ministry of Environment.
- Campbell Mountain Landfill Drainage and Leachate – Leachate extraction wells are pumping leachate into the pond and data is being collected. The data collected to date and through early 2020 will be analysed for the next phase of the overall leachate project to determine treatment needs and any additional extraction well requirements.
- Campbell Mountain Landfill New Entrance/Exit – Consultant is starting detailed drawings for the proposed new alignment for the entrances. Application is underway for receiving approval to utilize Crown Lands and City of Penticton Lands for the lower new entrance roadway to the landfill.
- Campbell Mountain Landfill Spiller Road Drainage – City of Penticton is completing design drawings for 2020. RDOS will be reviewing and contributing costs towards the design.
- Keremeos Landfill Closure Plan – Initiated the proposed testing strategy to determine if leachate is a problem with this old landfill site; two wells have been drilled outside the perimeter in consultation with the land owners. Monitoring for 1 year set to begin in Q2.
- Keremeos Transfer Station scale house replacement – The old scale house was removed in preparation for the installation of the old Oliver landfill scale house to the Keremeos Transfer Station. Installation of the scale house is expected to be complete by the second week in April.
- Oliver Landfill scale house and scale replacement – New 80' weigh scale and scale house construction is almost complete. Demolition of old infrastructure has started. Project will be completed by mid-April.
- Oliver Landfill Organics Composting Facility and Design Operations and Closure Plan – RFP was prepared and released to retain a consultant to complete both the compost facility design and the DOCP. RFP closes on April 15, 2020.
- Apex Waste Transfer Station – All civil and building construction has been completed and is now in full daily operation. Warranty issue from improper ridge cap installed on the building causing it to collapse allowing water leakage and creating ice hazards inside. Ridge cap

replacement is on order and will be replaced once the roof work area is free of snow. A lean-to type structure is being designed to allow for safe passage of the public down the side of the building to access the trails.

Operations:

- Campbell Mountain Landfill Organics Composting – ICIP grant was submitted for the new facility. An offer to purchase land has been made, and ALR application prepared and submitted.
- New payment terminals and plexiglass have been installed at the scale houses to protect the scale attendants from COVID-19 exposure.
- New safe working procedures have been developed for COVID-19.
- Waste Connections will not be providing the large item pick up scheduled to start in early April. Regional district staff have coordinated with our member municipalities to do a mass media blitz to inform the public of the change.
- We have experienced abnormally high volumes of traffic at the landfill. In order to reduce risks to the public and staff we have been advertising and asking residents to use the curbside programs and avoid the landfill where possible.
- At the Campbell Mountain landfill we have created a system that bypasses our main scale for yard waste in order to avoid line ups and to promote social distancing. Improvements to our internal roads, appropriate offsite signage has been created and spotters have been assigned to direct traffic.
- Phase 1 of the Campbell Mountain fill plan is reaching its final contour and new areas of the landfill will need to be developed in order to keep the landfill functional. Internal road works and pad development are proceeding for phase 2 of the landfill fill plan and should be completed shortly.
- A business continuity plan for our landfills and our curbside program has been developed should our workforce be diminished due to COVID 19. Some of our smaller landfills may need to close should we lose 50% of our work force.
- Wood and Yard Waste Spring Chipping Program was completed at CML
- Maintenance and operations contracts are in place for the new Apex transfer station
- Completed hiring of vacant casual positions for landfills.
- Yearend annual reports required for all landfills have been completed and submitted to the Ministry of Environment.
- A drone survey of the landfill has taken place in order to determine landfill volumes.
- The Apex transfer station is now operational and new maintenance and operational contracts have been awarded and are underway.

WATER

Engineering:

- Willowbrook Water System Chlorine Contact System – Tender for construction was released and closes on April 6th. Award for the construction will come to April 16 Board meeting.

-
- Olalla Water System Generator – Generator arrived onsite and was connected to the pump station. Commissioning is been completed in the first week of April. Additional training will be needed for operations staff after social distancing is no longer required.
 - Missezula Lake Water System – Chlorine analyser was replaced and is fully operational. An application for an ICIP grant for high priority upgrades and a treatment system has been submitted.
 - Sage Mesa Water System Controls Upgrade – Consultant was retained through an RFP process and the required priority upgrades to control systems are being designed.
 - Naramata Dam Safety Reviews – RFP was prepared for this work and released. The RFP closed on March 24 and eleven proposals were received. Staff reviewed the proposals and have recommended award.
 - Works and Services Bylaw -Reviewed and provided comments.
 - Cross Connection Control Bylaw – final version undergoing review by multiple RDOS departments and comments are being integrated into the final bylaw that will come forward to the Board.

Operations:

- New safe work procedures have been developed to address COVID 19 risks.
- Onsite contractor protocols and safe work procedures have been developed to address COVID 19 risks
- A business continuity plan has been developed to ensure continuous service should staff levels become diminished. A mutual aid agreement has been tentatively reached with our member municipalities.
- A materials review has taken place to secure required chemicals such as chlorine and personal protective equipment.
- All Emergency Response Plans for our water systems have been rewritten to include provisions for COVID 19.
- Willowbrook Water GARP study– Work is underway, on schedule and scheduled to be completed in October 2020.
- Works and Services Bylaw -Reviewed and provided comments.
- Naramata Water Source Water Protection Plan – Work is underway as planned. The study is scheduled to be completed in the fall of 2020.
- Yearend annual reports for all water systems are underway and will be completed in Q2.
- Missezula Lake Water – Operators have been operating the system now for 3 months.

SEWER

Engineering:

- Kaleden Sewer Expansion – Consultant has completed the draft Predesign report and it is being reviewed by staff. Report will be completed in April and preparations have started to determine options for a virtual open house for the community.

-
- Skaha Estates Sewer Expansion – Other options were looked at for routing but the project was not put forward as a grant application for the ICIP program. Investigation into potential additional areas is being considered.
 - OK Falls Constructed Wetland Project – Construction is completed. Seeding has been completed. Some warranty issues are being looked after. Full commissioning of the plant system will take two years to complete beginning in March 2020.
 - OK Falls Waste Water Treatment Plant Solids Dewatering Project – Detailed design completed, building permit application has been submitted and construction tender documents have been advertised. Tender closes on April 22.

Operations:

- New safe work procedures have been developed to address COVID 19 risks.
- Onsite contractor protocols and safe work procedures have been developed to address COVID 19 risks
- A business continuity plan has been developed to ensure continuous service should staff levels become diminished. A mutual aid agreement has been tentatively reached with our member municipalities.
- A materials review has taken place to secure required chemicals such as polymers and personal protective equipment.
- Okanagan Falls Lift station #3 upgrades – The replacement of aged pumps is proceeding. Work to replace the mechanical system inside lift station must be delayed due to COVID-19 potential aerosolized exposure.
- Yearend annual reports for all water systems are underway and will be completed in Q2.

OTHER PROJECTS/PROGRAMS

Engineering:

- Engineering staff have started on a Work From Home program as much of the work is project based and involves discussions via phone or email. Meetings with consultants have been held through virtual platforms to continue with project tasks. Business plan was reviewed and some projects will be delayed and some will be accelerated due to their importance with essential water and sewer services.
- SCADA Master plan implementation – RFP document is being prepared to retain a consultant to detail out the design and oversee the implementation of the first phase of the upgrade plan key components, and software.
- Naramata Liquid Waste Management Plan – RFP is being developed for completion of this work. This project start date will be delayed until late 2020 as the major tasks involves public consultation activities.
- Mosquito Control Program – in the last weeks of March 2020 high counts were being found in some water bodies and treatment has started for the season.
- Follow the Water K-5 Curriculum Project – work in continuing with the En'owkin Centre to prepare the new learning materials and presentations for classroom deliveries.

-
- Unpacking the Guidebook – Building Climate Resilience in the Okanagan was continued and educational materials are being developed. Public meetings and workshops being put on hold for several months.

