

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, December 20, 2018
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

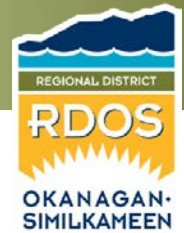
8:30 am	-	9:00 am	Outlook Email Training
9:00 am	-	11:00 am	Protective Services Committee [Closed Session]
11:00 am	-	12:00 pm	Community Services Committee
12:00 pm	-	12:30 pm	Lunch
12:30 pm	-	1:00 pm	Planning and Development Committee
1:00 pm	-	1:15 pm	Corporate Services Committee
1:15 pm	-	3:00 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

January 3, 2019	RDOS Board/Committee Meetings
January 17, 2019	RDOS Board/OSRHD Board/Committee Meetings
February 7, 2019	RDOS Board/Committee Meetings
February 21, 2019	RDOS Board/OSRHD Board/Committee Meetings
March 7, 2019	RDOS Board/Committee Meetings
March 21, 2019	RDOS Board/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, December 20, 2018

11:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Community Services Committee meeting of December 20, 2018 be adopted.

B. DELEGATION – BC Transit

1. Chris Fudge – Senior Manager, Government Relations

Mr. Fudge will address the Board to discuss to RDOS Transit System Annual Performance Report and Penticton/Kelowna Transit Service.

C. ADJOURNMENT



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, December 20, 2018

12:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Planning and Development Committee meeting of December 20, 2018 be adopted.

B. *AGRICULTURAL LAND COMMISSION ACT* AMENDMENTS – RESIDENTIAL DWELLINGS For Information Only

The purpose of this report is to provide the Board with an update of recent amendments to the Agriculture Land Commission (ALC) Act as it relates to the residential use of parcels in the Agricultural Land Reserve (ALR).

C. BOARD OF VARIANCE OVERVIEW – For Information Only

The purpose of this report is to provide the Regional District Board with an overview of the Board of Variance (BoV).

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Planning and Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: *Agricultural Land Commission Act* Amendments – Residential Dwellings

Administrative Recommendation:

For information.

Purpose:

The purpose of this report is to provide the Board with an update of recent amendments to the *Agriculture Land Commission (ALC) Act* as it relates to the residential use of parcels in the Agricultural Land Reserve (ALR).

Background:

Following the provincial election on May 9, 2017, the new Minister of Agriculture was tasked in her “mandate letter” with “Revitalizing the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC).”

On January 4, 2018, the Minister announced the creation of a Minister’s Advisory Committee tasked with delivering a set of interim recommendations on how to revitalize the ALR & ALC, and the Committee undertook extensive public consultations between February and April of 2018.

On July 31, 2018, the Minister’s Advisory Committee submitted an Interim Report to the provincial government which made a number of recommendations, including, but not limited to:

- Strengthening the ALC Act to prioritize agriculture;
- Increase the autonomy and independence of the ALC;
- Ensure decisions of the ALC are consistent and fair across regions;
- Reinstating a one-zone ALC decision-making model;
- Strengthening ALC compliance and enforcement tools and capacity;
- Protecting the ALC from residential speculation (i.e. floor area, number of dwellings, home plate);
- Restricting the placement of fill in the ALR; and
- Only allow the exclusion of land from the ALR through a joint ALC-local government planning process.

On November 5, 2018, the provincial government introduced Bill 52, being the *Agricultural Land Commission Amendment Act, 2018*. Amongst other things, these amendments, which were adopted on November 27, 2018, propose to:

- restore the integrity of the ALR by reinstating one zone for all ALR land in BC;
-

- limit new house sizes to less than 500 m², except through application to the ALC in cases where it would support farming (which comes into effect on November 5, 2019, for principle dwelling units);
- require ALC approval of any additional (secondary) residences in the ALR to curb non-farm development; and
- crack down on the dumping of construction debris, toxic waste and other fill in the ALR through increased penalties.

Under the various Electoral Area Zoning Bylaws, lands in the ALR are generally zoned agriculture (i.e. AG1, AG2 or AG3), with the number of dwelling units per parcel being apportioned as follows:

PARCEL AREA	MAXIMUM NUMBER OF PRINCIPAL DWELLINGS	MAXIMUM NUMBER OF SECONDARY SUITES, ACCESSORY DWELLINGS OF MOBILE HOMES	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES, ACCESSORY DWELLINGS OF MOBILE HOMES
Less than 8.0 ha	1	1	90.0 m ²
8.0 ha to 11.9 ha	2	2	180.0 m ²
12.0 ha to 15.9 ha	3	3	270.0 m ²
Greater than 16.0 ha	4	4	360.0 m ²

The Zoning Bylaws do not currently restrict the floor area of principle dwellings within the ALR, other than indirectly through the restriction on maximum parcel coverage, which applies to all buildings and structures. Accessory (i.e. secondary) dwellings, however, are currently limited in size as shown in the table above.

Analysis:

The current approach to the provision of dwelling units on ALR lands in the Electoral Area Zoning Bylaws was informed by Section 18 of the *ALC Act* (to be repealed) which stated that a local government may not “approve more than one residence on a parcel of land unless the additional residences are necessary for farm use” [emphasis added].

While there are a number of different ways that a determination of “necessary for farm use” could be made, the historic practice of the Regional District has been to use parcel size, with larger parcels being allotted a greater number of dwelling units and smaller parcels fewer accessory dwellings.

With the pending repeal and replacement of this section of the *ALC Act*, the Regional District will no longer make this determination and any building permit for an accessory dwelling on lands in the ALR will not be able to be issued until such time as the ALC has approved the dwelling unit.

Accordingly, property owners seeking to develop a second dwelling unit (other than a secondary suite) on a property in the ALR will first be required to submit a “non-farm use” application to the ALC. These applications will not be able to be considered by the ALC until they have first been “authorised” by the Board (in accordance with Section 25(3) of the *ALC Act*).

With regard to the floor area restriction on principle dwelling units (which will come into force on November 5, 2019), the Regional District will similarly be unable to issue a building permit for a

development that does not comply with this requirement until such time as the ALC has granted "non-farm use" approval.

These legislative changes do not apply to the current allowance for one (1) secondary suite and either one (1) manufactured home *or* one (1) "accommodation that is constructed above an existing building on the farm and that has only a single level" on a parcel in the ALR.

In addition, parcels that are less than 2.0 acres in area and which were created by a plan of subdivision deposited with the Land Titles Office prior to December 21, 1972 (being the date the ALR was created) will continue to be exempt from the ALR regulations under Section 23 (Exemptions) of the ALC Act.


Importantly, these legislative changes will not have force and effect until new ALR Regulations are adopted by the Provincial Government. It is understood that these Regulations are currently being drafted and that it is anticipated that they will be adopted early in 2019.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



B. Dollevoet, Dev. Services Manager

ADMINISTRATIVE REPORT



TO: Planning and Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: December 20, 2018
RE: Board of Variance Overview

Administrative Recommendation:

For information.

Purpose:

The purpose of this report is to provide the Regional District Board with an overview of the Board of Variance (BoV).

Background:

Under Section 536 of the *Local Government Act*, a local government that has adopted a zoning bylaw must also, by bylaw, establish a Board of Variance.

The first "Zoning Board of Appeal" bylaw adopted by the Regional District Board was at its meeting of June 8, 1967 (being Bylaw No. 15).

The Regional District's current Board of Variance Bylaw No. 2494, was adopted by the Board at its meeting of August 6, 2009, and, in accordance with the Act, gives the BoV jurisdiction in all of the Electoral Areas that have enacted a zoning bylaw, establishes membership criteria, meeting requirements, rules governing the election of a chair and secretary, application requirements and processing procedures.

Overview:

The BoV is an independent statutory tribunal whose authority is embedded in the *Local Government Act* and whose principal function is to provide an avenue of relief for persons seeking a variance or exemption from a bylaw regulation where compliance with the regulation would create "undue hardship".

The bylaw matters that a BoV may issue a variance or exemption from are limited to the following:

- zoning bylaw regulations respecting the siting, size and dimensions of a building's structure;
 - regulations respecting the siting of a manufactured home in a manufactured home park;
 - subdivision servicing requirements in an area zoned for agricultural or industrial use;
 - the prohibition on structural alteration or addition in relation to a building containing a non-conforming use; and
 - tree protection bylaws (NOTE: regional district's do not have authority to implement these types of bylaws).
-

While the determination of what may constitute “undue hardship” is at the sole discretion of the BoV, the Act requires that the BoV must be of an opinion that a requested variance or exemption to a bylaw regulation will not do any of the following:

- i) result in inappropriate development of the site;*
- ii) adversely affect the natural environment;*
- iii) substantially affect the use and enjoyment of adjacent land;*
- iv) vary permitted uses and densities under the applicable bylaw;*
- v) defeat the intent of the bylaw;*
- vi) vary the application of an applicable bylaw in relation to residential rental tenure.*

The current BoV has considered approximately 15 applications since their appointment on January 7, 2015. These have consisted of 10 variances and 5 exemptions (related to non-conforming uses).

The BoV is not required to justify a finding of “hardship”, provide reasons for a decision or even to provide a decision in writing. The BoV is, however, required to verbally announce its decision at a meeting, which is always held at the property that is the subject of the application.

While the BoV is an independent statutory tribunal, its members do not have any security of term as their appointments may be cancelled by the Regional District Board at any time. The maximum number of members who may serve on the BoV is three (3) and their term is three (3) years, or until re-appointed.

Unlike the Regional District Board, the BoV does not have a regulation-making function, and is limited to acting as a form of appellate tribunal.

In 2008-09, the Regional District and Town of Osoyoos explored the possibility of creating a joint BoV Bylaw. This was spurred by the challenge of maintaining membership on a BoV in light of the limited number of applications being submitted (NOTE: the BoV application fee charged by the RDOS at this time was \$2,000.00).

While a “joint” BoV Bylaw did not eventuate due to logistical challenges, the Town of Osoyoos and RDOS agreed to appoint the same individuals to their respective BoV’s. The Town of Oliver subsequently implemented this same approach so that the current RDOS BoV members determine applications in this member municipality as well.

The Act does not specify that an application must first be considered by the Regional District prior to consideration by the BoV, or vice-versa. Similarly, there is nothing in the Act preventing an applicant who has been denied by the BoV from submitting the same application for consideration by the Regional District Board, or vice-versa.

Procedurally, Administration does not steer applicant’s to either the BoV or the Regional District Board. Rather, applicants are informed of their options and left to decide their own preferred course of action.

Respectfully submitted:


C. Garrish, Planning Supervisor

Endorsed by:


B. Dollevoet, Dev. Services Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, December 20, 2018

1:00 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee meeting of December 20, 2018 be adopted.

B. ELECTORAL AREA "D" ECONOMIC DEVELOPMENT SERVICE – For Information Only

1. Bylaw No. 2447, 2008
2. Okanagan Falls Office Lease

To determine the Board's intent with regard to extension of a lease for the Okanagan Falls Community Office.

C. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Area D Economic Development Service

Issue:

The Regional District is currently charging the ratepayers in Area D/I \$169,000/year for a seemingly inactive program, part of which is leasing Units 1 & 2 (the "Office") at 5350 9th Ave. in Okanagan Falls from Penhold Investments Ltd. This would seem to contradict that premise of the Act that those who benefit should pay.

Purpose:

To determine the Board's intent with regard to extension of a lease for the Okanagan Falls Community Office.

Reference:

1. Bylaw 2447/08 – Area D Economic Development Service Establishment Bylaw
2. 1174/90 – Okanagan Falls Recreation Service
3. Penhold Investments Ltd./ current lease arrangement

Background:

At the Budget Committee meeting of November 2018, the member for Electoral Area D expressed an interest in a continued office presence for the Regional District in Okanagan Falls. The current office is funded under Bylaw 2447/08, a service established for the promotion of economic development, which may not be the right fit for the evolving intended use.

The Regional District entered into an annual Lease for 1200 ft.² with Penhold Investments Ltd June 1st, 2010 with subsequent one year terms to house the Economic Development Program. The lease contained a 3-month Quit Clause, which was actioned in the fall of 2018. The lease now perpetuates on a month-to-month relationship, with one-months written notice necessary to terminate.

Since 2016 the Economic Development Office has been staffed by a rural projects coordinator, administrative assistants and recreation staff, but still charged out against the Economic Development Service.

Alternatives:

1. Budget for a rejuvenated economic development program
2. Fund the Okanagan Falls Office through an existing program, like Parks and Recreation.
3. Establish a new service with a more general program such as "Community Services Office".
4. Renew the lease under the existing arrangement.
5. Let the lease lapse.

Analysis:

It comes down to money. Each of the different Services have a different group of ratepayers.

- The Economic Development Service covers all of Area D and I.
- The Okanagan Falls Recreation Service covers only a portion of Area D.
- The current use of the Office does not meet the purpose statement in the Economic Development Service Bylaw and to continue to charge expenses to the Economic Development Service would not seem to align with legislation.

Once the purpose of the Office is defined, the Board could choose to create a new Service, or the Recreation Staff in the Office could relocate back to the Okanagan Falls Community Centre at no cost, thereby allowing the lease to lapse.

The Board, once determining the purpose of the Office and where the costs will be applied, will resolve to enter into a lease with Penhold Investments Ltd. for a term of their choice.

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

BYLAW NO. 2447, 2008

A bylaw to establish and operate the promotion of economic development as a service in the Electoral Area 'D' of the Regional District Okanagan-Similkameen.

WHEREAS the Board of Directors (the "Board") of the Regional District of Okanagan-Similkameen (the "Regional District") may adopt a bylaw to establish and operate the promotion of economic development as a service in Electoral Area D of the Regional District;

AND WHEREAS for a proposed electoral participating area, a board may authorize approval under section 801 (2) (d) of the *Local Government Act* to be given under section 801.5 if, in the case of an establishing bylaw for a service referred to in section 800.1 (2), the proposed participating area for the service includes all of the electoral area and the service can be established without borrowing;

AND WHEREAS the director for Electoral Area D of the Regional District has, under section 801.5 (b) of the *Local Government Act*, consented in writing on behalf of the electors in the proposed electoral participating areas to adopting this bylaw;

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

1. ESTABLISHMENT OF THE SERVICE

- (a) The promotion of economic development is established as the Economic Development Service (the "service") in Electoral Areas D of the Regional District.
- (b) The Board may operate the service in the Economic Development Service Area (the "service area") and, without limitation, enter into a contract with a third party to implement the service.

2. SERVICE AREA

The boundaries of the service area are those of Electoral Area D of the Regional District.

3. PARTICIPATING AREA

Electoral Area D of the Regional District is the participating area for the service.

4. METHODS OF COST RECOVERY

- (a) The annual costs of the service are to be recovered by a requisition under section 806 of the *Local Government Act*.
- (b) The amount requisitioned must be collected by a property value tax imposed in accordance with section 806.1 of the *Local Government Act* on the basis of the net taxable value of land and improvements.

5. **LIMIT**

The maximum amount that may be requisitioned annually for the service is \$50,000.00 or .04/\$1,000 of net taxable value of land and improvements.

6. **CITATION**

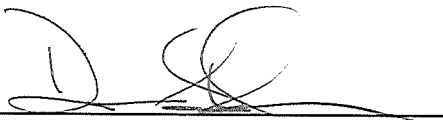
This bylaw may be cited as the **Electoral Area 'D' Economic Development Service Establishment Bylaw No. 2447, 2008.**

READ A FIRST, SECOND, AND THIRD TIME this 19th day of June, 2008.


ELECTORAL AREA D DIRECTOR CONSENT OBTAINED this 19th day of June, 2008.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this 2nd day of September, 2008.

ADOPTED this 2nd day of October, 2008.



Chair



General Manager of Administration Services

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Regional District of Okanagan Similkameen
101 Martin Street
Penticton, B.C.
V2A 5J9
Attention: Mark Woods
Community Services Manager

October 23, 2018

Dear Mr. Woods,

Re: Premises: Units 1 & 2 OK Corral, Okanagan Falls, B.C.
Landlord: Penhold Investments Ltd.
Sq. ft.: 1200 sq. ft. (±)

On August 15, 2018 you gave 3 1/2 months notice to vacate the premises November 30, 2018. On October 17, 2018 via email, you requested confirmation that you can continue to occupy the premises on a month to month basis commencing December 1, 2018. You have requested the notice of your vacating the property to be changed from 3 months to 1 months notice.

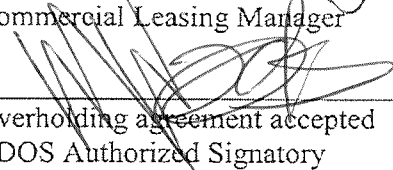
The Landlord will accommodate your request by allowing you to overhold the premises commencing December 1, 2018 at the total monthly rent rate of \$1000.00 + \$50.00 GST = \$1050.00 while continuing to comply with the terms and conditions of the lease signed April 14, 2010.

You may vacate the premises, or the Landlord may request you vacate the premises upon you or the Landlord serving each other with 1 (one) months notice.

We trust this arrangement will be to your satisfaction and to indicate your agreement, ask that you sign, date and return the enclosed copy of this letter to our office as soon as possible.

Yours truly,
LOCKE PROPERTY MANAGEMENT LTD.
As Manager for the Landlord


Chris Knight
Commercial Leasing Manager


Overholding agreement accepted
RDOS Authorized Signatory

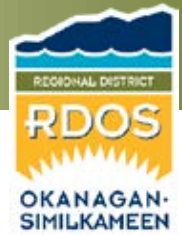
25 October, 2018
Date

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, December 20, 2018

1:15 p.m.



REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of December 20, 2018 be adopted.

1. Consent Agenda – Corporate Issues

a. Naramata Parks & Recreation Commission – November 26, 2018

THAT the Minutes of the November 26, 2018 Naramata Parks & Recreation Commission meeting be received.

b. Corporate Services Committee – December 6, 2018

THAT the Minutes of the December 6, 2018 Corporate Services Committee meeting be received.

THAT the Board of Directors support Doug Holmes expression of interest application to be considered as a Director at Large on the UBCM Executive

c. Planning and Development Committee – December 6, 2018

THAT the Minutes of the December 6, 2018 Planning and Development Committee meeting be received.

THAT the Board of Directors direct Administration to review the Area Planning Commission Bylaw No. 2339 related to the parameters of achieving quorum and/or if Regional District staff to attend APC meetings by request of the APC only

d. Protective Services Committee – December 6, 2018

THAT the Minutes of the December 6, 2018 Protective Services Committee be received.

e. RDOS Regular Board Meeting – December 6, 2018

THAT the minutes of the December 6, 2018 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Consent Agenda – Corporate Issues be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Agricultural Land Commission Referral (Subdivision) – 730 Golden Current Road and 5557 Dogwood Lane, Electoral Area “C”**

To adjust the boundaries between two properties in order to create an approximately 3,642 m² and an approximately 5.5 ha parcel.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Regional District Board not “authorise” the application to undertake a subdivision (boundary adjustment) involving the properties 730 Golden Current Road and 5557 Dogwood Lane in Electoral Area “C” to proceed to the Agricultural Land Commission.

2. Zoning Bylaw Amendment – 2257 82nd Avenue, Electoral Area “A”

a. Bylaw No. 2451.26, 2018

To allow for a two lot subdivision within the ALR.

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2451.26, 2018, Electoral Area “A” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the holding of the public hearing be scheduled for the Regional District Board meeting of January 17, 2019;

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

3. Official Community Plan (OCP) & Zoning Bylaw Amendments – Okanagan Falls Town Centre Plan Implementation – Electoral Area “D”

a. Bylaw No. 2455.39, 2018

The proposed amendments to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw are related the on-going implementation of the Okanagan Falls Town Centre Plan (2017).

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be adopted.

C. COMMUNITY SERVICES – Protective Services**1. 2019 UBCM Community Resiliency Investment Grant Program**

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the grant application for the 2019 UBCM Community Resiliency Investment Program and, should the grant application be successful, be willing to provide overall grant management.

D. COMMUNITY SERVICES – Rural Projects**1. Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Oliver & District Arena Improvements**

- a. Oliver Parks and Recreation Letter dated October 26, 2018
- b. Concept Plan

To upgrade accessibility and replace aging infrastructure at the Oliver & District Arena by securing up to 73% of the capital costs through a joint provincial and federal infrastructure grant.

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the application to Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream, for the Oliver & District Arena Improvements.

2. Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Okanagan Falls Skaha Lake Park Extension Project

- a. Concept Plan

To secure up to 73% funding for new park development in Okanagan Falls through a joint Provincial and Federal ICIP grant.

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the application to the Investing in Canada Infrastructure Program for the Skaha Lake Park Extension Project in Okanagan Falls.

-
3. **Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Naramata Manitou Park Washroom and Pathway Project**
a. Concept Plan

To complete the public washroom infrastructure and accessibility path project in Manitou Park by securing Provincial and Federal funding through a Community, Culture and Recreation Infrastructure Grant.

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream; for the Manitou Park Washroom and Pathway Project in Naramata.

4. **Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – West Bench Parks Accessibility and Outdoor Play Enhancements**

To increase outdoor recreation and accessibility in West Bench by securing up to 73% funding through a joint provincial and federal ICIP Grant.

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the application to the Investing in Canada Infrastructure Program - Community, Culture and Recreation Stream; for the West Bench Parks Accessibility and Outdoor Play Enhancements.

5. **Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Similkameen Community Pool Renovation Project**

To extend the serviceable life of the Similkameen Community Pool by securing Provincial and Federal funding through a Community, Culture and Recreation Infrastructure Grant.

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors endorse the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream; for the Similkameen Community Pool Renovation Project.

-
6. **Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Kaleden Pioneer Park Improvements**
 - a. **Concept Plan**

To improve accessibility and complete the Pioneer Park re-development plan by securing up to 73% funding through a joint provincial and federal infrastructure grant.

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the grant application for upgrades to Kaleden’s Pioneer Park under the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream.

E. FINANCE

1. **Finance Policies**
 - a. **Investment Policy**
 - b. **Management of Reserve Policy**
 - c. **Purchasing and Sales Policy**

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)

THAT The Board of the Regional District of Okanagan Similkameen adopt the following new and revised policies:

1. **Investment Policy (New)**
 2. **Management of Reserve (New)**
 3. **Purchasing and Sales Policy (Revised)**
-

F. LEGISLATIVE SERVICES

1. **Fire Protection Mutual Aid Agreement**
 - a. **Agreement**

RECOMMENDATION 14 (Weighted Corporate Vote – Majority)

THAT the Board of Directors authorize a two-year extension of the Fire Protection Mutual Aid Agreement commencing on the date of its execution by all Parties.

2. **Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2630.06, 2018**
 - a. Bylaw No. 2630.06, 2018

To bring an additional property into the service area.

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

THAT third reading of Bylaw No. 2630.06 Gallagher Lake Sewer and Water Service Amendment Bylaw be rescinded and the bylaw be re-read a third time as amended.

3. **Sun Valley Water System Service Metering and Back-up Generator Power Loan Authorization Bylaw No. 2837, 2018**
 - a. Bylaw No. 2837, 2018

To commence a loan authorization bylaw as required for the application for submission to the ICIP, Green Infrastructure – Environmental Quality Program.

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

THAT Bylaw No. 2837 2018 Sun Valley Water System Service Metering and Back-up Generator Power Loan Authorization Bylaw be read a first, second and third time and forwarded to the Inspector of Municipalities for approval; and,

THAT upon approval by the Inspector of Municipalities, participating area approval for the adoption of the bylaw be obtained through an Alternative Approval process in accordance with the *Local Government Act*.

4. **Advisory Planning Commission (APC) Appointments**

To seek Board appointments for the members of the Area Planning Commissions for each Electoral Area.

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the following as members of the Electoral Area “A” Advisory Planning Commission until October 31, 2022:

Bill Plaskett; Dwayne Svendsen; Gerry Hesketh; Manfred Freese; Grant Montgomery; Mark McKenney; and Peter Beckett.

THAT the Board of Directors appoint the following as members of the Electoral Area “C” Advisory Planning Commission until October 31, 2022:

David Janzen; Sara Bunge; Ed Machial; Jack Bennest; Louise Conant; and Jessica Murphy.

THAT the Board of Directors appoint the following as members of the Electoral Area “D” Advisory Planning Commission until October 31, 2022:

Malcolm Paterson; Kelvin Hall; Don Allbright; Doug Lychak; Bob Pearce; Almira Nunes; Kurtis John Hiebert; Norm Gaumont; Navid Chaudry; Jerry Stewart; Jill Adamson; and Alf Hartviksen.

THAT the Board of Directors appoint the following as members of the Electoral Area “E” Advisory Planning Commission until October 31, 2022:

Bruce Clough; Tom Hoenisch; Heather Fleck; Phil Janzen; Don Mancell; and Richard Roskell.

THAT the Board of Directors appoint the following as members of the Electoral Area “H” Advisory Planning Commission until October 31, 2022:

Rob Miller; Gail Smart; Lynne Smyth; Tom Rushworth; Ole Juul; Marg Reichert; and Betty McCrae.

THAT the Board of Directors appoint the following as members of the Electoral Area “I” Advisory Planning Commission until October 31, 2022:

Bob Handfield; Bruce Shepherd; Mike Gane; Adele Dewar; Kim Denis; John Davis; Doreen Olsen; Rick Defehr; and Christopher Struthers.

5. Board of Variance Appointments

To recommend appointments to the Regional District’s Board of Variance (BoV), which is an independent statutory tribunal whose authority is embedded in the *Local Government Act* and whose principal function is to provide an avenue of relief for persons seeking a variance or exemption from a bylaw regulation where compliance with the regulation would create “undue hardship”.

RECOMMENDATION 18 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint Dave Corbeil, Margaret Chadsey and Tim Forty to the Board of Variance for a three (3) year term commencing on January 1, 2019.

6. Parks and Recreation Commission Appointments

RECOMMENDATION 19 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the following members to the subsequent Commissions:

Area "B" Kobau Park	Area "D" Okanagan Falls	Area "E" Naramata	Area "F" West Bench	Area "I" Kaleden	Similkameen Recreation
John Weber	Kelvin Hall	Bob Coulter	Heather Allen	Arthur Wayne Lee	Richard Oostr
Matt Lougheed	Parul Nayak	Dennis Smith	Warren Everton	Jen Charlish	Duncan Baynes
Marie Marven	Doug Lychak	Richard Roskell	Ben Arcuri	Gail Jeffery	Dave Cursons
	Barbara Shanks	Jacqueline Duncan		Doug King	Robert Proctor
	Daniela Fehr	Jeff Gagnon		Neal Dockendorf	Tim Austin
	Matt Taylor				
	Dave Del Rizzo				

7. Sponsorship Opportunities for the 12th Annual Southern Interior Local Government Association (SILGA) Annual General Meeting and Convention

a. SILGA Letter dated December 3, 2018

RECOMMENDATION 20 (Weighted Corporate Vote – Majority)

THAT the Regional District of Okanagan-Similkameen support the Southern Interior Local Government Association (SILGA) 12th annual SILGA AGM and Convention April 30 to May 3, 2019 with a contribution for a level of sponsorship as detailed in the December 3, 2018 letter from the SILGA Executive Director; and further,

THAT the contribution amount be funded through General Government.

8. Southern Interior Local Government Association (SILGA) Call for Nominations 2019

9. Southern Interior Local Government Association (SILGA) Call for Resolutions for 2019 Convention

10. Southern Interior Local Government Association (SILGA) Community Excellence Awards

11. Declaration of State of Local Emergency Approval

RECOMMENDATION 21 (Unweighted Corporate Vote – Simple Majority)

Electoral Area “C”:

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 10 December 2018, at midnight for a further seven days to 17 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 17 December 2018, at midnight for a further seven days to 24 December 2018, at midnight.

G. CAO REPORTS

1. Verbal Update

H. OTHER BUSINESS

1. Chair’s Report

2. Board Representation

- a. BC Grape Growers Association and Starling Control – *Bush, Monteith (Alternate)*
 - b. BC Rural Centre (formerly Southern Interior Beetle Action Coalition) – *Gettens, Obirek (Alternate)*
 - c. Developing Sustainable Rural Practice Communities – *McKortoff, Bauer (Alternate)*
 - d. Intergovernmental First Nations Joint Council - *Kozakevich, Bauer, Pendergraft*
 - e. Municipal Finance Authority – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - f. Municipal Insurance Association – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - g. Okanagan Basin Water Board - *McKortoff, Boot, Knodel, Pendergraft (Alternate to McKortoff), Holmes (Alternate to Boot), Monteith (Alternate to Knodel)*
 - i. December 2018 Report
 - h. Okanagan Film Commission – *Gettens, Holmes (Alternate)*
 - i. Okanagan Nation Alliance Steering Committee – *Kozakevich*
 - j. Okanagan Regional Library – *Kozakevich, Roberts (Alternate)*
 - k. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Knodel (Alternate)*
 - l. Okanagan-Similkameen Regional Hospital District – *Veintimilla, Boot (Alternate)*
 - m. South Okanagan Similkameen Fire Chief Association – *Pendergraft, Knodel, Monteith, Obirek, Roberts*
 - n. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
 - o. UBCO Water Research - Chair Advisory Committee – *Holmes, Bauer (Alternate)*
-

3. Directors Motions

4. Board Members Verbal Update

I. ADJOURNMENT



MINUTES

Naramata Parks & Recreation Commission

Monday, November 26, 2018, 6:30 p.m.
Naramata Fire Hall

- Members Present: Dennis Smith (Chair), Maureen Balcaen, Adrienne Fedrigo, Jacqueline Duncan, Lyle Resh, Jeff Gagnon, Nicole Verpaelst
- Absent: Richard Roskell, Doug Reeve (RDOS, Projects Coordinator II), Justin Shuttleworth (RDOS Parks & Facilities Coordinator)
- Area 'E' Director: Karla Kozakevich (RDOS Area 'E' Director)
- Staff & Contractors: Jordan Taylor (Parks Maintenance Contractor) left meeting at 6:54 p.m., Heather Lemieux (Recording Secretary), Deb Linton (Recreation Contractor) arrived at 6:33 p.m. left meeting at 7:10 p.m.
- Guests: None
- Delegations: None

1. APPROVAL OF AGENDA

Added 8.1 Dog Off Leash Area and Dog Feces Signage, 8.3 Naramata Faire Budget and 8.4 Bell or Yell to 8. Business Arising.

RECOMMENDATION
IT WAS MOVED AND SECONDED

That the Agenda for the Naramata Parks & Recreation Meeting of November 26, 2018 be adopted as amended and all presentations and reports be received.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION
IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Meeting of October 22, 2018 be adopted as presented.

CARRIED (UNANIMOUSLY)



MINUTES

Naramata Parks & Recreation Commission

Monday, November 26, 2018, 6:30 p.m.

Naramata Fire Hall

3. CORRESPONDENCE/DELEGATIONS

- 3.1. Parks Maintenance Contractor Year End Report – Jordan Taylor submitted the *Naramata Park Contractor 2018 Year End Summary*. Discussed the reduced number of geese in the last few years and animal control signage. ACTION – Jordan Taylor to email the *Naramata Park Contractor 2018 Year End Summary* to Karla Kozakevich.

