

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD of DIRECTORS MEETING
REGULAR AGENDA



Thursday, October 17, 2024
2:45 pm

Pages

A. APPROVAL OF AGENDA

(Unweighted Corporate Vote - Simple Majority)

RECOMMENDATION

That the Agenda for the RDOS Board Meeting of October 17, 2024 be adopted.

A.1 Consent Agenda - Corporate Issues

(Unweighted Corporate Vote - Simple Majority)

Any item removed from Consent Agenda - Corporate Issues will go to the Legislative Services section of the Agenda.

RECOMMENDATION

THAT the Consent Agenda Corporate Services be adopted.

A.1.1 Parks and Recreation Commissions

A.1.1.1 Naramata Parks and Recreation

6

THAT the Minutes of the September 23, 2024, Naramata Parks and Recreation Commission meeting be received.

A.1.1.2 Okanagan Falls Parks and Recreation

10

THAT the Minutes of the September 26, 2024, Okanagan Falls Parks and Recreation Commission meeting be received.

A.1.2 Planning and Development Committee

15

THAT the Minutes of the October 3, 2024 Planning and Development Committee meeting be adopted.

A.1.3 Protective Services Committee

17

THAT the Minutes of the October 3, 2024 Protective Services Committee meeting be adopted.

A.1.4 Corporate Services Committee

19

THAT the Minutes of the October 3, 2024 Corporate Services

Committee meeting be adopted.

A.1.5 RDOS Board of Directors Meeting

21

THAT the Minutes of the October 3, 2024 RDOS Board of Directors meeting be adopted.

A.2 Consent Agenda - Development Services

(Unweighted Rural Vote - Simple Majority)

Any item removed from Consent Agenda - Development Services will go to the Development Services - Rural Land Use Matters section of the Agenda.

RECOMMENDATION

THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES - Rural Land Use Matters

B.1 Development Variance Permit Application - Electoral Area "I" (I2024.026-DVP)

32

(Unweighted Rural Vote - Simple Majority)

RECOMMENDATION

THAT Development Variance Permit No. I2024.026-DVP, to allow for the construction of a retaining wall beyond the maximum building height at 485 Pineview Drive, Kaleden, be approved.

B.2 Development Procedures Bylaw – Notification Radius Amendments (X2024.001-DPB)

42

(Unweighted Rural Vote - Simple Majority)

RECOMMENDATION

THAT the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be read a first, second and third time.

B.3 Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “C” (C2024.010-ZONE)

46

(Unweighted Rural Vote - 2/3 Majority)

This item was the subject of one of the public hearings on the morning of October 17, 2024.

RECOMMENDATION

THAT the Electoral Area “C” Official Community Plan Amendment Bylaw No. 2452.24, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.41, 2024, be read a third time and adopted.

B.4 Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “E” (E2024.014-ZONE)

58

(Unweighted Rural Vote - 2/3 Majority)

This item was the subject of one of the public hearings on the morning of October 17, 2024.

RECOMMENDATION

THAT the Electoral Area “E” Official Community Plan Amendment Bylaw No. 3010.02, 2024, and the Okanagan Valley Zoning Amendment Bylaw No.

2800.46, 2024 be read a third time and adopted.

B.5 Items Removed from Consent Agenda

This is held for items pulled off the Consent Agenda – Development Services.

C. COMMUNITY SERVICES

C.1 Rural Economic Diversification and Infrastructure Program – Grant Application for KVR

69

(Unweighted Corporate Vote - Simple Majority)

RECOMMENDATION

THAT the Regional District submit a grant application under the Rural Economic Diversification and Infrastructure Program (REDIP) for resurfacing an eight km section of the KVR trail above Naramata, between the Glenfir parking lot and Adra tunnel.

C.2 Memorandum of Understanding with BC Transit on Future Transit Service Expansion 2026/2027

71

(Unweighted Corporate Vote - Simple Majority)

RECOMMENDATION

THAT the Board supports the signing of a Memorandum of Understanding with BC Transit for future transit service expansion.

D. PROTECTIVE SERVICES

D.1 2024/2025 UBCM CEPF Disaster Risk Reduction-Climate Adaptation Grant for two Fully Equipped Tiger Dam Trailers

77

(Unweighted Corporate Vote - Simple Majority)

RECOMMENDATION

THAT the Board submit an application for the 2024/2025 Disaster Risk Reduction-Climate Adaptation (DRR-CA) Grant under the Union of BC Municipality's Community Emergency Preparedness Fund (CEPF)

THAT the Board supports a regional application that includes Lower Similkameen Indian Band, Village of Keremeos, and Town of Osoyoos.

E. FINANCE

E.1 Permissive Tax Exemption

80

(Weighted Corporate Vote - 2/3 Majority)

RECOMMENDATION

THAT Bylaw No. 3096, 2024, being a bylaw of the Regional District of Okanagan-Similkameen to exempt specific properties from property taxation be read a first, second and third time and be adopted.

F. LEGISLATIVE SERVICES

F.1 Video Surveillance – RDOS Landfills

85

(Unweighted Corporate Vote - Simple Majority)

RECOMMENDATION

THAT the Board of Directors approve the installation of 2 replacement and 1

new video surveillance cameras at Campbell Mountain Landfill, located at 1765 Reservoir Road, Penticton; AND

THAT the Board of Directors approve the installation of one video surveillance camera at Okanagan Falls Landfill, located at 3751 Allendale Lake Road, Okanagan Falls; AND

THAT the Board of Directors approve the installation of two video surveillance cameras at Oliver Landfill, located at 498 Saddle Ridge Road, Oliver; AND

THAT the Board of Directors approve the installation of one video surveillance camera at the Keremeos Transfer Station, located at 860 El Rancho Drive, Keremeos.

F.2 Items Removed from Consent Agenda

This is held for items pulled off the Consent Agenda – Corporate Issues.

G. CAO REPORTS

G.1 Verbal Update

H. OTHER BUSINESS

H.1 Chair's Report

H.2 Directors Motions

H.3 Board Members Verbal Update

H.4 Board Representation

1. Municipal Finance Authority – *Pendergraft, S. Coyne (Alternate)*
2. Municipal Insurance Association – *Pendergraft, Taylor (Alternate)*
3. Okanagan Basin Water Board - *McKortoff, Holmes, Knodel, Fedrigo (Alternate), Monteith (Alternate), Taylor (Alternate)*
4. Okanagan Film Commission – *S. Coyne, Fedrigo (Alternate)*
5. Okanagan Regional Library – *Monteith, Fedrigo (Alternate)*
6. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Roberts (Alternate)*
7. Southern Interior Municipal Employers Association – *Knodel, S. Coyne (Alternate)*
8. Starling Control – *Bush*
9. Economic Trust of the Southern Interior (ETSI) - *Johansen, McKortoff, Bloomfield*

I. CLOSED SESSION

RECOMMENDATION

THAT in accordance with Section 90(1)(c) and 90(2)(b) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other

employee relations, and the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

J. ITEMS COMING OUT OF CLOSED SESSION

K. ADJOURNMENT

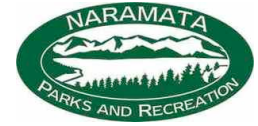
RECOMMENDATION

THAT the meeting adjourn.

Minutes



Naramata Parks & Recreation Commission Meeting of September 23, 2024, 6:30 p.m.



Naramata Fire Hall, 1095 Lower Debeck Rd,
Naramata, BC V0H 1N1

Present: Adrienne Fedrigo, Director, Electoral Area "E"

Members: Dennis Smith (Chair), Eileen Meehan, Maureen Balcaen, Jim Pearmain, Richard Blackwell, Kim Hoath, Cynthia Enns

Absent: Vince Boutilier

Staff: Justin Shuttleworth (RDOS, Manager of Parks and Facilities) left meeting at 7:38 p.m., Andy Foster (RDOS, Manager of Recreation and Facilities) left meeting at 7:38 p.m.

Guests: Dirk Groenewold

Recording Secretary: Heather Lemieux (Recording Secretary)

Delegates: None

1. CALL TO ORDER

The meeting was called to order at 6:34 p.m. Quorum present.

ADOPTION OF AGENDA

RECOMMENDATION

It was Moved and Seconded THAT the Agenda for the Naramata Parks and Recreation Meeting of September 23, 2024 be adopted and all presentations and reports be received as presented.

CARRIED

2. APPROVAL OF PREVIOUS MEETING MINUTES

RECOMMENDATION

It was Moved and Seconded THAT the Minutes for Naramata Parks and Recreation Commission of July 3, 2024 be approved as presented.

CARRIED

3. CORRESPONDENCE / DELEGATIONS

- 3.1 Community Feedback** — Feedback was received regarding fees and charges. Discussed park rentals, requiring non-profits to rent parks for events and fundraisers, and park rental fees.

RDOS staff is currently analyzing the *Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2927, 2021*.

RECOMMENDATION

It was Moved and Seconded THAT local non-profits, with a registered address in Area “E”, be exempt from paying Park Rental fees for events.

CARRIED

4. RDOS STAFF REPORTS — J. Shuttleworth (RDOS, Manager of Parks and Facilities) & A. Foster (RDOS, Manager of Recreation and Facilities)

- 4.1 2025 Budget** — J. Shuttleworth (RDOS, Manager of Parks and Facilities), presented a summary of the the *Naramata Commission 2025 Budget* and the *Naramata Commission Summary of Proposed Projects*.

Discussed reserve allocations, staff time, assets, operating reserves, and operational budget revenues. The budget utilization percentage can be determined after the budget’s first reading.

Discussed the possibility of using the Parkland Acquisition Reserve to pay Parkland Acquisition Debt.

Update provided on capital projects. Discussed community communication and grant opportunities.

ACTION — A. Fedrigo, Director, Electoral Area “E” to ask the RDOS Finance Department if reserves can be invested.

- 4.2 Recreation Report** — A. Foster (RDOS, Manager of Recreation and Facilities) presented the *Quarterly Report - Naramata Q2*.

Discussed the new report template, regional highlights, prescribed recreation, and the fee and charges review.

5. RDOS DIRECTOR REPORT — A. Fedrigo, Director, Electoral Area “E”

- 5.1 Spirit Park** — Update provided on the project. The Request for Proposals (RFP) for the washroom building has been published.

- 5.2 Adra Tunnel** — An engineering report needs be completed before the tunnel is officially opened.

Discussed Regional Trails and the Woodwacker volunteer group.

- 5.3 Recreation Programs** — Presented on program fees.
Discussed reducing fees wherever possible.
- 5.4 Recreation Coordinator** — Update provided on the position. Reported on levels of service, community feel, and the benefits of having a local community member as a contracted coordinator.
The commission advised to continue looking into all options for the type of position.
- 5.5 Surveys** — Reminder provided to members to complete surveys available on the [Regional Connections website](#).

6. COMMISSION MEMBER REPORTS

- 6.1 Parks Maintenance Contractor** — M. Balcaen reported.
Discussed Naramata Market days.
D. Smith (Chair) will begin forwarding weekly park security reports to the commission.
- 6.2 Goose Management** — Discussed the benefit of off-leash dogs as goose deterrents.
Discussed the status and effectiveness of other deterrents.

7. BUSINESS ARISING

- 7.1 In-Camera Meeting Minutes** — Discussed the procedure for recording minutes during In-Camera sessions.

RECOMMENDATION

It was Moved and Seconded THAT the rising report from the minutes of the In-Camera session for the Naramata Parks and Recreation Commission meeting of July 3, 2024 be approved as presented.

CARRIED

- 7.2 Budget** — A. Fedrigo, Director, Electoral Area “E” presented on budget, service levels, and projects.
- 7.3 Commission Member Terms** — Members whose two year term expiry is approaching will be contacted by the RDOS.
- 7.4 Wharf Park** — The commission noted that a barrier or fence is a high priority, to prevent vehicles from driving on the park.

8. ADJOURNMENT

8.1 RECOMMENDATION

It was Moved and Seconded THAT the meeting of the Naramata Parks and Recreation Commission be adjourned at 8:30 p.m.

CARRIED

NEXT MEETING:

Monday, October 28, 2024 @ 6:30 p.m. — Naramata Fire Hall

Attachments:

Area E Commission Meeting Spreadsheet.xlsx

Project Request Form - (Insert Proj. Title).doc

[Commission Resource Page](#)

[By Area / RDOS](#) (Recreation Fall Guide, etc.)

[RDOS Regional Connections](#) (link to Regional Connections page)

Quarterly Report - Naramata Q2.pdf

Naramata Commission 2025 Budget.pdf

Naramata Commission Summary of Proposed Projects.pdf



Chair, Dennis Smith, Naramata Parks and Recreation Commission – Electoral Area “E”



Recording Secretary, Heather Lemieux

Minutes



Okanagan Falls Parks & Recreation Commission



Meeting of September 26, 2024, 6:30 p.m.

Okanagan Falls Recreation Centre
Multipurpose Room
1411 Cedar Street, Okanagan Falls, BC

Present: Matt Taylor (RDOS, Director, Electoral Area "D") left meeting at 8:19 p.m.
Members: Bob Daly (Chair), Allison Symons (Vice Chair), Judy Garner, Barb Shanks, Jillian Johnston, Kelvin Hall
Absent: Laura Adamson, Mark Beaulieu
Recording Secretary: Heather Lemieux (Recording Secretary)
Staff: Justin Shuttleworth (RDOS, Manager of Parks and Facilities) left meeting at 7:47 p.m., Andy Foster (RDOS, Manager of Recreation and Facilities) left meeting at 7:47 p.m.
Delegates: None

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m. Quorum Present.

ADOPTION OF AGENDA

RECOMMENDATION

It was Moved and Seconded THAT the the Okanagan Falls Parks & Recreation Commission Agenda of September 26, 2024 be adopted as presented.

CARRIED

2. APPROVAL OF PREVIOUS MEETING MINUTES

2.1 RECOMMENDATION

It was Moved and Seconded THAT the Minutes for the Okanagan Falls Parks & Recreation Commission meeting of August 22, 2024 be adopted and all presentations and reports be received as presented.

CARRIED

3. CORRESPONDENCE / DELEGATIONS

None

4. RDOS STAFF REPORTS — J. Shuttleworth (RDOS, Manager of Parks and Facilities), A. Foster (RDOS, Manager of Recreation and Facilities)

4.1 Recreation Report — A. Foster (RDOS, Manager of Recreation and Facilities) presented the *OK Falls Quarterly Report* and reported on a new, data driven format for quarterly reports, and on successes of recreation last quarter.

Discussed revenue, expenses, fees and charges, adding park rental options, and the need to update the RDOS website and booking system.

4.2 2025 Budget — J. Shuttleworth (RDOS, Manager of Parks and Facilities), presented a summary of the the *Ok Falls Commission 2025 Budget* and the *OK Falls Commission Summary of Proposed Projects*.

Discussed debt, revenue, recreation options and trends, reserves, parkland acquisitions, cost increases, services and maintenance, project updates, and potential grant opportunities.

4.3 Capital Project Priorities 2025 — J. Shuttleworth (RDOS, Manager of Parks and Facilities) reported on the commission's previously prioritized capital projects for 2025:

- i) **Climbing Dome** — The ground surface needs to be updated. Discussed finding an alternative location.
- ii) **Spray Park** — Discussed budget allocation in reserves.
- iii) **Kenyon Park Picnic Shelter** — Staff recommends that this be a two year project to determine all variables.
- iv) **Kenyon Park - Swimming Accessibility** — Reported on the need for staging areas and operational cost considerations.
- v) **Lions Park Rejuvenation** — Staff is planning to work on the concept plan details. Discussed pathways.
- vi) **Kenyon House** — Reported on assessment considerations.
- vii) **Water Fountains** — Staff is looking into seasonal options. Reported on operational considerations.

4.4 Capital Requests — *2025 Capital Request Forms* are due on **Thursday, October 3, 2024**.

Next year, capital requests will be due earlier, in June 2025.

Discussed revenue streams and the importance to be “shovel ready” for grant applications.

- 4.5 Swimming Platform** — Update provided on the project, currently underway by the Province.

5. COMMISSION MEMBER REPORTS

5.1 Capital Project Priorities 2025 — Commission discussion.

- i) **Drainage Ditch** — Defer to staff recommendation.
- ii) **Light Replacements** — Long-term project. Defer to staff recommendation. The commission recommends that staff pursue grant funding.
- iii) **Climbing Dome** — Withdraw as a priority project.

RECOMMENDATION

It was Moved and Seconded THAT the Climbing Dome project be withdrawn as a priority project for 2025.

CARRIED

- iv) **Spray Park** — Continue to reserve funds for the project.
- v) **Kenyon Park Picnic Shelter** — Proceed with a feasibility study and plan to become “shovel ready” for grant opportunities.
- vi) **Kenyon Park - Swimming Accessibility** — High priority for 2025. Discussed pursuing grant funding.
- vii) **Lions Park Rejuvenation** — Proceed with planning and a feasibility study. Discussed the existing concept design.
- viii) **Kenyon House** — High priority for 2025.
- ix) **Water Fountains** — High priority for 2025. Discussed pursuing grant funding.

6. RDOS DIRECTOR’S REPORT — M. Taylor (RDOS, Director, Electoral Area “D”)

M. Taylor (RDOS, Director, Electoral Area “D”) presented the following report:

6.1 Staffing Changes — Reported on staffing changes and department realignments.

Recreation, facilities, and parks are now all separate departments.

6.2 Union of BC Municipalities (UBCM) — Report provided on a recently attended a UBCM conference.

Discussions were had with Provincial staff on improving awareness and reducing the footprint of ASTER (Advanced Spaceborne Thermal Emission and Reflection Radiometer).