ACTIVITIES PLANNED FOR Q2 2020:

SOLID WASTE

Engineering:

- Campbell Mountain Landfill Biocover Pilot [Regulatory project] – Publish intent of substituted requirements in newspaper and have documents available for public viewing for 30 days. After 30 days of public viewing, submit substituted requirements to Ministry of Environment.
- Campbell Mountain Landfill Leachate [Regulatory project] – Extraction wells and pond levels will continue to be monitored this year. Samples will analyse the composition of the leachate.
- Campbell Mountain Landfill Spiller Road Drainage – Continue to work the City of Penticton over the next year on implementing improvements to the drainage issues.
- Campbell Mountain Landfill Entrance/Exit review – Consultant will continue to work on detailed designs on the landfill’s new entrance and scale/scalehouse upgrades. Continue with securing land tenure for road entrance.
- Keremeos Landfill Closure [Regulatory project] – Monitoring wells will be sampled on schedule.
- Keremeos Transfer Station scale house replacement – Construction will be completed.
- Oliver Landfill scale house and scale replacement – Construction will be completed and contractor to complete any deficiencies.
- Oliver Landfill Organics composting facility and Design Operations and Closure Plan [Grant funded/Regulatory project] – RFP will be reviewed and the contract will be awarded to a consultant.
- Apex Waste Transfer Station –the new ridge cap will be installed and protection for the public when walking down the side of the building to access the trails.

Operations:

- Complete the phase 2 filling plan. Once the pad and road have been constructed a cell development plan will need to be developed.
- Repairs and improvements to the Campbell Mountain Landfill electric fences
- Installation of a BCMA used oil facility at Keremeos.
- Implementation of the changes to the curbside recycling program that will eliminate blue bags.
- Continue implementing safety work procedures measures as issues are identified at the landfills.
- Campbell Mountain Landfill Organics Composting – continue to work on ALC application for property. Carry out public engagement activities.

-
- Work with engineering to correct deficiencies with the Apex Transfer station building.

WATER

Engineering:

- Willowbrook Water System Chlorine Contact System – Construction will begin.
- Olalla Water System Generator – Generator training to be completed.
- Sage Mesa Water System controls upgrade – Tender for construction of controls and communication upgrades will be completed and construction will begin.
- Naramata Dam Safety Reviews – Consultant to be retained and work will begin.
- Cross Connection Control Bylaw – Bylaw will be brought to the Board for discussion.

Operations:

- Some of the planned improvements to the Sage Mesa Water system may be delayed as social distancing may not be possible.
- Maintenance and structural review on Sage Mesa reservoirs will take place.
- Naramata Water Source Water Protection Plan – Work will continue as planned.
- Willowbrook Water GARP study– Work will continue as planned.
- Complete annual dam inspections.

SEWER

Engineering:

- Kaleden Sewer Expansion – Predesign report finalized. Planning to carry out virtual public open house in May.
- OK Falls Constructed Wetland Project – Continue the two year commissioning process for vegetation establishment.
- OK Falls Waste Water Treatment Plant Solids Dewatering Project – Anticipated construction to start June with a late 2020 completion.
- Naramata Liquid Waste Management Plan – The RFP will be delayed until late Q2 or Q3 for release to retain a consultant for LWMP process for village area. Schedule will be reassessed before the end of Q2 to determine when the RFP release would be suitable.

Operations:

- Purchase pumps for lift station 3
- Undertake repairs and replacement of parts on the Waste Water Treatment Plant U.V. system.
- Complete annual reports

OTHER PROJECTS/PROGRAMS

Engineering:

- Engineering staff will continue with the Work from Home program completing tasks for projects as planned. Reintegration into normal working conditions at the office will occur when it is safe to do so.
- Unpacking the Guidebook – Building Climate Resilience in the Okanagan will work on education materials and workshops will be delayed until gatherings are again permitted.
- Follow the Water K-5 Curriculum Project – work will continue with the En'owkin Centre to prepare the new learning materials and presentations for classroom deliveries.
- Mosquito Control Program – Implement work plan for field work for 2020 season.
- Mosquito Control Bylaw – amendment to include Area I.
- Invasive Weeds and Pests Bylaw – begin combining bylaws into one Invasive Species Bylaw.
- Works and Services Bylaw -Review and provide comments.

Operations:

- Utilities truck – start procurement of new vehicle.
- Works and Services Bylaw -Review and provide comments.
- Review methods of funding Cross Connection program as required within the bylaw.
- Complete annual reports.

Respectfully submitted:

Liisa Bloomfield

L. Bloomfield, Manager of Engineering

Andrew Reeder

A. Reeder, Manager of Operations

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Award of 2020 Dam Safety Reviews for Naramata Dams

Administrative Recommendation:

THAT the Regional District award the “Naramata Dams 2020 Dam Safety Reviews” project to HATCH in the amount of \$231,970 plus applicable taxes; and

THAT the Regional District approve a contingency for the project in the amount of \$20,000.

Purpose:

To approve the award for the Naramata Dams Safety Review project.

Reference:

In accordance with the Purchasing and Sales Policy, the Regional District Board of Directors shall approve all purchases over \$50,000.

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

2020 Corporate Business plan : Dam Safety Review for Naramata Dams – Required by BC Dam Safety Regulation 40/2016

Background:

As per the Provincial Dam Safety Regulation (Regulation), owners of high, very high or extreme failure consequence classification dams are legislated to complete a Dam Safety Review (DSR) every 7 or 10 years. The Regional District last completed a DSR on all four Naramata dams in 2010.

The objective of the DSR, prepared by a professional engineer with qualifications and experience in dam safety analysis, is to determine if the dam under review is safe as per Regulations. Dam safety reviews require a systematic review and evaluation of all aspects of the design, construction, maintenance, operation, processes and systems affecting a dam’s safety, including the dam safety management system.

A Request for Proposals document was released and generated submission of eleven proposals from different consulting companies.

Analysis:

The eleven proposals were evaluated by Engineering staff. The following table provides the Consultant name, total cost and ranking from the analysis.

Result Summary

	Price Provided	Ranking
HATCH Ltd.	\$231,970.00	1
Northwest Hydraulic	\$262,180.00	2
Austin Engineering	\$248,749.00	3
DWB Consulting	\$284,425.00	4
KGS Group	\$299,827.00	5
SNC Lavalin	\$97,920.00	6
Regenerate Water	\$288,542.00	7
Interior Dams	\$126,000.00	8
MidSea Engineering	\$299,590.00	9
Tetra Tech	\$98,417.00	10
CIMA+	\$152,555.00	11

A team of 3 employees from the Public Works Department reviewed the proposals and determined HATCH Ltd.'s proposal presents the overall best value to the RDOS. Hatch Ltd. has assembled an experienced team of engineers with an excellent history of completing similar projects on time and on budget. They have presented a very detailed and methodical approach to complete the work that will meet the requirements of the DSR process.

Other proposals provided a lower price to complete the work, however there were key significant differences when compared to the Hatch Proposal. The hours to complete this work was greatly underestimated by several consultants. A project of this magnitude requires a substantial amount of professional hours for site visits, data observation and various analyses. As a review team, we felt several consultants did not budget an appropriate number of engineering hours to compete the regulatory requirements.

Some proposals presented a basic methodology section that discussed tasks in some detail but did not include all of the expected work. It is our experience that Proposals lacking methodology detail quickly lead to increased costs due to scope additions.

The teams all proposed by the consultants had varied amounts of experience and qualifications. Several of the consultants proposed excellent teams with all the necessary disciplines identified and having significant experience with Dam Safety Reviews. Other consultants had a mix of experienced personnel and more junior members without the same indepth knowledge on earthen dams.

After thoughtful and methodical analysis of the eleven submissions, the proposal that was the clearest, had an excellent team and completely addressed all of our tasks and concerns in completing the project was Hatch Ltd.

Funding:

Funding for this project was budgeted at \$100,000 for 2020 and \$70,000 for 2021 through the Naramata Water System reserves. Since the budget was adopted, staff have been informed that this regulatory work must be completed and submitted to the Province by the end of 2020.

The amount of the project was more than expected as we did not account for the two extra structures that needed to be included in the Dam Safety Reviews; these are the two creek intakes. This has increased the total cost of the project.

The reserve funds that this project will be funded from have a total of about \$605,081. The reserve fund can accommodate this additional 2020 expense for the Dam Safety Reviews plus the remaining 2020 budgetted items (approximately \$264,000) for capital/consulting work.

For information:

Naramata water zone reserves (lower + upper): \$605,081

Naramata water capital reserve (dualling/capacity building): \$1,297,844

Alternatives:

The Board of Directors may choose to not award the project to HATCH Ltd.