4. RDOS DIRECTOR REPORT – Karla Kozakevich reported on the following:

- 4.1. Creek Park Acquisition – The parkland acquisition is complete. Future improvements and projects can be planned.
- 4.2. Smoking Bylaw – The regional Smoking Bylaw for parks is on the strategic planning list to be reviewed.
- 4.3. Heritage / Culture – Heritage is under the jurisdiction of the RDOS Planning and Development department. Discussed KVR work camps. ACTION – Lyle Resh to submit a recommendation to the RDOS that the RDOS Planning Department designate the KVR worker camps for historical protection.
- 4.4. Annual Volunteer Appreciation Dinner - The dinner will be held on Monday December 10, 2018 at the Naramata Pub. The evening begins at 6:00 p.m. and dinner will be served at 7:00 p.m.

5. RDOS STAFF REPORT – Doug Reeve (RDOS, Projects Coordinator II) and Justin Shuttleworth (RDOS Parks & Facilities Coordinator) absent.

6. RECREATION CONTRACTOR REPORT – Deb Linton (Recreation Coordinator Contractor), report submitted.

- 6.1. Recreation Coordinator – The NPR, Staff and Contractors extended thanks to Deb Linton for her many years of service to NPR as a volunteer and as Recreation Contractor. Hiring is underway for the Recreation Coordinator position. ONGOING



MINUTES

Naramata Parks & Recreation Commission

Monday, November 26, 2018, 6:30 p.m.

Naramata Fire Hall

7. COMMISSION MEMBER REPORTS

- 7.1. Woodwackers Report – Lyle Resh presented a verbal report. Work has ceased for winter and will resume in Spring 2019.
- 7.2. Accessibility Workshop Report – Adrienne Fedrigo reported that when building new facilities, universal accessibility is recommended to be taken into account in the design. Discussed pathways, inclines and materials for all levels of abilities.
- 7.3. Feasibility Assessment Discussion - *Canada-British Columbia Investing in Canada Infrastructure - Community, Culture, and Recreation Program* – Discussed the Naramata Recreation Access & Enhancement Project project and scope. The deadline for grant submission is January 23, 2019. If successful, construction must complete before March 31, 2024 and the project must complete before March 31, 2027. Discussed multiple parks/locations, solar lighting, electricity plug-ins and fencing.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Naramata Parks & Recreation recommend to the RDOS Board THAT the Investing in Canada Infrastructure Program - Community, Culture, and Recreation Program grant application be submitted. And THAT the RDOS determine a minimum contribution amount of 27% from the Area 'E' tax requisition.

CARRIED (UNANIMOUSLY)

8. BUSINESS ARISING

- 8.1. Dog Off Leash Area and Dog Feces Signage – Discussed adding signage to parks to encourage dog owners to pick up their dog feces. Discussed dog off leash area, the possibility of approaching MOTi to obtain a rite-of-way permit for an official dog off leash area.
- 8.2. Outdoor Learning Space project – Discussed, estimate on project costs is needed and the school has started fundraising. ACTION – Heather Lemieux to email Jeff Gagnon the project plan.
- 8.3. Naramata Faire Budget – Discussed the preliminary 2019 event budget and grant request of \$2,300 to the Naramata Faire Society.



MINUTES

Naramata Parks & Recreation Commission

Monday, November 26, 2018, 6:30 p.m.

Naramata Fire Hall

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Naramata Parks & Recreation increase the Naramata Faire Society Grant to \$2,300 for 2019.

CARRIED (UNANIMOUSLY)

- 8.4. Bell or Yell – Discussed safety signage to protect walkers from speeding bicycles along the KVR to ring a bell or yell loudly to walkers when they are approaching to pass. ACTION – Justin Shuttleworth to check with TOTA or PACA to inquire if they can include 'Bell or Yell' signage their KVR project planning (Ex. at hitching posts and at Ben's Biffy).

9. ADJOURNMENT 8:12 p.m.

NEXT MEETING:

Annual General Meeting (AGM) & Regular Meeting

January 28th, 2019 at 6:30 p.m. at the Naramata Fire Hall

REMINDER – NPR members are reminded to RSVP Karla Kozakevich for the Annual Volunteer Appreciation Dinner.

Recreation Commission Chair

Recording Secretary



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, December 06, 2018

9:47 a.m.

Minutes

MEMBERS PRESENT:

Acting Chair K. Kozakevich, Electoral Area "E"
Director M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director D. Holmes, District of Summerland
Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee meeting of December 06, 2018 be adopted. - CARRIED

B. FINANCE POLICIES

1. Investment Policy
2. Management of Reserve Funds Policy
3. Purchasing and Sales Policy

The Committee discussed the draft policies.

C. UBCM – NOTIFICATION OF EXECUTIVE VACANCIES – For Information Only

It was MOVED and SECONDED

THAT the Board of Directors support Doug Holmes expression of interest application to be considered as a Director at Large on the UBCM Executive. - **CARRIED**

D. ADJOURNMENT

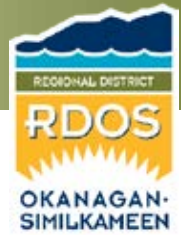
By consensus, the Corporate Services Committee meeting adjourned at 10:16 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Acting Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, December 06, 2018
9:11 a.m.

Minutes

MEMBERS PRESENT:

Acting Chair K. Kozakevich, Electoral Area "E"
Director M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director D. Holmes, District of Summerland
Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

B. Dollevoet, Manager of Development Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Planning and Development Committee meeting of December 06, 2018 be adopted. - **CARRIED**

B. RE-STRUCTURING OF ADVISORY PLANNING COMMISSIONS

1. Proposed Area Map

To seek direction from the Board regarding possible changes to the composition of the Electoral Area Advisory Planning Commissions (APCs).

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the Board of Directors direct Administration to review the Area Planning Commission Bylaw No. 2339 related to the parameters of achieving quorum and/or if Regional District staff to attend APC meetings by request of the APC only. - **CARRIED**
Opposed: Director Obirek

C. ADJOURNMENT

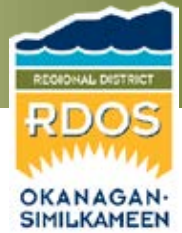
By consensus, the Planning and Development Committee meeting adjourned at 9:46 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Acting Planning and Development Committee
Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, December 06, 2018
10:24 a.m.

Minutes

MEMBERS PRESENT:

Acting Chair M. Bauer, Village of Keremeos
Director K. Kozakevich, Electoral Area "E"
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director D. Holmes, District of Summerland
Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver
Director J. Sentes, Alt. City of Penticton

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

K. Morgan, Manager of Human Resources

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Protective Services Committee meeting of December 06, 2018 be adopted. - CARRIED

B. DELEGATION – RCMP

1. Ted De Jager – Detachment Commander, South Okanagan-Similkameen Regional Detachment

Superintendent De Jager addressed the Board to discuss plans for 2019.

Director Kimberley vacated the Boardroom at 11:00 a.m., and Alternate Director Sentes assumed Director Kimberley's seat.

C. CLOSED SESSION**RECOMMENDATION 2****It was MOVED and SECONDED**

THAT in accordance with Section 90(1)(c) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations. As amended to Add two additional formal complaints. - **CARRIED**

The meeting was closed to the public at 11:10 a.m.

The meeting was opened to the public at 11:51 a.m.

When the meeting opened to the public, Director Kimberley had returned to the Boardroom and re-assumed his seat.

D. ADJOURNMENT

By consensus, the Corporate Services Committee meeting adjourned at 11:51 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Bauer
Acting 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 12:31 p.m. Thursday, December 6, 2018 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer	K. Morgan, Manager of Human Resources
C. Malden, Manager of Legislative Services	L. Miller, Building Inspection Services Supervisor
B. Dollevoet, Manager of Development Services	C. Garrish, Planning Supervisor

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 06, 2018 be amended by adding Item 1C add roster, A3 Delegation and Item F5b Hope Business & Development Society and Item I Closed Session - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Kaleden Volunteer Fire Department Roster Amendment – October 26, 2018
That the October 26, 2018 Kaleden Volunteer Fire Department roster be adopted as amended.
- b. Keremeos Volunteer Fire Department Roster Amendment – November 12, 2018
That the November 12, 2018 Keremeos Volunteer Fire Department roster be adopted as amended.
- c. Naramata Volunteer Fire Department Roster Amendment – December 6, 2018
That the December 6, 2018 Naramata Volunteer Fire Department roster be adopted as amended.

- d. Okanagan Falls Volunteer Fire Department Roster Amendment – November 15, 2018
That the November 15, 2018 Okanagan Falls Volunteer Fire Department roster be adopted as amended.
- e. Willowbrook Volunteer Fire Department Roster Amendment – December 6, 2018
That the December 6, 2018 Willowbrook Volunteer Fire Department roster be adopted as amended.
- f. Electoral Area “A” Advisory Planning Commission – October 9, 2018
THAT the Minutes of the October 9, 2018 Electoral Area “A” Advisory Planning Commission meeting be received.
- g. Electoral Area “E” Advisory Planning Commission – October 15, 2018
THAT the Minutes of the October 15, 2018 Electoral Area “E” Advisory Planning Commission meeting be received.
- h. Kaleden Recreation Commission – September 4, 2018
THAT the Minutes of the September 4, 2018 Kaleden Recreation Commission meeting be received.
- i. Kaleden Recreation Commission – November 6, 2018
THAT the Minutes of the November 6, 2018 Kaleden Recreation Commission meeting be received.
- j. Naramata Parks and Recreation Commission – August 27, 2018
THAT the Minutes of the August 27, 2018 Naramata Parks and Recreation Commission meeting be received.
- k. Naramata Parks and Recreation Commission – September 24, 2018
THAT the Minutes of the September 24, 2018 Naramata Parks and Recreation Commission meeting be received.
- l. Naramata Parks and Recreation Commission – October 22, 2018
THAT the Minutes of the October 22, 2018 Naramata Parks and Recreation Commission meeting be received.
- m. Okanagan Falls Parks and Recreation Commission – September 12, 2018
THAT the Minutes of the September 12, 2018 Okanagan Falls Parks and Recreation Commission meeting be received.
- n. Electoral Area “F” Parks and Recreation Commission – February 15, 2018
THAT the Minutes of the February 15, 2018 Electoral Area “F” Parks and Recreation Commission meeting be received.

- o. Electoral Area “F” Parks and Recreation Commission Annual General Meeting – February 15, 2018
THAT the Minutes of the February 15, 2018 Electoral Area “F” Parks and Recreation Commission Annual General Meeting be received.
- p. Electoral Area “F” Parks and Recreation Commission – September 27, 2018
THAT the Minutes of the September 27, 2018 Electoral Area “F” Parks and Recreation Commission meeting be received.
- q. Similkameen Recreation Commission – August 7, 2018
THAT the Minutes of the August 7, 2018 Similkameen Recreation Commission meeting be received.
- r. Similkameen Recreation Commission – October 9, 2018
THAT the Minutes of the October 9, 2018 Similkameen Recreation Commission meeting be received.
- s. Similkameen Recreation Commission – November 20, 2018
THAT the Minutes of the November 20, 2018 Similkameen Recreation Commission meeting be received.
- t. Community Services Committee – October 18, 2018
THAT the Minutes of the October 18, 2018 Community Services Committee meeting be received.
- u. Corporate Services Committee – October 18, 2018
THAT the Minutes of the October 18, 2018 Corporate Services Committee meeting be received.
- v. Environment and Infrastructure Committee – October 18, 2018
THAT the Minutes of the October 18, 2018 Environment and Infrastructure Committee meeting be received.
- w. Planning and Development Committee – October 18, 2018
THAT the Minutes of the October 18, 2018 Planning and Development Committee meeting be received.
- x. Protective Services Committee – October 18, 2018
THAT the Minutes of the October 18, 2018 Protective Services Committee be received.
- y. RDOS Regular Board Meeting – October 18, 2018
THAT the minutes of the October 18, 2018 RDOS Regular Board meeting be adopted.

- z. RDOS Inaugural Board Meeting – November 15, 2018
THAT the minutes of the November 15, 2018 RDOS Inaugural Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

2. Consent Agenda – Development Services
- a. Agricultural Land Commission Referral (Non-Farm Use) – 8949 122nd Avenue, Osoyoos, Electoral Area “A”

To allow a wine production facility on a parcel less than 2.0 ha in area.

THAT the Regional District Board “authorize” the application to allow a “non-farm use” at 8949 122nd Avenue (legally described as Lot A, Plan 14028, District Lot 2450S, SDYD), to proceed to the Agricultural Land Commission.

- b. Temporary Use Permit Application – 1015 Hyde Road, Naramata, Electoral Area “E”
- i. Permit No. E2018.175-TUP

To allow for the renewal of an existing TUP authorizing a short-term vacation rental use.

THAT the Board of Directors approve Temporary Use Permit No. E2018.175-TUP.

- c. Agricultural Land Commission Referral (Non-Farm Use) – JCO Valley Ranch Ltd, Electoral Area “H”

To allow for the restoration work on Wolfe Creek to offset mine development activity.

THAT the Regional District Board “authorize” the application for the restoration of Wolfe Creek as a “non-farm use” on the properties at the JCO Valley Ranch in Electoral Area “H” to proceed to the Agricultural Land Commission.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

ADDENDUM**3. Delegation - Neda Joss**

Ms. Joss addressed the Board requesting a resolution in support of stopping the proposed clear cut logging in the Upper Carmi area.

[Presentation](#)

[Press Release](#)

It was MOVED and SECONDED

THAT the RDOS Board of Directors support the Carmi Recreation Trails group opposition to the BC Timber Sales development plan to log the Carmi Recreation Trails; and further,

THAT the Board send a letter to Honourable Doug Donaldson, Minister of Forest, Land and Natural Resources stating the Board supports the efforts of the Carmi Recreation Trails group to protect the Carmi Recreation Trails site from any logging, present, or future. - **CARRIED**

Opposed: Directors S Coyne, B. Coyne

B. DEVELOPMENT SERVICES – Building Inspection**1. Building Bylaw Infraction – 550 Copper Mountain Road, Electoral Area “H”**

The applicant addressed the Board by way of phone.

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

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 Parcel A (DD 165481F And Plan B7106) of DL: 388S SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

2. Building Bylaw Infraction – 4168 Princeton-Summerland Road, Electoral Area “H”

The Chair enquired whether the property owner was present to address the Board; however, they were not.

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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 A, Plan 28643, District Lot 2085, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333. - **CARRIED**

3. Building Bylaw Infraction – 3187 Princeton-Summerland Road, Electoral Area “H”

The Chair enquired whether the property owner was present to address the Board; however, they were not.

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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 B, Plan KAP25646, District Lot 2144, KDYD, Except Plan KAP45403, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333. - **CARRIED**

4. Building Bylaw Infraction – 271 Link Lake Road, Electoral Area “H”

The Chair enquired whether the property owner was present to address the Board; however, they were not.

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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 11, Plan KAP21263, District Lot 4166, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT the Board of Directors direct staff to commence injunctive action.

CARRIED

5. Building Bylaw Infraction – 4900 Ryegrass Road, Electoral Area “C”

The Chair enquired whether the property owner was present to address the Board; however, they were not.

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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 1, Plan KAP44701, District Lot 2450S, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

6. Building Bylaw Infraction - #9-1500 Blakeburn Road, Electoral Area “H”

The Chair enquired whether the property owner was present to address the Board; however, they were not.

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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 Portion North East ¼ District Lot 376 YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

C. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Land Use Bylaw Amendments – Electoral Area “I” and *Local Government Act* Revisions
 - a. Bylaw No. 2831, 2018

Amendment Bylaw No. 2831, 2018, proposes to update the electoral area zoning bylaws in order to reflect the recent division of Electoral Area “D” (i.e. “D-1” & “D-2”) into a new Electoral Area “D” and Electoral Area “I”.

In addition, Administration is proposing that these amendment bylaws be used to make amendments to a number of these bylaws to reflect a 2016 revision of the Local Government Act.

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2831, 2018, Regional District of Okanagan-Similkameen Zoning Amendment Bylaw be adopted. - **CARRIED**

2. Agricultural land Commission Referral (Non-Farm Use) – 5693 Sawmill Road, Oliver, Electoral Area “C”

To allow a vehicle rental business as permitted use on part of the subject property.

Director Veintimilla declared a conflict of interest and vacated the Boardroom for this item because the applicant is a family member.

RECOMMENDATION 11 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Regional District Board not “authorize” the application to operate a vehicle rental business as a “non-farm use” on part of the property at 5693 Sawmill Road in Electoral Area “C” to proceed to the Agricultural Land Commission. - **CARRIED**

Opposed: Director Bush

3. Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D” Okanagan Falls Town Centre Plan Implementation
 - a. Bylaw No. 2455.39, 2018
 - b. Bylaw No. 2603.16, 2018
 - c. Responses Received

The public hearing for this item was held Thursday, December 6, 2018 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

The proposed amendments to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw are related to the on-going implementation of the Okanagan Falls Town Centre Plan (2017).

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

It was MOVED and SECONDED

THAT Bylaw No. 2603.16, 2018, Electoral Area “D” Official Community Plan Amendment Bylaw be read a third time and adopted. - **CARRIED**

RECOMMENDATION 13 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be read a third time as amended. - **CARRIED**

-
4. Floodplain Exemption Application – 224 Sundial Road, Vaseux Lake, Electoral Area “C”
 - a. Rock Glen Consulting Ltd. Report dated November 7, 2018

To construct a new single detached dwelling below the flood construction level of Vaseux Lake.

It was MOVED and SECONDED

THAT the applicant be permitted to address the Board. – **CARRIED** (2/3 Vote)

The applicant address the Board regarding the Floodplain Exemption Application.

RECOMMENDATION 14 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve a floodplain exemption for Lot 14, Plan KAP10013, District Lot 158, SDYD, in order to permit the development of a single detached dwelling containing a habitable area (basement) located 1.0 metre below the 329.49 metres G.S.C. datum flood construction level of Vaseux Lake, subject to the following condition:

- i) a statutory covenant is registered on title in order to:
 - a) “save harmless” the Regional District against any damages as a result of a flood occurrence; and
 - b) secure the recommendations contained within the flood protection report, dated November 7, 2018, prepared by Paul Glen (P.Eng.) of Rock Glen Consulting Limited.

DEFEATED

Opposed: Directors Obirek, Coyne, Gettens, Roberts, Pendergraft, Knodel

- 5. Zoning Bylaw Amendment – 8312 98th Avenue, Osoyoos, Electoral Area “A”
 - a. Bylaw No. 2451.25, 2018

To allow for the placement of a mobile home (CSA Z240) in the RS1 Zone.

RECOMMENDATION 15 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2451.25, 2018, Electoral Area “A” Zoning Amendment Bylaw be adopted. - **CARRIED**

D. COMMUNITY SERVICES – Protective Services

- 1. Community Emergency Preparedness Fund – Emergency Support Services Grant

To secure funding to build capacity within the Emergency Social Services (ESS) function of the RDOS Emergency Management Program, and to facilitate ESS coordination in support of all communities within the Regional District.

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors support the Emergency Social Services (ESS) regional grant application submitted on October 5, 2018 to the UBCM Community Emergency Preparedness Fund for a regional ESS Coordination pilot project, and to manage the funding on behalf of the Regional District Okanagan Similkameen, Village of Keremeos and Town of Princeton as the regional eligible partners to the application.

CARRIED

2. Community Emergency Preparedness Fund – Evacuation Route Planning Grant

To secure funding to develop a comprehensive evacuation plan that will identify high-risk communities for wildland urban interface fires, flooding and other hazards, and identify strategies, plans and resources to facilitate evacuations of those vulnerable communities.

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors support the Evacuation Route Planning grant application submitted on November 30, 2018 to the UBCM Community Emergency Preparedness Fund. - **CARRIED**

E. COMMUNITY SERVICES – Rural Projects

1. Pioneer Park Upgrades – Award of Contract

To maintain and improve park facilities and to achieve the outcomes of the 2018 Strategic Plan.

RECOMMENDATION 18 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve the tender evaluation report and recommendations for award of the “Pioneer Park Upgrades” Invitation to Tender; and

THAT the Board of Directors award Phases 1 and 2 of the “Pioneer Park Upgrades” project to Chute Creek Contracting up to the amount of \$148,057.19 exclusive of GST.
CARRIED

F. LEGISLATIVE SERVICES

1. Keremeos Fire Truck Acquisition Loan Authorization Bylaw No. 2802.2018
 - a. Bylaw No. 2802, 2018

RECOMMENDATION 19 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2802, 2018 Keremeos Fire Truck Acquisition Loan Authorization Bylaw be adopted. - **CARRIED**

2. Repeal of Establishment Bylaw
 - a. Bylaw No. 2835, 2018

RECOMMENDATION 20 (Unweighted Corporate Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw 2835, 2018 being a bylaw to repeal Regional District of Okanagan-Similkameen Establishment bylaws, be read a first, second and third time, and be adopted. - **CARRIED**

3. Bylaw No. 2059, 2001 Naramata Water System Capital Financing – Abandon
 - a. Bylaw No. 2059, 2001

RECOMMENDATION 21 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the first, second and third readings of Bylaw 2059, 2001 Naramata Water System Capital Financing, be rescinded and the bylaw be abandoned. - **CARRIED**

4. Select Committees and External Agency Appointments

RECOMMENDATION 22 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve the Chair's recommendations for select committee and external agency appointments as contained within the December 6, 2018 report from the Chief Administrative Officer and amended to include appointing Chair Kozakevich to the Okanagan Nation Alliance Steering Committee. – **CARRIED**

5. Destination Osoyoos – Request for Letter of Support for the Collection of 3% Municipal and Regional District Tax (MRDT)
 - a. Destination Osoyoos Letter dated October 26, 2018
 - b. [AdvantageHope letter dated December 11, 2018](#)

ADDENDUM

RECOMMENDATION 23 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors provide a letter of support to Destination Osoyoos for their reapplication to the Province to continue to collect the Municipal and Regional Destination Tax (MRDT) and to increase the MRDT from 2% to 3%. - **CARRIED**

RECOMMENDATION 24 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors provide a letter of support to Hope Business & Development Society for their reapplication to the Province to continue to collect the 2% Municipal and Regional Destination Tax (MRDT) in Electoral Area "H" of the Regional District of Okanagan-Similkameen. - **CARRIED**

6. Declaration of State of Local Emergency Approval
RECOMMENDATION 25 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

Electoral Area "C":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 22 October 2018, at midnight for a further seven days to 29 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 29 October 2018, at midnight for a further seven days to 5 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 5 November 2018, at midnight for a further seven days to 12 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 12 November 2018, at midnight for a further seven days to 19 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 19 November 2018, at midnight for a further seven days to 26 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 26 November 2018, at midnight for a further seven days to 3 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 3 December 2018, at midnight for a further seven days to 10 December 2018, at midnight.

Electoral Area "D":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 23 October 2018, at midnight for a further seven days to 30 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area

surrounding Electoral Area “D” due to expire 30 October 2018, at midnight for a further seven days to 6 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “D” due to expire 6 November 2018, at midnight for a further seven days to 13 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “D” due to expire 13 November 2018, at midnight for a further seven days to 20 November 2018, at midnight.

CARRIED

G. CAO REPORTS

1. Verbal Update
-

H. OTHER BUSINESS

1. Chair’s Report
-

2. Directors Motions
-

3. Board Members Verbal Update
-

I. CLOSED SESSION

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(c) of the Community Charter, the Board close the meeting to the public on the basis of labour relations or other employee relations. -

CARRIED

The meeting was closed to the public at 2:20 p.m.

The meeting was opened to the public at 2 23 p.m.

J. ADJOURNMENT

By consensus, the meeting adjourned at 2:23 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

If ALC permission to subdivide were granted, a zoning amendment would be necessary, as the proposed 3,642 m² parcel would fail to meet the 4.0 ha minimum parcel size requirement of the AG1 zone.

Site Context:

Approximately 3.75 hectares in area, the subject property is located at the end of Golden Current Road and adjacent to the Town of Oliver at No. 2 Road and Dogwood Lane. The property is currently under cultivation (vineyard) and contains one (1) single detached dwelling and shop.

The surrounding pattern of development is generally characterized by agricultural operations in the ALR and several residential homesites.

Background:

The current boundaries of the subject property date to a subdivision deposited with the Land Titles Office in Kamloops on November 14, 1994. It is understood that this subdivision was a homesite severance that resulted in the creation of the adjacent 2,520 m² parcel at 967 No 2 Road.

Available Regional District records indicate building permits were previously issued at the subject property for a "garage access" (1990) and a new "single family dwelling" (1995).

Under the Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2008 the property is designated as Agriculture (AG), an objective of which is to "manage residential growth in a way that protects the existing rural quality of life ..."

The Growth Management section of the OCP also speaks to requiring "new development on parcels less than approximately 1 hectare to connect to a community sanitary sewer system" (Section 4.3.2), and to utilizing "a wide range of growth management techniques to direct growth to where it will have the most positive and least negative impacts on the community ..." (Section 4.2.2).

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the property is zoned as Agriculture One (AG1), which establishes a minimum parcel size for subdivision of 4.0 hectares and a minimum parcel width of "not less than 25% of the parcel depth".

Under Table B2 of Schedule B of the Regional District's Subdivision Servicing Bylaw No. 2000, 2002, when it is proposed to create a new parcel to be serviced by a septic system, the minimum parcel size for subdivision is 1.0 ha.

At its meeting of June 6, 2013, the Regional District Board resolved to "authorise the Lebert application to undertake a subdivision at 730 Golden Current Rd., Electoral Area 'C' to proceed to the Agricultural Land Commission"

The ALC subsequently approved the application (ALC File # 53315) on November 28, 2013. However, the approval has since lapsed, as the applicants did not complete the subdivision within the required three (3) years.

Analysis:

In considering this proposal, Administration notes that the OCP seeks to discourage subdivision by supporting the consolidation of legal parcels that support more efficient agricultural operations and encourage the protection of agricultural lands and maximizing productive farm activity.

Administration is also concerned that the principle intent put forward in support of this subdivision — which appear to be family estate planning considerations — are not considered to be valid planning rationale as personal matters could be used to justify all manner of development proposals otherwise not supported by the Regional District’s land use bylaws.

Administration also notes that while the OCP & Zoning Bylaws support “homesite severances” by providing exemptions for these types of subdivision from zoning and servicing requirements, this is premised on a property owner having owned a parcel prior to December 21, 1972.

In this instance, the applicants purchased the property in 1995 and only after it was the subject of a separate “homesite severance” subdivision that resulted in the creation of the parcel at 967 No 2 Road.

Of further concern, this proposal is seeking to create a parcel that is less than 1.0 ha in area and is not served by a connection to a community sewer, which is inconsistent with the OCP, Zoning and Subdivision Servicing Bylaws.

Finally, Administration maintains its concerns that the creation of a 3,642 m² parcel will further erode the agricultural land base and increase the prevalence of rural-residential land uses in this area, creating potential land use conflicts.

Conversely, Administration recognises that the OCP Bylaw does support subdivision within the ALR “where the subdivision or boundary adjustment will allow for more efficient use of agricultural land or the better utilization of farm buildings for farm purposes”.

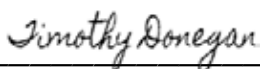
While increasing the land area of 5557 Dogwood Lane will likely “allow for more efficient use of agricultural land, this is not seen to outweigh the negatives associated with creating a 3,642 m² parcel. For these reasons, Administration is recommending that this proposal not be authorised to proceed to the ALC.

If “authorised” by the Board and approved by the ALC, this boundary adjustment will require an amendment to the OCP designation and zoning of the property.