6.3 Director Priorities:

- i) To work with staff to achieve the most from parks, to continue to provide the best recreation possible, and to come to decisions and get resolutions on issues.
- ii) To continue to work with stakeholders in regards to ASTER.
- iii) To come to a decision on what to do with the Lamb property. It is estimated that it will cost approximately \$30,000 in repairs before the house is rentable.
- iv) Park Conditions and Maintenance — to have Keogan Park baseball diamond considered a priority.

6.4 Capital Projects — Presented on the importance of maintaining existing parks and completing projects that are underway, such as Heritage Hills and Garnett Family Park, as a priority before pursuing new projects.

Discussed grant writing and training. H. Lemieux (Recording Secretary) is also a grant writer and offered to present at the next meeting.

7. BUSINESS ARISING

- 7.1 Questions Regarding Climbing Dome and Lamb Property** — Discussed the status of the Lamb property questions previously submitted to staff. The commission requests that a follow up be provided.
- 7.2 Review of Parks and Recreation Bylaws** — C. Malden (RDOS, Corporate Officer/ Deputy CAO) responded that the review is underway. The commission will be provided with an update soon.
- 7.3 Park User Code of Conduct (from the discussion of Keogan Park at the August 22, 2024 meeting)** — J. Shuttleworth (RDOS, Manager of Parks and Facilities) is looking into adding protocols, etiquette, and conduct requirements to apply to all park and facilities users.
- 7.4 Communication – how can the Commission help the RDOS in dealing with issues and questions by public (e.g. watering restrictions, geese problems, maintenance schedules, policies)** — A. Symons (Vice Chair) presented examples of user group requirements from other jurisdictions.
- 7.5 Waterfront Master Plan Update** — The plan will be presented at the next meeting.
- 7.6 Reminder** — Incorporation Study consultants will meet with the Okanagan Falls Parks & Recreation Commission on **Wednesday, October 16, 2024 @ 4:30 p.m. at 1109 Willow Street, Okanagan Falls, BC V0H 1R0**

8. ADJOURNMENT

RECOMMENDATION

It was Moved and Seconded THAT the meeting be adjourned at 8:26 p.m.

CARRIED

NEXT MEETING – October 24, 2024 at 6:30 p.m.

Incorporation Study Consultant Meeting — October 16, 2024 @ 4:30 p.m. at 1109 Willow Street, Okanagan Falls, BC V0H 1R0

Attachments:

[Commission Resource Page](#)

[By Area | RDOS](#) (Recreation Fall Guide, etc.)

[RDOS Regional Connections](#) (link to Regional Connections page)

[2023 3rd Quarter Activity Report – Community Services](#)

Project Request Form - (Insert Proj. Title).doc

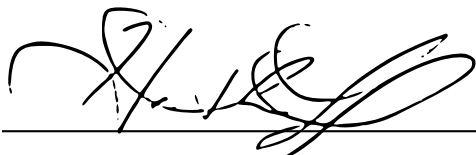
Commission - Annual Timeline.PDF

Ok Falls Commission 2025 Budget.pdf

OK Falls Commission Summary of Proposed Projects.pdf

OK Falls Quarterly Report.pdf

Bob Daly (Chair), Okanagan Falls Parks & Recreation Commission – Electoral Area “D”



Heather Lemieux, Recording Secretary

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee



Thursday, October 3, 2024
RDOS Boardroom
101 Martin Street, Penticton, BC V2A 5J9

MEMBERS PRESENT:	Chair R. Knodel, Electoral Area "C"	Director M. Johansen, Town of Oliver
	Vice-Chair J. Wiebe, Village of Keremeos	Director D. Holmes, District of Summerland
	Director Bloomfield, City of Penticton	Director H. Konanz, City of Penticton
	Director G. Bush, Electoral Area "B"	Director M. Pendergraft, Electoral Area "A"
	Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
	Director A. Fedrigo, Electoral Area "E"	Director M. Taylor, Electoral Area "D"
	Director R. Gettens, Electoral Area "F"	Director C. Watt, City of Penticton
	Director R. Graham, City of Penticton	Alt. Director G. Manning, Electoral Area "I"
	Director I. Gilbert, City of Penticton	Alt. Director J. King, Town of Osoyoos
MEMBERS ABSENT:	Director B. Coyne, Electoral Area "H"	Director S. Monteith, Electoral Area "I"
	Director S. McKortoff, Town of Osoyoos	Director M. Van Alphen, District of Summerland
STAFF PRESENT:	J. Zaffino, CAO	G. Cramm, Deputy Corporate Officer
	N. Evans-MacEwan, CFO	N. Sime, Legislative Services Clerk

Due to technical difficulties Director Pendergraft chaired the meeting.
The meeting was called to order at 9:08 am.

A. APPROVAL OF AGENDA

MOVED and SECONDED

THAT the Agenda for the Planning and Development Committee Meeting of October 3, 2024 be adopted.-**CARRIED**

B. Development Procedures Bylaw – Notification Radius Amendments (X2024.001-DPB)

This item was postponed from the Planning and Committee meeting August 15, 2024, to allow for staff to provide alternate options.

MOVED and SECONDED

THAT the Development Procedures Amendment Bylaw No. 2500.35, 2024, be initiated.-**CARRIED**

C. Official Community Plan (OCP) & Zoning Bylaw Amendments (X2024.013-ZONE)

This item was postponed from the Planning and Development Committee meeting August 15, 2024, due to time constraints.

MOVED and SECONDED

THAT the Official Community Plan Amendment Bylaw No. 3089, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.45, 2024, be initiated. **-CARRIED**

D. ADJOURNMENT

MOVED and SECONDED

THAT the meeting adjourn at 9:23 am. **-CARRIED**

R. Knodel, Chair

C. Malden, Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee



Thursday, October 3, 2024
RDOS Boardroom
101 Martin Street, Penticton, BC V2A 5J9

MEMBERS PRESENT:	Chair T. Roberts, Electoral Area "G"	Director M. Johansen, Town of Oliver
	Vice-Chair S. Coyne, Town of Princeton	Director R. Knodel, Electoral Area "C"
	Director J. Bloomfield, City of Penticton	Director H. Konanz, City of Penticton
	Director G. Bush, Electoral Area "B"	Director M. Pendergraft, Electoral Area "A"
	Director A. Fedrigo, Electoral Area "E"	Director M. Taylor, Electoral Area "D"
	Director R. Gettens, Electoral Area "F"	Director C. Watt, City of Penticton
	Director R. Graham, City of Penticton	Director J. Wiebe, Village of Keremeos
	Director I. Gilbert, City of Penticton	Alt. Director G. Manning, Electoral Area "I"
	Director D. Holmes, District of Summerland	Alt. Director J. King, Town of Osoyoos
MEMBERS ABSENT:	Director B. Coyne, Electoral Area "H"	Director S. Monteith, Electoral Area "I"
	Director S. McKortoff, Town of Osoyoos	Director M. Van Alphen, District of Summerland
STAFF PRESENT:	J. Zaffino, CAO	C. Malden, Corporate Officer
	N. Evans-MacEwan, CFO	N. Sime, Legislative Services Clerk

The meeting was called to order at 9:24 am.

A. APPROVAL OF AGENDA

MOVED and SECONDED

THAT the Agenda for the Protective Services Committee Meeting of October 3, 2024 be adopted as amended to bring forward item C as the first item.-**CARRIED**

C. Protective Services Presentation

The Sr. Manager of Protective Services provided an overview of their department to Committee.

B. Emergency Response Event

The Board members attended an Emergency Response Event.

The meeting recessed at 10:02 am to allow members to attend an event offsite displaying the work and equipment of emergency responders.

The meeting reconvened at 10:37 am.

D. ADJOURNMENT

MOVED and SECONDED

THAT the meeting adjourn at 10:37 am.-**CARRIED**

T. Roberts, Chair

C. Malden, Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee



Thursday, October 3, 2024
RDOS Boardroom
101 Martin Street, Penticton, BC V2A 5J9

MEMBERS PRESENT:	Chair M. Pendergraft, Electoral Area "A"	Director M. Johansen, Town of Oliver
	Vice-Chair S. Coyne, Town of Princeton	Director R. Knodel, Electoral Area "C"
	Director J. Bloomfield, City of Penticton	Director H. Konanz, City of Penticton
	Director G. Bush, Electoral Area "B"	Director T. Roberts, Electoral Area "G"
	Director A. Fedrigo, Electoral Area "E"	Director M. Taylor, Electoral Area "D"
	Director R. Gettens, Electoral Area "F"	Director C. Watt, City of Penticton
	Director R. Graham, City of Penticton	Director J. Wiebe, Village of Keremeos
	Director I. Gilbert, City of Penticton	Alt. Director G. Manning, Electoral Area "I"
	Director D. Holmes, District of Summerland	Alt. Director J. King, Town of Osoyoos
MEMBERS ABSENT:	Director B. Coyne, Electoral Area "H"	Director S. McKortoff, Town of Osoyoos
	Director M. Van Alphen, District of Summerland	Director S. Monteith, Electoral Area "I"
STAFF PRESENT:	J. Zaffino, CAO	C. Malden, Corporate Officer
	N. Evans-MacEwan, CFO	N. Sime, Legislative Services Clerk
	M. Aucoin, Legislative Services Coordinator	

The Meeting was called to order at 11:38 am.

A. APPROVAL OF AGENDA

MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of October 3, 2024 be adopted.-**CARRIED**

B. Elected Official Code of Conduct Policy and Board Remuneration Bylaw Amendments

MOVED and SECONDED

THAT the amended Elected Official Code of Conduct Policy attached to the October 3, 2024 Administrative Report, be forwarded to the November 21, 2024 Board of Directors meeting for adoption as amended by replacing "Members who choose to run for elected office outside of local government election..." with "Members who have publicly declared that they are running for elected office outside of a local government election..."; AND

THAT Board Remuneration, Expenses and Benefits Bylaw Amendment No. 2903.03, 2024 be forwarded to the November 21, 2024 Board of Directors meeting for adoption.-**CARRIED**
Opposed: Director Holmes

C. Electoral Area Advisory Committee (EAAC) – For Information Only

The Committee discussed various options for an electoral area advisory committee.

D. ADJOURNMENT

THAT the meeting adjourn at 11:49 am.

M. Pendergraft, Chair

C. Malden, Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING



Thursday, October 3, 2024
RDOS Boardroom
101 Martin Street, Penticton, BC V2A 5J9

MEMBERS PRESENT:	Chair M. Pendergraft, Electoral Area "A"	Director M. Johansen, Town of Oliver
	Vice-Chair S. Coyne, Town of Princeton	Director R. Knodel, Electoral Area "C"
	Director J. Bloomfield, City of Penticton	Director H. Konanz, City of Penticton
	Director G. Bush, Electoral Area "B"	Director T. Roberts, Electoral Area "G"
	Director A. Fedrigo, Electoral Area "E"	Director M. Taylor, Electoral Area "D"
	Director R. Gettens, Electoral Area "F"	Director C. Watt, City of Penticton
	Director R. Graham, City of Penticton	Director J. Wiebe, Village of Keremeos
	Director I. Gilbert, City of Penticton	Alt. Director G. Manning, Electoral Area "I"
	Director D. Holmes, District of Summerland	Alt. Director J. King, Town of Osoyoos
MEMBERS ABSENT:	Director B. Coyne, Electoral Area "H"	Director S. Monteith, Electoral Area "I"
	Director S. McKortoff, Town of Osoyoos	Director M. Van Alphen, District of Summerland
STAFF PRESENT:	J. Zaffino, CAO	C. Malden, Corporate Officer
	N. Evans-MacEwan, CFO	N. Sime, Legislative Services Clerk

The meeting was called to order at 12:49 pm.

A. APPROVAL OF AGENDA

MOVED and SECONDED

That the Agenda for the RDOS Board Meeting of September 5, 2024 be adopted.-**CARRIED**

A.1 Consent Agenda - Corporate Issues

APPROVED and SECONDED

THAT the Consent Agenda Corporate Services be adopted.-**CARRIED**

A.1.1 Advisory Planning Commissions

A.1.1.1 Electoral "I" Advisory Planning Commission

THAT the Minutes of the August 6, 2024 Electoral "I" Advisory Planning Commission meeting be received.

A.1.1.2 Electoral "E" Advisory Planning Commission

THAT the Minutes of the September 9, 2024 Electoral "E" Advisory Planning Commission meeting be received.

A.1.2 Parks and Recreation Commissions

A.1.2.1 Similkameen Parks and Recreation Commission

THAT the Minutes of the September 10, 2024 Similkameen Parks and Recreation Commission meeting be received.

A.1.2.2 Okanagan Falls Parks and Recreation Commission

THAT the Minutes of the August 22, 2024 Okanagan Falls Parks and Recreation Commission meeting be received.

A.1.2.3 Kaleden Parks and Recreation Commission

THAT the Minutes of the August 20, 2024 Kaleden Parks and Recreation Commission meeting be received.

A.1.3 Corporate Services Committee

THAT the Minutes of the September 5, 2024 Corporate Services Committee meeting be adopted.

A.1.4 Environment and Infrastructure Committee

THAT the Minutes of the September 5, 2024 Environment and Infrastructure Committee meeting be adopted.

A.1.5 RDOS Board of Directors Meeting

THAT the Minutes of the September 5, 2024 RDOS Board of Directors meeting be adopted.

A.1.6 RDOS Board of Directors Meeting

THAT the Minutes of the August 15, 2024 RDOS Board of Directors meeting be adopted.

A.2 Consent Agenda - Development Services

MOVED and SECONDED

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

A.2.1 Development Variance Permit Application — Electoral Area “A” (A2024.024-DVP)

THAT Development Variance Permit No. A2024.024-DVP, to allow for the construction of a single detached dwelling at 13821 148th Avenue, be approved.

A.2.2 Development Variance Permit Application — Electoral Area “H” (H2024.0028-DVP)

THAT Development Variance Permit No. H2024.028-DVP, for one single detached dwelling, one greenhouse and four accessory building at 1245 Baker Hill Road, be approved.

A.2.3 Temporary Use Permit Application – Electoral Area “D” (D2024.019-TUP)

THAT Temporary Use Permit No. D2024.019-TUP, to allow for a recycling materials and drop-off facility at 5009 Veterans Way, Okanagan Falls, be approved.

B. DEVELOPMENT SERVICES - Building Inspection

B.1 Building Bylaw Infraction – 2611 Green Mountain Road, Keremeos BC

The Chair enquired whether the property owner or agent was available to address the Board; however they were not.

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 5 District Lot 2988 SDYD Plan 25027, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2805, 2018;

AND THAT if after October 31, 2024 the property is not in compliance with the Regional District of Okanagan-Similkameen Building Bylaw No. 2805, 2018, injunctive action be commenced against the property owners.-**CARRIED**

B.2 Building Bylaw Infraction – 429 North Beach Road Electoral Area "F"

*The property owner or agent was present to address the Board.
There was a request that the recommendation be split in to two parts.*

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 18, Plan 11635, District Lot 2694, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2805, 2018;-**CARRIED**
Opposed: Directors S. Coyne, and Konanz

MOVED and SECONDED

AND THAT if after October 31, 2024 the property is not in compliance with the Regional District of Okanagan-Similkameen Building Bylaw No. 2805, 2018, injunctive action be commenced against the property owners.-**DEFEATED**

Opposed: Directors S. Coyne, Bloomfield, Bush, Fedrigo, Gettens, Graham, Holmes, Johansen, Knodel, King, Konanz, Manning, Pendergraft, Taylor, Watt, Wiebe

C. DEVELOPMENT SERVICES - Rural Land Use Matters**C.1 Floodplain Exemption Application — Electoral Area “E” (E2024.002-FPE)****MOVED and SECONDED**

THAT the Board of Directors approve a floodplain exemption for Lot 5, Plan KAP11557, District Lot 210, SDYD, being 3535 3rd Street, Naramata, in order to permit the development of a single detached dwelling within the floodplain setback and below the flood construction level of a creek, 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 Flooding Hazard Assessment report, dated July 17, 2024, prepared Mike Walsh, P.Eng., of Skmana Engineering Ltd.-**CARRIED**

C.2 Park Land Dedication Proposal – Electoral Area “I” (I2021.002-PLD)**MOVED and SECONDED**

THAT the Board of Directors require the owner of the land described as Lot 5, Plan EPP74523, District Lot 105S, SDYD (199 Alder Avenue, Kaleden) provide cash-in-lieu of park land, in accordance with Section 510(1)(b) of the *Local Government Act*, and

THAT an amount of \$82,000.00 be paid to the Regional District as fulfillment of the requirements of Section 510(1)(b) of the *Local Government Act* for the subdivision of the property described as Lot 5, Plan EPP74523, District Lot 105S, SDYD (199 Alder Avenue, Kaleden) within six (6) months.-**CARRIED**

C.3 Temporary Use Permit Application – Electoral Area “A” (A2024.017-TUP)

MOVED and SECONDED

THAT Temporary Use Permit No. A2024.017-TUP, to allow vacation rental use at #3-8401 120th Avenue, subject to confirmation of strata rules, be approved.-**CARRIED**

Opposed: Director Fedrigo

C.4 Temporary Use Permit Application – Electoral Area “C” (C2022.022-TUP)

The property owner was present to address the Board.