Communication Strategy:

A letter will be prepared for the Consultant after the approval by the Board is received.

Respectfully submitted:

Liisa Bloomfield

L. Bloomfield, Manager of Engineering

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Essential Services Mutual Aid Agreement

Administrative Recommendation:

THAT the Regional District enter into agreement with our six member municipalities to provide mutual aid should any of their essential services be deemed at risk due to the pandemic.

Reference:

1. Ministerial Order 84 (MO84)
2. Draft Mutual Aid Agreement

Background:

The Minister of Public Safety and Solicitor General has declared that local authorities must exercise “best efforts” to enter into mutual aid agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that wastewater and drinking water services are maintained;

ESSENTIAL SERVICES MUTUAL AID AGREEMENT

THIS AGREEMENT is dated for reference the __ day of April 2020.

BETWEEN:

The Regional District Okanagan-Similkameen, a regional district incorporated pursuant to the *Local Government Act* and having its business office at 101 Martin Street, Penticton, British Columbia, V2A 5J9 (the "RDOS")

OF THE FIRST PART

AND:

The Town of Oliver, a municipality incorporated pursuant to the *Community Charter* and having its business office at P.O. Box 638, 6150 Main Street, Oliver, British Columbia, V0H 1T0 ("Oliver")

OF THE SECOND PART

AND:

The Town of Osoyoos, a municipality incorporated pursuant to the *Community Charter* and having its business office at P.O. Box 3010, 8707 Main Street, Osoyoos, British Columbia, V0H 1V0 ("Osoyoos")

OF THE THIRD PART

AND:

The City of Penticton, a municipality incorporated pursuant to the *Community Charter* and having its business office at 171 Main Street, Penticton, British Columbia, V2A 5A9 ("Penticton")

OF THE FOURTH PART

AND:

The Town of Princeton, a municipality incorporated pursuant to the *Community Charter* and having its business office at P.O. Box 670, 151 Vermilion Avenue, Princeton, British Columbia, V0X 1W0 ("Princeton")

OF THE FIFTH PART

AND:

The District of Summerland, a municipality incorporated pursuant to the *Community Charter* and having its business office at P.O. Box 159, 13211 Henry Avenue, Summerland, British Columbia, V0H 1Z0 ("Summerland")

OF THE SIXTH PART

AND:

The Village of Keremeos, a municipality incorporated pursuant to the *Community Charter* and having its business office at P.O. Box 160, Keremeos, British Columbia, V0X 1N0 ("Keremeos")

OF THE SEVENTH PART

WHEREAS:

- A. MUTUAL AID is the sharing of supplies, equipment, personnel, information, or other resources across political boundaries; and,
- B. By Ministerial Order M084, the Minister of Public Safety and Solicitor General has declared that local authorities must exercise "best efforts" to enter into mutual aid agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that wastewater and drinking water services are maintained; and

- C. ESSENTIAL SERVICES for the purpose of this agreement include water, waste water and solid waste infrastructure; and
- D. The Parties desire to enter into an Agreement whereby supplies, equipment, personnel, information, or other resources of any Party can be deployed to assist the other Parties during an emergency;
- E. The RDOS, Osoyoos, Oliver, Penticton, Summerland, Princeton and Keremeos consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where the resources of their own resources are insufficient, request Mutual Aid from the others to bring the situation under control.

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the Parties agree as follows:

Interpretation

1. Unless the context otherwise requires, in this Agreement:
 - (a) "CAO" means the person appointed by the Board of Directors or Council for each Party as the Chief Administrative Officer;
 - (b) "Emergency Situation" means a real or anticipated occurrence that in the opinion of the CAO compromises the ability of the Requesting Party to provide an Essential Service to their constituents.
 - (c) "Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside the jurisdictional boundaries of the Party that provides the emergency resources;
 - (d) "Requesting Party" means the local government requesting Mutual Aid under this Agreement;
 - (e) "Responding Party" means the local government responding to a request for Mutual Aid under this Agreement.

The Request for Mutual Aid

2. Where the CAO of the Requesting Party determines that the resources of their local government are insufficient to provide an Essential Service, whether actual or imminent, they may request the Mutual Aid of another Party for the purposes of maintaining that service and in submitting such request, the said CAO shall specify the type of assistance and the number of personnel required.
3. The Requesting Party shall first request Mutual Aid from the Party that is closest in proximity to their location.
4. If the Party that is closest in proximity to the location of the Requesting Party is unable to provide some or all required Mutual Aid, the Requesting Party may request Mutual Aid from the Party that is next closest in proximity to their location.
5. All requests for Mutual Aid under this Agreement shall be made by the CAO of the Requesting Party to the CAO of the Party from whom Mutual Aid is being requested.

The Provision of Mutual Aid

6. The CAO of a Party from whom Mutual Aid has been requested under this Agreement shall immediately upon receiving the request determine, in their sole discretion, as soon as reasonably possible whether and to what extent the supplies, equipment, personnel,

information, or other resources of their local government may be deployed to assist the Requesting Party and shall thereafter deploy to the extent available such supplies, equipment, personnel, information, or other resources.

7. Nothing in this Agreement requires the CAO of a Responding Party from whom Mutual Aid has been requested under this Agreement to deploy supplies, equipment, personnel, information, or other resources to assist a Requesting Party that the CAO has determined are unavailable or are required to provide service within their local government.
8. All supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party under this Agreement shall, for the duration of the time that the Mutual Aid is being provided under this Agreement, be under the direction of the CAO of the Requesting Party who shall adhere to recognized principles of accountability for responder personnel safety.
9. The Requesting Party is responsible for ensuring that any workers from the Responding Party understand the Safe Work Procedures required to undertake the tasks needed to assist and that all safety equipment and proper protective equipment is provided by the Requesting Party.
10. The CAO of a Responding Party may, in their sole discretion, recall at any time for whatever reason any resource provided by their local government to the Requesting Party under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.
11. Upon being notified, whether verbally or in writing, that the CAO of a Responding Party has recalled supplies, equipment, personnel, information, or other resources under section 9 of this Agreement, the CAO of the Requesting Party shall immediately release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that was recalled by the CAO of the Responding Party.
12. The CAO of a Requesting Party shall, as soon as practicable, release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that is no longer required to assist in Requesting local government.
13. The CAO of a Requesting Party shall release and return to the Responding Party all equipment or other resources provided by the Responding Party in the same working condition as when it was accepted by the Requesting Party.

The Cost of Mutual Aid

14. It is understood that no charge shall be levied for services rendered by any of the Parties to this Agreement or personnel of the other Party hereto.
15. The Requesting Party shall reimburse the Responding Party all costs for any consumable items used during the Emergency Situation or any equipment that is damaged beyond repair or destroyed as a result of the event.

Waiver and Indemnification

16. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors and, without limiting the generality of the foregoing, in respect of or in any way related to the decision of a CAO as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
17. No Party to this Agreement, nor its elected officials, officers, employees, agents,

volunteers or contractors, shall be liable to any other Party to this Agreement in respect of the decision of a CAO as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.

18. The Requesting Party shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Mutual Aid under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the negligence of the Assisting Party.
19. In the event that a Responding Party acts independently of the Requesting Party then the Responding Party shall not be entitled to any indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Responding Party in connection with the Mutual Aid.

Insurance

20. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of ten million (\$10,000,000.00), dollars and each such policy shall add all other Parties to this Agreement as additional named insured when rendering Mutual Aid pursuant to this Agreement.
21. Each Party shall maintain insurance coverage on its own equipment.
22. Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own local government.
23. This Agreement shall be in force for a period of Two Years (24 months) commencing on the date of its execution by all Parties, unless determined sooner that any risk from the COVID-19 pandemic has been completely resolved.

Termination

24. Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving ninety (90) days written notice of its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further obligation herein save and except any obligation up to the date of termination.
25. Where a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining parties.

Miscellaneous Provisions

26. Any requests for Mutual Aid shall be subject to any of the Parties obligations pursuant to the provisions of the *Emergency Program Act* R.S.B.C. c. 111.
27. The Parties agree to consult on a regular basis through their CAO to achieve the optimum deployment of Mutual Aid.
28. The Parties hereto agree that in the event of dispute between any of the Parties, each of the Parties hereto shall meet with a qualified mediator in a timely manner and attempt in good faith to negotiate a settlement of such dispute during which time such representatives shall disclose to the other all relevant information relating to the dispute.

