

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, December 17, 2020
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	9:15 am	Public Hearing Electoral Area "D" Official Community Plan Bylaw and Zoning Bylaw Amendments Comprehensive Development (CD) Zone Review
9:15 am	-	9:45 am	Planning and Development
9:45 am	-	11:00 am	Environment & Infrastructure Committee
11:00 am	-	11:15 am	Break
11:15 am	-	12:45 pm	Corporate Services Committee
12:45 pm	-	1:15 pm	Lunch
1:15 pm	-	2:00 pm	OSRHD
2:00 pm	-	4:00 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

2021 Notice of Meetings			
January 7	RDOS Board		Committee Meetings
January 21	RDOS Board	OSRHD Board	Committee Meetings
February 4	RDOS Board		Committee Meetings
February 18	RDOS Board	OSRHD Board	Committee Meetings
March 4	RDOS Board		Committee Meetings



NOTICE OF PUBLIC HEARING

Electoral Area "D" Official Community Plan Bylaw and Zoning Bylaw Amendments Comprehensive Development (CD) Zone Review

Notice is hereby given by the Regional District of Okanagan-Similkameen (RDOS) that all persons who believe that their interest in property is affected by the **Electoral Area "D" Official Community Plan Amendment Bylaw No. 2603.20, 2020**, or **Electoral Area "D" Zoning Amendment Bylaw 2455.42, 2020**, will be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the proposed bylaws at a public hearing to be held by electronic means on:

Date: Thursday, December 17, 2020

Time: 9:00 a.m.

Location: <https://rdos.webex.com> (Meeting number: 146 313 2112/ Password: RD@S)

INSTRUCTIONS ON HOW TO PARTICIPATE

To participate in the electronic public hearing, please enter the text provided under "Location" (above) into the address bar of an internet browser (e.g. Chrome, Firefox, Safari, Edge). The Regional District is utilizing Cisco's Webex videoconferencing services and individuals interested in participating in the public hearing are encouraged to test this service on their computer or mobile device prior to the date of the hearing.

Interested individuals may also participate in the public hearing by calling 1-833-311-4101. Additional instructions on how to participate in an electronic public hearing are available on the Regional District's website: www.rdos.bc.ca.

Anyone who considers themselves affected by the amendment bylaws can present written information to the Regional District prior to or at the public hearing and may also speak at the public hearing. No letter, report or representation from the public will be received after the conclusion of the public hearing.

PURPOSE OF THE BYLAW(S):

The purpose of the proposed amendments is to review and replace the current Comprehensive Development (CD) Zone with other, more applicable zonings (e.g. Low Density Residential, Small Holdings, or new CD zones). It is further being proposed to combine the current Residential Single Family One (RS1) and Residential Single Family Two (RS2) zones into a new Low Density Residential Two (RS2) Zone.

FURTHER INFORMATION

For further information about the content of **Amendment Bylaw No. 2603.20, 2020**, or **Amendment Bylaw No. 2455.42, 2020**, and the land affected by them, persons are encouraged to inspect a copy of the proposed Bylaws at the Regional District of Okanagan-Similkameen office at 101 Martin Street, Penticton, BC, on weekdays (excluding statutory holidays) between the hours of 8:30 a.m. to 4:30 p.m.

Information related to this proposal may also be viewed at: www.rdos.bc.ca (Property & Development → Strategic Projects → Residential Zone Update – Phase 3: CD Zone Review).

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA.

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



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Planning and Development Committee

Thursday, December 17, 2020
9:15am

AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Planning and Development Committee Meeting of December 17, 2020 be adopted.

B. Review of Building Inspection Services – Information only

C. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Review of Building Inspection Services - For information Only

Purpose:

Review options on creating efficiencies in the building inspection service and discuss the pending impact of reduced operating reserves and surpluses on the 2022 Budget.

Potential goals:

- Building permit processing times reduced
- Increased permit revenue

Timelines for Issuing a Permit:

At a Building Inspection Kaizen held 11-13 December 2017, several issues were identified which were causing delays in the permit process, including:

- The length of time to input permits (building permit trackers, additional clerical staff hired)
- the length of time to track incomplete permit applications (instituted process to have applications reviewed at front counter by technical staff and only accept completed applications)
- the amount of time taken by general enquiries and requests for service (historical permits)
- lack of resources to scan documents – the requirement to scan and upload documents to the electronic document management system is a lower priority for administrative support staff
- the length of time to close a file (all documents must be scanned and uploaded to the electronic document management system)
- new software to increase efficiencies purchased (anticipated implementation date of Spring, 2021)

The current process includes permit intake, zone check, code review and permit issuance. The average timelines are set out in the chart below.

Average Number of days (includes non-work days)			
	2020 (Jan1-Aug31)	2019	2018
Permit entry (Admin)	11	14	11
Zone check (Planning)	14	23	21
Code review (Building officials)	16	20	23
Permit issuance (Admin)	3	7	12

Efficiencies to be created by Development Services Software:

Efficiencies to the building inspection service are anticipated with the implementation of the Development Services Software in spring 2021.

The largest efficiencies will be for administrative staff, including:

- Ability for customers to submit applications online (including submission of documents), check progress of permits online and be notified automatically of missing documentation, permit ready, inspection requirements and permit expiry
- Integration of document management system avoiding necessity to scan and upload documents
- Online payments – automatic notification of fees due
- Eliminate current need for monthly reports as timelines will be automated and built into system
- Enforcement automated – stop work letters, building official contravention reports, board reports, timelines
- Service requests from realtors can be submitted online
- Potential for future expansion for submission of plans online with digital plan checking (potential for fee reduction as incentive)
- Permit extensions and occupancy permits automated
- Permit issuance automated once fees paid (approved plans and permit placard will still need to be returned to owner)
- Email of inspection reports automatically when out in the field
- Track required inspection timelines
- Inspection checklists
- Increased reporting functionality for statistics

Service Levels

Building Bylaw #2805 was adopted May 23, 2019 and came into effect on July 1, 2019. The bylaw is based on the core model which was prepared on behalf of the Municipal Insurance Association.

Farm buildings and exemptions were amended from the previous bylaw version to take into consideration the abuse which was occurring and reduce enforcement issues. Siting permits for storage containers and temporary permits were also introduced.

The Evolving Complexity of Providing a Building Inspection Service

The Board is aware that complexities added to the Building Code over the past few years require more diligence on the part of Building Code Officials, more oversight and more care. The 2018 Building Code included additional competencies for Officials, meaning more training, exams, and experience to obtain certification; but also reference to new energy requirements, insulation requirements and a myriad of other administrative duties.

The inspections set out in our bylaw include:

- Footing
- Foundation
- Damproofing and foundation drainage
- Under-slab plumbing and rough-in plumbing
- Radon gas
- Factory built chimneys and fireplaces (new structures only)
- Framing
- Insulation
- Final/occupancy
- Siting and verification of use for farm buildings, storage containers and temporary structures

Inspections we do not do:

- Excavations (no excavation permits)
- Factory built chimney and solid fuel burnings appliances in existing structures
- Wall sheathing membrane, stucco wire or lath and flashings
- Roof inspections (flashing, roof coverings)
- Inspections where a Professional Engineer of record has been engaged

Options that may reduce workload and create efficiencies:

- Remove the requirement for building permits for metal storage containers from the building bylaw
- Remove permit applications for temporary structures
- Remove the application requirement for farm buildings
- Remove plumbing inspections
- Reduction in number of inspections or use of technology for inspections

Comparison with other municipalities

	# Permits / Year	Plumbing inspections	Storage Containers / Siting / Temporary	Time to permit issuance	Dedicated Software
Osoyoos (1 official, 1 clerk)	90	Yes	No	2-3 weeks (more if complex bldg.)	No
Oliver (1 official, 2 clerks)	85	Yes	Yes	2-3 weeks (more if complex bldg.)	No
Keremeos (RDOS Bldg Official)	29	Yes	Yes	2-3 weeks	No
Princeton (1 official, 1 clerk)		No	Yes	2-3 weeks	No
Penticton (9 officials, 1 clerk)	785	Yes	Siting & farm buildings (storage containers only permitted in industrial and agricultural)	3-4 weeks	Yes
RDOS (4 officials, 2 admin)	527	Yes	Yes	6-8 weeks	No
Summerland (2 officials, 1 clerk)	205	Yes	Yes	3-4 weeks	No

Coverage Distance

In benchmarking against other services, the variable of travel distance must be considered. Our 4 Inspectors cover large areas, adding significantly to inspection time that urban inspectors may not experience.

Deferred Permit Revenue:

The proposed 2021 building inspection tax requisition includes a \$200,000 draw from reserves. The remaining \$171,810 is for the Development Services software which has been carried forward. Thus, the building services reserve is essentially depleted and the tax requisitions for subsequent years will be substantially increased.

The issue with respect to deferred permit revenue is not a new one. A board report dated November 22, 2006 advised that staff would be addressing the current status of the building inspection deferred permit revenue with service participants at a workshop which was held on

November 30, 2006. At that time it was noted that the deferred revenue account could be depleted in approximately 2 years if the practice of applying the revenue to the tax requisition continued.

It was agreed at the workshop that the preferred practice would be to have a 70/30 split on user pay versus tax requisition. This takes into account the fact that building inspection services provides services other than issuance of permits which are not recoverable (enforcement, general enquiries, realtor enquiries). This ideology continued until 2018 at which time the deferred permit revenue account was once used to artificially reduce the tax requisition. That practice has continued until the current budget and we are once again facing a depleted building inspection deferred revenue account.

	Total Budget	Actual Tax Requisition	30 % tax requisition	Surplus used	Other
2016	\$870,350	\$223,959	\$261,105	0	
2017	\$899,684	\$223,884	\$269,905	0	
2018	\$922,721	\$142,940	\$276,816	\$118,900	
2019	\$1,286,917	\$164,117	\$386,075	\$102,997	(Avocette \$300K transfer for DS software)
2020	\$1,190,808	\$164,512	\$357,242	\$186,996	
2021	\$1,257,658	\$173,193	\$377,297	\$200,000	Proposed

The following table shows the cost to an average household for the building inspection service based on the tax requisition.

	2021 Tax Requisition Using 5.28% increase from 2020	2021 Tax Requisition Using 30% increase from 2020	
Tax Requisition	\$173,193	\$213,858	
	Tax per Average House	Tax per Average House	Variance
Area A	\$12.28	\$15.16	\$2.88
Area C	\$17.48	\$21.59	\$4.11
Area D	\$12.48	\$15.41	\$2.93
Area I	\$11.72	\$14.47	\$2.75
Area E	\$16.72	\$20.65	\$3.93
Area F	\$7.50	\$9.27	\$1.77
Area H	\$8.74	\$10.79	\$2.05

Options to reduce tax requisition:

- Increase the tax requisition to the 70/30 split as previously administered

- Reduce the 2021 transfer from reserve to leave a portion to transfer to the 2022 tax requisition to avoid the tax requisition increase coming all at once
- Increase fees for building permits to \$14/\$1000 of construction value

Current fees in Okanagan-Similkameen:

	Cost / \$1000
Osoyoos	\$10
Oliver	\$10
Keremeos	\$12
Princeton	\$10
Penticton	\$12
RDOS	\$12
Summerland	\$10

- Increase construction values which will result in higher project value and higher building permit fees – this increase was anticipated for January, 2021

Current valuation:

Proposed <i>construction</i>	Value per square foot
One storey*	\$135
Finished basement	\$50
Each Additional Storey	\$75
Enclosed structure or Garage**	\$40
Sundeck (no roof)	\$30
Roof only	\$20
Unenclosed structure or carport	\$25
Pool	\$35

- Increase rates or introduce flat rate services

Description	Current Fee	Proposed Fee
Permit Transfer	\$100	\$125
Extension	\$100	\$125
Re-inspection	\$100	\$125
Solid fuel-fired appliance	\$100	\$175
Secondary suite	Based on construction value	\$500
Swimming pool	Based on construction value	\$300
Demolition	\$150	\$175
Minimum permit fee	\$150	\$175
Occupancy load – liquor licensing	None	\$250
Health & Safety inspection	\$100	\$175

- Introduce an administrative fee to process building permits
- Introduce a security to assist with enforcement costs of expired building permits
- Introduce a fee for occupancy calculations for liquor licensing applications

Respectfully submitted:

"Laura Miller"

L. Miller, Building & Enforcement Services Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Environment and Infrastructure Committee

Thursday, December 17, 2020

9:45 am

AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of December 17, 2020 be adopted.

B. Mosquito Control Program Expense Allocation – Information Only

C. Agricultural Wood Chipping Program – For Information Only

D. South Okanagan Conservation Fund Update and Technical Advisory Committee Recommendations for 2020 Applications

1. Funding Recommendations

RECOMMENDATION 2

THAT the Board of Directors approve the Technical Advisory Committee recommendations for the South Okanagan Conservation Fund 2020 intake (2021 delivery) projects

E. Cross Connection Control Bylaw Implementation – Information Only

1. Draft Bylaw
-

F. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Mosquito Control Program Expense Allocation – For Information

Purpose:

Discussion on the protocols and funding apportionment for the Mosquito Control Program to the participating areas and municipalities.

Reference:

- Mosquito Control Extended Service Establishment Bylaw No. 1149, 1990
- Mosquito Control Extended Service Establishment Amendment Bylaw No. 2415, 2007

Background:

On December 4, 2020, the Regional District Board discussed the Mosquito Control Program at length. Several questions were raised to be brought back for discussion and clarification; particularly surrounding how the expense apportionment is distributed and what methodology is in place for treatment. The following sections address different questions raised from the meeting.

Mosquito Control Program Basics

The objectives of the RDOS Mosquito Control Program (MCP) are to limit the potential of widespread mosquito annoyance, and reduce the possibility of mosquito-borne diseases for the benefit of residents, visitors, workers, and livestock in the RDOS catchment area. From March to September, the MCP monitors over 400 sites throughout Electoral Areas: A, B, C, D, F, G, H and I as well as Oliver, Osoyoos, Penticton, and Summerland.

Mosquito ‘control’ does not mean eradication of mosquitos, but reductions of populations of mosquitos in populated areas and on agricultural properties. As female mosquitos looking for their blood meal before breeding, can travel up to 20 miles without wind assistance.

Mosquitos being controlled throughout the RDOS can be placed into two categories: nuisance and vector. The vast majority of mosquitos are considered to be nuisance mosquitos and are extremely aggressive towards humans and livestock but not known to carry life threatening pathogens at this time. Vector mosquitos, on the other hand, are known to transmit a variety of diseases which can infect humans and animals.

Treatment Protocols:

The RDOS Integrated Pest Management Plan's treatment protocol requires that flooded areas must reach a certain larvae count before being treated. When a property does not have flood water or a sufficiently high larvae count, crews will move onto the next site without adding any larvicide. It is inefficient to treat before larvae are present or counts rise - as the active agent will be depleted before the hatching larvae will be affected.

Crews initially prepare for the ~350-400 pre-registered treatment sites. Methodologies for controlling mosquitos can be put into three main categories: prevention, treatment, and monitoring.

- Prevention focuses on minimizing larval habitats with education;
- Treatment requires pesticide in order to control mosquito populations;
- Monitoring is constant for identifying the optimal stage for larvicide treatment.

The MCP works to eliminate nuisance mosquitoes as much as possible, but there are some sites throughout the region that are not treated. These may include nature conservancies, organic operations and some private properties.

Apportionment Bylaw:

Bylaw No. 2415, 2007 provides the formula for how all years starting in 2008 would be apportioned out to the different participating areas. The calculation is to be based on the average on-site time spent in all the participating areas over a three year period.

Data such as larvicide use and the area of each site treated was collected. The main assumption in the calculation was that the amount of time spent in each participating area was proportionate to the hectares treated. For example, 10% of total hectares treated was roughly equivalent to 10% of the total time spent.

2021 Draft Budget Calculations for the MCP:

The calculations for the apportionment to each participating area are prepared by the MCP crew at the end of the treatment season. These values are provided to Finance for allocating out the next fiscal year's budget. Therefore the 2021 draft budget is apportioned based on the time spent in each area for the years 2018, 2019 and 2020.

November 2020 Initial Draft Budget:

In late August of 2020, the MCP crew received the data for calculating the required apportionment values. The data appeared to be complete and included the anticipated components. The values were calculated and provided to Finance for the first budget preparation. The first draft budget was prepared and provided to the Board for review.

Initial discussions from the first budget meeting prompted an in-depth analysis of the 2020 treatment data received. Issues were identified with the data file including entry conversion errors, incomplete data and inclusion of multiple years. The cause for the damaged data is unknown.

Area	1 st Draft with Data errors	Corrected 1 st Draft
Area A	\$ 8,943	\$ 12,619
Area B	\$ 64,189	\$ 51,245
Area C	\$ 27,173	\$ 48,020
Area D	\$ 5,239	\$ 10,828
Area F	\$ 84	\$ 101
Area G	\$ 46,584	\$ 25,940
Area H	\$ 6,750	\$ 12,190
Area I	\$ 2,896	\$ 5,549
Oliver	\$ 3,893	\$ 4,855
Osoyoos	\$ 1,828	\$ 1,195
Penticton	\$ 1,693	\$ 2,577
Summerland	\$ 13,700	\$ 7,853

Use of the incorrect data for the analysis resulted in small to substantial errors for all the participating users' budgets. This table provides the incorrect apportionment calculated from the incomplete data for each participant as well as the corrected amount when the repaired data was analyzed.

These values represent what should have been included in the first draft budget based on the calculation method used since 2016 for apportioning costs to the participants.

However, prior to the corrected first draft budget numbers being included into the next budget version, the cost allocation method was further assessed. The assumption was tested for allocating costs based on assuming the time spent in each area was directly related to the proportion of the hectares treated.

Expanded Data Collection and Analysis:

In 2018, the MCP crew began utilizing an application on tablets for recording treatment information while in the field. Prior to 2018, only the treatment visits with the associated hectares were recorded. In 2019 and 2020, the application was refined for increased accuracy in recording treatment hectares and all site visits.

Each site visit was recorded and marked as either a monitoring event or treatment event. Upon further analysis of all the available data collected and known total hours for the MCP crew in the season, the assumption that the time spent in each area could be calculated using the hectares treated was determined to be inaccurate.

The proportion of time spent in the different participating areas was found to be much different than the proportion of time providing treatment. To illustrate this, an example using Area A and Area I are compared below:

The total hectares treated for each area was recorded; 76.8 ha for Area A and 28.7 ha for Area I. Utilizing the method of apportioning costs based on the assumption that the % of time spent in each area is relative to the % of total hectares treated, the respective 2021 costs calculated were \$13,892 for Area A and \$6,108 for Area I.

To verify if additional collected data verified this assumption, the total visits and total hours worked were evaluated. Each area had roughly the same number of total site visits throughout the season; 102 for Area A and 110 for Area I.

When the total visit data was used to apportion the costs, the respective 2021 costs calculated were \$10,774 for Area A and \$15,907 for Area I. The results are summarized in the following table:

Area A		Area I	
Using % Hectares Treated		Using % Hectares Treated	
Total Hectares	76.8 ha	Total Hectares	28.7 ha
% Total Allocation	8.0%	% Total Allocation	3.0 %
Cost for 2021	\$ 13,892	Cost for 2021	\$ 6,108
Using % Time Spent on All Visits		Using % Time Spent on All Visits	
Monitoring Visits	70	Monitoring Visits	43
Treatment Visits	32	Treatment Visits	67
Total Visits	102	Total Visits	110
% Total Time Spent	5.4 %	% Total Time Spent	6.1%
Cost for 2021	\$ 10,274	Cost for 2021	\$ 15,907

In simple terms, Area A would be paying significantly more than Area I if only the time spent completing treatment activities is utilized for cost allocation. By using the additional data available, all of the time spent visiting sites can be accounted for in the cost calculations.

In each of the participating areas, the % allocation changed when the data was included for all the site visits.

Data was also recorded in 2018 and 2019 for both the monitoring and treatment visits. The three year average of time spent in each participating area was then updated for the 2021 allocation. This data is provided in the following table for each participant.

The apportioned amount calculated by using the % of time spent in all site visits has been included in the second version of the 2021 draft budget documents. These 2021 draft budget values include the additional \$18,500 in staff wages from the Program Change request.

2021 Allocation – 3 Year Averages

Participating Area	% of Total time spent in all visits	% of Time spent on only treatment visits	Difference in Allocation
Area A	\$ 10,274	\$ 13,892	- \$ 3,618
Area B	\$ 40,199	\$ 56,414	- \$ 16,215
Area C	\$ 62,217	\$ 52,864	\$ 9,353
Area D	\$ 8,099	\$ 11,921	- \$ 3,822
Area F	\$ 813	\$ 112	\$ 702
Area G	\$ 8,490	\$ 28,557	- \$ 20,066
Area H	\$ 17,810	\$ 13,419	\$ 4,390
Area I	\$ 15,907	\$ 6,108	\$ 9,799
Oliver	\$ 7,605	\$ 5,345	\$ 2,260
Osoyoos	\$ 3,252	\$ 1,316	\$ 1,936
Penticton	\$ 5,475	\$ 2,837	\$ 2,638
Summerland	\$ 21,289	\$ 8,645	\$ 12,644

In 2021, the MCP crew will continue to provide accurate data for hectares treated and sites visited. The crew will also be required to track, to the closest 30 minutes, the actual time spent within each electoral area or municipality while the sites are being visited.

This breakdown of time will be included in the preparation of timesheets and then utilized for the detailed annual analysis for cost apportionment for 2022.

Respectfully Submitted By:

Liisa Bloomfield

L. Bloomfield, Engineering Manager

Agricultural Grinding Program

Background

- Chipping part of air quality program
- The air quality program, 2005-2010
- Air Quality Est. Bylaw - abandoned
- Agricultural Chipping Program continued in Campbell Mtn Landfill, Oliver Landfill and Area 'A' service areas only
- Grower pays $\frac{1}{4}$ of quoted cost



FEBRUARY 2006



Background

Incentives

- üFree 500 kg of yard waste
- üFree agricultural organics and plastics
- üSubsidized agricultural chipping program

Bylaws

X Smoke Control Bylaw to regulate smoke



Current Program

- The RDOS holds a chipping contract for small sites (< 5 acres) in order to improve public pricing. (75/25 funding).
- Farmers with sites (> 5 acres) and stumps are encouraged to use the landfill service or use a larger grinder (75/25@property, free at landfill)

Less than 5 acres

Truck Trailer



Salvage larger wood



Example similar equipment

Over 5 acres

Horizontal grinder



Current Program

Recent changes

- Include funding for curtain burners
- Expand the program to include land clearing



Issues

- Variability
 - Covid burning ban expanded use of program
 - Replant
 - Difficulty of some properties
 - Large jobs
 - Quote provided but no work – compete with the price of a match



Issues

- EOI - No contractors came forward or interest in Forced Air burning program.
- Will work with funding growers that rent forced air burning equipment.
- Requests for Non-agricultural trees

QUESTIONS?



FEBRUARY 2006



Plastics and garbage





Treated
posts and
black
smoke from
garbage



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: South Okanagan Conservation Fund Update and Technical Advisory Committee Recommendations for 2020 Applications

Administrative Recommendation:

THAT the Board of Directors approve the Technical Advisory Committee recommendations for the South Okanagan Conservation Fund 2020 intake (2021 delivery) projects for an amount up to \$441,745.

Purpose:

To update the Board on the South Okanagan Conservation Fund, and propose and obtain approval for the Technical Advisory Committee recommendations for projects to be funded.

References (attached):

SOCF 2020 Technical Advisory Committee Report (SOCF Administration)

Business Plan Objective:

- Ø Key Success Driver 2, Goal 2.3 – to meet public needs through the provision and enhancement of key services

- Ø Key Success Driver 3, Goal 3.3 – to develop an environmentally sustainable region

Background:

On December 15th 2016, the RDOS Board adopted Bylaw No. 2690 to establish an Environmental Conservation Service. The bylaw establishes an Environmental Conservation Service for the Electoral Areas "A", "C", "D", "E", "F" and "I" and the City of Penticton, District of Summerland, and Town of Oliver (the participating areas). The annual maximum amount that may be requisitioned for the cost of the service will not exceed the greater of \$450,000 (or \$0.0292 per thousand dollars of net taxable value of land and improvements in the RDOS).

These requisitioned funds are in support of undertaking and administering activities, projects, and works that will include, but is not limited to, water, environment, wildlife, land and habitat conservation efforts to protect natural areas within the participating areas of the Regional District of Okanagan-Similkameen.

The Fund is guided by a [Terms of Reference](#) that addresses all aspects of fund detail including the purpose, administration, themes/goals, guiding principles, timelines, governance, fund design, and supporting appendices relating to criteria for ineligible activities, terms for a Technical Advisory Committee and conflict of interest guidelines.

The RDOS has entered into an agreement with a contractor to administer the fund. The SOCF Administrator is responsible for drafting fund design and guidance documents, preparing and advertising call for proposals, responding to enquiries, overseeing the technical review of applications and projects, project evaluation and overall program evaluation.

All decision making related to direct financial management, including allocation of funds and approval of projects are with the RDOS Board. The RDOS Manager of Legislative Services/Corporate Officer is the main contact for the SOCF Administrator, and provides oversight to the Fund program including internal Senior Management Team review of project applications.

The RDOS appointed a Technical Advisory Committee (TAC) through selection of applications received in response to an open call, and qualification criteria. The purpose of the TAC is to ensure that all proposals to the Fund receive a sound technical review, based on a fair assessment of merit and project effectiveness, and that there is a high level of accountability in the review process. The TAC is guided by the Terms of Reference and makes a list of recommended projects for funding to the RDOS Board.

Analysis:

Three Year Update:

- ✓ Since the fund began, \$1.4 million has been disbursed from the Fund to 15 projects (8 multi-year, 7 single-year).
- ✓ This local investment has leveraged \$4.6 million in matching cash and in-kind funding (3x initial investment).
- ✓ All participating service areas are represented in projects.
- ✓ The most recent acquisition project supported by the SOCF, Nature Conservancy of Canada's Sage and Sparrow Expansion, has just completed. This brings the total to over 550 acres protected forever in the SOCF area.

Update on Current Delivery Year - 2019 Intake, 2020 Delivery:

- ✓ Eight projects were approved by the RDOS Board in 2019 (3 new and 5 continuing). Just over \$214,000 was approved for disbursement.
- ✓ Two projects were delayed getting started due to COVID-19, one was unable to go forward at all (Contribution Agreement not signed/funding not disbursed). All other recipients have completed interim progress reports, final reports are due Feb 2021.
- ✓ One project with formal Board-approved extension from the 2018 intake (2019 delivery) still underway (deadline for completion/final report Dec 31 2020).

New SOCF Applications - 2020 Intake, 2021 Delivery:

The attached report is a detailed summary of the Technical Advisory Committee review and recommendations to the Board for this 2020 intake.

- ✓ Twelve proposals were received seeking \$988,414 in funding. Of these proposals, the Technical Advisory Committee (TAC) recommends that funding up to \$441,745 be granted to eight proponents (three new projects and five continuing multi- year projects).
- ✓ Two projects may be reduced in amount, two have funding conditions.
- ✓ Two projects are not recommended for funding, one is ineligible as a multi- year beyond the 3 year funding limit as per the Terms of Reference, and one project was deferred for recommendation pending more information required.

Recommended for Funding:

New Projects

- ✓ Restoration of diverse habitat features in the Okanagan River, Okanagan Falls Vertical Drop Structure section - Okanagan Nation Alliance \$46,200 (may be reduced)
- ✓ Antelope-brush Ecosystem Conservation and Restoration - Osoyoos Desert Society \$20,833
- ✓ Road Mortality of a Threatened Snake Community in the South Okanagan - Thompson Rivers University \$29,600

Continuing Projects

- ✓ South Okanagan Bat Habitat Conservation Project (Year 3 of 3) – BC Bat Education and Ecological Protection Society \$9,593 (with conditions)
- ✓ Invasive Plant Management on NCC's South Okanagan Conservation Areas (Year 3 of 3) – Nature Conservancy of Canada \$25,856
- ✓ k'əmcənɪtkw Floodplain Re-engagement Project - Experiential Outdoor Learning Opportunities– En'Owkin Centre \$25,000
- ✓ Penticton Creek Restoration Initiative: Construction of Reach 3A Upper and 3B - Freshwater Fisheries Society of BC \$252,560
- ✓ Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites – Southern Interior Land Trust - \$32,103 (may be reduced, with conditions)

Deferred:

- ✓ Save Sickie Point in Perpetuity - Kaleden Community Association \$450,000

Not Recommended:

- ✓ Vaseux Lake Siltation Issue - Vaseux Lake Stewardship Association \$30,500
- ✓ Conserving South Okanagan Habitats through an Invasive-free Certification Program – Okanagan Similkameen Invasive Species Society - \$18,169

Ineligible:

- ✓ Habitat Stewardship and Enhancement in the South Okanagan – Okanagan Similkameen Stewardship Society - \$48,000 (3 year maximum)

Alternatives:

1. That Administration obtain additional information from a specific applicant and report back to the Board.
2. That Administration invite a specific applicant to appear before the Board to discuss their submission in more detail

Communication Strategy:

The website for the South Okanagan Conservation Fund can be found here:

www.soconservationfund.ca and provides detailed information for public, decision makers as well as applicants and other funders. The RDOS website also provides basic information including a link to www.sosconservationfund.ca for additional information, eligibility criteria and application information. Administration will also be providing a news release in early 2021 with highlights of the first three years of accomplishments under this Fund.

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

SOUTH OKANAGAN

CONSERVATION FUND



Photo: A. Michael Bezener

Funding Recommendations for 2020 Proposals

**Report Submitted to RDOS Board by:
Bryn White, SOCF Administrator
December 17th 2020**

Executive Summary

This report outlines the South Okanagan Conservation Fund Technical Advisory Committee recommendations to the RDOS Board related to project applications to the SOCF. The South Okanagan Conservation Fund received 12 proposals seeking \$988,414. Of these proposals, the Technical Advisory Committee (TAC) recommends that funding up to \$441,745 be granted to 8 proponents. Of those, two may be reduced in amount, and two are with conditions. Three are new projects, and five are continuing multi-year proposals. Two projects are not recommended for funding, and one is ineligible as a multi-year beyond the 3 year funding limit as per the SOCF Terms of Reference. One project was deferred for recommendation pending more information required.

2020 Project Application Process

August 17th, 2020, the request for proposals opened for the submission of funding proposals to the South Okanagan Conservation Fund. Advertisements were placed in local print media, online (RDOS and SOSCP websites), and circulated via conservation organization networks. Applications closed on September 30th and all applications were received by the closing date and time. Applications are reviewed internally by the RDOS Senior Management Team and the SOCF Administrator, then by the SOCF Technical Advisory Committee for an independent, then collective group review to score the proposals and make recommendations to the RDOS Board.

Technical Advisory Committee

The Technical Advisory Committee is guided by the [SOCF Terms of Reference](#) including TAC Composition, Proposal Ranking Guidelines, and Technical Evaluation Criteria. The purpose of the Technical Advisory Committee is to ensure that:

- (a) All proposals to the Fund receive a sound technical review based on a fair assessment of merit and project effectiveness;
- (b) There is a high level of accountability in the review process; and
- (c) Recommended lists of technically appropriate proposals are provided to the RDOS.

The TAC members represent over 170 years of combined experience, multiple post secondary degrees/diplomas and 5 are members of professional associations with expertise in each theme area – including Indigenous knowledge, forestry, hydrology, ecology, conservation biology, ecosystems (sensitive terrestrial and aquatic ecosystems, management, enhancement and restoration), restoration and enhancement of habitat, fish and wildlife conservation including species at risk.

Members who conducted this review include (bios at the end of this report):

- Steve Matthews, R.P.Bio and Retired Provincial Okanagan Fisheries Section Head (Chair).
- Orville Dyer, R.P Bio and Retired Senior Provincial Okanagan Species and Ecosystems at Risk Biologist.
- Laura Machial, MSc., R.P.Bio. Environmental Consultant.
- Ellen Simmons MSc. (Ph.D. candidate), UBC Okanagan; Instructor, Nicola Valley Institute of Technology.
- Darcy Henderson, Ph.D. Senior Species at Risk Biologist, Environment and Climate Change Canada.

- Eva Durance, Naturalist and Volunteer; Vaseux Lake Important Bird Area, BC Nature Conservation Committee, South Okanagan Similkameen Stewardship Society and Burrowing Owl Society of BC.
- Tim Gray, B.Sc, M.E.T, R.P.Bio. Environmental consultant and South Okanagan Naturalists' Club Executive.

Project Suitability

As per the SOCF Terms of Reference (2017) projects must first meet a series of mandatory requirements.

The project must:

- Fall within the Fund participating areas (RDOS Electoral Areas, A, C, D, E, I and F, District of Summerland, City of Penticton, Town of Oliver);
- Projects must address IUCN threats to biodiversity targets and fall into at least one theme area;
- Be an eligible activity under the Terms of Reference; and,
- Provide a letter of support, project map and agree to present and report on an annual basis.

The proponent must:

- Be an incorporated non-profit society in good standing or must partner with an organization that has registered society status.

If the project fulfills these requirements, they are reviewed and scored out of a total of 40 points.

- Feasibility - Maximum 10 Points;
- Cost Effectiveness- Maximum 5 Points;
- Cost Sharing- Maximum 5 Points; and,
- Project Effectiveness - Maximum 20 Points.

Continuing projects are also assessed for recommendation based on criteria related to satisfaction with progress to date. Interim Reports for all projects were received by the SOCF administrator in early-September. Interim report results for continuing projects have been incorporated in the evaluation of applications by the TAC.

2020 Technical Advisory Committee Recommendations

Project	Proponent	Points /40	Amount Requested	Amount Recommended
New Projects Proposed				
Restoration of diverse habitat features in the Okanagan River, Okanagan Falls VDS section.	Okanagan Nation Alliance (Single Year)	37	\$46,200	\$46,200* May be reduced
Antelope-brush Ecosystem Conservation and Restoration	Osoyoos Desert Society (Year 1 of 3)	33	\$20,833	\$20,833
Vaseux Lake Siltation Issue	Vaseux Lake Stewardship Association (Single Year)	12	\$30,500	Not Recommended for Funding
Road Mortality of a Threatened Snake Community in the South Okanagan	Thompson Rivers University (Year 1 of 3)	35	\$29,600	\$29,600
Save Sickle Point in Perpetuity	Kaleden Community Association (Single Year Acquisition)	Deferred	\$450,000	Deferred
Continued Projects (Multi – Year)		Continue to Fund?		
South Okanagan Bat Habitat Conservation Project	Bat Education and Ecological Protection Society (Year 3 of 3)	Y*	\$9,593	\$9,593* With Conditions
Invasive Plant Management on Nature Conservancy of Canada's South Okanagan Conservation Areas	Nature Conservancy of Canada (Year 3 of 3)	Y	\$25,856	\$25,856
k'əmçənitkw Floodplain Re-engagement Construction	The Okanagan Indian Educational Resources Society (OIERS / En'owkin Centre) (Year 3 of 3)	Y	\$25,000	\$25,000

Penticton Creek Restoration Initiative: Construction of Reach 3A Upper and 3B	Freshwater Fisheries Society of BC (Year 2 of 2)	Y	\$252,560	\$252,560
Conserving South Okanagan Habitats through an Invasive-free Certification Program	Okanagan and Similkameen Invasive Species Society (Year 3 of 3)	N	\$18,169	Not Recommended for Continued Funding
Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites	Southern Interior Land Trust (Year 3 of 3)	Y*	\$32,103	\$32,103* May be Reduced with Conditions
Habitat Stewardship and Enhancement in the South Okanagan	Okanagan and Similkameen Stewardship Society (Year 4)	N	\$48,000	Not Eligible (multi-year funding limit is 3 years)
			Total Requested	Total Recommended
Total			\$988,414	\$441,745

Project Application and TAC Review/Recommendation Details

New Project Applications

1. Restoration of diverse habitat features in the Okanagan River, Okanagan Falls Vertical Drop Structure section.

New Application (Single Year)

Total Points: 37

Funding History: ONA has undertaken multiple different instream restoration projects and received a total of \$181,408 since 2017.

Funding Requested: \$46,200

Recommended: \$46,200

Submitted by: Okanagan Nation Alliance

Project Location: RDOS Electoral Area D

Project Description:

The Okanagan River Restoration Initiative (ORRI), is an ecosystem based collaborative approach, assembling Okanagan First Nations, governments and local stakeholders. Major flood control works in the 1950's channelized the majority (84%) of qawsitk^w (Okanagan River) severely impacting its health, biodiversity, fish bearing capacity, and linked natural vegetation and wildlife. In the Okanagan Falls reach, four vertical drop structures were added during channelization to stabilize the river bed under the increased slope of channel straightening, resulting in a drastic loss of in-stream and riparian habitats diversity and quality.

Project Objectives:

- The project will replace, or backwater, one of the vertical drop structures with diverse, complex, and functional river features.
- Restoring natural river features will improve fish migration and enhance the quantity and quality of spawning and rearing habitat for Sockeye, Chinook, Steelhead/Rainbow Trout, and other native resident fish species; create essential habitat for the endangered Rocky Mountain Ridged Mussel and adjacent spawning habitat for its host.
- Restoring riparian plant communities will also enhance habitat for native wildlife species, stabilize stream banks, improve water quality, and increase ecosystem resilience.

Committee Comments:

- Recommended for funding.
- 94% of funding coming from outside and confirmed sources, strong benefits for the investment - probability for success is high.
- Administration notes: non-applicable admin fees will need to be reduced.

- In-stream works are expensive, and while cost is high in the short-term, the benefits grow throughout time in the long-term.
- There are multi-species benefits addressing one of the major aquatic threats in the system. Overall a good project to support.
- ONA is proven to complete projects like this, within regulatory bounds, within budgets, and incorporating local Indigenous knowledge at design, construction, and evaluation phases. Reputation is very thorough and professional and well experienced.
- Would have liked to have seen the learning outcomes of the work on the drop structure in Oliver applied to this project proposal.
- Appreciated the detailed account of the proposed monitoring and evaluation. Question if five years of monitoring will be sufficient.
- Would like proponent to address in detail potential project impacts to other SAR and potential benefits including Rocky Mountain Ridged Mussel, Olive Clubtail dragonfly, Yellow-breasted Chat, Lewis' Woodpecker, and Western Screech-owl.

2. Antelope-brush Ecosystem Conservation and Restoration

New Application (Multi Year 1 of 3)

Total Points: 33

Funding History: New applicant

Funding Requested: \$20,833

Recommended: \$20,833

Submitted by: Osoyoos Desert Society

Project Location: Area A, C, D, E, I, Town of Oliver, City of Penticton.

Project Description:

The Antelope-brush - needle and thread grass ecosystem in globally imperilled and provincially red listed. In Canada, nearly all of this community occurs only in the Regional District of Okanagan Similkameen creating a high national and provincial conservation responsibility in the RDOS. This ecological community supports 42 species listed by the Species at Risk Act (SARA) including two species that cannot survive without antelope-brush. Over 68% has been destroyed by urban and agricultural development, and only 13% of the remaining habitat is formally protected. All remaining antelope-brush sites (except on Indian Reserve tenures) are identified as critical habitat for one or more species.

Project Objectives:

- This project will develop an antelope-brush conservation and restoration action plan, develop guidelines for antelope-brush restoration and management, establish a coordinated antelope-brush action team of strategic partners to implement the action plan and undertake planned recovery actions/evaluate and adapt annually/continue implementation.

Committee Comments:

- Recommended for funding.

- Well presented proposal with excellent info on biodiversity risks; methodology utilizes established strategies for antelope brush management including monitoring/measures of success.
- Extremely well referenced. Strong science expertise leading project, and partnerships providing in-kind assistance; work plan provides reasonable detail; good outreach and communications strategy - follows established protocols, and good opportunity for outreach through Desert Center.
- Establishing strong connections with First Nations and strong science team involved in the project - valuable ecosystem and high species dependence.
- 30% contributions from outside sources, considerable in-kind contributions. Low cost project providing potential for significant benefits with some inherent uncertainties regarding antelope brush recovery.
- There are challenges in conserving this ecosystem and moving from the planning to conservation on private land will be a challenge. Would like to encourage an outreach and education component for private land.
- Very high conservation priority - one of top two priorities for conservation in the region, led by capable team. Good involvement of OIB, PIB and En'owkin Centre).
- More detail as to how the team would be set up and function would have made a stronger proposal.
- Evaluation strategy is multi-pronged, with quantitative measures of project implementation, and social metrics of satisfaction on outcomes.
- Overall an excellent project to support.