Alternatives:

1. THAT the Regional District Board “authorise” the application to subdivide 730 Golden Current Road (Lot 205, Plan KAP1789, District Lot 2450s, SDYD, except Plan KAP53900) in Electoral Area “C” to proceed to the Agricultural Land Commission.
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



T. Donegan, Planning Technician

Endorsed by:



C. Garrish, Planning Supervisor

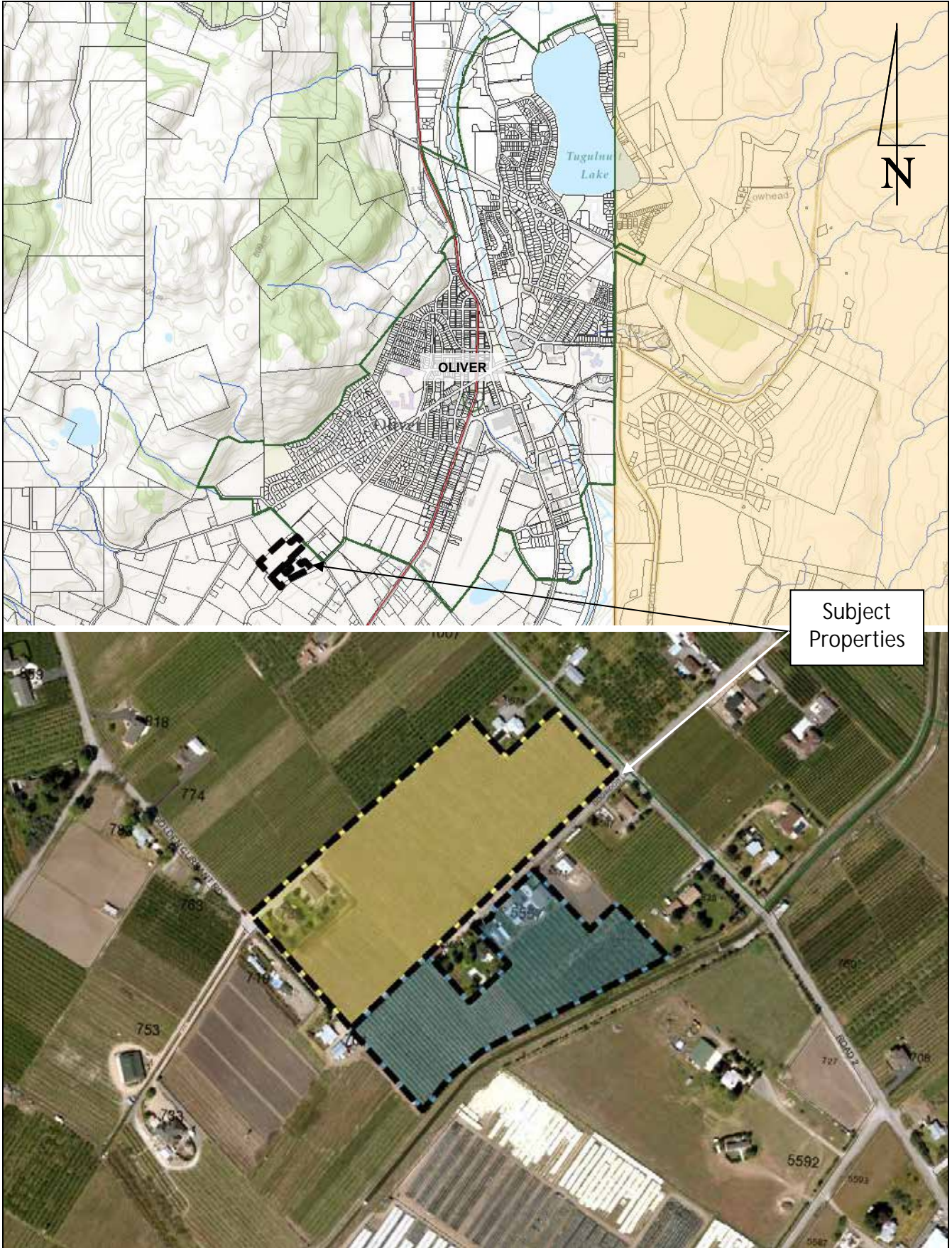
Endorsed by:



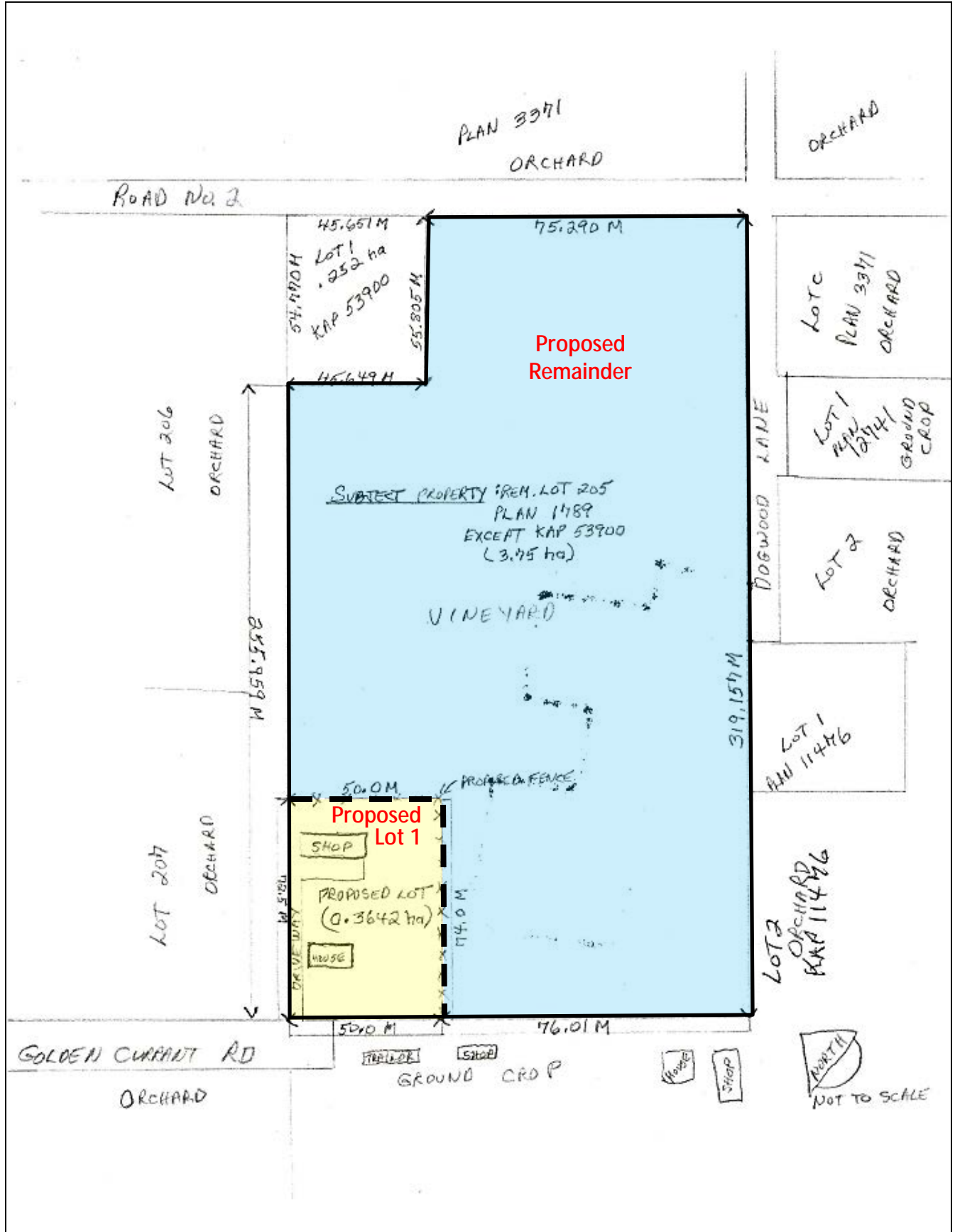
B. Dollevoet, Dev. Services Manager

- Attachments:** No. 1 – Context Maps
No. 2 – Applicant’s Subdivision Plan
No. 3 – Current vs. Proposed Parcel Boundaries
No. 4 – Site Photo (Google)

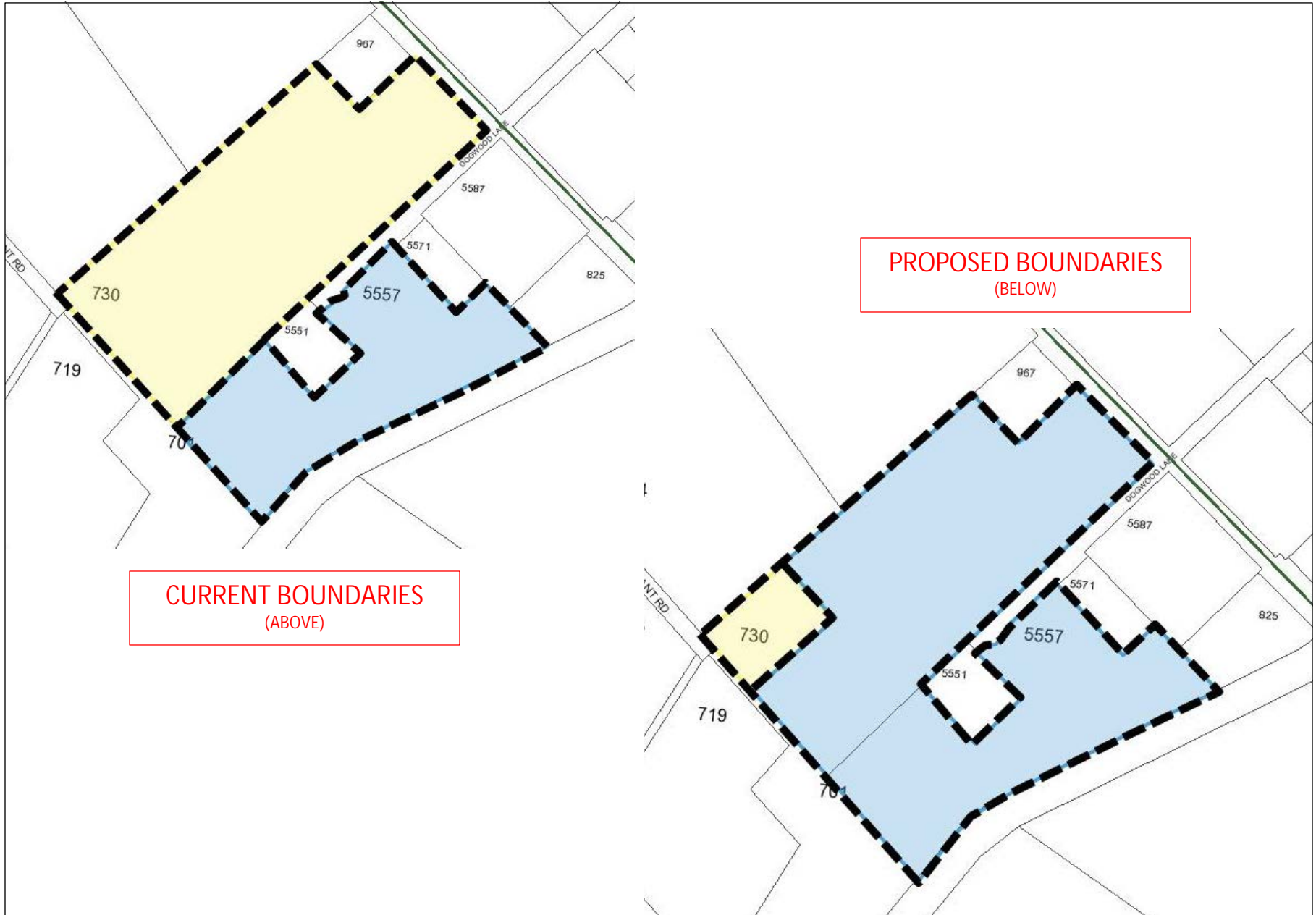
Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant's Site Plan



Attachment No. 3 – Current vs. Proposed Parcel Boundaries



CURRENT BOUNDARIES
(ABOVE)

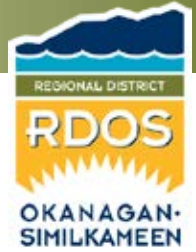
PROPOSED BOUNDARIES
(BELOW)

Attachment No. 4 – Site Photo (Google)



Subject Property, looking north and east from Golden Current Road.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 20, 2018
RE: Zoning Bylaw Amendment – Electoral Area “A”

Administrative Recommendation:

THAT Bylaw No. 2451.26, 2018, Electoral Area “A” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the holding of the public hearing be scheduled for the Regional District Board meeting of January 17, 2019;

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

Purpose: To allow for a two lot subdivision within the ALR

Owners: James Pendergraft Agent: Brad Elenko (McElhanney) Folio: A-02336.025

Civic: 2257 82nd Avenue Legal: Lot A, Plan KAP92472, District Lot 223, SDYD

Zone: part Agriculture One (AG1); and Proposed Zoning: Agriculture One (AG1)
part Agriculture Two (AG2)

Proposed Development:

This application seeks to amend the zoning on an approximate 4.2 ha portion of the subject property in order to facilitate a two lot subdivision.

Specifically, it is proposed to amend the zoning of this 4.2 ha area from Agriculture Two (AG2), which requires a minimum parcel size for subdivision of 10.0 ha to Agriculture One (AG1), which requires a 4.0 ha minimum parcel size.

In support of the proposal the applicant states: “The ALC has approved the property to be subdivided to allow for the existing homesite to be subdivided to create a 4.2 ha home site with the +/- 12.5 ha parcel remaining as a large vineyard and remaining as AG2”. Further, that the owner “desires to subdivide the non-agricultural land from the agricultural land to allow him to sell the farm portion of the property, and continue to live on the non-farm portion of the property.”

Site Context:

The subject property is approximately 16.7 ha in area and is located on the west side of Highway 3, approximately 2.2 km east of the Town of Osoyoos boundary. The property is split zoned with the northern portion of approximately 0.5 ha as AG1 and the remainder is AG2.

The southern 2/3 of the property and a small portion of the northern section are under current agricultural production. The applicant has stated that approximately 8.3 ha of land is presently under agriculture. Portions of the property are fairly steeply sloped with rocky outcrops.

The surrounding pattern of development is generally characterised by similar agricultural uses.

Background:

Under the Electoral Area "A" Official Community Plan (OCP) Bylaw No. 2450, 2008, the subject property is designated as Agriculture (AG), and as also being within the "Agricultural Protection Area (APA)".

The APA was developed as part of an Agricultural Area Plan (AAP) completed in 2011 between Electoral Area "A" in partnership with the Town of Osoyoos. The APA identified opportunities to strengthen farming and contribute to the long term sustainability of agriculture.

Several parts of the property have been designated as Watercourse Development Permit (WDP) Areas, with other parts designated as Environmentally Sensitive Development Permit (ESDP) Areas.

Under the Electoral Area "A" Zoning Bylaw No. 2451, 2008, the subject parcel is split-zoned part AG1 and part AG2, with the minimum parcel size requirement in the AG1 Zone being 4.0 ha and 10.0 ha in the AG2 Zone.

At its meeting of July 20, 2017, the Regional District Board resolved to "authorise" an application to subdivide the subject property, in order to create the proposed 4.2 ha parcel, to proceed to the Agricultural Land Commission (ALC).

This application had previously been considered by the Electoral Area "A" Advisory Planning Commission (APC) at its meeting of July 17, 2017, where it was resolved to recommend to the RDOS Board that the application be forwarded to the ALC.

On February 16, 2018, the ALC passed a resolution approving the two lot subdivision subject to a number of conditions including that a portion of non ALR land to the south of the subject parcel be included into the ALR.

In June of 2018, the applicant submitted an application to the ALC for land to be included into the ALR; however, to date, the ALC has not yet made a decision on this application.

A separate subdivision proposal involving the subject property has been referred to the RDOS by the Ministry of Transportation and Infrastructure (MoTI) and involves a boundary adjustment between the subject property and the property immediately to the west (involving 0.2 ha of land).

Referrals:

Referral comments on this proposal have been received from the Archeology Branch and has been included as a separate item on the Board Agenda.

Public Process:

A Public Information Meeting regarding this rezoning application was held on December 10, 2018, and was attended by one (1) member of the public, plus the applicant and agent.

Analysis:

In considering this proposal, Administration maintains its previously stated concerns regarding this proposal, namely that it is generally not considered good planning practice to encourage the fragmentation of viable agricultural land and that the OCP generally seeks to discourage this type of subdivision by supporting the consolidation of legal parcels that support more efficient agricultural operations and encouraging the protection of agricultural lands and maximizing productive farm activity.

While the introduction of a 4.0 ha parcel to this area would not be totally out of context, as there are properties further to the west that are similar in size, Administration is concerned that the intent of this subdivision is to facilitate a 4.2 ha "homesite".

In addition, given the purported non-agriculture capability of the land that is to be included in the 4.2 ha parcel, this subdivision will facilitate the introduction of a rural-residential land use to this agricultural productive area. Historically, farming and non-farming uses adjacent to one another often develop conflicts.

Nevertheless, it is recognized that the Board previously authorized this proposal to proceed to the ALC, and that the Commission subsequently approved the subdivision (with conditions including additional lands to be placed into the ALR). Administration also recognizes that this proposal can contribute to a greater overall productivity of farming.

Alternatives:

- .1 THAT Bylaw No. 2451.26, 2018, Electoral Area "A" Zoning Amendment Bylaw be denied.
- .2 THAT Bylaw No. 2451.26, 2018, Electoral Area "A" Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;
AND THAT the holding of the public hearing be delegated to Director Pendergraft or delegate;
AND THAT staff schedule the date, time, and place of the public hearing in consultation with Director Pendergraft;
AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

Respectfully submitted

Endorsed by:

Endorsed by:

E. Riechert





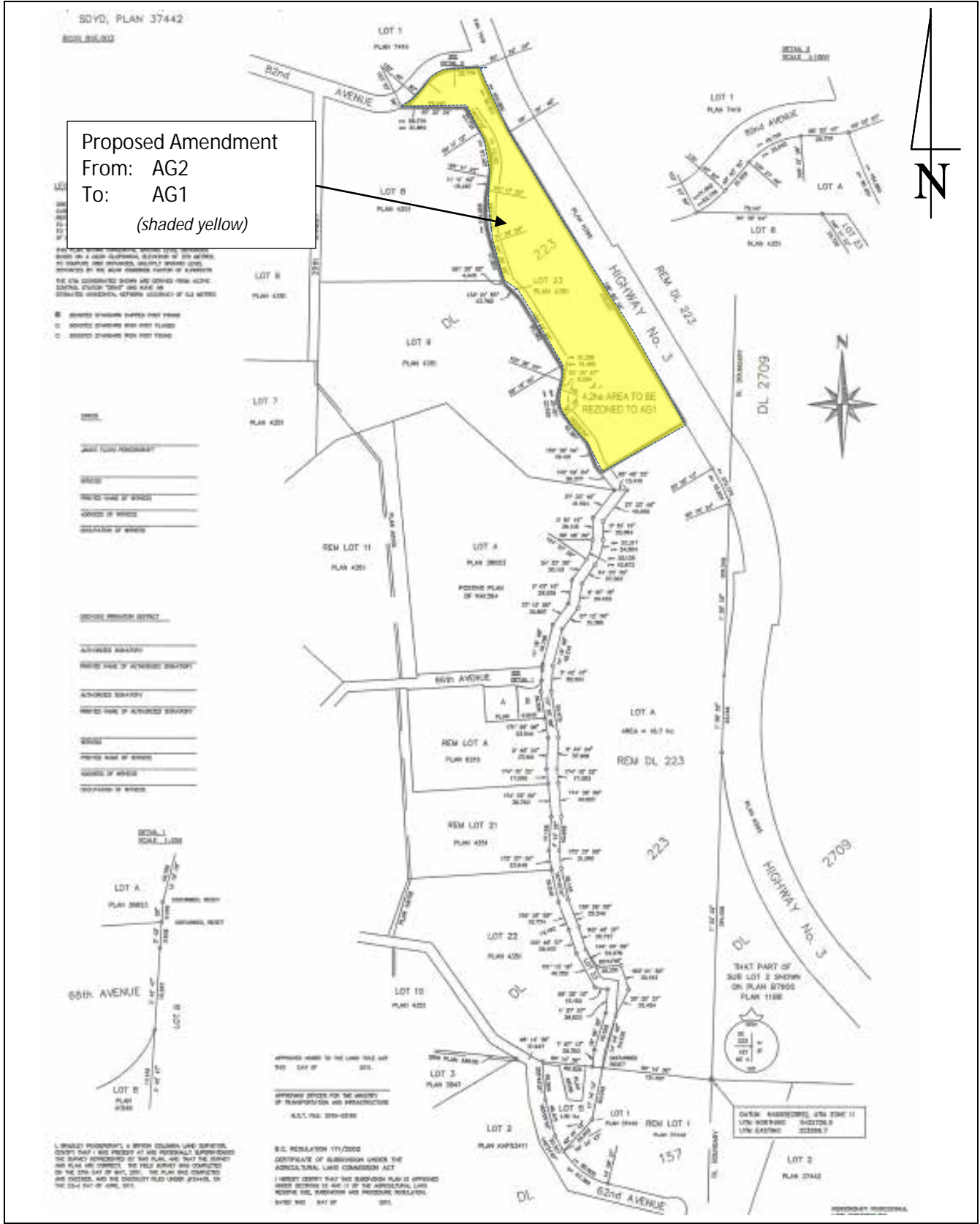
E. Riechert, Planner

C. Garrish, Planning Supervisor

B. Dollevoet, Dev. Services Manager

Attachments: No. 1 – Applicant’s Site Survey
No. 2 – Applicant’s Site Plan

Attachment No. 1 – Applicant's Site Survey



Proposed Amendment
 From: AG2
 To: AG1
 (shaded yellow)

Attachment No. 2 – Applicant's Site Plan



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2451.26, 2018

A Bylaw to amend the Electoral Area "A" Zoning Bylaw No. 2451, 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 "A" Zoning Amendment Bylaw No. 2451.26, 2018."
2. The Official Zoning Map, being Schedule '2' of the Electoral Area "A" Zoning Bylaw No. 2451, 2008, is amended by changing the land use designation on an approximately 4.2 hectare area of the land described as Lot A, District Lot 223, SDYD, Plan KAP92472 and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Agriculture Two (AG2) to Agriculture One (AG1).

READ A FIRST AND SECOND TIME this ____ day of _____, 2018.

PUBLIC HEARING held on this ____ day of _____, 2019.

READ A THIRD TIME this ____ day of _____, 2019.

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area "A" Zoning Amendment Bylaw No. 2451.26, 2018" as read a Third time by the Regional Board on this ____ day of ____, 2019.

Dated at Penticton, BC this __ day of ____, 2019.

Corporate Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this ____ day of _____, 2019.

For the Minister of Transportation & Infrastructure

ADOPTED this __ day of ____, 2019.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

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

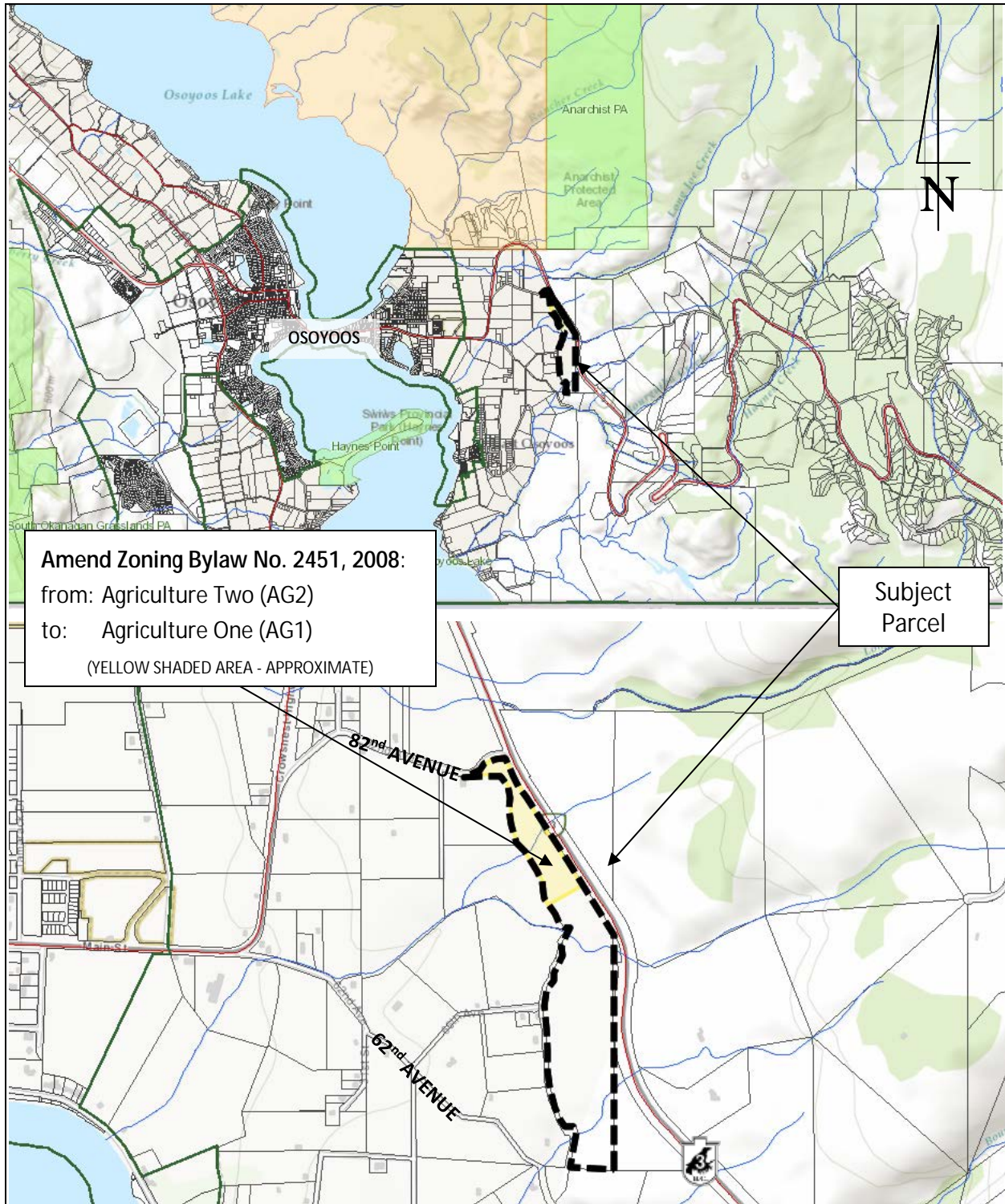
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2451.26, 2018

File No. A2018.148-ZONE

Schedule 'A'



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D”
Okanagan Falls Town Centre Plan Implementation

Administrative Recommendation:

AND THAT Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be adopted.

Purpose:

The proposed amendments to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw are related to the on-going implementation of the Okanagan Falls Town Centre Plan (2017).

Background:

On September 7, 2018, the Regional District sent letters to all registered property owners of land proposed to be included in the new OFTC Zone (approximately 135 owners) advising of the proposed changes.

At its meeting of September 11, 2018, Amendment Bylaw No. 2455.39, 2018, was considered by the Electoral Area “D” Advisory Planning Commission (APC), who resolved to recommend to the RDOS Board that it be supported.

On September 25, 2018, a public information meeting was held for property owners of land proposed to be included in the new OFTC Zone and was attended by approximately seven (7) persons.

At its meeting of October 18, 2018, the Regional District Board resolved to approve first and second reading of the amendment bylaws and directed that a public hearing occur at the Board meeting of December 6, 2018.

On November 20, 2018, a public information meeting was held for residents and was attended by approximately 15 persons.

A public hearing was held on December 6, 2018, and was not attended by any members of the public.

At its meeting of December 6, 2018, the Regional District Board approved third reading, as amended, of the amendment bylaw.

Approval from the Ministry of Transportation and Infrastructure (MoTI), as the proposed amendments will affect lands situated within 800 metres of a controlled area, was obtained on December 14, 2018.

Alternative:

THAT first, second and third reading of the Electoral Area “D” Zoning Amendment Bylaw No. 2455.39, 2018, be rescinded and the bylaws abandoned.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by



B. Dollevoet, Development Services Manager

- f) educational facility;
- g) indoor recreational facilities;
- h) multi-dwelling units, Subject to Section 13.1.8;
- i) offices;
- j) outdoor market;
- k) personal service establishment;
- l) retail stores, general;
- m) tourist accommodation;

Secondary Uses:

- n) bed and breakfast operation, subject to Section 7.19;
- o) home occupations, subject to Section 7.17; and
- p) accessory buildings and structures, subject to Section 7.13.

13.1.2 Site Specific Okanagan Falls Town Centre (OFTCs) Provisions:

- a) see Section 15.18.

13.1.3 Minimum Parcel Size for Subdivision:

- a) 1,000 m², subject to servicing requirements.

13.1.4 Minimum Parcel Width for Subdivision:

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

13.1.5 Maximum Density:

- a) 100 dwelling units per hectare

13.1.6 Minimum Density:

- a) 40 dwelling units per hectare

13.1.7 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 0.0 metres
 - ii) Rear parcel line: 0.0 metres
 - iii) Interior side parcel line: 0.0 metres
 - iv) Exterior side parcel line: 0.0 metres
 - v) for a parcel line adjacent Highway 97 4.5 metres

- b) Accessory buildings and structures:
 - i) Front parcel line: 6.0 metres
 - ii) Rear parcel line: 1.0 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 3.0 metres
 - v) for a parcel line adjacent Highway 97 4.5 metres
- c) Any building or structure to be sited within 4.5 metres of a parcel line adjacent a road right-of-way requires the approval of the Ministry of Transportation and Infrastructure (MoTI). Obtaining approval from MoTI to place a building or structure within 4.5 metres of a road right-of-way is the responsibility of a property owner.

13.1.8 Maximum Height:

- a) No building or structure shall exceed a height of 15.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

13.1.9 Maximum Parcel Coverage:

- a) 80%

13.1.10 Other Regulations:

- a) a minimum area of 10.0 m² of amenity space shall be provided per dwelling unit.
- b) where commercial and residential uses occur in the same building or structure, residential uses shall have a separate entrance from the exterior of the building and shall not share a common hallway with commercial uses.

- iv) renaming Section 13.2 (Okanagan Falls Centre Zone (C4)) as follows:

13.2 Okanagan Falls Town Centre Transition Zone (C4)

- v) replacing Section 13.2.2 (Site Specific Okanagan Falls Centre Zone (C4s) Provisions) under Section 13.2 (Okanagan Falls Centre Zone) in its entirety with the following:

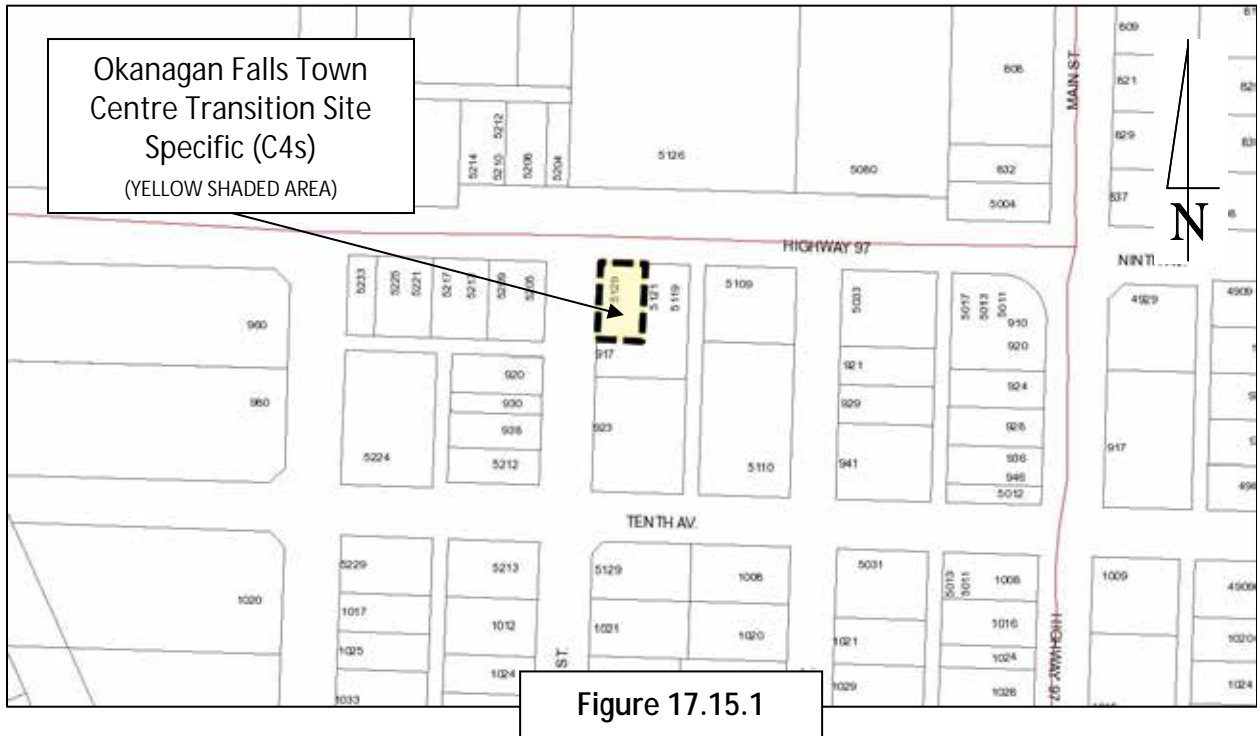
13.2.2 Site Specific Okanagan Falls Town Centre Transition Zone (C4s)

- a) see Section 17.15

- vi) replacing Section 17.15 (Site Specific Highway Commercial Zone (C4s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.15 Site Specific Okanagan Falls Town Centre Transition (C4s) Provisions:

- .1 In the case of land described as Lot 1, Plan KAP3828, District Lot 374, SDYD (5129 9th Avenue), and shown shaded yellow on Figure 17.15.1:
- i) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 14.2.1:
 - a) vehicle sales and rentals;
 - b) service industry establishment.



- vii) replacing Section 17.20.1 (Site Specific Tourist Commercial One Zone (CT1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:
 - .1 *deleted.*
 - viii) replacing Section 17.20.2 (Site Specific Tourist Commercial One Zone (CT1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:
 - .2 *deleted.*
3. The Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:
- i) changing the land use designation of the area shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Okanagan Falls Town Centre (C4) to Okanagan Falls Town Centre (OFTC).