29. This Agreement shall be the entire agreement between the Parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of ensuring essential services are continued during the COVID-19 Pandemic.
30. The Parties may not assign this Agreement without the prior written consent of the other Parties to this Agreement.
31. This Agreement shall ensure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.
32. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
33. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the CAO of the Parties to this Agreement.
34. This Agreement may be executed in any number of counterparts. Any executed counterpart shall be construed as an original. All executed counterparts together shall constitute the Agreement.

IN WITNESS WHEREOF the parties have signed, sealed, and delivered this Agreement as of the date first written above.

The Corporate Seal of the
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
was hereunto affixed in the presence of:

Chair

Chief Administrative Officer

The Corporate Seal of the
TOWN OF OLIVER
was hereunto affixed in the presence of:

Mayor

Chief Administrative Officer

The Corporate Seal of the
TOWN OF OSOYOOS
was hereunto affixed in the presence of:

Mayor

Corporate Officer

The Corporate Seal of the
CITY OF PENTICTON
was hereunto affixed in the presence of:

Mayor

CorporateOfficer

The Corporate Seal of the
DISTRICT OF SUMMERLAND
was hereunto affixed in the presence of:

Mayor

CorporateOfficer

The Corporate Seal of the
Town of Princeton
was hereunto affixed in the presence of:

Mayor

CorporateOfficer

The Corporate Seal of the
Village of Keremeos
was hereunto affixed in the presence of:

Mayor

CorporateOfficer

ADMINISTRATIVE REPORT

TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Q1 Activity Report – For Information Only

Emergency Management, Policing, E-911, FireSmart

Activities Completed in Q1 2020:

- Conducted 20 EOC / ESS training events for communities and volunteer groups throughout the region with 308 staff, volunteers and member municipality participants.

Date	Type of Training	Location	# Total number of participants (RDOS Partners)
Jan 15	ESS Refresher (Oliver Request)	Oliver	8 (8)
Jan 21	Intro to Finance	RDOS	5 (3)
Jan 23	Intro to Planning	RDOS	3 (0)
Jan 28	Intro to Ops	RDOS	3 (0)
Jan 30	Intro to Logistics	RDOS	5 (2)
Feb 4	Intro to Information	RDOS	3 (0)
Feb 10	Planning Exercise	Princeton	4 (3)
Feb 10	Collector App (Tulameen FD Request)	Tulameen FD	8 (8)
Feb 11	Planning Exercise	RDOS	23 (10)
Feb 18	Evacuation Exercise	Oliver	34 (34)
Feb 19	Ops & Logistics Exercise	RDOS	7(2)
Feb 20	Evacuation Exercise	Princeton	37 (37)
Feb 25	Evacuation Exercise	Penticton	53 (53)
Feb 26	Ops + Log + Finance Exercise	RDOS	10 (0)
Feb 27	EOC+BCEMS Intro (Osoyoos Request)	Osoyoos	15 (15)
March 5	Reception Center Exercise	Penticton	50 (49)
March 10	Reception Center Exercise	Osoyoos	40 (40)
March 13	Psychological First Aid	OK Falls	Postponed – COVID-19
March 15	Psychological First Aid	OK Falls	Postponed – COVID-19
March 17	Reception Center Exercise	USIB	Postponed – COVID-19
March 25	Tiger Dam Training	RDOS	Postponed – COVID-19
			308 (264)

- Activated the Regional Emergency Operations Centre to support the COVID-19 response.
- Led a region-wide pre-freshet workshop.
- Continued work on the flood response and mapping projects through UBMC (CEPF) grant.
- Applied for a UBCM (CEPF) EOC Tools and Training Grant (\$25,000).

- Applied for a UBCM (CEPF) ESS and Training Grant (\$125,000).
- Received a \$140,000 grant from the 2020 UBCM Fire Smart grant.
- Continued work on the Evacuation Route Planning project (UBCM CEPF \$25,000 grant).
- Continued recruitment for Emergency Support Services volunteers.
- Commenced the Kaleden E911 Radio Tower project.
- Commenced the 2020 Regional Emergency Preparedness training schedule.
- Updated the BC Ambulance dispatch response logic for the Fire Dispatch service.
- Facilitated 3 Regional Emergency Preparedness working committee meetings.
- Facilitated the inaugural Regional Wildfire Preparedness Interagency Committee meeting.
- Held 3 (1 per month) Regional Emergency Support Services (ESS) committee meeting.
- Continued to develop a volunteer recruitment program for ESS volunteers.
- Provided Reception Centre, Group Lodging, and ESS equipment for each ESS team within the RDOS including 4 First Nations.
- Developed a COVID-19 specific pandemic plan and supporting response plans.
- Hosted the Regional Emergency Management Program booth at the 2020 Home Show (picture on the right).



2020 Home Show RDOS booth

Planned Activities for Q2 2020:

- Re-establish the Emergency Telecommunications Committee with Fire Departments.
- Develop web based training to ensure EOC and ESS training continues during COVID-19 for communities and volunteer groups throughout the region.
- Ensure the RDOS EOC is prepared for spring freshet.
- Continue to work on the flood response and mapping projects (2) through UBCM (CEPF) grants.

- Complete the 2019/20 portion of the Evacuation Route Planning project (UBCM CEPF \$25,000 grant).
- Apply for the 2020 UBCM CEPF Evacuation Route Planning Grant (\$25,000).
- Continued recruitment for ESS volunteers.
- Develop RFP and award contract for the Kaleden E911 Radio Tower project. Awaiting co-location pre approvals from Transport Canada.
- Finalise 2019 UBCM CEPF EOC Tools and Training Grant (\$25,000)
- Coordinate changes to the 2020 Regional Emergency Preparedness training schedule to align with COVID-19 social distancing requirements.
- Commence initial review of the Regional Fire Dispatch service contract (Dec 2021).
- Continue work on FireSmart activities under UBCM’s CRI program through the Interagency Cooperation Initiative and CWPP update process.
- Begin to carry out FireSmart community assessments for Hedley and Apex.
- Develop an RDOS FireSmart website to provide valuable links and resources for the public.
- Complete reporting for the 2019 FireSmart program grant through the UBCM CRI program.
- Develop and implement COVID-19 Freshet plans and procedures.
- Continue to provide sand and sandbags to residents for spring freshet preparedness. (picture on the right).



Sand/Sandbag location at Keogan Parkin Okanagan Falls

Respectfully submitted:

Mark Woods

M. Woods, General Manager of Community Services

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2020
RE: Q1 Activity Report – For Information Only

COMMUNITY SERVICES DEPARTMENT

Parks, Recreation, Transit, Cemeteries and Rural Projects

Activities Completed for Q1 2020

Parks, Recreation and Trails

- Supported Parks and Recreation Commission AGM's.
- Applied for Active Transportation Infrastructure Grant for Similkameen Trail.
- Worked with FLNRO and BCTFA regarding trespass on abandoned rail corridor in Cawston.
- Completed tree assessments for all parks with 5 year maintenance recommendations.
- Septic systems assessment and service for all RDOS parks.
- Assumed facility maintenance of the Kaleden Community Hall under lease.
- Completed installation of boat launch at OK Falls; started installation of dock (pictured below)



Okanagan Falls Boat Launch and Dock Project

- Additional park space development underway at Garnet Family Park (Heritage Hills).
- Replaced Okanagan Falls – Zen Center emergency door and stairs.
- RFP and award for Naramata Park maintenance.
- Amended Manitou Park washrooms design to accommodate year operations.

- Completed concept-level design for the Okanagan Falls trestle jumping platform and preliminary site and underwater investigations (rendering below).
- Construction of Osoyoos Lake Park washroom underway (picture below).