MOVED and SECONDED

THAT the applicant’s request for a six month extension until April 3, 2025 to obtain required approvals from the Ministry of Water, Land, and Resource Stewardship be refused;

AND THAT Temporary Use Permit No. C2022.022-TUP, to allow an “outdoor storage” use and residential occupancy of two recreational vehicles (RVs) at 380 Wilson Mountain Road, be denied.-**DEFEATED**

Opposed: Directors Bush, Fedrigo, Knodel, Roberts, and Pendergraft

MOVED and SECONDED

THAT the applicant be provided an extension until April 3, 2025 to obtain required approvals from the Ministry of Water, Land, and Resource Stewardship.-**CARRIED**

Opposed: Director Taylor

C.5 Temporary Use Permit Application – Electoral Area “C” (C2024.018-TUP)

MOVED and SECONDED

THAT Temporary Use Permit No. C2024.018-TUP, to allow an accessory use on a vacant parcel at 680 Wilson Mountain Road, be approved.-**CARRIED**

C.6 Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “C” (C2024.010-ZONE)

THAT the Electoral Area “C” Official Community Plan Amendment Bylaw No. 2452.24, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.41, 2024, be denied.

MOVED and SECONDED

THAT the Electoral Area “C” Official Community Plan Amendment Bylaw No. 2452.24, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.41, 2024, be read a first and second time and proceed to public hearing;

AND THAT the Board of Directors considers the process, as outlined in this report from the Chief Administrative Officer dated October 3, 2024, to be appropriate consultation for the purpose of Section 475 of the Local Government Act;

AND THAT, in accordance with Section 477 of the Local Government Act, the Board of Directors has considered Amendment Bylaw No. 2452.24, 2024, in conjunction with its Financial and applicable Waste Management Plans;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of October 17, 2024;

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

C.7 Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “E” (E2024.014-ZONE)

MOVED and SECONDED

THAT the Electoral Area “E” Official Community Plan Amendment Bylaw No. 3010.02, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.46, 2024 be read a first and second time and proceed to public hearing;

AND THAT the Board of Directors considers the process, as outlined in the report from the Chief Administrative Officer dated October 3, 2024, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*;

AND THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 3010.02, 2024, in conjunction with its Financial and applicable Waste Management Plans;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of October 17, 2024;

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

C.8 Zoning Bylaw Amendment – Electoral Area “D” D2021.015-ZONE

MOVED and SECONDED

THAT the Okanagan Valley Zoning Amendment Bylaw No. 2800.06, 2023, be adopted.-

CARRIED

- C.9 Zoning Bylaw Amendment – Electoral Area “D” (D2024.007-ZONE)

MOVED and SECONDED

THAT the Okanagan Valley Zoning Amendment Bylaw No. 2800.40, 2024, be adopted.-

CARRIED**D. PUBLIC WORKS**

- D.1 Application of Crown Land Tenure for Renewal of Statutory Right of Way for Water Infrastructure in the Olalla Water System

MOVED and SECONDED

THAT the Regional District acquire the Statutory Right of Way from the Province, without term, over the land described as ‘that part of District Lot 18S SDYD known as the Sunrise MC except Plan KAP71060, together with that unsurveyed Crown Land Similkameen Division of Yale District shown on Plan 39433 adjacent to DL’S 2061 AND 2570 SDYD’, containing 0.533 hectares, for the purposes of constructing, operating, removing, replacing, reconstructing, repairing and safeguarding thereon a water pipeline and all the Works of the Regional District’s Olalla Water System appurtenant thereto.-**CARRIED**

E. FINANCE

- E.1 Bylaw No. 3092, 2024 – Area “B” Community Works (Gas Tax) Reserve Fund Expenditure Bylaw

MOVED and SECONDED

THAT Bylaw No. 3092, 2024 being Electoral Area “B” Community Works (Gas Tax) Reserve Fund Expenditure Bylaw for the contribution of \$58,000 to fund improvements to Kobau Park be given first, second, third reading and adopted.-**CARRIED**

- E.2 Bylaw 3053.02, 2024 Budget Amendment

MOVED and SECONDED

THAT Bylaw No. 3053.02, 2024, being a bylaw to amend the 2024-2028 Five Year Financial Plan, be read a first, second and third time and be adopted.-**CARRIED**

- E.3 Bylaw No. 3093, 2024 Electoral Area “H” Community Facilities Reserve Fund Expenditure Bylaw

MOVED and SECONDED

THAT Bylaw 3093, 2024 being Electoral Area “H” Community Facilities Reserve Fund

Expenditure Bylaw for the contribution of \$140,000 to fund a bush truck be given first, second, third and adoption.-**CARRIED**

E.4 Electoral Area 'B-G' - Keremeos Recreation Facility Reserve Expenditure

MOVED and SECONDED

THAT Bylaw No. 3088, 2024, being a bylaw to authorize an expenditure of \$10,000 from the Electoral Area 'B-G' - Keremeos Recreation Facility Capital Reserve to fund the purchase of an upgraded transformer for the Similkameen Recreation Centre be given first, second, and third reading and be adopted.-**CARRIED**

E.5 Bylaw No. 3091, 2024 – Area “C” Community Works Fund (Gas Tax) Reserve Expenditure Bylaw

MOVED and SECONDED

THAT Bylaw No. 3091, 2024 being the Electoral Area “C” Community Works (Gas Tax) Reserve Fund Expenditure bylaw for the contribution of \$100,000 to construct a basketball court in Oliver be given first, second, third reading and adopted.-**CARRIED**

F. LEGISLATIVE SERVICES

F.1 Sage Mesa Water Service

MOVED and SECONDED

THAT Sage Mesa Water System Service Establishment Bylaw No. 3075, 2024, being a bylaw to establish the Sage Mesa Water System as a service of the Regional District of Okanagan-Similkameen, and Sage Mesa Water System Loan Authorization Bylaw No. 3076, 2024, being a bylaw to authorize the borrowing of up to \$33,034,000.00 for capital upgrades to the Sage Mesa Water System, be read a first, second, and third time and be forwarded to the Inspector of Municipalities for approval; and

THAT upon approval of the Inspector, elector assent for Bylaw No. 3075, 2024, and Bylaw No. 3076, 2024, be obtained within the service area through an Assent Voting (referendum) process in accordance with the *Local Government Act*; and,

THAT the assent vote take place on Saturday, April 12, 2025; and,

THAT Gillian Cramm be appointed as the Chief Election Officer and Marc Aucoin be appointed as Deputy Chief Election Officer for the Sage Mesa Water System Assent Vote; and,

THAT the assent vote question be:

‘Are you in favour of the Regional District of Okanagan-Similkameen adopting Sage Mesa Water System Service Establishment Bylaw No. 3075, 2024, to provide for water service for a portion of Electoral Area “F”; and, Bylaw No. 3076, 2024, Sage Mesa Loan Authorization Bylaw to authorize the long-term borrowing of up to \$33,034,000.00

(Thirty-three million, thirty-four thousand dollars) for capital upgrades to the Sage Mesa Water System?’-**CARRIED**

Director Graham left the meeting at 2:45pm.

F.2 RDOS Business Licensing Service Establishment Bylaw No. 3078, 2024

MOVED and SECONDED

THAT RDOS Business Licensing Service Establishment Bylaw No. 3078, 2024 be adopted.-
CARRIED

F.3 Chain Lake – Shinish Creek Diversion and Dam

MOVED and SECONDED

THAT Chain Lake-Shinish Creek Service Establishment Amendment Bylaw No. 1382.01, 2024, and Chain Lake-Shinish Creek Loan Authorization Bylaw No. 3063, 2024, be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval; AND,

that elector approval for Bylaw No. 1382.01, 2024, and Bylaw No. 3063, 2024, be obtained through a petition process in accordance with Section 408 of the *Local Government Act*.-**CARRIED**

F.4 E911 Loan Authorization Bylaw No. 3064, 2024

MOVED and SECONDED

THAT Bylaw No. 3064, 2024 RDOS 9-1-1 Emergency Service Loan Authorization Bylaw be adopted.-**CARRIED**

G. CAO REPORTS

G.1 Verbal Update

H. OTHER BUSINESS

H.1 Chair's Report

H.2 Directors Motions

H.2.1 Motion - Director Taylor

MOVED and SECONDED

THAT staff identify options and propose next steps for the property at 605 Willow Street, Okanagan Falls.-**CARRIED**

H.3 Board Members Verbal Update

I. CLOSED SESSION

THAT in accordance with Section 90(1)(c),(i),(k) and (2)(b) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations, the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public, and the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The meeting closed to the public at 12:52 pm and recessed at 1:15 pm due to time constraints.

The meeting reconvened and closed to the public at 3:15 pm re-opened to the public at 3:43 pm.

J. ITEMS COMING OUT OF CLOSED SESSION

September 5th in camera meeting

The Corporate Officer reported that at the September 5, 2024, closed session of the Corporate Services Committee, the following resolution was passed:

THAT RDOS Board support a financial contribution towards the City of Penticton's 2024/2025 Temporary Winter Shelter including:

- \$4,400 for November and December 2024
- \$8,800 for January until end of April 2025

AND THAT RDOS funding contribution be subject to:

- City of Penticton Council approval of a 6-month lease
- City of Penticton Council approval of the Temporary Use Permit (TUP)
- City of Penticton's approval of an agreement with BC Housing for operation of a winter shelter

AND THAT RDOS Board request that the City of Penticton present a comprehensive report in the spring of 2025, outlining the overall operations of the Temporary Winter Shelter.

K. ADJOURNMENT

MOVED and SECONDED

THAT the meeting adjourn at 3:47 pm.-**CARRIED**

M. Pendergraft, Chair

C. Malden, Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: Development Variance Permit Application — Electoral Area “I” (I2024.026-DVP)

Administrative Recommendation:

THAT Development Variance Permit No. I2024.026-DVP, to allow for the construction of a retaining wall beyond the maximum building height at 485 Pineview Drive, Kaleden, be approved.

Legal: Lot 5, Plan 19506, District Lot 103S, SDYD Folio: I01638.020

OCP: Low Density Residential (LR). Zone: Low Density Residential Three (RS3)

Variance Request: To increase the maximum height for a retaining wall from 2.0 metres to 3.5 metres.

Proposed Development:

This application is seeking a variance to the maximum height for a retaining wall that applies to the subject property in order to undertake the construction of a retaining wall that exceeds the maximum permitted height.

Specifically, it is being proposed to that a retaining wall to a height of 3.5 metres be constructed on the subject property.

In support of this request, the applicant has stated that they are seeking “to replace existing old rock retaining wall with a new Allan Block retaining wall.”

Site Context:

The subject property is approximately 1,338 m² in area and is situated on the east side of Pineview Drive, within the Town of Kaleden. The property is understood to contain one (1) singled detached dwelling.

The surrounding pattern of development is generally characterised by residential and agricultural developments.

Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on October 6, 1969, while available Regional District records indicate that a demolition permit of an A-frame cabin (2017), and a building permit for single family dwelling (2019).

Official Community Plan

Under the Electoral Area “I” Official Community Plan (OCP) Bylaw No. 2683, 2016, the subject property is currently designated Low Density Residential (LR).

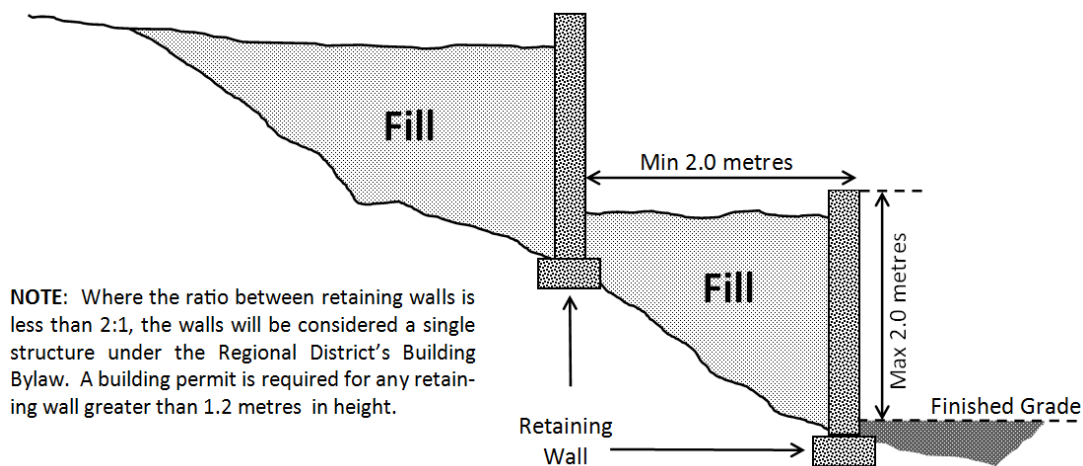
Zoning Bylaw

Under the Okanagan Valley Zoning Bylaw No. 2800, 2022, the property is currently zoned Low Density Residential Three (RS3) which lists “single detached dwelling” as a permitted principal use.

The Zoning Bylaw establishes a maximum height of 2.0 metres for retaining walls, measured from the lowest finished grade to the highest point of the wall.

Further, where multiple retaining walls are constructed, the zoning bylaw requires a minimum horizontal distance between the walls that is no less than height of the lowest retaining wall.

Retaining walls constructed closer than this horizontal distance are considered to be a single structure, measured from the finished grade of the lowest wall to the highest point of the highest wall.



The property is not within the Agricultural Land Reserve (ALR) and has been classified as Residential (Class 01) by BC Assessment.

Public Process:

In accordance with Section 2.4 of Schedule 4 (Application for a Development Variance Permit) of the Regional District's Development Procedures Bylaw No. 2500, 2011, adjacent residents and property owners were notified of this DVP application on August 6, 2024, and provided 15 working days to submit comments electronically or in-person to the Regional District.

As of August 21, 2024, being 15 working days from the date of notification, no representations have been received electronically or by submission at the Regional District office.

Analysis:

The Zoning Bylaw's use of regulations to govern the placement of retaining walls are generally to encourage retaining walls be integrated into the terrain and respect the natural character of the site in order to achieve environmentally sound and liveable hillside neighbourhoods.

Further, retaining walls should be aesthetically well integrated into a hillside to enhance the desirability and marketability of hillside developments, allowing flexibility and innovation in design while recognizing the importance of preserving natural features and hillside character.

For these reasons, the use of large concrete block retaining walls in residential areas that create a negative visual impact are discouraged, whereas, surface treatments that harmonize the natural texture and colours are encouraged.

In this instance, Administration recognizes that many properties in Kaleden face topographical constraints due to historic hillside development patterns.

Further, the applicant cited topographic constraints in support of the previous variance request, stating that the retaining wall is proposed in order to create a useable backyard and that there is not enough space to build a stepped wall.

Regarding visual impacts, the proposed retaining wall is located near the footprint of the dwelling unit, which is setback approximately 19.5 metres from Pineview Drive and also includes an elevation from the constructed road (see Attachment No. 2). Accordingly, the proposed wall is unlikely to impact the aesthetics of the hillside or the streetscape.

Alternative

Conversely, when a non-conforming structure such as an over-height retaining wall requires replacement due to potential failure, the development of a replacement structure is generally considered the time at which to seek bylaw compliance.

Other options are seen to be available to the applicant, such as an alternative design in which the use of back-filling or multiple stepped walls is used to reduce the overall height and more aesthetically integrate the retaining wall into the hillside. However, it is also recognized that this may require modification to the existing driveway and access to the site.

Summary

For these reasons outlined above, Administration supports the requested variance and is recommending approval.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

The proposed variance has been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District's Development Procedures Bylaw No. 2500, 2011.

Alternatives:

1. That Development Variance Permit No. I2024-026-DVP be denied.

Respectfully submitted



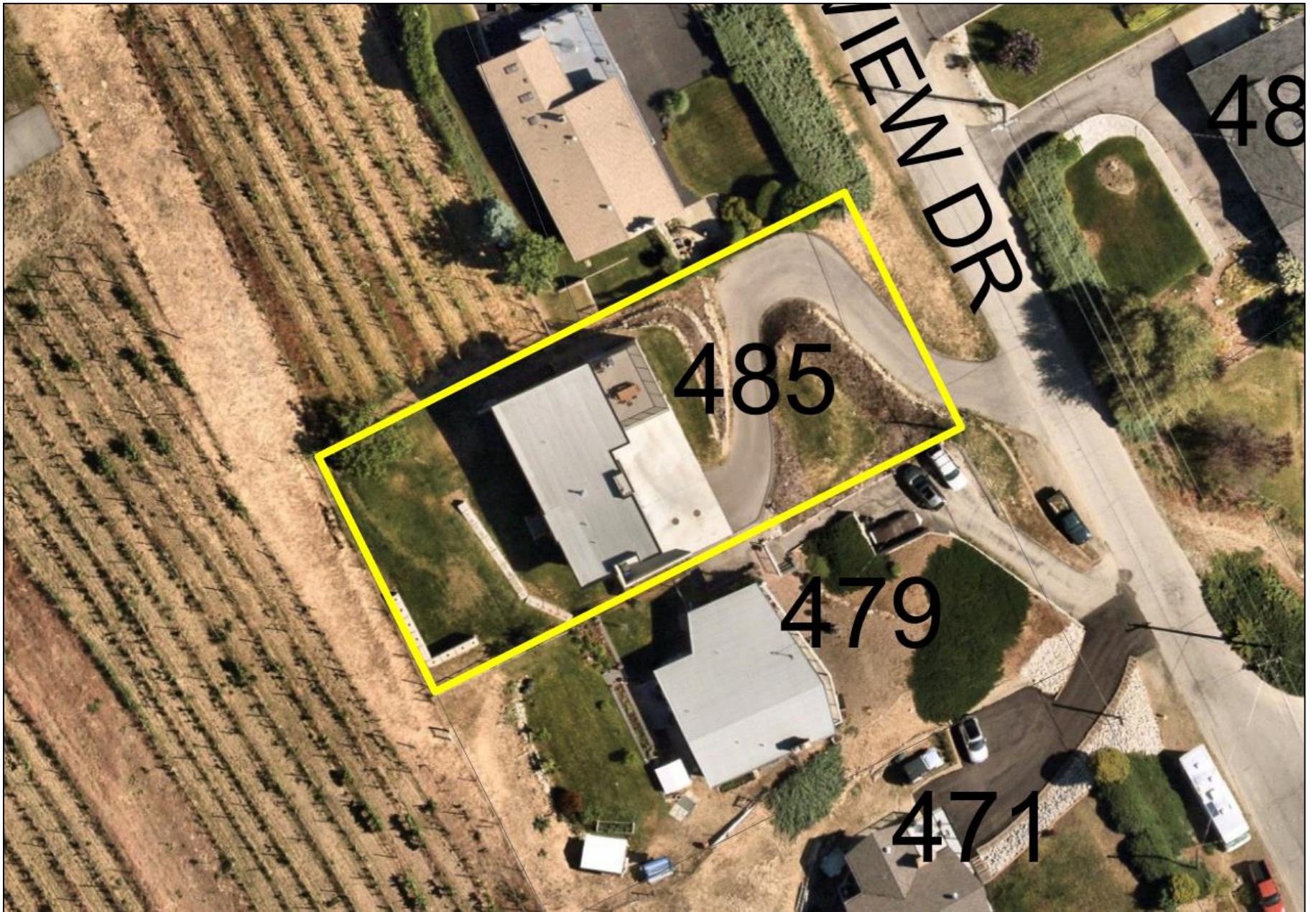
C. Garrish, Senior Manager of Planning

Attachments:

No. 1 – Aerial Photo

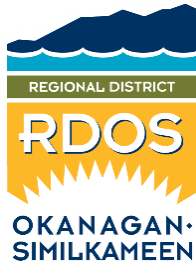
No. 2 – Site Photo (Google Streetview)

Attachment No. 1 – Aerial Photo



Attachment No. 2 – Site Photo (Google Streetview)





Development Variance Permit

FILE NO.: I2024-026-DVP

Owner: Rodney Anderson
485 Pineview Drive
Kaleden, BC, V0H-1K0

Agent: Amber LeComte
694 Corbitt Drive
Penticton, BC, V2A-8H3

GENERAL CONDITIONS

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

APPLICABILITY

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

Legal Description:	Lot 5, Plan KAP19506, District Lot 103S, SDYD
Civic Address:	485 Pineview Drive, Kaleden
Parcel Identifier (PID):	004-224-639 Folio: I01638.020

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "I" Zoning Bylaw No. 2800, 2022, in the Regional District of Okanagan-Similkameen:
 - a) the maximum height for a retaining wall, as prescribed in Section 6.13.4, is varied:
 - i) from: 2.0 metres

to: 3.5 metres as shown on Schedule 'B'.