3. Vaseux Lake Siltation Issue

New Application (Single Year)

Total Points:	12
Funding History:	New applicant
Funding Requested:	\$30,500
Recommended:	Not Recommended for Funding
Submitted by:	Vaseux Lake Stewardship Association
Project Location:	Area D

Project Description:

The channelization and creation of dams on the Canadian portion of the Okanagan River took place in the 1950's and the River has been significantly modified. Vaseux Lake was traumatically altered as a result of the Channelization. Confining the river to a single straight channel from Okanagan Falls to Vaseux Lake eliminated the natural flood plains, reduced the length of the river and increased water flow. This has resulted in the River acting as a sling shot for the silt from Shuttleworth Creek, just south of the Okanagan Falls dam, to be directly deposited into Vaseux Lake causing an unprecedented degree of siltation at the north end of Vaseux Lake.

Project Objectives:

The purpose of the project is to assess the effect of channelization and damming on the rapid accumulation of sedimentation at the north end of Vaseux Lake and to determine what remedial steps can be taken to alleviate this dramatic change to the natural hydrological flow.

Committee Comments:

- Not recommended for funding.
- Proposal poorly presented - including minimal info on the problem, biodiversity threats, work plan, measures of success, expertise and how it applies to this project.
- Resulting report unlikely to provide any new information or significant value in addressing the issue at a significant cost.
- Concern that statutory decision makers and others have not been included or involved in this proposal.
- No in-kind or funding partnerships; only 7% outside funding identified.
- Shuttleworth Creek is primary sediment source and there are limited options for addressing the fine sediment transport/deposition issue (very expensive and difficult to address). The Shuttleworth Basin does a good job of collecting sediment - sand and larger materials, but finer materials remain in suspension, and viable strategies to capture these sediments are extremely limited.
- Project of limited value considering outcomes from work directed at this issue to date and has many challenges in coming up with answers beyond what has already been determined in previous studies. There is information already available on hydrology, sediment sources, causes and locations of sediment deposition, and limited options to address fine sediment transport/deposition in a large watershed like Ok River without addressing source problems in Shuttleworth Creek which would be very expensive and difficult to address.
- Sedimentation is a natural process within the watershed - likely the level of transport/deposition has been reduced with channelization. This scenario is repeated in Ellis Creek where no solution has been found to address fine sediment transport/deposition.
- Important to understand that a significant amount of work has been done on the Okanagan River system, especially Shuttleworth Creek, and sediment sources including logging, residential, agricultural, and natural slide sources of sediments have been studied. Concerned that an expensive report generated will come to same conclusion related to solutions - expensive and not feasible.
- Feasible strategies to reduce sediment transport are likely limited to actions within Shuttleworth Creek, however high cost compared to potential downstream improvements would make this a questionable investment.

4. Road Mortality of a Threatened Snake Community in the South Okanagan

New Application (Multi – year 1 of 3)

Total Points:	35
Funding History:	New applicant
Funding Requested:	\$29,600
Recommended:	\$29,600

Submitted by: Thompson Rivers University

Project Location: Area I

Project Description:

This project will substantially improve our ability to successfully mitigate the challenges facing the conservation of species in the South Okanagan. This project addresses road impacts, one of the most significant threats facing many species-at-risk in the South Okanagan, BC, and the developed world. Road impacts including mortality ('roadkill') are consistently listed as a substantial threat to the persistence and recovery of many species, with snakes and other reptiles deemed particularly susceptible. Under-road tunnels ('ecopassages') are seen as an important mitigation tool, yet these structures are expensive and their effectiveness for many species is unknown.

Project Objectives:

- Fully assess the response of rattlesnakes (a threatened species) to the substantial mitigative efforts (ecopassages) deployed in the White Lake Basin using road mortality rates, population trajectory, and ecopassage use.
- Monitor similar parameters for 4 other at-risk reptile and amphibian species in the community.
- Develop recommendations for governments regarding the use of ecopassages to lower road impacts, along with recommendations for improvements such as the provisioning of ecopassages with fences to channel animals.

Committee Comments:

- Recommended for funding.
- The proposal is well written, and techniques/methods are appropriate.
- Relatively low-cost project for SOCF with potential for contributing to threat reduction for important species. Reasonable rates and cost sharing at 40% funding from outside sources. Several partners providing significant in-kind and funding contributions.
- Project clearly identifies a strong scientific approach to better understanding the threat, and effectiveness of mitigation strategies, which have potential for broad application; excellent evaluation program; strong outreach/communications approach; the identified long term monitoring program will be key to ensuring high value from this project.
- The proponent has excellent experience and several previous years of experience dealing with challenges at the project site. Proposal could have been strengthened by more clearly highlighting previous work and science that indicates this population could be extirpated within 100 years, and that this proposed work is focused on building on previous work through ongoing monitoring and adaptation for actions on the ground.
- Proponent will need to ensure that this project remains central to conservation action goals.
- Project is strongly science-based, with substantial previous research at this site, and will help direct pro-active management, locally and provincially.
- Project would benefit from greater engagement with En'owkin Centre and Penticton Indian Band.
- Project would also benefit from consideration of how COVID will impact outcomes.
- Continued focus on outreach and extension/applicability of this information extremely important. This kind of work has been very challenging to fund, crossing multiple tenures, crossing conservation and regulatory issues, as well as research and application. It is worthy of supporting and has practical outcomes.

5. Save Sickle Point in Perpetuity

New Application (Single Year Acquisition)

Total Points:	Deferred Recommendation
Funding History:	New applicant
Funding Requested:	\$450,000
Recommended:	\$Deferred Decision
Submitted by:	Kaleden Community Association
Project Location:	Area I

Project Description:

Sickle Point has been threatened with development for 30 years. The property is currently listed for sale, and it is essential that Sickle Point be preserved. The property is recognized to have the highest conservation ranking (Class I) by the South Okanagan Similkameen Biodiversity Conservation Strategy [Keeping Nature in Our Future). It is also a provincially red-listed water birch and wild rose community, which supports endangered wildlife and aquatic species such as Yellow Breasted Chat, Lewis's Woodpecker, Western Rattlesnake and Pallid Bat. Sickle Point is also part of the migratory path for both resident and migrant wildlife including the American White Pelican and the Sandhill Crane.

Project Objectives:

This sale provides an opportunity to save this land as a nature preserve/conservation area. The community of Kaleden envisions Sickle Point as a nature park.

Committee Comments:

The TAC supports the protection of Sickle Point from an ecological perspective- but would like to defer a recommendation on this proposal at this time to have some clarification around a number of items.

- There needs to be clarification regarding the outcome of a establishing a service and approval to borrow the full amount for purchase, and including which organization would purchase the property, who would be on legal title, the nature of the agreement between the Kaleden Community Association and RDOS, and future management as a conservation area.
- This is a unique and rare property in the Okanagan. High value and priority for conservation even though some areas have been altered, there is potential for restoration.
- Includes sensitive, high priority ecosystems, and Critical Habitat for Species at Risk.
- High cost for a small property; an island in terms of connectivity values.
- Not significant matching funds secured; not much detail with respect to other funding sources being sought.

- Fair market value appraisal not included in application, concern in gap between budget identified for acquisition and sale price.
- Main aim should be to keep it natural, predominantly for habitat, limited human use and strong management to retain ecological integrity. Significant amount of work to manage human use levels.
- Concern about proponent's land management qualifications, experience, and capacity; including ability to address full breadth of issues related to a conservation acquisition and future management.
- Unclear the relationship, or agreement with RDOS around purchase, RDOS service establishment proposal, legal organization on title and future management direction (including focus on human recreation vs conservation/preservation).
- A conservation covenant registered to another party (e.g. the Province of BC or a Land Trust) on title would assist to ensure future security, management, and intention for conservation.
- Administration (SMT) notes: The “marsh road” is not situated on the proposed property and could present a challenge in the future if this is tied to the application. It would be important to understand the expectations of this proposed agreement to ensure those expectations can be met at a later date i.e. ongoing local government resources. The main potential for possible conflicts is foreseen to do with differing public aspirations and concerns as to usage of the property. Restoration and protection of habitat may be challenging to maintain and enforce once the site is open to the public, and there are ongoing challenges with illegal camping.

Continuing Project Applications

6. South Okanagan Bat Habitat Conservation Project

Continuing Application, Multi-Year (3 of 3)

Funding History: BEEPS has received a total of \$27,028 for year 1 and 2 of this project in (2018 and 2019)

Funding Requested: \$9,593

Recommended: \$9,593

Submitted by: Bat Education and Ecological Protection Society

Project Location: All SOCF Participating Areas

Project Description: Bats provide pest control services that are important to our environment and economy, and many are at risk due to human caused threats. This project mitigates these threats by protecting and enhancing bat habitat in the region through education and stewardship on private land. The project will develop and deliver outreach materials, establish partnerships and landowner relationships; identify and protect maternity roosts and important foraging habitats through improved use of existing best practices and stewardship contact, and develop formal Bat Friendly Community partnerships to support ongoing bat conservation.

Project Objectives:

- Increase residents' knowledge, understanding, and stewardship of bats and their habitats, to ultimately reduce the effects of residential, commercial, and agricultural development.
- Mitigate threats to bats by protecting and enhancing bat habitat in the region through education and stewardship on private land.
- Develop and deliver outreach materials, establish partnerships and landowner relationships.
- Identify and protect maternity roosts and important foraging habitats through improved use of existing best practices and stewardship contact.
- Develop formal Bat Friendly Community partnerships to support ongoing bat conservation.
- Reduce human caused fungal transport.
- Distribute and support the use of existing best practices (e.g. bats in buildings, bat boxes, wildlife trees, Bat Friendly Communities) with target audiences.
- Establish a process for ongoing social action to conserve or enhance bats and bat habitats with local organizations and partners.

Committee Comments:

- Recommended for continued funding with conditions.
- Bat conservation work is a priority for this region.
- Some questions about the progress to date, however difficult to assess specified deliverables with only 2 of 8 measures of success discussed in reporting. No discussion regarding efforts to address progress related to "potential partners" participation in working group.
- Important for proponent to clarify the nature of the stewardship agreements being sought with landowners (who will hold these, monitor, follow up, terms and conditions, how can they be sustained, recognized and consequences of contravention), and also what "official recognition" constitutes in terms of the bat friendly community programs with local governments.
- Understood from interim report that COVID has complicated some delivery, may limit outreach components, and the opportunity to improve outreach with Indigenous communities, public and engage local governments. Proponent needs to identify specifically how that will be addressed.
- Administration (SMT) noted: absence of any recognition of SOCF funding on the website and have raised concerns about delivery outside of RDOS SOCF service area. Confirm that both are mandatory elements of continued SOCF funding.

Funding conditions: 1) delivery be conducted in the SOCF service area, 2) SOCF is appropriately acknowledged in materials as funder and 3) that the proponent provide supplemental information to address how progress towards deliverables will be achieved in light of COVID (identified as a barrier in report).

7. Invasive Plant Management on NCC's South Okanagan Conservation Areas

Continuing Application, Multi-Year (3 of 3)

Funding History:	NCC has received a total of \$25,000 for this project in year 1 and 2 (2018 and 2019)
Funding Requested:	\$25,856
Recommended:	\$25,856

Submitted by: The Nature Conservancy of Canada

Project Location: RDOS Area A

Project Description: Invasive species present a global threat to biodiversity. They change plant community composition, displace native plant species, alter hydrological regimes and degrade ecosystems which in turn negatively impact wildlife species that rely upon them. This project will undertake invasive plant management and control activities, including documentation, monitoring and reporting, on high priority sites on NCC's Sage and Sparrow Conservation Area and the Osoyoos Oxbows Conservation Area.

Project Objectives:

- This project will have a direct and effective impact on reducing the threat of invasive plants on the Nature Conservancy of Canada's Sage and Sparrow and Osoyoos Oxbows Conservation Areas, and surrounding conservation lands.
- Monitor invasive plant outbreaks identified and/or treated in 2013 – 2020, and (re) treat as required using chemical, mechanical, biological or combinations thereof.
- Monitor efficacy of 2020 treatments.
- Monitor bioagent activity for invasive plants that are responsive to such action; release new agents as required and available.
- Plant native shrubs or grasses in areas previously treated for high density invasive plant infestations or converted to agriculture prior to securement to reduce opportunities for additional future invasive plant establishment and promote restoration of more bio-diverse habitats for species at risk.
- Map all existing and new invasive plant infestations and treatment sites; Cross reference known occurrences of rare plants or animal species to ensure invasive plant treatments do not impact them; Collect and enter all invasive plant survey, treatment and monitoring data into IAPP;
- Inventory the new Sage and Sparrow Expansion property for invasive plant species and develop a Property Management Plan.
- Produce summary report detailing activities undertaken, including maps and photos.
- Monitor and/or improve fencing to reduce livestock trespass and potential introduction of additional invasive plant species.

Committee Comments:

- Recommended for continued funding.
- Quality project. Well developed, has strong delivery team, strong science-based approach including effectiveness monitoring, and a high level of partner funding. Project continuing as per original submission. Project continues to deliver strong results.
- Good cost sharing with over 50% from outside sources.
- Measures of success are very good and diverse as well. Well written, well planned, executed and evaluated.
- Given invasive plant management is an on-going effort of monitoring, detection and eradication, proponents are encouraged to diversify support for long term objectives.

8. k'əmçənītkw Floodplain Re-engagement - Experiential Outdoor Learning Opportunities

Continuing Application, Multi-Year (3 of 3)

Funding History: This project was led by ONA in previous phases and received a total of \$67,177 for Year 1 and 2 (2017 and 2019).

Funding Requested: \$25,000

Recommended: \$25,000

Submitted by: En'owkin Centre

Project Location: PIB IR #1, adjacent to City of Penticton and Area F.

Project Description:

K'əmçnitkw Floodplain Re-engagement occurs on PIB IR#1, on land legally conserved in-perpetuity under Indigenous stewardship, part of the En'owkin Center's Locatee Lands Project integrated with ECOmmunity's environmental and Indigenous cultural programming. The k'əmçnitkw Floodplain Re-engagement Project aims to address the realized threat of habitat loss and degradation by re-engaging an ~8,800 m² portion of the historic Okanagan River floodplain previously degraded and developed for agricultural use (croplands) and recreational use (golf course) after it was cut off from the Okanagan River when the river was channelized in the 1950s. Habitat securement and completion of the first phases of restoration construction allow for progression of the project to the final restoration phase that includes final pre-planting site preparation activities and habitat restoration plantings of propagated plants and direct application of seeds and cuttings.

Project Objectives:

- Complete final habitat restoration activities for the re-contoured and off-channel chinook rearing and amphibian ponds created in previous floodplain reconnection project phases.
- Complete pre-planting site preparation activities including: invasive plant management; placement of large woody debris and other "habitat jewelry" to support target fish and wildlife; re-contouring of vegetated berms; and, addition of soil mix and mulch amendments to planting treatment zones requiring additional material.
- Planting of over 50,000 propagated Indigenous trees, shrubs and flowering plants over ~1.4 hectares with project partner staff, K-12 and post-secondary students, community members and volunteers following up-to-date COVID-19 prevention measures.
- Provide plant protection, irrigation and nutrition support for select plants requiring support.
- Collect, process and direct seed of a variety of Indigenous plant seeds and cuttings with help from partner staff, K-12 and post-secondary students, community members and volunteers following up-to-date COVID-19 prevention measures.

Committee Comments:

- Recommended for continued funding.
- Well written, clear objectives, appropriate methods, experience to understand and deal with challenges, reasonable timelines, good track record. Cost effectiveness: Value for money and realistic rates.
- Project has the potential to contribute to improve habitat conditions for a wide range of aquatic and terrestrial species including many Species at Risk, as well as traditional use of the fish,

wildlife, plant and water resources. Ongoing care and maintenance of plantings will be key to success.

- Low cost project with very strong partnerships contributes to high potential for significant benefits both toward fish/wildlife and community. Strongly compliments, provides added value to the related floodplain reconnection project.
- Excellent cost sharing - 87% from outside sources and lots of in-kind as well. Good value for investment.
- Volunteer involvement is a good community model, could be strengthened by pre-and post outcomes for volunteer participants. E.g. knowledge outcomes and retention etc.
- Project has progressed despite complexity and challenges. Encourage more public outreach on the overall project and ways to increase recognition of the funding.
- Proposal would have been strengthened by specifically including how invasive plants would be addressed.
- Overall project would benefit from longer term evaluation related to plant survival (important in the Okanagan and requires follow up and care), and feasibility and effectiveness of the Chinook rearing and amphibian ponds.

9. Penticton Creek Restoration Initiative: Construction of Reach 3A Upper and 3B

Continuing Application, Multi-Year (2 of 2)

Funding History: This project was led by the Penticton Fly Fishers in previous phase, received \$16,000 for Year 1 and 2 (2018).

Funding Requested: \$252,560
Recommended: \$252,560

Submitted by: Freshwater Fisheries Society of BC

Project Location: City of Penticton

Project Description:

Flood protection measures in the 1950s created a smooth concrete-lined channel in Penticton Creek, damaging fish and riparian habitat. The proposed project is for the restoration of a 266 m section of Penticton Creek directly upstream from previous restoration works and includes removal of the concrete channel and an impassable drop structure which currently prevents fish access from lake to spawning grounds. Construction of a deeper and wider channel lined with river rock, incorporation of pools for fish to rest and installation of native vegetation along the banks to provide shade for fish. This section of restoration will be far larger than previous sections and is viewed as the most important habitat restoration section within the stream and is expected to have the largest production impact on Okanagan Lake fish populations of any potential project in the RDOS.

Project Objectives:

- Improve the stream's capacity to support wild fish populations, and enhanced wildlife habitat, through the removal of the existing concrete channel and replacement with habitat suitable for fish and fish production.
- Creek designs will address threats to biodiversity from climate change by constructing fish habitats that are also capable of withstanding the full range of expected flood flows.
- Promote a partnership approach in the delivery of all restoration activities to facilitate a high level of engagement, participation, and ownership from all governments, First Nations, stakeholders and the public.

Committee Comments:

- Recommended for continued funding.
- Important project - largest section of creek and high value section with good values for biodiversity. Potential for largest Penticton Creek production impacts for Okanagan Lake fish populations and resident fish. Excellent results with previous restoration works in regard to fish and riparian area response and associated community support. High level of expertise and experience delivering this project.
- Strong monitoring and evaluation program will provide good information on long term benefits and learnings for future projects.
- Strong outreach and education program will contribute to continued government, stakeholder and community support.
- This is a high cost project and a large amount of funding from the SOCF, however, 91% of total project cost coming from outside funding sources which is positive, but also raises concerns if those unconfirmed sources are not realized. Proponent needs to provide information related to how the project will or will not proceed if those funding sources are not successful, including potential to phase if full funding not secured.
- Would like to see the proponent outline contingencies for risks related to potential lack of landowner support.
- 2020 restoration project (Reach 12) on Penticton Creek lacked public information and on-site signage, would not like to see that be the case for this project.
- Would encourage the proponent to include increased instream riparian habitat improvements as a part of this project.
- Proponent is encouraged to report (and include in any future application) quantified habitat and fish population targets.

10. Conserving South Okanagan Habitats through an Invasive-free Certification Program

Continuing Application, Multi – Year (3 of 3)

Funding History: OASISS has received \$26,559 for this project in year 1 and 2 (2017 and 2018. Approved for year 3 funding in 2019, but did not go forward/directed to re-apply in 2020)

Funding Requested: \$18,169
Recommended: Not recommended for continued funding.

Submitted by: Okanagan and Similkameen Invasive Species Society

Project Location: SOCF - RDOS Areas A, C, D, E, F, I Summerland, Penticton, and Oliver

Project Description:

Invasive species are moving across Canada and BC at a rapid pace. In Canada, invasive species include at least 27% of all vascular plants. The program will continue to promote and integrate targeted invasive plant prevention and management into the practices of horticulture and landscaping in the South Okanagan, including improving knowledge of invasive plant ID, control and disposal methods, and provide recommendations for alternative plantings for local governments, homeowners and gardening organizations. In addition to workshops and re-certification, two new components include development of recommended grass seed mixes to reduce invasive plant establishment and creation of signs for the landfills to discourage invasive plants being disposed in yard waste or compost.

Project Objectives:

- Increase the amount of habitat conserved and decrease the introduction, spread and establishment of invasive species, namely plants, in the South Okanagan.
- Increase the invasive species knowledge and provide clear preventative and management options to a minimum of 25 landscapers, horticulturalists, earth-moving businesses or related service providers, a minimum of two gardening organizations and an additional 30 municipal staff in the South Okanagan in 2021.
- Increase the invasive species knowledge and provide clear preventative and management options for up to 500 homeowners or developers in the South Okanagan during 2021.

Committee Comments:

- Not recommended for continued funding.
- Invasive plants and programs to address them are a serious concern and a priority conservation issue here, however TAC is concerned about previous progress and strength of this current proposal.
- Low level of cost-sharing with almost all funding from SOCF. Concern about the cost-benefit and cost effectiveness related to the results of this project.
- Past concerns have been raised in relation to strength of passive information approach from a social marketing point of view, and current proposal does not address strategies to identify and achieve higher level outcomes. Recommend requiring future applications/reporting identify

higher level outcomes, a maintenance strategy for re-enforcement of information and intended outcomes.

- The project progress from previous year of delivery is disappointing. Concern that mid-stream tactics and strategies were not adjusted accordingly. New proposal does not appear to address barriers to progress including but not limited to, adjustments required during the time of COVID.
- Appears to be a sustained delay with achieving previous project deliverables and associated benefits; some project deliverables from 2019 delivery year were reduced or not completed and were further delayed due to COVID issues. Not many changes or adjustments included in this application to address issues identified as barriers to progress.
- Administration notes: late reporting; some deliverables from 2018 intake (2019 delivery) have not been completed.

11. Habitat Stewardship and Enhancement in the South Okanagan

Continuing Application, Multi – Year (4th year request)

Funding History: OSSS received \$116,000 for this project in years 1, 2 and 3 (2017, 2018, 2019)

Funding Requested: \$48,000

Recommended: Ineligible as TOR indicates 3-year funding limit.

Submitted by: Okanagan and Similkameen Stewardship Society

Project Location: SOCF - RDOS Areas A, C, D, E, F, I Summerland, Penticton and Oliver

Project Description: Within the South Okanagan valley, 1/3 of the land base is privately owned and managed and the population is rapidly growing. Our towns, cities, agriculture and recreation cause habitat loss, degradation and fragmentation, the spread of invasive species, climate change and pollution. Empowering private landowners and residents to undertake conservation on their own lands and in their communities is critical to maintaining healthy ecosystems and thriving native wildlife populations. Okanagan Similkameen Stewardship will continue to engage residents in electoral areas A, C, D, E, F, I Summerland, Penticton and Oliver in habitat stewardship, restoration and enhancement by providing information, training, and technical assistance, and increasing the amount of habitat set aside under written management agreements.

Project Objectives:

- Conserve, restore and enhance sensitive habitats that support local wildlife and species at risk.
- Empower and engage residents in environmental understanding, resource stewardship and conservation projects in their neighbourhoods.
- Work with interested landowners towards developing written management agreements and implementation of BMPs (200 new landowners contacted, 3 new stewardship agreements negotiated, 3 new ecological baselines developed, increase in area stewarded each year).
- Deliver training initiatives re. wildlife, habitat, and/or conservation issues facilitated for residents in each of Areas A, C, D, E, F, I Summerland, Penticton and Oliver with at least 100 participants total.

- Plan and implement habitat enhancement projects for a minimum of 10 habitat improvement projects completed per year, improving/restoring over 50 acres of wildlife habitats.

Committee Comments:

- Administration (SMT) notes: multi - year grants are to be funded to a maximum of 3 years as per the Terms of Reference. Other granting policies limit multi- year disbursements.
- If organizations are looking for longer term program they need to approach the Board to address the SOCF Terms of Reference and the RDOS granting policy and or request that the Board establish a "service" to requisition funds on an ongoing basis to support a longer-term program.

12. Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites

Continuing Application, Multi-Year (3 of 3)

Funding History: SILT received \$78,603 for year 1 and 2 of this project (2018 and 2019)

Funding Requested: \$32,103
Recommended: \$ Recommended for continued funding, may be reduced, with conditions.

Submitted by: Southern Interior Land Trust

Project Location: SOCF – RDOS Area D, I, F, City of Penticton, District of Summerland,

Project Description: A healthy lake starts with healthy shorelines. Our goal is to maintain ecological functions provided by shorelines by increasing landowner understanding of how they influence water quality and wildlife; by identifying and prescribing opportunities for protecting and enhancing shoreline habitats and; by inspiring and achieving landowner action to restore and protect their shoreline while maintaining, and perhaps enhancing, their property values and views.

Project Objectives:

- Maintain ecological functions provided by shorelines by increasing landowner understanding of how they influence water quality and wildlife.
- Identify and prescribe opportunities for protecting and enhancing shoreline habitats.
- Inspire and achieve landowner action to restore and protect their shoreline while maintaining, and enhancing, their property values and views.
- Maintain lakeshore restoration demonstration sites.
- Assess and report on 85 parcels at Tuc-el-nuit Lake in Oliver, provide personalized property reports and make available to landowners for each property assessed, and prepare a summary report for Tuc-el-nuit Lake.

- Present up to three 10 to 30-minute presentations; one each for RDOS and the Town of Oliver; and one public presentation on summary results and outcomes, along with additional stewardship outreach material (locally relevant handouts).
- Continue to monitor and maintain the restoration demonstration sites established in Years 1 and 2, and continue to provide simple, inexpensive, in-kind benefits (e.g. professional advice, a few free plants or detailed buffer design) to encourage up to two interested shoreline owners on all/each assessed lake to improve their shoreline (e.g. by creating or expanding a vegetation buffer or by other means).
- Continue to engage and follow-up with known (200+) landowner contacts (mostly from Year 1 & 2) to assess landowner response to the program, and undertake a follow-up evaluation of overall project success, and continue working with interested owners and stewardship groups on all assessed lakes to jumpstart up to 3 effective and visible shoreline improvement activities on each lake.

Committee Comments:

- Recommended for continued funding, reduced, with conditions.
- Recognize that threats to foreshore habitat are significant, importance of foreshore protection and habitat improvement are needed.
- Administration (SMT) notes: RDOS has not confirmed or formalized in-kind commitment in relation to mapping, marketing, mailing. That request may not be able to be accommodated due to capacity and privacy concerns. Concerns in relation to privacy issues in sharing landowner contact information remain. Proponent is encouraged to find other means of accessing landowner contact information.
- Funding conditions from previous year "That SILT reduce the number of planned new assessments and direct a portion of funds intended for new assessments toward implementing a voluntary stewardship program to support follow up for landowners with current assessments, facilitate uptake of positive shoreline management changes, and assess landowner response to the program." Concern that these conditions and technical comments were not taken seriously as the proponent undertook additional assessments over what was proposed.
- Concerned about the proponent not being able to access easily, or in a cost-effective manner, addresses for landowners. This effectively makes the project efforts useless if landowners don't know the reports exist.
- Only 14% from outside funding, but large amount of partner in-kind support. Seems expensive, includes significant proportion of professional fees.
- Difficulty interpreting the evaluation aspects of this project, including reconciling numbers provided in the report (some results were confusing or unclear). Proponent needs to provide much clearer detail related to the outcomes.
- Concerns about the cost effectiveness of this project. Is this a cost-effective way of engaging landowners? Would like to see a clearer cost-effectiveness evaluation of this project in relation to higher level outcomes (protection or restoration of habitat) from the proponent. Very important to know how successful this program is terms of on the ground participation of land owners (categorized by government and private) and quantify higher level outcomes (e.g. how much riparian was actually protected and enhanced) for the costs committed.
- Would like to see a stronger social marketing focus, with focus on supporting uptake of ultimate outcomes (protection or restoration of habitat). Concern about the effectiveness of a passive information approach. These concerns were raised in previous year with conditions to undertake less assessments and focus on providing support for uptake and evaluation.

- Very positive numbers related to download of reports at Vaseux Lake (79%) and Summerland (40%) and encourage the focus to be more on follow-up, evaluations, and monitoring than on adding properties for assessments. Encourage continued strong communications program.
- Unsure of the value of additional investment in further assessments (and specifically on Tuc el Nuit) with the returns described so far. Would have also liked to see engagement of indigenous communities and partners as part of this project.

Funding Conditions: modify the year 3 approach and project proposal to focus solely on the uptake and support towards higher level outcomes related to the existing assessments only. No additional shoreline assessments to be supported at this time.

Appendix A: South Okanagan Conservation Fund Technical Advisory Committee 2020



Steve Matthews R.P.Bio. (TAC Chair) Steve has over 34 years of experience in provincial freshwater fisheries management in all habitat types (large lakes, small lakes, rivers and streams), including extensive experience in sport fishery management, fish and fish habitat inventory, fish stock assessment, habitat restoration/enhancement, fish culture, and habitat impact evaluations. Steve spent 8 years as primary decision authority for all aspects of fish and wildlife management for the Province of BC in the Thompson Okanagan Region including 4 years managing multiple government programs (Fish and Wildlife, Ecosystems and Parks Sections). Steve has chaired and participated in a large number of regional and provincial fish and wildlife committees, and has led the development and delivery of many large scale projects and initiatives including the Okanagan River Restoration Initiative (Premiers Award), and the Okanagan Lake Kokanee Recovery Plan (HCTF Silver Award). Following retirement from the provincial government in March 2012, he has been providing consulting services specializing in program planning, project management, and large-scale fish habitat restoration.



Laura Machial (MSc., R.P.Bio.) Laura has over 15 years of extensive practical experience working on projects that protect and restore ecosystem health, with a focus on species at risk, source water protection planning, and climate change vulnerability assessments. She has collaborated with Indigenous groups, landowners, community groups and rural governments and has over 10 years' experience working in the non-profit sector. Laura is a successful fundraiser in her own right, garnering almost \$1 M in grants for environmental projects. Her experience is diverse, developing written and verbal environmental outreach and stewardship materials, organizing and delivering hundreds of information-sharing sessions, open houses, and events.



Ellen Simmons MSc. (Ph.D. candidate). Ellen is a forester and educator with extensive environmental experience in the field of research, surveys, extension and outreach in forestry and the ecological conservation arena. Her experience includes forestry extension with natural resource professionals, habitat enhancement and restoration for species at risk, project management, post-secondary instruction (Natural Resources/Forestry, Math and Sciences), community engagement and stewardship. Ellen is deeply focused on 'narrowing the gap' between the current constructs of what is seen to be 'effective ecosystem management' from a Eurocentric science discipline, and how Indigenous people see this. Ellen has supported the exploration of methodologies that strive for comprehensive inquiry, the inclusion of multi-partite decision makers, and where decisions for sustainable solutions incorporate and find a balance for cultural, social, economic and environmental outcomes.



Darcy Henderson Ph.D. Conservation, management, restoration, and enhancement of fish and wildlife populations and habitats have been Darcy's vocation for more than 26 years. This includes practical experience working in commercial forestry, fisheries, wetlands and waterfowl, livestock and range management, and parks management. Over that time he has been employed by Provincial, Federal, and First Nations governments as well as corporations and not-for profit groups. Darcy's initial training and experience grew into teaching at post-secondary colleges and universities, including currently as an Adjunct Professor of Biology at UBC Okanagan. Darcy has been employed by the Canadian Wildlife Service (Environment and Climate Change Canada) since 2006, and as a grasslands restoration ecologist, protected areas biologist and now as a senior species at risk biologist. Darcy has experience with fund management, as signing authority for \$7 million annually under four federal funding programs to support a variety of stewardship, outreach, traditional ecological knowledge, and land securement initiatives delivered by non-profit and municipal government sectors.



Eva Durance. Since relocating to the Penticton area from Ontario in 1990, Eva has been involved in a wide variety of environmental, naturalist, agricultural, and community initiatives and projects, in some instances as a private contractor and in others as a volunteer. Having retired from paid work last year, Eva continues in a volunteer capacity as Caretaker for the Vaseux Lake Important Bird & Biodiversity Area and as an active member of BC Nature's Conservation Committee as well as assisting with projects of the South Okanagan Similkameen Stewardship Society and Burrowing Owl Society of BC. She looks forward to working with other committee members and administrators on the Conservation Fund Technical Advisory Committee.



Orville Dyer R. P. Bio. is a wildlife and ecosystems biologist with 35 years of experience, specifically in species and ecosystems at risk with the Province of BC in the South Okanagan region. Inventory, monitoring species re-introduction, wildlife/agriculture conflicts, environmental education, habitat restoration, enhancement, science based conservation planning, species at risk recovery planning and implementation have been at the centre of Orville's work. He has participated in many significant conservation initiatives in the South Okanagan and including the designation of the South Okanagan Wildlife Management Area, the Critical Areas Program, the Habitat Atlas, South Okanagan Conservation Strategy, and the Biodiversity Conservation Strategy *Keeping Nature in Our Future*. Orville has chaired, co-chaired or participated in recovery/management planning for over 40 federal SARA listed species, the SOSCP Science Team, the SOSCP Executive, and the Habitat Conservation Trust Foundation Technical Review Committee. Orville is a member of the College of Applied Biology in BC, and recently received a BC Nature Recognition Award in 2017.



Tim Gray (B.Sc, M.E.T, R.P.Bio.) Tim has nine years of experience as an environmental consultant with areas of focus including environmental assessment, contaminated site investigation and remediation, species at risk assessments, env permitting for infrastructure projects and environmental management for major construction and land development projects. Tim has worked with multi – disciplinary teams across Canada, liaising with First Nations, municipal, provincial, and federal authorities, and working with industries including land development, transportation, and oil and gas. Tim has completed environmental assessments to meet the requirements of Official Community Plans throughout the Okanagan.

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Cross Connection Control Bylaw Implementation - **For Information Only**

Purpose:

The Cross Connection Control (CCC) Program will set out terms and conditions required for a connection to be made onto a District Operated & Maintained Water Supply System.

Reference:

- **Water Audit** [Local Government's Role in Ensuring Clean Drinking Water](#) – Regional District of Okanagan-Similkameen – May 29th, 2017
 - Recommendation 21. The Regional District of Okanagan-Similkameen should implement a formal cross connection control program and evaluate it as necessary to prevent drinking water contamination.
- **Operating Permit** Conditions for water systems
- **Regional Water Use Regulation Bylaw**. Adopted May 2019

Business Plan Objective:

Key Success Driver 3: Build a Sustainable Region

Goal 3.3: To Develop an environmentally sustainable region

Background:

The Regional District currently owns and operates several water systems (Faulder, Gallagher Lake, Missezula Lake, Naramata, Olalla, Sun Valley, Willowbrook and West Bench). Bylaw No. 2824, the Regional Water Use Regulation Bylaw, was enacted in May 2019 having reference to cross connection control. Previously each electoral area had an individual water bylaw with some having provisions for cross connection control. This bylaw is to consolidate cross connection controls for all water systems owned by the RDOS.

Some systems have a backflow prevention device requirement. A CCC Bylaw and Program will reduce water contamination risks in water infrastructure where a potential link between our drinking water systems and non-potable water exists. Loss or reduction of pressure in a water main can cause backflow (back-siphoning) into the distribution system from a potentially non-potable source resulting in a contaminated system.

Analysis:

The proposed CCC bylaw will apply to any industrial, commercial, agricultural or institutional water connections in any RDOS owned water system. The Bylaw will also apply to any residential connections that have been evaluated as high risk. In the future, the bylaw could be updated to apply to all connections if desired.

All identified properties will be required to have a backflow prevention device installed on the main water service to their property. All backflow prevention devices must be inspected and tested annually, at the customer's expense, to ensure it continues to meet or exceed the minimum standards. Inspection and testing is to be completed by a certified backflow assembly tester with the resulting report supplied to the RDOS.

For commercial and agricultural irrigation use, the annual inspection and testing report for the backflow prevention devices will be required by the RDOS prior to irrigation turn on. An approved Reduced Pressure Backflow Assembly will be required whenever fertilizers, chemicals or any other substance detrimental to health are introduced to a commercial or agricultural irrigation system.

All temporary use permits of fire hydrants or stand pipes will require the use of an Approved Backflow Prevention Assembly.

In the case of potential or existing cross connection non-compliance, the property owner will be provided written notification requesting correction of the cross connection at the owner's expense within a specified time. It is proposed that if the potential or existing cross connection issue is not rectified within the allotted time frame, the RDOS may shut off the water supply to the property and/or install an approved backflow prevention assembly at the service connection with all costs being charged to the property owner. The water would be turned back on only after all the requirements were met with full documentation to the RDOS as well as paying all fees, including the cost and installation of a device, decontamination of the water system and turn on fees.

The CCC Bylaw includes the ability to apply fines to any person who fails to comply with the Bylaw. The fines will be integrated into the bylaw utilized by Bylaw Enforcement.

Communication Strategy:

Public Information Meetings were conducted in 2017. During these meetings a summary presentation was provided detailing the proposed CCC Bylaw.

Once the bylaw has been adopted in 2021, the Cross Connection Control program will be developed and rolled out to customers within the next few years.

Respectfully Submitted By:

Liisa Bloomfield

L. Bloomfield, Engineering Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO 2851, 2020 - CROSS CONNECTION CONTROL

A Bylaw of the Regional District of Okanagan Similkameen to protect public health by controlling backflow and cross connections to water supply systems owned and operated by the Regional District of Okanagan-Similkameen.

WHEREAS the Regional District of Okanagan-Similkameen may by bylaw operate and maintain a *Water Supply System Cross Connection Control Program*.

AND WHEREAS, under the *Local Government Act*, subject to the *Public Health Act*, a Regional District may, by bylaw;

- a) regulate and prohibit for the purposes of maintaining, promoting or preserving public health or maintaining sanitary conditions; and
- b) undertake any other measures it considers necessary for these purposes;

AND WHEREAS, the Regional District wishes to protect public health by minimizing *Backflow* and controlling *Cross Connections* in all Regional District *Water Supply Systems* owned, operated and maintained by the Regional District; by providing for the oversight of installation, testing and maintenance of *Backflow Preventers* and other devices required by this Bylaw

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

1. CITATION

- 1.1. This Bylaw may be cited as the "Cross Connection Control Bylaw No. 2851, 2020"

2. ADMINISTRATION

- 2.1. This Bylaw applies to all agricultural, industrial, commercial, and institutional *Water Service Connections* in a *Water Service*. This Bylaw also applies to residential buildings and structures that are evaluated to have a high *Degree of Hazard* and are supplied with water by the Regional District within the *Water Service areas*.
- 2.2. The *Manager* is responsible for administration and oversight of the operation of the Regional District *Water Supply Systems* and to administer and enforce this *Bylaw*.

3. INTERPRETATION

- 3.1. In this Bylaw:

- "Approved Backflow Prevention Assembly" or "Assembly"* means a *Backflow Preventer* containing two isolation valves and test ports that is designed to be tested and repaired while in service;
- "Authorized Personnel"* means a Regional District employee or agent appointed by the *Manager* for the purposes of this Bylaw;
- "Auxiliary Water Supply"* - any water available on or to a premises originating from a source or system, other than that from the Regional District *Water Supply System*
- "Backflow"* means a flowing back or reversal of the normal direction of flow;
- "Backflow Preventer"* means an assembly, device or method to prevent *Backflow* as selected and installed in conformance with the CSA B64.10 or a standard otherwise required under the *BC Plumbing Code*;
- "Backflow Prevention Assembly Test Report"* means a form provided by or approved for use by the Regional District to be used when testing an *Approved Backflow Prevention Assembly* to record all pertinent information and test data;
- "Backflow Prevention Assembly Tester"* means a person holding a valid certificate from a recognized approval agency as approved by the Regional District for the purpose of testing *backflow prevention assemblies*;
- "Backflow Prevention Device" or "Device"* means a non-testable type of *Backflow Preventer*;
- "Board"* means the Board of Directors of the Regional District of Okanagan-Similkameen;
- "Bylaw"* means the *Regional District of Okanagan-Similkameen Cross Connection Control Bylaw No.2851, 2019* as amended from time to time;
- "Contaminant"* means any physical, chemical, biological or radiological substance or matter in water which may render the water *Non-Potable* under the *Drinking Water Protection Act* (British Columbia) and Regulations;
- "Contamination"* means an impairment of the water in a Water Supply System or Private Waterworks by the introduction or admission of a foreign material that may compromise the safety or aesthetic characteristics of that water;
- "Cross Connection"* means any actual or potential physical arrangement whereby a Water Supply System is connected, directly or indirectly, to any device or source which is capable of imparting *contamination* into the Water Supply System as a result of Backflow;
- "Cross Connection Control Inspector"* means a person holding a valid certificate from British Columbia Water and Wastewater Association or as approved by the Regional District for the purpose of identifying new or existing *cross connections* within a facility by conducting a comprehensive cross connection risk assessment;
- "Cross Connection Control Program"* means the most current Regional District Cross Connection Control Program and Guidelines which provide further reference and direction, standard

operating procedures, bulletins and other program updates and amendments relevant to this *Bylaw*;

"CSA" is the abbreviation for the Canadian Standards Association;

"CSA B64.10" is the CSA "Selection and Installation of Backflow Preventers/Maintenance and Field Testing of Backflow Preventers" as adopted in the *Plumbing Code* and amended from time to time. This document will be referenced for degrees of hazard, device selection and installation requirements.