Osoyoos Lake Park washroom



Jumping Platform Concept

- Quarterly Recreation report template has been developed and communicated to all Commissions.
- Creation of RDOS facility waivers, PAR-Q forms, Parental consent forms and drop-in sign up forms.
- Release of Winter Recreation Guides. Template is now consistent for the Region.
- Expression of Interest sent out for design, print and distribution of Regional Guide.
- Parks and Recreation Commissions are aware of the new Regional Guide targeted for Fall/Winter.
- Update of the RDOS Recreation webpage.
- Initiated Recreation Program Reviews.
- Submitted an application for West Bench Age-Friendly Grant.
- Work has been initiated to develop a Volunteer Program for various functions of the RDOS.
- Finalize the RDOS PLAY OS milestones and begin the transition of the Committee by reviewing the Terms of Reference.
- Sun Bowl Arena agreement renewed.
- Completed purchase of replacement Zamboni for the Similkameen outdoor rink.
- Applied for and executed Family day grant for open house style event in the Similkameen.
- Amended Similkameen School use-agreement.
- Developed a games lounge beside the bowling area in the Similkameen Recreation Center.



- Completed initial assessment of the Similkameen Recreation Center building cameras and Privacy Impact Assessment.
- Expanded and new recreation and wellness programs in the Similkameen (Yoga, Spin classes, active age and choose to move).
- Grants received in Q1:
 - ICIP Naramata Park development \$310,000
 - Rural Dividend – Similkameen Rail Trail (Cawston / Keremeos) \$180,000
 - Great Trail (Trans Canada Trail) \$6,000
 - Collective Regional Child Care Plan \$123,000.

COVID – 19 Response

- Increased head office cleanings to twice a day.
- Installed hand free opening (foot hooks) and additional hand sanitizers at the main office
- Installed plexi-glass shields at landfill scale houses
- Supported a variety of work units with cleaning supplies and protocols
- Increased trail clearing protocols to improve physical distancing on KVR
- Amended work procedure and staff schedule to reduce staff exposure to COVID-19
- Installed Covid-19 park use signage
- Closed playgrounds
- Closed recreation centers and public facilities
- Developed Parks and Recreation communication plan for Covid-19 pandemic and executed first stages

Transit

- Distributed fare products for 2020.
- Undertook analysis of existing services to improve transit efficiency.

Planned Activities for Q2 2020

Parks, Recreation and Trails

- Complete RDOS head office building assessment including refrigeration plant, HVAC, structural and deferred maintenance.
- Continue to explore space and facility options for RDOS operations staff (Water, Parks, and Facilities).
- Explore grant options for Museum facility upgrades (Naramata).
- Startup of Parks irrigation and washrooms.
- Complete spring landscape maintenance of all parks and trails.
- Apply for License of Occupation for KVR from Road 21 – Road 18, & River Channel Road 22 to McAlpine Bridge.
- Application to ALC for Similkameen Rail Trail project.
- Complete construction of Osoyoos Lake Park washroom.
- Prepare/submit building permit applications for washrooms at Garnet Family Park (Heritage Hills).
- Complete development of extended park space at Garnet Family Park (irrigation & sod).
- Install power and install Lions Park fountain and aerator (Okanagan Falls).

- Complete installation of dock at Okanagan Falls boat launch.
- Tender and award of Manitou Park washroom project (Naramata).
- Complete Creek Park Trail Assessment (Naramata).
- Complete Manitou Park boat storage project (Naramata).
- Finish playground and landscaping at Selby Park (West Bench).
- Complete asphalt installations at Kaleden boat launch.
- Assemble and install new swim platform for Pioneer Park (Kaleden).
- Initiate Similkameen pool liner replacement design project for 2021 season.
- Prepare for operation of Similkameen Pool for 2020 summer season.
- Physical Literacy for Communities (PL4C): compile project progress report and determine next steps for the Committee.
- Continue Recreation Program Assessments pending the programs are running.
- Finalize Program guide template for the Region.
- Begin work on Child Care Research – initiated through an RFP
- Complete bowling facility assessment at the Similkameen Recreation Center.
- Complete Similkameen Rec Center building assessment including refrigeration plant, HVAC, structural and deferred maintenance.
- Undertake ice rink surface concrete repair at the Similkameen outdoor ice rink.
- Complete Similkameen Rec Center entrance and courtyard landscaping design.

Transit

- Work with the Transit working group and BC Transit to finalize the 2020 expansion of the Penticton-Kelowna Regional transit service.
- Work with BC Transit to implement an online planning process for West Bench Transit service.
- Update on-site transit materials (schedules and maps) at existing bus stops.
- Continued analysis and options for online transit pass sales.
- Support BC Transit's public engagement process for the Transit Future Plan refresh.
- Carry out an adjusted West Bench transit implementation plan – online consultation/surveys

COVID – 19 Response

- Develop and implement operations and maintenance changes as required by Health regulations or Board resolution.
- Update RDOS Recreation webpages to include resourcing related to COVID-19.

Respectfully submitted:

Mark Woods

M. Woods, General Manager of Community Services

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Landfill Accounts Receivable Policy Update

Administrative Recommendation:

THAT the Landfill Customer Accounts Policy be amended as presented at the Board meeting on 16th April 2020.

Background:

Board policies should be reviewed on a regular basis to ensure they remain relevant and consistent with the Board's intent.

The Landfill Customer Accounts Policy was adopted by the Board on July 19, 2019. Current outstanding account receivable levels are of mounting concern and an amendment to the policy has been identified to reduce the risk of an account going delinquent.

Analysis:

With the increasing cost of landfilling, typical credit arrangements with waste haulers means the quantum being carried before penalties set in can become onerous. The current policy provides that invoices will go out at the end of each month, allowing 30 days for payment following an expense prior to a financial penalty. Contact is made and the policy then allows 45 days for payment, following which another contact is made and 15 days is allowed as a warning before credit arrangements are suspended. By reducing the days from 45 to 15, accounts with rapidly increasing balances can be followed up on 30 days sooner. This will not eliminate the risk of delinquency but will allow Accounts Receivable staff to take action sooner to reduce the amount of credit provided to the Landfill customer.

Under these changes a customer in arrears will lose the ability to use our landfills should their balance be outstanding for 60 days.

Alternatives:

Status Quo

Respectfully submitted:

“John Kurvink, Manager of Finance/CFO

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY

POLICY: Landfill Customer Accounts Policy

AUTHORITY: Board Resolution dated July 18, 2019.

POLICY STATEMENT

The Regional District shall practice Good financial stewardship ~~requires that by extending~~ credit privileges ~~be extended~~ to customers using a risk-based approach and to ensure obligations owed to the Regional District ~~are shall be~~ collected fully and in a timely manner.

PURPOSE

To formalize the process for granting of credit to landfill customers and managing any outstanding balances.

PROCEDURES

1. Organizations that incur User Fees in excess of \$500 per month ~~or per load~~ may apply to the Regional District for a credit account by completing a Regional District Landfill Credit Application.
2. Exemptions from the requirement in item 1. Above will be limited to:
 - a. Province of British Columbia, departments or agencies clearly identified
 - b. Government of Canada, departments or agencies clearly identified
 - c. Other Municipalities, Towns, Villages, Districts and First Nations Bands
- ~~3. Completed Application Forms to be forwarded to the Regional District Finance Department~~
- 4.3 Approved customers are required to sign a Charge Account Contract Agreement
- ~~5.4~~ Customer invoices will be generated monthly and due within 30 days of invoice date
- ~~6.5~~ Customers with accounts in arrears after the 30 days will be subject to a service charge at the rate set out in the charge account contract agreement.
- ~~7.6~~ Customers with accounts in arrears after 15 days after the penalty period will be contacted and requesting payment be required to clear their account within 15 days. Customers who fail to remit after those 60/45 days will be contacted and advised that they will not be permitted to dispose of Municipal Solid Waste or Recyclable material at any Regional District facility pending payment of arrears.
- ~~8.7~~ Upon full payment of the outstanding balance, including service charges, disposal priviledges will be reinstated of on a C.O.D basis.
- ~~9.8~~ Credit priviledges may be reinstated to a customer account that is on C.O.D. basis after a three month period without incident, at the discretion of the Manager of Finance ~~or designate~~.
- ~~10.9~~ Customer accounts falling 60/45 days past due a second time will be placed on C.O.D. for a period of three years, once the outstanding balance has been paid in full. After three years, the credit account will be reconsidered at the discretion of the Manager of Finance ~~or designate~~.
- ~~11.10~~ At the discretion of the Manager of Finance ~~or designate~~, accounts that are 180/90 days in arrears will be sent to external collection agencies.