- ii) changing the land use designation of the area shown shaded yellow on Schedule 'B', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Okanagan Falls Town Centre (OFTC).
- iii) changing the land use designation of the area shown shaded yellow on Schedule 'C', which forms part of this Bylaw, from Tourist Commercial Four (Campground) (CT4) to Okanagan Falls Town Centre (OFTC).
- iv) changing the land use designation of the area shown shaded yellow on Schedule 'D', which forms part of this Bylaw, from Residential Single Family One (RS1) to Okanagan Falls Town Centre (OFTC).
- v) changing the land use designation of the area shown shaded yellow on Schedule 'E', which forms part of this Bylaw, from Tourist Commercial One (CT1) to Okanagan Falls Town Centre (OFTC).
- vi) changing the land use designation of the area shown shaded yellow on Schedule 'F', which forms part of this Bylaw, from Tourist Commercial One Site Specific (CT1s) to Okanagan Falls Town Centre (OFTC).
- vii) changing the land use designation of the area shown shaded yellow on Schedule 'G', which forms part of this Bylaw, from Tourist Commercial One (CT1) to Parks and Recreation (PR).
- viii) changing the land use designation of the area shown shaded yellow on Schedule 'H', which forms part of this Bylaw, from Okanagan Falls Town Centre (C4) to General Commercial (C1).
- ix) changing the land use designation of all parcels zoned Okanagan Falls Town Centre (C4) to Okanagan Falls Town Centre Transition (C4).
- x) changing the land use designation of all parcels zoned Okanagan Falls Town Centre Site Specific (C4s) to Okanagan Falls Town Centre Transition Site Specific (C4s).

READ A FIRST AND SECOND TIME this 18th day of October, 2018.

PUBLIC HEARING HELD this 6th day of December, 2018.

READ A THIRD TIME AS AMENDED this 6th day of December, 2018.

Approved pursuant to Section 52(3) of the *Transportation Act* this 14th day of December, 2018.

ADOPTED this ____ day of _____, 2018.

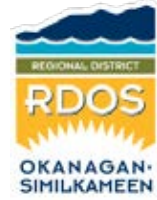
Board Chair

Chief Administrative Officer

Regional District of Okanagan-Similkameen

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

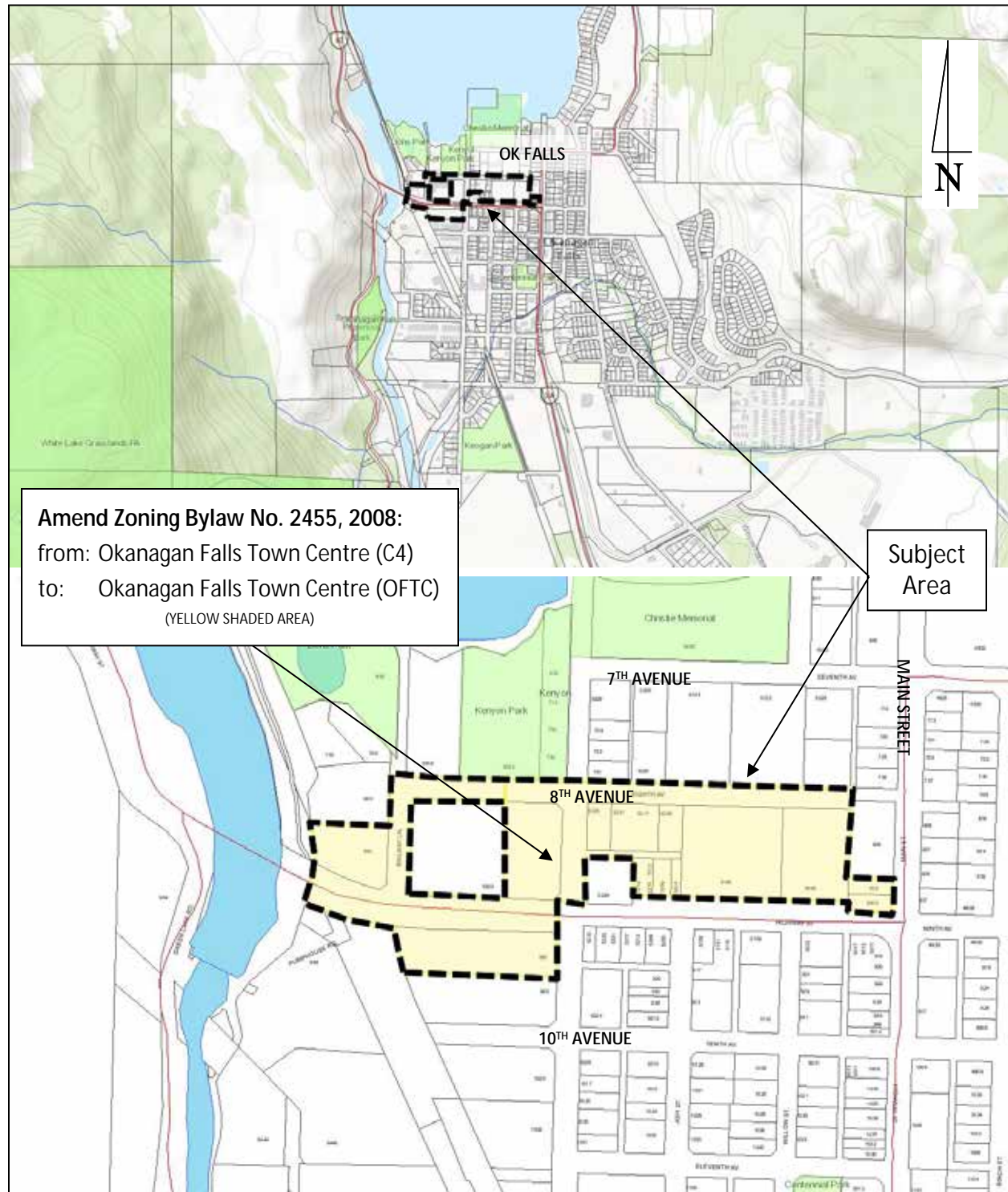
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

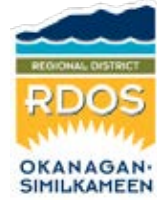
Schedule 'A'



Regional District of Okanagan-Similkameen

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

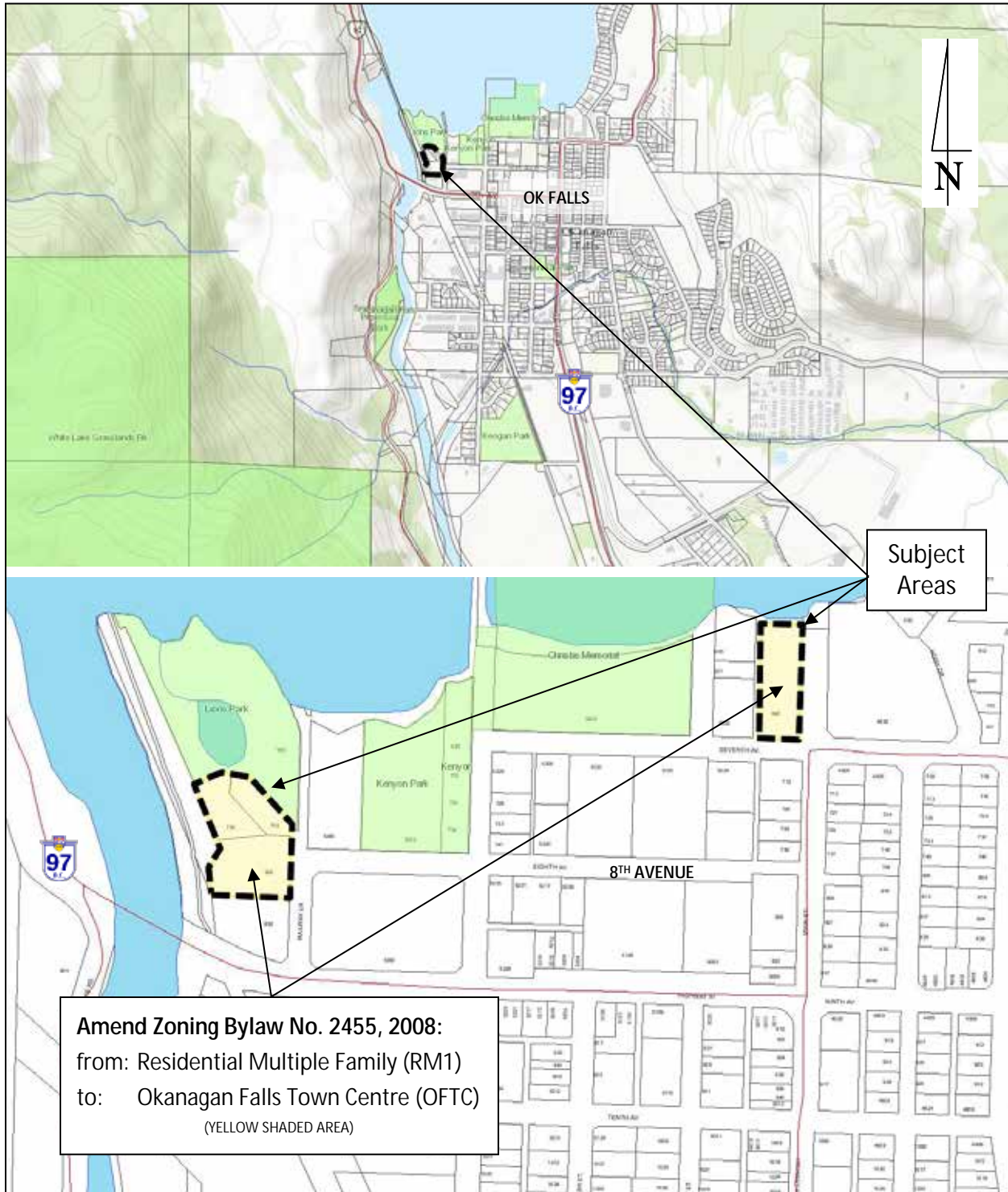
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'B'



Amendment Bylaw No. 2455.39, 2018

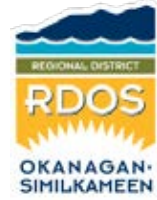
(D2018.100-ZONE)

Page 8 of 14

Regional District of Okanagan-Similkameen

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

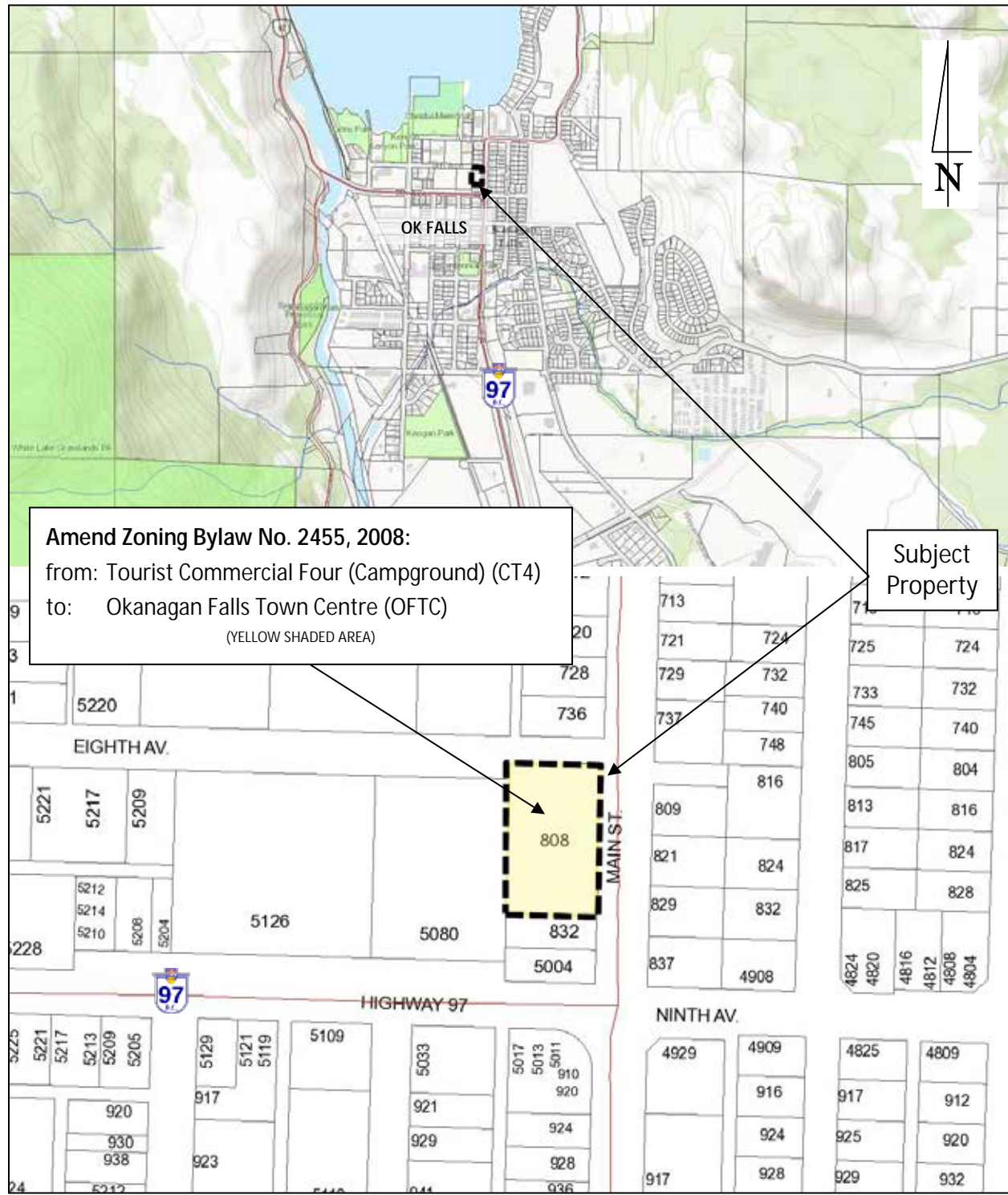
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'C'



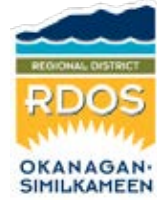
Amendment Bylaw No. 2455.39, 2018

(D2018.100-ZONE)

Regional District of Okanagan-Similkameen

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

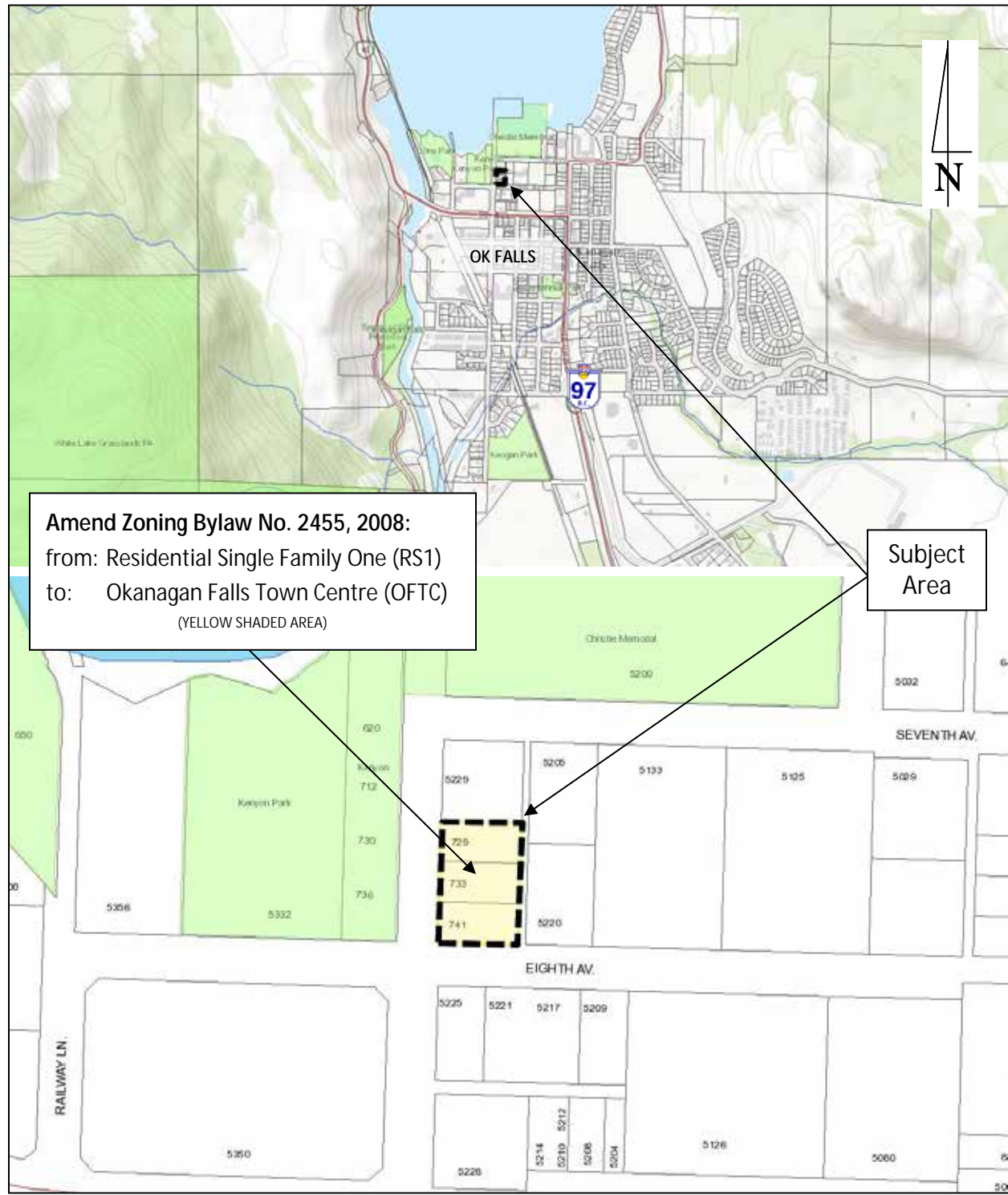
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

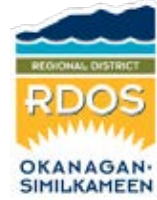
Schedule 'D'



Regional District of Okanagan-Similkameen

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

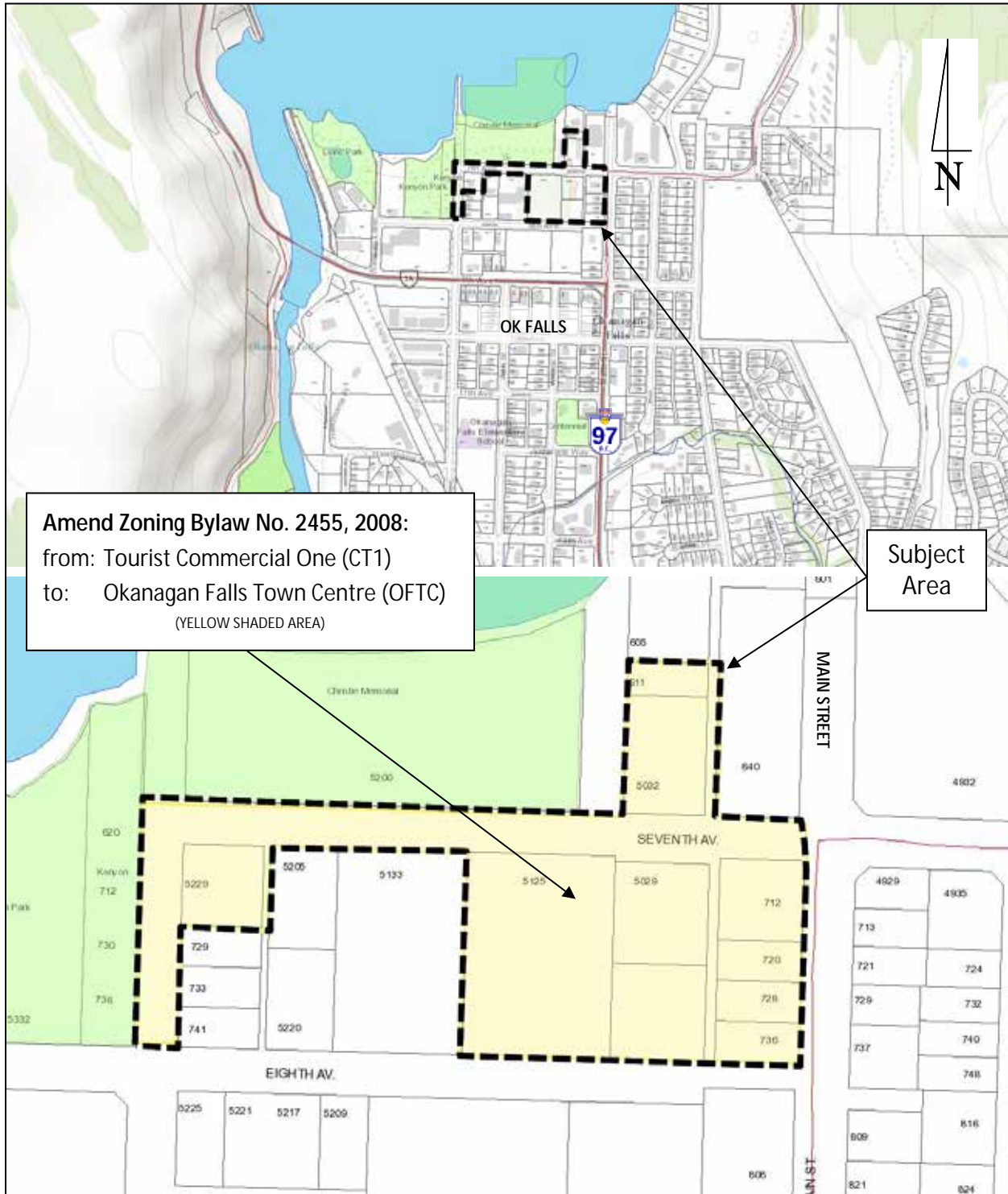
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

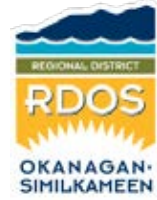
Schedule 'E'



Regional District of Okanagan-Similkameen

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

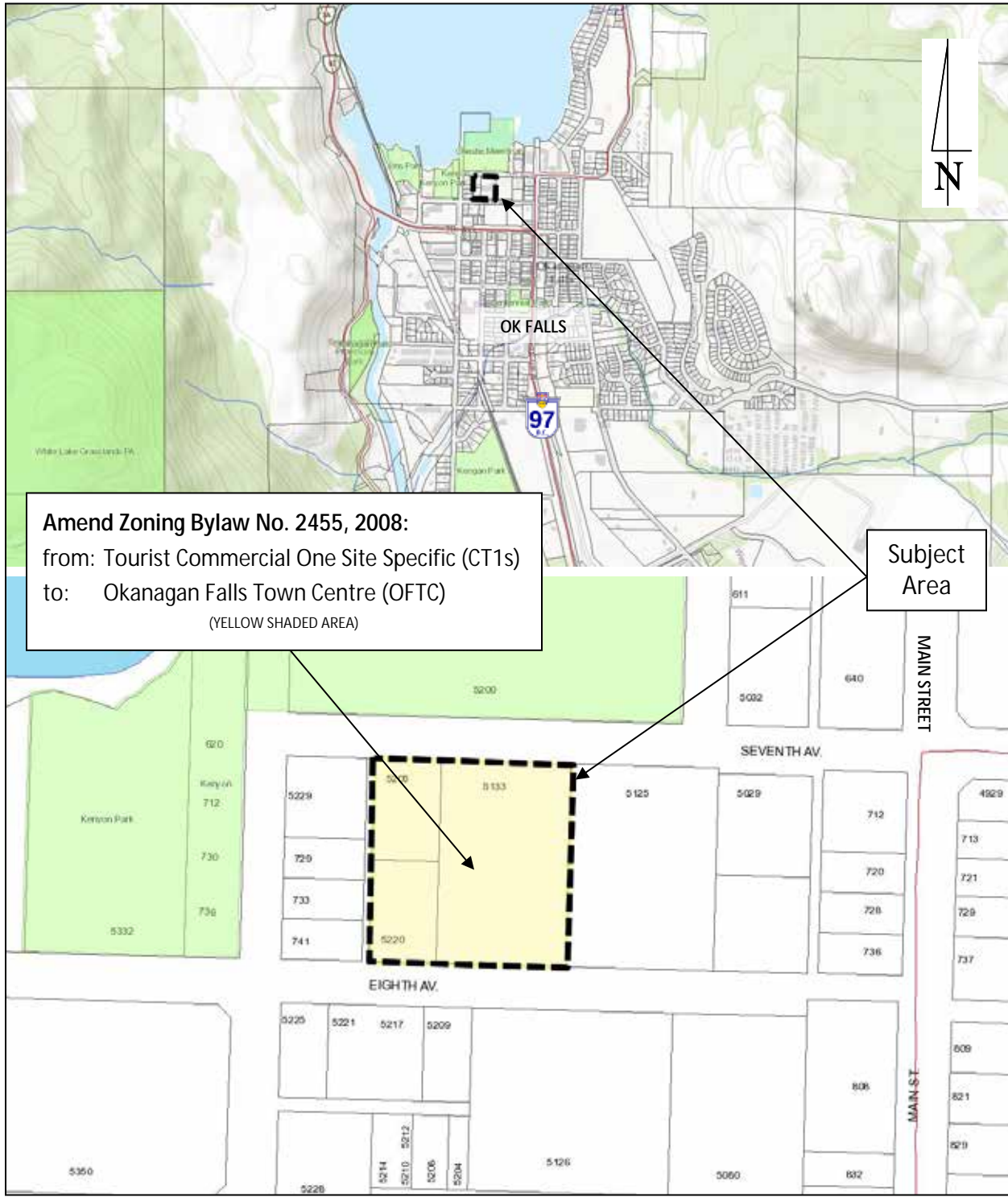
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'F'



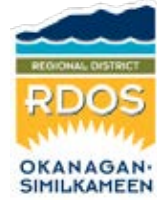
Amend Zoning Bylaw No. 2455, 2008:
from: Tourist Commercial One Site Specific (CT1s)
to: Okanagan Falls Town Centre (OFTC)
(YELLOW SHADED AREA)

Subject Area

Regional District of Okanagan-Similkameen

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

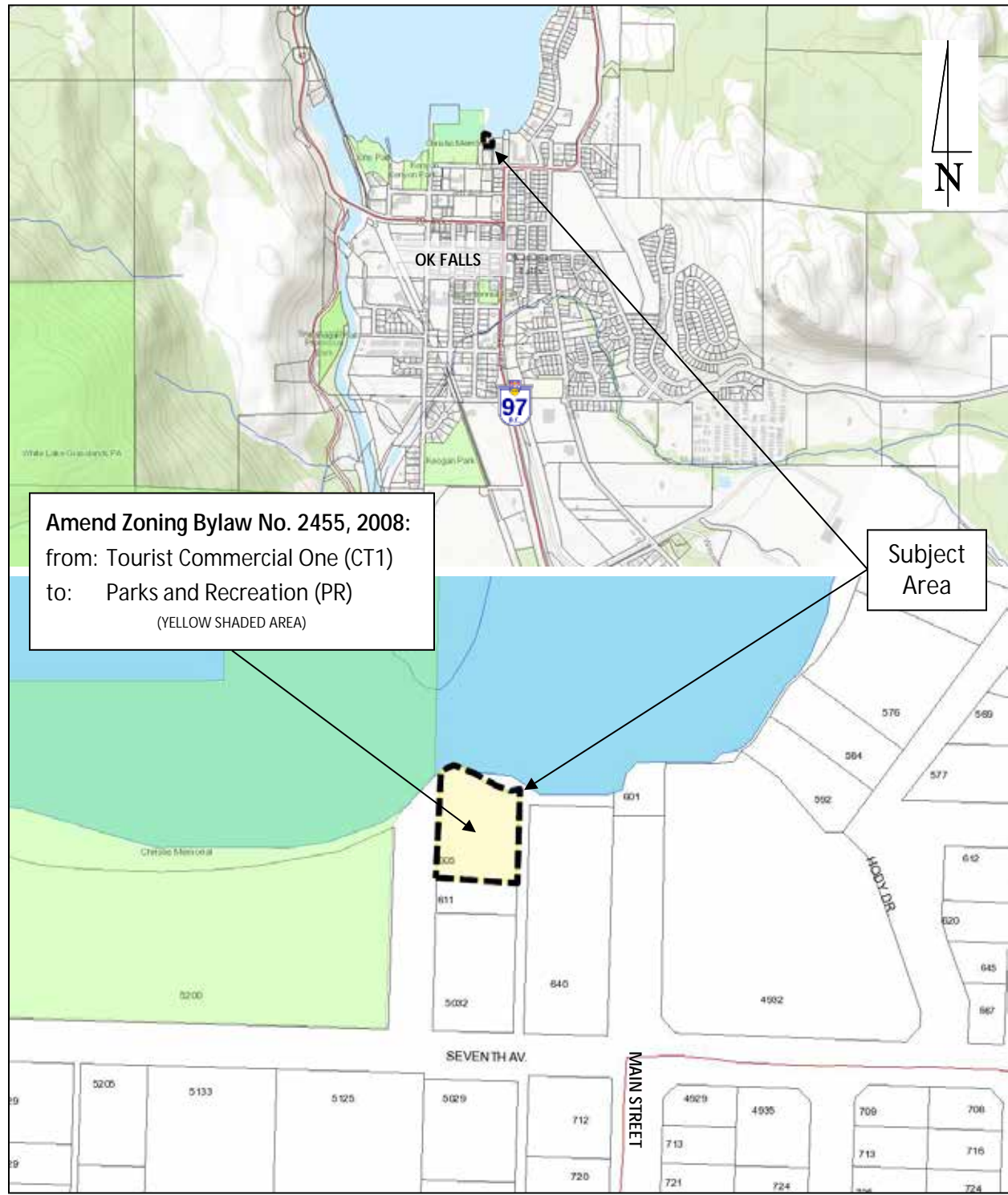
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'G'



Amendment Bylaw No. 2455.39, 2018

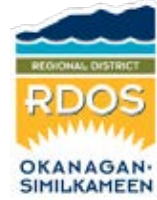
(D2018.100-ZONE)

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Regional District of Okanagan-Similkameen

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

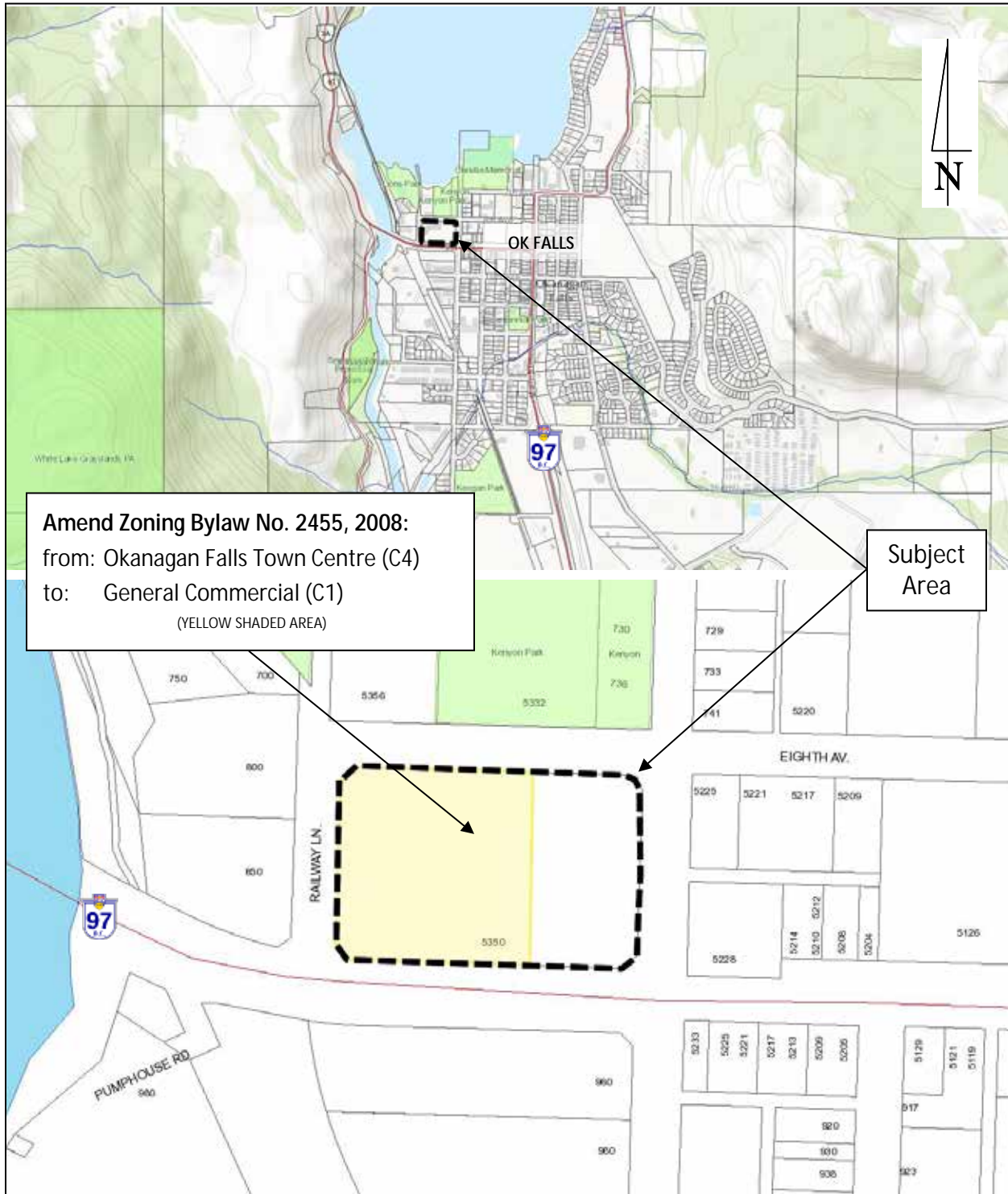
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'H'



Amendment Bylaw No. 2455.39, 2018

(D2018.100-ZONE)

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: 2019 UBCM Community Resiliency Investment Grant Program

Administrative Recommendation:

THAT the Board of Directors support the grant application for the 2019 UBCM Community Resiliency Investment Program and, should the grant application be successful, be willing to provide overall grant management.