COVENANT REQUIREMENTS

7. Not Applicable

SECURITY REQUIREMENTS

8. Not applicable

EXPIRY OF PERMIT

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

Authorising resolution passed by the Regional Board on _____, 2024.

J. Zaffino, Chief Administrative Officer

Regional District of Okanagan-Similkameen

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

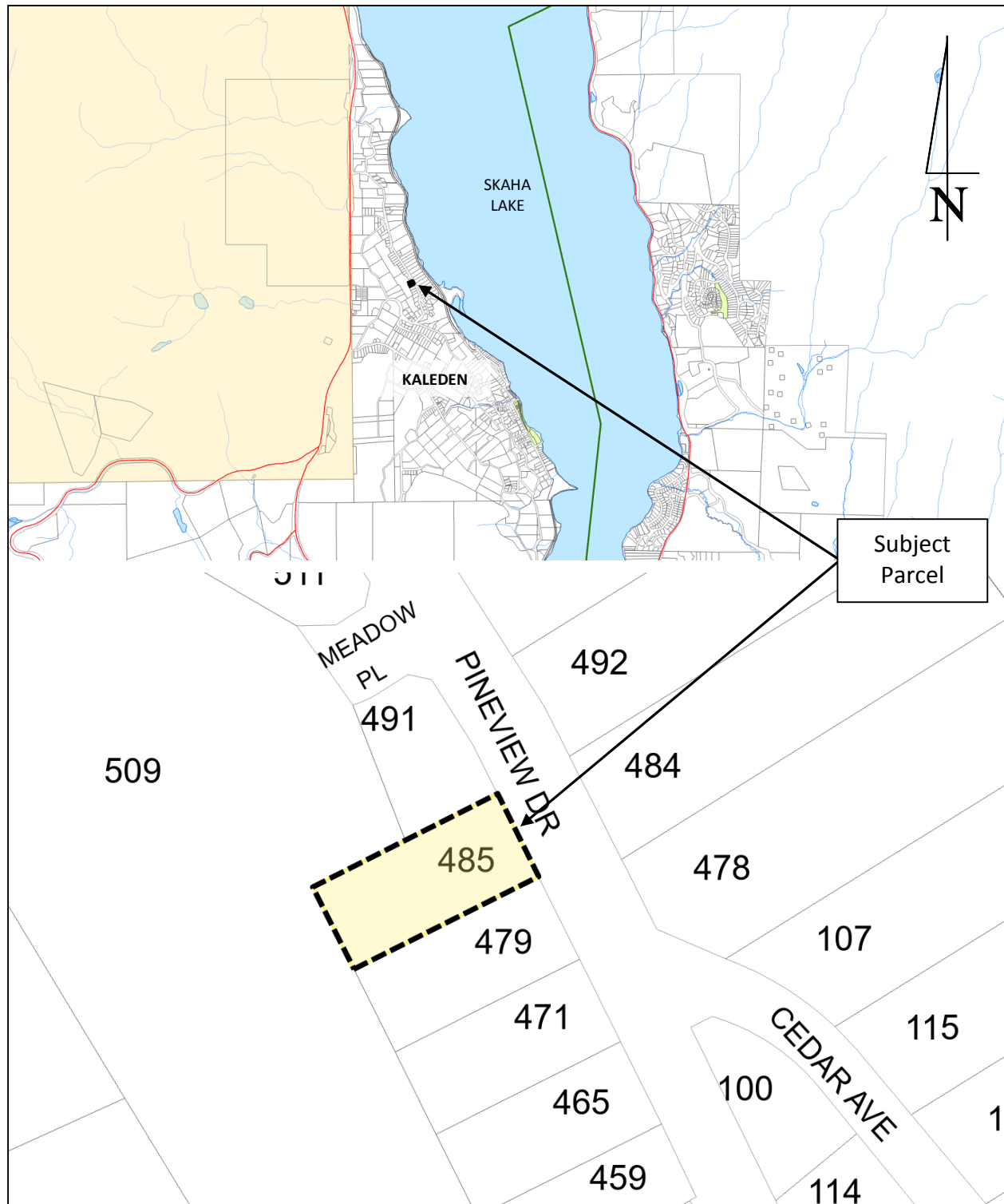
Tel: 250-492-0237 Email: planning@rdos.bc.ca



Development Variance Permit

File No. I2026.026-DVP

Schedule 'A'



Development Variance Permit No. I2024.026-DVP

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Regional District of Okanagan-Similkameen

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

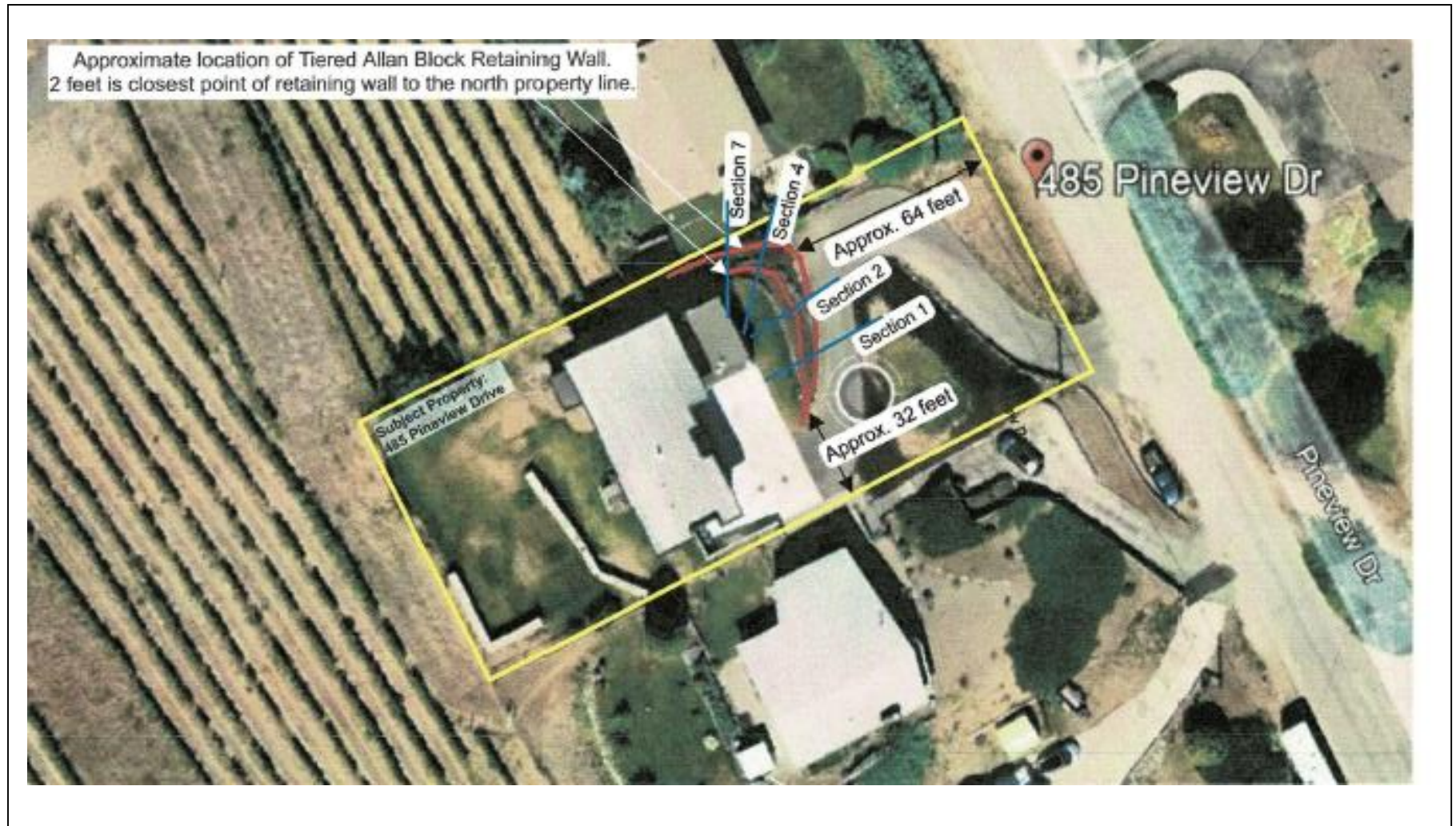
Tel: 250-492-0237 Email: planning@rdos.bc.ca



Development Variance Permit

File No. I2024.026-DVP

Schedule 'B'



Development Variance Permit No. I2024.026-DVP

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Regional District of Okanagan-Similkameen

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

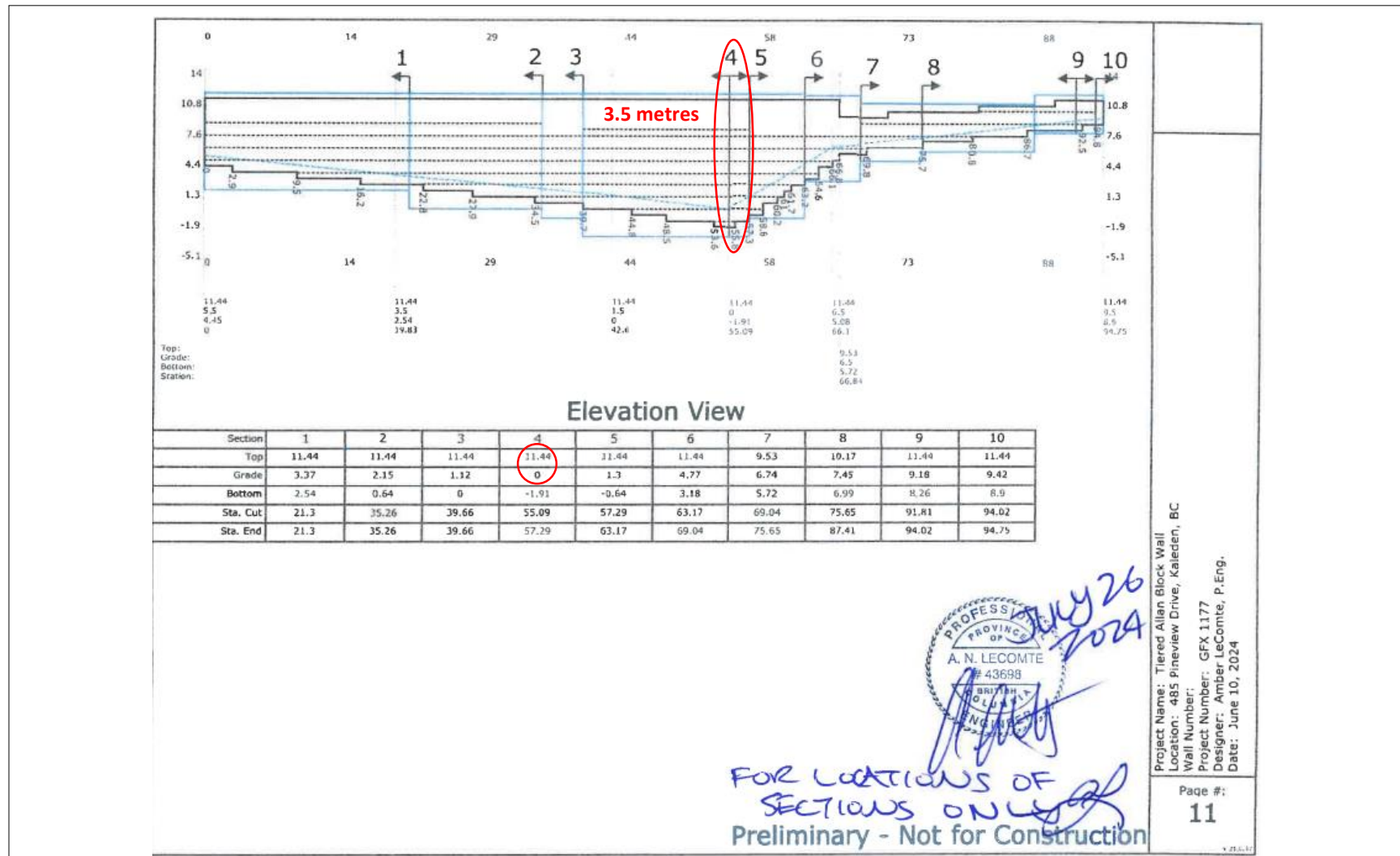
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. I2024.026-DVP

Schedule 'C'



Development Variance Permit No. I2024.026-DVP

Page 5 of 5

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: Development Procedures Bylaw – Notification Radius Amendments (X2024.001-DPB)

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be read a first, second and third time.

Proposal:

The purpose of this report is to provide options to the Board in relation to the notification of Official Community Plan (OCP) and Zoning Bylaw Amendment applications, Development Variance Permit (DVP) applications and Temporary Use Permit (TUP) applications.

Background:

At its meeting of May 9, 2024, the following Notice of Motion was brought forward and subsequently supported by the Board at its meeting of May 23, 2024:

THAT notice be provided to property owners and tenants of land measured from the boundaries of any subject property to a minimum of 100 metres; and

That existing citizen notification tools remain, and that Voyent Alert! is added as an additional and required notification tool for citizens.

At its meeting of June 13, 2024, the Planning and Development Committee (P&D) of the Board resolved that the notification requirements for development variance permit (DVP) applications in the Regional District's Development Procedures Bylaw No. 2500, 2011, be amended as follows:

- a) the written notification radius be expanded from 60.0 metres to 100.0 metres; and
- b) applications be notified on VoyentAlert! within a radius of 150 metres.

At its meeting of July 4, 2024, the Board resolved to defer consideration of Amendment Bylaw No. 2055.35, 2024, due to proposed changes that would remove a current discretion that allows staff to increase a notification radius.

At its meeting of August 15, 2024, the P&D Committee of the Board resolved to postpone further consideration of draft Development Procedures Amendment Bylaw No. 2500.35, 2024, in order "to allow staff to prepare alternate options."

At its meeting of October 3, 2024, the P&D Committee of the Board resolved that the Development Procedures Amendment Bylaw No. 2500.35, 2024, be initiated.

Analysis:

Further to the previous direction provided by the Board, Amendment Bylaw No. 2500.35 proposes to amend the notification requirements for DVP applications as follows:

- 100 metres from the property under application for written notifications; and
- 150 metres from the same property for electronic notifications (e.g. VoyentAlert!).

To ensure the Regional District is being consistent in its approach to the notification of land use applications, Administration is recommending that a similar approach be applied to land use amendment bylaw applications (e.g. “rezonings”) and Temporary Use Permit (TUP) applications.

Conversely, if the Board only supports the proposed changes being applied to DVP applications, Amendment Bylaw No. 2500.35 be can be amended to remove these other application types.

Financial Implications:

Financial implications have been considered and are deemed to be minor if the notification radius is increased and that this will relate primarily to the preparation and mailing of additional notices to residents (e.g. increased postage costs), fielding queries from a greater number of residents receiving notifications as well as the processing of additional representations submitted in relation to an application.

Communication Strategy:

It is proposed to update the various webpages, brochures, guides and other documentation available from the Regional District in relation to the processing of DVP applications to reflect the increased notification requirements.

Alternatives:

1. THAT the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be read as first time as amended in order to only apply the revised notification radius to development variance permit applications.
2. THAT first reading of the Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.35, 2024, be denied.