"Customer" means an owner or occupant whose land or premises is being provided *Water Services*, or who has filed an application for *Water Services* with the Regional District that has been approved by the Regional District;

"Degree of Hazard" means a minor, moderate or severe hazard as determined by *Authorized Personnel* as referenced in the CSA B64.10;

"Discontinue" means to terminate the arrangement between the Regional District and the *Customer* for the *Water Services*;

"Farm Use" means the use of land for farm operations, including farming of land, plants and animals and any other similar activities designated as farm uses by enactment, including the *Agricultural Land Commission Act*, and the *Farm Practices Protection (Right to Farm) Act*;

"Inspect" means an on-site review conducted by the *Authorized Personnel* of a premise's water use, meters, piping, equipment, *Auxiliary Water Supply*, operating conditions and maintenance records for the purpose of evaluating conformity with the terms and conditions of this *Bylaw*;

"Irrigation Service" means the provision of *Water Service* to an *Irrigation System* for a *Farm Use* pursuant to the *Water Use Regulation Bylaw*;

"Irrigation System" means the *Private Waterworks* delivering and distributing water for *Farm Use* on a parcel;

"Irrigation Water Service Connection" means the point where a *Water Supply System* connects to any parcel and includes all pipes, taps, valves, connections and other things used to connect the *Irrigation System* to the *Water Supply System*, typically located at the downstream side of a *Water Meter* near the boundary or property line of the parcel;

"Manager" means the Chief Administrative Officer or their designate;

"Non-Potable Water" means water that is not approved by Interior Health Authority as *potable water*;

"Non-Potable Water System" means an assembly of pipes, fittings, valves, and appurtenance that collects and distributes *non-potable water*;

"Plumbing Code" means the part of the *British Columbia Building Code* currently in force that pertains to plumbing systems;

- "*Potable Water*" means water that has been deemed fit for human consumption by the Interior Health Authority as defined in the *Drinking Water Protection Act* and Regulations;
- "*Premise Isolation*" means a *Backflow Preventer* for protection provided at the entrance to a building or property;
- "*Private Waterworks*" means any privately owned pipe and fittings intended to receive water from a *Water Service Connection* and deliver or distribute the water to and within a parcel;
- "Regional District" means the Regional District of Okanagan-Similkameen;
- "*Test Tag*" means an approved identifier attached to and displayed on an *Approved Backflow Prevention Assembly* displaying the purpose of the device, type of device, manufacturer, serial number, size, test date, and tester's company, initials and testers certification number;
- "*Temporary Water Use Permit*" means a permit issued by the Regional District authorizing the use of a Regional District owned fire hydrant, stand pipe, or temporary *Water Service Connection*, for purposes other than emergency fire protection, for a specified period of time and under specified conditions;
- "*Used Water*" means any *Potable Water* which is no longer in the water supply system including *Potable Water* that has moved downstream or past the *Water Service Connection* (water meter) to the premises or parcel;
- "*Water Meter*" means a device supplied, owned and maintained by the Regional District which measures the quantity of water delivered to a parcel;
- "*Water Meter Pit*" means an underground enclosure and related equipment (including pipes, valves and couplers) to house a *Water Meter* or *Backflow Preventer* at or near a *Water Service Connection*;
- "*Water Use Regulation Bylaw*" means the *Regional District of Okanagan-Similkameen Water Use Regulation Bylaw No. 2824, 2019* as amended from time to time;
- "*Water Service*" means the supply of water from the Regional District to a *Customer* pursuant to the *Water Use Regulation Bylaw No 2824, 2019*;
- "*Water Service Connection*" means the point where a *Water Supply System* connects to any parcel and includes all pipes, taps, valves, connections and other things used to connect the *Private Waterworks* to the *Water Supply System*, typically located at the downstream side of a *Water Meter* near the boundary or property line of the parcel;
- "*Water Supply System*" means the Regional District owned system of all physical works used to provide and deliver water in all *Water Service* areas.

- 3.2. Except as otherwise defined in this Bylaw, words or phrases herein have the same meanings as in the *British Columbia Building Code*, the *Plumbing Code*, the *Interpretation Act*, the *Community Charter*, and the *Local Government Act*.

- 3.3. The headings used in this Bylaw are for convenience only and shall not affect the construction or interpretation of this Bylaw.
- 3.4. Any enactment referred to in this Bylaw is a reference to that enactment and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein (as may be cited by short title or otherwise) is a reference to a bylaw of the Regional District, as amended, revised, consolidated or replaced from time to time.
- 3.5. The word "person" includes an individual, partnership, firm, body corporate or politic, government or department thereof.
- 3.6. The words "include" and "including", when following any general statement, term or matter, shall not be construed to limit that general statement, term or matter to the specific items or matters set forth immediately following those words or to similar items or matters following those words or to similar items or matters.

4. REQUIREMENT FOR CROSS CONNECTION CONTROL

- 4.1. Every applicable *Customer* of a property supplied with water by the Regional District must ensure that:
 - (a) a *Backflow Preventer* is installed and maintained in good working order for every *Water Service Connection*; and
 - (b) a *Cross Connection* inspection and hazard assessment survey is conducted by a *Cross Connection Control Inspector* for every building, structure or parcel where a *Backflow Preventer* is required in accordance with this Bylaw.
- 4.2. Any failure to have delivered or received a notice under this Bylaw, or any failure of a *Cross Connection Control Inspector* to identify a *Cross Connection* or related hazard does not relieve a *Customer* from meeting the requirements of this Bylaw.

5. CROSS CONNECTION PROHIBITED

Subject to the provisions of this Bylaw:

- 5.1. No person shall create a *Cross Connection* by connecting, causing to be connected, or allowing to remain connected to the *Water Supply System*, any device, piping, fixture, fitting, container, appliance or any other chattel or thing which may under any circumstances allow non-potable water, used water, wastewater or any chemical, liquid, gas, *contaminant* or other substance to enter the *Water Supply System*.

6. NOTICE OF CROSS CONNECTIONS

- 6.1. If the *Authorized Personnel* determines that the configuration of any *Private Waterworks* creates a risk of *contamination* to the *Water Supply System*, the *Customer*, on being notified by *Authorized Personnel*, must promptly and at the sole expense of the *Customer*, have installed a *Backflow Preventer* on the *Private Waterworks* in accordance with *CSA B64.10* at a location where the

Water Service Connection enters the premise and downstream of the *water meter*, at the property line of the parcel, or at another location as directed by the *Authorized Personnel*.

- 6.2. Where any *Cross Connection* condition is found to exist that exposes the *Water Supply System* to risk of *contamination*, or the *Water Service* of any *Customer* is at such risk, the *Manager* or *Authorized Personnel* may take one or more of the following actions:
- (a) if the risk of *contamination* appears to be imminent, shut off the *Water Service* immediately, providing notice to the *Customer* or others who may be affected as soon as possible thereafter;
 - (b) in other circumstances, notify the *Customer* to correct the condition or *Cross Connection(s)* within 30 days or a time period that *Authorized Personnel* considers reasonable in relation to the Degree of Hazard that is identified;
 - (c) shut-off *Water Service*, after providing notice under paragraph (b), until satisfied that the condition has been fully remedied, and that any amount of costs and expenses incurred by the Regional District and owed by a *Customer* are fully paid.
- 6.3. A person to whom a notice under subsection 6.2 is delivered must promptly comply with requirements set out in the notice so as to eliminate, mitigate and prevent the condition or *Cross Connection* identified in the notice by installing, maintaining or repairing a *Backflow Preventer* approved by *Authorized Personnel*.
- 6.4. The *Customer* whose *Water Service* has been shut-off pursuant to this *Bylaw* is solely responsible for all costs associated with remedying a condition on their property resulting in shut-off, and, as a condition of the *Water Service* being restored, must:
- (a) ensure the condition resulting in the shut-off is fully remedied, inspected and reported as approved by a *Backflow Preventer Assembly Tester*, and
 - (b) pay to the Regional District all costs and expenses incurred by the Regional District associated with the restoration of *Water Service*, including the cost of the water shut-off, in the amount set out on an invoice, within 30 days of an invoice being delivered to the *Customer*
- 6.5. Any and all costs, damages or losses sustained by the Regional District as a result of an incident involving *Backflow* of a *contaminant* originating from a *parcel* or premises shall be borne by the *Customer*.

7. TESTING, MAINTENANCE AND REPAIR OF APPROVED BACKFLOW PREVENTION ASSEMBLIES

- 7.1. Every *Customer* must arrange for an *Approved Backflow Prevention Assembly* required under this *Bylaw* to be inspected and tested by a certified *Backflow Preventer Assembly Tester*, upon installation, after repair and at least once in every twelve (12) month period, or more often if required by the *Manager* or *Authorized Personnel*. The *Customer* or *Backflow Assembly Tester* shall ensure that the completed *Backflow Assembly Test Report* is submitted to the Regional

District or its *Authorized Personnel* within thirty (30) days of the test date confirming the following:

- (a) the installation and test date of the *Assembly*;
- (b) the specific location of the *Assembly* and what *Cross Connection* or hazard it is intended to isolate;
- (c) the manufacturer, model, size and serial number of the *Assembly* installed; and
- (d) that it is an *Assembly*, installed correctly and in proper operating condition.

7.2. A *Backflow Preventer Assembly Tester* is required to physically attach a Regional District *Test Tag* to the *Approved Backflow Prevention Assembly* initially installed or tested indicating the information required in paragraphs (a) to (c) of subsection 7.1.

7.3. Where a *Customer* fails to have an *Approved Backflow Prevention Assembly* tested, the *Manager* or *Authorized Personnel* may notify the *Customer* that the *Assembly* must be tested within a specified time period or further actions would be taken.

7.4. Before removing an *Approved Backflow Prevention Assembly* from a plumbing system, a person must obtain prior written consent of the *Manager* or *Authorized Personnel* unless an *Assembly* is removed and is immediately replaced with an equivalent *Assembly*, in which case the details of removal and replacement must be submitted to the Regional District on a *Backflow Prevention Assembly Test Report*.

7.5. Where an *Approved Backflow Prevention Assembly* appears to be malfunctioning or damaged, fails to function as designed or does not meet the test criteria set forth by the CSA B64.10.1, the *Customer* must notify the *Manager* and have the *Assembly* repaired or replaced and then retested within thirty (30) days of the initial test date in accordance with this section 7.

7.6. Further to the testing requirements of section 7.1, the *Manager* or *Authorized Personnel* may require more frequent testing of an *Approved Backflow Prevention Assembly* if concern arises as to the *Degree of Hazard* associated with a *Cross Connection* or related condition at a property.

8. ASSEMBLIES FOR COMMERCIAL, AGRICULTURAL IRRIGATION AND SPRAYER USE

8.1. Where the *Water Supply System* provides *Irrigation Services* to a parcel, in addition to the general provisions stated in this *Bylaw* and the *Water Use Regulation Bylaw*, the *Customer* shall also comply with the following:

- (a) No person, other than *Authorized Personnel*, shall turn on an *Irrigation Water Service Connection* to be used for *Farm Use* purposes;
- (b) A *Customer* operating the *Irrigation System* shall have an *Approved Backflow Prevention Assembly* in accordance with CSA B64.10 and with the provisions of this *Bylaw* prior to obtaining an *Irrigation Water Service Connection*;

- (c) A Customer must install and use an Approved Backflow Prevention Assembly for high *Degree of Hazard* conditions;
- (d) A *Customer* must apply for and receive prior written approval from *Authorized Personnel* before installing and using substance injection or mixing equipment in accordance with this *Bylaw*;
- (e) A *Customer* wishing to change, modify or vary the previously approved injection equipment in the *Private Waterworks* must notify the *Manager* or *Authorized Personnel* in writing of their intentions to do so and receive prior written approval from the *Manager* or *Authorized Personnel*; and
- (f) For Seasonal Irrigation: A Customer must ensure that testing, inspection and submission of the test report on seasonal *Approved Backflow Prevention Assemblies* used for the seasonal *Irrigation Water Service Connection* has been completed and submitted within fourteen (14) days after the *Irrigation Water Service Connection* is turned on. Bench testing of the *Approved Backflow Prevention Assembly* is not allowed unless pre-approval has been obtained from *Authorized Personnel* prior to turning on the *Irrigation Water Service Connection*.

8.2. Any person operating a sprayer tank filling station shall maintain a minimum air gap vertical separation of 30cm (12in.) between the end of the filler hose and the top overflow rim of the sprayer tank. If this air gap cannot be maintained or if the sprayer filling station is constructed or operated in a manner that constitutes any actual or potential *Cross Connection* with the *Water Supply System*, an *Approved Backflow Prevention Assembly* for high *Degree of Hazard* conditions must be installed in accordance with *CSA B64.10*, and the provisions of this *Bylaw*.

9. ASSEMBLIES FOR TEMPORARY WATER USE CONNECTION

- 9.1. No person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container, tanker truck or appliance to a fire hydrant, stand pipe or any other temporary water connection:
- (a) in a manner which, under any circumstances, may allow *Used Water, Non-Potable water, wastewater* or any liquid or substance of any kind to enter the *Water Supply System*;
 - (b) without using an *Approved Backflow Prevention Assembly* which has been approved and installed in accordance with the Regional District's *Cross Connection Control Program*; and
 - (c) without first obtaining a *Temporary Water Use Permit*.
- 9.2. A person who wishes to use a Fire Hydrant, standpipe, or temporary water connection, for purposes other than emergency fire protection, must apply to the *Manager* in a form approved by the *Manager* for a *Temporary Water Use Permit*, and must pay all fees that apply for the use.

- 9.3. The *Manager* may issue a temporary permit for such use if satisfied as to its safety and consistency with this and other applicable bylaws; and may specify the period of time for which the hydrant, standpipe or water connection may be used and impose such terms, conditions, restrictions and requirements that the *Manager* deems appropriate in the circumstances.

10. AUXILIARY AND NON-POTABLE WATER SUPPLIES

- 10.1. A *Customer* of a premise that contains or has access to an *Auxiliary Water Supply* system must ensure *Premises Isolation* of such facility with a *Backflow Preventer* corresponding to the *Degree of Hazard* as stipulated in CSA B64.10.
- 10.2. A *Customer* must ensure there is no direct connection between a *non-potable Auxiliary Water Supply System* and any other *Potable Water* system except with the approval in writing of the *Manager* or *Authorized Personnel*.
- 10.3. All piping, exposed standpipes, fittings, valves and outlets for *Non-Potable Water Systems* must be permanently identified and marked in conformance with the CSA B128.1 "Design and Installation of Non-Potable Water Systems".

11. ACCESS AND ENFORCEMENT

- 11.1. The *Manager* or *Authorized Personnel* is provided the authority to enter on property, and to enter into property, without the consent of the owner and occupier, when the *Community Charter*, Section 16, applies.
- 11.2. Except in the case of an emergency, the *Manager* or *Authorized Personnel* may only exercise the authority at reasonable times and in a reasonable manner and must take reasonable steps to advise the owner or occupier before entering the property.
- 11.3. The *Manager* or *Authorized Personnel* may enter on property for the purpose of:
- (a) inspecting a portion of a *Water Supply System* that is located on the parcel;
 - (b) inspecting, investigating or repairing *Private Waterworks* if they are reasonably believed to be creating a disturbance with a *Water Supply System*;
 - (c) identifying or inspecting potential or existing *Backflow* into the *Water Supply System*;
 - (d) issuing notifications, warnings, or educational materials pursuant to the provisions of this Bylaw; and
 - (e) verifying that the *Customer* is compliant with the provisions of this Bylaw.

12. OFFENCE AND PENALTY

- 12.1. Every person who:
- (a) contravenes any provision of this Bylaw;

- (b) causes, suffers, or permits any act or thing to be done in contravention of any provision of this Bylaw;
- (c) neglects or refrains from doing anything required to be done by any provision of this Bylaw;
- (d) fails to comply with any order, direction, or notice given under this Bylaw; or
- (e) fails to grant access for an inspection

is guilty of an offence.

- 12.2. Each day that an offence continues amounts to a separate and distinct offence.
- 12.3. Offences listed in the Regional District's Bylaw Notice Enforcement Bylaw, as amended from time to time, are designated for enforcement.
- 12.4. In addition to any prosecution and penalties imposed in relation to a violation of this Bylaw, where any *Customer* fails to comply with a provision of this Bylaw, or a requirement contained in any notice issued pursuant to this Bylaw, the *Manager* may arrange to have carried out any physical works considered necessary to remedy the violation. The Regional District may recover all costs and expenses incurred by it from the *Customer*. An amount owing for work done or services provided by the Regional District is payable by December 31st. Any amount not paid by December 31st will be treated as for taxes in arrears.
- 12.5. Any penalty imposed pursuant to this Bylaw will be in addition to, and not in substitute for, any other penalty or remedy imposed pursuant to any other applicable statute, law, or legislation.

13. SEVERABILITY

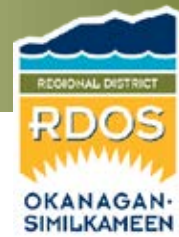
- 13.1. If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw, and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

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

ADOPTED this day of 2021

Chair

Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Corporate Services Committee

Thursday, December 17, 2020

11:15 am

AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Meeting of December 17, 2020 be adopted.

B. IS Assessment – For Information Only

1. Presentation
-

C. Restart Funding - COVID

1. Administrative Report

RECOMMENDATION 2

THAT the expenditures proposed for funding from the Covid-19 Safe Restart Funds be approved as per schedule "A", attached hereto.

D. Indigenous/Intergovernmental Relations

RECOMMENDATION 3

THAT the Regional District commence consultation with the four Indian Bands within our geographic area to determine the most effective mechanism to establish strong working relationships.

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Covid-19 Safe Restart Use of Grant Funds

Administrative Recommendation:

THAT the expenditures proposed for funding from the Covid-19 Safe Restart Funds be approved as per schedule "A", attached hereto.

Background:

The Provincial government recognizes that COVID-19 has created a financial burden on local governments. To help address this issue, the Federal and Provincial governments announced nearly \$2 billion in joint spending, which includes \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, translink and ferries. Of the \$540 million, \$425 million is directed to local government operations impacted by COVID-19.

Eligible costs will include:

- Addressing revenue shortfalls.
- Facility reopening and operating costs.
- Emergency planning and response costs.
- Bylaw enforcement and protective services like fire protection and police.
- Computer and other electronic technology costs (to improve interconnectivity and virtual communications).
- Services for vulnerable persons (e.g. persons living with disabilities, mental illness, or addictions, persons experiencing homelessness or other vulnerabilities), and
- Other related costs.

All expenditures must be tracked and an independent audit must be conducted with an audited, signed report submitted to the Province.

The funding formula for Regional Districts is based on three components and is consistent for all Regional Districts:

1. All Regional Districts will receive a flat rate amount of \$300,000.
2. A per capita amount is based on the total regional District population (rural and municipal), the amount is \$3.10 per capita, for the RDOS it equates to \$287,420.

3. A second per capita amount of \$8.13 per capita is for the rural population, for the RDOS it equates to \$185,580.

The recommendation is that the \$773,000, which has already been received, be transferred to a temporary holding account. The funds would be used to fund any expense which qualifies, and the Board will have to authorize these expenses.

Considerations:

1. It is anticipated that Covid-19 will be with us for a while. We cannot determine what awaits us in additional costs. The following has many valid recommendations, however, it would be prudent to save a portion of these funds for unanticipated additional expenses. If the Board accepts all the recommendations, \$206,600 would be left for the Board to use as circumstances arise.
2. Our current office space is not adequate to meet the Covid protocols for meetings or social distancing for all staff units. The Board has identified the possibility of addressing a longer term space solution with the City for a co-located facility. Leasing additional office space for the short-term, would make our current work space Covid-19 protocol compliant.

The additional space could also be used to house communications equipment and address our electronic data issues which Committee will be introduced to in the next presentation. The property under consideration is available, will meet our requirements, will provide for opening shared services for our municipal members, appears eligible for this program and is estimated at \$50,000 per year. The funds can be used to either prepay for the five year lease (a discount would be requested), or the funds for the lease could be kept in a restricted account and used to pay for the lease on a yearly basis. Staff has approached the Province to inquire if this request would qualify as an eligible expense, we are currently waiting for a reply.

3. AV Video Conference upgrade hardware and software – to allow for efficient video conferencing. Cost is estimated at \$61,500. This will reduce administration expense and affect all of the services. If recommendation two is accepted, this equipment would be housed in the leased property.
4. Information Services asked for, and the Board approved, \$165,000 for various network infrastructure upgrades. Of this amount \$85,000 is related to Covid-19 expenses. This will further reduce administration expenses and affect all of the services. . If recommendation two is accepted, this equipment would be housed in the leased property.
5. Purchase of Board Management Software – Creating the agenda package with this software will increase efficiency and standardize Board reports. With the Board meetings currently held through WebEx, it is important that the Board reports are as efficient as possible and easily prepared and accessed. The cost of this software is estimated at \$14,900. As this expense would be funded from the Covid-19 funds there would be no tax implications.
6. Facility Needs Assessment – The Regional District does not have enough space. Meeting room space, storage, office configuration and common areas all need to be reviewed in the

context of what we've learned throughout the pandemic. This assessment will produce the plans that would give options regarding space. Estimated cost is \$30,000. This project is currently in the 2021 budget and is being funded from capital reserves.

7. Specific office upgrades for Covid protocols:
 - a. HVAC system upgrade for 101 and 105 Martin Street office - \$90,000
 - b. Board room upgrades - \$35,000
 - o Alcove renovations (additional space)
 - o Seating barriers

These upgrades are not in the current budget, but if funded with the Covid-19 funds it would not affect taxes.

Summary of Recommendations			
Schedule "A"			
Request No.	Recommendation	Amount Required	Benefits
1	Recommendation to hold back a portion of the funds for unanticipated costs.	\$ 206,600	Can be used for unanticipated expenses where needed
2	Five Year Lease of Office and Computer Space	\$ 250,000	All
3	AV Video conference Upgrade	\$ 61,500	Reduce Admin. Expense
4	Various network infrastructure upgrades	\$ 85,000	Reduce Admin. Expense
5	Purchase of Board Management Software	\$ 14,900	Funded from Covid reserve no affect on taxes
6	Facility Needs Assessment	\$ 30,000	Reduce use of RD reserve
7	Corporate Office Upgrade for Covid19 protocols	\$ 125,000	Funded from Covid reserve no affect on taxes
	Total	\$ 773,000	

Communication Strategy:

The recommendations which the Board approves will be included in the budget and be part of the budget presentation.

Respectfully submitted:

Jim Zaffino, Finance Manager

J. Zaffino, Finance Manager

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Indigenous / Intergovernmental Relations

Recommendation:

THAT the Regional District commence consultation with the four Indian Bands within our geographic area to determine the most effective mechanism to establish strong working relationships.

Purpose:

To determine the most effective method to proceed with engaging with regional indigenous communities and build intergovernmental relationships.

Reference:

<https://www2.gov.bc.ca/gov/content/governments/indigenous-people/new-relationship/about-the-ten-principles>

Background:

On November 28, 2019, British Columbia became the first jurisdiction in Canada to incorporate the United Nations Declaration on the Rights of Indigenous Peoples (“**UNDRIP**”), making **UNDRIP** part of BC law.

It is anticipated that the Province will move forward on the Truth and Reconciliation Commission of Canada’s Calls to Action and to review policies, programs and legislation to find ways to bring the principles of the United Nations Declaration on the Rights of Indigenous Peoples into action.

In the coming year it is expected that the principles of UNDRIP will directly affect legislation that local governments are governed by, and positive working relationships between local governments and indigenous communities will be critical for ensuring the citizens of the region continue to be served well by their local government.

At the October 1, 2020 Board meeting, the board resolved the following:

That staff investigate the feasibility of hiring an Indigenous Relations position to develop and maintain resilient working relationships with each of the South Okanagan Similkameen’s Indian Bands.

Analysis:

The Regional District has learned that taking action on issues that involve the Indian Bands in our area without first talking to them and asking their advice, even with the best of intentions, can be taken negatively.

With a newly elected Chief and Council for the Penticton Indian Band and evolving relationships with other Bands, it would seem there is a window for us to engage and bring them into the discussion about how we relate prior to any permanent decisions being made.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

BOARD OF DIRECTORS MEETING

Thursday, December 17, 2020

1:15 pm

BOARD MEETING AGENDA

A. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board meeting of December 17, 2020 be adopted.

B. MINUTES

1. **OSRHD Board Meeting – October 1, 2020**

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the October 1, 2020 Okanagan-Similkameen Regional Hospital District Board meeting be adopted.

2. **OSRHD Board Meeting – November 5, 2020**

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the November 5, 2020 Okanagan-Similkameen Regional Hospital District Inaugural Board meeting be adopted.

C. OSRHD BUDGET – INFORMATION ONLY

D. PRIMARY CARE CLINIC

E. ADJOURNMENT

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

BOARD OF DIRECTORS MEETING

Minutes of the Special Board Meeting of the Okanagan-Similkameen Regional Hospital District Board (OSRHD) of Directors held at 9:53 a.m. on Thursday, October 1, 2020, in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"	Director R. Knodel, Alt. Electoral Area "C"
Vice Chair D. Holmes, District of Summerland	Director CJ Rhodes, Town of Osoyoos, Alternate
Director M. Bauer, Village of Keremeos	Director S. Monteith, Electoral Area "I"
Director J. Bloomfield, City of Penticton	Director M. Pendergraft, Electoral Area "A"
Director E. Trainer, District of Summerland, Alternate	Director R. Obirek, Electoral Area "D"
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 K. Robinson, City of Penticton
Director R. Gettens, Electoral Area "F"	Director J. Vassilaki, City of Penticton
Director M. Johansen, Town of Oliver	

MEMBERS ABSENT:

Director T. Boot, District of Summerland
Director S. McKortoff, Town of Osoyoos

STAFF PRESENT:

B. Newell, Chief Administrative Officer	C. Malden, Manager of Legislative Services
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A. ELECTION OF ACTING CHAIRPERSON

CAO Newell called for nominations for the position of Acting OSRHD Board Chair.
Director B. Coyne nominated Director Pendergraft; Director Pendergraft declined the nomination.
Director Knodel nominated Director Kozakevich.
No further nominations were forthcoming.
CAO Newell declared Director Kozakevich Acting OSRHD Board Chair.

B. ELECTION OF ACTING VICE-CHAIRPERSON

CAO Newell called for nominations for the position of Acting OSRHD Vice Chair.
Chair Kozakevich nominated Director Holmes.
No further nominations were forthcoming.
CAO Newell declared Director Holmes Acting OSRHD Vice Chair.

C. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board meeting of October 1, 2020 be adopted. - **CARRIED**

D. MINUTES

1. **OSRHD Board Meeting – September 17, 2020**

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Minutes of the September 17, 2020 Okanagan-Similkameen Regional Hospital District Board meeting be adopted. - **CARRIED**

E. ADJOURNMENT

By consensus, the meeting adjourned at 10:11 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Acting OSRHD Board Chair

B. Newell
Corporate Officer

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

Minutes of the Inaugural Board Meeting of the Okanagan-Similkameen Regional Hospital District Board (OSRHD) of Directors held at 3:45 p.m. on Thursday, November 5, 2020, in Salon D, Penticton Lakeside Resort, 21 Lakeshore Drive, Penticton, British Columbia.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer	C. Malden, Manager of Legislative Services
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A. CALL TO ORDER

Chief Administrative Officer Bill Newell called the meeting to order and advised of the order of business.

B. ELECTION OF 2021 OSRHD BOARD CHAIR AND VICE CHAIR

CAO Newell called for nominations for the position of OSRHD Board Chair.

Nomination: Director B. Coyne, seconded by Director Vassilaki, nominated Director Sentes.

Nomination: Director Knodel, seconded by Director Holmes nominated Director Johansen.

CAO Newell called two more times for nominations. No further nominations were forthcoming.

Nominees were given an opportunity to provide a brief speech.

Director Sentes was elected OSRHD Chair for the ensuing year.

CAO Newell called for nominations for the position of OSRHD Board Vice-Chair.

Nomination: Director Pendergraft, seconded by Director Bauer nominated Director McKortoff.

Nomination: Director Gettens, seconded by Director Trainer nominated Director Johansen.

CAO Newell called two more times for nominations. No further nominations were forthcoming.

Nominees were given an opportunity to provide a brief speech.

Director McKortoff was elected OSRHD Vice-Chair for the ensuing year.

C. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Agenda for the OSRHD Inaugural Board Meeting of November 5, 2020 be adopted. - **CARRIED**

D. LEGISLATIVE ISSUES

1. 2021 OSRHD Schedule of Meetings

To establish, by resolution, a schedule for regular OSRHD meetings for 2021.

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the 2021 Okanagan-Similkameen Regional Hospital District Board Schedule of Meetings as contained in the November 5, 2020 report from the Chief Administrative Officer, be approved. - **CARRIED**

2. 2021 OSRHD Signing Authority

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Okanagan Similkameen Regional Hospital District Board appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2021 year:

OSRHD Board Chair: Judy Sentes

OSRHD Board Vice Chair: Sue McKortoff

CARRIED

E. ADJOURNMENT

By consensus, the meeting adjourned at 3:59 p.m.

APPROVED:

CERTIFIED CORRECT:

J. Sentes
OSRHD Board Chair

B. Newell
Corporate Officer

OKANAGAN SIMILKAMEEN REGIONAL HOSPITAL DISTRICT

2021 DRAFT BUDGET

Presented by:
John Cote, OSRHD Accountant
December 17, 2020



OKANAGAN SIMILKAMEEN REGIONAL HOSPITAL DISTRICT (RHD)

- Ø Same Board as RDOS but separate entity with a separate budget
- Ø The purpose of the RHD is to provide capital funding for health care facilities in the Region
 - Ø equipment
 - Ø facility construction/renovation
- Ø Typically, RHD funds 40% of Interior Health's Capital Budget for the Region
- Ø OSRHD 2021 Provisional Budget is \$15,486,140 (2020 - \$12,035,140)



OKANAGAN SIMILKAMEEN REGIONAL HOSPITAL DISTRICT (RHD)

- Ø Penticton Patient Care Tower Project
 - Ø \$259M Construction of Tower, Equipment \$21M, Phase 2 Construction \$23M
 - Ø RHD Contribution of \$117M Expected to be Funded Approximately 64% from Debt and the Remainder from Reserves {Debt Borrowed to Date \$67.5M (57.7%)}
- Ø Patient Care Tower Officially Opened April 2019
- Ø Phase 2 of Project will focus on renovation of existing areas of Penticton Regional Hospital (including Emergency Ward, Pharmacy & Material Stores)
- Ø Expected Projected Completion in 2022
- Ø Patient Care Tower Project Payments Due in 2021 \$2.874M, Due in 2022 \$6.383M, Project Reserve \$4.035M (Total Payments Due by the End of 2022 \$13.292M)
- Ø Other 2021 Capital Equipment and Improvement Projects Budgeted at an Estimated \$2.630M (2020 - \$3.929M)



OSRHD 2021 DRAFT BUDGET

	2021	2020	2019
Tax Requisition	\$6,447,140	\$6,447,140	\$6,447,140
Other Income	105,000	180,000	280,000
Transfer from Reserve	8,934,000	3,935,000	4,517,860
Debenture Proceeds	0	1,473,000	8,919,000
TOTAL REVENUE	\$15,486,140	\$12,035,140	\$20,164,000
Salaries and Honorariums	\$68,550	\$67,515	\$70,500
Capital Grants	8,690,000	7,864,700	5,903,460
Patient Care Tower	2,874,000	1,473,000	8,919,000
Miscellaneous Expenses	14,500	11,200	11,100
MFA Debt Repayment	3,534,036	1,635,040	1,941,140
Transfer to Reserves	305,054	978,685	3,318,800
Grant In Aid - Penticton Medical Association	0	5,000	0
TOTAL EXPENSES	\$15,486,140	\$12,035,140	\$20,164,000

Estimated Residential Mill Rate / \$1,000	\$0.25663	\$0.25663	\$0.26398
Tax Levy per Average Residential Property	\$111.70	\$111.70	\$112.83

(2021 Avg \$?; 2020 Avg \$435,265; 2019 Avg \$427,427)



OKANAGAN-SIMILKAMEEN REGIONAL HOSPITAL DISTRICT REQUISITION SUMMARY - NOT INCLUDING ADJUSTMENTS

	(2020 Revised Roll) 2021	(2020 Revised Roll) 2020	\$	%
	<u>REQUISITION</u>	<u>REQUISITION</u>	<u>CHANGE</u>	<u>Total</u>
PENTICTON	\$2,616,184	\$2,616,184	\$0	40.579%
SUMMERLAND	866,020	866,020	0	13.433%
PRINCETON	171,588	171,588	0	2.661%
OLIVER	312,342	312,342	0	4.845%
OSOYOOS	526,637	526,637	0	8.169%
KEREMEOS	69,746	69,746	0	1.082%
PENTICTON INDIAN BAND	115,120	115,120	0	1.786%
ELECTORAL AREA A	181,897	181,897	0	2.821%
ELECTORAL AREA B	46,421	46,421	0	0.720%
ELECTORAL AREA C	247,251	247,251	0	3.835%
ELECTORAL AREA D	343,274	343,274	0	5.324%
ELECTORAL AREA E	245,209	245,209	0	3.803%
ELECTORAL AREA F	154,605	154,605	0	2.398%
ELECTORAL AREA G	94,931	94,931	0	1.472%
ELECTORAL AREA H	254,255	254,255	0	3.944%
ELECTORAL AREA I	201,660	201,660	0	3.128%
TOTAL	<u>\$6,447,140</u>	<u>\$6,447,140</u>	<u>\$0</u>	<u>100.000%</u>

Current Long Term Debt

<u>MFA Issue</u>	<u>Maturity Date</u>	<u>S.I. #</u>	<u>Dec 31/2020 Balance</u>
74	2021	131	61,403
75	2021	131	27,173
77	2022	131	771
150	2045	163	<u>68,181,819</u>
			<u>68,271,819</u>

Short Term Debt = \$0



Section 20(4) Reserves

<u>Capital Reserve Balance - Sec 20(4)</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Opening Balance	\$15,902,714	\$12,946,399	\$4,317,453	\$1,226,788	\$1,459,787	\$1,725,476
Contributions	828,685	230,054	277,335	207,999	240,689	249,524
Net Investment Income (Investments/Term Deposits)	150,000	75,000	50,000	25,000	25,000	25,000
Reductions	(3,935,000)	(8,934,000)	(3,418,000)	-	-	-
Ending Balance	<u>\$12,946,399</u>	<u>\$4,317,453</u>	<u>\$1,226,788</u>	<u>\$1,459,787</u>	<u>\$1,725,476</u>	<u>\$2,000,000</u>

OKANAGAN SIMILKAMEEN REGIONAL HOSPITAL DISTRICT

2021 WHAT-IF BUDGET SCENARIOS

Presented by:
John Cote, OSRHD Accountant
December 17, 2020

BUDGET ASSUMPTIONS

- 2021-22 Capital Requests <\$100K = \$405,000 Estimate Based on 5 Year (2016-20) Average of IHA Capital Requests (2020-21 = \$440,000)
- 2021-22 Capital Requests >\$100K = \$2,225,000 Estimate Based on 5 Year (2016-20) Average of IHA Capital Requests (2020-21 = \$3,489,300)
- Total Estimated 2021-22 IHA Capital Requests = \$2,630,000 (2020-21 = \$3,929,300)
- 2016-2020 Average of IHA Capital Requests = \$2,627,860 (2015-2019 \$2,164,192)
- Ongoing PRH Renovation Project = \$2,874,000 (2020 = \$1,473,000)
- Assessment Used to Calculate Apportionment of 2021 Taxes: BC Hospital Purpose Net Taxable Values of Land and Improvements 2020 Revised Roll (2021 Completed Roll to be Released Jan 1/21)
- Long-Term Debt in regards to the PRH Care Tower Project was Issued in the Spring of 2020 in the Amount of \$68,181,819 @ 1.99% with a 25 Year Amortization (includes \$681,181 Debt Reserve Fund).
- Estimated Reserves at December 31, 2020 = \$12,946,399 (December 31, 2019 = \$15,902,714)

IHA Capital Requests 5 Year Average Calculation

<u>Fiscal Year</u>	<u>Total Capital Requests</u>
2016	\$ 1,705,000
2017	3,536,700
2018	2,582,300
2019	1,385,600
2020	3,929,700
5 Yr Avg	\$ 2,627,860

WHAT IF SCENARIOS MODELLED

- Scenario 1
 - Tax Requisition Held at 2020 Level
- Scenario 2
 - Tax Requisition Increased by 2%
- Scenario 3
 - Tax Requisition Increased to Cover Any Potential Increase in Interior Health Capital Requests in Excess of the Prior Five Year Average. Estimated Increase Over Prior 5 Yr Avg = \$520,000 {2020 increase over 5 Year Average (2015 – 2019) = \$2,544,100}

OSRDH BUDGET – Scenario 1

	2021	2020	2019
Tax Requisition	\$6,447,140	\$6,447,140	\$6,447,140
Other Income	105,000	180,000	280,000
Transfer from Reserve	8,934,000	3,935,000	4,517,860
Debenture Proceeds	0	1,473,000	8,919,000
TOTAL REVENUE	\$15,486,140	\$12,035,140	\$20,164,000
Salaries and Honorariums	\$68,550	\$67,515	\$70,500
Capital Grants	8,690,000	7,864,700	5,903,460
Patient Care Tower	2,874,000	1,473,000	8,919,000
Miscellaneous Expenses	14,500	11,200	11,100
MFA Debt Repayment	3,534,036	1,635,040	1,941,140
Transfer to Reserves	305,054	978,685	3,318,800
Grant In Aid - Penticton Medical Association	0	5,000	0
TOTAL EXPENSES	\$15,486,140	\$12,035,140	\$20,164,000

Estimated Residential Mill Rate per \$1,000 NTV (L & I)	\$0.25663	\$0.25663	\$0.26398
Tax Levy per Average Residential Property	\$111.70	\$111.70	\$112.83

(2021 Avg \$?; 2020 Avg \$435,265; 2019 Avg \$427,427)

OSRDH BUDGET – Scenario 2

	2021	2020	2019
Tax Requisition	\$6,576,083	\$6,447,140	\$6,447,140
Other Income	105,000	180,000	280,000
Transfer from Reserve	8,934,000	3,935,000	4,517,860
Debenture Proceeds	0	1,473,000	8,919,000
TOTAL REVENUE	\$15,615,083	\$12,035,140	\$20,164,000
Salaries and Honorariums	\$68,550	\$67,515	\$70,500
Capital Grants	8,690,000	7,864,700	5,903,460
Patient Care Tower	2,874,000	1,473,000	8,919,000
Miscellaneous Expenses	14,500	11,200	11,100
MFA Debt Repayment	3,534,036	1,635,040	1,941,140
Transfer to Reserves	433,997	978,685	3,318,800
Grant In Aid - Penticton Medical Association	0	5,000	0
TOTAL EXPENSES	\$15,615,083	\$12,035,140	\$20,164,000

Estimated Residential Mill Rate per \$1,000 NTV (L & I)	\$0.26176	\$0.25663	\$0.26398
Tax Levy per Average Residential Property	\$113.94	\$111.70	\$112.83

(2021 Avg \$?; 2020 Avg \$435,265; 2019 Avg \$427,427)