Purpose:

The Community Resiliency Investment (CRI) program is a new provincial program intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land.

The FireSmart Community Funding & Supports program provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire.

Business Plan Objective:

This project is tied to Key Success Driver 3.0: Build a Sustainable Region from the 2018 Business Plan. While it is not listed as a specific objective, there is a long history of the RDOS supporting this work.

Background:

Since 2004, UBCM's Strategic Wildfire Prevention Initiative (SWPI) has provided funding for Community Wildfire Protection Plans and updates, fuel management prescriptions, operational fuel treatments, etc. The CRI Program is, in part, a continuation of the SWPI program.

In 2018 the RDOS received \$30k of SWPI funding for FireSmart programs for the communities of Kaleden, Twin Lakes and Missezula Lake. The program focused on educating the community on wildfire risks and methods to protect privately held properties.

Under the 2019 CRI Program, the RDOS is applying for \$100,000 in grant funds broken down as follows:

- Community Wildfire Protection Plan Update \$60,000
- Interagency Cooperation: Coordinate and attend fuel management tables \$20,000

- FireSmart Community Plans: Develop FireSmart Community Plans for the Arawana area of Naramata and the Lakeshore Highlands/Heritage Hills area of OK Falls. \$20,000.

Analysis:

Research has shown that communities that implement FireSmart principles have a greater chance of survival during wildfire (Source: UBCM).

Alternatives:

Not to endorse or support the application and discontinue the support of this program.

Respectfully submitted:

"Doug Reeve"

D. Reeve, Project Coordinator

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Oliver & District Arena Improvements

Administrative Recommendation:

THAT the Board of Directors support the application to Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream, for the Oliver & District Arena Improvements.

Purpose:

To upgrade accessibility and replace aging infrastructure at the Oliver & District Arena by securing up to 73% of the capital costs through a joint provincial and federal infrastructure grant.

Reference:

Oliver Parks and Recreation Society Letter of Request
Oliver Arena Concept Options

Business Plan Objective:

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities

Background:

Through a service agreement, the Oliver & District Parks and Recreation Society operates the Oliver and District arena on behalf of the Regional District. Residents from the Town of Oliver and a Rural Area 'C' fund the operations and maintenance of this facility.

Built in 1969, the building structure itself has a serviceable life of 75 years. Many of the components such as doors, windows, roof, concrete slab and cooling lines are at or over their service life. To maximize the efficiency and life span of the facility these other components should be replaced. The estimated cost for these replacements is up to 3 million dollars over the next 5 years.

In addition, the facility overall is not barrier-free compliant, and several upgrades to washrooms, dressing rooms, entrances and viewing areas are required to meet accessibility standards. Initial investigations have determined that the bleachers, stairs and handrails are still in their original wood frame construction state and do not meet current safety and fire regulations.

Analysis:

The ICIP Grant for this intake is funded through both the federal and provincial government and administer through UBCM. Local governments are eligible for up to 73.33% contribution for approved projects. Regional Districts are permitted to submit one application per community. A community is a defined settlement or established or proposed service area.

The total project value for the Oliver and District Arena Option 1 is \$2.4 million and if successful in the grant application (maximum amount) the local contribution will be \$648,000.

The total project value for the Oliver and District Arena Option 2 (preferred) is \$8.0 million and if successful in the grant application (maximum amount) the local contribution will be \$2.2 million. If the additional enhancements are included, the total project value is \$9.8 million and if successful in the grant application the local contribution will be \$2.7 million.

The success of the grant funding will determine the borrowing request amount to upgrade the Oliver and District Arena.

Alternatives:

The Board of Directors could choose not to support the application

Respectfully submitted:

"Justin Shuttleworth"

J. Shuttleworth, Park/Facilities Coordinator



6359 Park Drive, Box 627, Oliver BC V0H 1T0

P: 250-498-4985 F: 250-498-0097

RDOS Chair and Board
Town of Oliver Mayor and Council
cc: Rick Knodel, Larry Schwartzberger

October 26, 2018

RE: Oliver Arena Improvement Project Funding Application

The purpose of this letter is to gain commitment from the Town and the RDOS that an application be submitted to the Investing in Canada Infrastructure Program to assist with the costs of the major capital improvements required for the Oliver & District Arena. The Society would use its own resources to prepare the application and secure all supporting documentation to be provided to either the Town or the RDOS to submit on our behalf. A council/board resolution would also be required to submit along with the application indicating support for the project and commitment to the appropriate financial share of the project.

Through a service agreement with the RDOS, the Oliver Parks and Recreation Society operates and maintains the Oliver & District Arena. The Arena facility was opened in February of 1969 will be celebrating its 50th birthday in 2019. The Society undertook a Facility Condition Life Cycle Assessment of the building in 2017, which indicates that while the original elements present in the building are now 50 years old, the average life expectancy for the structural concrete foundation elements and the structural steel superstructure are approximately 75 years. The average life time expectancy for the metal cladding and metal roofing are both 40 years. The average life time expectancy for the SBS roofing materials are 25 years, while the windows and doors are expected to perform adequately as intended for 40 and 30 years respectively. Therefore, we anticipate that the cladding, roof systems, and both the windows and doors will all need to be replaced once before the entire building reaches the end of its life cycle over the next 27 years. The replacement cost for the entire building (as is) is estimated to be \$7,794,468. In short, while the building structure itself has another 25 years of life, several systems will need replacing. Specifically, the brine lines and concrete slab, which are critical for operations of an ice facility, are prematurely failing and need to be replaced at the earliest possible date.

In addition to the slab and brine lines there are several other recommendations from the Facility Condition Life Cycle Assessment that will need to be addressed at the earliest opportunity. A summary of immediate and capital reserve expenditures provided in the assessment report needed to extend the life of the Oliver Arena will cost between 2-3 million dollars over the next 1-5 years. The Service Establishment Bylaw (reserve) levels will not be adequate to fund these capital improvements. The Society has resolved to request that the RDOS borrow the funds necessary to repair the slab and brine lines in 2019 if another suitable grant or funding option cannot be found.

In a joint announcement at UBCM 2018, the Canadian and BC government announced the application launch of the new Investing in Canada Infrastructure Program with 2 different



6359 Park Drive, Box 627, Oliver BC V0H 1T0

P: 250-498-4985 F: 250-498-0097

streams, the Community, Culture and Recreation Stream (CCR) and the Rural and Northern Community Infrastructure (RNC) Stream. The CCR stream will distribute up to \$134 million in funding toward public infrastructure projects that create, "improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including indigenous peoples and vulnerable populations." The program will provide access to funding for projects that upgrade and build sports facilities, trails, local community centres and spaces for arts and culture. Applications are welcomed from municipalities and regional districts. **Deadline for applications is January 23, 2019.**

The Society believes that while the project is eligible under both program funding streams, the Community, Culture and Infrastructure Program is a natural fit for the Oliver Arena improvement project. While not-for-profit organizations are eligible to apply for funds through this program, the contribution from the federal and provincial governments (65%) are less than the contributions made if the application is made by the municipality or regional district (73.33%). Similarly, under the Rural and Northern Community Infrastructure stream senior government contributions to projects from not-for-profits are up to 75% compared to the contributions to local governments with a population of less than 5000 which is up to 100% of eligible costs. Another item of concern to the Society is that if more than one infrastructure project application is submitted for Oliver & Area C under the same program stream it is highly unlikely both project applications would be successful.

The Oliver & District Arena is an integral part of life and culture in our community and has been bringing people together for sport, physical activity, social inclusion, employment, volunteer service and entertainment for almost 50 years. Please assist us in ensuring that Oliver continues to have an arena as part of its recreation infrastructure for decades to come.

The Society is requesting confirmation that the Town of Oliver/RDOS will make application through one of the funding streams of the Investing in Canada Infrastructure Program for the improvements to the Oliver & District Arena by the deadline of January 23, 2019. Due to the urgent/time sensitive nature of the project and the amount of time and resources it will take to prepare a strong funding application, we would ask that a response be sent to the Society by November 30, 2018.

Sincerely,

Carol Sheridan
Manager, Oliver Parks and Recreation Society
2509-498-4985
carol@oliverrecreation.ca

2. the existing facility, building

The site includes the recreation centre & outdoor pool in a campus like arrangement. A little stream and views out over the fields add greatly to the value of the site.

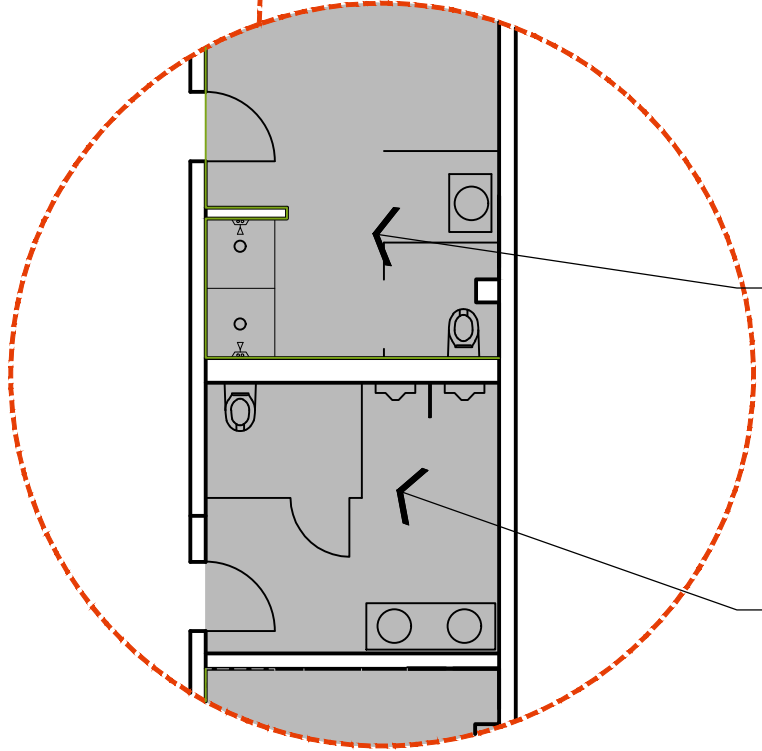
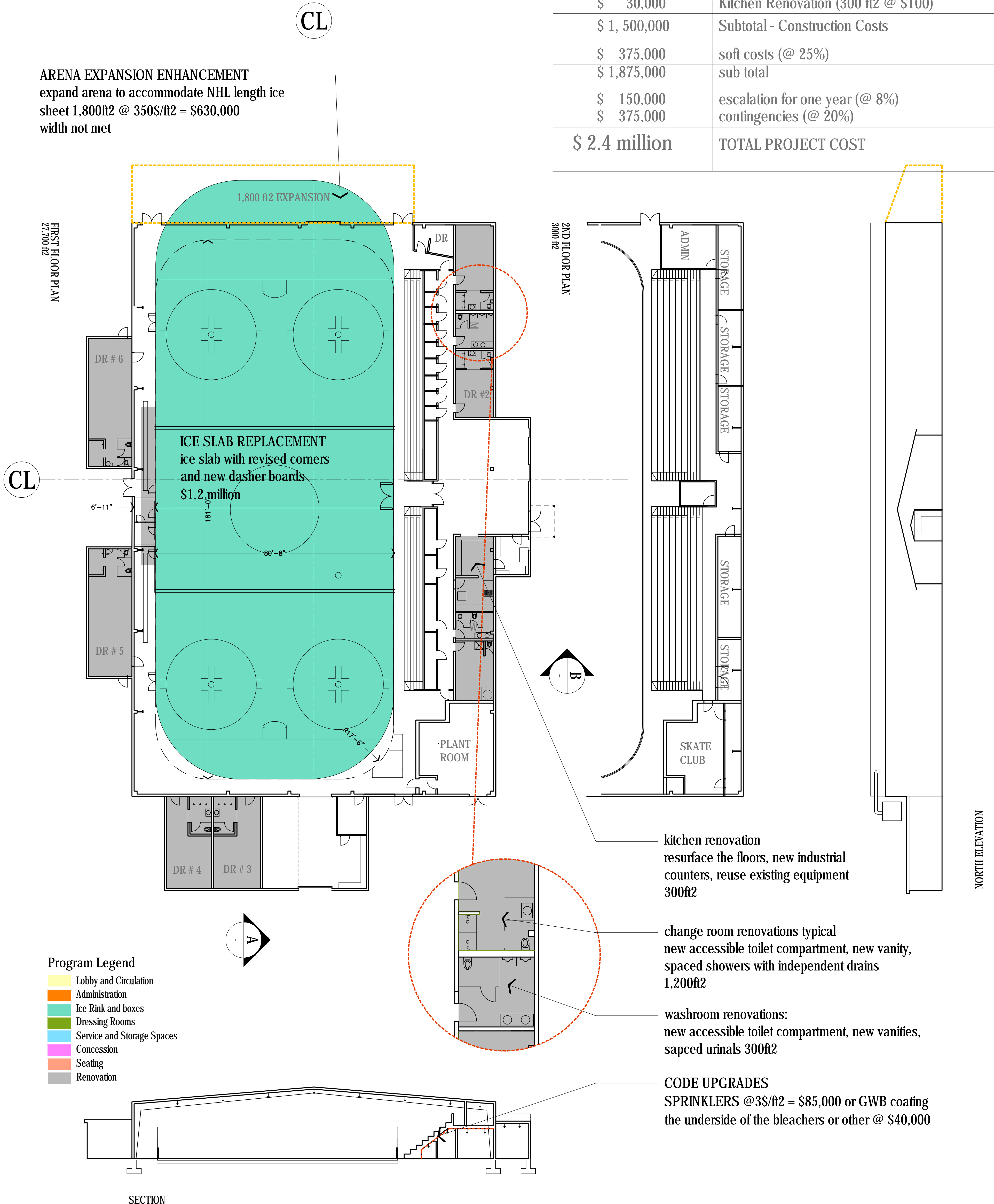


3. concept option one

The concept looks at expanding the ice sheet within the constraints of the existing structure and includes accessibility upgrades to washrooms and change rooms.

\$ 1,200,000	Ice Slab Replacement
\$ 225,000	WC & Change Rm Reno (1,500 ft ² @ \$150)
\$ 45,000	Code Upgrades (allowance)
\$ 30,000	Kitchen Renovation (300 ft ² @ \$100)
\$ 1,500,000	Subtotal - Construction Costs
\$ 375,000	soft costs (@ 25%)
\$ 1,875,000	sub total
\$ 150,000	escalation for one year (@ 8%)
\$ 375,000	contingencies (@ 20%)
\$ 2.4 million	TOTAL PROJECT COST

ARENA EXPANSION ENHANCEMENT
 expand arena to accommodate NHL length ice sheet 1,800ft² @ 350\$/ft² = \$630,000
 width not met



kitchen renovation
 resurface the floors, new industrial counters, reuse existing equipment
 300ft²

change room renovations typical
 new accessible toilet compartment, new vanity, spaced showers with independent drains
 1,200ft²

washroom renovations:
 new accessible toilet compartment, new vanities, spaced urinals
 300ft²

CODE UPGRADES
 SPRINKLERS @ 3\$/ft² = \$85,000 or GWB coating the underside of the bleachers or other @ \$40,000

- Program Legend**
- Lobby and Circulation
 - Administration
 - Ice Rink and boxes
 - Dressing Rooms
 - Service and Storage Spaces
 - Concession
 - Seating
 - Renovation

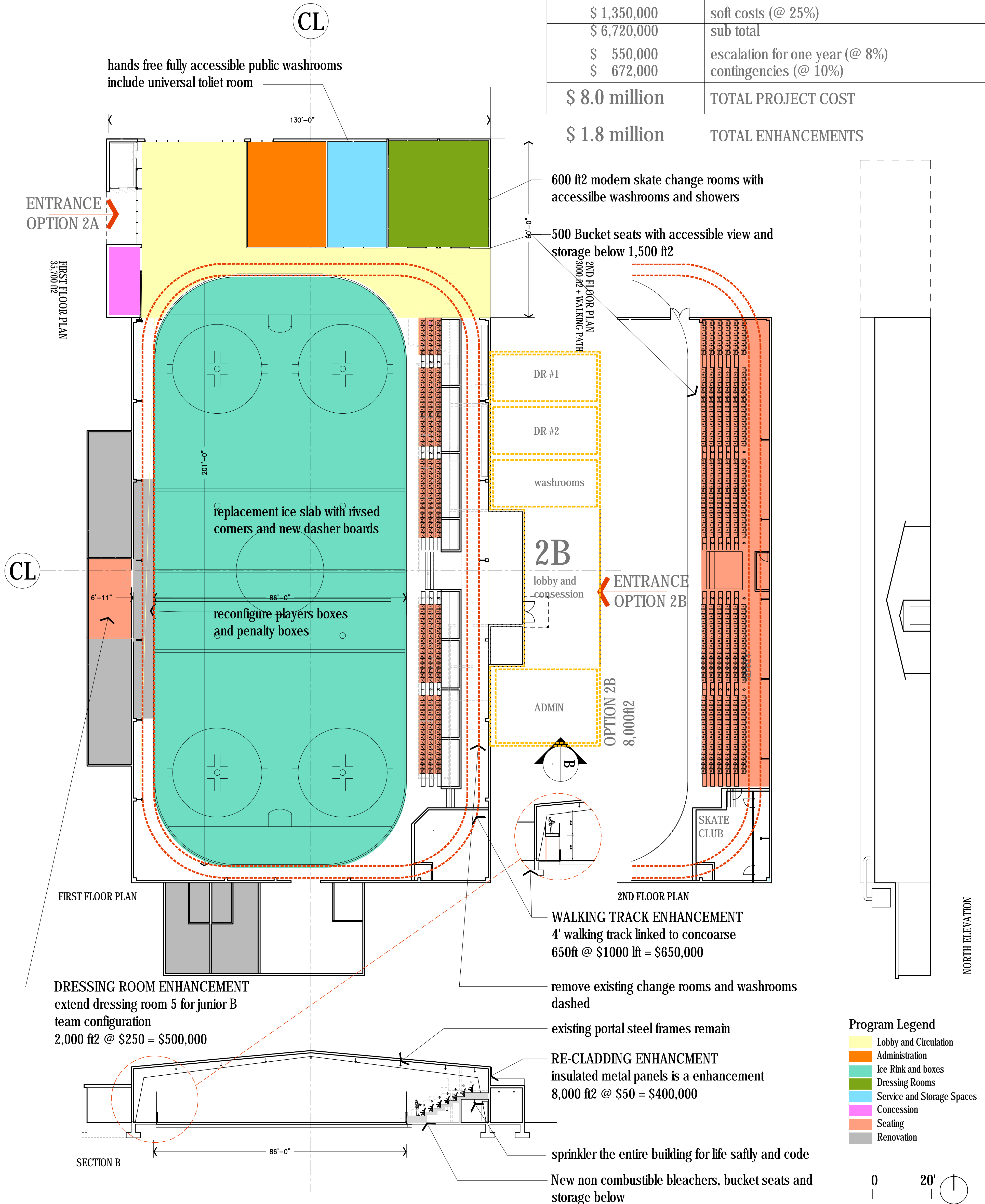
4. concept option two

This concept looks at how the existing building can accommodate a full size NHL ice sheet and brand new spectator seating.

OPTION A ; ARENA EXPANSION
expand arena to accommodate NHL ice sheet
8000ft²

\$ 3,200,000	Arena Expansion (8,000 ft ² @ \$400)
\$ 1,200,000	Ice Slab Replacement
\$ 90,000	Sprinkler existing (30,000 ft ² @ \$3)
\$ 120,000	Change Rm Reno (1,200 ft ² @ \$150)
\$ 760,000	Bleacher Seating (3,800 ft ² @ \$200)
\$5,370,000	Subtotal - Construction Costs
\$ 1,350,000	soft costs (@ 25%)
\$ 6,720,000	sub total
\$ 550,000	escalation for one year (@ 8%)
\$ 672,000	contingencies (@ 10%)
\$ 8.0 million	TOTAL PROJECT COST

\$ 1.8 million TOTAL ENHANCEMENTS



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Okanagan Falls, Skaha Lake Park Extension Project

Administrative Recommendation:

THAT the Board of Directors support the application to the Investing in Canada Infrastructure Program for the Skaha Lake Park Extension Project in Okanagan Falls .

Purpose:

To secure up to 73% funding for new park development in Okanagan Falls through a joint Provincial and Federal ICIP grant.

Reference:

- 2016 Okanagan Falls Park Concept Plan

Business Plan Objective:

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities

Background:

The long-term vision for the Okanagan Falls parks system is for a contiguous path connecting the KVR trail to Main Street through Lions, Kenyon and Christie Memorial Parks. In 2015, the RDOS acquired the lakefront parcel at 605 Willow Street with the intent of enhancing public access along Skaha Lake in Okanagan Falls and furthering the pathway vision for the community.

The draft 2019 budget for the Okanagan Falls Parks and Recreation service has a capital budget allowance to complete the path project through the 605 Willow Street. Should the grant application be successful, it will allow for the financial capacity to complete much of the desired outcomes for the site including; paved path, fencing landscaping and the installation of lake viewing areas.

Analysis:

The ICIP Grant for this intake is funded through both the federal and provincial government and administer through UBCM. Local governments are eligible for up to 73.33% contribution for approved projects. Regional Districts are permitted to submit one application per community. A community is a defined settlement or established or proposed service area.

The 2019 draft budget has \$30,000 allocated for the project to leverage grant funds up to \$111,000. A successful grant application for this project will allow for the completion of the proposed project, thus allowing further resources in the following years for other priorities.

Alternatives:

The Board of Directors could choose not to support the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream application for Okanagan Falls.

Respectfully submitted:





“Justin Shuttleworth”

J. Shuttleworth, Park/Facilities Coordinator

Option 1

PROPOSED PARK FEATURES

- 1 EXISTING HOUSE TO REMAIN & BE RENOVATED
POTENTIAL FUTURE USES:
- EDUCATIONAL FACILITY
- COMMUNITY VENUE FOR EVENTS
- RESTAURANT/ CAFE
- RECREATION VENDOR
- 2 MULTI-USE PATH
- 3 GRAVEL PATH
- 4 PEDESTRIAN GATE
- 5 SERVICE GATE
- 6 PICNIC TABLE
- 7 BENCH
- 8 PATHWAY LIGHTING
- 9 FENCED DOG PARK
- 10 DRIVEWAY ACCESS TO PRIVATE LOTS
- 11 PUBLIC ART SCULPTURE
- 12 POSSIBLE PATHWAY CONNECTION TO MAIN STREET
- 13 PARKING
- 17 DRIVEWAY
- 18 RIPARIAN PLANTING
- 19 FENCE
- 20 INCREASED DECK SPACE

-  EXISTING TREE  EXISTING FENCE (TO REMAIN)
-  NEW SHADE TREE  EXISTING TREE (TO REMOVE)



NOTE: ALL PROPOSED PARK IMPROVEMENTS LOCATED IN SHITE MAY REQUIRE APPROVAL FROM THE OWNER OR APPROVING AUTHORITY PRIOR TO INSTALLATION.

CONCEPT DRAWING- NOT FOR CONSTRUCTION





Area "D" Okanagan Falls
Park Concept Plan, Option 1
Date: December 01, 2016

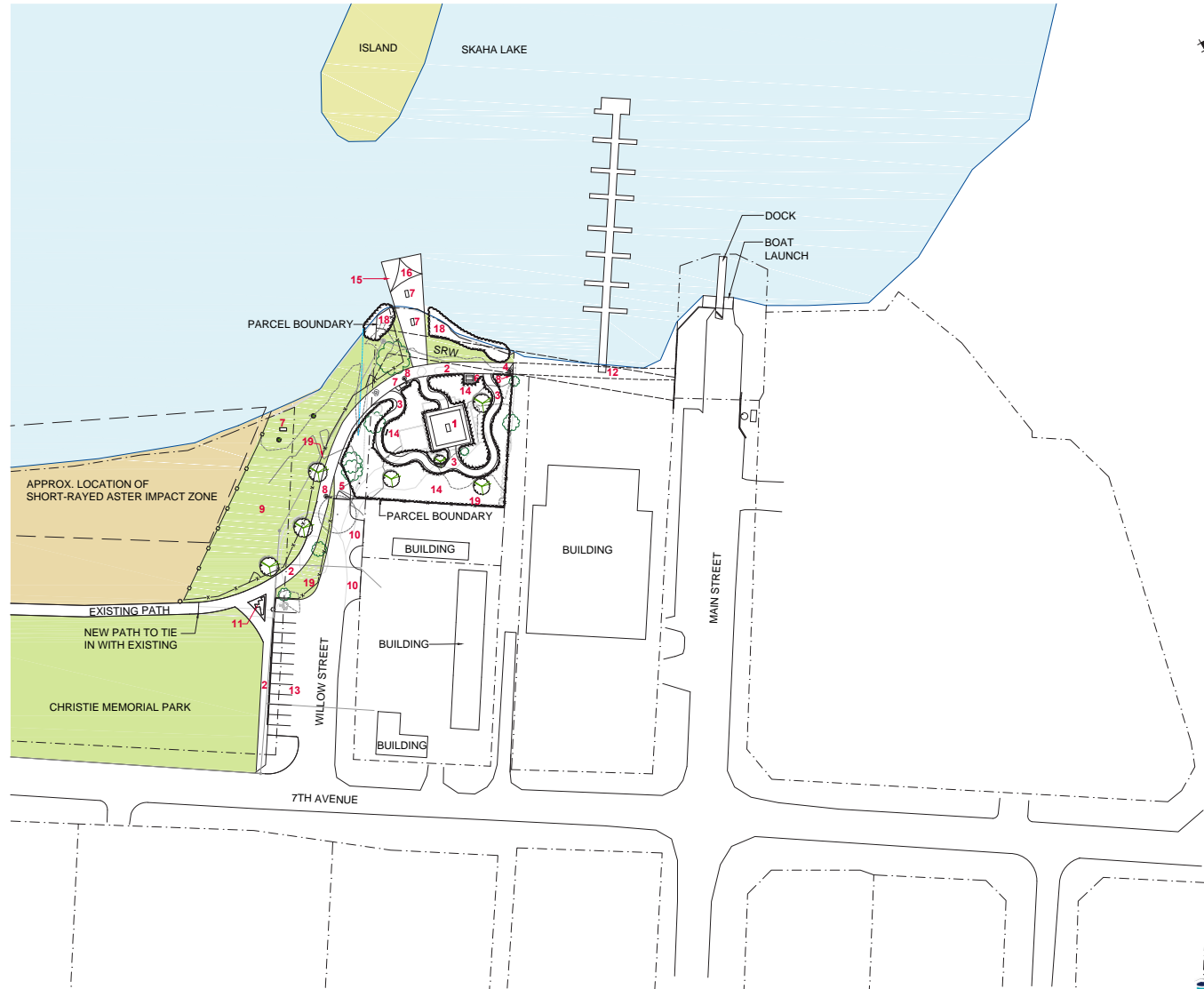


Option 2

PROPOSED PARK FEATURES

- 1 EXISTING HOUSE REMOVED AND REPLACED WITH PICNIC SHELTER C/W EXISTING FIREPLACE FROM HOUSE
- 2 MULTI-USE PATH
- 3 GRAVEL PATH
- 4 PEDESTRIAN GATE
- 5 SERVICE GATE
- 6 PICNIC TABLE
- 7 BENCH
- 8 PATHWAY LIGHTING
- 9 FENCED DOG PARK
- 10 DRIVEWAY ACCESS TO PRIVATE LOTS
- 11 PUBLIC ART SCULPTURE
- 12 POSSIBLE PATHWAY CONNECTION TO MAIN STREET
- 13 PARKING
- 14 NATIVE PLANT GARDEN WITH INTERPRETIVE SIGNS
- 15 BOARDWALK LOOKOUT
- 16 SHADE SAIL
- 18 RIPARIAN PLANTING
- 19 FENCE

-  EXISTING TREE
-  EXISTING FENCE (TO REMAIN)
-  NEW SHADE TREE
-  EXISTING TREE (TO REMOVE)



NOTE: ALL PROPOSED PARK IMPROVEMENTS LOCATED IN SRWS MAY REQUIRE APPROVAL FROM THE OWNER OR APPROVING AUTHORITY PRIOR TO INSTALLATION.

CONCEPT DRAWING- NOT FOR CONSTRUCTION

Area "D" Okanagan Falls
 Park Concept Plan, Option 2
 Date: December 1, 2016



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Manitou Park Washrooms and Pathway Project.

Administrative Recommendation:

THAT the Board of Directors support the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream; for the Manitou Park Washroom and Pathway Project in Naramata.

Purpose:

To complete the public washroom infrastructure and accessibility path project in Manitou Park by securing Provincial and Federal funding through a Community, Culture and Recreation Infrastructure Grant.

Reference:

- 2016 Manitou Park Concept Plan

Business Plan Objective:

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities

Background:

Manitou Park is located on the eastern shores of Okanagan Lake in Naramata. The park is a popular destination for locals and tourists. The RDOS, working with the Naramata Parks and Recreation Commission and the community, developed a Park Master Plan to identify future priorities for Manitou. From this process three priorities were determined:

- A new accessible pathway system for year round use. \$111,000
- A new accessible washroom facility with increased capacity to meet demand. \$175,000
- A new septic system to meet current standards. \$40,000

The project is identified in the 2019 strategic plan and draft budget for the Naramata Parks and Recreation service. The current strategy is to develop the pathway in phases as budget permits. Should the grant application be successful the project would be completed as a single project.