Commented [JK1]: We took this out so that after 30 days action begins to be taken with 15 days to clear their account

Commented [JK2]: Date changed to be consistent

Commented [JK3]: Changed to be consistent

Commented [JK4]: Changed to allow the discretion to send any account in arrears to collection. This gives us another lever.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Bylaw 2897, 2020 Revenue Anticipation Borrowing Bylaw

Administrative Recommendation:

THAT

Bylaw No. 2897, 2020 Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw to borrow up to \$6,000,000 to be repaid no later than December 31, 2020 be read a first, second and third time and be adopted.

Reference:

Local Government Act Section 404

Background:

The Local Government Act provides a mechanism that allows Regional Districts to borrow funds in anticipation of revenue in circumstances where that revenue is certain such as through tax requisition or funding grants. This allows Regional Districts to maintain their business plans in circumstances where the timing of revenue in-flows is differs from timing of associated expenditures.

Analysis:

The tax requisition funds are transferred from the Province on August 1, 2020. As such, the Regional District may be required to borrow funds to meet the current year's expenditure until these funds are received on August 1, 2020.

The bylaw allows the Regional District to access its line of credit, if needed, to meet current year expenditures.

Alternatives:

Status Quo – Cash flow may be challenged and operating expenditures restricted as a result.

Respectfully submitted:

“John Kurvink, Manager of Finance/CFO”

J. Kurvink, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2897, 2020

A bylaw to provide for the borrowing of such sums of money as may be requisite to meet the 2020 current lawful expenditures of the Regional District.

WHEREAS the Board of the Regional District of Okanagan-Similkameen is empowered by Section 404 of the Local Government Act by bylaw to provide for the borrowing of such sums of money as may be requisite to meet the current lawful expenditure of the Regional Board and 2020 current lawful expenditures of the Regional District; it is deemed expedient that the Board borrows an aggregate sum of SIX MILLION DOLLARS (\$6,000,000.00);

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

1 Citation

1.1 This Bylaw shall be cited as the **Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw No. 2897, 2020**.

2 Interpretation

2.1 In this bylaw:

- (a) That it shall be lawful for the Regional Board to borrow upon the credit of the Regional District from a chartered bank or credit union the sum of SIX MILLION DOLLARS (\$6,000,000), in such amounts and at the rate thereon at the prevailing bank prime rate per annum.
- (b) That all monies so borrowed and interest payable thereon shall be payable on or before the thirty-first (31) day of December, 2020.
- (c) That the form of the obligation or obligations to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Treasurer.
- (d) That there is hereby set aside as security for the liability hereby authorized to be incurred, being that part of the tax requisitions from member municipalities for the year 2020 deemed by the Regional Board expedient to be so set aside.

READ A FIRST, SECOND, AND THIRD TIME

ADOPTED

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 2, 2020

RE: SILGA Resolution

Reference:

Email from Jamee Justason, Resolutions and Policy Analyst, UBCM

Background:

Upon receiving the RDOS Resolution Restructuring Regional Governance in British Columbia, the UBCM Resolutions Analyst contacted RDOS for additional information. Based on that, policy staff have made some proposed amendments to our resolution to clarify the ask, while making it clear it isn't a downloading of services.

The proposed resolution was raised by the Board due to ongoing citizen confusion about which level of government provides which service, and the constant shifting of issues (people) and concerns between bureaucracies. For example, we receive many complaints about local roads, storm drainage along roads or removal of derelict vehicles in road allowances, but regional districts don't have authority for local roads, so we redirect those complaints to the Ministry of Transportation and Infrastructure. Regional Districts are not taxing authorities or subdivision approving authorities, nor can we issue business licenses. For all of those matters we refer citizens on to other agencies. For the most part, regional districts are not the water purveyor (treatment and distribution) in our high-density areas, nor do we collect or treat liquid waste.

Our elected officials are frustrated by complaints they receive on what would seem the most basic of local government service, that regional districts cannot respond to. On a higher plane, our Board sees multiple bureaucracies for public service that could probably be handled by one.

(UBCM Proposal) Restructuring Regional Governance in British Columbia

Whereas the Province of British Columbia is responsible for delivering all university, school and health services (MUSH), and many municipal services throughout the Province;

And whereas the nature of local government is evolving and it may be time for a discussion on streamlining structure and powers to facilitate better communication, economies of scale and more transparent customer service:

Therefore be it resolved that UBCM request the Province to work with local governments to identify the various services and programs offered by governments and agencies within the community, with a goal of establishing a public education/awareness program to offer clarity to residents about what services are provided by municipalities, regional districts, other orders of government and agencies, so they know who to contact when they have questions or concerns;

And be it further resolved that greater coordination and communication take place between orders of government and agencies about the services and programs offered, so they can better respond to public enquiries.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: SILGA Resolution - Indigenous People's Representation

Reference:

Email from Jamee Justason, Resolutions and Policy Analyst, UBCM

Background:

Currently:

Whereas the Province of British Columbia has enacted Bill 41-2019, the Declaration on the Rights of Indigenous Peoples Act to align BC's laws with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP);

And whereas UNDRIP includes Article 5: Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and culture institutions while retaining their right to participate fully, if they so choose, in the political, economic, social and cultural life of the State;

And whereas the Local Government Act does not allow for Indigenous peoples' representation at regional district tables when the regional district is situated in non-treaty territory:

Therefore be it resolved that UBCM encourage the Province to, in consultation with BC Indigenous peoples, explore amending the Local Government Act to include self-determined participation by BC Indigenous peoples as voting regional district directors.

Proposed:

Whereas the Province of British Columbia has enacted Bill 41-2019, the Declaration on the Rights of Indigenous Peoples Act to align BC's laws with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP);

And whereas UNDRIP includes Article 5: Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and culture institutions while retaining their right to participate fully, if they so choose, in the political, economic, social and cultural life of the State;

And whereas the Local Government Act does not allow for Indigenous peoples' representation at regional district tables when the regional district is situated in non-treaty territory:

Therefore be it resolved that UBCM encourage the Province to, in consultation with BC Indigenous peoples and **impacted local governments**, explore amending the Local Government Act to include self-determined participation by BC Indigenous peoples as voting regional district directors.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Osoyoos Irrigation District Inclusion Request

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen support the extension of the Osoyoos Irrigation District to include Lot 1, Plan KAP3459, Section, District Lot 42 & 100, SDYD, (PID 010-853-171), and further,

THAT the Regional District has no concerns about the inclusion of the subject property.

Purpose:

To support the request to the Osoyoos Irrigation District to provide water to a property.

Reference:

Letter dated March 26, 2020 from the Osoyoos Irrigation District
Inclusion request dated February 13, 2020 to the Osoyoos Irrigation District

Business Plan Objective:

Goal 3.3 To develop an environmentally sustainable region

Background:

The Osoyoos Irrigation District received a request from the property owner of 3241 41st Street, Osoyoos to enter the Irrigation District, noting that he had no other source for residential water. The Osoyoos Irrigation District supported the request and petitioned the Ministry of Municipal Affairs and Housing to extend the boundaries of the Irrigation District. Before the Ministry will consider the petition from the Irrigation District, it requires the support of the Regional District.

Analysis:

The subject parcel adjacent to the Osoyoos Irrigation District boundary. Other options that *may* be available to the property owner are to drill a well or request service from the Town of Osoyoos, although Administration has not determined the feasibility of either of those options. The Regional District does not have a water system in the area.

The Ministry of Municipal Affairs and Housing has two intakes per year for Improvement District boundary adjustments. It is expected that the next intake for such adjustments will be late spring or early summer of this year.

Alternatives:

THAT the Board of Directors decline to support the request of the Osoyoos Irrigation District to expand its boundaries.

Communication Strategy:

The Osoyoos Irrigation District will be advised of the decision of the Board of Directors.

Respectfully submitted:

"Gillian Cramm"

G. Cramm, Legislative Services Coordinator

Endorsed by:

"Christy Malden"

C. Malden, Manager of Legislative Services

Osoyoos Irrigation District

P.O. Box 485

Osoyoos, B.C.