OSRDH BUDGET – Scenario 3

	2021	2020	2019
Tax Requisition	\$7,096,083	\$6,447,140	\$6,447,140
Other Income	105,000	180,000	280,000
Transfer from Reserve	8,934,000	3,935,000	4,517,860
Debenture Proceeds	0	1,473,000	8,919,000
TOTAL REVENUE	\$16,135,083	\$12,035,140	\$20,164,000
Salaries and Honorariums	\$68,550	\$67,515	\$70,500
Capital Grants	9,210,000	7,864,700	5,903,460
Patient Care Tower	2,874,000	1,473,000	8,919,000
Miscellaneous Expenses	14,500	11,200	11,100
MFA Debt Repayment	3,534,036	1,635,040	1,941,140
Transfer to Reserves	433,997	978,685	3,318,800
Grant In Aid - Penticton Medical Association	0	5,000	0
TOTAL EXPENSES	\$16,135,083	\$12,035,140	\$20,164,000

Estimated Residential Mill Rate per \$1,000 NTV (L & I)	\$0.28246	\$0.25663	\$0.26398
Tax Levy per Average Residential Property	\$122.95	\$111.70	\$112.83

(2021 Avg \$?; 2020 Avg \$435,265; 2019 Avg \$427,427)

Reserve Balance at End of 2021

- Under Scenario 1 = \$ 4,317,453 (0% Increase in Tax Requisition)
- Under Scenario 2 = \$ 4,446,396 (2% Increase in Tax Requisition)
- Under Scenario 3 = \$4,446,396 (10% Increase in Tax Requisition)

Recommendation

Scenario 1

In light of potential increases in the 2021 RDOS budget it is recommended that the tax requisition stay at the 2020 level and use reserves to cover off any increases in capital expenditure requests made by Interior Health (using reserves in future years is potentially unsustainable)

SCHEDULE A

**Okanagan-Similkameen Regional Hospital District
2021 - 2025 Annual Budget & 5 Year Financial Plan**

		0.000%	0.000%	5.000%	0.499%	0.143%
	2020	2021	2022	2023	2023	2024
	Annual	Annual	Annual	Annual	Annual	Annual
	Budget	Budget	Budget	Budget	Budget	Budget
Revenue						
Tax Requisition	6,447,140	6,447,140	6,447,140	6,769,500	6,803,300	6,813,060
Grants in Lieu of Taxes	25,000	25,000	25,000	25,000	25,000	25,000
Interest Income - Operating	5,000	5,000	5,000	5,000	5,000	5,000
Interest Income - Capital	150,000	75,000	50,000	25,000	25,000	25,000
MFA Debt Surplus	-	-	-	-	-	-
Transfer from Reserves - Capital Improvement Projects	-	-	-	-	-	-
Transfer from Reserve - PRH Patient Care Tower Project	-	2,874,000	3,418,000	-	-	-
Transfer from Reserves - Carryforward of Prior Years' Capital Improvement Projects	3,935,000	6,060,000	-	-	-	-
Debt Proceeds	1,473,000	-	7,000,000	-	-	-
Total Revenue	12,035,140	15,486,140	16,945,140	6,824,500	6,858,300	6,868,060
Expenditures						
Regional Hospital District Debt - Sec. 23 (1) (a)						
Debt Payments - Principal	60,040	2,163,875	2,128,822	2,354,273	2,354,273	2,354,273
Debt Payments - Interest	984,475	1,370,161	1,356,863	1,522,018	1,522,018	1,522,018
Debt Payments - Short-Term Interest	590,525	-	-	-	-	-
Total Non-Shareable Debt	1,635,040	3,534,036	3,485,685	3,876,291	3,876,291	3,876,291
Administration Expenses - Sec 17 (2)						
Salaries & Wages (OCAO & Finance Department)	52,515	53,550	54,620	55,710	56,820	57,745
Board Remuneration	15,000	15,000	15,000	15,000	15,000	15,000
Audit	5,200	8,500	8,500	8,500	8,500	8,500
Legal Fees	1,000	1,000	1,000	1,000	1,000	1,000
Supplies/Misc/Travel	5,000	5,000	5,000	5,000	5,000	5,000
Total Section 17 (2)	78,715	83,050	84,120	85,210	86,320	87,245
Expenditure under Sec. 20(4)						
Minor Equipment Global Grant - IHA Requests	440,400	405,000	405,000	405,000	405,000	405,000
Capital Improvement Projects - IHA Requests	3,489,300	2,225,000	2,225,000	2,225,000	2,225,000	2,225,000
Capital Projects - PRH Patient Care Tower Project (Construction)	1,473,000	2,874,000	6,383,000	-	-	-
Capital Projects - PRH Patient Care Tower Project (Reserve)	-	-	4,035,000	-	-	-
Carryforward of Prior Years' Capital Improvement Projects	3,935,000	6,060,000	-	-	-	-
Grant In Aid - Penticton Medical Association	5,000	-	-	-	-	-
Transfer to Capital Reserve	978,685	305,054	327,335	232,999	265,689	274,524
Total Section 20(4)	10,321,385	11,869,054	13,375,335	2,862,999	2,895,689	2,904,524
Total Expenditures	12,035,140	15,486,140	16,945,140	6,824,500	6,858,300	6,868,060
Total Surplus (Deficit)	-	-	-	-	-	-
	2020	2021	Difference			
Tax Rate / \$1000 for residential property	0.25663	0.25663	0.00000			
Average Tax Bill per residential property	\$111.70	\$111.70	\$0.00			
<i>2021 Assessment Data Not Available Until January 1, 2021</i>						
	2020	2021	2022	2023	2023	2024
Capital Reserve Balance - Sec 20(4)						
Opening Balance	15,902,714	12,946,399	4,317,453	1,226,788	1,459,787	1,725,476
Contributions	828,685	230,054	277,335	207,999	240,689	249,524
Contributions - V1st Term Deposits/MFA Investment Gains (Losses)	150,000	75,000	50,000	25,000	25,000	25,000
Reductions	(3,935,000)	(8,934,000)	(3,418,000)	-	-	-
Ending Balance	12,946,399	4,317,453	1,226,788	1,459,787	1,725,476	2,000,000

OKANAGAN-SIMILKAMEEN REGIONAL HOSPITAL DISTRICT

REQUISITION SUMMARY - NOT INCLUDING ADJUSTMENTS

	<i>(2020 Revised Roll)</i>	<i>(2020 Revised Roll)</i>		
	2021	2020	\$	%
	<u>REQUISITION</u>	<u>REQUISITION</u>	<u>CHANGE</u>	<i>Total</i>
PENTICTON	\$2,616,184	\$2,616,184	\$0	40.579%
SUMMERLAND	866,020	866,020	0	13.433%
PRINCETON	171,588	171,588	0	2.661%
OLIVER	312,342	312,342	0	4.845%
OSOYOOS	526,637	526,637	0	8.169%
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PENTICTON INDIAN BAND	115,120	115,120	0	1.786%
ELECTORAL AREA A	181,897	181,897	0	2.821%
ELECTORAL AREA B	46,421	46,421	0	0.720%
ELECTORAL AREA C	247,251	247,251	0	3.835%
ELECTORAL AREA D	343,274	343,274	0	5.324%
ELECTORAL AREA E	245,209	245,209	0	3.803%
ELECTORAL AREA F	154,605	154,605	0	2.398%
ELECTORAL AREA G	94,931	94,931	0	1.472%
ELECTORAL AREA H	254,255	254,255	0	3.944%
ELECTORAL AREA I	201,660	201,660	0	3.128%
TOTAL	\$6,447,140	\$6,447,140	\$0	100.000%
<i>2021 Assessment Data Not Available Until January 1, 2021</i>				

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Primary Care Clinic Funding – For Information Only

ISSUE:

Should the Regional Hospital District broaden their mandate to include funding clinics to facilitate physician recruitment?

BACKGROUND:

During discussions around the 2019 Business Plan, the Board indicated that access to healthcare providers in the South Okanagan and Similkameen was of interest, and that they would like to explore Regional District participation in physician recruitment.

Regional conversations around access to primary care were spearheaded by the South Okanagan Similkameen Division of Family Practice (SOSDFP). SOSDFP is a membership corporation for primary care providers covering the same geographic area as the regional district and supports a full-service physician network, team-based care, long-term care, maternity care and many more healthcare functions. They are also very involved in physician recruitment.

While SOSDFP was investigating which factors motivated physicians to choose one location to practice over another, they found that—among other variables—professional support was a key factor. If a young doctor can locate in a community that has clinic space available; doesn't require a capital investment; has other providers in the clinic to assist with advice and patient support; and if they can focus on being a physician rather than a business owner, they may prefer that solution.

Through the Ministry of Health and Health Authorities, Primary Care Networks (PCNs) and Urgent and Primary Care Centre's (UPCCs) are being initiated and established throughout the province to meet the conditions that are attractive to general practitioners.

The SOSDFP has presented to the Regional Hospital District on how financial participation by the RHD in future primary care clinics could lessen the implementation time. The delegation also suggested that five clinics were required in the RDOS region, in addition to one or two more in Penticton. (Ponderosa Primary Care Centre has since been established in Penticton.)

There are different operating models for existing Urgent Care and Primary Care Clinics. Some are managed by physicians directly, some through IHA and, in the case of the Ponderosa Primary Care Clinic in Penticton, through SOSDFP. An operating mechanism would need to be discussed in future.

The Bigger Picture

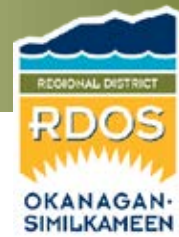
The initial focus of this project was to investigate what the Regional District could do to assist in the recruitment of physicians to our area. The shortage of family doctors in the Regional District is prevalent and increasing. Several areas identified as needing a Primary Care Clinic lie throughout the RDOS and best efforts should be made to ensure that future Clinics meet the needs of the community in which they are located.

According to the SOSDFP, there are approximately 12,000 citizens in the region without access to a general practitioner, and climbing. Further, of those GPs currently seeing patients, 1/3 are expected to retire within the next five years.

Should the Board of Directors choose to participate in funding primary care clinics or some other mechanism of physician recruitment, funds must go to facilities designated under the Hospital Act. Representatives from Interior Health attended at the Hospital Board Meeting to discuss process on how this has occurred in other areas.

ALTERNATIVES:

1. That the RHD budget to facilitate participation in the development of Primary Care Clinics.
2. That the board receive this report for information.



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

Thursday, December 17, 2020
2:00 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of December 17, 2020 be adopted.

1. Consent Agenda – Corporate Issues

a. Advisory Planning Commission, Electoral Area “D” – November 10, 2020

THAT the Minutes of the November 10, 2020 Advisory Planning Commission, Electoral Area “D” be received.

b. Parks and Recreation Commission Appointments

THAT the 2021 slate of appointments to Regional District Parks and Recreation Commissions be adopted.

c. Corporate Services Committee – December 3, 2020

THAT the Minutes of the December 3, 2020 Corporate Services Committee meeting be received.

d. Environment and Infrastructure Committee – December 3, 2020

THAT the Minutes of the December 3, 2020 Environment and Infrastructure Committee meeting be received.

e. Planning and Development Committee – December 3, 2020

THAT the Minutes of the December 3, 2020 Planning and Development Committee meeting be received.

f. RDOS Regular Board Meeting – December 3, 2020

THAT the minutes of the December 3, 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. Temporary Use Permit – 3161 Hayman Road, Electoral Area “E”

i. Permit

ii. Representations

THAT the Board of Directors approve Temporary Use Permit No. E2020.006-TUP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Consent Agenda – Development Services be adopted.

B. DELEGATIONS**1. Road Issues**

- a. AIM Roads – Rick Wright
 - b. Ministry of Transportation and Infrastructure – Erik Lachmuth
-

C. DEVELOPMENT SERVICES – Building Inspection**1. Appeal of Enforcement of Non-Conforming Use – 118 Arlayne Road, Electoral Area “I”**

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the Local Government Act and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 8, District Lot 103s, SDYD, Plan 30312 that certain works have been undertaken on the lands contrary to the Regional District of Okanagan-Similkameen Building Bylaw No. 2805, 2018; and,

THAT injunctive action be commenced.

D. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Agricultural Land Commission Referral (Non-Adhering Residential Use) – 105 Park Rill Road, Electoral Area “C”**

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

THAT the RDOS Board “authorize” the application for a “non-adhering residential use – Additional Residence for Farm Use” at 105 Park Rill Road (Lot 67, Plan 2030, District Lot 2450S, SDYD) to proceed to the Agricultural Land Commission.

2. Agricultural Land Commission Referral (Non-Adhering Residential Use) – 7622 Highway 97, Electoral Area “C”

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)

THAT the RDOS Board “not authorize” the application for a “non-adhering residential use – Additional Residence for Farm Use” at 7622 Hwy 97 (Lot 25, Plan 1729, District Lot 2450S, SDYD) to proceed to the Agricultural Land Commission.

3. Electoral Area “G” Official Community Plan (OCP) Project – Citizen’s Advisory Committee – Terms of Reference

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

THAT the Electoral Area “G” Official Community Plan (OCP) Project Citizen’s Advisory Committee Terms of Reference be adopted.

-
4. **Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D” Residential Zone Update – Comprehensive Development (CD) Zones (Phase 3)**
 - a. Bylaw No. 2603.20, 2020
 - b. Bylaw No. 2455.42, 2020

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2603.20, 2020, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.42, 2020, Electoral Area “D” Zoning Amendment Bylaw be read a third time.

5. **Electoral Area Official Community Plan (OCP) Bylaw Review Schedule**

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

THAT, following the completion of the Electoral Area “A” Official Community Plan (OCP) Bylaw Review, the remaining Electoral Area OCP Bylaws be reviewed or prepared in the following order:

- | | | |
|------------------------|------------------------|------------------------|
| 1. Electoral Area “E”; | 4. Electoral Area “D”; | 6. Electoral Area “F”; |
| 2. Electoral Area “C”; | 5. Electoral Area “I”; | 7. Electoral Area “G”. |
| 3. Electoral Area “H”; | | |
-

E. LEGISLATIVE SERVICES

1. **Apex Mount Fire Protection**
 - a. Bylaw No. 2920
 - b. Bylaw No. 2920 Map
 - c. Bylaw No. 2921

RECOMMENDATION 10 (Weighted Corporate Vote – Majority)

THAT Bylaw No. 2920, 2020 Apex Mountain Fire Protection Service Establishment Bylaw and Bylaw No. 2921, 2020 Apex Mountain Fire Protection Loan Authorization Bylaw be read a first, second and third time; and further that,

THAT the Board of Directors authorize that electoral approval for the adoption of Bylaw No. 2920, 2020 and Bylaw No. 2921, 2020 be obtained through assent vote (referendum) in accordance with the *Local Government Act*; and further,

THAT the assent vote take place on Saturday March 27, 2021; and further,

THAT Christy Malden be appointed as the Chief Election Officer and Gillian Cramm be appointed as Deputy Chief Election Officer for the Apex Mountain Fire Protection Service Establishment and Loan Authorization Assent Vote; and further,

THAT the assent vote question be:

‘Are you in favour of the Regional District of Okanagan-Similkameen adopting Apex Mountain Fire Protection Service Establishment Bylaw No. 2920, 2020 to provide for fire protection services for the community of Apex Mountain and Apex Mountain Fire Protection Loan Authorization Bylaw No. 2921, to authorize the long-term borrowing of up to \$3,000,000 (three million dollars) for the purchase of a fire truck and to acquire property and construct a fire hall at Apex Mountain?’

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

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

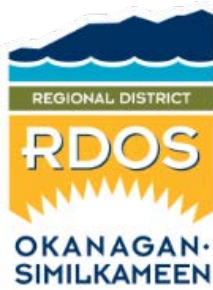
2. Board Representation

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

3. Directors Motions

4. Board Members Verbal Update

H. ADJOURNMENT



APC MEETING MINUTES

ELECTORAL AREA "D"

Meeting of Monday, November 10, 2020

Okanagan Falls Seniors Centre

1128 Willow Street, Okanagan Falls, BC

Present: Ron Obirek, Director, Electoral Area "D"

Members: Doug Lychak, Chair Almira Nunes Alf Hartviksen
Jill Adamson Navid Chaudry Don Albright
Bob Pearce

Absent: Malcolm Paterson, Kelvin Hall, Kurtis Hiebert, Norm Gaumont, Jerry Stewart

Staff: JoAnn Peachey, RDOS Planner I
Chris Garrish, Planning Manager

Delegates: Robert Cesnik, HDR Architecture

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED

3. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded by the APC that the Minutes of July 14, 2020 be approved.

The Chair called for errors or omissions and there were none.

CARRIED

4. OTHER

4.1 D00998.010 (D2020.015-ZONE) – South Skaha Housing Society

Delegates: Robert Cesnik, HDR Architecture Associates, Inc.

Discussion

MOTION

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

DEFEATED

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the subject development application be approved, subject the following conditions:

- i) there is no relief granted to the setback from Highway 97; and
- ii) there are no 3-bedroom units in the proposed apartment building.

DEFEATED

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board to consider the impacts of the three big changes to the zoning bylaw (parking, front setback and density) in this development application.

CARRIED

4.2 Proposed Solar Energy System Zoning Regulations

Discussion

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board of Directors that the subject bylaw be adopted, subject to the following conditions:

- i) To reduce the parcel size requirement to 0.5 ha for ground mounted systems; and
- ii) To relax the setback regulations for ground mounted systems less than 1.5 metres (5 feet) in height.

DEFEATED

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board of Directors that the subject bylaw be adopted, subject to the following conditions:

- i) To reduce the parcel size requirement to 0.25 ha for ground mounted systems; and
- ii) To relax the setback regulations for ground mounted systems less than 1.5 metres (5 feet) in height.

CARRIED

- 4.3 Proposed OCP Amendments – Environmentally Sensitive Development Permit (ESDP) Areas
Discussion

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board of Directors that the proposed amendments to the Environmentally Sensitive Development Permit (ESDP) Area designation be approved, subject to the following conditions:

- i) a trigger for the issuance of a permit continue to include the “alteration of the land, including grading, removal of vegetation, deposit or moving of soil, paving, installation of drainage or underground services.”

CARRIED

- 4.4 Proposed OCP Bylaw Amendments – Agricultural Land Reserve (ALR) Exclusion Applications

Discussion

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board of Directors that the the proposed ALR Exclusion policies be supported.

CARRIED

5. **ADJOURNMENT**

MOTION

It was Moved and Seconded that the meeting be adjourned at 9:35 pm.

CARRIED

Advisory Planning Commission Chair

Advisory Planning Commission Recording Secretary

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 17, 2020
RE: Parks and Recreation Commission Appointments

Administrative Recommendation:

THAT the 2021 slate of appointments to Regional District Parks and Recreation Commissions be adopted.

Area "B" Kobau Park	Area "D" Okanagan Falls	Area "E" Naramata	Area "F" West Bench	Area "I" Kal-Rec	Similkameen Recreation
Marie Marven	Kelvin Hall	Dennis Smith	Ben Arcuri	Margaret O'Brien	
Justene Lougheed	Matt Taylor	Jacqueline Duncan	Warren Everton	Dave Gill	
	Doug Lychak	Richard Roskell			
	Barbara Shanks	Adrienne Fedrigo			
	Linda Finner				
	Phyllis Radchenko				

Purpose:

As outlined in RDOS Parks and Recreation Commission Bylaw No. 2732, 2016, advertisements were placed in local news publications seeking new membership for all Commissions. The Electoral Area Directors have reviewed all new applications and expiring members wishing to let their name stand, and are recommending the above noted members for Board appointments to the various commissions.

Reference:

Bylaw 2732, 2016 Regional District of Okanagan-Similkameen Parks and Recreation Commission Establishment Bylaw.

Background:

Commission membership is for a 2-year term and the members are staggered by one year in order to provide continuity. Advertising for commission members whose terms were expiring as of December 31, 2020 took place in November 2020. Bylaw 2732 allows for 5 to 11 members for each commission.

It should be noted that Electoral Area "B", Kobau Park Recreation Commission and Similkameen Recreation Commission are below the minimum of 5 members.

Communication Strategy:

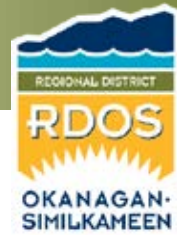
Provide a letter to each retiring commission member, thanking them for their contribution to their respective commission.

- Wendy Stewart – Electoral Area "B" Parks and Recreation Commission
- Deanna Gibbs – Electoral Area "B" Parks and Recreation Commission
- Daniela Fehr – Electoral Area "D" Parks and Recreation Commission
- Darryl Dietrich – Electoral Area "F" Parks and Recreation Commission
- Doug King – Electoral Area "I" Parks and Recreation Commission
- Gail Jeffery – Electoral Area "I" Parks and Recreation Commission
- Neal Dockendorf – Electoral Area "I" Parks and Recreation Commission
- Duncan Baynes – Similkameen Recreation Commission
- Tim Austin – Similkameen Recreation Commission
- Selena Despres – Similkameen Recreation Commission

Respectfully submitted:

Mark Woods

M. Woods, Community Services General Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Corporate Services Committee

Thursday, December 3, 2020

10:02 a.m.

Minutes

.MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

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

RECOMMENDATION 1

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

THAT the Agenda for the Corporate Services Meeting of December 3, 2020 be adopted. - **CARRIED**

B. 2021 CORPORATE BUSINESS PLAN (Strategic Planning)

1. Review November 12th Objectives and Indicators

The Committee reviewed the draft 2021 Corporate Business Plan.

C. ADJOURNMENT

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

THAT the meeting adjourn. - **CARRIED**

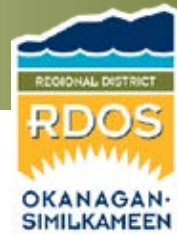
The meeting adjourned at 10:43 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Environment and Infrastructure Committee

Thursday, December 3, 2020
9:37 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer	C. Malden, Manager of Legislative Services
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RDOS Board Chair chaired the meeting due to technical difficulties experienced by Committee Chair Gettens.

A. APPROVAL OF AGENDA

RECOMMENDATION 1

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

THAT the Agenda for the Environment and Infrastructure Committee Meeting of December 3, 2020 be adopted. - **CARRIED**

B. CleanBC Organics Infrastructure and Collection Program – Information Only

The Committee was advised of the grant opportunities for capital funding for food waste compost services.

C. ADJOURNMENT

By consensus, the meeting adjourned at 10:02 a.m.

APPROVED:

CERTIFIED CORRECT:

R. Gettens
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN Planning and Development Committee

Thursday, December 3, 2020
9:00 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

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

RECOMMENDATION 1

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

THAT the Agenda for the Planning and Development Committee Meeting of December 3, 2020 be adopted. - **CARRIED**

B. Delegation

Brittany Tuttle, Urban Systems
Nancy Henderson, Urban Systems.

Ms. Tuttle and Ms. Henderson provided a Regional Growth Strategy Update

C. South Okanagan Regional Growth Strategy (RGS) Bylaw Review – For Information

The Committee was advised that the RGS review is underway, with a project scope that includes updating the RGS's Regional Profile, addressing the region's Housing Needs Reports, reviewing the status of Rural Growth Areas, reviewing implementation opportunities, and public engagement.

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

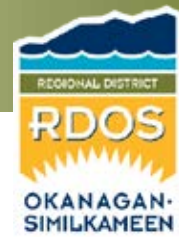
The meeting adjourned at 9:37 a.m.

APPROVED:

CERTIFIED CORRECT:

R. Knodel
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD OF DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 10:50 a.m. on Thursday, December 3, 2020 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

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

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of December 3, 2020 be adopted. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Naramata Parks and Recreation Commission – October 26, 2020
THAT the Minutes of the October 26, 2020 Naramata Parks and Recreation Commission meeting be received.
- b. Advisory Planning Commission, Electoral Area "A" – November 9, 2020
THAT the Minutes of the November 9, 2020 Advisory Planning Commission, Electoral Area "A" meeting be received.
- c. Advisory Planning Commission, Electoral Area "E" – October 26, 2020
THAT the Minutes of the October 26, 2020 Advisory Planning Commission, Electoral Area "E" meeting be received.
- d. Community Services Committee – November 19, 2020
THAT the Minutes of the November 19, 2020 Community Services Committee meeting be received.
- e. Corporate Services Committee – November 19, 2020
THAT the Minutes of the November 19, 2020 Corporate Services Committee meeting be received.

- f. Protective Services Committee – November 19, 2020
THAT the Minutes of the November 19, 2020 Protective Services Committee meeting be received.
- g. RDOS Regular Board Meeting – November 19, 2020
THAT the minutes of the November 19, 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**

B. DELEGATIONS

- 1. Leighton McCarthy, SOSArts
Kim Lymburner, SOSArts
Mr. McCarthy and Mr. Lymburner provided the Board with an update and Environmental Scan.
-

C. DEVELOPMENT SERVICES – Building Inspection

- 1. Building Bylaw Infraction, 7005 Indian Rock Road – Electoral Area “E”

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the matter of a Building Bylaw infraction at 7005 Indian Rock Road be postponed to the second meeting in February - **CARRIED**.

D. DEVELOPMENT SERVICES – Rural Land Use Matters

- 1. Zoning Bylaw Amendment – 5081 8th Avenue, Electoral Area “D”
 - a. Bylaw No. 2455.43, 2020
 - b. Representations

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2455.43, 2020, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 7, 2020;

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

CARRIED

2. Proposed OCP and Rezoning Amendments – 4850 Naramata Road, Electoral Area “E”
 - a. Bylaw No. 2458.16, 2020
 - b. Bylaw No. 2459.37, 2020
 - c. Representations
 - d. [Additional representation](#)

The Chair enquired whether the property owner or agent was present to address the Board. The agent addressed the Board.

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2458.16, 2020, Electoral Area “E” Official Community Plan Amendment Bylaw and Bylaw No. 2459.37, 2020, Electoral Area “E” Zoning Amendment Bylaw be denied. - **CARRIED**

3. Letter of Concurrence (Freedom Mobile) – Electoral Area “F”

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors authorize a “Letter of Concurrence” to be sent to Innovation, Science, and Economic Development Canada in relation to a proposed telecommunication tower BPE0006C to be located on District Lot 1208, ODYD. - **CARRIED**

4. Zoning Bylaw Amendment – 1500 Blakeburn Road, Electoral Area “H”
 - a. Bylaw No. 2498.19, 2019
 - b. Representations

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2498.19, 2019, Electoral Area “H” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing; and,

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 7, 2021; and,

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

CARRIED

E. PUBLIC WORKS

1. Award of RFP for Utilities Truck Cabinetry and Crane

RECOMMENDATION 8 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT Brutus Truck Bodies by Nor Mar Industries Ltd be awarded the contract to construct and install the Utilities Truck Cabinetry and Crane for \$62,660 plus applicable tax. - **CARRIED**

2. Application for CleanBC Organic Infrastructure and Collection Program

RECOMMENDATION 9 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors submit an application to the CleanBC Organics Infrastructure and Collection Program for funding for the purchase of carts, kitchen catchers and contracted education services for the commencement of curbside residential food waste collection for Electoral Areas 'A' and 'C'; and,

THAT borrowing bylaws, if required, be developed for the RDOS portion of costs for residential food waste collection, including the 1/3 portion of costs required for the CleanBC Organics Infrastructure and Collection Program; and,

THAT letters of support or partnership agreements be offered to the District of Summerland, Town of Oliver, Town of Osoyoos and Osoyoos Indian Band to allow for collaboration for the purchase of carts, kitchen catchers and contracted education services for the commencement of curbside residential food waste collection in these jurisdictions.

CARRIED

Opposed: Director Knodel

3. Application for CleanBC Organic Infrastructure and Collection Program – Campbell Mountain Landfill Compost Facility

RECOMMENDATION 10 (Weighted Corporate Vote –Majority)

It was MOVED and SECONDED

THAT the Board of Directors submit an application to the CleanBC Organics Infrastructure and Collection Program for the Campbell Mountain Landfill Compost Facility project; and,

THAT the Board of Directors commit to its share of the project for the remaining one third of the eligible capital costs, plus the ineligible project costs and overages, through preparation of a borrowing bylaw, if required.

CARRIED

F. COMMUNITY SERVICES

1. Canada Cultural Spaces Fund Grant – Naramata Museum

a. Parcel Map

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Regional District of Okanagan Similkameen submit an application to the Canada Cultural Spaces Fund Grant for \$100,950 towards the restoration of the Naramata Museum.

CARRIED

G. LEGISLATIVE SERVICES

1. Incorporation Study for Okanagan Falls – For Information Only
 - a. Okanagan Falls Community Association Request

It was MOVED and SECONDED

THAT the Board of Directors support an Incorporation Study assessing costs and benefits as outlined in the recently accepted 2020 Economic Development & Recovery Plan for Okanagan Falls, combining a Boundary Analysis Report for Area D and community engagement initiative; and further,

THAT the Board request the Minister of Municipal Affairs to provide restructure funding in 2021 and 2022.

CARRIED

Opposed: Director Bush

H. CAO REPORTS

1. Verbal Update
-

I. OTHER BUSINESS

1. Chair's Report

 2. Directors Motions

 3. Board Members Verbal Update
-

J. ADJOURNMENT

By consensus, the meeting adjourned at 12:35 p.m.

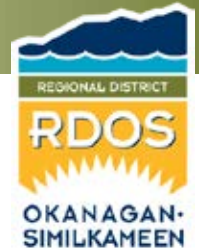
APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 17, 2020
RE: Temporary Use Permit Application – Electoral Area "E"

Administrative Recommendation:

THAT Temporary Use Permit No. E2020.006-TUP be approved

Purpose: To allow for a short-term vacation rental use through issuance of a TUP

Owners: Robin Fredrickson Agent: Donnalee Davidson Folio: E-02169.010

Civic: 3161 Hayman Road Legal: Lot 3, Plan 22228, District Lot 210, SDYD

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

Proposed Development:

This application is seeking a temporary use permit to authorize the operation of a short-term vacation rental use of a single detached dwelling, from May 1st to October 31st and which is to be comprised of two (2) bedrooms and a maximum occupancy of 4 people within the existing single detached dwelling with accommodation for two (2) parking stalls.

Site Context:

The subject property is approximately 0.104 ha in area and is situated on the west side of Hayman Road. It is understood that the parcel is comprised of a single detached dwelling.

The surrounding pattern of development is generally characterised by similarly sized residential parcels that have been development with single detached dwellings, surrounded by larger rural parcels.

Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on January 13, 1972, while available Regional District records indicate that a building permits for single detached dwelling addition (2012) and renovation (2015) have previously been issued for this property.

Under the Electoral Area "E" Official Community Plan (OCP) Bylaw No. 2458, 2008, the subject property is currently designated Low Density Residential (LR). Under Section 22 of the bylaw, it is a Board objective to consider allowing on-going short-term vacation rental uses on properties designated Residential through the issuance of Temporary Use Permits.

In support of this application, a Health & Safety Inspection was completed on November 20, 2020. An assessment from a ROWP regarding the septic system was provided and the property is serviced by a community water system.

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

BC Assessment has classified the property as "Residential" (Class 01).

The Province of British Columbia has declared a state of emergency in response to the COVID-19 pandemic. Travel restrictions and precautions are in place for travel across provincial and international borders and the Province is encouraging British Columbians not to travel for tourism or recreation in an effort to protect vulnerable people in communities from COVID-19.

Public Process:

On August 18, 2020, a Public Information Meeting (PIM) was held electronically and was attended by approximately one member of the public (as well as the property owner and Area Director).

Due to COVID-19, an Area "E" Advisory Planning Commission (APC) meeting was not held. Area "E" APC members were provided the opportunity to comment individually on this application.

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.

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

Analysis:

The Electoral Area "E" OCP Bylaw supports vacation rental uses in residential areas and outlines a number of criteria against which the Board will consider such a use.

In response to the criteria outlined in Section 11.6.2, the applicant has provided a letter from a Registered On-site Wastewater Practitioner (ROWP) inspecting the septic tank and stating that "existing system should be sufficient" for intended use.

There are established hedges and vegetation between the dwelling and neighbouring properties.

The applicant has submitted a site plan which shows provision of two parking stalls in the front yard of the subject parcel.

A Health and Safety Inspection was completed on November 20, 2020 and no deficiencies were noted.

Conversely, Administration recognises that operation of a vacation rental will potentially attract non-residents to the area and into an established residential neighbourhood during a Provincial State of Emergency for COVID-19.

The intent of the Regional District's "Vacation Rental Temporary Use Permit Policy", and supportive OCP policies is to allow for a new vacation rental use to operate for one "season" in order to

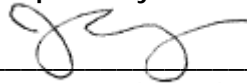
determine if such a use is inappropriate, incompatible or unviable at a particular location and, if so, to allow for the permit to lapse or not be renewed within a relatively short period.

Given the Electoral Area "E" OCP Bylaw generally supports vacation rentals in residential areas, and the applicant has satisfied or will satisfy criteria requirements for a two-bedroom vacation rental.

Alternatives:

1. THAT the Board of Directors deny Temporary Use Permit No. E2020.006-TUP; or
2. THAT the Board of Directors defer consideration of Temporary Use Permit No. E2002.006-TUP for the following reasons:
 - i) *TBD*

Respectfully submitted:



JoAnn Peachey, Planner I

Endorsed By:



C. Garrish, Planning Manager

- Attachments: No. 1 – Agency Referral List
No. 2 – Site Photo (May 2020)
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. E2020.006-TUP:

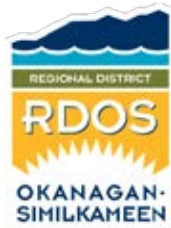
<input type="radio"/>	Agricultural Land Commission (ALC)	<input checked="" type="radio"/>	Fortis
<input checked="" type="radio"/>	Interior Health Authority (IHA)	<input type="radio"/>	City of Penticton
<input type="radio"/>	Ministry of Agriculture	<input type="radio"/>	District of Summerland
<input type="radio"/>	Ministry of Energy, Mines & Petroleum Resources	<input type="radio"/>	Town of Oliver
<input type="radio"/>	Ministry of Municipal Affairs & Housing	<input type="radio"/>	Town of Osoyoos
<input type="radio"/>	Ministry of Environment & Climate Change Strategy	<input type="radio"/>	Town of Princeton
<input type="radio"/>	Ministry of Forest, Lands, Natural Resource Operations & Rural Development (Archaeology Branch)	<input type="radio"/>	Village of Keremeos
<input type="radio"/>	Ministry of Jobs, Trade & Technology	<input type="radio"/>	Okanagan Nation Alliance (ONA)
<input type="radio"/>	Ministry of Transportation and Infrastructure	<input type="radio"/>	Penticton Indian Band (PIB)
<input type="radio"/>	Integrated Land Management Bureau	<input type="radio"/>	Osoyoos Indian Band (OIB)
<input type="radio"/>	BC Parks	<input type="radio"/>	Upper Similkameen Indian Band (USIB)
<input type="radio"/>	School District #53 (Areas A, B, C, D & G)	<input type="radio"/>	Lower Similkameen Indian Band (LSIB)
<input type="radio"/>	School District #58 (Area H)	<input type="radio"/>	Environment Canada
<input type="radio"/>	School District #67 (Areas D, E, F, I)	<input type="radio"/>	Fisheries and Oceans Canada
<input type="radio"/>	Central Okanagan Regional District	<input type="radio"/>	Canadian Wildlife Services
<input type="radio"/>	Kootenay Boundary Regional District	<input type="radio"/>	OK Falls Irrigation District
<input type="radio"/>	Thompson Nicola Regional District	<input type="radio"/>	Kaleden Irrigation District
<input type="radio"/>	Fraser Valley Regional District	<input type="radio"/>	Irrigation District / improvement Districts / etc.
<input checked="" type="radio"/>	Naramata Fire Department		

Attachment No. 2 – Site Photo (May 2020)



Attachment No. 3 – Aerial Photo (2017)





TEMPORARY USE PERMIT

FILE NO.: E2020.006-TUP

Owner: Robin Fredrickson
3161 Hayman Road
Naramata, BC, V0H 1N1

Agent: Donnalee Davidson

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', 'B', and 'C' and described below:

Legal Description: Lot 3, Plan 22228, District Lot 210, SDYD

Civic Address: 3161 Hayman Road

Parcel Identifier (PID): 007-026-021 Folio: E-02169.010

TEMPORARY USE

6. In accordance with Section 22.0 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 temporary commercial accommodation of paying guests for a period of less than one month.

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 two (2);
 - d) the number of paying guests that may be accommodated at any time shall not exceed four (4);
 - e) a minimum of two (2) on-site vehicle parking spaces shall be provided for paying guests;
 - 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.
 - h) vacation rental operation must follow the Ministry of Health's COVID-19 Guidance for the Hotel Sector during the Provincial State of Emergency, including environmental cleaning, staff health and communication, and any subsequent provincial health orders for hotel operators.
 - i) information shall be posted within the dwelling unit during the Provincial State of Emergency for COVID-19 following Provincial recommended communication, signage and posters for the Hotel Sector on the following topics:
 - i) Symptoms of COVID-19

- ii) B.C.'s COVID-19 Self-Assessment Tool
 - iii) Handwashing
 - iv) Respiratory/cough etiquette
 - v) Self-isolation and self-monitoring
- j) a sign must be posted on the front entrance telling staff not to enter the premises if they are feeling ill.
- k) all guests must follow Provincial guidelines during the Provincial State of Emergency for COVID-19, including avoiding non-essential travel as a measure to protect vulnerable people in communities from COVID-19.