Respectfully submitted:



C. Garrish, Senior Manager of Planning

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2500.35, 2024

A Bylaw to amend the Development Procedures Bylaw No. 2500, 2011

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

1. This Bylaw may be cited for all purposes as the “Development Procedures Amendment Bylaw No. 2500.35, 2024.”
2. The “Regional District of Okanagan-Similkameen Development Procedures No. 2500, 2011,” is amended by:
 - i) replacing Section 5.3.1 (Giving Notice) under Section 5.0 (Public Consultation) in its entirety with the following:

5.3.1 *deleted.*
 - ii) replacing Section 2.6(c) (Processing Procedures) under Schedule 2 (Application to Amend an OCP Bylaw, Zoning Bylaw or Land Use Contract) in its entirety with the following:
 - c) Development Services staff will notify the application prior to first reading in accordance with the requirements of Section 2.11; and
 - iii) replacing Section 2.11 (Processing Procedures) under Schedule 2 (Application to Amend an OCP Bylaw, Zoning Bylaw or Land Use Contract) in its entirety with the following:
 - .11 Should the amending bylaw receive first and second readings and a public hearing is required to be held pursuant to the *Local Government Act*, Development Services staff will notify the application by:
 - a) mailing a written notice to property owners and tenants of land within a radius of 100.00 metres of the boundaries of the property subject to the bylaw amendment;

- b) the means of publication established in the Regional District’s Public Notice Bylaw to owners and tenants of land within a distance of 150.00 metres of the boundaries of the property subject to the bylaw amendment; and
 - c) posting a notice on the Regional District’s Public Notice Board.
 - iv) replacing Section 2.4 (Processing Procedures) under Schedule 4 (Application for a Development Variance Permit) in its entirety with the following:
 - .4 Development Services staff will notify the application by:
 - a) mailing a written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the property subject to the permit application; and
 - b) electronic notice distributed through the Regional District’s electronic subscription service to property owners and tenants of land within a radius of 150.0 metres of the boundaries of the property subject to the permit application.
 - v) replacing Section 2.4 (Processing Procedures) under Schedule 5 (Application for a Temporary Use Permit) in its entirety with the following:
 - 4. Development Services staff will notify the application by:
 - a) mailing a written notice to property owners and tenants of land within a radius of 100.0 metres of the boundaries of the property subject to the permit application;
 - b) electronic notice distributed through the Regional District’s electronic subscription service to property owners and tenants of land within a radius of 150.0 metres of the boundaries of the property subject to the permit application; and
 - c) posting a notice on the Regional District’s Public Notice Board.

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2024.

ADOPTED this ____ day of _____, 2024.

Board Chair

Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “C” (C2024.010-ZONE)

Administrative Recommendation:

THAT the Electoral Area “C” Official Community Plan Amendment Bylaw No. 2452.24, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.41, 2024, be read a third time and adopted.

<u>Purpose:</u>	To allow for a two-lot subdivision	<u>Folio:</u>	C-04144.000
<u>Civic:</u>	5900 McKinney Road	<u>Legal:</u>	District Lot 858, SDYD
<u>OCP:</u>	Agriculture (AG)	<u>Zone:</u>	Agriculture Two (AG2)

Proposed Development:

This application is seeking to amend the zoning of an approximately 2.6 hectare portion of the subject property in order to allow for a two-lot subdivision.

In order to accomplish this, the following land use bylaw amendments are being proposed by the applicant:

- amend the land use designation under Schedule ‘B’ (OCP Map) of the Electoral Area “C” Official Community Plan (OCP) Bylaw No. 2452, 2008, from Agriculture (AG) to Small Holdings (SH); and
- amend the zoning under Schedule ‘2’ (Zoning Map) of the Okanagan Valley Zoning Bylaw No. 2800, 2022, from Agriculture Two (AG2) to Small Holdings Four (SH4).

In support of the rezoning, the applicant has stated that:

This application is supported by the Area C OCP in the following ways:

1. *Improves farming buffers by eliminating the need and risk of farm vehicle road crossings of McKinney Road. McKinney Road is a busy year-round access road to Mount Baldy, logging, hunting and recreation areas. OCP section 1.4.9*
2. *Proposal is consistent with "support and encourage agricultural uses. Section 5.0.2*
3. *Consistent with maintaining rural character. Section 5.0.4*
4. *Accommodate residential growth that does not impede rural agricultural economy. Section 5.0.5*
5. *Consistent with OCP goal of creating larger and smaller agricultural properties. Section 9.3.12*

-
6. *Supported by OCP Section 9.3.12 (b) Will consider applications to subdivide parcels smaller than 4 hectares. Where the subdivision will allow for more efficient use of agricultural land.*
 7. *Consistent with the OCP description of small holdings. Section 10.1*
 8. *The application meets all the policies for Rural Holdings Section 10.3*

Site Context:

The subject property is approximately 32.2 ha in area and straddles the north and south sides of McKinney Road. The portion of the property subject to the proposed amendments is approximately 2.6 ha in area and is located entirely on the south side of McKinney Road.

It is understood that the parcel is comprised of a single detached dwelling and various accessory structures, which are located on the north side of McKinney Road.

The surrounding pattern of development is generally characterised by vacant Crown land. The nearest privately held properties are located approximately 840 metres to the west and are comprised of a mix of agriculture and rural holdings that have been developed with single detached dwellings.

Background:

On July 10, 2024, a Public Information Meeting (PIM) was held online via Webex and was not attended by any members of the public.

At its meeting of August 21, 2024, the Electoral Area “C” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

At its meeting of October 3, 2024, the Regional District Board resolved to approve first and second reading of the amendment bylaws and scheduled a public hearing ahead of its meeting of October 17, 2024.

All comments received to date in relation to this application are included with this report.

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

Analysis:

Further to the direction provided by the Board at first reading, it is being recommended that the amendment bylaws be given third reading and adopted.

Alternate:

Conversely, Administration maintains its concern that this proposal is seen to be inconsistent with the growth management objectives of the Regional District’s land use bylaws. Specifically:

- the rezoning is seeking to change the land use designation of a property to facilitate subdivision outside of a Growth Area (Primary or Rural) and within the Agricultural Land Reserve (ALR);
- in other Okanagan Electoral Areas, the OCPs have been updated to align with the South Okanagan Regional Growth Strategy by generally discouraging the creation of new rural holdings parcels outside of the designated Rural Growth Areas;

-
- Administration supports the current AG designation of the property and maintaining it as a large parcel (i.e. 8.0 ha, or greater) in recognition that this areas will remain as rural, with limited community services and infrastructure and that larger parcels are generally more viable for agricultural operations.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

The proposed bylaw amendments have been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District's Development Procedures Bylaw No. 2500, 2011.

Alternatives:

1. THAT first and second readings of the Electoral Area "C" Official Community Plan Amendment Bylaw No. 2452.24, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.41, 2024, be rescinded and the bylaws abandoned.

Respectfully submitted:

Ben Kent

Ben Kent, Planner II

Endorsed By:

CG

C. Garrish, Senior Manager of Planning

Attachments: No. 1 – Applicant's Subdivision Plan

No. 2 – Aerial Photo

Attachment No. 1 – Applicant's Subdivision Plan

PROPOSED SUBDIVISION PLAN OF PART OF DL 858, SDYD

PID: 014-476-932
CHARGES: X101773 (ROAD GAZETTE NOTICE)
SRW LB348504

CIVIC ADDRESS:
5900 MCKINNEY ROAD, OLIVER

CLIENT: MARK MATTES

DATE: APRIL 17, 2023
VERSION #1

SCALE 1:3000
0 60 120 180 240
ALL DISTANCES SHOWN ARE IN METRES.
THE INTENDED SIZE OF THIS PLAN IS 432 mm
IN WIDTH BY 560 mm IN HEIGHT (C SIZE)
WHEN PLOTTED AT A SCALE OF 1:3000

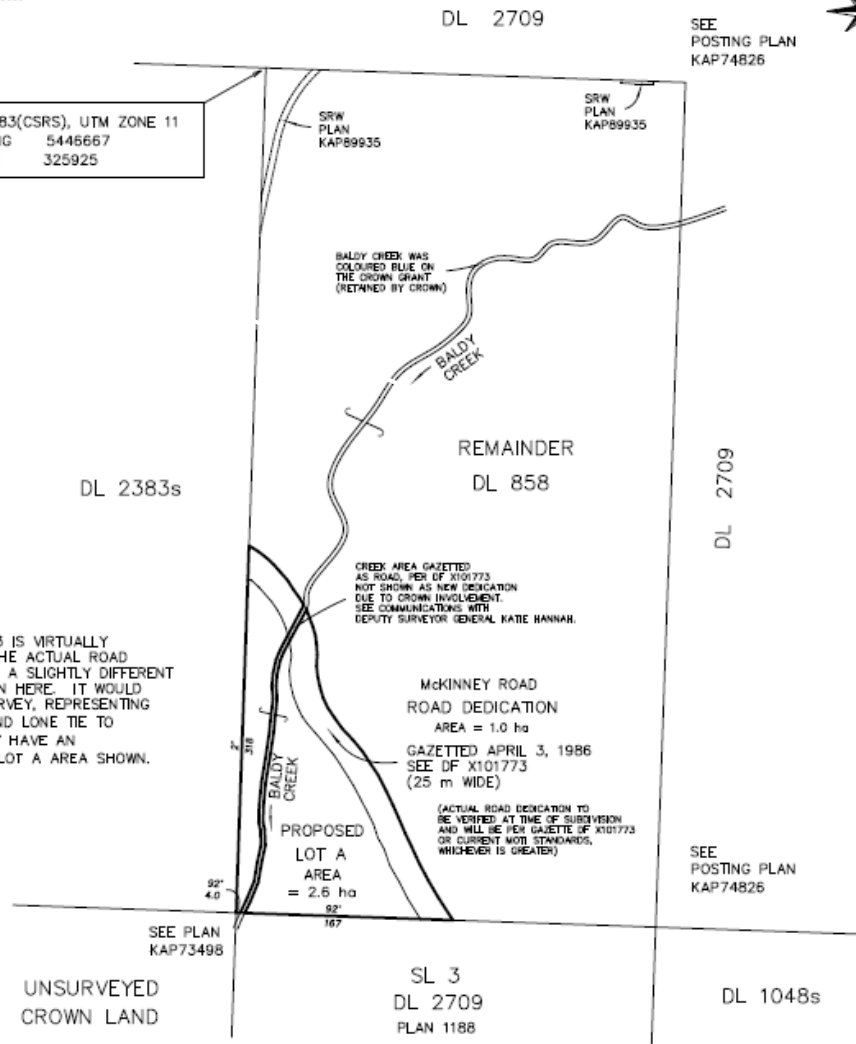
DATUM NAD83(CSRS), UTM ZONE 11
UTM NORTHING 5445667
UTM EASTING 325925

SEE
POSTING PLAN
KAP74826



NOTE:

GAZETTE NOTICE OF X101773 IS VIRTUALLY DIMENSIONLESS, AS SUCH, THE ACTUAL ROAD DEDICATED AREA MAY BE IN A SLIGHTLY DIFFERENT LOCATION THAN THAT SHOWN HERE. IT WOULD BE SUBJECT TO A FIELD SURVEY, REPRESENTING THE AS-BUILT LOCATION, AND LONE TIE TO SURVEY EVIDENCE, AND MAY HAVE AN EFFECT ON THE PROPOSED LOT A AREA SHOWN.



LOT DIMENSIONS ARE DERIVED FROM LAND TITLE OFFICE RECORDS PLAN KAP89935

BEARINGS ARE UTM GRID, ZONE 11

THIS SKETCH PLAN WAS PREPARED FOR SUBDIVISION APPLICATION PURPOSES AND IS FOR THE EXCLUSIVE USE OF THE CLIENT SHOWN.

CURRENT ZONING AG2
PROPOSED ZONING CHANGED TO SH4

SEE ALC RESOLUTION
FOR CONCEPTIAL SUBDIVISION APPROVAL

PENDERGRAFT PROFESSIONAL
LAND SURVEYING INC.

BOX 840
OSYOOS, B.C.
V0H 1V0
PHONE: (250) 495-7127
EMAIL: lp@pendergrafterveysing.ca
OUR FILE NO. 9706398 AP1.0WG
BC RULE NO.

Attachment No. 2 – Aerial Photo



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2452.24, 2024

A Bylaw to amend the Electoral Area “C” Official Community Plan Bylaw No. 2452, 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 “C” Official Community Plan Amendment Bylaw No. 2452.24, 2024.”
2. The Official Community Plan Bylaw Map, being Schedule ‘B’ of the Electoral Area “C” Official Community Plan Bylaw No. 2452, 2008, is amended by changing land use designation of an approximately 2.6 hectare portion of the land described as District Lot 858, SDYD, and shown shaded yellow on Schedule ‘A’, which forms part of this Bylaw, from Agriculture (AG) to Small Holdings (SH).

READ A FIRST AND SECOND TIME this 3rd day of October, 2024.

PUBLIC HEARING held on this 17th day of October, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

ADOPTED this this _____ day of _____, 2024.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

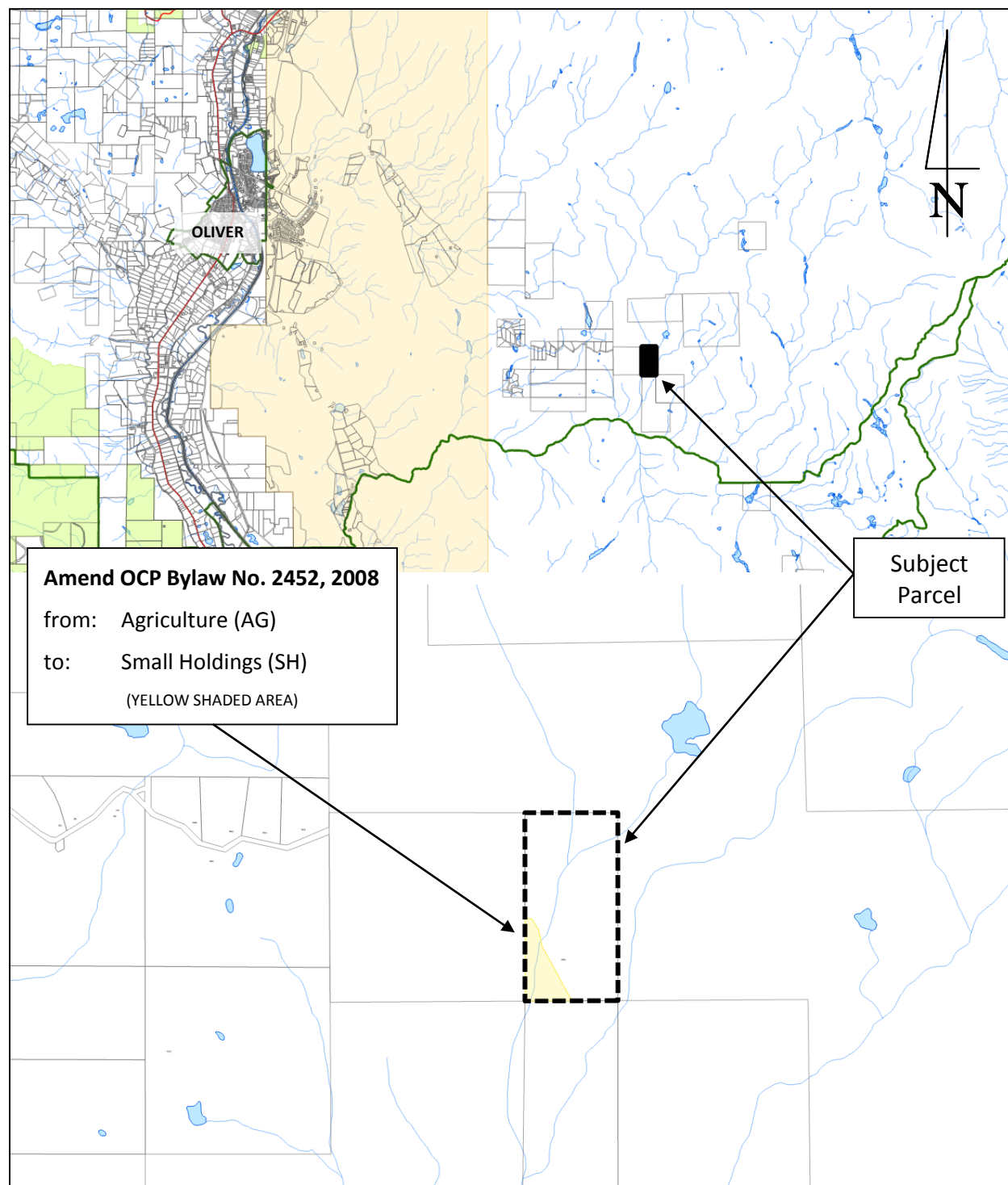
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2452.24, 2024

File No. C2024.010-ZONE

Schedule 'A'



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2800.41, 2024

A Bylaw to amend the Okanagan Valley Zoning Bylaw No. 2800, 2022

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 “Okanagan Valley Zoning Bylaw Amendment Bylaw No. 2800.41, 2024.”
2. The Official Zoning Map, being Schedule ‘2’ of the “Okanagan Valley Zoning Bylaw No. 2800, 2022”, is amended by changing the land use designation on an approximately 2.6 hectare portion of the land described as District Lot 858, SDYD, and shown shaded yellow on Schedule ‘A’, which forms part of this Bylaw, from Agriculture Two (AG2) to Small Holdings Four (SH4).

READ A FIRST AND SECOND TIME this 3rd day of October, 2024.

PUBLIC HEARING held on this 17th day of October, 2024.

READ A THIRD TIME this ____ day of _____, 2024.