Analysis:

The ICIP Grant for this intake is funded through both the federal and provincial government, and administered by UBCM. Local governments are eligible for contribution of up to 73.33% for approved projects. Regional Districts are permitted to submit one application per community. A community is a defined settlement or established or proposed service area.

The total value for the Manitou Park project is \$310,000. If the grant application is successful, the RDOS will be responsible for 26.77% (\$83,000) of the total project cost.

Alternatives:

The Board of Directors could choose not to support the Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream application for Manitou Park.

Respectfully submitted:

“Justin Shuttleworth”

J. Shuttleworth, Park/Facilities Coordinator

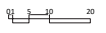


PROPOSED PARK FEATURES

- 1 NEW PARKING LOT LAYOUT
- 2 ENTRANCE WITH RELOCATED STONE MONUMENT
- 3 PICNIC SHELTER
- 4 RELOCATED CENOTAPH WITH FLAGPOLES
- 5 MULTI-USE PATH
- 6 RESURFACED SOFTBALL INFIELD
- 7 WASHROOMS WITH CHANGEROOM SPACE
- 8 EXTERIOR SHOWER
- 9 BANDSHELL
- 10 BEACH PROMENADE
- 11 GRASS SEATING AREA FOR EVENTS
- 12 PLAYGROUND EXPANSION
- 13 UNIVERSALLY ACCESSIBLE RAMP
- 14 RELOCATED BEACH VOLLEYBALL COURT
- 15 SMALL CRAFT STORAGE
- 16 BICYCLE RACK
- 17 BENCH
- 18 BEAR PROOF WASTE RECEPTACLE
- 19 PATHWAY LIGHTING
- 20 SMALL CRAFT BUFFER ZONE
- 21 OUTDOOR FITNESS EQUIPMENT
- 22 REMOVE EXISTING VEGETATION TO PROPERTY LINE
- 23 UNIVERSALLY ACCESSIBLE WATER FOUNTAIN
- 24 RELOCATED MANITOU PARK SIGN
- 25 RELOCATED SERVICE GATES
- 26 SERVICE ACCESS AND GATE
- 27 BIOSWALE RUNOFF CATCHMENT AREA

NOTE:
EXISTING TREES TO BE EVALUATED, THINNED & REPLACED AS PART OF TREE SUCCESSION PLAN

- EXISTING TREE (TO BE REMOVED)
- EXISTING TREE (TO REMAIN)
- NEW SHADE TREE



NOTE: ALL PROPOSED PARK IMPROVEMENTS LOCATED IN SRWS MAY REQUIRE APPROVAL FROM THE OWNER OR APPROVING AUTHORITY PRIOR TO INSTALLATION.

CONCEPT DRAWING- NOT FOR CONSTRUCTION

Area "E" Naramata
Manitou Park Concept Plan
Date: December 1, 2016



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – West Bench Parks Outdoor Play and Accessibility Improvements.

Administrative Recommendation:

THAT the Board of Directors support the application to the Investing in Canada Infrastructure Program - Community, Culture and Recreation Stream; for the West Bench Parks Accessibility and Outdoor Play Enhancements.

Purpose:

To increase outdoor recreation and accessibility in West Bench by securing up to 73% funding through a joint provincial and federal ICIP Grant.

Business Plan Objective:

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities

Background:

Selby and Mariposa Parks provide outdoor recreation opportunities for the residents of the West Bench and surrounding areas. Located in rural settings both parks have some existing recreational assets but require updating and improved access to maximize their use.

The tennis court in Mariposa Park is in need of re-surfacing and improved layout to increase the opportunities for other activities such as pickleball and basketball. Given the natural terrain of the park, accessibility is challenging. Currently the access to the playground, washrooms and sports courts is via a set of stairs or undefined grades into the park.

The Selby Park playground does not meet current standards and has limited options for creative play. The recent addition of an accessible washroom and improved surfacing of the trail has enhanced access to the area defined for a playground installation in this park.

Analysis:

The ICIP Grant is funded through both the federal and provincial governments and administered through UBCM. Local governments are eligible for up to 73.33% contribution for approved projects. Regional Districts are permitted to submit one application per community. A community is defined as a settlement or established or proposed service area.

The 2019 draft budget for the West Bench Parks and Recreation Service has \$100,000 dedicated to the proposed project. A successful application of this grant will provide access to \$370,000 for improvements to West Bench parks.

Alternatives:

The Board of Directors could choose not to support, the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream application for the West Bench.

Respectfully submitted:

“Justin Shuttleworth”

J. Shuttleworth, Park/Facilities Coordinator

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Similkameen Pool Renovation

Administrative Recommendation:

THAT the Board of Directors endorse the application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream; for the Similkameen Community Pool Renovation Project.

Purpose:

To extend the serviceable life of the Similkameen Community Pool by securing Provincial and Federal funding through a Community, Culture and Recreation Infrastructure Grant.

Business Plan Objective:

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities

Background:

The Similkameen Community Pool is an outdoor facility that opened in 1971. Owned by the Village of Keremeos, the pool has been operated and maintained by the RDOS since 1987 through a lease. The service area for the pool is funded by the constituents of Keremeos, Electoral Areas 'B' and 'G' through Bylaw No. 2119, 2001.

Over the last four decades the pool has received limited improvements and presents issues with meeting minimum health requirements. Issues such as a cracked pool basin, inefficient circulation and pool access are contributing to the operational challenges of the pool.

A new pool has been contemplated by the community over the past few years. In 2017 a recreation needs assessment was completed along with a citizen survey which indicated that 60% of residents in the service area would support a new pool. Given the planning and capital costs required to construct a new pool, a renovation of the current facility to extend its useful life up to twenty years has been recommended by the Similkameen Recreation Commission. The extended service period will allow for the long range planning and accrual of reserves for a new pool in the Similkameen.

Analysis:

The ICIP Grant for this intake is funded through both the federal and provincial government administer through UBCM. Local governments are eligible for up to 73.33% contribution for approved projects. Regional Districts are permitted to submit one application per community. A community is a defined settlement or established or proposed service area.

Capital reserves in the amount of \$145,000 are available and are allocated in the 2019 draft RDOS Budget for the Similkameen Community Pool Service. If successful the grant would provide up to \$515,000 towards the project requiring a \$139,000 contribution from the RDOS.

Alternatives:

The Board of Directors could choose not to support the Similkameen Pool grant application to Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream.

Respectfully submitted:

“Justin Shuttleworth”

J. Shuttleworth, Park/Facilities Coordinator

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Investing in Canada Infrastructure Program (ICIP) – Community, Culture and Recreation Stream – Kaleden, Pioneer Park Improvements

Administrative Recommendation:

THAT the Board of Directors support the grant application for upgrades to Kaleden's Pioneer Park under the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream.

Purpose:

To improve accessibility and complete the Pioneer Park re-development plan by securing up to 73% funding through a joint provincial and federal infrastructure grant.

Reference:

- Kaleden Park Concept Plan

Business Plan Objective:

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities
- Activity: Pioneer Park Upgrades

Background:

Pioneer Park, located on the western shores of Skaha Lake, is a popular destination for locals and tourists. Park amenities include a sandy beach, sports courts, playground, and one of only three boat launches on Skaha lake. This year the RDOS embarked on a multi-phased project to upgrade parking facilities, boat launch facilities, KVR trail upgrades and overall site drainage.

The parking/boat launch/drainage infrastructure is an important initial step to upgrade this park to improve its capacity. The next step in improving park amenities will include upgrades to landscaping and accessibility features, such as open play areas and pathways to connect amenities in the park. This work was scheduled to occur over the coming years, pending available budget funds.

A successful grant application under the ICIP program would allow for the completion of the landscaping and access upgrades, in sequence with the parking/boat launch/drainage infrastructure improvements.

Analysis:

The ICIP Grant for this intake is funded through both the federal and provincial government and administer through UBCM. Local governments are eligible for up to 73.33% contribution for approved projects. Regional Districts are permitted to submit one application per community. A community is a defined settlement or established or proposed service area.

\$30,000 of grant eligible funds are in the draft 2019 budget for the Kaleden Parks and Recreation service. If successful in the grant application, \$111,000 will be available to complete the Pioneer Park improvements.

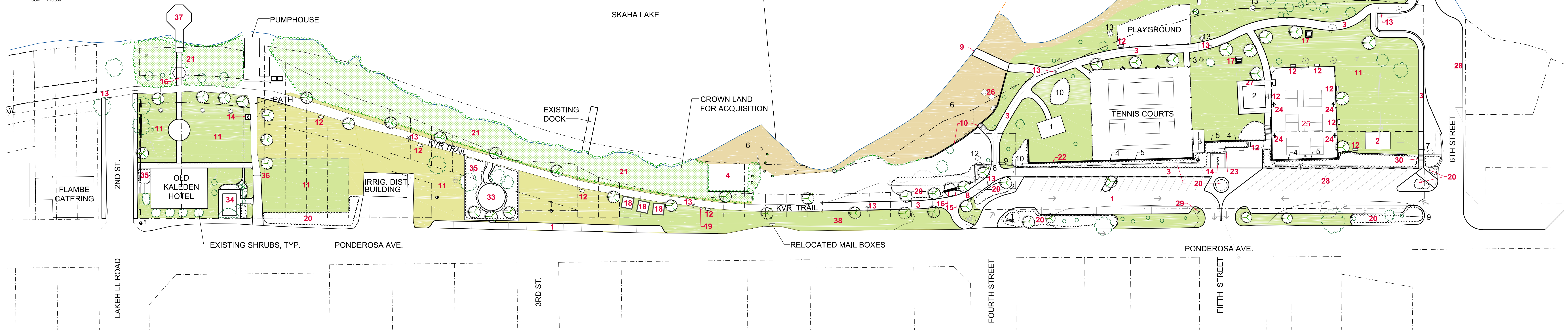
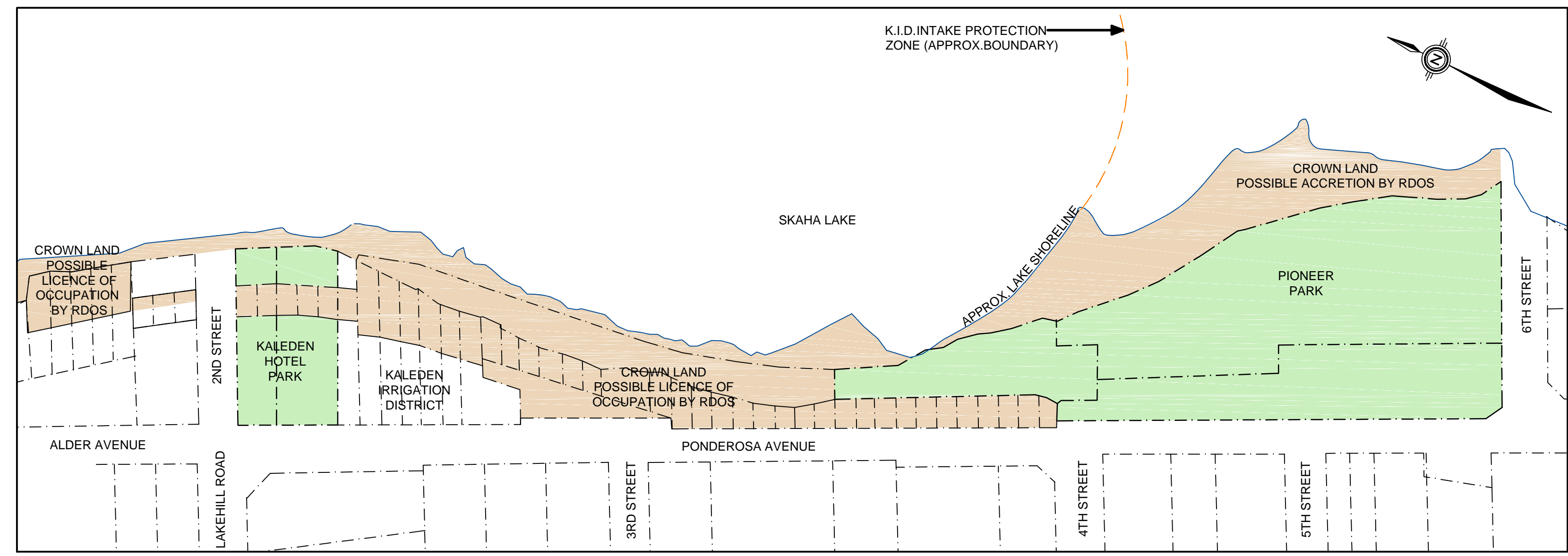
Alternatives:

The Board of Directors could choose not to support the Kaleden Parks application to the Investing in Canada Infrastructure Program – Community, Culture and Recreation Stream

Respectfully submitted:

“Justin Shuttleworth”

J. Shuttleworth, Park/Facilities Coordinator



PROPOSED PARK FEATURES

- 1 NEW PARKING LOT LAYOUT
- 2 PICNIC SHELTER
- 3 1.2m SIDEWALK
- 4 NON-MOTORIZED WATER CRAFT STORAGE
- 5 BOAT DOCK WITH TEMPORARY TIE-UP
- 6 EXTENDED BREAKWATER
- 7 REGRADED AND RESURFACED BOAT LAUNCH
- 8 CYCLIST DISMOUNT SIGN
- 9 UNIVERSAL ACCESS TO BEACH & LAKE
- 10 REPLACE EXISTING STAIRS AND RETAINING WALL
- 11 OPEN TURF AREA
- 12 BENCH
- 13 PATHWAY LIGHTING
- 14 BICYCLE RACK
- 15 INTERPRETIVE SIGN KIOSK
- 16 GAZEBO WITH INTERPRETIVE SIGN
- 17 PICNIC TABLE
- 18 OUTDOOR FITNESS EQUIPMENT
- 19 WASTE RECEPTACLE
- 20 XERISCAPE STYLE PLANTING
- 21 RIPARIAN AREAS
- 22 HISTORICAL MURAL (BY OTHERS)
- 23 DRINKING FOUNTAIN
- 24 BASKETBALL NET
- 25 MULTI-USE COURT WITH NEW LINES & HOOPS
- 26 NEW FIRE PITS
- 27 NEW DRINKING FOUNTAIN INSTALLED ON WASHROOM
- 28 BOAT TRAILER PARKING
- 29 ONE WAY ONLY SIGN
- 30 NEW CONCRETE STAIRS
- 31 KVR PATH MARKING
- 32 CROSSWALK
- 33 LABERYNTH
- 34 UNIVERSALLY ACCESSIBLE WASHROOM

EXISTING PARK FEATURES (TO REMAIN)

- 1 PICNIC SHELTER (ORCHARD STATION)
- 2 WASHROOMS
- 3 UTILITY BUILDING
- 4 FENCE
- 5 CONCRETE WALL
- 6 BEACH
- 7 GARBAGE BINS
- 8 DECORATIVE ENTRY ARCHWAY
- 9 SIGNS
- 10 PLANTING TO REMAIN
- 11 FLAG POLE
- 12 BENCH
- 13 PICNIC TABLES

- EXISTING TREE (TO REMAIN)
- EXISTING TREE (TO BE REMOVED)
- PROPOSED SHADE TREE

NOTE: ALL PROPOSED PARK IMPROVEMENTS LOCATED IN SRW'S MAY REQUIRE APPROVAL FROM THE OWNER OR APPROVING AUTHORITY PRIOR TO INSTALLATION.

CONCEPT DRAWING- NOT FOR CONSTRUCTION

No.	DATE	DESCRIPTION	BY	APP.
1	JAN 13 2017	ISSUED FOR REVIEW	DL	SU
ISSUES / REVISIONS				
CONSULTANT SEAL				



KALEDEN

KALEDEN PARKS MASTER PLAN

AREA "D" KALEDEN PARKS CONCEPT PLAN
Date: January 13, 2017

SCALE	1:500
DESIGN BY	
DRAWN BY	DL
DATE	JUNE 2017
PROJECT REFERENCE No.	1255-011
DRAWING No.	1255-011-C3
SHEET	1 OF 1
REVISION	1

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 20, 2018
RE: Finance Policies

Administrative Recommendation:

THAT The Board of the Regional District of Okanagan Similkameen adopt the following new and revised policies:

1. Investment Policy (New)
2. Management of Reserve (New)
3. Purchasing and Sales Policy (Revised)

Business Plan Objective:

Goal 1.1: To Be an Effective, Fiscally Responsible Organization

Background:

The Regional District does not have policies governing its investment of funds and the management of reserves.

In the past it has relied on governing legislation in the Local Government Act and Community Charter to guide its investments. With the increasing variety of investment options in the marketplace it has become important to set out the parameters around investing funds held by the District.

The District holds a variety of reserves both statutory as well as operating. In order to better align our strategic, capital and operating plans it is useful to have guidelines regarding the nature and amount of reserves held for the various services delivered by the District.

The existing purchasing policy needed to be revised to incorporate changes in our governance of the fire departments as well as the Canada-Europe Trade Agreement.

Alternatives:

Status Quo - Leave current Purchasing and Sales Policy intact

Respectfully submitted:

"John Kurvink, Director of Finance/CFO"

J. Kurvink, Finance Manager

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

POLICY: Investment Policy

AUTHORITY: BOARD Resolution dated _____.

POLICY STATEMENT

The Regional District of Okanagan Similkameen shall invest corporate FUNDS in a manner to ensure the safety, liquidity and highest yield are achieved, in that priority order.

APPLICATION

This policy applies to the investment of operating, capital, and reserve FUNDS.

PURPOSE

The purpose of this Policy is to document a governance framework for the prudent management of the Regional District of Okanagan Similkameen's investment portfolio "FUND" within an acceptable investment risk tolerance level.

DEFINITIONS

"**BOARD**" means the Board of Directors for the Regional District of Okanagan Similkameen;

"**BROKER**" means an investment dealer or institution;

"**CAO**" means the Chief Administrative Officer for the RDOS;

"**DESIGNATED OFFICER**" means an employee of the RDOS designated in writing by the CAO to administer this policy, or sections of this policy;

"**FUND**" means all RDOS cash available for investment.

"**LIQUIDITY**" means an asset that can be converted easily and quickly into cash.

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

"**RIA**" means the Responsible Investment Association

"**YIELD**" means the current rate of return on an investment security, generally expressed as a percentage of the security's current price.

RESPONSIBILITIES

1. DELEGATION OF AUTHORITY

Authority to manage the RDOS investment program is derived from S. 3.38 of the CAO Delegation Bylaw 2793.

FUND Management responsibilities have been allocated as follows:

[https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2018/20181220/BoardReports/E.1.a.
Investment Policy.docx](https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2018/20181220/BoardReports/E.1.a.InvestmentPolicy.docx)

BOARD Responsibilities

- Approval and amendment of the Investment Policy

CAO Responsibilities

- Calculate the rates of return on the entire FUND, based on book and market value.
- Review the Policy periodically and if appropriate make recommendations to the BOARD for changes.
- Review the FUND's performance on a regular basis and provide a report to the BOARD annually in the first quarter of the year

DESIGNATED OFFICER Responsibilities

- Select a BROKER to assist in meeting performance objectives for the FUND.
- Select specific investments for the FUND, recognizing the quality and diversification requirements established in this Policy, and subject to approved signing authority.
- Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e. bonds, GICs etc.) in a year are sufficient to cover the disbursements expected to be paid from the FUND in that year.
- Seek to maximize and preserve the investment return on the FUND, after ensuring that the foregoing safety and liquidity requirements have been satisfied.
- Manage the securities held by the FUND in accordance with this Policy and applicable legislation.

The RDOS may from time to time engage a BROKER or other advisors to assist them in administering this policy.

2. AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS

A list will be maintained by the DESIGNATED OFFICER of approved investment dealers and financial institutions authorized to provide investment services. Preference will be given to investment dealers and financial institutions who are members of the RIA. Investment dealers and financial institutions that provide the RDOS with the broadest range of investment instruments will be viewed as front runners in the qualifying bidder's process.

PROCEDURES

1. CHOICE OF INVESTMENT OPPORTUNITIES

The following are the investments permitted in the FUND.

- Eligible Securities as defined in *Section 183* of the *Community Charter (Appendix A)* and *Section 16* of the *Municipal Finance Authority Act*.
- Investments in internally financed projects.

All investments must be denominated in Canadian dollars or U.S. dollars. U.S. dollar investments are not to exceed 5% of the total portfolio.

Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

2. RATINGS AND CONSTRAINTS

A. RISK CONSTRAINT

All securities must be readily marketable.

Investment held in the FUND must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be Government Grade (at least BBB by S&P, or equivalent by DBRS or Moody's.) In the case where a security is rated by more than one agency listed, the higher ratings will apply.

The total FUND will be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent):

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%.

The maximum exposure to any one counterparty, as a percentage of the total portfolio cannot exceed 20%.

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

B. PORTFOLIO CONSTRAINTS

Safety:

- Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- The RDOS will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
 - Investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools.
- **Cash:** The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- **Credit Union Deposits:** The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in.

-
- **Bank Deposits:** The deemed rating for securities issued by a bank will be equal to the credit rating of that bank.
 - **Securities issued by a Government entity:** The deemed rating for securities issued by a Government entity will be equal to the credit rating of that province, country or equivalent.

Liquidity

- The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.

Yield

- The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity unless liquidity needs require it.

C. OTHER CONSTRAINTS

- The FUND shall not borrow funds to acquire securities or otherwise deal in margin trading.
- All investments will be made in accordance with the Code of Ethics and the Charter Financial Analyst standards.
- All investments are to follow the above listed constraints laid out per this Investment Policy. An exception can be made with approval by the BOARD upon the recommendation of the CAO. Any such investment must comply as an eligible investment defined in *Section 183* of the *Community Charter*. A maximum investment allocation not exceeding 15% of the RDOS total portfolio will be permitted.

D. REPORTING

Methods

- The DESIGNATED OFFICER shall prepare an investment report annually including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last year. This management summary will be prepared in a manner that will allow the BOARD to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:
 - (1) Listing of individual securities held at the end of the reporting period.
 - (2) Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
 - (3) Listing of investment by maturity date.
 - (4) Percentage of the total portfolio that each type of investment represents.

Performance Standards

- The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. During the annual budget process benchmarks shall be established against which portfolio performance shall be compared on a regular basis.

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

POLICY: Management of Reserves

AUTHORITY: Board Resolution dated: _____.

POLICY STATEMENT

The Regional District of Okanagan Similkameen shall allocate funds on an annual basis to maintain adequate levels of reserve balances to mitigate current and future risks and facilitate stable tax rates.

PURPOSE

To provide guidance on the development, maintenance and use of financial reserve funds in support of sustainable budgeting practices. The following guiding principles form the basis of this Policy:

- To identify criteria used in determining the appropriate level of those reserves not governed by separate bylaws, regulations or agreements.
- Sufficient reserve funds are important in achieving financial health and stability for the RDOS.
- Reserve goals need to be consistent with, and supportive of, established long-term financial plans.

Reserve fund management needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) recommendations.

DEFINITIONS

“**BOARD**” means the Board of Directors for the Regional District of Okanagan Similkameen;

“**CAO**” means the Chief Administrative Officer for the RDOS, or a designated representative;

“**DESIGNATED OFFICER**” means an employee of the RDOS designated in writing by the CAO to administer this [resolution](#), or sections of this bylaw;

“**CAPITAL RESERVE FUNDS**” means funds set aside in a capital reserve fund and these funds must only be utilized for capital projects as defined in the Tangible Capital Asset Policy.

“**OPERATING RESERVES**” means unappropriated surplus funds for services administered by the Regional District that have been placed into a reserve fund for operating expenditures.

“**RDOS**” means the Regional District of Okanagan Similkameen

“**STATUTORY RESERVES**” means funds set aside for a specified purpose. These funds are established via bylaws and must be utilized as outlined in the bylaw.

“**UNAPPROPRIATED SURPLUSES**” means accumulated surplus built up in the Regional District’s various operating funds that have not been designated for specific uses.

RESPONSIBILITIES

The BOARD shall:

- Consider approval and amendments of the Policy on the recommendation of the CAO.

The CAO shall:

- recommend any revisions or amendments to this Policy to the BOARD, as may be required from time to time, as a result of changes in applicable statutes, accounting standards, and economic conditions.
- ensure that all funding and expenditures for Statutory Reserve funds are deposited in accordance to agreements, bylaws, policy and legislation.
- determine the need for OPERATING & CAPITAL RESERVES and may waive the requirement for a reserve depending on the type of service.

The DESIGNATED OFFICER shall:

- conduct an annual review of all OPERATING & CAPITAL RESERVE balances.
- regularly monitor and assess the OPERATING & CAPITAL RESERVES to ensure they are within the Policy.
- determine appropriate OPERATING & CAPITAL RESERVE levels and ~~in-determining~~ strategies for reaching recommended levels without putting undue pressure on the budget.
- manage adjustments to Capital Plans and Asset Management Plans that may require adjustments to reserve targets.
- regularly monitor and assess the STATUTORY RESERVES to ensure they are within the Guidelines.
- recommend changes to agreements, bylaws, policy and legislation that may require adjustments to reserve targets.

OPERATING RESERVE FUNDS:

The RDOS should maintain UNAPPROPRIATED SURPLUS balances in its OPERATING RESERVES for services administered by the RDOS. The primary purpose of these reserves are to:

- provide working capital for projects that are utilizing operating budget revenues which will eliminate or reduce the need to borrow funds
- maintain a pool of funds that can be used to manage unexpected expenses as a result of events or emergencies that if the funds were not available would create a budget deficit position
- maintain a pool of funds for those services that rely on user fees as a revenue source and where if user fee revenue forecasts are not realized could result in a budget deficit position; and
- maintain a pool of funds for those services where there can be significant external pressures that impact forecasting.

OPERATING RESERVE minimums and maximums are as follows:

Funding Source	Minimum Level	Maximum Level
Services Administered by the RDOS: • any excess operating revenues left over at the end of each fiscal year.	Two months of regular operating expenditures, rounded to the nearest higher \$1,000.	Four months of regular operating expenditures, rounded to the nearest higher \$1,000.
Utility (Water/Sewer) • any excess operating revenues over expenditures at the end of each fiscal year.	Two months of regular operating expenditures, rounded to the nearest higher \$1,000.	Four months of regular operating expenditures, rounded to the nearest \$1,000 or \$50,000, whichever is greater

Reserve Level Objectives

Building Replacement Reserve	Equivalent to 50% of the accumulated depreciation of all buildings with a replacement value in excess of \$250,000, excluding those for recreation and water and sewer purposes.
Capital Reserve	<u>Reserve balances should align with the RDOS Asset Management Plan</u>
Parkland Dedication Reserve	Level will fluctuate subject to use and contributions from external sources in each Electoral Area.
Cemetery Reserve	Level will fluctuate subject to use and contributions from external sources.
Computer Equipment Reserve	equivalent to the accumulated depreciation of all major pieces of computer equipment.
Development Cost Charge Reserve	Level will fluctuate subject to use and contributions from external sources.
Environmental Reserve	equivalent to 5% of annual water, sewer and solid waste sales revenue.
Equipment Replacement Reserve	equivalent to 50% of the accumulated depreciation of heavy equipment, including fire trucks.
General Reserve	<u>See Operating Reserve table</u>
Landfill Reserve	Equivalent to landfill closure and post-closure liability.
Recreation Facility Replacement Reserve	Equivalent to 50% of the accumulated depreciation of all recreation facilities

Transit Equipment Reserve	with a replacement value in excess of \$250,000. equivalent to the accumulated depreciation of the transit fleet.
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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

POLICY: Purchasing and Sales Policy

AUTHORITY: BOARD Resolution _____ dated _____ .

POLICY STATEMENT

To responsibly acquire goods and services and manage the disposal of surplus materials in an accountable, professional, ethical, cost-effective and environmentally responsive manner.

1.0 PURPOSE

The purpose of this policy is to identify the principles guiding the procurement of goods and services and the construction of assets required by the Regional District of Okanagan Similkameen in the performance of the duties and responsibilities assigned to it. In achieving the maximum economy, efficiency and effectiveness in the performance of this function, the Regional District of Okanagan Similkameen has endorsed certain fundamental principles which are applicable to all Departments.

2.0 DEFINITIONS

“**BOARD**” means the BOARD of Directors for the Regional District of Okanagan Similkameen;

“**CAO**” means the Chief Administrative Officer for the RDOS, or a designated representative;

“**DESIGNATED OFFICER**” means an employee of the RDOS designated in writing by the CAO to administer this policy, or sections of this policy;

“**RDOS**” means the Regional District of Okanagan Similkameen.

3.0 PURCHASING PRINCIPLES

- 3.1 Procure the necessary quality and quantity of goods and services in an efficient, timely, cost-effective manner, while maintaining the controls necessary for a public institution.
- 3.2 Encourage an open and transparent process for the acquisition and disposal of goods and services.
- 3.3 Ensure the maximum value is obtained regarding acquisition of products and services by determining the full cost over the lifetime of the product or service.
- 3.4 Procure goods and services giving due consideration to the RDOS commitment to encourage the use of environmentally friendly products and services.
- 3.5 Ensure that as many suppliers and buyers as practicable are given the opportunity to bid.
- 3.6 To review transaction practices to ascertain if the cost of goods and services may be reduced by purchasing in bulk quantities or through partnerships with other government organizations.
- 3.7 Ensure that the guidelines set out in the Code of Conduct as identified in this policy are adhered to.
- 3.8 To provide financial control over the expenditure of funds through the use of purchase orders approved by authorized signing authorities. All expenditures must have prior budget approval or be authorized by council resolution.
- 3.9 Ensure the maximum value is gained when disposing of surplus goods and that they are sold in a transparent and publicly acceptable manner.

- 3.10 Ensure compliance with RDOS policies and bylaws, the *Local Government Act* and all other Provincial and National laws and regulations that apply to the procurement of goods, services and construction.
- 3.11 Ensure that purchasing policies and practices support the direction of the RDOS and are in compliance with policy established by the BOARD.

4.0 RESPONSIBILITIES

- 4.1 The BOARD shall approve any amendments to this policy.
- 4.2 The CAO will support the implementation of this policy and recommend any amendments.
- 4.3 The DESIGNATED OFFICER will administer the Purchasing and Sales Policy to ensure that goods and services are acquired and disposed of in accordance with this policy.
- 4.4 The RDOS operates on a decentralized purchasing model. It is the responsibility of department managers to ensure their department's purchasing practices are in conformance with the purchasing policy and procedures. All invoices and purchase orders must be approved by department managers or, within established spending limits, by their designate. The DESIGNATED OFFICER must be advised, in writing, of the departmental designate along with a sample signature.
- 4.5 Department Managers are responsible for ensuring budget funds are available in duly authorized accounts before making commitments for goods and services.

5.0 APPLICATION:

- BOARD of Directors
- Regional District Employees
- Fire Departments

6.0 INTERPRETATION:

In this policy, each obligation or authority bestowed or delegated to the CAO shall also apply to a Fire Chief.