COVENANT REQUIREMENTS

8. Not applicable.

SECURITY REQUIREMENTS

9. Not applicable.

EXPIRY OF PERMIT

10. This Permit shall expire on December 31, 2021.

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. E2020.006-TUP

Schedule 'A'



Regional District of Okanagan-Similkameen

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

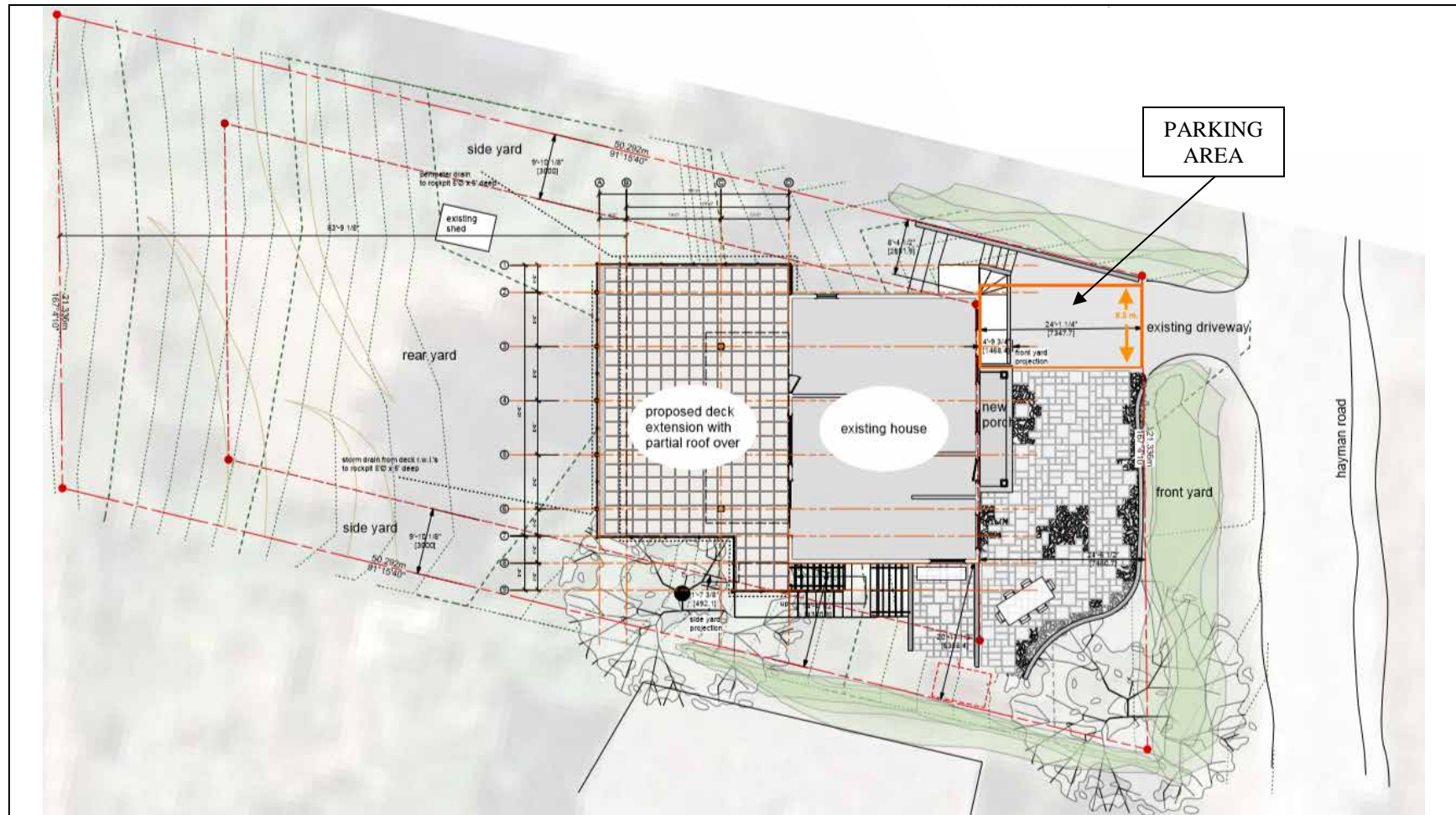
Telephone: 250-492-0237 Email: planning@rdos.bc.ca



Temporary Use Permit

File No. E2020.006-TUP

Schedule 'B'



Regional District of Okanagan-Similkameen

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

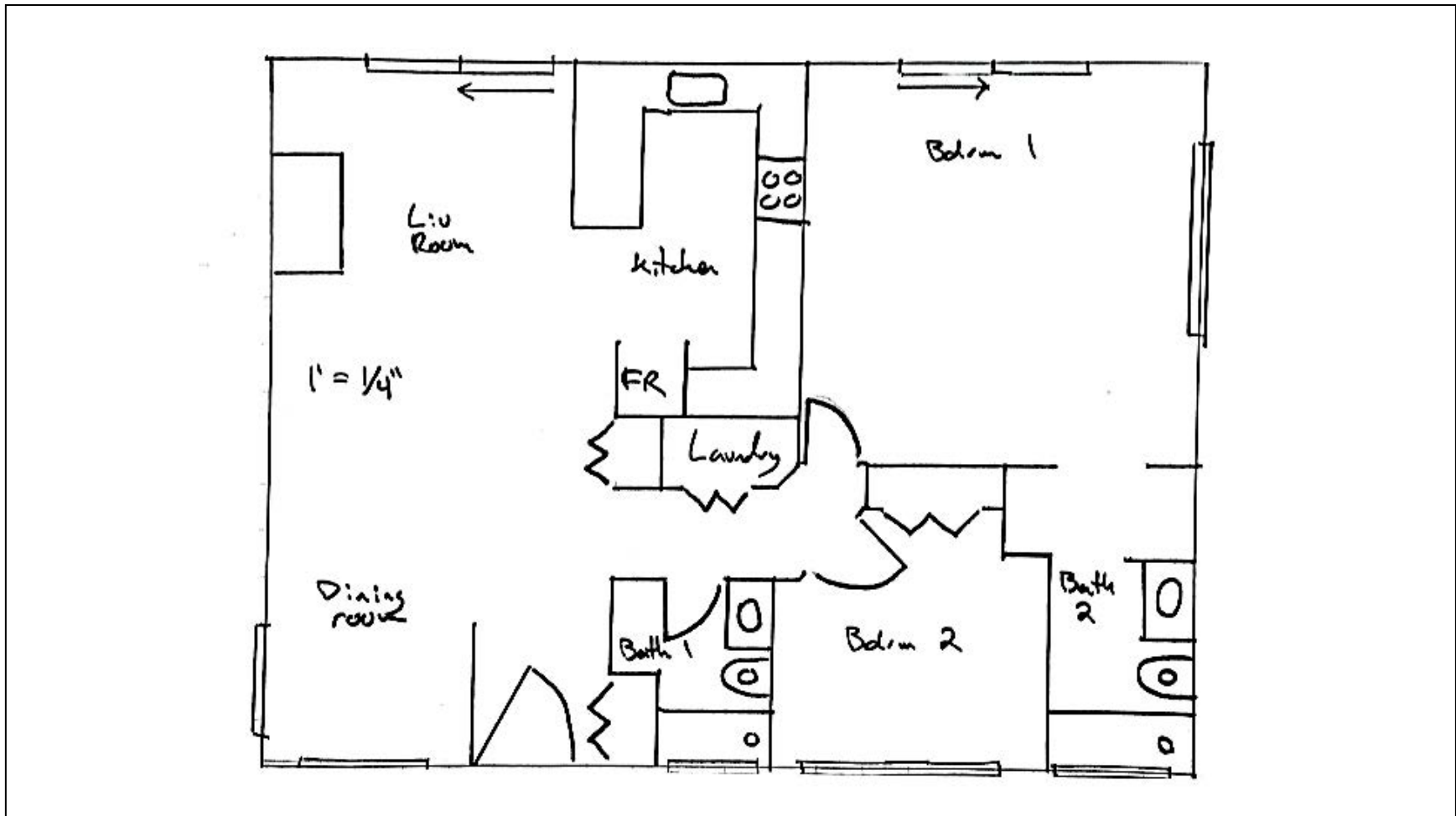
Telephone: 250-492-0237 Email: planning@rdos.bc.ca



Temporary Use Permit

File No. E2020.006-TUP

Schedule 'C'



E02169.010
E2020.006-TUP

----- Forwarded message -----

From: Barb [REDACTED]

Date: Sat, Aug 8, 2020 at 9:49 AM

Subject: B.C. is no longer a model for COVID-19 prevention — and getting back to that stage is no guarantee | CBC News

To: <jpeachey@rdos.bc.ca>

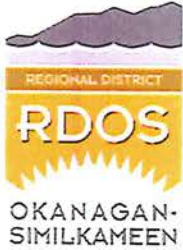
<https://www.cbc.ca/news/canada/british-columbia/bc-covid-analysis-august-surge-1.5679225>

Re. 3161 Hayman Rd. Application for renting house out weekly.

My position has not changed on this application.

We are all still living here in isolation. We are following Dr. Bonnie's directives as well as we can. And we hope to remain as far away from Covid 19 as we possibly can.

Barbara Mackenzie.. [REDACTED]



Feedback Form

Regional District of Okanagan Similkameen

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

Tel: 250-492-0237 / Fax: 250-492-0063 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen **FILE NO.:** E2020.006-TUP

FROM: Name: BRIAN & JOAN STEWART
(please print)

Street Address: [REDACTED] NARAMATA

Date: JUNE 12 / 20

**RE: Temporary Use Permit (TUP) – “Vacation Rental” Use
3161 Hayman Road, Naramata**

My comments / concerns are:

- I do support the proposed use at 3161 Hayman Road.
- I do support the proposed use at 3161 Hayman Road, subject to the comments listed below.
- I do not support the proposed use at 3161 Hayman Road.

Written submissions received from this information meeting will be considered by the Regional District Board prior to a decision being made on this TUP application.

OUR CONCERNS ARE THAT FOR OVER 30 YEARS THIS HAS BEEN A QUIET RESIDENTIAL STREET - WITHIN 5 HOUSES THERE ARE LONG-TIME SENIORS (OVER 70) RESIDENTS. AND WE FEAR OUR QUIET NEIGHBOURHOOD WILL BE TAKEN OVER WITH THE CONSTANT NOISE + DISRUPTION OF VACATION PEOPLE NOT RECOGNIZING THAT THIS IS A VERY QUIET - PEACEFUL AREA. HAYMAN IS NOT A WIDE ROAD AND THIS HOUSE IS ON THE CREST OF A SMALL HILL AND THERE IS A CONCERN FOR ADDITIONAL TRAFFIC AND PARKING THAT WOULD INHIBIT SAFETY OF PEOPLE WALKING. WE UNDERSTAND THERE ARE TWO OTHER BUSINESSES OPERATING FROM THIS SAME RESIDENCE - ADDING AN AIRBNB WOULD MAKE THIS A COMMERCIAL VENTURE.

Feedback Forms must be completed and returned to the Regional District prior to the Board meeting where the TUP will be considered. →

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) (“FIPPA”). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.

E02169.010

WE ALSO ARE CONCERNED THAT DURING THIS UNCERTAIN TIME OF COVID-19 WE FEAR THAT OUR NEIGHBOURHOOD WHICH HAVE NO ACTIVE CASES NOR IN OUR VILLAGE THAT PEOPLE COULD POTENTIALLY HAVE ASYMPTOMATIC CONDITIONS THAT COULD SPREAD TO OUR COMMUNITY - WE HAVE NO IDEA HOW STRINGENT THE CLEANING OF THIS AIRBNB WITH MULTIPLE FAMILIES OR GUEST ARRIVING OVER THE SUMMER MONTHS, COULD IMPACT OUR COMMUNITY.



RDOS

APC Member Feedback Form

OKANAGAN-SIMILKAMEEN

Regional District of Okanagan Similkameen
101 Martin Street, Penticton, BC, V2A-5J9
Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen

FILE NO.: E2020.006-TUP

FROM: Electoral Area "E" APC Member Name:

HEATHER FLECK

DATE: June 11 2020 (please print)

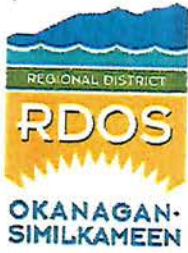
RE: Temporary Use Permit (TUP) – "Vacation Rental" Use
3161 Hayman Road — Lot 3, Plan 22228, District Lot 210, SDYD

My comments / concerns are:

- I do support the proposed use at 3161 Hayman Road.
- I do support the proposed use at 3161 Hayman Road, subject to the comments listed below.
- I do not support the proposed use at 3161 Hayman Road.

UNTIL THE HEALTH AND SAFETY CHECK IS COMPLETED

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.



APC Member

Feedback Form

Regional District of Okanagan Similkameen
101 Martin Street, Penticton, BC, V2A-5J9
Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen FILE NO.: E2020.006-TUP

FROM: Electoral Area "E" APC Member Name:

Dianne Smith

(please print)

DATE: June 8, 2020

RE: Temporary Use Permit (TUP) – "Vacation Rental" Use
3161 Hayman Road → Lot 3, Plan 22228, District Lot 210, SDYD

My comments / concerns are:

I do support the proposed use at 3161 Hayman Road.

I do support the proposed use at 3161 Hayman Road, subject to the comments listed below.

I do not support the proposed use at 3161 Hayman Road.

JoAnn Peachey

From: Velma Bateman [REDACTED]
Sent: June 1, 2020 8:46 AM
To: Planning
Subject: TUP for 3161 Hayman Road

Follow Up Flag: Follow up
Flag Status: Flagged

Date: May 31, 2020 at 10:01:27 PM PDT

To: Planning@rdos.bc.ca

Dear Ms. Peachy - I spoke with you briefly a while back but am now presenting the concerns of my husband, Dennis Halfhide, and myself regarding the above-referenced application.

The houses in our neighbourhood are quite concentrated so that the South side of the house in question is a short distance from the North side of our house at 3153 Hayman Road. The applicant house has a ramp entrance to a very large deck, both of which are much less than a stone's throw from our bathroom and kitchen windows and our deck. I understand from neighbours on the North side of 3161 Hayman that they are also very concerned about losing quiet enjoyment of their home and yard.

Needless to say, we are not at all enthusiastic about living next to a series of strangers for six months of the year. We asked the owner of 3161 Hayman Road, Robin Fredrickson, to meet with us to discuss our concerns. During the meeting, Robin said he would be relying on the neighbours to let him know if anything is amiss since he will not be living at this address for some time to come. He will be available in Penticton. He did make clear his intentions regarding various concerns which we presented:

- *the guests will be warned against inviting others to stay over
- *he will not be making reservations for people living in the surrounding area, hoping to prevent large parties
- *there will be no outdoor speakers on the deck
- *"Quiet Time" will be from 9:00 pm to 9:00 am
- *Guests will not have access to the lower yard or the hot tub
- *he will create privacy for us in two places: where the ramp enters the deck and at the West end of the deck, on the South side, where the deck wall ends, replaced by glass, and our entire deck is exposed to anyone standing there
- *he will have adequate parking for his guests by removing things currently in the yard.

In the meantime, whether or not Robin is able to ensure civility in the people using his house, we and our property are exposed to the scrutiny and activities of complete strangers for six months of the year. It is common knowledge locally that there is rarely any effective response from police or by-law officials if a problem arises.

We already have many houses on Hayman Road which offer various types of accommodation and one wonders where it will stop. We would be interested in having the whole idea of vacation rentals re-examined. Bed and Breakfast facilities are far less intrusive as the owner is on site and the stay is no different than a friend or family member visiting. Vacation rentals are a different matter where people have exclusive use of the house and inevitably express "I'm here for a good time" actions and activities. It frequently exposes various residents in the neighbourhood to loud and often obnoxious noise and there is no real assistance available at those times. I suspect we will have to wait for the next community plan before we can put forward requests for some limitations on the number of these businesses in Naramata.

Thank you for your attention.

Sincerely,
Velma Bateman

[REDACTED]
[REDACTED]
[REDACTED]

JoAnn Peachey

From: dave [REDACTED]
Sent: May 10, 2020 3:48 PM
To: Planning; JoAnn Peachey
Subject: Temporary use permit

Follow Up Flag: Follow up
Flag Status: Flagged

Many thanks for your very comprehensive information re. 3050 Hayman Rd. Naramata.

Will we be receiving similar information re. 3161 Hayman Rd. Naramata. Which presently has a large notice posted of intent to obtain a Temporary use Permit.

Also. Should any permits be issued please make them easily and quickly cancelled when the second and or third wave of the virus should hit.

Barbara Mackenzie. [REDACTED]

JoAnn Peachey

From: dave [REDACTED]
Sent: April 24, 2020 5:47 PM
To: JoAnn Peachey
Subject: Re: Summer Rentals

Follow Up Flag: Follow up
Flag Status: Completed

Yes. Please send our three letters before the board.
We are following Dr. Bonnie Henry's recommendations. Trying to stay home and stay safe.

On Fri, Apr 24, 2020 at 4:38 PM JoAnn Peachey <jpeachey@rdos.bc.ca> wrote:

Hi Dave,

Shall I include both your emails for Board correspondence with these TUP applications?



JoAnn Peachey • Planner I

Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, BC V2A 5J9

p. 250.490.4384 • tf. 1.877.610.3737 • f. 250.492.0063

jpeachey@rdos.bc.ca • [RDOS](#)

[FACEBOOK](#) • [YOUTUBE](#) • Sign up for [REGIONAL CONNECTIONS](#)

JoAnn Peachey

From: Debbie Schulz
Sent: April 24, 2020 9:05 AM
To: Planning
Subject: FW: Barb in Naramata Again

Follow Up Flag: Follow up
Flag Status: Flagged

From: Info
Sent: April 24, 2020 8:51 AM
To: EOC <eoc@rdos.bc.ca>; EOC Info <eocinfo@rdos.bc.ca>
Subject: FW: Barb in Naramata Again

A follow-up to her previous email I forwarded to you.

Debbie Schulz – Client Services Clerk
Ext. 1000

From: dave <daven58@gmail.com>
Sent: April 24, 2020 8:37 AM
To: Karla Kozakevich <kkozakevich@rdos.bc.ca>; Info <info@rdos.bc.ca>
Subject: Barb in Naramata Again

I would also like to point out that many of the residents on Hayman Road Naramata are over seventy years of age. Two younger couples are fighting major health issues. It has already been difficult for them and us to deal with our health issues in the present situation. I do not believe that this is going to be any easier in the coming months.

To add new visitors every week to this road is beyond comprehension.

I would like to know what you are going to do about these applications for these two houses that have made an application for renting out their houses as weekly rentals.

Thank you. Barb

From: dave [dave88@gmail.com]
Sent: April 24, 2020 1:22 PM
To: JoAnn Peachey <jpeachey@rdos.bc.ca>
Subject: Re: Summer Rentals

Hi JoAnn,

Thanks for the prompt reply.

Please point out to the board; In the event travel is unrestricted

it will be hard for a renter to self-isolate for ten days during a one week rental.

Please also consider this virus situation may go on for some years.

Please keep us informed of developments.

cheers

dave

On 24-Apr.-2020 12:01, JoAnn Peachey wrote:

Hi Barb and Dave,

Thanks for your email regarding temporary use permit applications on Hayman Road.

I acknowledge your concern about vacation rentals operating during the Provincial State of Emergency in response to COVID-19 and non-essential travellers being introduced in your neighbourhood.

In response to this, we will be considering placing restrictions for TUPs issued for vacation rentals during this time. Specifically, we are considering an additional condition of the TUP to prevent stays during the Provincial State of Emergency for COVID-19. This would allow for the TUP to be issued, but would prevent the vacation rental use until travel restrictions are lifted. Ultimately, it is the RDOS Boards' decision but staff will be putting forward this additional condition for their consideration.

We are also looking at alternative ways to process applications and obtain public input, in light of the restrictions on public meetings.

I also encourage you to provide feedback on the specific applications. We currently have an application for 3055 Hayman Road but I know that there is another application on its way for another property in the area.

I can also include your previous email for both applications, if you wish to include it as public feedback to be considered by the Board.

Additional information about the current application for 3055 Hayman Road can be found here, along with feedback forms:

<https://www.rdos.bc.ca/development-services/planning/current-applications-decisions/electoral-area-e/e2020004-tup/>

If you have any further questions, please let me know.

Regards,



JoAnn Peachey • Planner I

Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, BC V2A 5J9

p. 250.490.4384 • tf. 1.877.610.3737 • f. 250.492.0063

jpeachey@rdos.bc.ca • [RDOS](#)

[FACEBOOK](#) • [YOUTUBE](#) • Sign up for [REGIONAL CONNECTIONS](#)

From: Debbie Schulz <dschulz@rdos.bc.ca>
Sent: April 24, 2020 9:05 AM
To: Planning <planning@rdos.bc.ca>
Subject: FW: Summer Rentals

From: Info
Sent: April 24, 2020 8:28 AM
To: EOC <eoc@rdos.bc.ca>; EOC Info <eocinfo@rdos.bc.ca>
Subject: FW: Summer Rentals

From: dave davem38@gmail.com
Sent: April 23, 2020 7:45 PM
To: Info <info@rdos.bc.ca>
Subject: Summer Rentals

My husband and I notice that there are two applications for Summer rentals on Hayman Road Naramata

We have been isolating for five weeks now from Covid 19 and wonder what you are going to do about the weekly rentals that are proposed for the house beside us from 1 May to 31 October. Are these people going to self isolate when they get here? What is going to happen when we get the second wave of Covid 19 in the fall which is supposed to be even worse than this first one that we are dealing with.

We are deeply concerned about what you are going to do about this situation

Barb and Dave Mackenzie. Naramata.

JoAnn Peachey

From: Danielson, Steven <Steven.Danielson@fortisbc.com>
Sent: June 9, 2020 11:19 AM
To: Planning
Subject: Hayman Rd, 3161 Naramata (E20202.006-TUP)

Follow Up Flag: Follow up
Flag Status: Flagged

With respect to the above noted file,

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

For any changes to the existing service, the applicant must contact an FBC(E) designer as noted below for more details regarding design, servicing solutions, and land right requirements.

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



RESPONSE SUMMARY

TEMPORARY USE PERMIT NO. E2020.006-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 a health perspective on this application. It is our understanding that this application is to allow for temporary short term vacation rental at 3161 Hayman Road in Naramata. This referral has been reviewed from a Healthy Community Development perspective.


Though there is no evidence yet for the long term implication of short term rentals on the health of our communities, the PHSA Healthy Built Environment Linkages Toolkit (HBE Toolkit) identifies that:

- Housing instability disproportionately affects low income people and vulnerable groups and can cause financial and psychological stress;
- Lack of affordable housing can lead to overcrowding;
- Higher housing costs can lead a decrease in disposable income making it more difficult to afford medication, healthy food, etc.;
- Differences in housing (i.e. quality, accessibility, and affordability) all have impacts on health over both the short term and long term.

The HBE toolkit also encourages housing to be within a reasonable distance from amenities in which to encourage alternative modes of transportation, such as active transportation. Having safe and convenient access to trails and paths encourages walking and cycling as a mode of active transport and can increase residents quality of life and overall health.

There is no assessment for the existing onsite sewerage regarding any potential health risk. If this sewerage system (SDS) is intended for continued usage, it is recommended that an Authorized Person confirm adequate performance, condition, size and location for the continued use of the existing onsite sewerage system. The SDS assessment is to determine location and to ensure that there is no health hazard /risk.

Please feel free to contact me directly if you have any questions or comments.

Signature:  _____

Signed By: Tanya Osborne

Agency: Interior Health

Title: Community Health Facilitator

Date: May 15, 2020

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Appeal of Enforcement of Non-Conforming Use – 118 Arlayne Road

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 8, District Lot 103s, SDYD, Plan 30312 that certain works have been undertaken on the lands contrary to the Regional District of Okanagan-Similkameen Building Bylaw No. 2805, 2018; and,

THAT injunctive action be commenced.

Civic: 118 Arlayne Road, Kaleden

Legal: Lot 8, District Lot 103s, SDYD, Plan 30312

Folio: I-01563.135

Zone: Residential Single Family One (RS1) Zone

Purpose:

To determine enforcement action against the property owner of 118 Arlayne Road, Kaleden in relation to a non-conforming secondary suite which is located in the single family dwelling on the property.

Site Context:

The subject property is approximately 1104 m² (0.11 ha) in area and has a single detached dwelling and a detached garage.

Reference:

RDOS Building Bylaw No. 2805, 2018

Electoral Area "I" Zoning Bylaw 2457, 2008

Regulatory Provisions:

Section 11.1.1.(c) of the Zoning Bylaw permits secondary suites pursuant to the provisions of Section 7.12

Section 7.12 Secondary Suites regulations state that:

1. No more than one (1) secondary suite is permitted per single detached dwelling
2. The maximum floor area of a secondary suite shall not exceed 90.0 m²
3. Secondary suites are not permitted on parcels less than 1.0 ha in area unless connected to:
 - a) The same on-site septic disposal system that serves the principal dwelling unit in the single detached dwelling; or

- b) A community sewer system
- c) ...

Background:

This matter dates back to 2013 where it was learned that a self-contained suite was added to the detached garage, in addition to a fully contained suite being located in the basement level of the single family dwelling.

December 2, 2013 – Report from the Bylaw Enforcement Officer confirming the presence of the suite in the detached garage as well as the single family dwelling

September 5, 2014 – Report from the Bylaw Enforcement Officer indicating that no change to either suite had been made

December, 2014 - the Bylaw Enforcement Officer attended at the property and confirmed that the suite contained within the detached garage had been removed. That enforcement file was closed.

Many letters of support were received from Kaleden residents petitioning on her behalf for the secondary suite to remain in the dwelling unit due to the unusual situation relating to the male property owner's medical condition and the requirement for the caretakers to reside on site.

April 2016 - On compassionate reasons, due to the severity of the husband's illness, enforcement of the secondary suite in the dwelling unit was suspended. The owner was notified that the enforcement file would be reactivated if further complaints were received.

November, 2019 – further complaint received advising that husband had been deceased for several years yet the suite remained rented

Various communications have been held between bylaw enforcement staff and the property owner from November 2019 to the current date in an effort to resolve this matter. Once again, the property owner has solicited letters of support from the Kaleden community as well as outside the Kaleden area, however, there is no process to overlook the regulations set out in the zoning bylaw based on community support.

November 20, 2020 – application for building permit to remove the cupboards and plumbing in the detached garage

December 1, 2020 – email request from property owner for appeal under section 7.3 of the Bylaw Enforcement policy

Actions Required by the owner to satisfy the Bylaw:

1. Building permit application to legalize the secondary suite contained within the dwelling under the parameters as set out in the zoning bylaw; or
2. Obtain an application to decommission the secondary suite located within the single family dwelling;

Alternatives:

1. Place a notice of deficiencies on the folio file and abandon further enforcement action
2. Place a Section 302 Notice on title
3. Place a Section 302 Notice on title and seek injunctive action

Analysis:

Reasonable efforts have been made to achieve voluntary compliance with the property owner.

Section 6.6 of the Board's "Bylaw Enforcement Procedures" Policy sets out that where unlawful activity has not ceased or where compliance is not being actively pursued within the time period provided for voluntary compliance, that legal proceedings or direct enforcement action should be initiated.

It is unknown whether there are potential construction and health and safety deficiencies on this property. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Injunctive action will require an application to be submitted to the Supreme Court and costs may vary depending on the file.

Respectfully submitted:

"L. Miller"

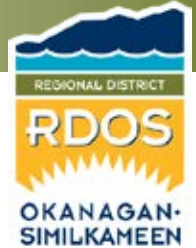
L. Miller, Building & Enforcement Services Manager

Attachments: No. 1 – Context Maps
No. 2 – Site Photos

Attachment No. 1 – Context Map



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 17, 2020
RE: Agricultural Land Commission Referral (Non-Adhering Residential Use) – Electoral Area “C”

Administrative Recommendation:

THAT the RDOS Board “authorize” the application for a “non-adhering residential use – Additional Residence for Farm Use” at 105 Park Rill Road (Lot 67, Plan 2030, District Lot 2450S, SDYD) to proceed to the Agricultural Land Commission.

Purpose: To allow for farm labour accommodation in the Agricultural Land Reserve (ALR)

Owners: Inderjit & Harvinder Sandhu Agent: Clarence (Keith) Eliason Folio: C-05339.000

Legal: Lot 67, Plan KAP2030, District Lot 2450S, SDYD Civic: 105 Park Rill Road

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

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 20.1(2) of the *Agricultural Land Commission Act* (the Act) has been referred to the Regional District, in order to allow the development of farm labour housing on a parcel of land within the Agricultural Land Reserve (ALR).

Specifically, the applicant is seeking the Commission’s approval to construct farm labour housing that is to have a floor area of approximately 156 m².

In support of this proposal, the applicant has stated that they were short farm labourers in 2020 and have applied for additional labourers under the federal governments’ SAWP Program for the coming year. In addition:

- they must have the farm labour accommodation completed by February 20, 2021;
- they are producing approximately \$1.5 million worth vegetables annually;
- vegetables growing is more labour intensive than grapes and fruit; and
- the accommodation will be only used by seasonal farm workers.

Statutory Requirements:

Under Section 34(4) of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) applies wherein the Board has the ability to refuse to “authorise” an application.

In this instance, Section 25(3) is seen to apply as the property “is zoned by bylaw to permit [an] agricultural or farm use”.

Site Context:

The subject property is approximately 8.5 ha in area and is situated on the south side of Park Rill Road and located on west side of Okanagan river channel. It is understood that the parcel is comprised of a 175 m² single detached dwelling (1978), an 88m² accessory dwelling used for farm labour housing, a storage shed, a workshop and various accessory structures and greenhouses.

The surrounding pattern of development is generally characterised by agricultural operations to the north, south and west and Okanagan river channel running parallel along east side.

Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on February 13, 1926, while available Regional District records indicate that a building permit(s) for single family dwelling (1978) previously been issued for this property.

Under the Electoral Area “C” Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is currently designated Agriculture (AG) an objective of which is “to preserve agricultural land ... and to protect this land from uses which are inconsistent with agricultural use ...” The property is also the subject of a Watercourse Development Permit (WDP) designation.

Under the Electoral Area “C” Zoning Bylaw No. 2453, 2008, the property is currently zoned Agriculture One Zone (AG1), which allows for maximum number of three (3) dwellings on parcels between 8.0 ha and 11.9 ha in area (i.e. one principal and two accessory) with a maximum parcel coverage for all residential uses of 600 m².

Under Section 8.0 (Floodplain Regulations) of the Zoning Bylaw, the property is within the floodplain associated with Okanagan River Channel.

The property has been the subject of a Building without Permit for “enclosing space beneath 2nd floor deck without a building permit”.

The property is within the Agricultural Land Reserve (ALR) and is classified as “Residential” (Class 01), and “Farm” (Class 09) by BC Assessment.

Analysis:

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

The Zoning Bylaw’s supports this policy direction by permitting a maximum density in the AG1 Zone of one (1) principal dwelling along with two (2) accessory dwelling(s), the latter of which may have a variable floor area allowance not to exceed 180 m² (e.g. two accessory dwellings at 90 m² in area each, or one at 180 m²).

In this instance, the applicant is seeking to remove an existing accessory dwelling and replace it with a new manufactured home capable of accommodating 10 persons and that is to be sited within the “home plate” associated with the existing accessory dwelling.

Administration considers this to be consistent with the OCP policy of “maximizing productive farm activity and minimizes non-farm use on farmland by limiting the footprint of non-farm uses” as well as the zoning regulations limiting the size of an accessory dwelling to no more than 180 m² on parcels between 8.0 ha and 11.9 ha in area.

Further, Administration has been supportive of similar proposal for “farm labour housing” accommodation in the past (e.g. 64 person accommodation at Bearfoot Acres).

Conversely, Administration notes that the applicant has indicated partial ownership (with S & G farms) of three (3) agricultural parcels within Electoral Area “C” (including one within Osoyoos Indian Band lands), representing a total land area of approximately 14.5 ha (36 acres) where these farm workers will be employed.

At present, these properties are seen to comprise 7 dwelling units of unknown size and number of bedrooms (see Attachment No. 4). Administration considers that there may already be sufficient dwelling units on the applicant’s various parcels to accommodate the labour requirements of their farm operation

In summary, the application to allow an additional dwelling is generally consistent with the Electoral Area “C” OCP & Zoning Bylaw that aims to support farm housing in Agricultural areas. For these reasons, it is Administration’s recommendation to authorize the application to proceed to the Agricultural Land Commission.

Alternatives:

1. THAT the RDOS Board “not authorize” the application for a “non-adhering residential use – Additional Residence for Farm Use” at 105 Park Rill Road (Lot 67, Plan 2030, District Lot 2450S, SDYD) to proceed to the Agricultural Land Commission, OR
2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “C” Advisory Planning Commission (APC).

Respectfully submitted:

R. Gadoya

Rushi Gadoya, Planning Technician

Endorsed By:



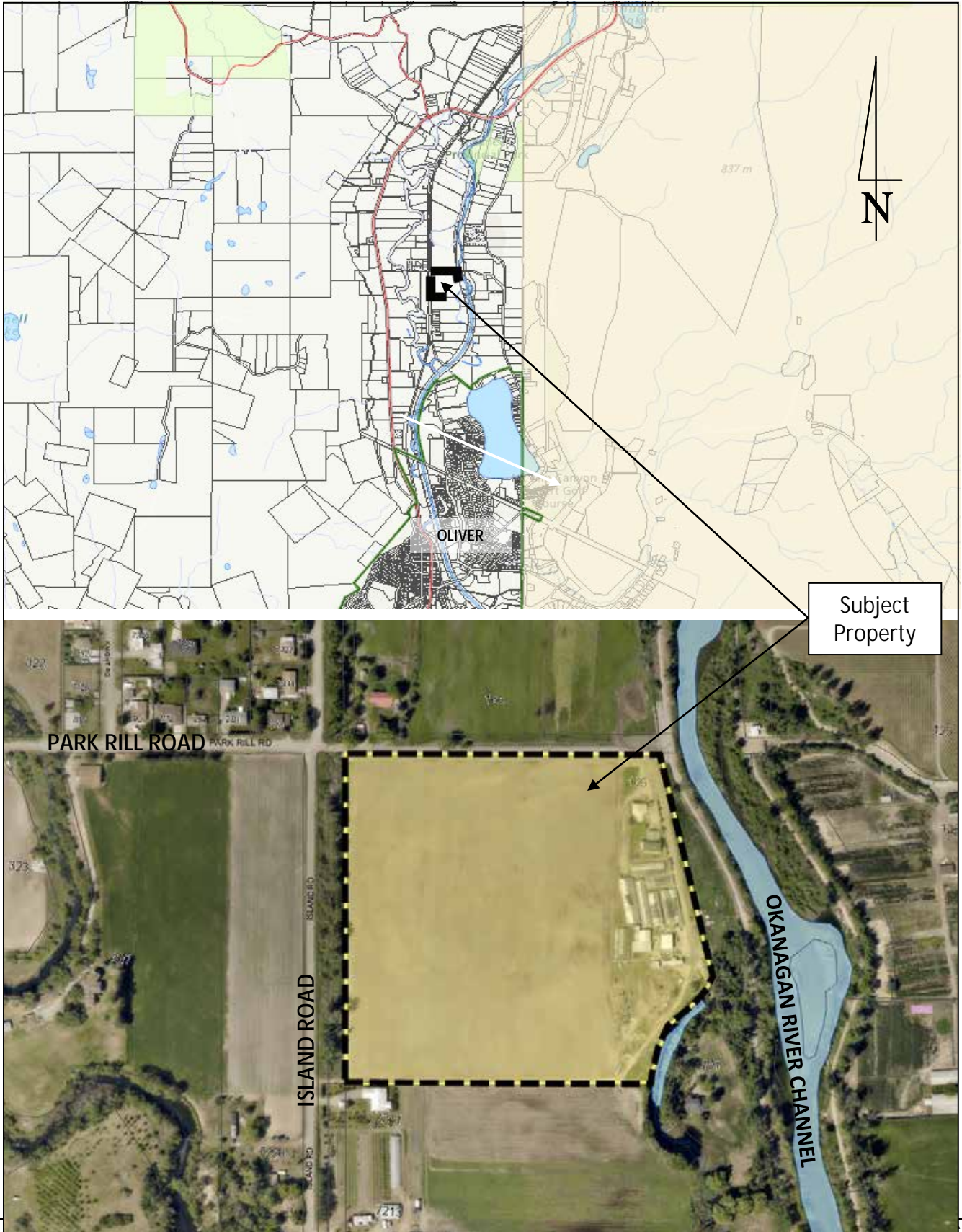
C. Garrish, Planning Manager

Attachments: No. 1 – Context Maps

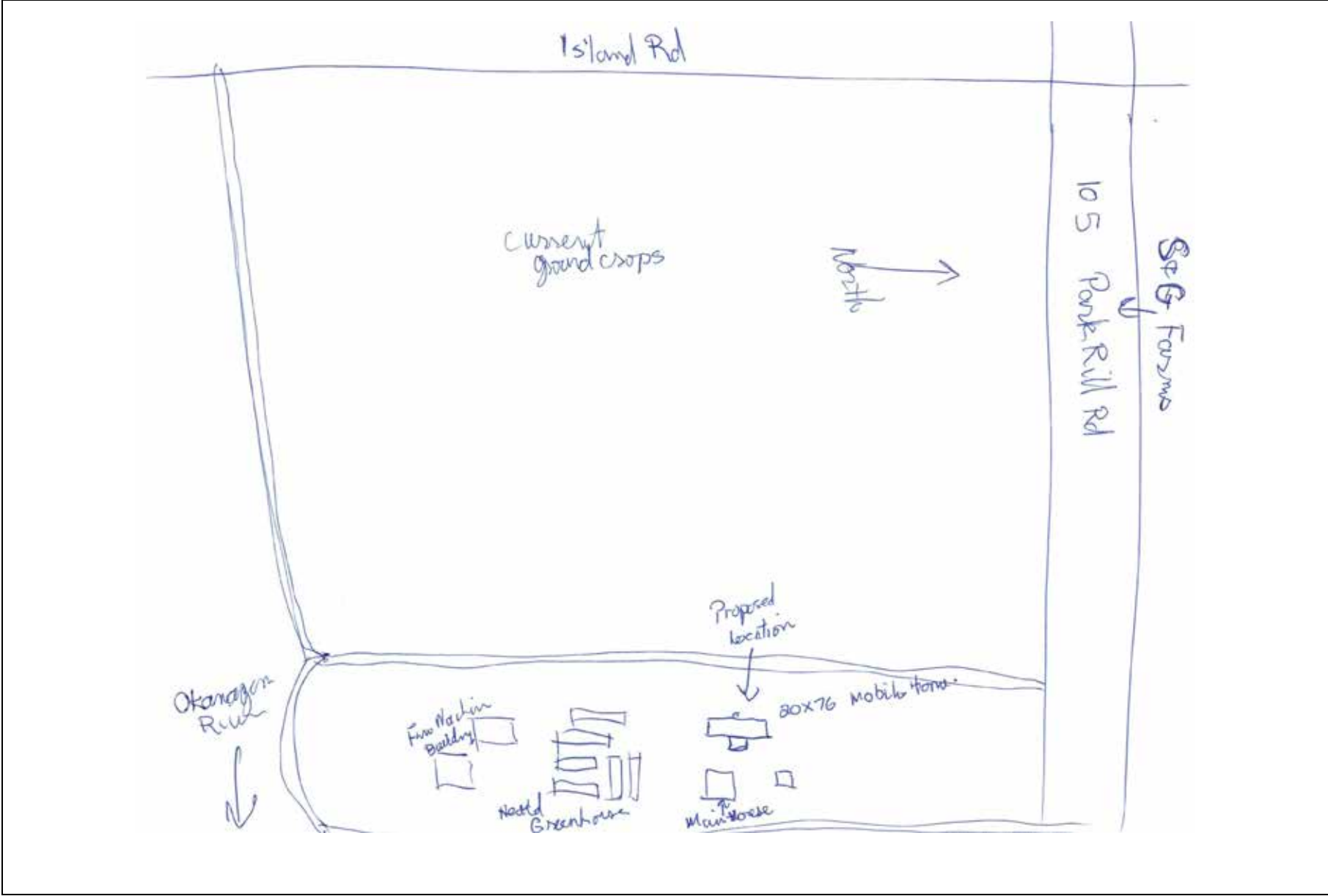
No. 2 – Applicant’s Site Plan

No. 3 – Site Photo

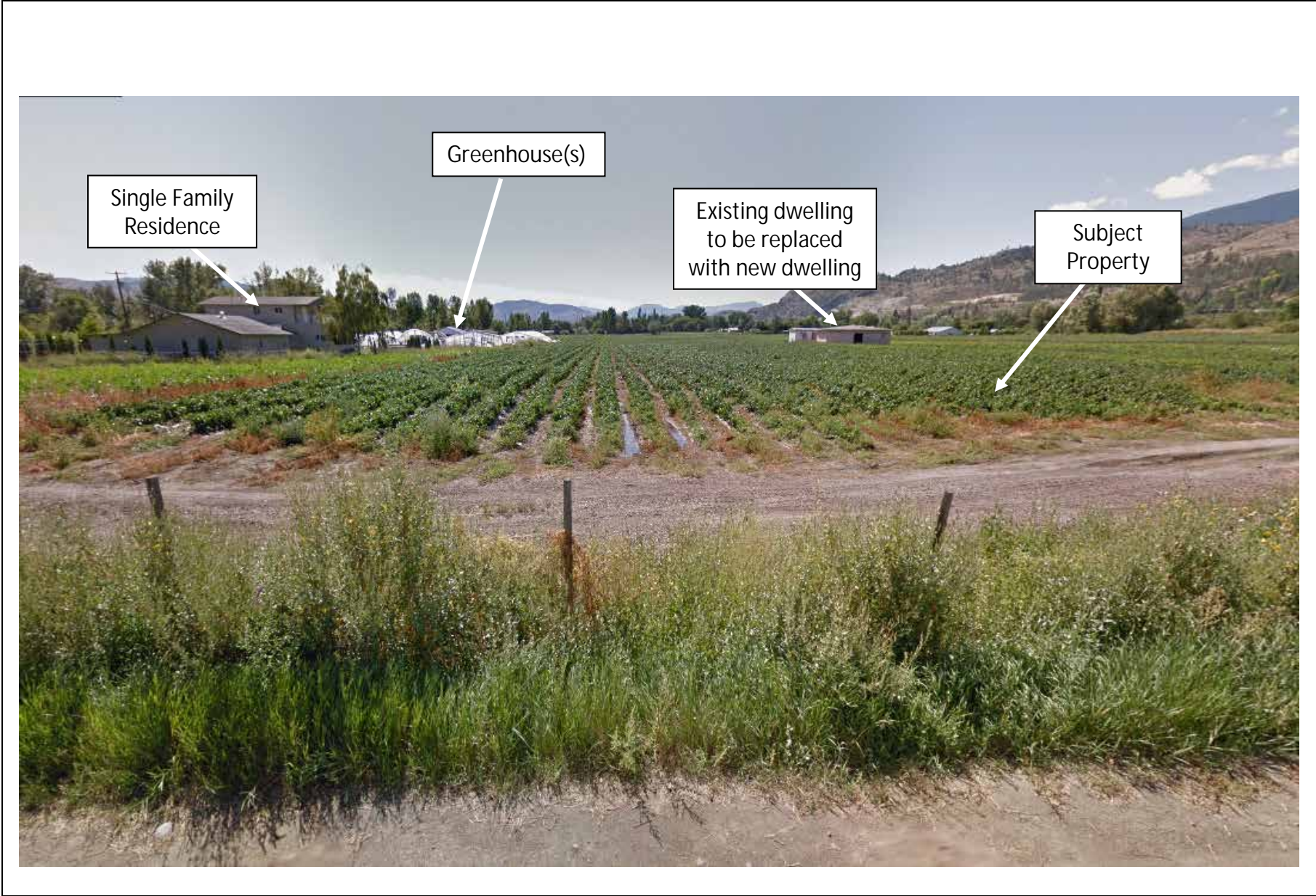
Attachment No. 1 – Context Maps



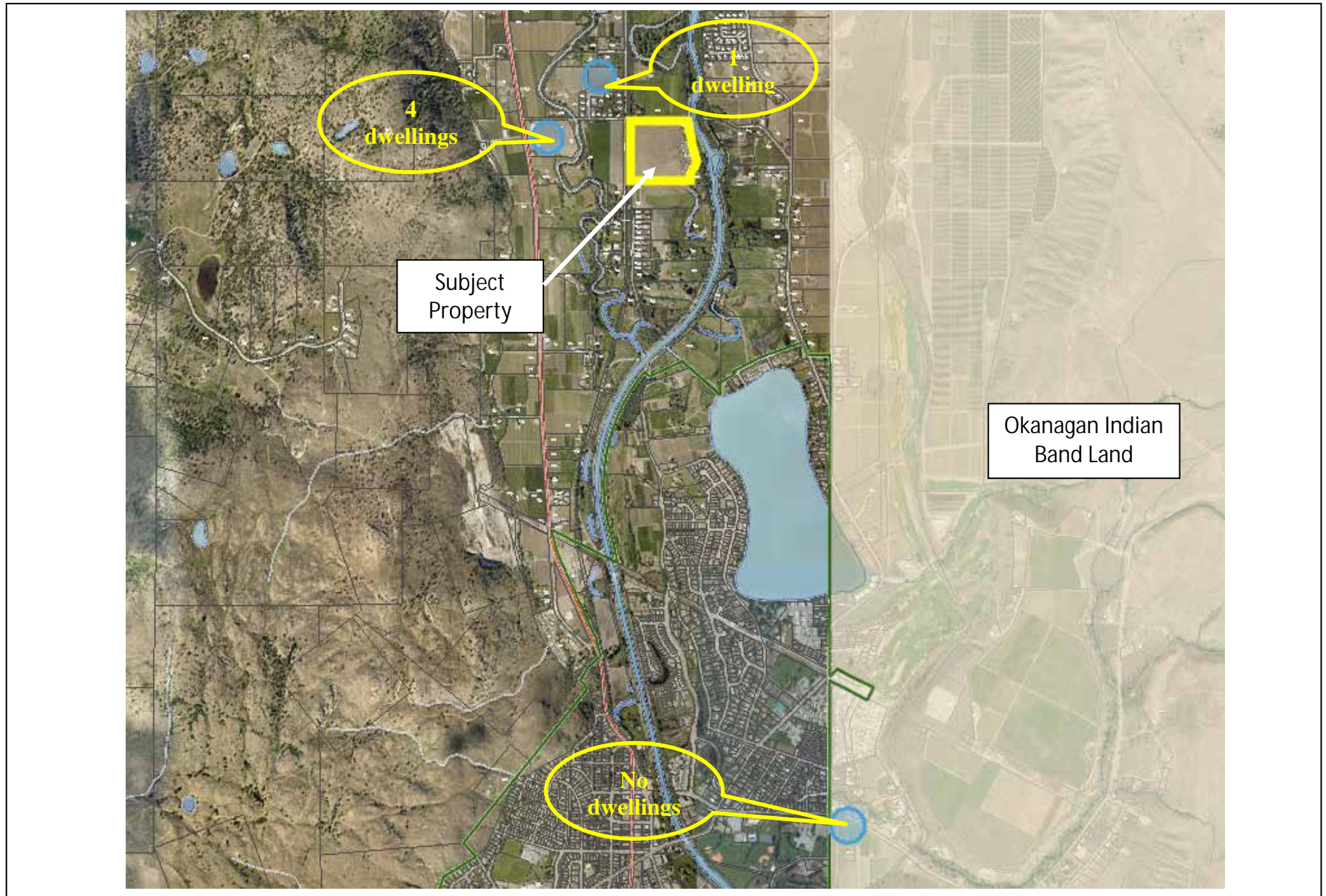
Attachment No. 2 – Applicant's Site Plan



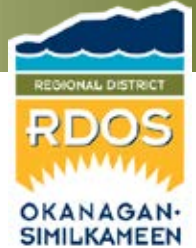
Attachment No. 3 – Site Photo



Attachment No. 4 – Location of Existing Dwellings in vicinity partially owned by applicant



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 17, 2020
RE: Agricultural Land Commission Referral (Non-Adhering Residential Use) – Electoral Area “C”

Administrative Recommendation:

THAT the RDOS Board “not authorize” the application for a “non-adhering residential use – Additional Residence for Farm Use” at 7622 Hwy 97 (Lot 25, Plan 1729, District Lot 2450S, SDYD) to proceed to the Agricultural Land Commission.