ADOPTED this ____ day of _____, 2024.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

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

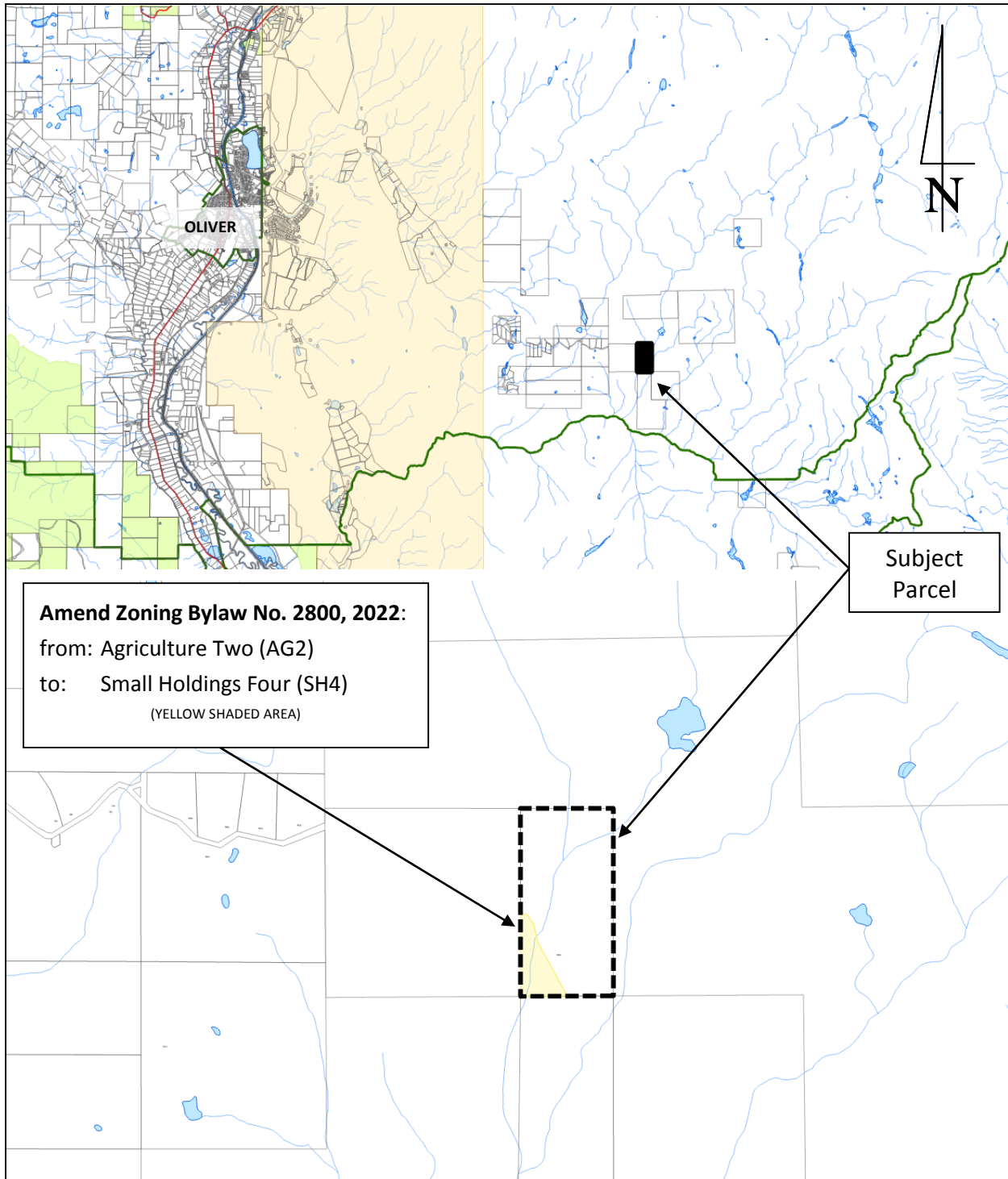
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2800.41, 2024

File No. C2024.010-ZONE

Schedule 'A'



Amendment Bylaw No. 2800.41, 2024
(C2024.010-ZONE)

Page 2 of 2

Lauri Feindell

Subject: FW: Bylaw Referral - OCP and Zoning amendment - 5900 McKinney Road | File No. C2024.010-ZONE

From: ALC Referrals ALC:EX <ALC.Referrals@gov.bc.ca>

Sent: June 17, 2024 2:36 PM

To: Ben Kent <bkent@rdos.bc.ca>

Subject: RE: Bylaw Referral - OCP and Zoning amendment - 5900 McKinney Road | File No. C2024.010-ZONE

Ben

As the proposal appears consistent with the ALC's 1982 resolution, ALC staff have no objection to the subdivision and proposed bylaws.

Be advised that the ALC must authorize the proposed subdivision for deposit at the Land Title office.

Regards



PROVINCIAL AGRICULTURAL LAND COMMISSION

Martin Collins,

Regional Planner | Agricultural Land Commission

201 – 4940 Canada Way, Burnaby, BC, V5G 4K6

T 604-953-6673 |

www.alc.gov.bc.ca

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Lauri Feindell

From: OKIB CKK <no-reply-okib@knowledgekeeper.ca>
Sent: May 29, 2024 12:06 PM
To: shannon.terbasket@lsib.net; referrals@oib.ca; sheena.louie@lsib.net;
julie.richard@okanagan.org; Planning
Subject: Decision regarding consultation: C2024.010-ZONE - C2024.010-ZONE
Attachments: consultation-response-98910-c2024010-zone-20240529-1154.pdf

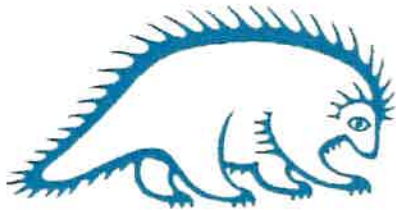
Some people who received this message don't often get email from no-reply-okib@knowledgekeeper.ca. [Learn why this is important](#)
Hello,

Please find attached a decision to the above noted project.

Regards,

Okanagan Indian Band

Please do not reply to this email.



Okanagan Indian Band

12420 Westside Road • Vernon, BC, • V1H 2A4

Telephone: 250-542-4328 • Facsimile 250-542-4990

Email: okibreferrals@okanagan.org

"This correspondence will not be construed so as to to prejudice, limit, or derogate from any rights, claims or interests in respect of any Aboriginal title, rights and interests of Okanagan or Syilx Nation recognized and affirmed under Section 35 of the Constitution Act, 1982 and nothing in this letter indicates acceptance by Okanagan of federal or provincial Crown jurisdiction over or ownership of land, water or other resources within the Territory."

Project Name:

C2024.010-ZONE

FN Consultation ID:

C2024.010-ZONE

Consulting Org Contact:

Chris Garrish

Consulting Organization:

[Regional District of Okanagan Similkameen](#)

Date Received:

Tuesday, May 28, 2024

Attention: Chris Garrish

The Territorial Stewardship Division would like to acknowledge receipt of the above referral. The Okanagan Indian Band ("OKIB") has conducted a desktop review of the project. The location of the project to which the referral relates is within Syilx (Okanagan Nation) territory, and may have impacts on Syilx Aboriginal Title and Rights, which OKIB holds as part of the Syilx. However, the project is located outside the OKIB's Area of Responsibility as a member of the Syilx. At this time, we defer to the Osoyoos Indian Band and Lower Similkameen Indian Band for a more in depth review. Please keep us informed of any updates or changes to the project as this may change our assessment and our view on the need for further consultation with OKIB.

liml?mt | Thank You

Julie Richard
Referrals Management Clerk
Territorial Stewardship Division
Okanagan Indian Band
12420 Westside Road
Vernon BC, V1H 2A4
Office: 250-542-7132
Cell: 250-309-5217

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “E” (E2024.014-ZONE)

Administrative Recommendation:

THAT the Electoral Area “E” Official Community Plan Amendment Bylaw No. 3010.02, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.46, 2024 be read a third time and adopted.

<u>Purpose:</u>	To allow for a single detached dwelling and agriculture	<u>Folio:</u> E-02073.005
<u>Civic:</u>	3005 Naramata Road	<u>Legal:</u> Lot 2, Plan KAP26537, District Lot 207, SDYD
<u>OCP:</u>	Commercial (C)	<u>Zone:</u> General Commercial (C)

Proposed Development:

This application is seeking to amend the zoning of the subject property in order to allow for an existing structure on the property to be converted to a single detached dwelling, and to allow for agriculture.

In order to accomplish this, the following land use bylaw amendments are being proposed by the applicant:

- Amend the land use designation under Schedule ‘B’ (OCP Map) of the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 3010, 2023, from Commercial (C) to Agriculture (AG; and
- Amend the zoning under Schedule ‘2’ (Zoning Map) of the Okanagan Valley Zoning Bylaw No. 2800, 2022, from General Commercial (C1) to agriculture One (AG1).

In support of the rezoning the applicant has stated that:

- *Property [sic] is in the ALR and ALC wants to see the property [sic] and neighbouring lot both returned to AG1 zoning in the latest OCP. (ALC File 46842 Page 4).*
- *Neighbouring lot (3015 Naramata Rd) mentioned above is non-conforming and ALC (residential + business [sic] on commercial)*
- *Wanting to renovate [sic] interior of building to residential (primary residence) and turn lower property into a nursery/farm crop (trees plants, vegetables, etc.)*

Background:

On September 11, 2024, a Public Information Meeting (PIM) was held virtually on Webex and was attended by one members of the public.

At its meeting of September 9, 2024, the Electoral Area “E” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

At its meeting of October 3, 2024, 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 October 17, 2024.

All comments received to date in relation to this application are included with this report.

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

Analysis:

Administration considers that the proposed rezoning is intended to realign the zoning of this property to reflect the allowances of the Agricultural Land Commission.

As such, the proposal is seen to be consistent with the Electoral Area “E” OCP, which includes policies speaking to “support(ing) the use of land designated Agriculture (AG) ... for agricultural use”.

Further, the proposed rezoning would also be consistent with the recommendations by the ALC, as the proposed rezoning would clarify that agricultural uses are permitted on the property.

Lastly, both proposed uses for the subject site have been considered. Use of the existing building as a single detached dwelling is permitted in the AG1 Zone, and the use of a ‘nursery’ is generally considered “agriculture”, subject to compliance with the provisions of the zoning bylaw and ALR Use Regulations.

In summary, the proposed rezoning is seen to align the zoning of this property with the regulations of the Agricultural Land Commission and is consistent with the Electoral Area “E” OCP Bylaw.

Financial Implications:

Financial implications have been considered and none were found.

Communication Strategy:

The proposed bylaw amendments have been notified in accordance with the requirements of the *Local Government Act* as well as the Regional District’s Development Procedures Bylaw No. 2500, 2011.

Alternatives:

1. THAT first, second and third readings of the Electoral Area “E” Official Community Plan Amendment Bylaw No. 3010.02, 2024, and the Okanagan Valley Zoning Amendment Bylaw No. 2800.46, 2024, be rescinded and the bylaws abandoned.

Respectfully submitted:

Colin Martin

Colin Martin, Planner I

Endorsed By:



C. Garrish, Senior Manager of Planning

Attachments:

No. 1 – Applicant’s Site Plan

Attachment No. 1 – Site Photo



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3010.02, 2024

**A Bylaw to amend the Electoral Area “E”
Official Community Plan Bylaw No. 3010, 2023**

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 “E” Official Community Plan Amendment Bylaw No. 3010.02, 2024”
2. The Official Community Plan Bylaw Map, being Schedule ‘B’ of the Electoral Area “E” Official Community Plan Bylaw No. 3010, 2023, is amended by changing land use designation on the land described as District Lot 2, Plan KAP26537, Lot 207, SDYD and shown shaded yellow on Schedule ‘A’, which forms part of this Bylaw, from Commercial (C) to Agriculture (AG).

READ A FIRST AND SECOND TIME this 3rd day of October, 2024.

PUBLIC HEARING held on this 17th day of October, 2024.

READ A THIRD TIME this ____ day of _____, 2024.

ADOPTED this this ____ day of _____, 2024.

Board Chair

Corporate Officer

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



File No. E2024.014-ZONE

[illegible]

Amendment Bylaw No. 3010.02, 2024
(E2024.014-ZONE)

Page 2 of 2

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2800.46, 2024

A Bylaw to amend the Okanagan Valley Zoning Bylaw No. 2800, 2022

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 “Okanagan Valley Zoning Amendment Bylaw No. 2800.46, 2024.”
2. The “Okanagan Valley Zoning Bylaw No. 2800, 2022,” is amended by changing the land use designation on the land described as Lot 2, Plan KAP26537, District Lot 207, SDYD, shown yellow on Schedule ‘A’, which forms part of this Bylaw, from General Commercial (C1) to Agriculture One (AG1).

READ A FIRST AND SECOND TIME this 3rd day of October, 2024.

PUBLIC HEARING held on this 17th day of October, 2024.

READ A THIRD TIME this _____ day of _____, 2024.

ADOPTED this this _____ day of _____, 2024.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

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

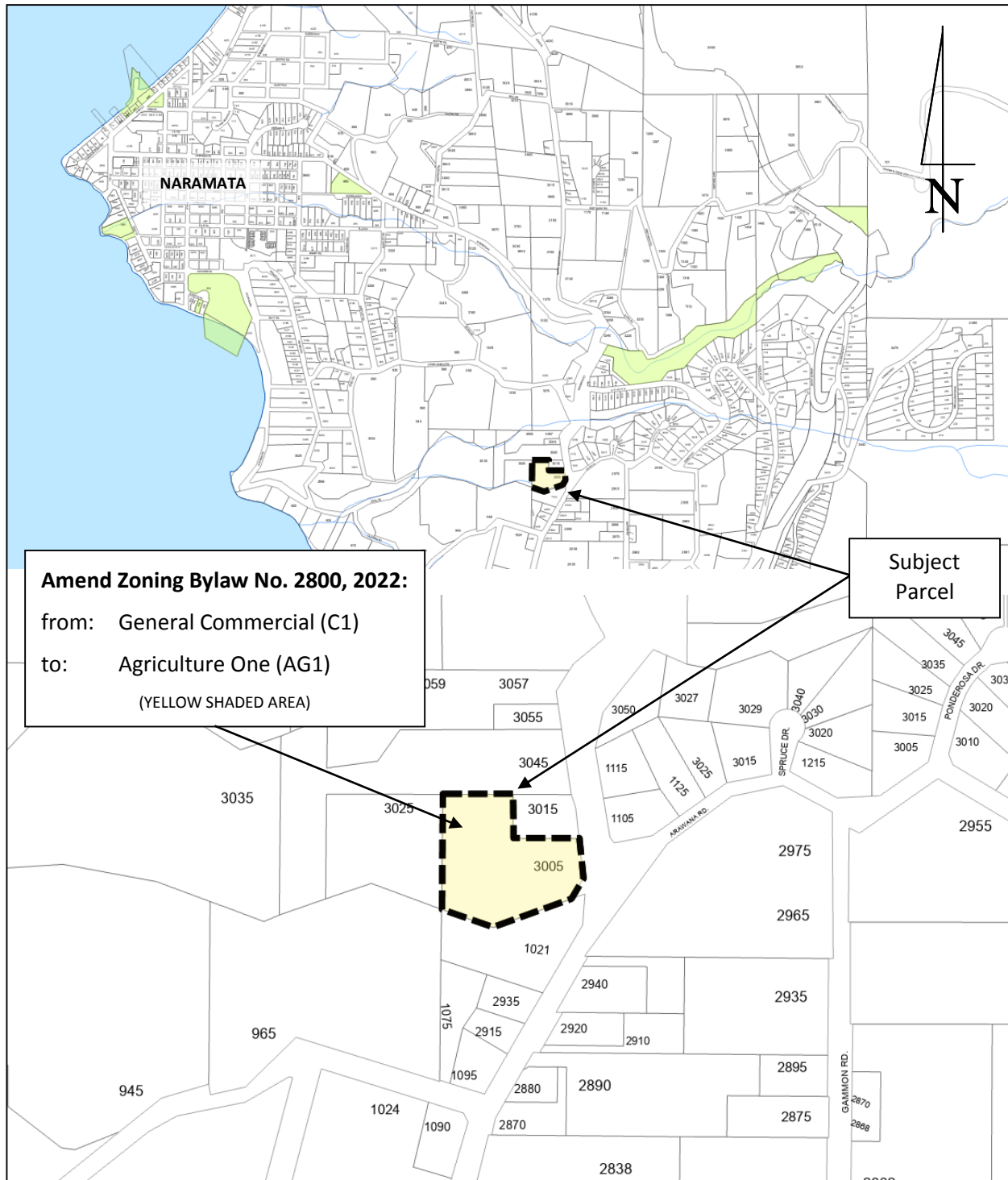
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2800.46, 2024

File No. 2800.46, 2024

Schedule 'A'



Amendment Bylaw No. 2800.46, 2024
(E2024.014-ZONE)

Page 2 of 2

Lauri Feindell

Subject: FW: Rezoning Referral | E2024.016 | 3005 Naramata Road

From: ALC Referrals ALC:EX <ALC.Referrals@gov.bc.ca>
Sent: Monday, August 12, 2024 3:50 PM
To: Jerritt Cloney <jcloney@rdos.bc.ca>
Subject: RE: Rezoning Referral | E2024.016 | 3005 Naramata Road

Jerritt

The ALC has not objection to the proposed bylaw amendment from C1 to AG1 as the 0.9 ha parcel lies within the ALR.