VoH 1V0

OsoyoosIrrigationDistrict@gmail.com

March 26, 2020

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

Attention: Gilliam Cramm / Christine Malden

Re: Inclusion of Additional Property in the Osoyoos Irrigation District (OID)
Property address: 3215 – 41 Street, Osoyoos, V0H 1V6
Legal Description: Lot 1, DL 42, PL KAP3459; PID: 010-853-171

Dear Gillian

Further to our phone conversation this morning, I am writing on behalf of the Osoyoos Irrigation District (OID) to request RDOS support for an application that we have submitted to the provincial government concerning the inclusion of an additional property in the Osoyoos Irrigation District (OID).

The OID is located in RDOS Area A, on the east bench of Osoyoos. We provide water for domestic and irrigation purposes to properties that are included in the OID. We have been advised that we are not permitted to supply water outside our boundaries. Our request to the provincial government, which requires a Ministerial Order to be issued, is to include a property that is adjacent to our current boundaries in the OID so that we can supply that property with water. We submitted our application, which requires a letter of request from the property owner as well as a resolution of the OID Board, to the provincial government, but were advised that we also require RDOS support for our boundary extension application. Specifically, we were told that what we need is a letter/email to confirm that RDOS "supports the extension and has no concerns". The provincial government officer with whom we have been communicating on this issue advised us that this typically requires the RDOS Board to pass a resolution at a Board meeting.

We have also been informed that the Governance and Structure Branch of the Ministry of Municipal Affairs and Housing has two intakes a year for Improvement District boundary extensions. They wrote that "We expect to put forward applications in the current intake, including this OID request, for approval by Ministerial Order in the late spring or early summer of this year."


I understand from our conversation this morning that the agenda for RDOS Board meetings is being severely restricted due to concerns with having meetings during this COVID-19 pandemic. However, I am asking you to please consider including this request on the agenda for a forthcoming RDOS Board meeting so that we can hopefully obtain RDOS support in time for our application to be considered in the current intake for a Ministerial Order. In that way we will be able to provide water to the property owner in question, who has no other source of water.

The details of the property for which we are requesting inclusion in the OID are listed above, but more detail, including a map of the OID and the proposed addition, are included in the PDF file attached to this email, that contains our application that is being processed by the Ministry of Municipal Affairs and Housing.

If you require any further information concerning this matter, please do not hesitate to contact me. I can be reached via our email address, osoyoosirrigationdistrict@gmail.com, or by phone at 587-998-1256.

Thank you for your consideration.

Sincerely,

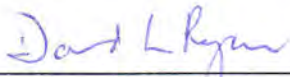
A handwritten signature in blue ink that reads "David L. Ryan". The signature is written in a cursive style with a large, looped 'D' and 'R'.

David Ryan
Treasurer, Osoyoos Irrigation District

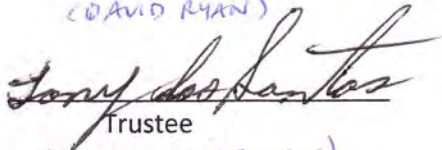
Petition to **Extend** the Boundaries
of
Osoyoos Irrigation District

To:
Local Government Structure Unit
PO Box 9839 STN PROV GOVT
Victoria, BC V8W 9T1

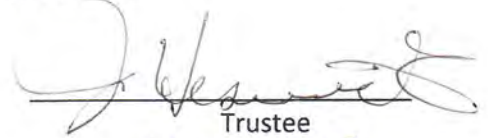
The Trustees of the **Osoyoos Irrigation District** hereby agree to request the Letters Patent of the **Osoyoos Irrigation District** be amended under Section 734 of the *Local Government Act* to **include** the property described herein within the boundary of the **Osoyoos Irrigation District**.



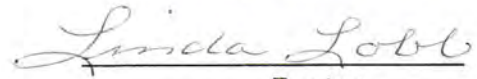
Trustee
(DAVID RYAN)



Trustee
(TONY DOS SANTOS)



Trustee
(JOE KERRICK)



Trustee
(LINDA LOBB)

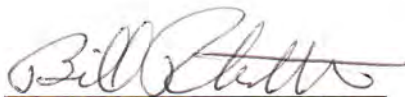
Legal description of the parcel(s) to be included:

Lot 1, Plan KAP3459, Section, DL 42&100, Land District 54, parcel identification descriptor (PID) 010-853-171, Street address: 3251 – 41 Street, Osoyoos, B.C. V0H 1V6.

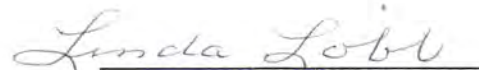
Attached: Map of the area to be included in the improvement district, clearly showing the current boundary for the improvement district. (The area to be added is adjacent to the last area that was included in the Osoyoos Irrigation District in 2012, shown near the bottom of the attached map, which is taken from Ministerial Order M-199 dated September 2012.)

Please find *attached* a copy of a letter from the property owner requesting to be **included** within the boundaries of the **Osoyoos Irrigation District**.

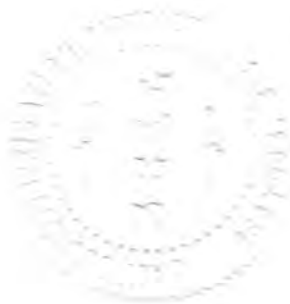
Dated the 24^h day of March, 2020.



Chairperson of the Trustees
(BILL PLASKETT)



Corporate Administrator
(LINDA LOBB)



3251 – 41 Street
Osoyoos, B.C. V0H 1V6

February 13, 2020

Osoyoos Irrigation District
P.O. Box 485
Osoyoos, B.C.
V0H 1V6

Re: Request to have my property included in the Osoyoos Irrigation District

Dear Osoyoos Irrigation District

I am writing to request that my property be included in the Osoyoos Irrigation District (OID). The details of my property are as follows:

Street address: 3251 – 41 Street, Osoyoos, B.C., V0H 1V6
Legal description: Lot 1, DL 42 & 100, PL KAP3459; Land District 54
PID: 010-853-171
Area: 1.9 acres, including one residence

My property was recently created from an adjoining property, and since that time I have built a new residence on this land. Although I did have access to irrigation water from another source, this only operates during the irrigation season, so that this source cannot provide water for residential purposes, which I require for the full year. My property is not included in the town of Osoyoos, but rather is in RDOS, and is adjacent to the OID. I have no other source for residential water.

Thank you for your urgent consideration of my request.

Sincerely



Ludwig Goehly



POINT OF COMMENCEMENT

THE BOUNDARY OF THE DISTRICT OF OSOYOOS AS SHOWN IN THE LETTERS PATENT OF 1862

THE BOUNDARY OF THE DISTRICT OF OSOYOOS AS SHOWN IN THE LETTERS PATENT OF 1862

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THE BOUNDARY OF THE DISTRICT OF OSOYOOS AS SHOWN IN THE LETTERS PATENT OF 1862