Purpose: To allow for farm labour accommodation in the Agricultural Land Reserve (ALR)

Owners: Ravinder and Swaranjit Chahal Agent: Clarence (Keith) Eliason Folio: C-05245.000

Civic: 7622 Highway 97 Legal: Lot 25, Plan KAP1729, District Lot 2450S, SDYD

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

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 20.1(2) of the *Agricultural Land Commission Act* (the Act) has been referred to the Regional District, in order to allow the development of farm labour housing on a parcel of land within the Agricultural Land Reserve (ALR).

Specifically, the applicant is seeking the Commission’s approval to construct farm labour housing.

In support of this proposal, the applicant has stated that “this is the most central location for all of the grape farming and ground crops that this farm has in various location in the south Okanagan. A lot of the existing housing is small and old, not owned by the farm and so they are trying to make it easier and more efficient as the amount acers that they are farming expands”

Statutory Requirements:

Under Section 34(4) of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) applies wherein the Board has the ability to refuse to “authorise” an application.

In this instance, Section 25(3) is seen to apply as the property “is zoned by bylaw to permit [an] agricultural or farm use” and an amendment to the Electoral Area “C” Zoning Bylaw will be required in order for the development to proceed

Section 30(4) of the Act grants the Board the authority to not “authorise” an application to proceed to the ALC if the land is zoned by bylaw to permit an agricultural or farm use, or an amendment to an Official Community Plan (OCP) Bylaw or Zoning Bylaw would be required for the proposal to proceed.

Site Context:

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

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

Background:

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

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

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

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

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

Analysis:

In considering this proposal, Administration notes that the Electoral Area "C" OCP Bylaw speaks to supporting "housing for year round farm help and seasonal farm workers" (e.g. farm labour housing). The Plan also contains growth management policies that discourage additional residential uses in Agricultural designated areas.

The Zoning Bylaw's supports this policy direction by permitting a maximum density in the AG1 Zone of one (1) principal dwelling along with two (2) accessory dwelling(s), the latter of which may have a variable floor area allowance not to exceed 180 m² (e.g. two accessory dwellings at 90 m² in area each, or one at 180 m²).

The Regional District has historically used parcel size as the basis for determining the need for additional dwellings "for farm use", with larger parcels allotted a greater number of units and smaller parcels with fewer.

In this instance, the subject property is considered to be small, with a limited area of agricultural land in production (2.8 ha), however, the applicant has indicated ownership of three (3) other agricultural parcels and two (2) leased parcels in Electoral Area "C" (see Attachment 4). These parcels are seen to represent a total land area of approximately 36.1 ha.

It is noted that two of these properties do not have a "farm" status while another is outside of the ALR. Further, these properties have already been developed to 5 dwellings with unknown floor area and numbers of bedrooms.

Accordingly, there may already be sufficient dwelling units on the applicant's various parcels to accommodate their farm labour needs and that an over-sized dwelling is not warranted on the subject property.

Conversely, Administration recognises that the applicant has indicated that the provision of higher quality housing would help support the farming operations by attracting more credible tenants that would farm the land.

In summary, the application to allow an additional dwelling is inconsistent with the OCP Bylaw, which aims to limit residential development on agricultural lands and, for these reasons, is recommending this application not be authorized to proceed to the Agricultural Land Commission.

Should this proposal be authorised and subsequently approved by the ALC, the applicant will be required to seek an amendment to the Electoral Area "C" Zoning Bylaw in order to proceed.

Alternatives:

1. THAT the Board of Directors "authorize" the application for a "non-adhering residential use – additional residence for farm use" at 7622 Highway 97 (Lot 25, Plan 1729, DL 2450S, SDYD) to proceed to the Agricultural Land Commission, OR
2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area "C" Advisory Planning Commission (APC).

Respectfully submitted:

R. Gadoya

Rushi Gadoya, Planning Technician

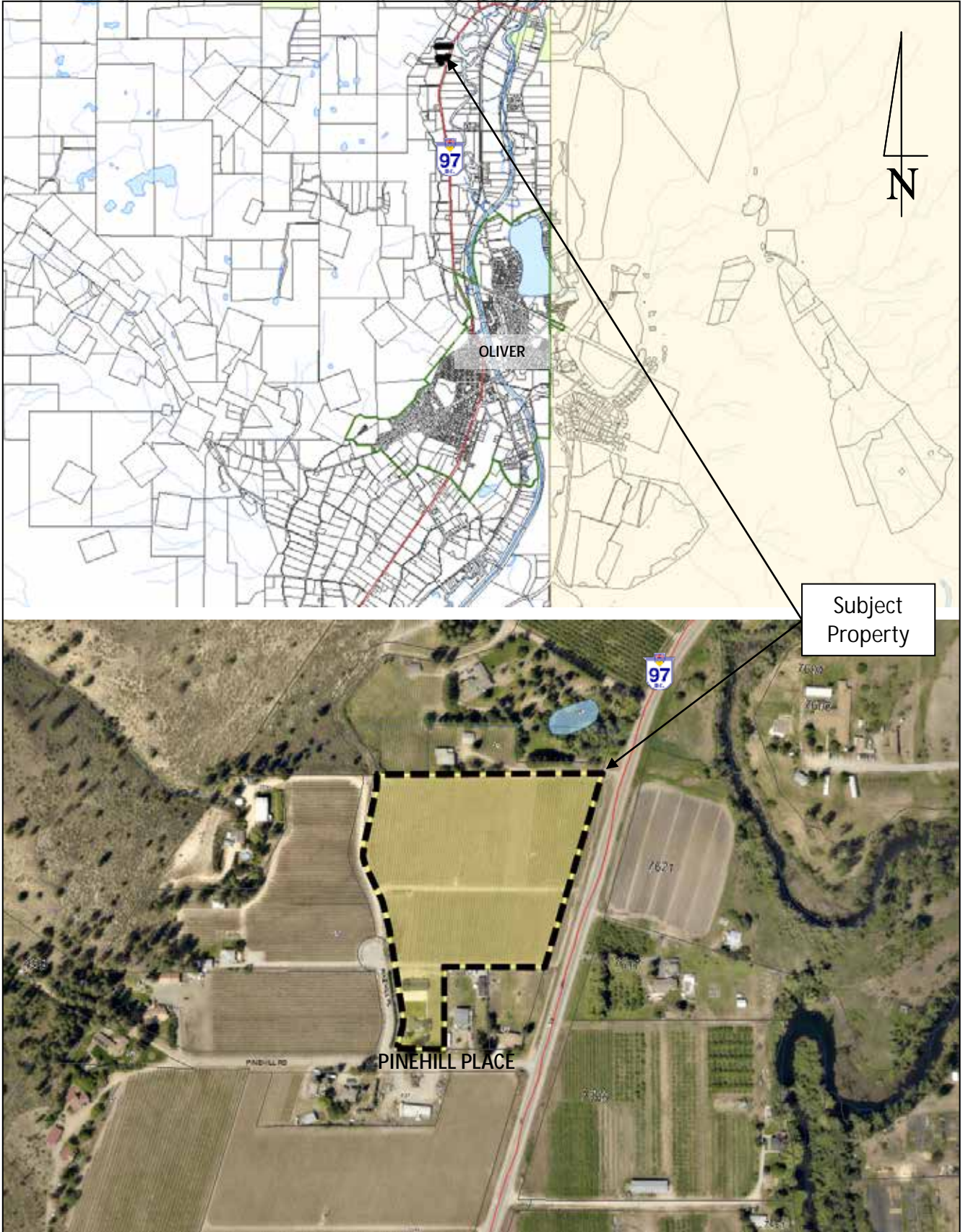
Endorsed By:



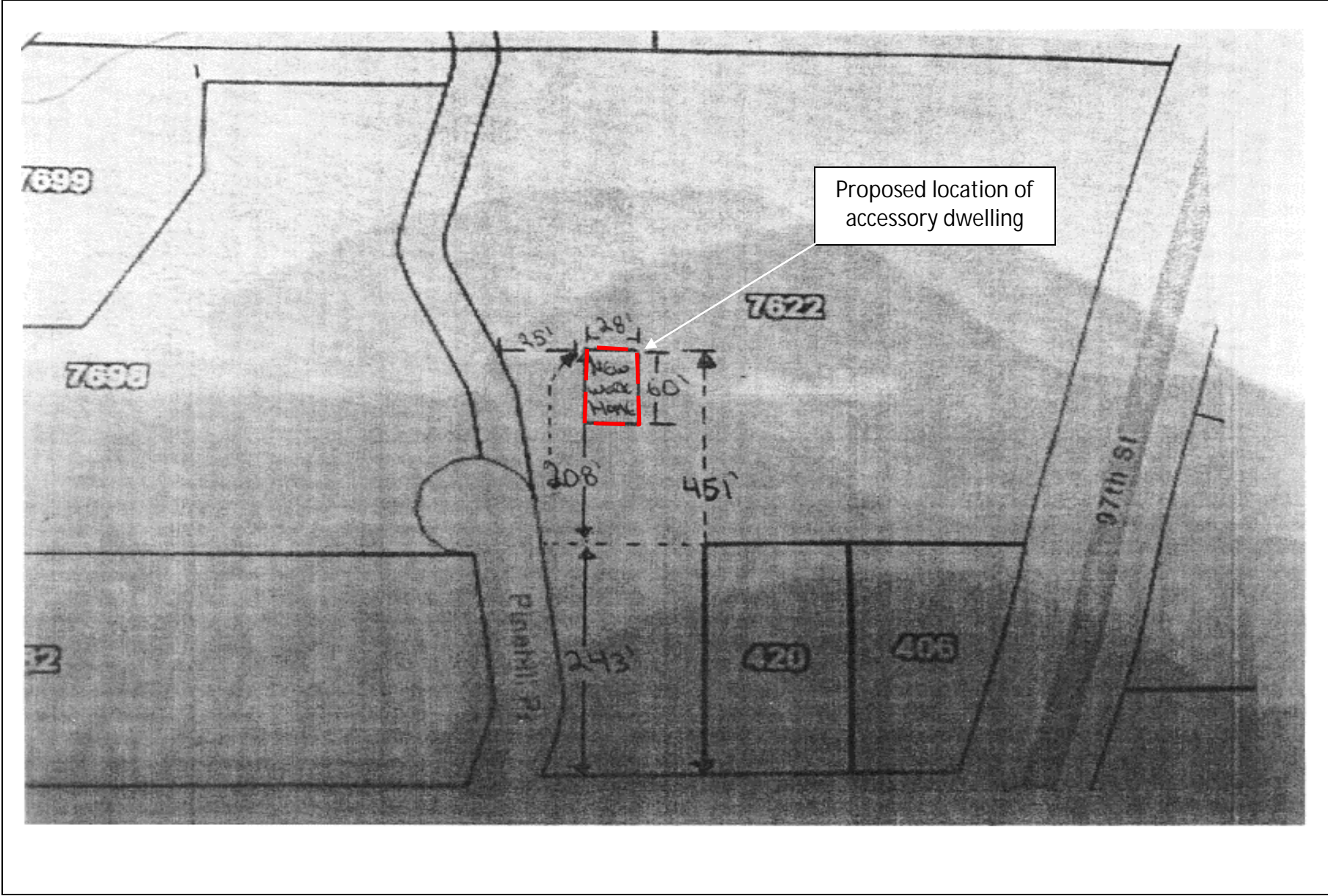
C. Garrish, Planning Manager

Attachments: No. 1 – Context Maps
No. 2 – Site Plan
No. 3 – Site Photos
No. 4 – Other Properties (owned)
No. 5 – Other properties (leased)

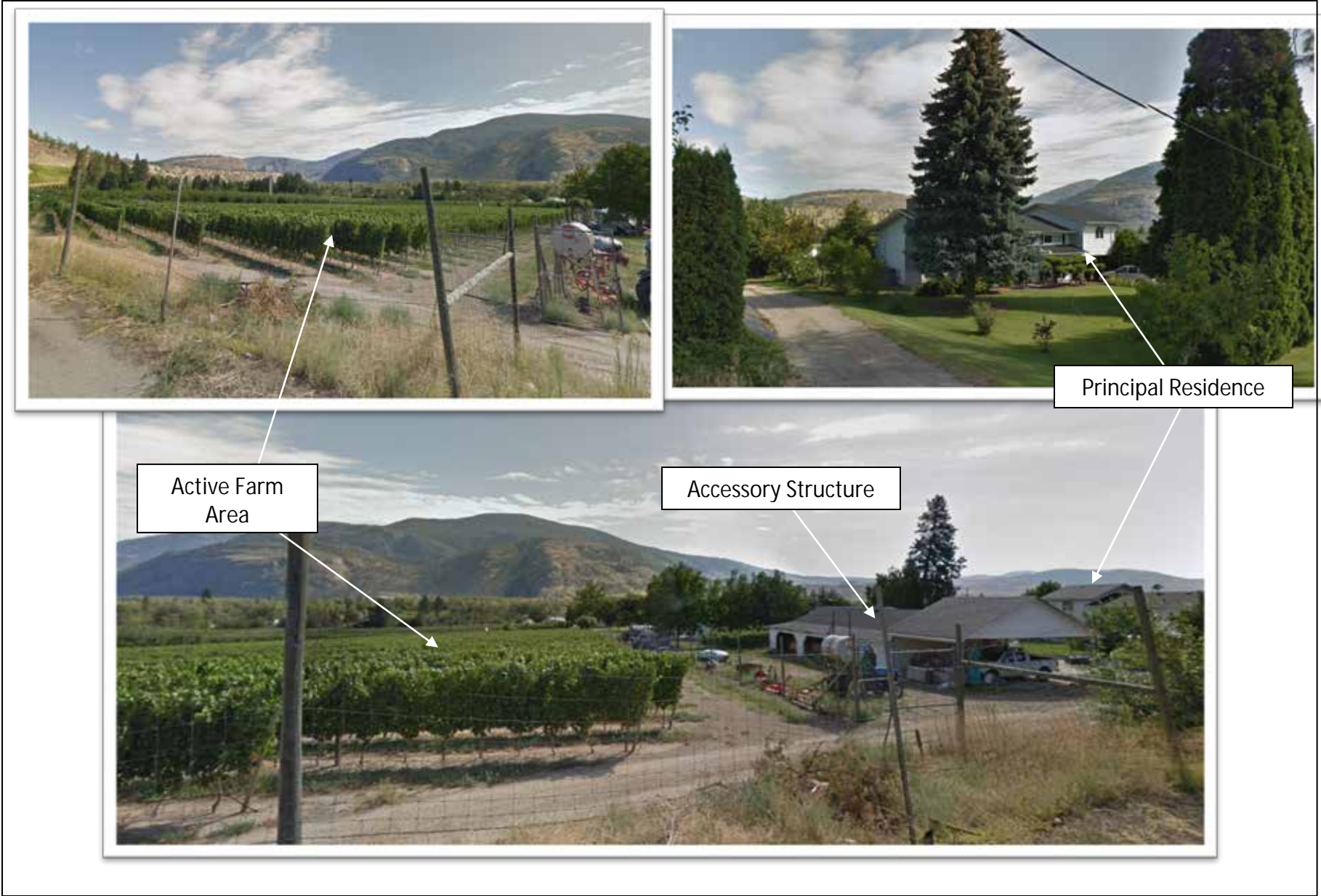
Attachment No. 1 – Context Maps



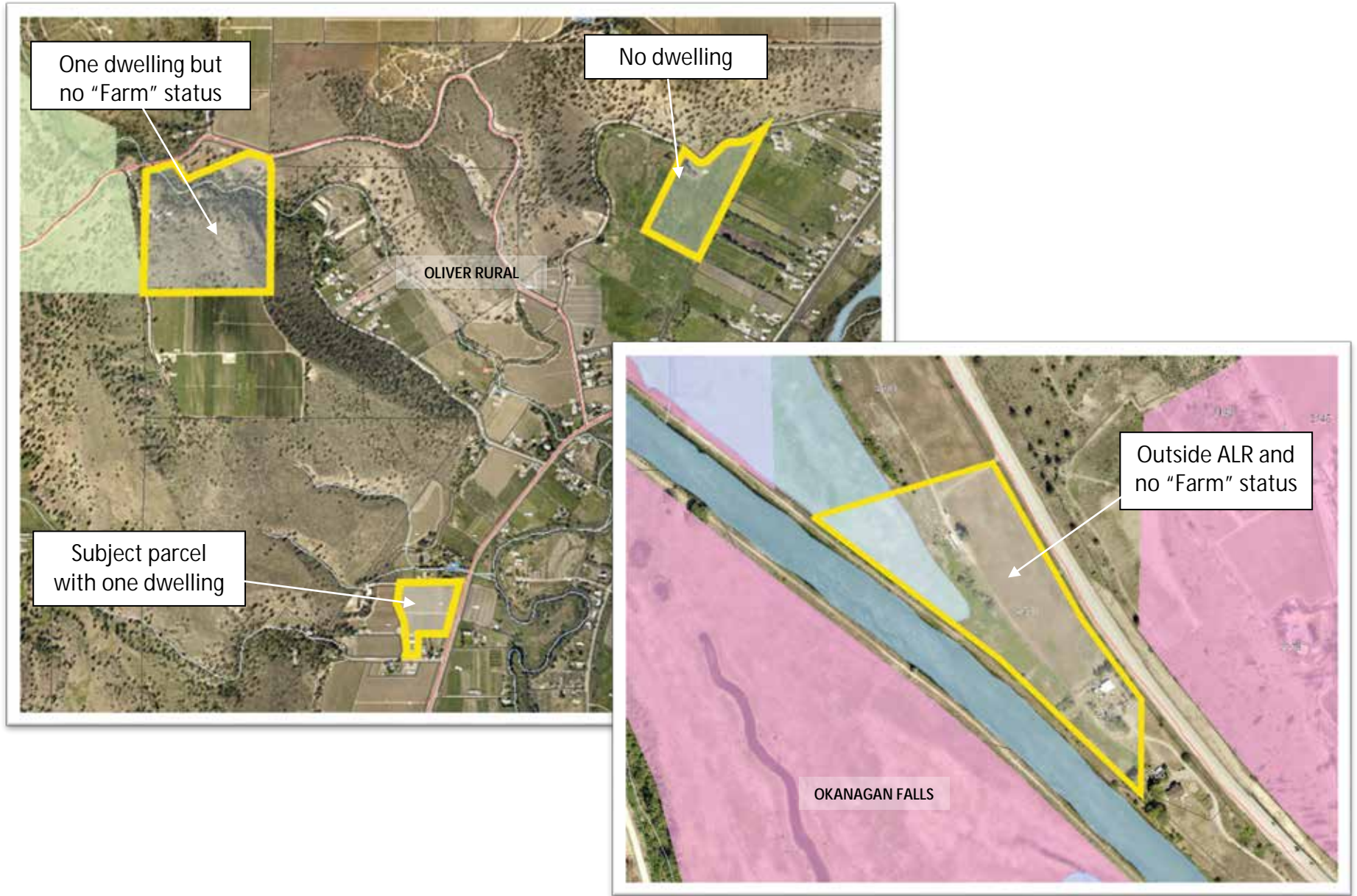
Attachment No. 2 – Applicant's Site Plan



Attachment No. 3 – Site Photo



Attachment No. 4 – Other properties owned by the owner of subject parcel



Attachment No. 5 – Other properties leased by the owner of subject parcel

Leased Lands
HIGHLIGHTED IN GREEN LINE



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Electoral Area "G" Official Community Plan (OCP) Project
Citizen's Advisory Committee - Terms of Reference

Administrative Recommendation:

THAT the Electoral Area "G" Official Community Plan (OCP) Project Citizen's Advisory Committee Terms of Reference be adopted.

Purpose:

The purpose of this report is to seek direction from the Board with regard to implementing a Terms of Reference to govern the Electoral Area "G" Official Community Plan (OCP) Project Citizen's Advisory Committee (Attachment No. 1).

Background:

At its November 19, 2020 meeting, the Board of Directors awarded EcoPlan a contract to prepare an Official Community Plan (COP) Bylaw for Electoral Area "G". A significant part of the Electoral Area "G" OCP Project is community engagement, including the use of a Citizen's Advisory Committee.

The purpose of this Committee is to support the development of an OCP that is accepted by the residents of Electoral Area "G" by representing their own community's interests and the interests of Electoral Area "G" as a whole.

The proposed Terms of Reference provides organizational structure to the Committee and formalizes acceptable conduct for members and Committee meetings.

Analysis:

The Committee will be active throughout the Electoral Area "G" OCP Project (January 2021-March 2022) and will play a key role by actively collaborating with EcoPlan and RDOS staff during key stages of the Project.

As such, it is important that the Committee have proper governance and that proper conduct be established early in the process. The proposed Terms of Reference establishes:

- Rules of conduct (including following Conflict of Interest policy, to avoid unethical behaviour)
- Membership (to establish a maximum of 12 members)
- Meeting procedures (to ensure orderly meetings)
- Meeting details (to detail expectations of Member commitments)

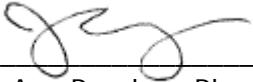
To provide clear expectations of proper conduct, the adoption of the Electoral Area "G" Official Community Plan (OCP) Project Citizen's Advisory Committee Terms of Reference is recommended.

Alternative:

1. THAT the Board of Directors direct staff to modify the Electoral Area "G" Official Community Plan (OCP) Project Citizen's Advisory Committee Terms of Reference by:

a) *TBD*

Respectfully submitted:



JoAnn Peachey, Planner I

Endorsed by:

C. Garrish, Planning Manager

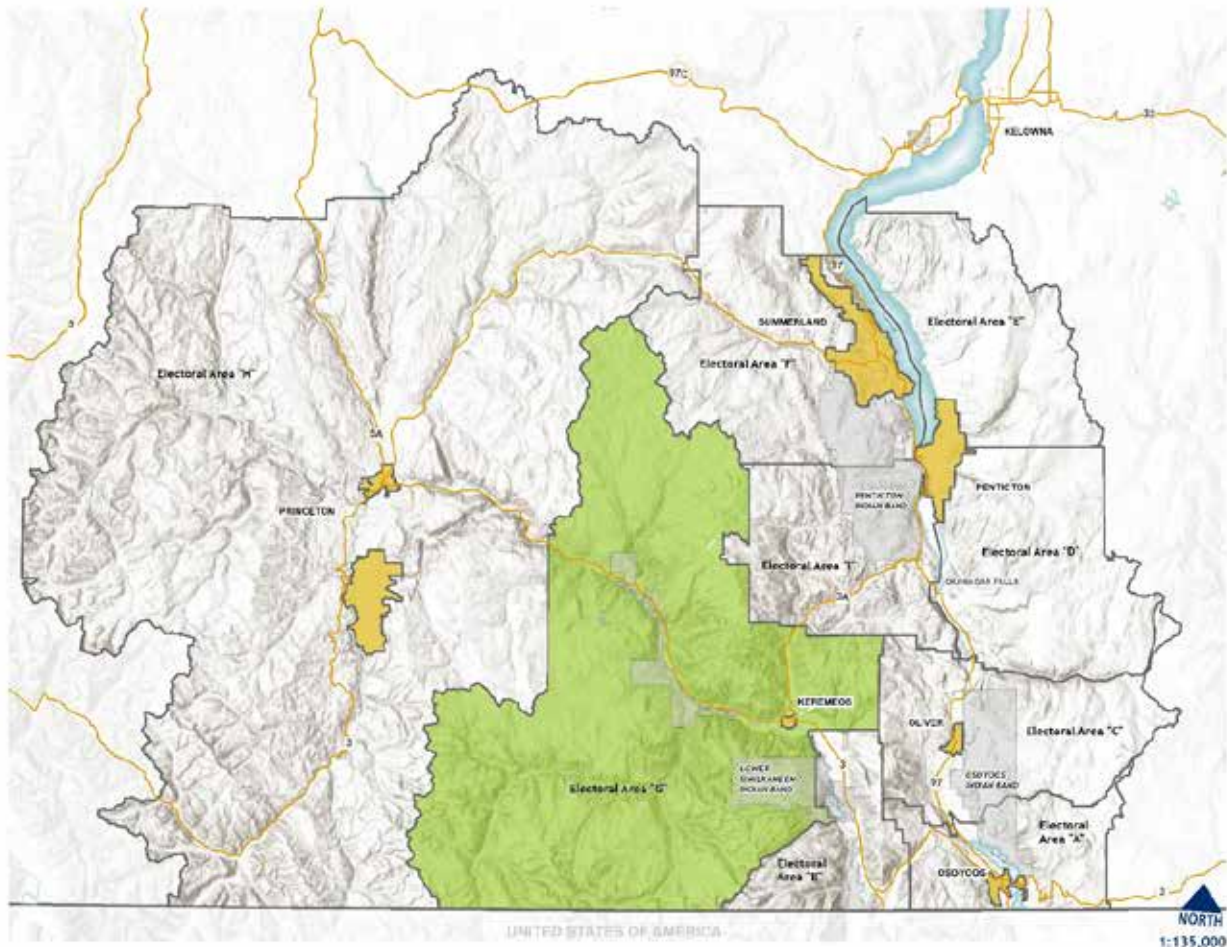
Attachments:

Attachment No. 1 – Terms of Reference

Attachment No. 1 – Terms of Reference



Electoral Area "G" Official Community Plan (OCP) Project Terms of Reference *Citizen's Advisory Committee*



TERMS OF REFERENCE
Electoral Area 'G' OCP Citizen's Advisory Committee

BACKGROUND

The Regional District of Okanagan-Similkameen (RDOS) has initiated a project to prepare an Official Community Plan for Electoral Area "G". The OCP project will be conducted in accordance with the *Local Government Act* which specifies purpose, required content, and adoption procedures of OCPs.

One of the desired outcomes of this Plan process is an OCP document that is accepted by the community, adopted by the Board, and will have a positive social, economic, and environmental impact on how the area grows and changes over time.

ROLE OF THE CITIZEN'S ADVISORY COMMITTEE

The role of the Electoral Area "G" Citizen's Advisory Committee is to represent their own community's interest, as well as the Electoral Area as a whole, in supporting the development of the draft OCP's vision, goals and objectives. Specifically, the Citizen's Advisory Committee will act as community "champions" for the RDOS and the OCP process.

PURPOSE OF THE CITIZEN'S ADVISORY COMMITTEE

The purpose of the Citizen's Advisory Committee is to participate directly and actively in the OCP process. In addition, the Committee will help:

1. identify key issues relating to the community, future development, and growth management;
2. provide information about the OCP review process to the community and encourage community involvement in its development;
3. support community outreach and engagement activities;
4. identify issues and questions from the community and bring them to the Citizen's Advisory Committee;
5. respond to ideas and proposals from the RDOS prior to presenting them to the community;
6. make non-binding recommendations to the RDOS on various components of the draft OCP; and
7. provide feedback on any other issues of relevance to the Plan referred from the RDOS.

MEMBERSHIP

The Citizen's Advisory Committee will be comprised of a maximum of 12 members of the community. The membership should reflect the diversity of ages, gender, cultures and other interests generally present in the community. The Electoral Area Director or their Alternate shall serve on the OCP Citizen's Advisory Committee as a non-voting Ex Officio member and shall not be included towards the maximum number of Citizen's Advisory Committee members.

MEETINGS

Conduct

-
1. All Citizen's Advisory Committee meetings will be conducted in an orderly and business-like manner and will be notified and open to the public.
 2. The order of business will be indicated in the agenda which will be prepared by the RDOS project staff liaison. Any additions or changes in the prepared agenda may be requested by an Citizen's Advisory Committee member and must be approved by a majority vote of the Citizen's Advisory Committee members at the meeting.
 3. All Citizen's Advisory Committee meetings shall commence at the stated time. The conduct of meetings shall enable members of the Citizen's Advisory Committee to consider information presented, weigh evidence related thereto, and make informed decisions.
 4. Citizen's Advisory Committee members will respect the following rules of meeting conduct:
 - (i) group discussion is important; and everyone should get a chance to speak;
 - (ii) provide honest, open opinions;
 - (iii) agree to disagree; consensus may not always be achieved;
 - (iv) promise to stay on track and on topic; and
 - (v) abide by the RDOS Conflict of Interest Policy.

Meeting Frequency and Project Duration

Dates, times and places of the meetings will be established at the first (or as early as possible in the process) Citizen's Advisory Committee meeting. Once established, notice of these meetings will be posted on the Regional District's web site and a schedule will be given to each member of the Citizen's Advisory Committee.

It is anticipated that there will be eight meetings during this process:

- 1) An initial meeting to review the project, provide background information and context, strategies etc.;
- 2) The next four meetings will take place just before public engagement events/information releases and members will participate in focus-group style workshops to actively involve the Citizen's Advisory Committee members;
- 3) The sixth and seventh meeting are to review the preliminary drafts of the new OCP, based on the findings in the previous public engagement phases;
- 4) The final meeting will involve a wrap-up session to present the revised OCP.

It is anticipated that this project will take until spring of 2022 to complete, and there may be further meetings required. It is expected that the Citizen's Advisory Committee assist with the promotion of and participate in public open houses and other forms of public engagement as reasonably that can be expected.

Due to COVID-19, it is also anticipated that meetings will be held electronically during Phase 3 of the Provincial State of Emergency. Members will be asked to use their own phones or computers to participate in meetings from a safe, remote location.

Procedure

-
1. The Citizen's Advisory Committee will elect a facilitator/ process guide early on in the process.
 2. The Citizen's Advisory Committee will operate on a consensus basis. Consensus means there is substantial agreement where all members can accept a decision.
 3. If consensus cannot be achieved, all positions will be forwarded to the Electoral Area Director.
 4. Attendance by at least half of the Citizen's Advisory Committee members will be considered a quorum.
 5. The Citizen's Advisory Committee is appointed by the Regional District Board, and reports to the Electoral Area Director who reserves the right to recommend to the Board amendments to the Citizen's Advisory Committee structure as required, the appointment of new members to the Citizen's Advisory Committee, or the termination of the Citizen's Advisory Committee. The reasons for any decision in these matters will be publicly stated.
 6. The Citizen's Advisory Committee may hear delegations on issues being considered or on proposed content in the Plan.
 7. Members of the Citizen's Advisory Committee must act in accordance with the RDOS Conflict of Interest policy which includes that a member must excuse themselves from recommendations related to their particular property interests. See attached RDOS Conflict of Interest policy.
 8. Regional District Planning staff or consultants contracted to undertake the project will be available, as required, to explain the legislative and technical context which affects the review, and the implications of proposals or recommendations made by the Citizen's Advisory Committee.
 9. Consultants, with staff input, will also be responsible for drafting the new Plan.
 10. The new Plan will be presented to the public to allow comment on the Official Community Plan as part of a public engagement program using methods to be determined by the consultant, with input from the Citizen's Advisory Committee and approved by the Regional District Board.
 11. As an Ex Officio member of the Citizen's Advisory Committee, the Electoral Area Director or Alternate Director will provide background information, advice and direction. The Electoral Area Director or Alternate Director cannot vote or present motions to the Citizen's Advisory Committee.
 12. A Secretary will be provided by the RDOS to prepare agendas in consultation with the Electoral Area Director, record minutes, and distribute those minutes to each member after the meetings.
 13. The Citizen's Advisory Committee has no authority to call public meetings, commit funds, enter into contracts, or represent the RDOS.
 14. The recommendations of the Citizen's Advisory Committee shall be considered by the Electoral Area Director, but shall not be binding.

Minutes

The RDOS will prepare the minutes of all Citizen's Advisory Committee meetings will be made available to the public, Citizen's Advisory Committee members, and the Board.

Attendance at Meetings

Attendance at all meetings will be encouraged for all Citizen's Advisory Committee members. In situations where a particular member cannot attend, the Regional District will forward a copy of the minutes of the meeting to that Citizen's Advisory Committee member. Each Citizen's Advisory Committee member is responsible for informing staff if they will be absent at the next meeting. Frequent non-attendance by an Citizen's Advisory Committee member will be reviewed by the Electoral Area Director and may warrant a replacement being sought.

Meeting Facilitator

The facilitator shall preside at all meetings of the Citizen's Advisory Committee, maintain order, and ensure the rules of the Citizen's Advisory Committee are followed. An alternate facilitator will be selected by the members of the Citizen's Advisory Committee in the event of an absence.

RENUMERATION

1. Members of the Citizen's Advisory Committee will serve without remuneration but the RDOS will pay appropriate preapproved and necessary expenses that arise directly out of the performance of their duties as members of the Citizen's Advisory Committee.
2. The RDOS will cover necessary meeting expenses (room rental, meals, etc.) if applicable.
3. Secretarial Services will be provided by the RDOS.
4. Meeting locations will be decided by the Citizen's Advisory Committee and coordinated by the RDOS.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

POLICY NO: P0530-00.02

Page 1 of 1

SUBJECT: CONFLICT OF INTEREST

Effective Date Amendment
January 20, 2005

Board Resolution
B24/05

Administered By
CAO & Board Chair

CONFLICT OF INTEREST

For Director Members of the Regional District of Okanagan-Similkameen, Appointees to Boards, Advisory Groups, Commissions and Task Forces (hereby collectively referred to as "Members"):

A conflict of interest exists where:

- a Advisory Group member is a director, member or employee of an organization seeking a benefit from the Regional District of Okanagan-Similkameen upon which the Advisory Group will make a recommendation;
- the Advisory Group member has a direct or indirect pecuniary interest in the outcome of Advisory Group deliberations.

A conflict of interest does not exist if:

- the pecuniary interest of the member is a pecuniary interest in common with members of the Regional District generally, or
- the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Where a conflict of interest exists, members:

- Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
- Must declare to the Advisory Group that a conflict exists; and
- Must declare themselves and exit from the meeting during consideration of the issue to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.

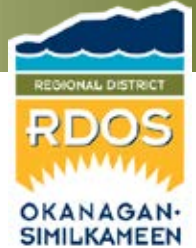
Perceived Conflict of Interest:

Where a perceived conflict of interest might exist, the member may note that a perception of conflict might exist but need not declare a conflict and exit the meeting if in the member's view there is no actual conflict of interest.

Directorship Review:

Where in the opinion of a Advisory Group member is in a conflict of interest and has not so declared, the Advisory Group may ask for a review of the matter by the Chief Administrative Officer. The matter, if unresolved, may then be referred to the Board for review.

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D” Residential Zone Update – Comprehensive Development (CD) Zones (Phase 3)

Administrative Recommendation:

THAT Bylaw No. 2603.20, 2020, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.42, 2020, Electoral Area “D” Zoning Amendment Bylaw be read a third time.

Proposed Development:

It is being proposed that the Regional District Board initiate an amendment to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw in order to update the Comprehensive Development (CD) Zone as part of on-going work related to the preparation of a single zoning bylaw for the South Okanagan Valley Electoral Areas.

Background:

At its meeting of November 19, 2020, the Regional District Board resolved to approve first and second reading of the amendment bylaws and scheduled a public hearing ahead of its meeting of December 17.

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required prior to adoption as the proposed amendments involve lands beyond 800 metres of a controlled access highway (i.e. Highway 97/3).

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

Previous Phases of the Residential Zone Review have included the OCP Policies and RM1 Zone Review (Phase 1) that was adopted by the Board on February 6, 2020, and the Duplex Zone Review (Phase 2) adopted by the Board on June 4, 2020.