Regards



Martin Collins,
Regional Planner | Agricultural Land Commission
201 – 4940 Canada Way, Burnaby, BC, V5G 4K6
T 604-953-6673 |
www.alc.gov.bc.ca

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July 29, 2024

Attention: Jerri Cloney

RE: Zoning Bylaw Amendment Referral (E2024.014-ZONE)

The Territorial Stewardship Division would like to acknowledge receipt of the above referral. The Okanagan Indian Band ("OKIB") has conducted a desktop review of the project. The location of the project to which the referral relates is within Syilx (Okanagan Nation) territory, and may have impacts on Syilx Aboriginal Title and Rights, which OKIB holds as part of the Syilx. However, the project is located outside the OKIB's Area of Responsibility as a member of the Syilx. At this time, we defer to the Lower Similkameen Indian Band and Penticton Indian Band for a more in depth review. Please keep us informed of any updates or changes to the project as this may change our assessment and our view on the need for further consultation with OKIB.

liml?mt | Thank You

Julie Richard
Referrals Management Clerk
Territorial Stewardship Division
Okanagan Indian Band
12420 Westside Road
Vernon BC, V1H 2A4
Office: 250-542-7132
Cell: 250-309-5217

Lauri Feindell

From: Zone 5 Property Referrals <Zone5PropertyReferrals@fortisbc.com>
Sent: Friday, August 9, 2024 2:29 PM
To: Planning
Subject: RE: Rezoning | E2024.016 | 3005 Naramata Road - Fortis Property Referral #2024-955 - Due Aug 26 - Okanagan-Similkameen

Good day,

With respect to the above noted file, FortisBC Energy Inc. (Gas) has reviewed the subject proposal and has no objections or concerns. **Note that there is an existing gas service line to the current premise. If an abandonment or alteration is required due to demolition, renovation or building on the gas line location, please contact: 1-888-224-2710 or visit FortisBC.com([here](#)) to guide an online application in order to initiate the planning process.**

If you have any questions or concerns, please do not hesitate to ask!

Thank you,

Ryan Mohr - ASCT - EIT
Planning and Design Technologist II
Kelowna, BC
Office: 250-258-1431
Email: Ryan.Mohr@fortisbc.com



From: Referrals <Referrals@fortisbc.com>
Sent: Tuesday, July 30, 2024 10:50 AM
To: Zone 5 Property Referrals <Zone5PropertyReferrals@fortisbc.com>
Subject: Rezoning | E2024.016 | 3005 Naramata Road - Fortis Property Referral #2024-955 - Due Aug 26 - Okanagan-Similkameen

Fortis Property Referral #2024-955

Please review the attached / below and provide your comments directly to planning@rdos.bc.ca by **August 26, 2024**.

If a Statutory Right of Way is required, please copy referrals@fortisbc.com in on your response so that we may update our records.

Thank you,

Liz Dell
Lands Department, Property Services Assistant
16705 Fraser Highway | Surrey BC V4N 0E8
P: 778-578-8038 / referrals@fortisbc.com

From: Jerritt Cloney <jcloney@rdos.bc.ca>
Sent: Friday, July 26, 2024 11:07 AM
Cc: Jerritt Cloney <jcloney@rdos.bc.ca>
Subject: [External Email] - Rezoning Referral | E2024.016 | 3005 Naramata Road

CAUTION: This is an external email.
Do not respond, click on links or open attachments unless you recognize the sender.

Hello,

Please find attached a Referral Sheet for a Rezoning application, along with this link to our web page with the relevant documentation, [here](#).

Please review and submit any comments or concerns to planning@rdos.bc.ca by August 26, 2024.

For any questions in the interim, please contact the undersigned below.

Cheers,



Jerritt Cloney CPT • Planner I
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
p. 250-490-4108 x 4152 • ff. 1-877-610-3737 • f. 250-492-0063 • www.rdos.bc.ca • jcloney@rdos.bc.ca

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ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: Rural Economic Diversification and Infrastructure Program – Grant Application for KVR

Administrative Recommendation:

THAT the Regional District submit a grant application under the Rural Economic Diversification and Infrastructure Program (REDIP) for resurfacing an eight km section of the KVR trail above Naramata, between the Glenfir parking lot and Adra tunnel.

Purpose:

To secure up to \$600,000 to upgrade/resurface an eight-kilometer segment of the Kettle Valley Rail (KVR) trail. Grant funds may also be used for amenities (benches/tables/signage, etc.) along the trail.

Reference:

Rural Economic Diversification and Infrastructure Program: [Rural Economic Diversification and Infrastructure Program \(REDIP\) - Province of British Columbia \(gov.bc.ca\)](https://www.gov.bc.ca/redip/)

Background:

Supported by Rec, Sites and Trails BC (RSTBC), the RDOS has been upgrading segments of the KVR and Similkameen Rail trails to develop a Region-wide trail network. The section of the KVR trail from Penticton to the Glenfir trailhead north of Naramata is fully developed as a recreational trail and public use has grown significantly in the past 3 years. The next logical segment for upgrade/resurfacing is the 8km segment between the Glenfir parking and Adra tunnel then beyond to Chute Lake.

If completed, this newly upgraded rail trail segment will provide improved access to the Adra Tunnel, a centerpiece of the original Kettle Valley Railway. Adra tunnel is 486m in length and the largest tunnel on the KVR. It has been closed to the public for many years due to its poor condition. A dedicated group of volunteers has worked over the past 2 years to re-open the tunnel and make it safe and accessible for recreational users. The group has raised over \$575,000 in funding, along with over \$250,000 of in-kind labor, equipment, and services.

Financial Implications:

The grant will cover 80% of the cost of upgrades. The remaining 20% (up to \$120,000) may be covered by Regional Trail capital reserve funding which is considered in the 2024 budget allocation.

Alternatives:

THAT the Regional District does not submit a grant application under the Rural Economic Diversification and Infrastructure Program (REDIP) for resurfacing an eight km section of the KVR trail above Naramata, between the Glenfir parking lot and Adra tunnel.

Respectfully submitted:

"J. Shuttleworth"

J. Shuttleworth, Parks & Facilities Manager

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: September 5, 2024

RE: **Memorandum of Understanding with BC Transit on Future Transit Service Expansion 2026/2027**

Administrative Recommendation:

THAT the Board supports the signing of a Memorandum of Understanding with BC Transit for future transit service expansion.

Purpose:

To present a proposed expansion of service by BC Transit, in alignment with the most recent transit service plan, with specific reference to expanding service of Route 70 and a proposed additional service in Oliver and Osoyoos. To allow budget planning by BC Transit, this MOU is to demonstrate a commitment by the RDOS to assist in procuring service funding and resources. Noting this MOU, if signed will only come into place if BC Transit are able to secure Provincial funding for vehicles.

Reference:

Attached copy of Memorandum of Understanding from BC Transit.

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

2.2 To meet public needs through the continuous improvement of key services.

Background:

These initiatives are derived from recommendations outlined in the most recent transit service plan received by the Board and validated in collaboration with RDOS staff.

The proposed expansion of service is broken into two service areas:

1. Introduction of Saturday service and expanded evening service for Route 70 from Penticton to Kelowna, to commence in January 2026;
2. Creation of local services within Osoyoos and Oliver to connect to existing Route 40 service, to commence in September 2027.

Analysis:

Current service for the proposed expansion areas is described below:

1. Route 70 currently operates service Monday to Friday with four return trips between Penticton and downtown Kelowna, connecting passengers from other regional routes (10,

20, 40 and 50) to access services and inter regional transport in the Central Okanagan. This service is accommodate with a **3,181 hour** service allocation by the Transit Operator.

2. Currently Osoyoos is serviced by Route 41 with a twice daily internal service, which operates as a feeder service to Route 40. Route 40 connects Osoyoos, Oliver, Okanagan Falls and Kaleden to Penticton with a twice daily service. Oliver is serviced by two transit stops, at Oliver Hospital and the corner of Co-op/Kootenay. There is currently no dedicated service for Oliver. The current service is provided by under the Osoyoos Para Transit Service, with a **2,448** hour service allocation by the Transit Operator.

The proposed service expansions for each service area is detailed below:

1. An increase of service hours by **2,000** across the year to allow Saturday and evening services to be implemented. This increase is a 62% increase in service hours with 1 additional transit bus.
2. This proposed service will develop dedicated transit services for Osoyoos and Oliver to service these communities and connect key locations within their locality. Total service hours for this expansion will be **3,000** hours and include 3 transit buses. This increase is a 122.55% increase in service hours on the Osoyoos Para Transit service.

Financial Implications:

The financial implications for the RDOS Regional Transit Budget are as follows:

1. The proposed expansion of Route 70 will see an estimated additional annual net municipal share fee of **\$165,552** for the 2026 Budget Year, with ongoing costs for future Budget years. The current service net municipal share fee from BC Transit for Regional Transit is \$275,586;
2. The proposed expansion for Oliver/Osoyoos for the 2027 budget year would require a review of the existing Osoyoos Para Transit service and the associated Bylaw (2741, 2016) to ensure these are fit for purpose. The estimated additional annual net municipal share will be **\$238,387**, with ongoing costs for future Budget years. This Transit Service would serve Electoral Areas A and C, along with the Town of Osoyoos and Town of Oliver.

Alternatives:

The Board does not support the signing of the Memorandum of Understanding and service remains at the existing level.

Communication Strategy: *(Outline the communications efforts being undertaken to ensure this initiative is communicated appropriately.)*

N/A

Respectfully submitted:

Matthew Weller

M. Weller, Sustainability Manager

Endorsed by:

J. Zaffino, Chief Administrative Officer



07/10/2024

Attn: Matthew Weller
Sustainability Coordinator
Regional District of Okanagan Similkameen

Re: Transit Improvement Program - 3 Year Transit Expansion

Dear Matthew,

The purpose of this letter is to confirm transit service expansion plans for 2025/26 and the subsequent two years. BC Transit confirms service expansion plans with local government partners on an annual basis. This process supports BC Transit in developing operating and capital budget submissions that reflect the growth trajectory established through service expansion funding commitments.

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize your request for provincial funding to support service expansion. This MOU summarizes specific transit expansion initiatives for the next three operating years from 2025/2026 through to 2027/2028. These initiatives are derived from recommendations outlined in the most recent transit service plan received by your Board and validated in collaboration with local government staff.

Transit service expansion investments are important components to sustaining and growing a successful transit system. These investments in your transit system come with several considerations. To support Board decision making, we have provided updated order-of-magnitude costing for each transit service initiative. These are based on the estimated annual increase to revenue service hours, or in some cases the estimated increases to the Taxi Supplement budget for Custom Transit. If your expansion requires additional vehicles, this is identified and factored into estimated total costs. As always, if expansion requests exceed available provincial funding or vehicle availability, BC Transit's expansion prioritization process will be used to determine which service priorities receive funding.

As we experienced through our 2023 Transit Improvement Program, we expect to see significant demand for expansion resources coming from local governments this year. While we are making every effort to increase the availability of expansion resources to meet this demand, we expect that we will be unable to fulfill all requests that we receive through this process. In addition to the extraordinary demand, the transit industry continues to experience more advanced lead times for the procurement and delivery of buses, and more limited availability of certain vehicle types. Despite these challenges, we are continuing to support key expansion priorities in the short term while ensuring that the identified demand is reflected in our long-term capital planning process. By conveying proposed transit service expansion initiatives as far in advance as possible, we are seeking to achieve four important goals:

1. Ensure 3-year expansion initiatives are consistent with the expectations of local governments.
2. Provide local government partners with enhanced 3-year forecasts that identify longer term funding requirements.
3. Ensure transit system infrastructure investments needed to support transit service expansion plans are aligned with transit service expansion initiatives identified in both local government and BC Transit's 3-year operating budgets and the long-term capital plans.
4. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's Service Plan funding request to the Province. Following confirmation of the provincial budget, I will confirm with you if supporting provincial funding was secured and initiate a transit service implementation plan and work with local government to advance any capital infrastructure planning that may be required to ensure alignment with transit service expansion initiatives. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed initiatives.

We ask that a signed copy of this letter be returned to BC Transit by September 20, 2024. If you are unable to meet this deadline, please contact me at your earliest convenience.

A handwritten signature in dark ink, appearing to be 'BW', written in a cursive style.

Bart Walman
Manager, Government Relations
BC Transit

Three-Year Transit Expansion Plan

Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives for the 2025/26 fiscal year with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon receipt of this MOU, we will confirm funding from the Province on your behalf. Please keep in mind that should vehicles be procured to support your expansion following agreement to the MOU and a determination is made that an expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of one-year.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 1 (2025/26)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2025/26	January	2,000	1	30,524	337,190	165,552
		Description	Introduce service on Saturdays and expand evening service on the route 70 Kelowna/Penticton.			

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives with an estimated costing based on the hourly rates of your existing system. Please ensure that these initiatives are consistent with your local government expectations. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES – YEAR 2 & 3 (2026/27 – 2027/28)						
AOA Period	Estimated In Service	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2026/27	September	3,000	3	31,828	550,861	238,387
		Description	Introduction of local service within Oliver and Osoyoos, connecting to Route 40 and local destinations.			

Approval

On behalf of the **Regional District of the Okanagan Similkameen**, I/we are confirming to BC Transit to proceed with the request for funding to the Province on our behalf for the 2025/26 Fiscal year, and that we will budget accordingly for the initiatives identified above and will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details and capital initiatives are confirmed.

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

On behalf of BC Transit

Signature:  _____

Date: 07/10/2024

Name: Bartley Walman

Position: Manager, Government Relations

ADMINISTRATIVE REPORT

TO: Protective Services Committee

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: **2024/2025 UBCM CEPF Disaster Risk Reduction-Climate Adaptation Grant for two Fully Equipped Tiger Dam Trailers**

Administrative Recommendation:

THAT the Board submit an application for the 2024/2025 Disaster Risk Reduction-Climate Adaptation (DRR-CA) Grant under the Union of BC Municipality's Community Emergency Preparedness Fund (CEPF)

THAT the Board supports a regional application that includes Lower Similkameen Indian Band, Village of Keremeos, and Town of Osoyoos.

Purpose:

To secure provincial funding for the purchase of two Tiger Dam flood mitigation system trailers and provide region wide training.

Reference:

UBCM DRR-CA 2024/25 Program and Application Guide

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

Key Success Drivers 2&3 – Focus on Customer Experience & Build a Sustainable Region

Goal 2.2 To meet public needs through the continuous improvement of key services

Goal 3.1 To develop a socially sustainable region

Background:

The Union of British Columbia Municipalities' (UBCM) Community Emergency Preparedness Fund (CEPF) Disaster Risk Reduction-Climate Adaptation (DRR-CA) Program is designed to assist local governments in improving disaster preparedness and mitigating risks from natural hazards in a changing climate. In 2023, the RDOS was successfully awarded \$150,000 under this program to conduct a comprehensive Hazard, Risk, and Vulnerability Analysis (HRVA), which is currently in progress. In recent years, multiple freshet events have resulted in overland flooding across various communities, significantly impacting critical infrastructure, private properties, and public assets. While the Province typically supports the RDOS Emergency Operations Centre (EOC) during response phases, local governments are responsible for preparedness measures under

the *Emergency and Disaster Management Act*. Securing the necessary tools to aid emergency response personnel in preparing for these events can substantially reduce the severity of flood impacts.

Currently, the RDOS supports homeowners by providing sand and sandbags through more than 30 sandbag centers across the region. However, sandbags have limitations, including a short lifespan and environmental concerns related to transportation, storage, and disposal after use. In contrast, the Tiger Dam system offers a more sustainable and cost-effective flood mitigation solution. The system is reusable, easily deployed and transported, and requires minimal staffing for setup and takedown, providing a more efficient alternative for flood response.

To enhance regional flood preparedness, the RDOS Protective Services Department, in partnership with the Lower Similkameen Indian Band, Village of Keremeos, and Town of Osoyoos, has prepared a regional application for \$600,000 to manage the funding, facilitate the purchase of two regional Tiger Dam trailers, and coordinate the related training on behalf of our partners.

Analysis:

The proposed project involves the acquisition of two fully equipped Tiger Dam trailers, which will serve as regional assets to enhance both preparedness and response efforts during freshet and localized flooding events. These trailers will significantly improve the Regional District of Okanagan-Similkameen's (RDOS) capacity to respond swiftly and effectively to flood emergencies across the region.

Currently, the Emergency Management and Climate Readiness (EMCR) program maintains a limited supply of Tiger Dams, often resulting in delayed availability due to existing deployments or extended lead times. The addition of these trailers will ensure the rapid deployment of Tiger Dam systems, providing critical infrastructure protection and enhancing community resilience. By standardizing equipment and training, we will empower frontline responders, staff, and volunteers to confidently and effectively deploy Tiger Dams during flood events. This approach fosters regional collaboration, reduces administrative duplication, and saves costs by streamlining efforts across municipal and First Nations Governments.

The two Tiger Dam units will be stationed strategically for rapid deployment: one in Coalmont (Area "D") and the other in Kaleden (Area "I"). These locations will ensure efficient maneuvering to affected communities as needed. Furthermore, the RDOS will provide annual training to local fire departments and emergency personnel, enhancing their readiness to assist during Tiger Dam deployments.

Financial Implications:

The DRR-CA Grant will support up to 100% of eligible expenses through Category 2 – Non-structural activities stream for this project.

Alternatives:

1. Not apply for the Disaster Risk Reduction-Climate Adaptation Grant for 2 Tiger Dam trailers
2. Not support the joint application of the Disaster Risk Reduction-Climate Adaptation Grant for two Tiger Dam trailers

Communication Strategy:

If the application is approved by the Board and is successful in obtaining the necessary funding, the news will be released via an information release on the RDOS website and social media outlets.

Respectfully submitted:

"Gilbert Chan"

Select report author...