OSOYOOS IRRIGATION DISTRICT

EAST
OSOYOOS

C r e e k

H a y n e s

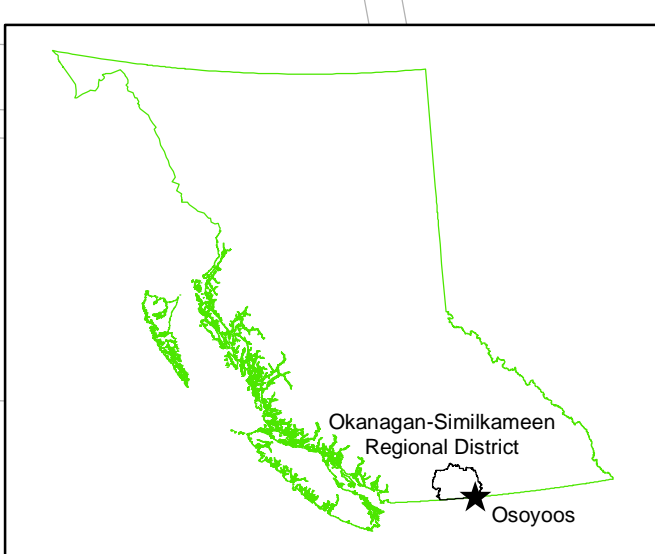
TO BE ADDED TO OSOYOOS IRRIGATION DISTRICT

Section 10
1862 P. 1821

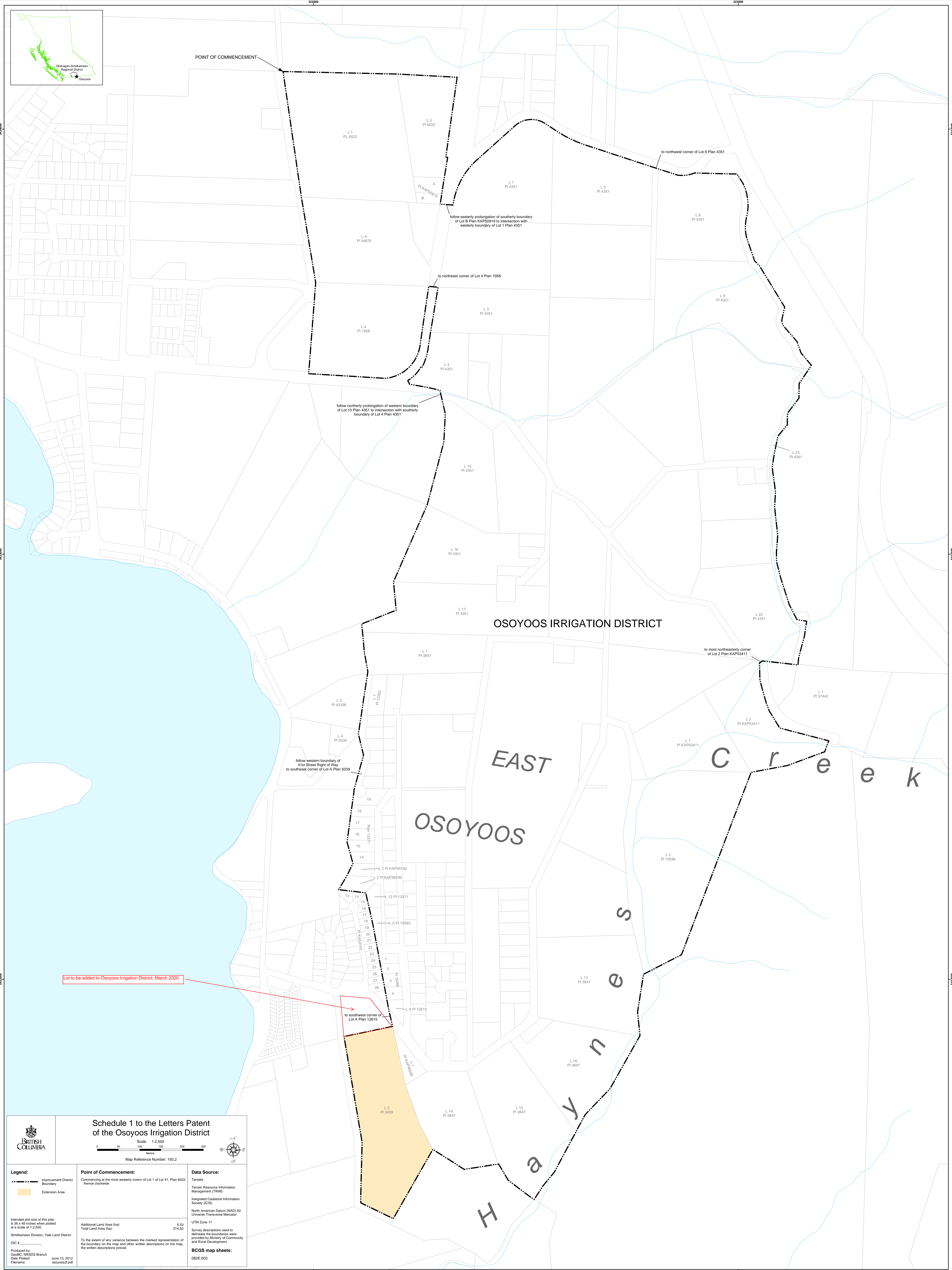
Schedule 1 to the Letters Patent of the Osoyoos Irrigation District
 Date: 1862
 Map Reference Number: 1021

Legend:	Point of Commencement:	Data Source:
<ul style="list-style-type: none"> Proposed District Boundary Boundary Area 	<ul style="list-style-type: none"> Point of Commencement 	<ul style="list-style-type: none"> Map of the District of Osoyoos, 1862 Map of the District of Osoyoos, 1862 Map of the District of Osoyoos, 1862

ECOS 100 SHEETS
 1001-1010



POINT OF COMMENCEMENT



OSOYOOS IRRIGATION DISTRICT

EAST
OSOYOOS

C r e e k

S
e

H a y n e s
C r e e k

Lot to be added to Osoyoos Irrigation District, March 2020

Schedule 1 to the Letters Patent of the Osoyoos Irrigation District

Scale 1:2,500
0 50 100 150 200 250
Metres

Map Reference Number: 193.2

<p>Legend:</p> <p>--- Improvement District Boundary</p> <p>Extension Area</p>	<p>Point of Commencement:</p> <p>Commencing at the most westerly corner of Lot 1 of Lot 41, Plan 6022, thence clockwise</p>	<p>Data Source:</p> <p>Tantalis</p> <p>Terrain Resource Information Management (TRIM)</p> <p>Integrated Cadastral Information Society (ICIS)</p> <p>North American Datum (NAD) 83 Universal Transverse Mercator</p> <p>UTM Zone 11</p> <p>Survey descriptions used to delineate the boundaries were provided by Ministry of Community and Rural Development</p> <p>BCGS map sheets:</p> <p>082E 003</p>
<p>Intended plot size of this plan is 36 x 48 inches when printed at a scale of 1:2,500</p> <p>Similkameen Division, Yale Land District</p> <p>CIC # _____</p> <p>Produced by: GeoBC, NWCDG Branch</p> <p>Date Plotted: June 13, 2012</p> <p>Filename: osoyoos2.pdf</p>		

To the extent of any variance between the marked representation of the boundary on the map and other written descriptions on the map, the written descriptions prevail.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2020

RE: Fees and Charges Bylaw Amendment

Administrative Recommendation:

THAT Bylaw No. 2877.01 be read a first, second and third time and be adopted.

Purpose:

To amend the Fees and Charges bylaw to ensure consistency.

Reference:

Bylaw No. 2877 RDOS Fees and Charges Bylaw

Business Plan Objective:

Objective 2.2.1 To meet public needs through the continuous improvement of key services by improving bylaws, policy and process within the organization

Background:

At the February 6 Environment and Infrastructure Committee meeting, the Committee expressed a desire to remove the exclusion of agricultural plastics at the Keremeos Transfer Station. While the exclusion was removed from other sections of Bylaw No. 2877, there was an oversight in not also removing the wording "Agricultural Plastics" from Schedule 5, section 7, subsection 2.12 of the bylaw.

Analysis:

In its current form, the Fees and Charges bylaw contradicts itself. The proposed Bylaw No. 2877.01 removes the reference to Agricultural Plastics from the list of items not authorized for disposal at the Keremeos site (Schedule 5, section 7, subsection 2.12).

Alternatives:

1. THAT Bylaw No. 2877.01 be read a first, second and third time and be adopted.
2. THAT administration be directed to draft an amendment to the Fees and Charges bylaw to exclude agricultural plastic from the Keremeos Transfer Station.

Communication Strategy:

The current Fees and Charges Bylaw is posted to the RDOS website. Any amendments to the Fees and Charges bylaw will be reflected on our website and provided to our solid waste haulers.

Respectfully submitted:

"Gillian Cramm"

G. Cramm, Legislative Services Coordinator

Endorsed by:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2877.01, 2020

A bylaw to amend Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2877.

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

1 Citation

1.1 This Bylaw shall be cited as the "Regional District of Okanagan-Similkameen Fees and Charges Amendment Bylaw No. 2877.01, 2020"

2.0 Interpretation

2.1 Schedule 5, section 7, subsection 2.12 of Bylaw No. 2877 is deleted in its entirety and replaced with the following:

"DISPOSAL of SOLID WASTE including but not limited to ASBESTOS CONTAINING MATERIAL, BURNED MATERIAL, CONSTRUCTION MIXED LOAD, DEMOLITION AND RENOVATION MIXED LOAD, FRUIT WASTE, FRUIT/GRAIN BY-PRODUCTS is not authorized for DISPOSAL at the Keremeos SITE."

READ A FIRST, SECOND, AND THIRD TIME this ___ day of ___, 2020

ADOPTED this ___ day of ___, 2020

RDOS Board Chair

Corporate Officer