Analysis:

The amendments contained within the amendment bylaws will update the comprehensive development (CD) zones found in Electoral Area “D” and make it consistent with the approach applied in the other Electoral Areas.

Specifically, it is being proposed to have CD Zone(s) in Electoral Area “D” be specific to individual parcels as opposed to using the CD Zone as a “blanket zone” that is applied to multiple parcels.

It is further being proposed to replace the CD Zone on properties that have subsequently been developed since the introduction of this zoning in 1998 with other zones that exist within the Zoning Bylaw.

For instance, it is being proposed that the “Big Horn Mountain Estates” neighbourhood be transitioned from the CD Zone to the RS2 Zone. Similarly, a number of parcels that have been developed to a rural-residential density on Eastside Road are being proposed for transition into various Small Holdings (SH) zones.

Following consultation with affected property owners, it is being proposed that three different properties retain a new version of a CD Zone in order to facilitate their intended development.

Alternatives:

1. THAT third reading of Bylaw No. 2603.20, 2020, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.42, 2020, Electoral Area “D” Zoning Amendment Bylaw be deferred; or
2. THAT first and second readings of Bylaw No. 2603.20, 2020, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.42, 2020, Electoral Area “D” Zoning Amendment Bylaw be rescinded and the bylaws abandoned.

Respectfully submitted:



C. Garrish, Planning Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2603.20, 2020

A Bylaw to amend the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Official Community Plan Amendment Bylaw No. 2603.20, 2020."
2. The Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by:
 - i) adding a new Section 10.4.3 (Policies – Large Holdings) under Section 10.0 (Rural Holdings) to read as follows and re-numbering all subsequent sections:
 - .3 Supports a maximum density of one (1) principal residential dwelling unit per parcel and one (1) secondary suite or one (1) accessory dwelling in the Upper Carmi area.
 - ii) adding a new Section 10.4.4 (Policies – Large Holdings) under Section 10.0 (Rural Holdings) to read as follows and re-numbering all subsequent sections:
 - .4 Does not support the subdivision of lots in the Upper Carmi area until such time that detailed plans and studies conclude that lots smaller than 4.0 ha can be satisfactorily accommodated given the servicing constraints in the area and the high ecosystem values, and until the Regional Growth Strategy is amended to reflect future growth in this area.
 - iii) adding a new Section 10.5.4 (Policies – Small Holdings) under Section 10.0 (Rural Holdings) to read as follows:
 - .4 Supports secondary suites and accessory dwellings, subject to accessory dwellings on parcels less than 1.0 ha in area being connected to a community sewer system.

- iv) adding a new Section 11.3.8 (Policies – Low Density Residential) under Section 11.0 (Residential) to read as follows:
 - .8 Supports the use of a comprehensive development zone to allow a range of Medium Density Residential (MR) and Low Density Residential (LR) densities and dwelling types on the land described as Parcel A, Plan KAP1434, Sublot 14, District Lot 2710, SDYD; Lot 11, Plan KAP1434, District Lot 2710, SDYD; and Lot 1, Plan KAP19321, District Lot 2710, SDYD (187 & 195 Eastside Road). As this land is developed, the comprehensive development zone should be replaced with existing zones found in the applicable zoning bylaw.
 - v) adding a new Section 11.3.9 (Policies – Low Density Residential) under Section 11.0 (Residential) to read as follows:
 - .9 Supports the use of a comprehensive development zone to allow a maximum of 6 principal dwellings in a variety of dwelling types on the land described as Lot 14, Plan KAP82660, District Lot 2710, SDYD (187 Racette Way). As this land is developed, the comprehensive development zone should be replaced with existing zones found in the applicable zoning bylaw.
 - vi) adding a new Section 11.3.10 (Policies – Low Density Residential) under Section 11.0 (Residential) to read as follows:
 - .10 Supports the use of a comprehensive development zone to allow a range of Medium Density Residential (MR) and Low Density Residential (LR) densities and dwelling types on the land described as Plan KAP90314, District Lot 2710, SDYD (175 Eastside Road). As this land is developed, the comprehensive development zone should be replaced with existing zones found in the applicable zoning bylaw.
3. The Official Community Plan Map, being Schedule 'B' of the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by changing the land use designation of:
- i) the land shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Low Density Residential (LR) to Small Holdings (SH).
 - ii) an approximately 8,000 m² area part of the land described as Lot 1, Plan KAP35151, Sublot 38, District Lot 2710, SDYD, and shown shaded yellow on Schedule 'B', which forms part of this Bylaw, from Low Density Residential (LR) to Resource Area (RA).

READ A FIRST AND SECOND TIME this 19th day of November, 2020.

PUBLIC HEARING held on this 17th day of December, 2020.

READ A THIRD TIME this _____ day of _____, 2020.

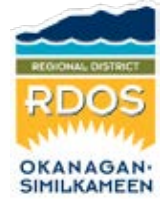
ADOPTED this this _____ day of _____, 2020.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

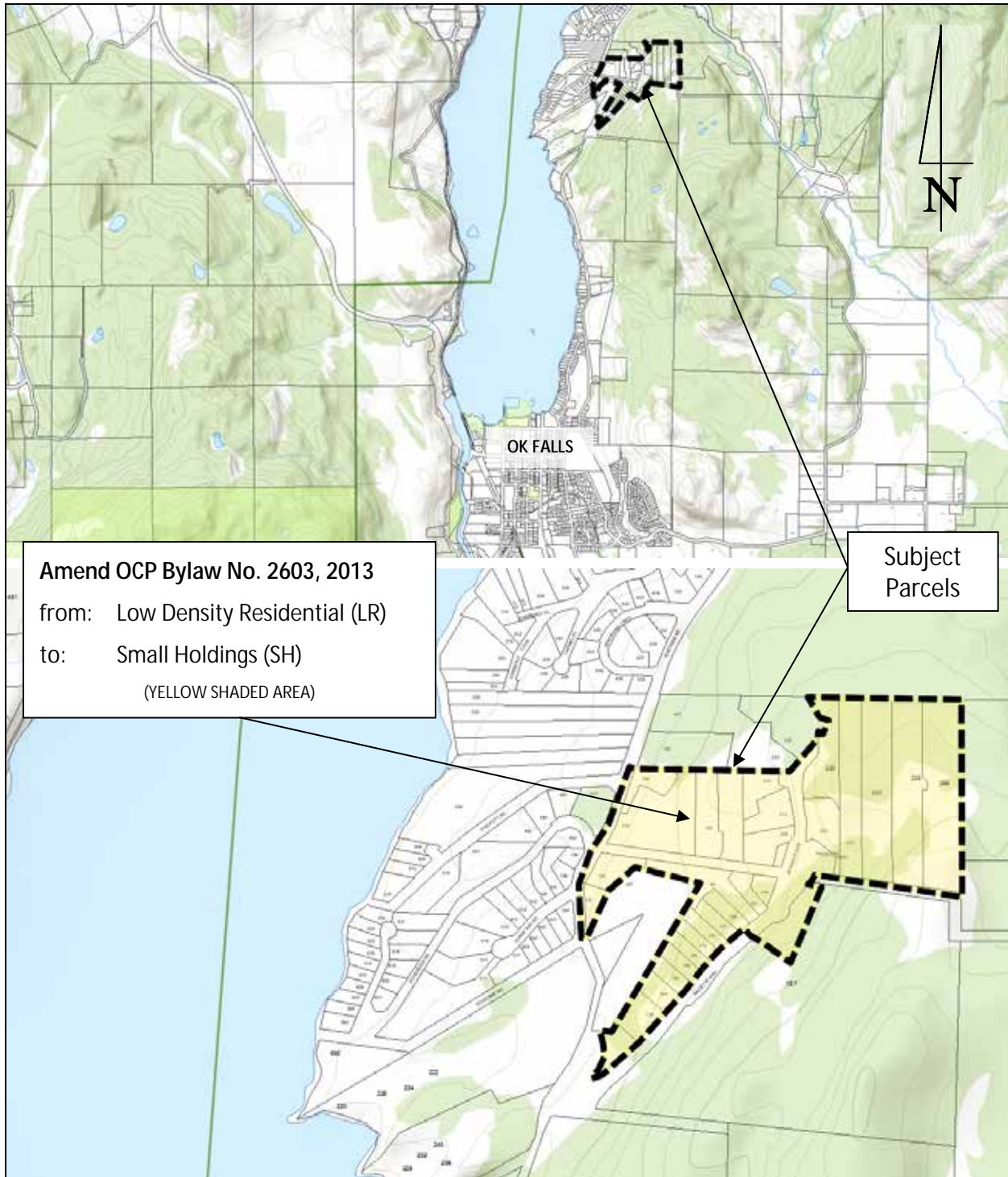
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2603.20, 2020

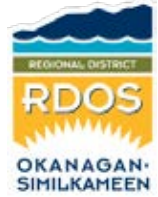
File No. D2020.004-ZONE

Schedule 'A'



Regional District of Okanagan-Similkameen

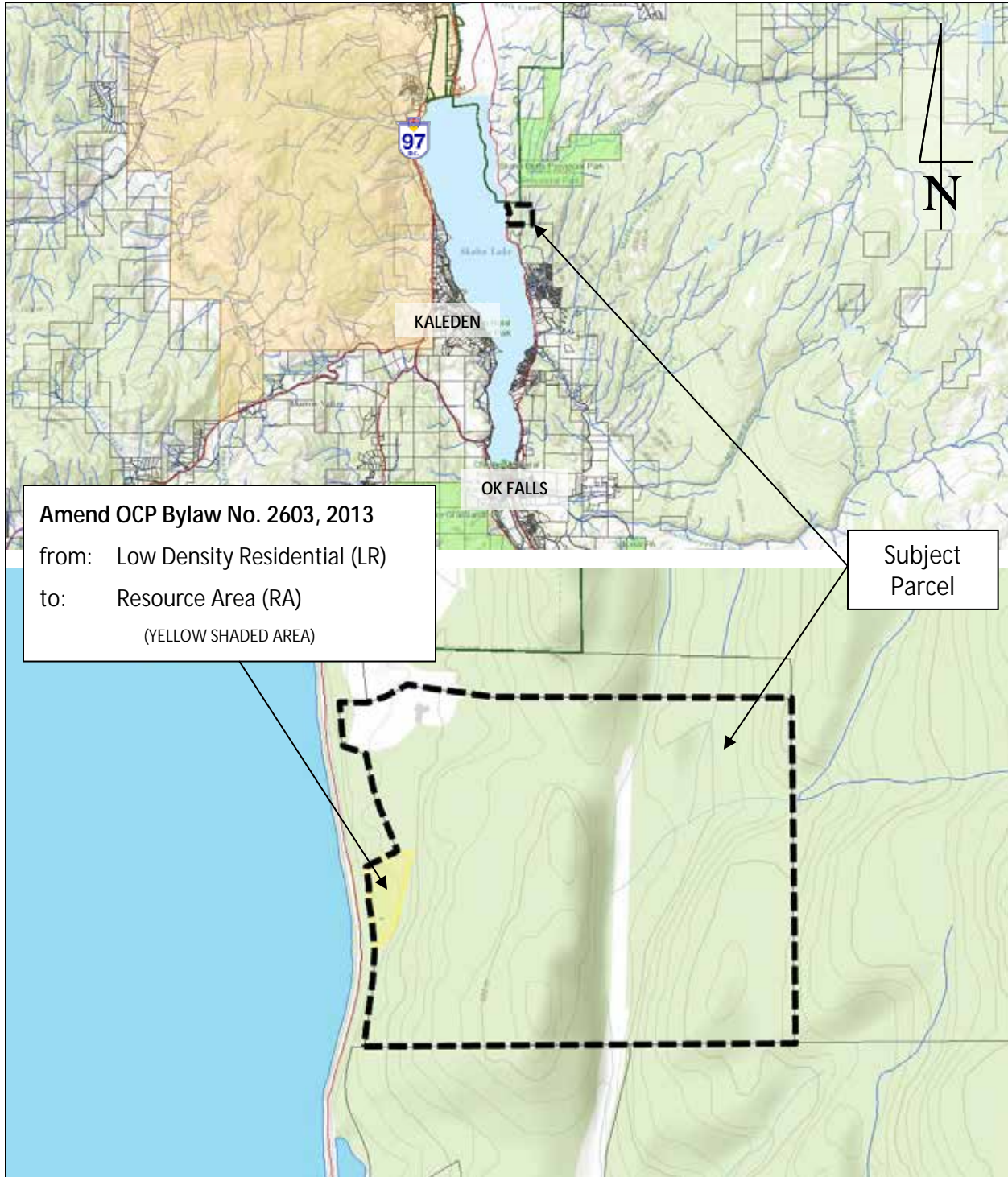
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2603.20, 2020

File No. D2020.004-ZONE

Schedule 'B'



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2455.42, 2020

A Bylaw to amend the Electoral Area "D" Zoning Bylaw No. 2455, 2008

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Zoning Amendment Bylaw No. 2455.42, 2020."
2. The "Electoral Area "D" Zoning Bylaw No. 2455, 2008" is amended by:
 - i) Replacing the "Low Density Residential Zones" part of Section 5.1 (Zoning Districts) under Section 5.0 (Creation of Zones) in its entirety with the following:

Low Density Residential Zones	
Low Density Residential Two Zone	RS2
Low Density Residential Duplex Zone	RD1
Residential Manufactured Home Park Zone	RSM1
 - ii) Replacing the "Comprehensive Development Zones" part of Section 5.1 (Zoning Districts) under Section 5.0 (Creation of Zones) in its entirety with the following:

Comprehensive Development Zones	
Maple Street Comprehensive Development Zone	CD5
Eagle's Rock Comprehensive Development Zone	CD9
Eastside Road South Comprehensive Development Zone	CD10
Eastside Road North Comprehensive Development Zone	CD11
 - iii) replacing Section 7.15 (Cluster Development) under Section 7.0 (General Regulations) in its entirety with the following:

7.15 *deleted*

- iv) replacing Section 11.1 (Residential Single Family One (RS1) Zone) under Section 11.0 (Low Density Residential) in its entirety with the following:

11.1 *deleted*

- v) replacing Section 11.2 (Low Density Residential Two (RS2) Zone) under Section 11.0 (Low Density Residential) in its entirety with the following:

11.2 LOW DENSITY RESIDENTIAL TWO ZONE (RS2)

11.2.1 Permitted Uses:

Principal uses:

- a) single detached dwellings;

Secondary uses:

- b) accessory dwelling, subject to Section 7.11;
c) secondary suite, subject to Section 7.12;
d) home occupations, subject to Section 7.17;
e) bed and breakfast operation, subject to Section 7.19;
f) accessory buildings and structures, subject to Section 7.13.

11.2.2 Site Specific Low Density Residential Two (RS2s) Provisions:

- a) see Section 19.9.

11.2.3 Minimum Parcel Size:

- a) 500.0 m², subject to servicing requirements.

11.2.4 Minimum Parcel Width:

- a) Not less than 25% of the parcel depth

11.2.5 Maximum Number of Dwellings Permitted Per Parcel:

- a) one (1) principle dwelling per parcel; and
b) one (1) secondary suite or one (1) accessory dwelling per parcel.

11.2.6 Minimum Setbacks:

- a) Principal buildings:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 1.0 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres

11.2.7 Maximum Height:

- a) No principal building shall exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

11.2.8 Minimum Building Width:

- a) Dwelling Unit: 5.0 metres, as originally designed and constructed.

11.2.9 Maximum Parcel Coverage:

- a) 45%

vi) replacing Section 13.1.1(i) (Okanagan Falls Town Centre (OFTC) Zone) under Section 13.0 (Town Centre) in its entirety with the following:

- i) apartment building, subject to Section 13.1.10;

vii) adding a new Section 13.1.1(n) (Okanagan Falls Town Centre (OFTC) Zone) under Section 13.0 (Town Centre) to read as follows and renumbering all subsequent sections:

- n) townhouse, subject to Section 13.1.10;

viii) replacing Section 14.2.1(d) (Okanagan Falls Town Centre Transition (C4) Zone) under Section 14.0 (Commercial) in its entirety with the following:

- d) apartment building, subject to Section 14.2.5;

ix) replacing Section 14.2.1(i) (Okanagan Falls Town Centre Transition (C4) Zone) under Section 14.0 (Commercial) to read as follows and renumbering all subsequent sections:

i) townhouse, subject to Section 14.2.5;

x) replacing Section 14. 2.1(i) (Okanagan Falls Town Centre Transition (C4) Zone) under Section 14.0 (Commercial) in its entirety with the following:

14.2.5 Dwelling Unit Regulations

a) dwelling units shall be located above the first floor or at the rear of a building containing a principal commercial use.

xi) replacing Section 18.1 (Comprehensive Development (CD) Zone) under Section 18.0 (Comprehensive Development) in its entirety with the following:

18.1 *deleted*

xii) adding a new Section 18.3 (Eagle’s Rock Comprehensive Development (CD9) Zone) under Section 18.0 (Comprehensive Development) to read as follows:

18.3 EAGLE’S ROCK COMPREHENSIVE DEVELOPMENT (CD9) ZONE

18.3.1 Purpose

The purpose of the Eagle’s Rock Comprehensive Development Zone is to create site-specific land use regulations for the parcel located at 187 Racette Way, which is legally described as Lot 14, Plan KAP82660, District Lot 2710, SDYD, in order to allow for the development of the land in accordance with a comprehensive development zoning first applied to the property in 1998.

18.3.2 Location

The property is situated on the east side of Racette Way near its intersection with Eastside Road.



Figure 18.3.2

18.3.3 Background:

The subject property was created by a plan of subdivision deposited with the Land Titles Office in Kamloops on December 14, 2006, while available Regional District records indicate that buildings permits have not previously been issued for the property (as of 2020).

The property is within the Skaha Estate Rural Growth Area under the South Okanagan Regional Growth Strategy Bylaw, but is not serviced by a community sewer system (as of 2020).

18.3.4 Permitted Uses:

Principal Uses:

- a) duplex;
- b) single detached dwelling;
- c) townhouse;

Accessory Uses:

- d) bed and breakfast operation, subject to Section 7.19;
- e) home occupation, subject to Section 7.17;
- f) secondary suite, subject to Section 7.12; and
- g) accessory buildings and structures, subject to Section 7.13.

18.3.5 Minimum Parcel Size for Subdivision:

- a) 225.0 m² for the purpose of subdividing a duplex under the *Strata Property Act*, when connected to a community sewer and water system;
- b) 550.0 m², when connected to a community sewer and water system;
- c) 0.5 ha, when connected to community sewer system and serviced by well; or
- d) 1.0 ha, when serviced by well and approved septic system.

18.3.6 Minimum Parcel Width for Subdivision:

- a) Not less than 25% of parcel depth

18.3.7 Maximum Number of Dwellings Permitted Per Parcel:

- a) one (1) principle dwelling per parcel for single detached dwellings;
- b) two (2) dwelling units per parcel for duplexes, provided that both dwellings are located in one (1) residential building; or
- c) despite Section 18.3.7(a) & (b), on parcels greater than 2.3 ha in area, the maximum number of principal dwelling units shall not exceed six (6).

18.3.8 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 1.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres

18.3.9 Maximum Height:

- a) No building or structure shall exceed a height of 10.0 metres;

- b) No accessory building or structure shall exceed a height of 4.5 metres.

18.3.10 Maximum Parcel Coverage:

- a) 75% for townhouses;
- b) 45% for duplexes; or
- c) 35% for single detached dwellings.

18.3.11 Minimum Building Width:

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.

18.3.12 Conditions of Use:

- a) the minimum land area on which a townhouse use may be undertaken shall be 1,000.0 m².
- b) a minimum area of 10.0 m² of amenity space shall be provided per dwelling unit.

xiii) adding a new Section 18.4 (Eastside Road South Comprehensive Development (CD10) Zone) under Section 18.0 (Comprehensive Development) to read as follows:

18.4 EASTSIDE ROAD SOUTH COMPREHENSIVE DEVELOPMENT (CD10) ZONE

18.4.1 Purpose

The purpose of the Eastside Road South Comprehensive Development Zone is to create site-specific land use regulations for the parcels located at 187 & 195 Eastside Road, which are legally described as Parcel A, Plan KAP1434, Sublot 14, District Lot 2710, SDYD; Lot 11, Plan KAP1434, District Lot 2710, SDYD; and Lot 1, Plan KAP19321, District Lot 2710, SDYD, in order to allow for the development of the land in accordance with a comprehensive development zoning first applied to the property in 1998.

18.4.2 Location

The parcels are situated on the east side of Eastside Road adjacent its intersection with Echo Bay Road (an unmade road).



18.4.3 Background:

The subject property was originally created by a plan of subdivision deposited with the Land Titles Office in Kamloops on December 31, 1914, and further subdivided in subsequent decades resulting in the current parcels.

Available Regional District records indicate that a buildings permit was previously issued for an addition to a dwelling in 1988, and that the property has historically been used as a farm.

The parcels are within the Skaha Estate Rural Growth Area under the South Okanagan Regional Growth Strategy Bylaw, but are not serviced by a community sewer system (as of 2020).

18.4.4 Permitted Uses:

Principal Uses:

- a) agriculture;
- b) apartment building;
- c) duplex;
- d) single detached dwelling;
- e) townhouse;

Accessory Uses:

- f) bed and breakfast operation, subject to Section 7.19;
- g) home occupation, subject to Section 7.17;
- h) secondary suite, subject to Section 7.12;
- i) brewery, cidery, distillery, meadery or winery, subject to Section 7.24, and on the same parcel as an agriculture use; and
- j) accessory buildings and structures, subject to Section 7.13.

18.4.5 Minimum Parcel Size for Subdivision:

- a) 225.0 m² for the purpose of subdividing a duplex under the *Strata Property Act*, when connected to a community sewer and water system;
- b) 450.0 m², when connected to a community sewer and water system;
- c) 0.5 ha, when connected to community sewer system and serviced by well; or
- d) 1.0 ha, when serviced by well and approved septic system.

18.4.6 Minimum Parcel Width for Subdivision:

- a) Not less than 25% of parcel depth

18.4.7 Maximum Number of Dwellings Permitted Per Parcel:

- a) one (1) principle dwelling per parcel for single detached dwellings;
- b) two (2) dwelling units per parcel for duplexes, provided that both dwellings are located in one (1) residential building; or
- c) 25 dwellings per hectare for apartment buildings and townhouses, subject to servicing requirements.

18.4.8 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres

- ii) Rear parcel line: 1.5 metres
- iii) Interior side parcel line: 1.5 metres
- iv) Exterior side parcel line: 4.5 metres

18.4.9 Maximum Height:

- a) No building or structure shall exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

18.4.10 Maximum Parcel Coverage:

- a) 75% for apartment buildings and townhouses;
- b) 45% for duplexes; or
- c) 35% for single detached dwellings.

18.4.11 Minimum Building Width:

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.

18.4.12 Amenity Space Requirements:

- a) the following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²
- b) not less than 25% of required amenity space is to be located at grade;
- c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

18.4.13 Conditions of Use:

- a) the minimum land area on which an apartment building or townhouse use may be undertaken shall be 1,000.0 m².

xiv) adding a new Section 18.5 (Eastside Road North Comprehensive Development (CD11) Zone) under Section 18.0 (Comprehensive Development) to read as follows:

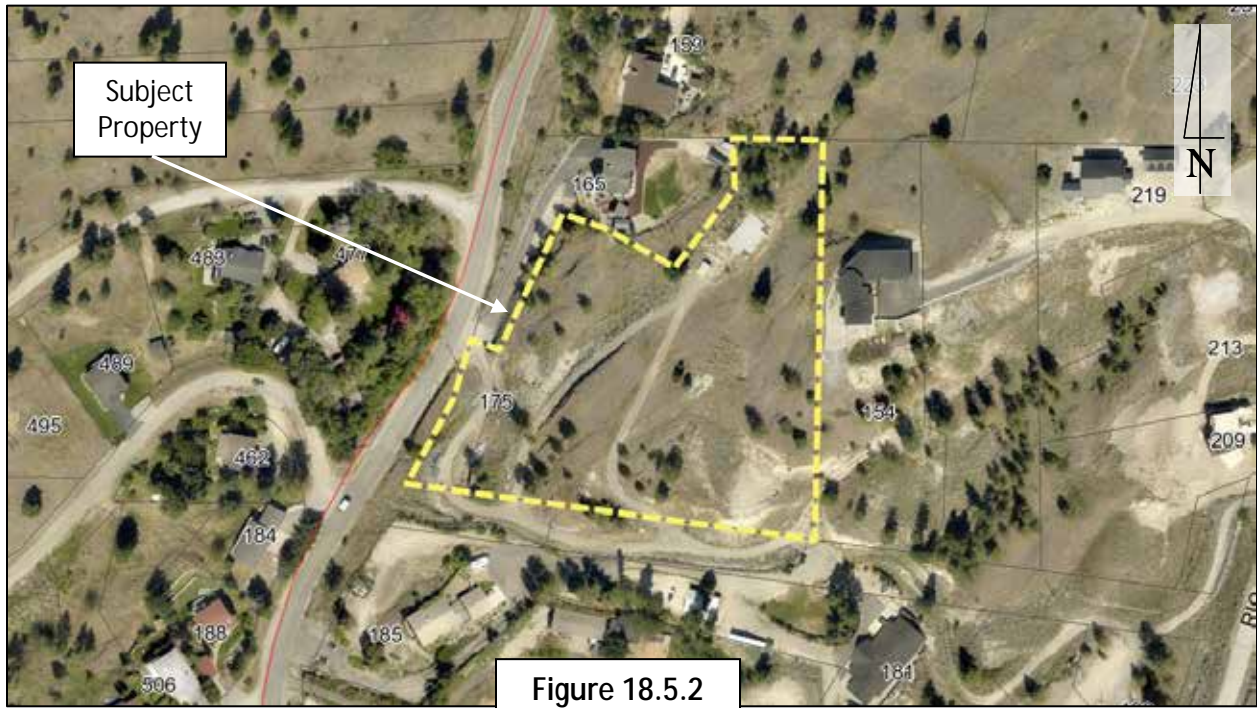
18.5 EASTSIDE ROAD NORTH COMPREHENSIVE DEVELOPMENT (CD11) ZONE

18.5.1 Purpose

The purpose of the Eastside Road North Comprehensive Development Zone is to create site-specific land use regulations for the parcel located at 175 Eastside Road, which is legally described as Plan KAP90314, District Lot 2710, SDYD, in order to allow for the development of the land in accordance with a comprehensive development zoning first applied to the property in 1998.

18.5.2 Location

The property is situated on the east side of Eastside Road near its intersection with Philpott Road.



18.5.3 Background:

The subject property was created by a plan of subdivision deposited with the Land Titles Office in Kamloops on January 29, 2010, while available Regional District records indicate that buildings permits have no previously been issued for the property (as of 2020).

The property is within the Skaha Estate Rural Growth Area under the South Okanagan Regional Growth Strategy Bylaw, but is not serviced by a community sewer system (as of 2020).

18.5.4 Permitted Uses:

Principal Uses:

- a) duplex;
- b) single detached dwelling;
- c) townhouse;

Accessory Uses:

- d) bed and breakfast operation, subject to Section 7.19;
- e) home occupation, subject to Section 7.17;
- f) secondary suite, subject to Section 7.12; and
- g) accessory buildings and structures, subject to Section 7.13.

18.5.5 Minimum Parcel Size for Subdivision:

- a) 225.0 m² for the purpose of subdividing a duplex under the *Strata Property Act*, when connected to a community sewer and water system;
- b) 500.0 m², when connected to a community sewer and water system;
- c) 0.5 ha, when connected to community sewer system and serviced by well; or
- d) 1.0 ha, when serviced by well and approved septic system.

18.5.6 Minimum Parcel Width for Subdivision:

- a) Not less than 25% of parcel depth

18.5.7 Maximum Density:

- a) 18 dwellings/ha, subject to servicing requirements.

18.5.8 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 1.5 metres

- iii) Interior side parcel line: 1.5 metres
- iv) Exterior side parcel line: 4.5 metres

18.5.9 Maximum Height:

- a) No building or structure shall exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

18.5.10 Maximum Parcel Coverage:

- a) 75% for townhouses;
- b) 45% for duplexes; or
- c) 35% for single detached dwellings.

18.5.11 Minimum Building Width:

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.

18.5.12 Conditions of Use:

- a) the minimum land area on which a townhouse use may be undertaken shall be 1,000.0 m².
- b) a minimum area of 10.0 m² of amenity space shall be provided per dwelling unit.

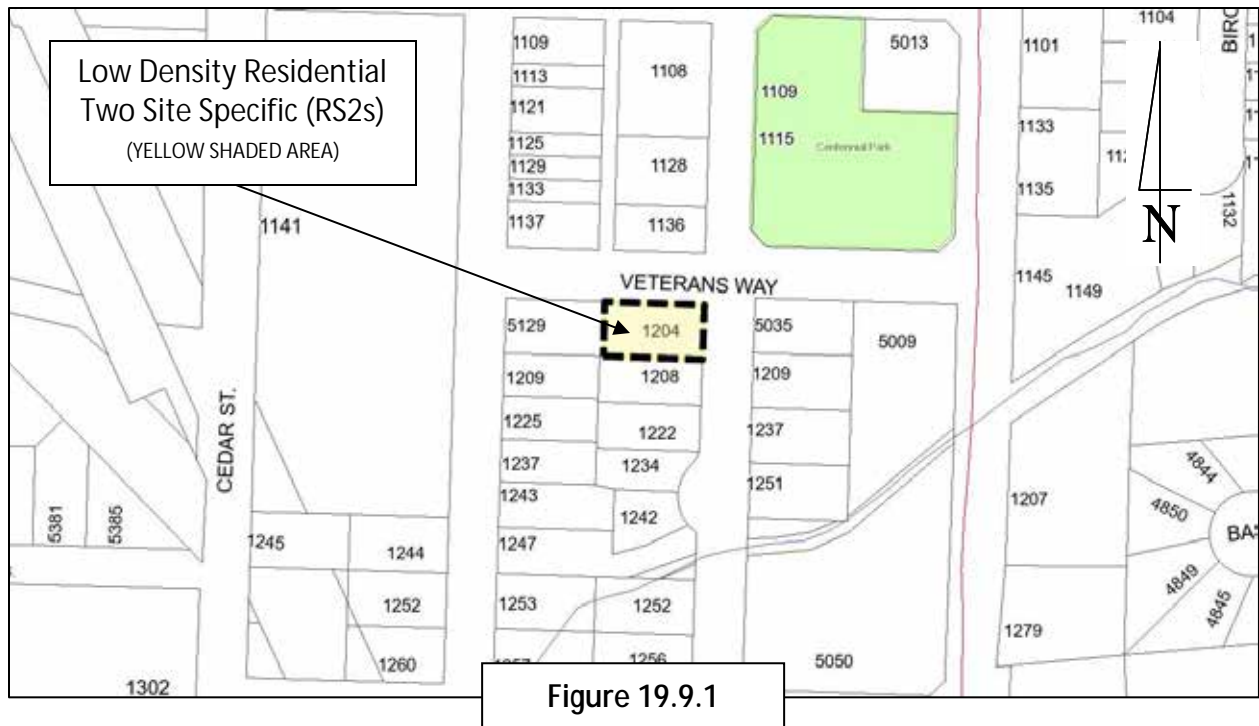
xv) replacing Section 19.8 (Site Specific Residential Single Family One (RS1s) Provisions) under Section 19.0 (Site Specific Designations) in its entirety with the following:

19.8 *deleted*

xvi) replacing Section 19.9 (Site Specific Low Density Residential Two (RS2s) Provisions) under Section 19.0 (Site Specific Designations) in its entirety with the following:

19.9 Site Specific Low Density Residential Two (RS2s) Provisions:

- .1 in the case of the land described as Lot 14, Plan 1280, Block 5, District Lot 374, SDYD (1204 Willow Street), and shown shaded yellow on Figure 19.9.1:
 - i) the following accessory use shall be permitted on the land in addition to the permitted uses listed in Section 11.2.1:
 - a) "veterinary establishment".



xvii) replacing Section 19.30 (Site Specific Comprehensive Development (CDs Provisions) under Section 19.0 (Site Specific Designations) in its entirety with the following:

19.30 deleted

3. The Official Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by changing the land use designation of:
 - i) the land shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Comprehensive Development Site Specific (CDs) to Low Density Residential Two (RS2).
 - ii) the land shown shaded purple on Schedule 'A', which forms part of this Bylaw, from Comprehensive Development (CD) to Low Density Residential Two (RS2).
 - iii) land shown shaded purple on Schedule 'B', which forms part of this Bylaw, from Comprehensive Development (CD) to Small Holdings Four (SH4).
 - iv) the land shown shaded yellow on Schedule 'B', which forms part of this Bylaw, from Comprehensive Development (CD) to Small Holdings Five (SH5).
 - v) an approximately 2.3 ha area of the land shown shaded green on Schedule 'C', which forms part of this Bylaw, from Comprehensive Development Site Specific (CDs) to Eagle's Rock Comprehensive Development (CD9).

- vi) the land described as Parcel A, Plan KAP1434, Sublot 14, District Lot 2710, SDYD; Lot 11, Plan KAP1434, District Lot 2710, SDYD; and Lot 1, Plan KAP19321, District Lot 2710, SDYD, and shown shaded yellow on Schedule 'D', which forms part of this Bylaw, from Comprehensive Development Site Specific (CD) to Eastside Road South Comprehensive Development (CD10).
- vii) the land described as Plan KAP90314, District Lot 2710, SDYD (175 Eastside Road) and shown shaded yellow on Schedule 'E', which forms part of this Bylaw, from Comprehensive Development Site Specific (CD) to Eastside Road North Comprehensive Development (CD11).
- viii) an approximately 8,000 m² area part of the land described as Lot 1, Plan KAP35151, Sublot 38, District Lot 2710, SDYD, and shown shaded yellow on Schedule 'F', which forms part of this Bylaw, from Comprehensive Development (CD) to Resource Area (RA).
- ix) the land described as Lot 14, Plan 1280, Block 5, District Lot 374, SDYD (1204 Willow Street) and shown shaded yellow on Schedule 'G', which forms part of this Bylaw, from Residential Single Family One Site Specific (RS1s) to Low Density Residential Two Site Specific (RS2s).
- x) the land described as Lot 5, Plan 9324, District Lot 337, SDYD (716 Mosley Place) and shown shaded yellow on Schedule 'H', which forms part of this Bylaw, from Residential Single Family One Site Specific (RS1s) to Low Density Residential Two (RS2).
- xi) all parcels zoned Residential Single Family One (RS1) to Low Density Residential Two (RS2).

READ A FIRST AND SECOND TIME this 19th day of November, 2020.