7.0 PROHIBITIONS

7.1 Include:

- 7.1.1 Purchase by the Regional District of goods and services for personal use by or on behalf of any member of the BOARD, appointed officers, employees or their immediate families.
- 7.1.2 Purchase by the RDOS of goods and services from any member of its BOARD, appointed officers, employees or their immediate families or from any other source that would result in a conflict of interest unless the purchase is disclosed and participation discontinued in accordance with the *Local Government Act*.
- 7.1.3 The purchase of any RDOS goods by a member of its BOARD, appointed officers, employees or their immediate families, unless it is goods the RDOS is selling for profit or is available to the general public.

7.2 Exclude:

- 7.2.1 Established employee purchase programs

8.0 CODE OF CONDUCT

- 8.1 Those employees who have been delegated authority to commit RDOS funds and those employees responsible for corporate assets will abide by the Code of Conduct as it applies to their duties performed for the RDOS.
- 8.2 Employees of the RDOS will not use their authority or office for personal gain and will seek to uphold and enhance the standing and image of the RDOS.

9.0 INSURANCE

- 9.1 To assist in protecting the RDOS against losses, all contractors providing services to the RDOS are required to obtain and maintain insurance for a specified amount and duration indicated during the procurement process. Insurance must be obtained from an insurance company duly registered, licensed and approved to conduct insurance business in the Province of British Columbia. Contractors must also indicate whether they carry Worksafe BC insurance.

10.0 WORKER'S COMPENSATION

- 10.1 Contractors shall be deemed to be the Principal Contractors within the meaning of the Worker's Compensation BOARD ("WCB") Industrial Health and Safety Regulations for the Province of British Columbia and must comply with WCB Health & Safety Regulations and all other WCB regulations that apply to the works.

11.0 RIGHT TO REJECT BID DUE TO LITIGATION OR NON-COMPLIANCE WITH ZONING BYLAWS

- 11.1 Without limiting the foregoing, the RDOS may, in its absolute discretion, reject any tender or proposal submitted by a proponent if:
- 11.1.1 the Tenderer or any officer or director of the Tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the RDOS or its elected or appointed officers or employees in relation to:
- (i) any other contract for works or services; or
 - (ii) any matter arising from the RDOS exercise of its powers, duties or functions under the *Local Government Act* or another enactment, within five years of the date of the invitation to tender; or
- 11.1.2 the use of any real property owned or occupied by the Tenderer, located in the RDOS and used by the Tenderer in connection with the performance of the Contract, including use as an office, as storage or as a works yard, is not a permitted use of that property as established by the RDOS Zoning Bylaw or any covenant in favour of the RDOS, unless such use constitutes a legal non-conforming use.

12.0 PURCHASING AUTHORITY AND APPROVAL LIMITS

- 12.1 Only those persons delegated authority are authorized to commit the RDOS for materials, equipment, supplies and services as authorized by the annual budget.

12.2 The CAO, Managers and/or their delegate are given authority to execute purchase orders for materials, equipment, supplies and services in accordance with the following criteria:

12.2.1 Items and/or services are included in the annual budget. Items and/or services that are supplemental to the budget but do not create a budget deficit for the department or function. Any transfer of funds between accounts within the function must be approved by the Manager of Finance.

12.2.2 Accepted supplier is the lowest qualified bidder meeting requirements and/or specifications, or in the case of an RFP, the recommended proposal receives the highest criteria score.

12.3 The BOARD shall approve all purchases which exceed the budgeted amount of the function. The BOARD shall also approve those tenders where the accepted supplier is not the lowest qualified bid meeting specifications or requirements.

Authority Limits for RDOS Staff for in-budget purchases:

Purchases	Authority
Below \$1,500	All RDOS Staff as directed by their Supervisor
Up to \$10,000	Supervisors;
Up to \$25,000	Managers; Fire Chiefs
Between \$25,000 - \$50,000	CAO
Above \$50,000	BOARD
Above \$75,000	NWPTA Process
Above \$100,000	Canada Free Trade Agreement (C)
Construction Above \$250,000	CFTA
Above \$200,000 SDR (Approx. \$367,000 CDN\$)	Canada Europe Trade Agreement (CETA)
Construction above \$5,000,000 SDR (Approx. \$9,000,000 CDN\$)	CETA

12.4 Purchases Exempt From Purchase Orders

- 10.4.1 Costs related to court actions or damage claims
- 10.4.2 Subscriptions, publications, dues and fees
- 10.4.3 Utility accounts
- 10.4.4 Insurance premiums
- 10.4.5 Salaries, wages and benefits
- 10.4.6 Grant in aid payments
- 10.4.7 Purchasing card purchases
- 10.4.8 Travel expenses, which require submission of expense form
- 10.4.9 Requests for additions to the list of exempt purchases must be forwarded to the DESIGNATED OFFICER for approval

13.0 PURCHASING PROTOCOL – Quotes, Tenders, RFPs, and Change Orders

13.1 Where goods and services to be purchased are contained in a current budget approved by the BOARD, the general practice to be followed shall be:

13.1.1 Expenditures between \$1,500 and \$5,000:

- (i) Verbal competitive quotations.

13.1.2 Expenditures over \$5,000 but not exceeding \$25,000:

- (i) At least three written offers from suppliers; and
- (ii) Managers shall issue a purchase order to the successful supplier and, if applicable, require the supplier to enter into a written agreement with the RDOS.

13.1.3 Expenditures over \$25,000 but not exceeding \$50,000:

- (i) Invite and accept only sealed tenders or RFPs from potential suppliers and:
 - Ø Publicly receive and open all tenders and initial the tenders when they are opened; or,
 - Ø Initial the RFPs upon opening;
- (ii) The applicable Manager shall make a recommendation for CAO approval; and,
- (iii) If approved by the CAO, the Manager shall issue a purchase order to the successful supplier and, if applicable, require the supplier to enter into a written agreement with the RDOS.

13.1.4 Expenditures over \$50,000:

- (i) Invite and accept only sealed tenders or RFPs from potential suppliers and:
 - Ø Publicly receive and open all tenders and initial the tenders when they are opened; or,
 - Ø Initial the RFPs upon opening;
- (ii) The Manager shall make a recommendation for CAO consideration, who in turn will forward the recommendation to the BOARD for consideration and approval; and,
- (iii) If approved by the BOARD, the Manager shall issue a purchase order to the successful supplier and, if applicable, require the supplier to enter into a written agreement with the RDOS.

13.2 A written agreement between a supplier and the RDOS is required under this section in the following circumstances:

13.2.1 If requested by the supplier;

13.2.2 for contracts that exceed a value of \$50,000

13.2.3 If a RFP and subsequent successful proposal do not contain sufficient elements, such as specifications, conditions, warranties, or indemnities, to constitute a satisfactory contract for either party;

13.2.4 If there is already a contract between the RDOS and the supplier, but there are changes to that contract for the particular expenditure.

14.0 NEW WEST PARTNERSHIP TRADE AGREEMENT (NWPTA)

14.1 The RDOS will provide open and non-discriminatory access to procurements where the procurement value is:

- 14.1.1 \$75,000 or greater for goods
 - 14.1.2 \$75,000 or greater for services
 - 14.1.3 \$200,000 or greater for construction
- 14.2 The RDOS will post all tender and RFP notices for all covered procurement through BC Bid and/or other approved electronic website to ensure compliancy with NWPTA legislation.
- 14.3 Articles 3, 4, and 14 of NWPTA do not apply to government procurement listed below provided that procurement procedures are not used to avoid competition, discriminate between suppliers, or protect its suppliers.
- 14.3.1 Where it can be demonstrated that only one supplier is able to meet the requirements of a procurement;
 - 14.3.2 Where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures;
 - 14.3.3 When the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
 - 14.3.4 of services provided by lawyers and notaries;
 - 14.3.5 of goods intended for resale to the public; or
 - 14.3.6 in the absence of a receipt of any bids in response to a call for tender

15.0 GENERAL TENDERING GUIDELINES

- 15.1 Department Managers are responsible for the preparation of the tender instructions, conditions, specifications, and pricing formula.
- 15.2 Procedures for receiving and opening tenders shall conform to the following:
- 15.2.1 Tenders enclosed in sealed envelopes will be received at the tender address until tender closing time;
 - 15.2.2 All tenders will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
 - 15.2.3 Two staff members should proceed with the tender opening at precisely the designated time on the closing day;
 - 15.2.4 Tender envelopes should be opened and each tender shall be checked to ensure that is in signed and valid.
 - 15.2.5 Individual tenders should be read to the interested public. No special order exists in which to read tenders.
 - 15.2.6 Where only one tender is received, the Regional District reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.
- 15.3 Provide promptly any information to the proponents' necessary to determine whether a procurement was conducted fairly, impartially including information on the characteristics and relative advantages of the successful tender.

16.0 GENERAL RFP GUIDELINES

- 16.1 The applicable department is responsible to prepare the necessary RFP documents.

- 16.2 The RFP should define the nature of the goods and/or services to be provided, how they are expected to be used and/or problems they are expected to address.
- 16.3 If mandatory requirements are necessary, they should be kept to a minimum and must be carefully worded so as not to eliminate a vendor with an otherwise good proposal.
- 16.4 The criteria to be used in the evaluation of proposals are outlined in Schedule A attached to this policy.
- 16.5 Potential proponents should be allowed sufficient time to prepare a good response.
- 16.6 The applicable department should receive all proposals for evaluation. Proposals should be treated as confidential documents.
- 16.7 Requests for Proposals (RFP's) shall be reviewed by an Evaluation Team which shall consist of at least two staff members
- 16.8 Each Evaluation Team member shall complete the RFP Evaluation Form for each proposal as outlined in the attached Schedule A
- 16.9 Upon completion of Step 2 of Schedule A, the Evaluation Team shall determine, by consensus, the score for each proposal and shall forward these scores to the BOARD for its consideration to select the successful proponent.

17.0 TENDERS/RFPs THAT EXCEED THE BUDGET

- 17.1 Where a tender or RFP exceeds its budget, the applicable Department Manager must take one of the following actions:
 - 17.1.1 Recommend rejection of the tender or RFP;
 - 17.1.2 Recommend that the BOARD approve a transfer of funding from other items included in a Service in order to accept the tender or RFP as the successful tender or RFP.

18.0 SOLE-SOURCE PURCHASES

- 18.1 A Department Manager may make purchases without inviting offers from suppliers if:
 - 18.1.1 There exists only a single supplier from whom the purchase can economically be made;
 - 18.1.2 The circumstances in which the purchase is required are extraordinary; or,
 - 18.1.3 The circumstances in which the purchase is required involve an emergency, which refers to an unexpected event that requires prompt action.
- 18.2 A purchase made under Subsection 18.1.1 and 18.1.2 requires the approval of:
 - 18.2.1 The CAO for purchases not exceeding \$50,000; or,
 - 18.2.2 The BOARD for purchases exceeding \$50,000.

- 18.3 The CAO or designate is authorized to proceed with any purchase made under Subsection 18.1.3 without soliciting proposals or tenders.

19.0 STANDING PURCHASE ORDERS

- 19.1 Where, in the opinion of the applicable Department Manager, greater efficiency will result through purchasing a particular product or service from one supplier, a Standing Purchase Order may be issued to cover such purchases in any given year.
- 19.2 Only the applicable Department Manager may authorize and sign a Standing Purchase Order.
- 19.3 Standing Purchase Orders shall normally be issued at the beginning of the calendar year in accordance with the requirements of this policy and are in effect for that year only.
- 19.4 Standing Purchase Orders shall not be used for capital expenditures.

20.0 CONFIDENTIALITY

- 20.1 A total bid price is public information. However, it is considered unethical as well as damaging to the RDOS position to allow unit price information from one vendor to pass to another vendor.
- 20.2 Access to information shall be subject to provisions of the *Freedom of Information and Protection of Privacy Act*.

21.0 IDENTICAL TENDER OR QUOTATION PRICES

- 21.1 Where the total price of two or more tenders or quotations are the same, awards shall be made first to firms located in the Regional District, second to firms located in British Columbia, and third to firms located in Canada.

22.0 SURPLUS ASSET DISPOSAL

- 22.1 The RDOS recognizes that assets purchased for its' use will eventually become surplus to its needs. These assets are deemed surplus due to:
- Ø Obsolescence
 - Ø Worn out
 - Ø Too costly to maintain
 - Ø No longer used.
- 22.2 All surplus assets estimated to have a monetary value shall be disposed of by the DESIGNATED OFFICER upon receiving CAO approval, in the manner which will receive the best possible return to the RDOS. Except for trade-ins, surplus assets valued in excess of \$10,000 shall be referred to the BOARD stating reasons for disposal. Once BOARD approval is received the DESIGNATED OFFICER will dispose of the surplus assets in a manner that will receive the best possible return to the RDOS.
- 22.3 All surplus assets shall be sold on an "as is/where is" basis. No warranties or guarantees are to be offered or implied in the sale of the surplus assets.

- 22.4 It is the responsibility of each Department Manager to notify the DESIGNATED OFFICER, in writing, of surplus assets, where applicable, the list must contain make, model and serial number.
- 22.5 Prior to disposition, a list of surplus assets will be circulated to all RDOS departments to see if they can be of use in another department.
- 22.6 When deemed to be in our best interest, surplus assets will be traded in on replacements.
- 22.7 Proceeds from the sale of surplus assets will be credited back to the appropriate function.

23.0 ENVIRONMENTAL PURCHASING

In addition to the principles included in section 2, the RDOS supports the use of environmentally sustainable products and practices and expects staff to pursue this objective in the acquisition of goods and services for the RDOS. This will be accomplished by ensuring that the user departments review and modify existing specifications, and write new specifications, to include environmentally sustainable choices subject to both suitability and costs.

23.1 General Principles

- 23.1.1 To specify products that do not harm the environment in their manufacture, use or disposal (third party certification such as the “Eco Logo” or “Energy Star” may be used.)
- 23.1.2 To consider the environmental facts along with price and performance.
- 23.1.3 To secure comprehensive, accurate and meaningful information about the environmental performance of products or services sufficient to determine environmental preferability.

23.2 Procedures

- 23.2.1 User department staff will review and modify existing specifications and write new specifications to include options for the use of environmentally sound products and processes.
- 23.2.2 Environmentally preferred products must meet or exceed the same engineered standards for the traditional products with respect to performance, structural integrity, life span and safety.
- 23.2.3 The RDOS may be prepared to pay a premium for the environmentally friendly option, within reason, but any significant impact on budgets must be appropriately approved.
- 23.2.4 User department staff will remain alert to sources of recycled materials, products made from recycled materials and other environmentally beneficial products, bringing such information to the attention of the user departments.

SCHEDULE "A"

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent's Name: _____			
Project Title: _____			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Sub-Consultant list		
	Project Manager identified		
	Project Team identified – Resumes included		
	Reference List		
	Workers Compensation Number provided		
	Sufficient number of proposal copies		
Step 2:		Assigned Points	Points
Proponent (15-30 points)	Qualifications of firm and project team members		
	Experience of firm and project team members		
	References		
	Resources		
Proposal (30-50 points)	Scope		
	Methodology		
	Environmental Performance		
	Scheduling		
	Project Team - Level of Effort		
	Clarity of Proposal		
Price (20-50 points)	Consideration of Price Presented Price = (lowest cost proposal divided by proposal being evaluated) x (% weight)		
Total Score	Proponent + Proposal + Price Scores	100	

[Review and add any specific items that should be in the mandatory section or Specific items for the proposal related to the project]

Evaluation Team Members shall use the following list of questions to complete the RFP Evaluation Form:

Proponent Evaluation – 15 to 30 Points Total

- (i) **Qualifications of Firm and Project Team Members:**
Are the firm and project team members specialized and qualified in the nature of the project work?
- (ii) **Experience of Firm and Project Team Members:**
Has the firm completed similar projects during the last three years? Do the assigned project team members have experience with similar projects?
- (iii) **Past Performance:**
Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?
- (iv) **Resources:**
Does the firm have ample resources (e.g. staff, equipment, etc.) to apply to this project?

Proposal Evaluation – 30 to 50 Points Total

- (i) **Scope:**
Do the objectives, scope, work plan, and prediction of results comply with the terms of reference and project objectives?
- (ii) **Methodology:**
Is the methodology clear and in sufficient detail to cover all necessary aspects? Does the proposal reflect the required understanding of the project? Is each task clearly outlined and in logical sequence?
- (iii) **Environmental Performance**
What is the environmental burden and unit cost of a product or service, from its design through to production and then final disposal?
- (iv) **Scheduling:**
Does the proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are they within the timelines set by the terms of reference (if outlined in the terms of reference)? Are problems or delays accounted for? Is timing realistic for the project?
- (v) **Project Team:**
Is the level of effort (total hours) adequate, low or high? Are the hours of professionals involved adequate, low or high? Is the proportion of professional vs. technical hours adequate or appropriate?
- (vi) **Clarity of Proposal:**
Is the proposal clear, concise, and logical?

Price Evaluation – 20 to 50 Points Total

- (i) **Total Price**

APPENDIX 1

Environmental Performance Decision Criteria

Basic evaluation criteria for rationalizing the purchase of environmentally sound alternatives:

- (i) Does the alternative product meet or exceed the minimum required performance specifications? (e.g.) durability, safety, structural integrity. (If no, use the conventional product; if yes move to (ii)).
- (ii) Is the unit pricing of the alternative product equal, or less than, the conventional product? (If yes purchase the alternate product; if no move to (iii)).
- (iii) What is the total annual cost differential of using the alternate product instead of the conventional? (If the effect on budget is nominal use the alternate product; if the effect on budget is more than nominal go to (iv)).
- (iv) By using the alternate product are there any offsetting benefits that can be clearly measured and recorded in cost avoidance accruing to the same Business Unit, or to other business Units and, if so, do those benefits equal or exceed the extra acquisition costs? (If yes purchase the alternate product; if no go to (v)).
- (v) Are there any other benefits that are not measurable in any direct monetary sense but are benefits that we ought to realize for other on-pecuniary reasons?, e.g. "green benefits" such as reduced pollution, air emissions, effluent release, recyclable & disposal issues etc. (If no, purchase the conventional product; if yes define those reasons and report them through established reporting channels to get the increased budget commitment approved. In either case go to (vi)).
- (vi) If acquisition of the alternative product at the higher cost is approved purchase the alternate product; if not purchase the conventional product.



Date: December 20, 2018

To: Regional District Board of Directors
From: South Okanagan Similkameen Fire Chiefs Association

RE: Fire Protection Mutual Aid Agreement

Recommendation

THAT the board authorize the Chair and CAO of the RDOS to sign a two-year extension of the Fire Protection Mutual Aid Agreement on their behalf;

AND furthermore, authorize the South Okanagan Similkameen Fire Chiefs Association (SOSFCA) to facilitate obtaining the signatures of the other partnering parties.

Background

The Fire Protection Mutual Aid Agreement is a no charge reciprocal system of emergency response and assistance available to local Fire Departments throughout the region. The focus of the mutual aid system is to make a large number of resources available in a pre-arranged, organized fashion at no additional cost to the community requiring assistance during an emergency situation.

Mutual Aid also offers back-up protection to a Fire Department. If the local Fire Department is attending a fire or emergency, this system provides response to any other fire or emergency situation in that same fire protection area if required. Where a Fire Department determines that the resources of their department are insufficient to bring the subject fire or other emergency under control, that Fire Department may request the mutual aid of another Fire Department. If a Fire Department is unavailable, the mutual aid will come from the next closest neighbouring Fire Department.

The original Regional Fire Protection Mutual Aid Agreement was developed in November 2004 and has undergone a few renewals. The most recent agreement expired in December 2017.

Analysis

The original document has been in existence for more than 10 years and may need a re-write. It is logical to sign the existing agreement for a 2-year extension and schedule the time to perform a more comprehensive overhaul/rewrite.



Item 18 under section "The Provision of Mutual Aid" of the Mutual Aid Agreement identifies that if in the event of either a "State of Local Emergency" declared by a local authority, or a Provincial State of Local Emergency being declared by the Province of British Columbia, this agreement shall not apply to the parties. This allows for a cost recovery situation under a Provincial Emergency Program emergency task response number system.

Respectfully Submitted:

"Denis Gaudry"

Denis Gaudry, SOSFCA President

Reference: Fire Protection Mutual Aid Agreement

FIRE PROTECTION MUTUAL AID AGREEMENT

THIS AGREEMENT is dated for reference the 6th day of December 2018.

BETWEEN:

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

OF THE FIRST PART

AND:

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

AND:

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

AND:

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

AND:

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

AND:

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

AND:

The Hedley Improvement District, an improvement district incorporated pursuant to the *Local Government Act* and having its business office at Box 186, 825 Scott Avenue, Hedley, British Columbia, VOX 1K0 (the "HID")

AND:

The Oliver Fire Protection District, a fire protection district incorporated pursuant to the *Local Government Act* and having its business office at P.O. Box 97, Oliver, British Columbia, VOH 1T0 (the "OFPD")

AND:

The Osoyoos Rural Fire Protection District, a fire protection district incorporated pursuant to the *Local Government Act* and having its business office at P.O. Box 274, Osoyoos, British Columbia, VOH 1V0 (the "ORFPD")

(hereinafter referred to as the "Party(ies)")

OF THE SECOND PART

WHEREAS:

- A. The Parties desire to enter into an Agreement whereby fire service emergency resources of any Party can be deployed to assist the other Parties during an emergency;
- B. The RDOS has established the Anarchist Mountain Fire Protection Service, the Kaleden Fire Protection Service, the Keremeos and District Fire Protection Service, the Naramata Fire Protection Service, the Okanagan Falls Fire Protection Service, the Tulameen and District Fire Protection Service and the Willowbrook Fire Protection Service and operates and maintains fire departments within the respective service areas;
- C. Oliver has established, and operates and maintains, a fire department within its territorial jurisdiction;
- D. Osoyoos has established, and operates and maintains, a fire department within its territorial jurisdiction;
- E. Penticton has established, and operates and maintains, a fire department within its territorial jurisdiction;

- F. Princeton has established, and operates and maintains, a fire department within its territorial jurisdiction;
- G. Summerland has established, and operates and maintains, a fire department within its territorial jurisdiction;
- H. The HID has established, and operates and maintains, a fire department within its territorial jurisdiction;
- I. The OFPD has established, and operates and maintains, a fire department within its territorial jurisdiction;
- J. The ORFPD has established, and operates and maintains, a fire department within its territorial jurisdiction; and,
- K. The RDOS, Oliver, Osoyoos, Penticton, Princeton, Summerland, the HID, the OFPD, and the ORFPD consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where the resources of their own fire department are insufficient, request Mutual Aid from the others to bring the situation under control,

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

Interpretation

- 1. Unless the context otherwise requires, in this Agreement:
 - (a) "Assisting Fire Department" means a Fire Department providing Mutual Aid under this Agreement;
 - (b) "Chief Fire Official" means, for each Party, the person(s) responsible for the fire service of the Party or his/her delegate;
 - (c) "Fire Department" means a fire department maintained and operated by a Party to this Agreement;
 - (d) "Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside the jurisdictional boundaries of the Party that provides the emergency resources;
 - (e) "Requesting Fire Department" means a Fire Department requesting Mutual Aid under this Agreement;

- (f) "Subject Fire or Other Emergency Situation" means a real or anticipated occurrence that in the opinion of the Chief Fire Official endangers the lives, safety, welfare and well-being of people or significant structures that cannot be brought under control by the use of local emergency resources.

The Request for Mutual Aid

2. Where the Chief Fire Official of a Fire Department determines that the resources of his/her fire department are insufficient to bring a Subject Fire or Other Emergency Situation, whether actual or imminent, under control, he/she may request the Mutual Aid of another Fire Department for the purposes of bringing the Subject Fire or Other Emergency Situation under control and in submitting such request, the said Chief Fire Official shall specify the type of fire apparatus and/or the number of personnel required.
3. The Requesting Fire Department shall first request Mutual Aid from the Fire Department that is closest in proximity to the location of the Subject Fire or Other Emergency Situation.
4. If the Fire Department that is closest in proximity to the location of the Subject Fire or Other Emergency Situation is unable to provide some or all required Mutual Aid, the Requesting Fire Department may request Mutual Aid from the Fire Department that is next closest in proximity to the location of the Subject Fire or Other Emergency Situation.
5. Where a request for Mutual Aid is made under section 4 of this Agreement, the Fire Department from whom Mutual Aid is being requested is then deemed for the purposes of this Agreement to be the Fire Department that is closest in proximity to the location of the Subject Fire or Other Emergency Situation.
6. All requests for Mutual Aid under this Agreement shall be made by the Chief Fire Official of the Requesting Fire Department to the Chief Fire Officials of the Fire Departments from whom Mutual Aid is being requested.
7. Each Party to this Agreement shall, within 2 months of the date of this Agreement, provide contact information to the Chief Fire Officials, and the number of firefighting personnel.
8. It is understood and agreed that all Parties to this Agreement shall not rely on this Agreement to deliver fundamental firefighting services within their operational area and that fundamental firefighting services are the sole responsibility of the authority having jurisdiction for each operational area.

The Provision of Mutual Aid

9. The Chief Fire Official of a Fire Department from whom Mutual Aid has been requested under this Agreement shall immediately upon receiving the request determine, in his/her sole discretion, as soon as reasonably possible whether and to what extent the firefighting personnel, apparatus, and equipment of his/her fire department may be deployed to assist the Requesting Fire Department in bringing the Subject Fire or Other Emergency Situation under control and shall thereafter deploy to the extent available such firefighting personnel, apparatus, and equipment to so assist the Requesting Fire Department.
10. Nothing in this Agreement requires the Chief Fire Official of a Fire Department from whom Mutual Aid has been requested under this Agreement to deploy firefighting personnel, apparatus, and equipment to assist a Requesting Fire Department that the Chief Fire Official has determined are unavailable or are required to provide within the usual service area for his/her fire department.
11. All firefighting personnel, apparatus, and equipment provided by an Assisting Fire Department to a Requesting Fire Department under this Agreement shall, for the duration of the time that the Mutual Aid is being provided under this Agreement, be under the direction of the Chief Fire Official of the Requesting Fire Department who shall adhere to recognized principles of accountability for responder personnel safety.
12. The Chief Fire Official of an Assisting Fire Department may, in his/her sole discretion, recall at any time for whatever reason any and all firefighting personnel, apparatus, and equipment provided by his/her Fire Department to the Requesting Fire Department under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.
13. Upon being notified, whether verbally or in writing, that the Chief Fire Official of an Assisting Fire Department has recalled firefighting personnel, apparatus, and equipment under section 12 of this Agreement, the Chief Fire Official of the Requesting Fire Department shall immediately release and return to the Assisting Fire Department all firefighting personnel, apparatus, and equipment provided by the Assisting Fire Department that was recalled by the Chief Fire Official of the Assisting Fire Department.
14. The Chief Fire Official of a Requesting Fire Department shall, as soon as practicable, release and return to the Assisting Fire Department all firefighting personnel, apparatus, and equipment provided by the Assisting Fire Department that is no longer required to assist in bringing the Subject Fire or Other Emergency Situation under control.

15. The Chief Fire Official of a Requesting Fire Department shall release and return to the Assisting Fire Department all firefighting personnel, apparatus, and equipment provided by the Assisting Fire Department in the same working condition as when it was accepted by the Requesting Fire Department.
16. For the purposes of this Agreement, all firefighting personnel, apparatus, and equipment provided by an Assisting Fire Department to the Requesting Fire Department under this Agreement is deemed to have been provided in good working condition unless it was rejected by the Requesting Fire Department at the time it was first provided. If equipment is not returned in good working order, the Requesting Fire Department shall forthwith repair or replace the equipment and provide in the meantime the Assisting Fire Department with replacement equipment.
17. When the Subject Fire or Other Emergency Situation is brought under control, any Mutual Aid shall be released first before local resources are released.
18. In the event of either a State of Local Emergency or a Provincial State of Emergency being declared by the Province of British Columbia, this Agreement shall not apply to the Parties.

The Cost of Mutual Aid

19. It is understood that no charge shall be levied for services rendered by any of the Parties to this Agreement or personnel of the other Party hereto.
20. The Requesting Fire Department shall reimburse the Assisting Fire Department all costs for any consumable items used at the Subject Fire or Other Emergency Situation or any equipment that is damaged beyond repair or destroyed as a result of the Subject Fire or Other Emergency Situation.

Waiver and Indemnification

21. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors and, without limiting the generality of the foregoing, in respect of or in any way related to the decision of a Chief Fire Official as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
22. No Party to this Agreement, nor its elected officials, officers, employees, agents, volunteers or contractors, shall be liable to any other Party to this Agreement in respect of the decision of a Chief Fire Official as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
23. The Party responsible for the Requesting Fire Department shall indemnify and save harmless the Party responsible for an Assisting Fire Department, its elected

officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Mutual Aid under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the negligence of the Assisting Fire Department.

24. In the event that an Assisting Fire Department acts independently of the Requesting Fire Department then the Assisting Fire Department shall not be entitled to any indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Fire Department for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Assisting Fire Department in connection with the Mutual Aid.

Insurance

25. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of ten million (\$10,000,000.00) dollars and each such policy shall add all other Parties to this Agreement as additional named insured when rendering Mutual Aid pursuant to this Agreement.
26. Each Party to this Agreement shall prove third party liability coverage by sending a copy of the liability insurance for the Party to the Regional District Okanagan Similkameen's Financial Officer within thirty (30) days after this Agreement has been signed by the Party and available upon request.
27. Each Fire Department shall maintain insurance coverage on its own firefighting equipment.
28. Each Fire Department shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own Fire Department.
29. This Agreement shall be in force for a period of Two Years (24 months) commencing on the date of its execution by all Parties.

Termination

30. Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving ninety (90) days written notice of its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further obligation herein save and except any obligation up to the date of termination.

31. Where a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining parties.

Miscellaneous Provisions

32. Any requests for Mutual Aid shall be subject to any of the Parties obligations pursuant to the provisions of the *Emergency Program Act* R.S.B.C. c. 111.
33. The Parties agree to consult on a regular basis through their Chief Fire Official to achieve the optimum deployment of Mutual Aid.
34. The Parties hereto agree that in the event of dispute between any of the Parties, each of the Parties hereto shall meet with a qualified mediator in a timely manner and attempt in good faith to negotiate a settlement of such dispute during which time such representatives shall disclose to the other all relevant information relating to the dispute.
35. This Agreement shall be the entire agreement between the Parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of bringing Subject Fire or Other Emergency Situations under control.
36. The Parties may not assign this Agreement without the prior written consent of the other Parties to this Agreement.
37. This Agreement shall ensure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.
38. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
39. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the Chief Fire Officials of the Fire Departments of the Parties to this Agreement.
40. This Agreement may be executed in any number of counterparts. Any executed counterpart shall be construed as an original. All executed counterparts together shall constitute the Agreement.