PUBLIC HEARING held on this 17th day of December, 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 "D" Zoning Amendment Bylaw No. 2455.42, 2020" 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

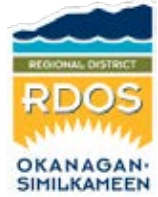
ADOPTED this ____ day of _____, 2021.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

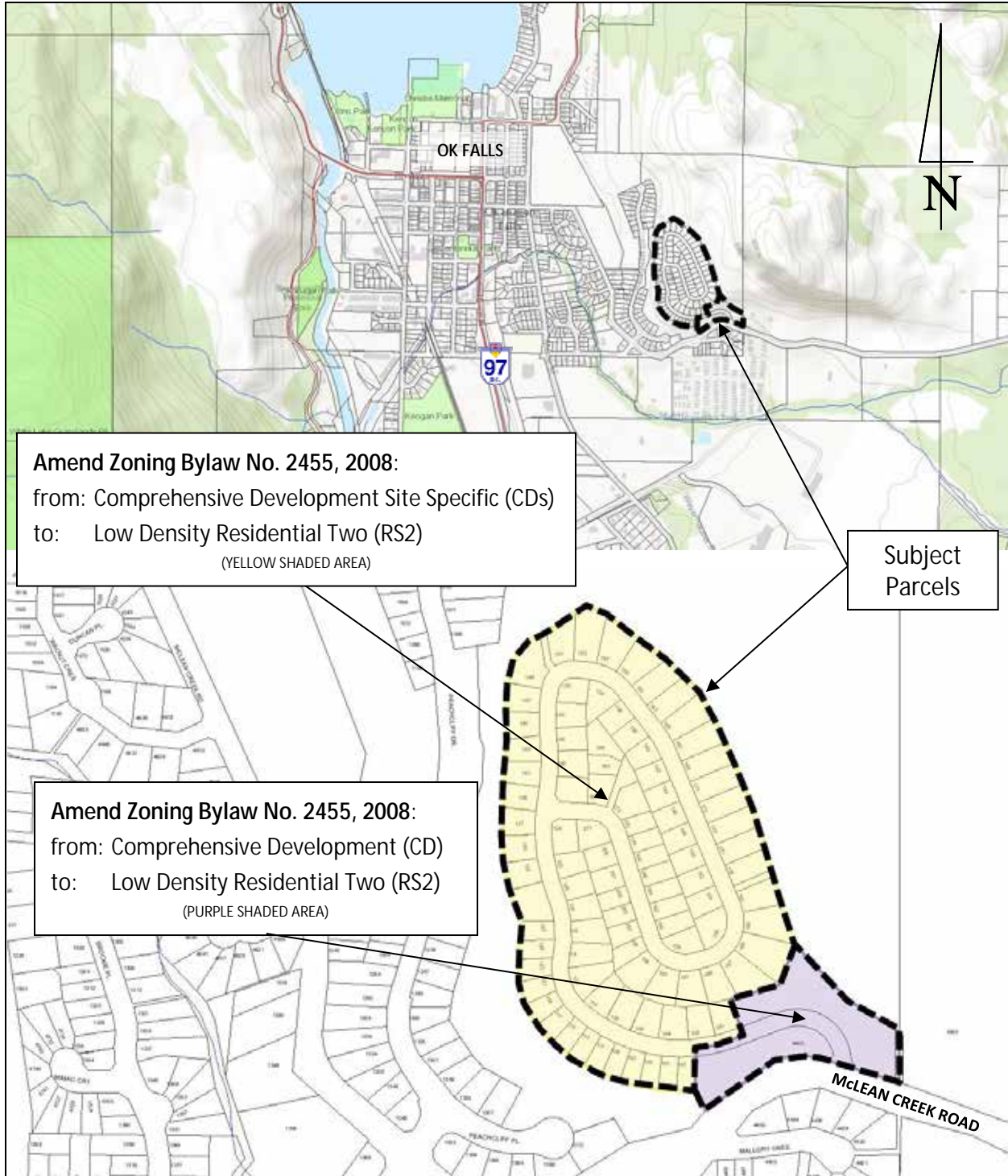
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

File No. D2020.004-ZONE

Schedule 'A'



Regional District of Okanagan-Similkameen

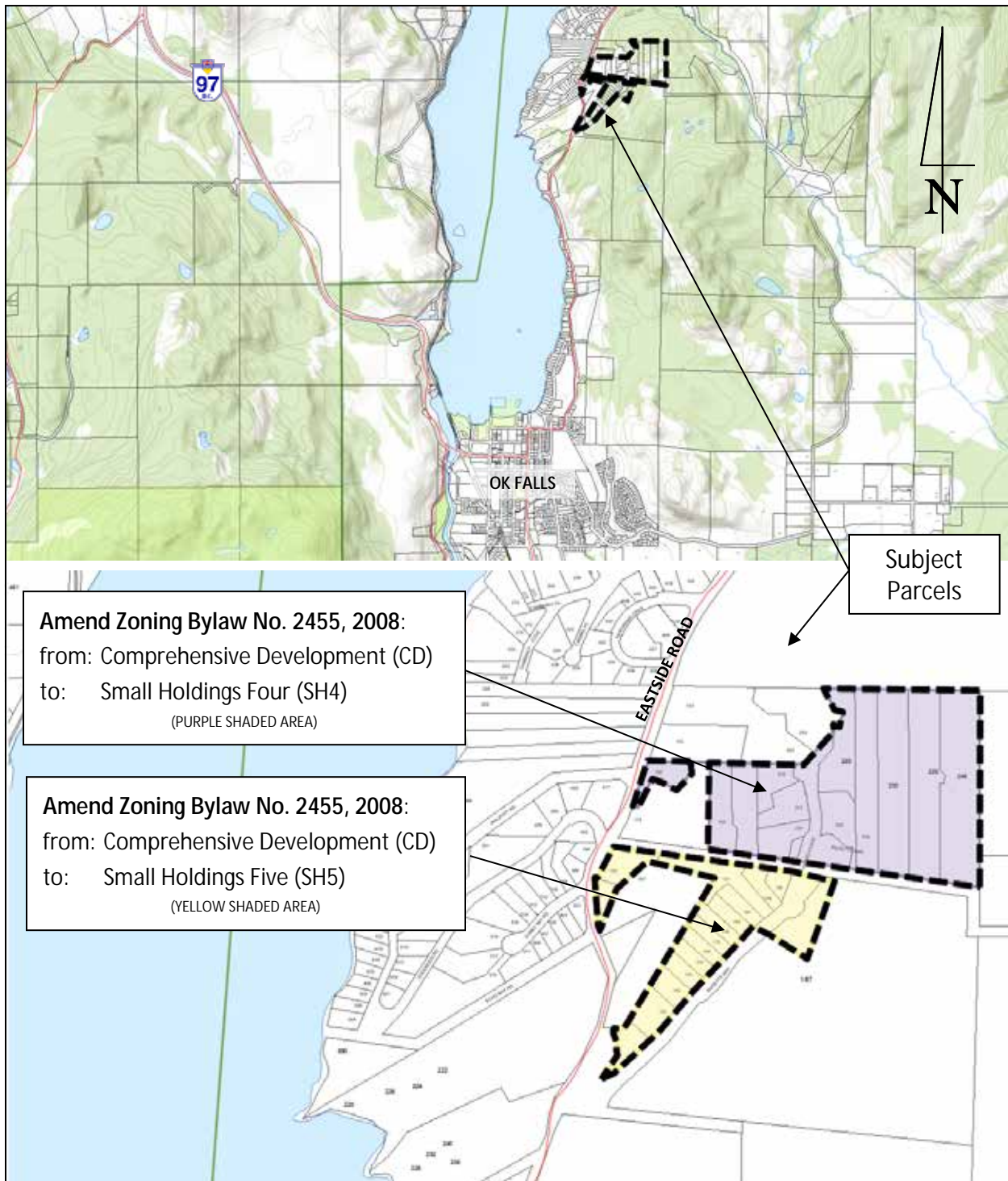
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Amendment Bylaw No. 2455.42, 2020

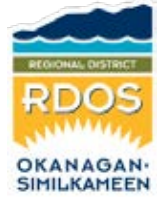
File No. D2020.004-ZONE

Schedule 'B'



Regional District of Okanagan-Similkameen

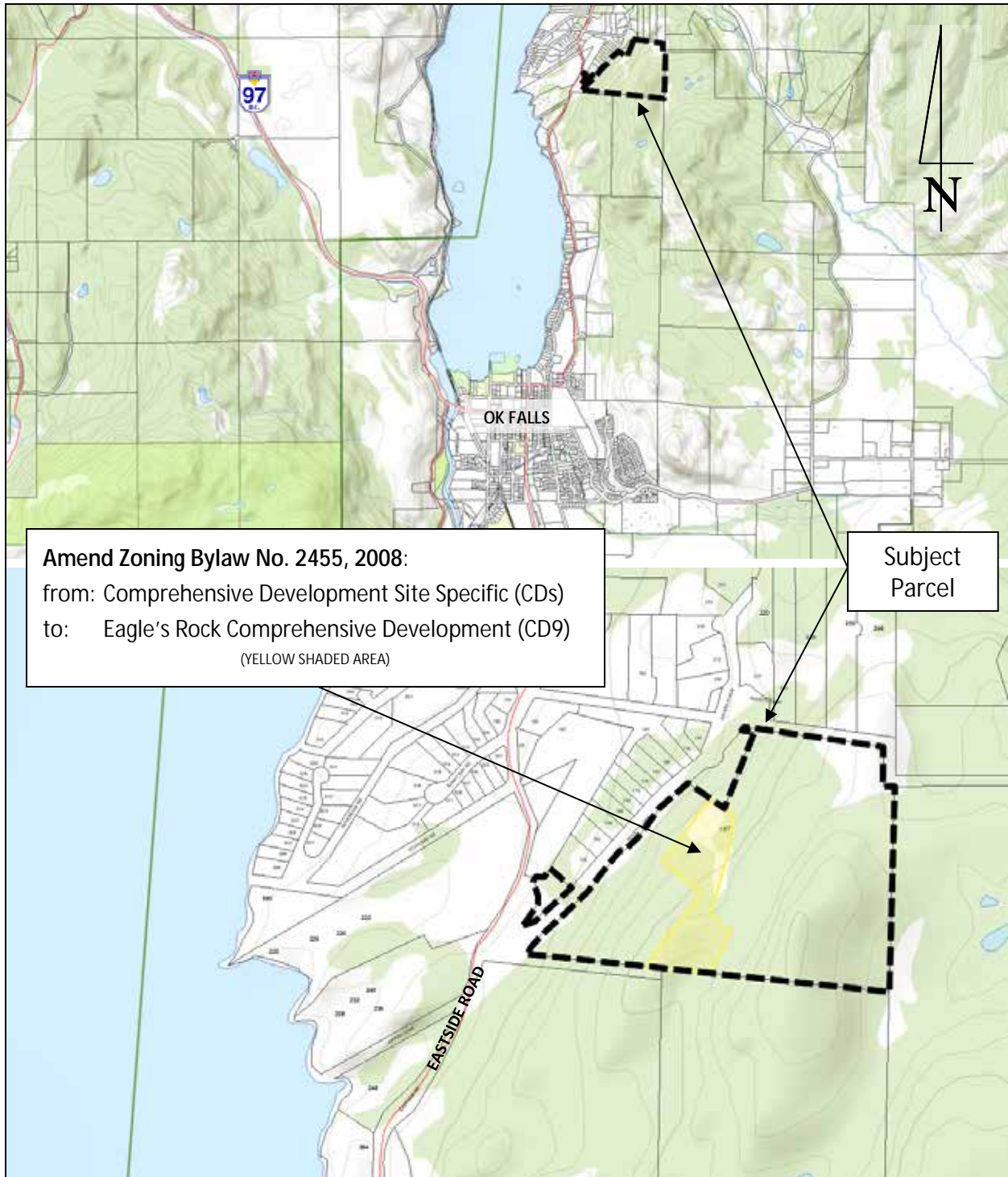
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Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

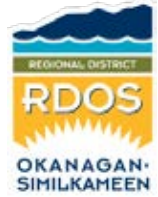
File No. D2020.004-ZONE

Schedule 'C'



Regional District of Okanagan-Similkameen

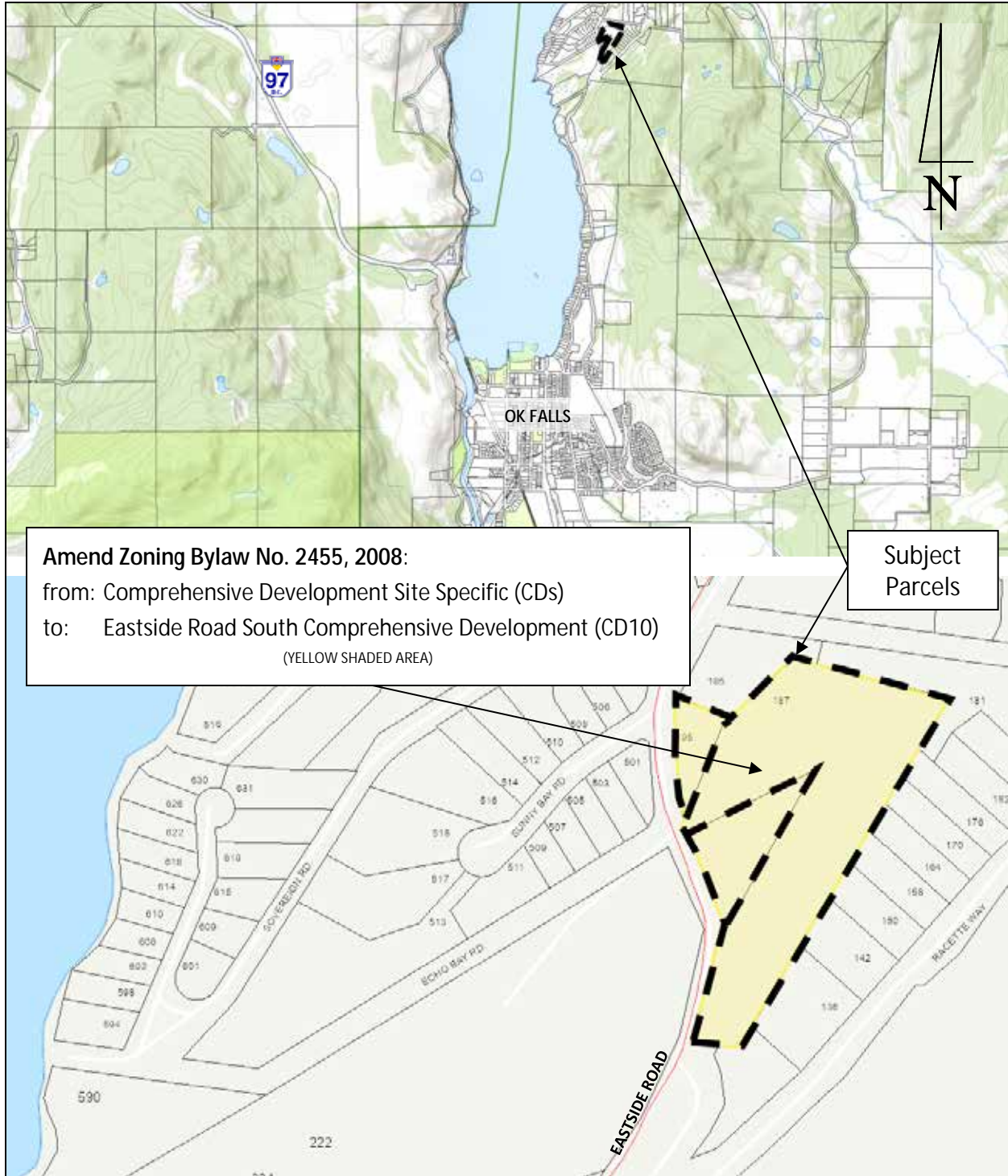
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

File No. D2020.004-ZONE

Schedule 'D'



Regional District of Okanagan-Similkameen

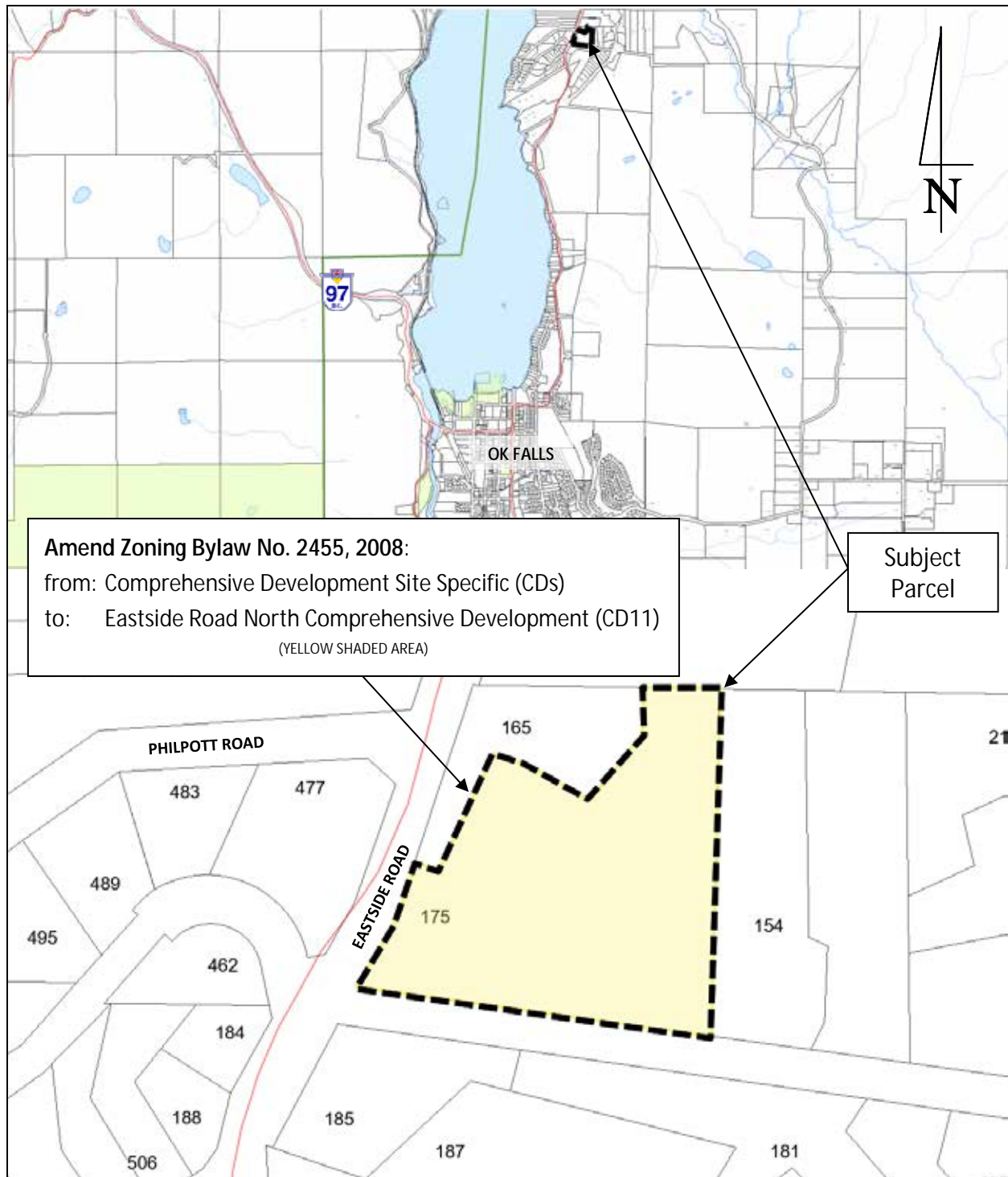
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

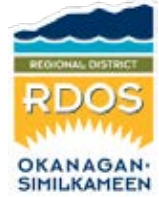
File No. D2020.004-ZONE

Schedule 'E'



Regional District of Okanagan-Similkameen

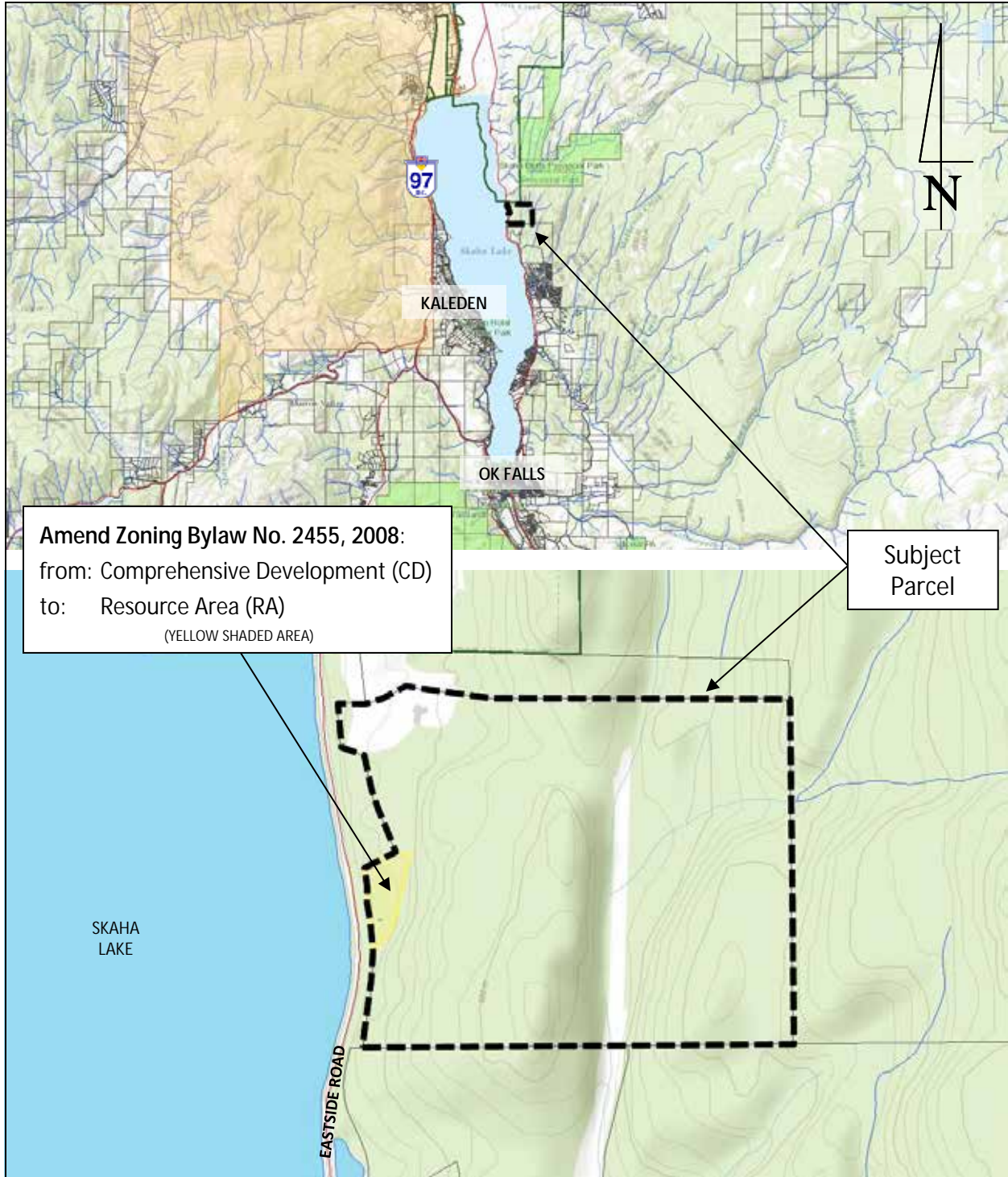
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

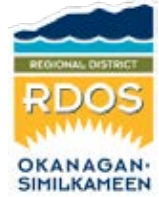
File No. D2020.004-ZONE

Schedule 'F'



Regional District of Okanagan-Similkameen

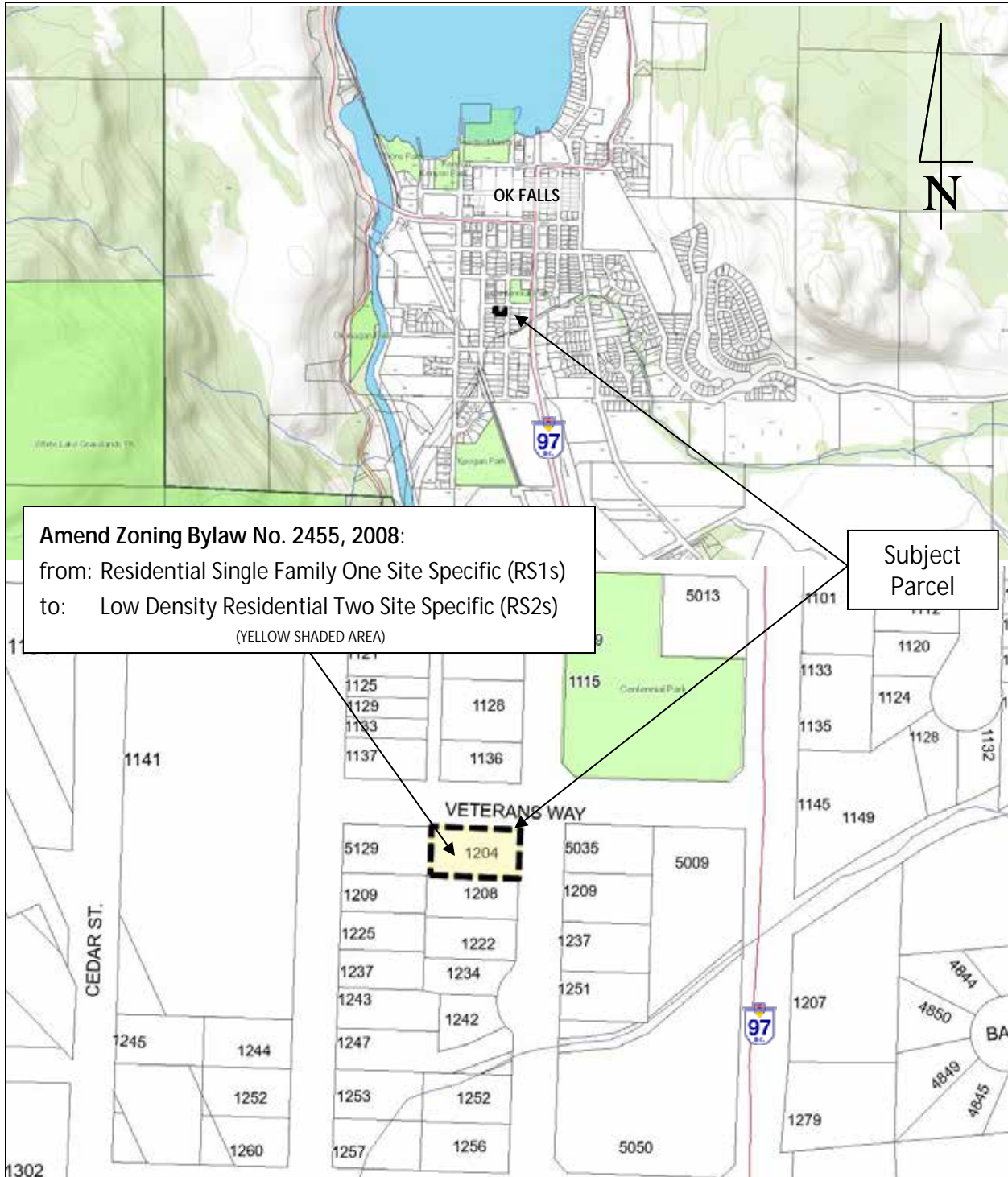
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

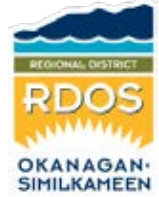
File No. D2020.004-ZONE

Schedule 'G'



Regional District of Okanagan-Similkameen

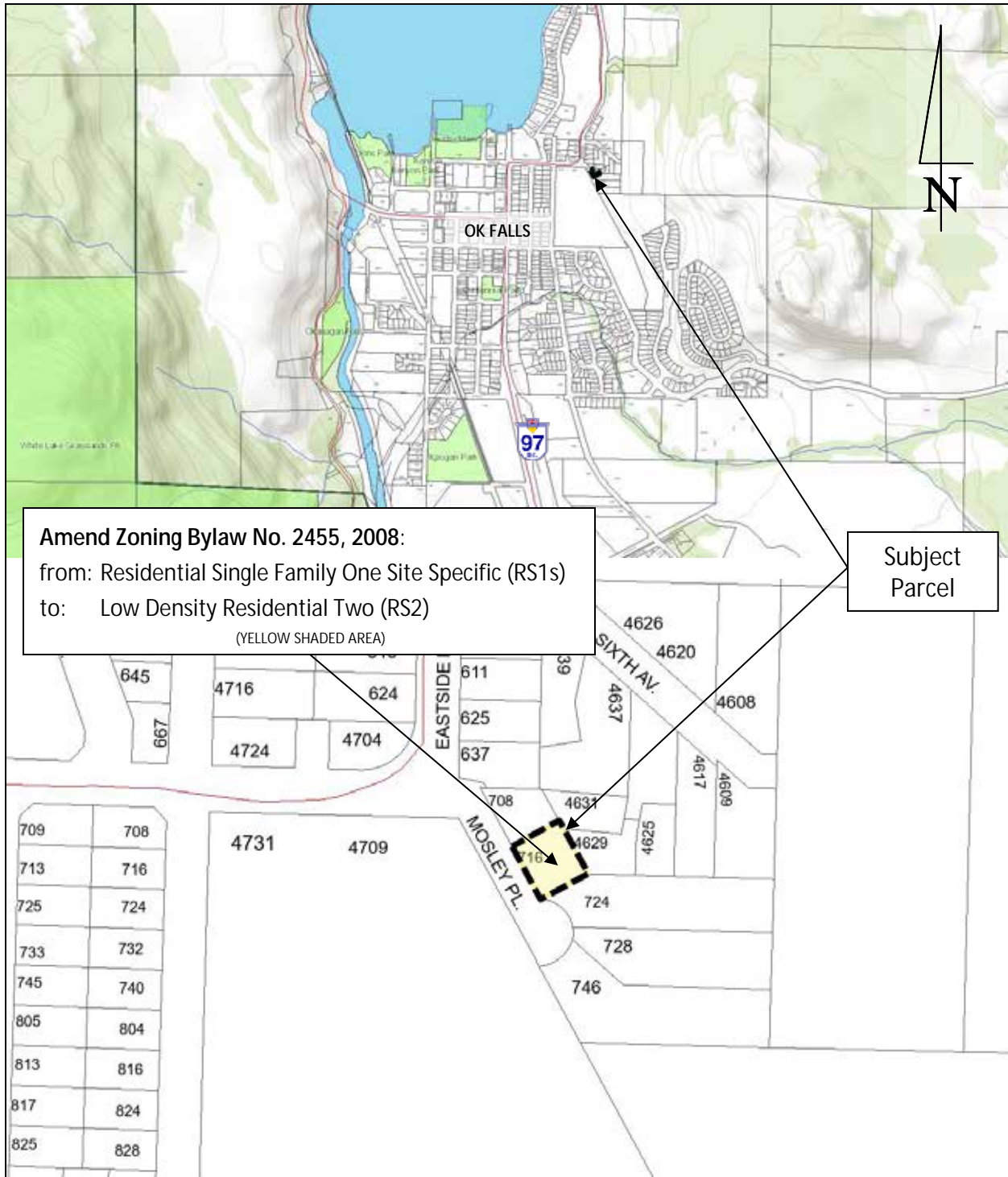
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.42, 2020

File No. D2020.004-ZONE

Schedule 'H'



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 17, 2020
RE: Electoral Area Official Community Plan (OCP) Bylaw Review Schedule

Administrative Recommendation:

THAT, following the completion of the Electoral Area "A" Official Community Plan (OCP) Bylaw Review, the remaining Electoral Area OCP Bylaws be reviewed or prepared in the following order:

1. Electoral Area "E";
 2. Electoral Area "C";
 3. Electoral Area "H";
 4. Electoral Area "D";
 5. Electoral Area "I";
 6. Electoral Area "F"; and
 7. Electoral Area "G".
-

Purpose:

The purpose of this report is to seek confirmation from the Board regarding the schedule to be followed for reviewing the Electoral Area Official Community Plan (OCP) Bylaws, specifically switching the commencement dates of the Electoral Area "C" and "E" reviews.

Background:

At its meeting of January 5, 2019, the Board resolved to initiate a review of the Electoral Area "A" Official Community Plan (OCP) Bylaw, commencing by the fourth quarter of 2019.

At its meeting of February 7, 2019, the Board subsequently formalised an OCP Bylaw Review schedule for the remaining Electoral Areas as follows:

1. Electoral Area "C";
2. Electoral Area "E";
3. Electoral Area "H";
4. Electoral Area "D";
5. Electoral Area "I"; and
6. Electoral Area "F".

October 17, 2019 - the Regional District awarded a contract to complete the Electoral Area "A" OCP Bylaw Review.

November 15, 2019 - the Board resolved to provide additional funding in order to allow for the development of an OCP Bylaw for Electoral Area "G".

November 19, 2020 - the Regional District Board awarded a contract to complete the Electoral Area "G" OCP Bylaw Project.

It is anticipated the Electoral Area "A" OCP Bylaw Review will be brought forward for consideration of 1st reading in Q1 2021. Following the completion of this project, the Schedule adopted by the Board at its meeting of February 7, 2019, calls for the Electoral Area "C" OCP Bylaw to be reviewed (NOTE: the Electoral Area "G" OCP Bylaw Project will be on-going throughout 2021).

Analysis:

While it has been almost 20 years since the Electoral Area "C" OCP Bylaw was last reviewed, it has been the subject of significant amendments since 2015, including a substantial Area Plan for the community of Gallagher Lake, which resulted in many updates to the Plan.

In comparison, the Electoral Area "E" OCP Bylaw has not been the subject of the same level of review and amendment as the Electoral Area "C" bylaw and Naramata will soon be the last unincorporated community that has yet to adopt a Growth Area boundary as set out in the South Okanagan Regional Growth Strategy (RGS) Bylaw.

Alternatives:

1. THAT the Electoral Area OCP Bylaw Review Schedule not be amended.

Respectfully submitted:



C. Garrish, Planning Manager

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 17, 2020

RE: Apex Mountain Fire Protection

Administrative Recommendation:

THAT Bylaw No. 2920, 2020 Apex Mountain Fire Protection Service Establishment Bylaw and Bylaw No. 2921, 2020 Apex Mountain Fire Protection Loan Authorization Bylaw be read a first, second and third time; and further that,

THAT the Board of Directors authorize that electoral approval for the adoption of Bylaw No. 2920, 2020 and Bylaw No. 2921, 2020 be obtained through assent vote (referendum) in accordance with the *Local Government Act*; and further,

THAT the assent vote take place on Saturday March 27, 2021; and further,

THAT Christy Malden be appointed as the Chief Election Officer and Gillian Cramm be appointed as Deputy Chief Election Officer for the Apex Mountain Fire Protection Service Establishment and Loan Authorization Assent Vote; and further,

THAT the assent vote question be:

'Are you in favour of the Regional District of Okanagan-Similkameen adopting Apex Mountain Fire Protection Service Establishment Bylaw No. 2920, 2020 to provide for fire protection services for the community of Apex Mountain and Apex Mountain Fire Protection Loan Authorization Bylaw No. 2921, to authorize the long-term borrowing of up to \$3,000,000 (three million dollars) for the purchase of a fire truck and to acquire property and construct a fire hall at Apex Mountain?'

Purpose:

To create a service for the provision of fire protection and borrow funds for the purchase of a fire truck, equipment and to acquire land and construct a fire hall.

Reference:

Local Government Act / Community Charter

Background:

In 2004, the Regional District hired a consultant to complete a number of fire protection feasibility studies. The report for Apex Mountain resort area states 'the high value of the properties, construction of many in the interface area and the exposure to fire risk should place this area high on the list of protection priorities for the Regional District.

Following that report, the Regional District worked with representatives from various community groups at Apex to study the feasibility of establishing a service area for a Regional District fire protection function and in 2007 the Regional District sought assent of the electors to establish a service and borrow funds to operate the service. That assent process failed and the bylaws were abandoned later that year.

Analysis:

The Apex Fire Brigade currently provides fire services to the mountain community and has formally approached the Regional District to put in place a Regional District fire protection service, to be administered in the same way as existing Regional District fire departments.

[Section 84](#) of the *Community Charter* contains the provisions for elector approval. If elector approval is required under the *Community Charter* or *Local Government Act* in relation to a particular matter, that approval may be obtained either by assent of the electors (i.e., a referendum vote), or by alternative approval process (AAP). An AAP may only be used when the maximum amount to be requisitioned is equivalent to less than 50 cents for each \$1,000 of net taxable value of land and improvements in the service area. That amount is exceeded in this instance, therefore, electoral approval is to be through an assent vote, which will be held on Saturday, March 27, 2021.

Alternatives:

THAT the Regional District Board not approve Bylaw No. 2920, 2020 Apex Mountain Fire Protection Service Establishment Bylaw and Bylaw No. 2921, 2020 Apex Mountain Fire Protection Loan Authorization Bylaw

Communication Strategy:

Communications with the electors will include advertising in accordance with the Local Government Act and Community Charter and may also include the following:

- additional newspaper advertising
- use of RDOS social media tools
- WebEx town hall meeting

Electors will also be provided with an annual cost breakdown of the service based on value of property to enable them the opportunity to compare the rate against their current fire insurance rates.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2920, 2020

A bylaw to provide for the establishment and operation of the Apex Mountain Fire Protection Service Area

WHEREAS the Regional District of Okanagan-Similkameen (the "Regional District") may, by bylaw, establish a service under the provisions of the *Local Government Act*;

AND WHEREAS the Regional District desires to establish a service for the provision of fire protection services in a portion of Electoral Area "I" of the Regional District of Okanagan-Similkameen;

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

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

1 **CITATION**

1.1 This bylaw may be cited as Apex Mountain Fire Protection Service Establishment Bylaw No. 2920, 2020.

2. **ESTABLISHMENT OF THE SERVICE**

2.1 The Regional District of Okanagan-Similkameen hereby establishes within Electoral Area "I" a service for the provision of fire prevention and inspection services, and fire suppression and other emergency responses including mutual aid and/or automatic aid with other fire service areas, subject in each case to bylaw. Board policy and/or agreements with other persons or entities as considered appropriate or necessary by the Board of Directors.

2.2 The Board may operate the service and, without limitation, enter into a contract with a third party to implement the service.

3 **BOUNDARIES OF THE SERVICE AREA**

3.1 The boundaries of the Apex Mountain Fire Protection service area are a portion of Electoral Area "I" as outlined on Schedule A attached to and forming part of this bylaw.

4 **PARTICIPATING AREAS**

4.1 The Apex Mountain Fire Protection service area is located entirely within the boundaries of Electoral Area "I"

5 **METHODS OF COST RECOVERY**

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

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

6 **LIMIT**

6.1 The maximum amount that may be requisitioned annually for the service shall not exceed \$ 390,000 or \$2.65 per \$1000 net taxable value of land and improvements in the service area based on residential class, whichever the greater.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this ___ day of ___, ___.

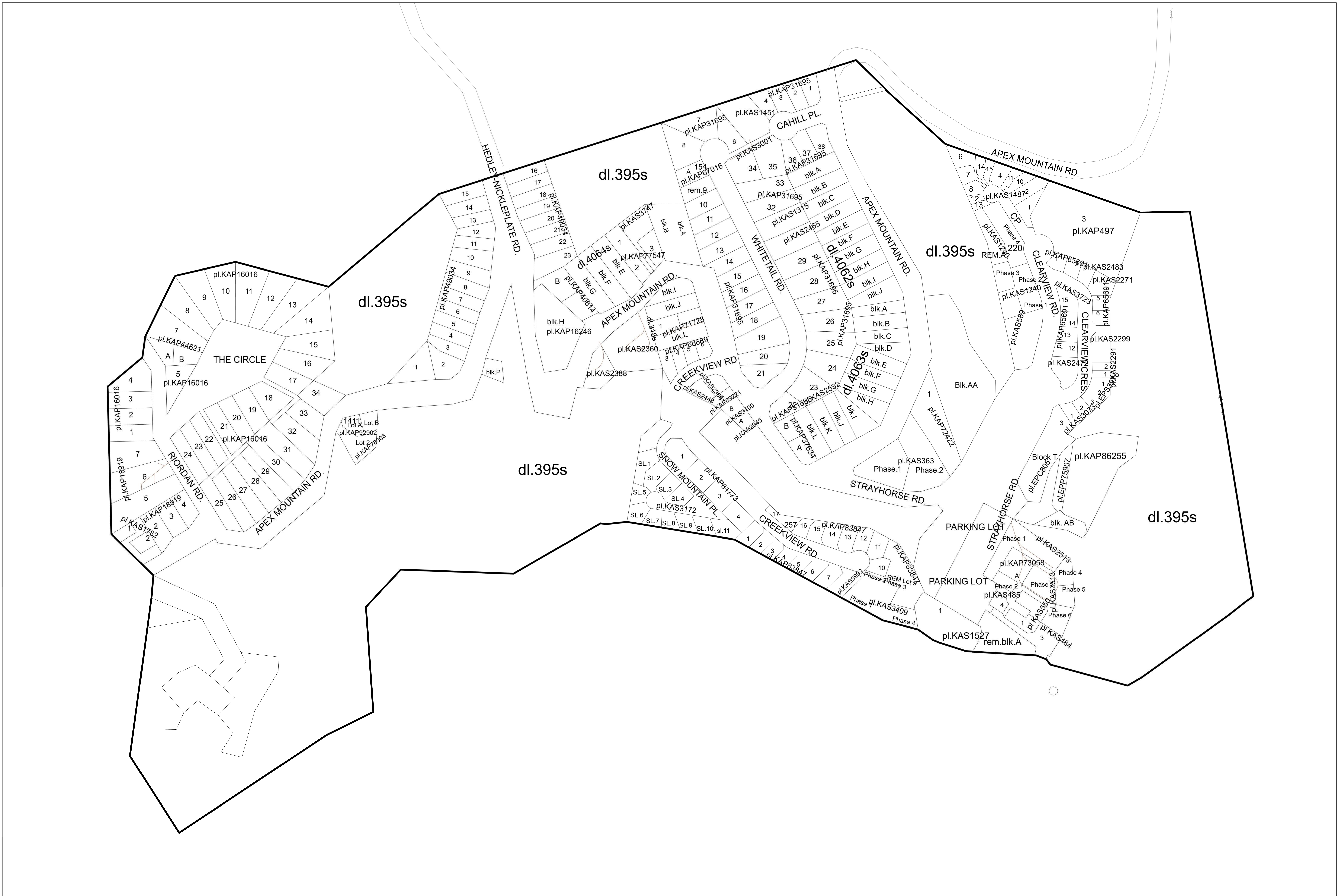
RECEIVED APPROVAL OF THE ELECTORATE THROUGH REFERENDUM this ___ day of ___, ___.

ADOPTED this ___ day of ___, ___

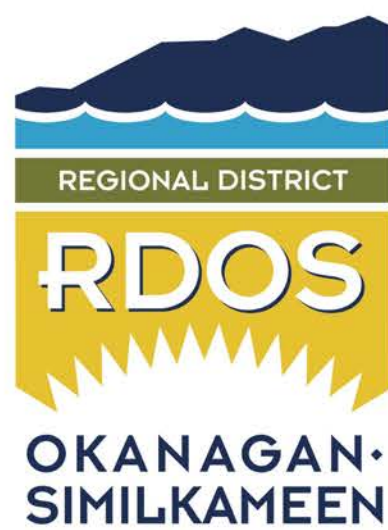
Board Chair

Corporate Officer

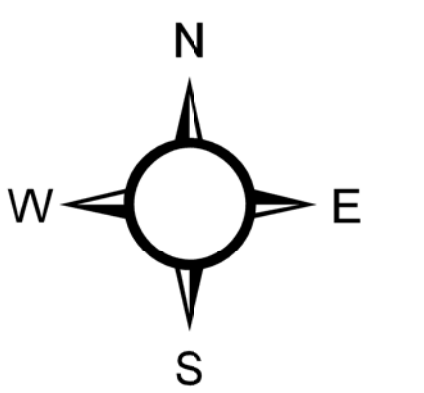
FILED WITH THE INSPECTOR OF MUNICIPALITIES this ___ day of ___, ___



Apex Mountain Fire Protection Service Establishment
Bylaw No. 2920, 2020



Legend
 Bylaw 2920



1:1,750

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2921, 2020

A bylaw to authorize the long-term borrowing for the establishment and operation of the Apex Mountain Fire Department.

WHEREAS pursuant to the Local Government Act and the Community Charter, the Regional District of Okanagan-Similkameen may, by loan authorization bylaw, borrow money for capital purposes;

AND WHEREAS the Board of the Regional District of Okanagan-Similkameen has established by Bylaw No. 2920, 2020 a service for the purpose of fire prevention and inspection services, and fire suppression and other emergency responses as considered appropriate or necessary by the Board of Directors

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed twenty (20) years;

AND WHEREAS the authority to borrow under this bylaw expires five (5) years from the date on which this bylaw is adopted;

AND WHEREAS the Regional Board of the Regional District of Okanagan-Similkameen has obtained the approval of electors in accordance with the *Local Government Act*;

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 Apex Mountain Fire Protection Loan Authorization Bylaw No. 2921, 2020

2. AUTHORIZATION OF PURCHASE

2.1 The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the establishment and operation of the Service serving the Apex Mountain Fire Protection Local Service Area generally in accordance with plans on file in the Regional District office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

3. LOAN AUTHORIZATION

- 3.1 To borrow upon the credit of the Regional District a sum not more than three million dollars (\$3,000,000).
- 3.2 To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of said parks & playgrounds in Electoral Area "E".

4. TERM OF DEBENTURE

- 4.1 The maximum term for which debentures may be issued to secure debt created by this bylaw is twenty (25) years.

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

APPROVED by the Inspector of Municipalities this ____ day of ____, ____

RECEIVED ASSENT OF THE ELECTOR THIS ____ day of ____, ____

ADOPTED this ____ day of ____, ____

RDOS Board Chair

Corporate Officer