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

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

Chair

Chief Administrative Officer

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

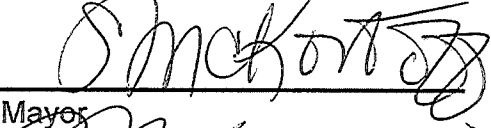


~~Mayor~~ Cathy Cowan, Chief Administrative Officer

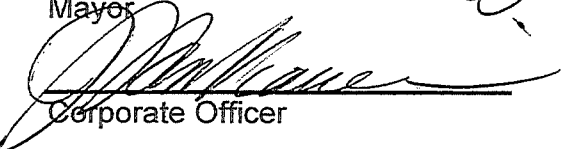


Corporate Officer

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



Mayor



Corporate Officer

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

John Vassilakis
Mayor

ANGIE CLARKE
CLERK
CORPORATE OFFICER

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

[Signature]
Mayor

R.L.
Clerk

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

Toni J. Book
Mayor

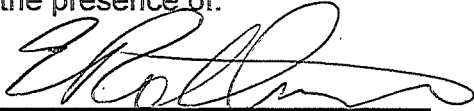
[Signature]
Corporate Officer

The Corporate Seal of the HEDLEY IMPROVEMENT DISTRICT was hereunto affixed in the presence of:

Dawn McStells
Chair

Diane Wood
Administrative Officer

The Corporate Seal of the
OLIVER FIRE PROTECTION
DISTRICT was hereunto affixed
in the presence of:



Chair

Chief Administrative Officer

The Corporate Seal of the
OSOYOOS RURAL FIRE
PROTECTION DISTRICT was
hereunto affixed in the presence
of:



Chair

Chief Administrative Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2630.06, 2018

Administrative Recommendation:

THAT third reading of Bylaw No. 2630.06 Gallagher Lake Sewer and Water Service Amendment Bylaw be rescinded and the bylaw be re-read a third time as amended.

Purpose:

To bring an additional property into the service area.

Reference:

Gallagher Lake Sewer and Water Service Establishment Bylaw No. 2630, 2013

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

Goal 3.3 To develop an environmentally sustainable region.

Background:

The Gallagher Lake Water and Sewer Service Area was established at the December 19, 2013 Board meeting by Bylaw No. 2630, 2013.

The applicant has petitioned the Regional District to allow the entry of the parcel legally described as Lot 3, Plan KAP 11388, District Lot 28S, SDYD.

Boundary amendments completed through a petition do not typically require the approval of the Inspector of Municipalities, providing the Corporate Officer certifies that the petition is valid and sufficient and Director consent has been obtained.

Analysis:

At the October 18, 2018 Board meeting, the Board of Directors gave three readings to Bylaw No. 2630.06. However, it has since been noted that the legal description in the bylaw is incorrect. Therefore, the bylaw is again before the Board for third reading, as amended, with the correct legal description.

Alternatives:

THAT first, second and third reading of Bylaw No. 2630.06 Gallagher Lake Sewer and Water Service Amendment Bylaw be rescinded and the bylaw abandoned.

Communication Strategy:

The applicant will be advised of the Board's decision.

Respectfully submitted:

"C. Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2630.06, 2018

A bylaw to amend the Gallagher Lake Sewer and Water Service Establishment Bylaw.

WHEREAS the owners of the property described in this bylaw have petitioned the Board of the Regional District to extend the boundaries of the Gallagher Lake Sewer and Water Service Area to include the property;

AND WHEREAS the Regional District has, pursuant to that request, extended the boundaries of the Gallagher Lake Sewer and Water Service Area to include the property;

NOW THEREFORE, the Board of the Regional District of Okanagan Similkameen, in open meeting assembled, ENACTS AS FOLLOWS:

1.0 CITATION

1.1 This bylaw may be cited as the "Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2630.06, 2018."

2.0 SERVICE AREA EXTENSION

2.1 The Gallagher Lake Sewer and Water Service Establishment Bylaw No. 2630, 2013, is amended by including the property legally described as:

LOT 3, PLAN KAP11388, DISTRICT LOT 28S, SDYD

2.2 The Gallagher Lake Sewer and Water Service Establishment Bylaw No. 2630, 2013, is further amended by amending Schedule 'A' to that bylaw to include within the area shown as that portion of the lands legally described as:

LOT 3, PLAN KAP11388, DISTRICT LOT 28S, SDYD

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

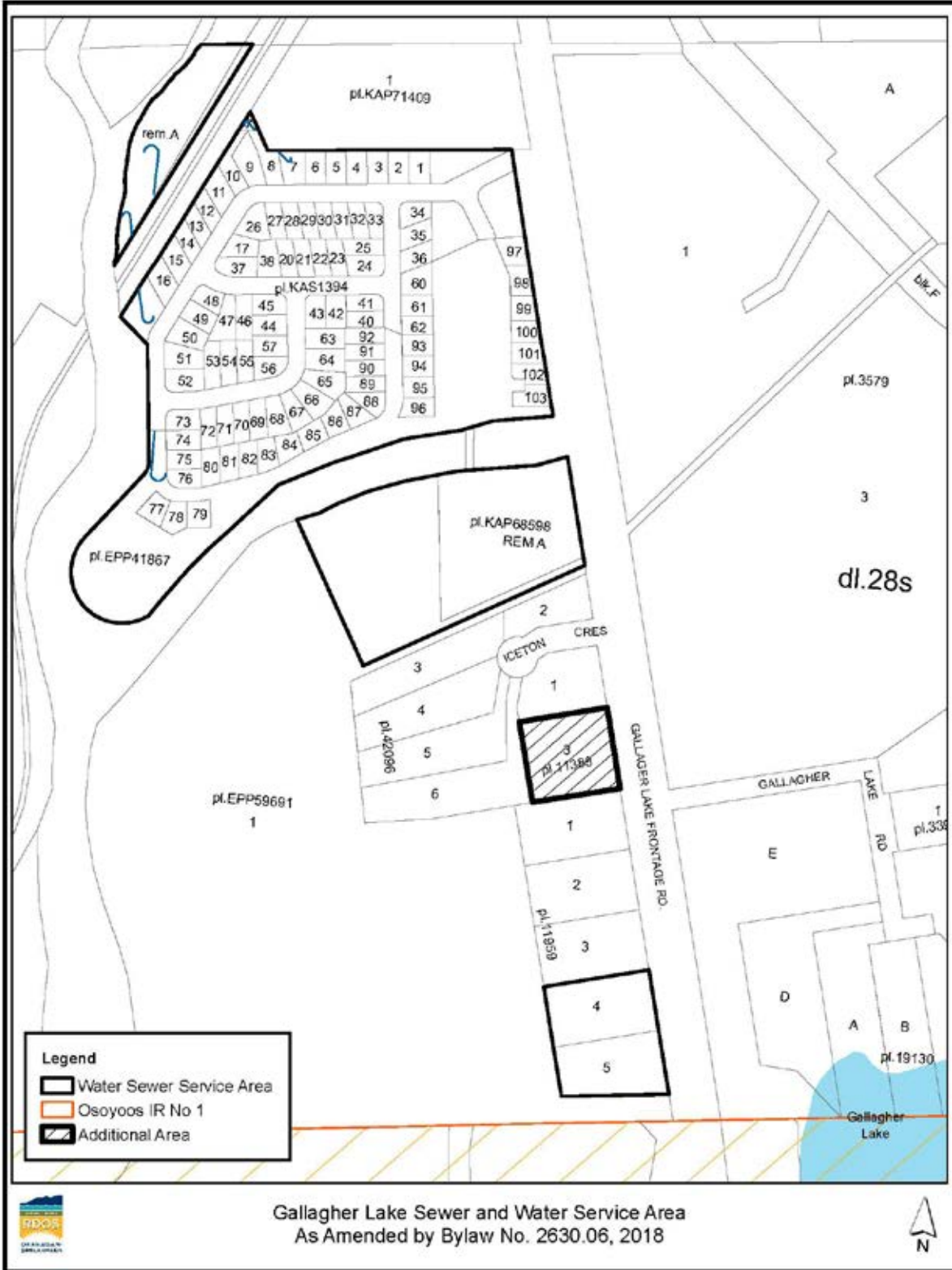
ELECTORAL AREA DIRECTOR CONSENT OBTAINED this _____ day of _____, _____.

ADOPTED this _ day of _____, _____.

RDOS Board Chair

Corporate Officer

SCHEDULE A



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Sun Valley Water System Service Metering and Back-up Generator Power Loan Authorization Bylaw No. 2837, 2018

Administrative Recommendation:

THAT Bylaw No. 2837 2018 Sun Valley Water System Service Metering and Back-up Generator Power Loan Authorization Bylaw be read a first, second and third time and forwarded to the Inspector of Municipalities for approval; and,

THAT upon approval by the Inspector of Municipalities, participating area approval for the adoption of the bylaw be obtained through an Alternative Approval process in accordance with the *Local Government Act*.

Purpose:

To commence a loan authorization bylaw as required for the application for submission to the ICIP, Green Infrastructure – Environmental Quality Program.

Reference:

- Ø Sun Valley Water Service Conversion and Continuation Bylaw No. 2764, 2017
- Ø Program Guide “Canada-British Columbia Investing in Canada Infrastructure Program, Green Infrastructure – Environmental Quality Sub-Stream” Published May 31, 2018.

Business Plan Objective:

KSD#3 – Build a Sustainable Region, Goal 3.3 – To develop an environmentally sustainable region.

Background:

The following application has been submitted for this intake of the ICIP grant program:

Sun Valley Water System Metering and Back-up Power Generator

- Addition of a back-up generator to aid in ensuring reliable cost effective water delivery
- Installation of water meters to facilitate water resource planning, leak detection and conservation
- Water meters will allow for a change in the billing structure to a user pay service
- Some reserve funds are available for the water system, however additional funds will need to be borrowed and amortized to complete the project

Analysis:

The total project is estimated to cost approximately \$590,994 and the Sun Valley Water Service Area reserve funds have \$57,174.11. The cost sharing arrangement for this grant program is up to 40% from the Government of Canada and 33.33% from the Province of British Columbia. The remaining 26.66% is the responsibility of the service area residents which results in a commitment of \$157,619 from the RDOS on behalf of the residents.

The closing date of the grant program was August 29, 2018. This application has been completed and submitted. The provincial grant analyst group has requested the RDOS submit a Loan Authorization Bylaw at 3rd reading to accompany the application to demonstrate the RDOS commitment to borrow the necessary \$157,619 should the grant be awarded.

In order to finance the Regional District's share of this project the Regional District must issue long term borrowing which must be approved by the electorate in the Sun Valley Water service area. The amount that is being borrowed will not exceed one hundred fifty eight thousand dollars (\$158,000).

Should the grant application be rejected by the Province, the Board may rescind the readings and abandon the bylaw.

For a 20 year term the financial impact per average household will be an additional \$553.89/annum. Interest at 4% over a 20 year term is 221,926.25 and the payment required each year is 12,171.58.

To allow for the acquisition and installation of metering and back-up generator power, the tax requisition limit must be increased in the Service Establishment bylaw. Currently the tax requisition limit for the Sun Valley Water Service is the Greater of \$80,000 or \$5.13/\$1,000 of the net taxable value of land and improvements.

Administration is recommending that the requisition limit be increased to the greater of \$100,000 or \$5.85/\$1,000. This impact associated with going from \$5.13/\$1,000 to the recommended \$5.85/\$1,000 would change the cost per average household from \$2,365.72 to \$2,957.14 or \$591.42.

Alternatives:

1. THAT the Board elect to not proceed with Bylaw No. 2837, 2018 and the grant process be discontinued.

Communication Strategy:

Although the statutory requirement for advertising AAPs is limited to two ads in a single newspaper, it is acknowledged that many residents of smaller communities refer frequently to the small papers or online publications created within those communities. To ensure optimal coverage, the Regional District advertises the AAP in subscription and free newspapers as well as in the online

publications. Additionally, copies of the AAP notices are posted to community bulletin boards within the service areas and are communicated out through the RDOS social media.

Data sheets, containing the details of the proposed service are included on the AAP webpage, along with all of the required forms and bylaws.

Staff has developed a guide geared specifically towards the public and a copy is available on the Regional District's AAP webpage <http://www.rdos.bc.ca/news-events/assent-voting/alternative-approval-process-aap/>

Respectfully submitted:

A handwritten signature in black ink, appearing to read "C. Malden". The signature is fluid and cursive, written over a horizontal line.

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2837, 2018

A bylaw to authorize the long-term borrowing for improvements to the Sun Valley Water System

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. 2764 the Sun Valley Water Service Conversion and Continuation Bylaw.

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 Sun Valley Water System Borrowing Bylaw No. 2837, 2018

2. **LOAN AUTHORIZATION**

To borrow upon the credit of the Regional District a sum not more than one hundred fifty-eight dollars (\$158,000)

3. **TERM OF DEBENTURE**

The maximum term for which debentures may be issued to secure debt created by this bylaw is twenty (20) 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

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 20, 2018
RE: Advisory Planning Commission (APC) Appointments

Administrative Recommendation:

THAT the Board of Directors appoint the following as members of the Electoral Area “A” Advisory Planning Commission until October 31, 2022:

Bill Plaskett; Dwayne Svendsen; Gerry Hesketh; Manfred Freese; Grant Montgomery; Mark McKenney; and Peter Beckett.

THAT the Board of Directors appoint the following as members of the Electoral Area “C” Advisory Planning Commission until October 31, 2022:

David Janzen; Sara Bunge; Ed Machial; Jack Bennest; Louise Conant; and Jessica Murphy.

THAT the Board of Directors appoint the following as members of the Electoral Area “D” Advisory Planning Commission until October 31, 2022:

Malcolm Paterson; Kelvin Hall; Don Allbright; Doug Lychak; Bob Pearce; Almira Nunes; Kurtis John Hiebert; Norm Gaumont; Navid Chaudry; Jerry Stewart; Jill Adamson; and Alf Hartviksen.

THAT the Board of Directors appoint the following as members of the Electoral Area “E” Advisory Planning Commission until October 31, 2022:

Bruce Clough; Tom Hoenisch; Heather Fleck; Phil Janzen; Don Mancell; and Richard Roskell.

THAT the Board of Directors appoint the following as members of the Electoral Area “H” Advisory Planning Commission until October 31, 2022:

Rob Miller; Gail Smart; Lynne Smyth; Tom Rushworth; Ole Juul; Marg Reichert; and Betty McCrae.

THAT the Board of Directors appoint the following as members of the Electoral Area “I” Advisory Planning Commission until October 31, 2022:

Bob Handfield; Bruce Shepherd; Mike Gane; Adele Dewar; Kim Denis; John Davis; Doreen Olsen; Rick Defehr; and Christopher Struthers.

Purpose:

The purpose of this report is to seek Board appointments for the members of the Area Planning Commissions for each Electoral Area.

Reference:

[Advisory Planning Commission Bylaw No. 2339](#)

Background:

The role of Area Planning Commission is to provide recommendations to the Regional District on all matters referred to it by the Regional District or by its Electoral Area Director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw and permits under Divisions 2, 7, 9 and 11 of Part 26 of the Local Government Act.

Section 4 of Bylaw 2339 (Advisory Planning Commissions) provides for the appointment of members, requiring the Board, by resolution, to appoint members to each Commission on the recommendation of the respective Electoral Area Director.

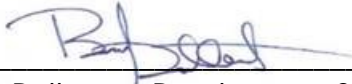
At least two-thirds of the members of a Commission for an Electoral Area shall be residents of that electoral area. Commission appointments shall be made by the Board for terms which run concurrent with the Board term, and no term of appointment shall extend beyond the term of the Electoral Area Director unless re-appointed by the Board.

An Electoral Area Director, Alternate Director, Regional District employee or officer are not eligible to be members of the Commission but may attend a Commission meeting in a resource capacity.

Analysis:

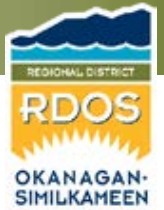
The above member appointments have been discussed with the Electoral Area Directors. For Electoral Areas "B", "G", and "F", Directors are electing to not put forward recommended members yet for the Board's consideration.

Respectfully submitted:



B. Dollevoet, Development Services Manager

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 20, 2018
RE: Board of Variance Appointments

Administrative Recommendation:

THAT the Board of Directors appoint Dave Corbeil, Margaret Chadsey and Tim Forty to the Board of Variance for a three (3) year term commencing on January 1, 2019.

Purpose:

The purpose of this report is to recommend appointments to the Regional District's Board of Variance (BoV), which is an independent statutory tribunal whose authority is embedded in the *Local Government Act* and whose principal function is to provide an avenue of relief for persons seeking a variance or exemption from a bylaw regulation where compliance with the regulation would create "undue hardship".

Background:

Under Section 536 of the *Local Government Act*, as the Regional District has adopted a zoning bylaw it *must*, by bylaw, also establish a Board of Variance to consist of three (3) members.

The current Board of Variance was appointed by the Regional District Board at its meeting of January 8, 2015, and, under Section 2(c) of the Regional District's Board of Variance Bylaw No. 2494, 2009, its term will end on December 31, 2018.

Between and October 3, 2018, and October 18, 2018, Administration invited applications from persons wishing to serve on the BoV in the consecutive editions of the *Oliver Times*, *Osoyoos Times*, *Similkameen Spotlight* and *Penticton Western*.

Analysis:

Appointment of a BoV fulfills an important statutory obligation required of the Regional District under the *Local Government Act* and plays an important role in the planning and land use management process.

In filling positions on the BoV, Administration generally seeks community-minded individuals with professional, educational or work experience related to land use development and local government and considers the proposed candidates to meet this requirement. In response to the notification, approximately six (6) responses were received in relation to the request for applicants to the BoV.

Of the applications received, two (2) were from current members of the BoV, Dave Corbeil and Marg Chadsey, and Administration is recommending that these individuals be re-appointed.

Two (2) other individuals, Richard Roskell and Bruce Shepherd, are being proposed for appointment to an Electoral Area Advisory Planning Commission (APC). As a person cannot sit on an APC and BoV, these individuals cannot be considered for the BoV (if their appointments to the APC are approved).

This leaves two (2) individuals; Tim Forty and Paul Stewart to fill the remaining spot on the BoV.

Administration considers both these applicant's to be qualified for consideration to the APC, but is recommending in favour of Tim Forty on the basis of past experience serving on Regional District commissions.

Alternatives:

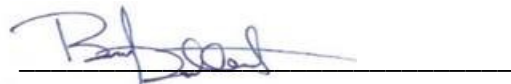
1. THAT the Board appoint a different arrangement of applicants to the BoV than what is being proposed by Administration; OR
2. THAT Administration is directed to re-notify the BoV positions in local newspapers in order to seek additional candidates.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



B. Dollevoet, Dev. Services Manager

Attachments: No 1 – Summary of Applicant Qualifications

Attachment No. 1 – Summary of Applicant Qualifications

	Name	Qualifications
.1	Marg Chadsey	current BoV member
.2	Dave Corbeil	current BoV member
.3	Tim Forty	Engineer with Municipal Section, Ministry of Environment (20 years) Electoral Area "E" APC Member (30 years) Past Instructor BC Water and Waste Association Consultant on Liquid Waste Management Plans
.4	Paul Stewart	Small business experience (20+ years) Member Rotary International Community Volunteer (BC Winter Games Penticton, 100 Men Who Care Penticton)

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 20, 2018
RE: Parks and Recreation Commission Appointments

Administrative Recommendation:

THAT the Board of Directors appoint the following members to the subsequent Commissions

Area "B" - Kobau Park	Area "D" – Okanagan Falls	Area "E" - Naramata	Area "F" – West Bench	Area "I" - Kaleden	Similkameen Recreation
John Weber	Kelvin Hall	Bob Coulter	Heather Allen	Arthur Wayne Lee	Richard Oostra
Matt Lougheed	Parul Nayak	Dennis Smith	Warren Everton	Jen Charlish	Duncan Baynes
Marie Marven	Doug Lychak	Richard Roskell	Ben Arcuri	Gail Jeffery	Dave Cursons
	Barbara Shanks	Jacqueline Duncan		Doug King	Robert Proctor
	Daniela Fehr	Jeff Gagnon		Neal Dockendorf	Tim Austin
	Matt Taylor				
	Dave Del Rizzo				

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 appointment 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, 2018 took place in October 2018. Bylaw 2732, 2016 allows for up to 11 members for each commission.

Alternatives:

The Board not appoint new members to the commissions.

Communication Strategy:

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

- Deanna Gibbs – Area “B” Kobau Park Parks and Recreation
- Ron Obirek – Okanagan Falls Parks and Recreation
- Brian Jackson – Okanagan Falls Parks and Recreation
- Larry Farley – Area “F” West Bench Parks and Recreation
- Subrina Monteith – Kaleden Parks and Recreation
- Jennifer Strong – Kaleden Parks and Recreation

Respectfully submitted:

Mark Woods

M. Woods, Manager of Community Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Sponsorship Opportunities for the 12th Annual SILGA AGM and Convention

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen support the Southern Interior Local Government Association (SILGA) 12th annual SILGA AGM and Convention April 30th to May 3rd, 2019 with a contribution for a level of sponsorship as detailed in the December 3, 2018 letter from the SILGA Executive Director; and further,

THAT the contribution amount be funded through General Government.

Purpose:

SILGA is requesting sponsorship for their 12th Annual SILGA AGM and Conference.

Reference:

Correspondence from the SILGA Executive Director, Alison Slater (attached).

Background:

SILGA is comprised of elected officials from 37 cities, towns, villages, districts and regional districts in South Central British Columbia. This annual convention attracts close to 200 elected and appointed officials from all municipalities and regional districts throughout the Southern Interior.

At the 2014 SILGA Convention the RDOS was a SILVER sponsor.

Analysis:

The 2019 event will take place in Penticton April 30 to May 3, 2019 and SILGA has reached out to the Regional District to invite sponsorship of the event.

The list attached to this report outlines those levels of sponsorship and the benefits at each level.

Trade Show sponsorship could include a focus on emergency management, wildsafe, conservation fund or other initiatives which are of high importance in the South Okanagan/Similkameen.

Alternatives:

1. THAT the Board of Directors decline to contribute to the event through sponsorship.

Respectfully submitted:

"Christy Malden"

C. Malden, Legislative Services Manager



December 3, 2018

RDOS
101 Martin Street
Penticton, BC
Canada V2A 5J9
Attn: Karla Kozakevich, Chair

Dear Karla,

Re: Southern Interior Local Government Association (SILGA) 2019 Convention

As a silver sponsor at the 2014 SILGA convention, SILGA would be delighted if the RDOS would consider further sponsorship opportunities for the 12th annual SILGA AGM and Convention being held in Penticton from April 30th to May 3rd, 2019. The conference will be located at the Penticton Trade and Convention Centre.

This annual convention attracts close to 200 elected and appointed officials from all municipalities and regional districts throughout the Southern Interior. SILGA's boundaries extend from Osoyoos in the south, east to Golden, west to Lillooet and north to Clinton and Blue River. The convention is always well attended as SILGA provides educational programs for the elected officials along with the opportunities for networking throughout the three days. The agenda is very busy, but the delegates always have ample time to chat with the sponsors and trade show participants.

Levels of sponsorship available are as follows:

PLATINUM - \$12,000

- Thursday night Keynote speaker sponsor
- 15 minute presentation time to delegation
- 2 registrations – includes full convention, welcome reception and banquet
- 2 seats at the banquet with the keynote speaker
- Allocated booth space with power supply and signage
- Program, signage, website and video representation

GOLD - \$6,000 (Option 1)

- 10 minute presentation time to delegation
- 2 registrations – includes convention, welcome reception and banquet

- Allocated booth space with power supply and signage
- Program, signage, website and video representation

GOLD - \$6,000 (Option 2)

- Breakfast roundtable session with delegates
- 2 registrations – includes convention, welcome reception and banquet
- Allocated booth space with power supply and signage
- Program, signage, website and video representation

SILVER - \$4,000 (any one of the following)

- 5 minute presentation time to delegation
- Sponsorship of delegate gift, complete with company logo
- Welcome Reception sponsor
- Name tag sponsor
- Community Excellence Awards

All Silver sponsorships include

- 1 registration – convention, welcome reception and banquet
- Allocated booth space with power supply and signage
- Program, signage, website and video representation

Bronze - \$2,500 (any one of the following) Includes one complimentary convention registration as well as verbal, website and print acknowledgement.

- Grand prize sponsor
- Registration desk sponsor
- Thursday delegate lunch sponsor
- Banquet wine sponsor
- Plenary session sponsor

Recognition sponsorships - \$1,200 each

- Educational/breakout session(s)
- Speakers' gifts
- Coffee break(s)

Trade Show participant - \$600

- Booth Space with power supply and signage

Thank you,

Alison

Alison Slater
SILGA Executive Director

SILGA *Southern Interior Local Government Association*

December 1, 2018

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2019

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2019/2020 term. Elections are to be held at the SILGA Convention in Penticton on May 2, 2019.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. All positions are for one year. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral

Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, March 1, 2019. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Chad Eliason, City of Salmon Arm.

All those interested in serving are asked to contact Councillor Eliason at 250-804-9874 or by email at chadeliason@gmail.com or the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Eliason and the SILGA office (yoursilga@gmail.com).

Alison Slater
SILGA Executive Director

SILGA *Southern Interior Local Government Association*

December 1, 2018

To: All SILGA Members

Call for Resolutions for 2019 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Penticton from April 30th to May 3rd, 2019. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, March 1st, 2019 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2019 SILGA Convention, please forward by email your resolution to yoursilga@gmail.com. Any background information on the resolution would be helpful. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

Resolutions not received by March 1st, 2019 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special

SILGA *Southern Interior Local Government Association*

Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.

- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
Executive Director, SILGA

SILGA

Community

Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic wellbeing of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, simply provide a brief letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. We are intentionally making this process as easy and seamless as possible. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA Executive Director (no requirements as to length, and letters should be emailed).

1. Nomination Letters must be received by February 1st, 2019.
2. Letters must clearly state which award the nomination is for.
3. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
4. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
5. Nomination letters can come from anyone representing a local government, and there is no limit on the amount of nominations per community. An official resolution is not required.
6. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be publicly recognized at the upcoming AGM.
2. A representative from your local government will have an opportunity to speak (5 minutes) to all assembled delegates about the project or event.
3. Your local government will receive a beautiful plaque to permanently display at your government office.
4. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 20, 2018

RE: Declaration of State of Local Emergency Approval

Enabling Legislation:

The Emergency Program Act provides:

12(1) A local authority or the head of the local authority, may, at any time that the local authority of the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

12(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

Administrative Recommendation:

Electoral Area "C":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 10 December 2018, at midnight for a further seven days to 17 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 17 December 2018, at midnight for a further seven days to 24 December 2018, at midnight.

Reference:

Emergency Program Act, Section 12

Background:

2018 Spring Freshet Flooding

The State of Local Emergency for Electoral Area "B" was **cancelled** on May 28th 2018.
The State of Local Emergency for Electoral Area "E" was **cancelled** on May 28th 2018.
The State of Local Emergency for Electoral Area "H" was **cancelled** on May 28th 2018.
The State of Local Emergency for Electoral Area "F" was **cancelled** on July 13th 2018.
The State of Local Emergency for Electoral Area "G" was **cancelled** on July 18th 2018.
The State of Local Emergency for Electoral Area "A" was **cancelled** on July 23rd 2018.
The State of Local Emergency for Electoral Area "D" was **cancelled** on November 20th, 2018

Inclement weather conditions on March 22nd 2018, coupled with significant snowpack, higher than average seasonal ground water levels and rain on snow events led to extensive Freshet flooding in the RDOS. The RDOS Emergency Operations Centre (EOC) was activated on March 22nd 2018 to support emergency responders and residents dealing with issues related to the flooding. The EOC remained active on a daily basis, offering support to our partners throughout the region, until Friday June 15, 2018, when operations began scaling back and shortly after, wildfires became active. The EOC was active for support to wildfires through the summer and scaled back in mid-September. Now the EOC continues to provide to remaining response work and recovery efforts in the region. State of Local Emergency remains in Electoral Area "C" until emergency response works are completed that necessitate the use of SOLE authority and due to a continued imminent risk of flooding.

Respectfully submitted:

Bill Newell

Emergency Operations Centre Director



Okanagan Basin
WATER BOARD

BOARD REPORT: December 13, 2018

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

OBWB Directors

Sue McKortoff - Chair,
Regional District of Okanagan-
Similkameen

Cindy Fortin - Vice-Chair,
Regional District of Central
Okanagan

Victor Cumming, Regional
District of North Okanagan

Rick Fairbairn, Regional
District of North Okanagan

Bob Fleming, Regional District
of North Okanagan

James Baker, Regional
District of Central Okanagan

Colin Basran, Regional District
of Central Okanagan

Toni Boot, Regional District of
Okanagan-Similkameen

Rick Knodel, Regional District
of Okanagan-Similkameen

Lisa Wilson, Okanagan Nation
Alliance

Bob Hrasko, Water Supply
Association of B.C.

Denise Neilsen, Okanagan
Water Stewardship Council

The next regular meeting of the
OBWB will be 10 a.m. Tuesday,
February 5, 2019, at Regional
District of Central Okanagan in
Kelowna.

Okanagan Basin Water Board Meeting Highlights

Board of Directors elect new chair and vice-chair: The Okanagan Basin Water Board welcomed new and returning directors at this week's inaugural meeting, the first since recent local government elections. Returning Regional District of Okanagan-Similkameen (RDOS) representative Sue McKortoff was elected chair, and returning Regional District of Central Okanagan (RDCO) rep Cindy Fortin was elected vice-chair. Other directors include: Victor Cumming, Rick Fairbairn and Bob Fleming from RDNO; James Baker and Colin Basran for RDCO; and Toni Boot and Rick Knodel for RDOS. Water Management Appointments are Okanagan Nation Alliance (ONA)'s Lisa Wilson, Water Supply Association of BC's Bob Hrasko, and Okanagan Water Stewardship Council Chair Denise Neilsen.

Water grant program accepting applications: The Water Board is now accepting applications to its Water Conservation & Quality Improvement (WCQI) Grant Program. Local governments, irrigation districts and non-profits are eligible for grants up to \$30,000 with \$300,000 available in total. Funding this year will be awarded on a valley-wide basis, rather than distributed by regional district, acknowledging that the water of the valley is all connected. We are all part of 'One valley. One water.' Also, applications can now include a letter of support from a local government rather than a formal resolution of support. In addition to several categories already eligible for funding, the board also approved its annual theme, 'climate change adaptation.' Proposals that address the theme will be awarded bonus points when reviewed. The application deadline is Feb. 28, 2019. More details at www.OBWB.ca/wcqi.

OBWB puts pen to paper on several water issues: The OBWB has sent a number of letters in recent weeks to federal and provincial officials to address pressing water concerns. A letter was submitted to B.C.'s Minister of Forests, Lands, Natural Resource Operations, and Rural Development and Minister of Environment and Climate Change (MoECC) recommending an extension to the groundwater licensing deadline. A more detailed letter was sent to senior ministry staff. The OBWB is concerned the deadline is March 1, 2019, but applications are backlogged and only a fraction of groundwater users have applied. A letter was also sent to B.C. MoECC renewing OBWB's 2016 call for legislation that would require all watercraft entering B.C. to report to an inspection station before launching in provincial waters. Finally, a letter was sent to the federal Standing Committee on Fisheries and Oceans, supporting a study to examine funding and support for aquatic invasive species programs in Canada.

Flood mapping work continues: The board has approved a contract for a bathymetric study, mapping the shape and depth of the Okanagan River channel between Penticton and Osoyoos. ONA will work with surveyors to prevent disturbance of salmon habitat. A contract has also been approved to begin flood mapping of Okanagan mainstem (valley-bottom) lakes. This will include study of the inflows from snow, rain and climate change, as well as dam operations and control structures. These two projects will incorporate the LiDAR (Light Detection and Ranging) laser mapping of the valley, and ortho-imagery (aerial photos), already under way, to provide maps to local governments for flood planning.

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