Endorsed by:

"Sean Vaisler"

Sean Vaisler, Manager of Emergency Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: **Permissive Tax Exemption**

Administrative Recommendation:

THAT Bylaw No. 3096, 2024, being a bylaw of the Regional District of Okanagan-Similkameen to exempt specific properties from property taxation be read a first, second and third time and be adopted.

Reference:

Local Government Act Section 391

Background:

The Board, at its discretion, may grant an exemption to eligible organizations from taxes payable to the RDOS for the upcoming tax year. Organizations within a member municipality's taxing jurisdiction make application for property tax exemption directly to the member municipality.

Annually, the RDOS invites qualifying non-profit organizations to apply. Notifications of the exemption application process and July 31 deadline are advertised in local area newspapers in early June and again in early July.

Historically the Board has relied upon the amount of demonstrative benefits each exempted group provides to the community. For example, due to the vast amount of land that a cross-country ski club uses, the amount of taxes on the land would make the fees for cross-country skiing too expensive for everyone wishing to participate in this activity. The golf courses are partial exemptions to offset the public access portions of the fees and all three are municipally owned.

Analysis:

Estimated 2025 taxes are based on 2024 assessment data and tax rates.

All exemptions whether statutory or permissive are reviewed by BC Assessment who make the final determination.

Breakdown by Electoral Area

	2024	2025
Electoral Area "C"	\$ 19,771	\$ 19,169
Electoral Area "D"	\$ 16,407	\$ 13,062
Electoral Area "E"	\$ 2,230	\$ 2,133
Electoral Area "F"	\$ 2,714	\$ 2,642
Electoral Area "G"	\$ 4,479	\$ 4,540
Electoral Area "H"	\$ 4,770	\$ 3,635
Electoral Area "I"	\$ 976	\$ 1,162
	<u>\$ 51,348</u>	<u>\$ 46,342</u>

2025 Property Tax Exemption Requests

Organization	Area	Civic Address	2024 RDOS Est Tax Exemption	2025 RDOS Est Taxes Based on 2024 Assessments	Taxable amount	2025 RDOS Est Tax Exempt Portion
Fairview Mountain Golf Club Society	C	933 Old Golf Course Rd.	\$ 16,997	\$ 16,607	\$ 3,321	\$ 13,286
Okanagan Gleaners*	C	507 Road 3	\$ -	\$ 2,482	\$ 496	\$ 1,986
South Okanagan Sportsmen Association	C	398 Sportsmen's Bowl Rd.	\$ 394	\$ 431		\$ 431
South Okanagan Sportsmen Association	C	352 Sportsmen's Bowl Rd.	\$ 1,467	\$ 2,451		\$ 2,451
The Natures Trust	C	Island Way Rd. Oliver Rural	\$ 914	\$ 1,015		\$ 1,015
OK Falls Heritage & Museum Society	D	1145 Main St.	\$ 4,654	\$ 4,799		\$ 4,799
Okanagan Falls United Church**	D	1108 Willow St.	\$ 673	\$ -		\$ -
South Skaha Housing Society	D	5081 - 8th Avenue	\$ 8,263	\$ 8,263		\$ 8,263
Royal Canadian Legion OK Falls	D	5009 Veterans Way	\$ 2,817	\$ -		\$ -
Naramata Museum (RDOS Ownership)	E	214 Robinson Ave.	\$ 2,230	\$ 2,133		\$ 2,133
Penticton Shooting Sports Association	F	1767 Hwy 97	\$ 2,714	\$ 2,642		\$ 2,642
Hedley Sports Association	G	Fourth St.	\$ 963	\$ 912		\$ 912
Hedley Sports Association	G	1396 Scott Ave.	\$ 220	\$ 236		\$ 236
Keremeos Cawston Sportsmen Association	G	2486 Upper Bench Rd.	\$ 2,710	\$ 2,779		\$ 2,779
Nickel Plate X-Country Ski Club	G	Penticton Rural	\$ 586	\$ 613		\$ 613
Princeton Golf Club	H	350 Highway 3	\$ 4,770	\$ 4,543	\$ 909	\$ 3,635
City of Penticton - leased to Golf Course	I	600 Comox St.	\$ 976	\$ 1,162		\$ 1,162
			<u>\$ 51,348</u>	<u>\$ 51,069</u>	<u>\$ 4,727</u>	<u>\$ 46,342</u>

* Okanagan Gleaners - new applicant this year. There is a house on the property that is being rented out for profit. An estimate of 80% of the property is being used for not-for-profit activities by the applicant.

** Okanagan Falls United Church was included in 2024 but meets the criteria for the statutory tax exemptions provided by the provincial legislation. Statutory tax exemptions are directly assigned by BC Assessment.

*** Keremeos Elks Lodge and Royal Canadian Legion OK Falls did not submit an application.

The above table is the approximate amount of property taxes foregone by exemption.

Respectfully submitted:

"Katharina Ernst"

K. Ernst, Accountant II Financial Analyst

Endorsed by:

"Noelle Evans-MacEwan, CA, CPA"

Noelle Evans-MacEwan, Chief Financial Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 3096, 2024

A bylaw to exempt property tax assessments.

WHEREAS the Board of the Regional District of Okanagan-Similkameen is empowered by the *Local Government Act* to exempt certain land and improvements;

AND WHEREAS it is deemed desirable and expedient to exempt specific properties from property taxation;

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

1 CITATION

- 1.1 This Bylaw shall be cited as the "Regional District of Okanagan-Similkameen Property Tax Exemption Bylaw No. 3096, 2024".

2 INTERPRETATION

- 2.1 Pursuant to Section 391 (1) of the *Local Government Act*, the following parcels of land shall be exempt from taxation with respect to land and improvements for the year 2025:

<u>Owners Name</u>	<u>Legal Description</u>
Naramata Museum Society	Parcel A, Bl 3, DL 210 SDYD, PI 519 715-00565.105

- 2.2 Pursuant to Section 391 (4) of the *Local Government Act*, the following parcels of land shall be exempt from taxation with respect to land and improvements for the year 2025:

<u>Owners Name</u>	<u>Legal Description</u>
Keremeos-Cawston Sportsmen Association	Parcel A, PI B6949, DL 319, SDYD 716-2752.000
South Okanagan Sportsmen Association	Lot 3, PI 4041, DL 2450S, SDYD Portion L 727 714-6485.000 and Lot 1, PI 13268, DL 2450S, SDYD Portion L 727 714-6485.100
Fairview Mountain Golf Club Society (to the extent of an 80% exemption for improvements for clubhouse excluding residential portion of facility)	Lot 1, PI KAP62023, DL 2450S SDYD 714-6476.020
OK Falls Heritage & Museum Society	Lot 9, PI 34520, DL 374, SDYD 714-796.090

City of Penticton (leased to golf course)	Lot A, PI 40972, DL 2 366 367, ODYD (Portion outside Municipal Boundary) 715-2713.010
Nickel Plate X-Country Ski Club	SDYD, SUP 11350 716-10308.000
Princeton Golf Club (to the extent of an 80% exemption for improvements for clubhouse facility)	Block B, DL 1091, SDYD 717-895.600, except Plan KAP75166
Hedley Sports Association	Lot 13-15, Block 8, PI 2565, DL 2482, SDYD 716-09035.000, 716-09035.002
Penticton Shooting Sports Association	ODYD, DL 2499 Except Plan H397 41847, For Mobile Folio C/REF 89000.100, 777-09000.100
The Natures Trust	Lot B, PL 89970, DL 2450S, 714-05353.070
Okanagan Gleaners (to the extent of an 80% exemption excluding residential portion of facility)	Lot A, PLAN KAP91732, District Lot 2450S, Similkameen Div of Yale Land District, 714-05468.001

- 2.3 Pursuant to Section 15 (1) (p) of the *Taxation (Rural Area) Act*, the following parcels of land should be exempt from taxation with respect to land and improvements for the year 2025:

<u>Owners Name</u>	<u>Legal Description</u>
South Skaha Housing Association	Lot 1, KAP 12558, District Lot 374, Similkameen Div of Yale Land District, Okanagan Falls Townsite

READ A FIRST, SECOND, AND THIRD TIME this 17th day of October, 2024

ADOPTED BY 2/3 VOTE this day of , 2024

Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: J. Zaffino, Chief Administrative Officer

DATE: October 17, 2024

RE: Video Surveillance – RDOS Landfills

Administrative Recommendation:

THAT the Board of Directors approve the installation of 2 replacement and 1 new video surveillance cameras at Campbell Mountain Landfill, located at 1765 Reservoir Road, Penticton; AND

THAT the Board of Directors approve the installation of one video surveillance camera at Okanagan Falls Landfill, located at 3751 Allendale Lake Road, Okanagan Falls; AND

THAT the Board of Directors approve the installation of two video surveillance cameras at Oliver Landfill, located at 498 Saddle Ridge Road, Oliver; AND

THAT the Board of Directors approve the installation of one video surveillance camera at the Keremeos Transfer Station, located at 860 El Rancho Drive, Keremeos.

Purpose:

To obtain approval for the installation of surveillance cameras in accordance with RDOS Policy.

Reference:

RDOS Video Surveillance Policy (attached)

Freedom of Information and Protection of Privacy Act

Business Plan Objective:

KSD 1.1 – to be an effective, fiscally responsible organization.

KSD 1.2 – to be a healthy and safe organization.

KSD 1.4 – to embrace technology for service delivery, information and efficiencies.

KSD 4.4 – to develop a responsive, transparent, effective organization.

Background:

The RDOS may use video surveillance on their buildings or properties to protect the security of its people, assets, and properties. Video surveillance systems that record images of individuals are subject to the *Freedom of Information and Protection of Privacy Act*.

The RDOS Video Surveillance Policy was developed to ensure that the RDOS complies with the legislative requirements and outlines those areas for authorization, use, and data management.

Analysis:

In accordance with the RDOS Video Surveillance Policy, staff must report to the Board before introducing new video surveillance systems in any Regional District facilities, parks, or properties and demonstrate how video surveillance will clearly meet the criteria of the policy.

The Campbell Mountain Landfill has experienced a number of thefts, including most recently in March of 2024, when three gas tanks of RDOS vehicles were drilled, \$5,000 worth of lumber was stolen, and several tools were also taken.

The Okanagan Falls Landfill has experienced a number of break-ins where gate locks were drilled, security fences were cut, and tools and equipment stolen. The facility has had video surveillance cameras in the past, but these cameras have been tampered with and vandalized to the point that they are no longer functional.

The Oliver Landfill and Keremeos Transfer Station have experienced a number of break-ins and their security fences have required repairs on multiple occasions as a result.

Staff have taken other safety measures, including installing security fences, sensor lights, and signage onsite to deter vandals and theft; however, these measures have not proven effective to date. It has been determined that additional measures, in the form of new and replacement video surveillance cameras, are needed in order to prevent theft and vandalism, improve staff safety, and to assist law enforcement incident investigations.

Privacy Impact Assessments have been completed for all four locations under consideration.

Cameras will operate 24 hours a day. In accordance with the RDOS Video Surveillance policy, access to view recordings is limited to the Corporate Officer and Manager of IT. A request for access to view footage must come to either of these positions from the RCMP or from a designated staff member.

Financial Implications:

The installation of video surveillance cameras at these four facilities should act as a deterrent and reduce the number of incidents, resulting in a decrease in costs to repair or clean up damage and the replacement of stolen items.

Should the Board of Directors approve the installation of new and replacement video surveillance cameras, a request for two or more competitive quotes will be issued and evaluated in order to purchase and install the required equipment.

Alternatives:

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1. THAT the installation of video surveillance cameras at Campbell Mountain Landfill be declined.
 2. THAT the installation of a video surveillance camera at Okanagan Falls Landfill be declined.
 3. THAT the installation of video surveillance cameras at Oliver Landfill be declined.
 4. THAT the installation of a video surveillance camera at Keremeos Transfer Station be declined.
 5. THAT additional safety or security measures be attempted prior to the installation of video surveillance cameras at one or more of the proposed locations.

Communication Strategy:

In accordance with the RDOS Video Surveillance Policy signage, indicating that the area is being recorded by surveillance cameras for theft and vandalism prevention, will be posted in the vicinity of the cameras.

Respectfully submitted:

"Marc Aucoin"

M. Aucoin, Legislative Services Coordinator

Endorsed by:

"Christy Malden"

C. Malden, Corporate Officer

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

POLICY: Video Surveillance Policy

AUTHORITY: Board Resolution dated June 15, 2017.
Administrative Review dated September 25, 2023.

POLICY STATEMENT

The Regional District of Okanagan-Similkameen wishes to make use of video surveillance systems to better protect the security of its people, assets and property. The Regional District does not wish to impair personal privacy any more than is warranted to provide necessary and reasonable protection of its property against vandalism, theft, damage and destruction. Video surveillance systems will be installed only after other security methods have been considered or attempted and have been found to be insufficient or unworkable. Before implementing a new surveillance system or expanding an existing video surveillance system, the need for introducing or expanding the video surveillance is to be provided in writing and approval must be granted by the Board of Directors.

PURPOSE

To establish guidelines for the use of video surveillance technology consistent with the *Freedom of Information and Protection of Privacy Act*, in furtherance of the Regional District's activities to protect its property and the safety of those using it.

Use of video for purposes other than surveillance (ie. blurred images used for use volume or counting purposes only) and which does not impact personal privacy, is not contemplated in this policy, and would proceed under an alternate process.

DEFINITIONS

FIPPA Head means the person or persons named to this position by Regional District of Okanagan-Similkameen bylaw.

Open Public Space means the grounds of any real property, or portions of real property, owned or subject to a right of occupancy by the Regional District to which the public is invited or permitted to be on.

Personal Information means recorded information about an identifiable individual, other than contact information.

Privacy Impact Assessment (PIA) means an assessment that is conducted to determine if an enactment, system, project or program meets the requirements of the *Freedom of Information and Protection of Privacy Act*.

Regional District means Regional District of Okanagan-Similkameen.

Video surveillance system means a mechanical, electronic, or digital surveillance system or device that enables continuous or periodic video recording, observing or monitoring of individuals, assets or property.

PRIVACY CONSIDERATIONS

Video surveillance systems that record images of individuals collect personal information and therefore are subject to the *Freedom of Information and Protection of Privacy Act*.

Video surveillance systems are to be clearly visible and marked by signage. This signage will state the following:

"This area is monitored by video surveillance to protect persons and property. For further information please contact the Regional District of Okanagan-Similkameen Freedom of Information & Protection of Privacy Head, 101 Martin Street, Penticton BC or 250-492-0237."

Video surveillance systems may be restricted to times when incidents are most likely to occur.

RESPONSIBILITIES

The FIPPA Head is responsible for:

- Ensuring the establishment of procedures for the use of video surveillance equipment, including the random audit of such procedures.
- Confirming signage is posted in accordance with the policy.
- Documenting the reason for implementation of a video surveillance system at the designated area.
- Maintaining a record of the location of the video camera equipment.
- Maintaining a list of personnel who are authorized to access and operate the system.
- Maintaining a record of the times when video surveillance will be in effect.
- Retaining and/or destroying any recorded information in accordance with this policy.

The Manager of Information Services or designate is responsible for the life cycle management of authorized video surveillance systems including, but not limited to, specifications, installation, maintenance, replacement, disposal and related requirements. Equipment specifications and standards are to follow corporate policy.

Regional District staff, contractors and/or consultants are responsible to review and comply with the policy in performing their duties and functions related to the operation of video surveillance systems. No employee, consultant or contractor shall knowingly or deliberately breach the policy.

PROCEDURES

Installation and Placement

- Video surveillance will not be installed in locations where confidential or private activities or functions which are normally carried out may be viewed.
- Cameras will not be directed to look through windows of buildings.
- Installation of video recording equipment should be restricted to areas identified as high crime areas, public nuisance areas or where Regional District or other property has been stolen or damaged in the past.
- Covert surveillance, ie. hidden cameras without signage, is not contemplated under this policy.

Video Surveillance Access, Use, and Disclosure

- Within the Regional District, access to video surveillance information is limited to the following individuals:
 - FIPPA Head or designate
 - Chief Administrative Officer
- Images recorded by a video surveillance system will be stored in a locked facility as determined by the FIPPA Head. Physical and computer-related security will be in place at all times to prevent unauthorized access to the recording equipment and images.
- Use of video surveillance information is to be for the purposes of investigation of an incident.
- Information Services staff may have access to surveillance systems for the purposes of system installation, maintenance, trouble-shooting, repair or upgrade. They will not access images recorded in the system unless that is necessary for these system purposes.
- Images may be disclosed to police or another law enforcement agency for the purposes of a law enforcement investigation or proceedings. The Regional District also may use and disclose images for its own investigations

and proceedings. Images will otherwise be disclosed only to comply with a subpoena, warrant or order issued by a court, person or body in Canada with jurisdiction to compel disclosure.

- Any requests for access to incident-specific information must be referred to the FIPPA Head.
- Before introducing new video surveillance systems in any Regional District facilities, parks, or public spaces, the need for video surveillance will clearly meet the criteria of this Policy and the installation will conform to this Policy and be approved by the Board of Directors. When considering the proposal, staff will provide a report to the Board outlining the following:
 - a. Incident reports respecting vandalism, theft, property damage, and safety concerns.
 - b. Safety or security measures currently in place or attempted before installing video surveillance.
 - c. Safety or security problems that video surveillance is expected to resolve.
 - d. Areas and times of operation.
 - e. Expected impact on personal privacy.
 - f. How the video surveillance will benefit the Regional District or is related to Regional District business.
 - g. How the benefits are expected to outweigh any privacy rights as a result of video surveillance.
- A privacy impact assessment will be conducted for each proposed surveillance system and for expansion of an existing system. This will be done before the report to the Board of Directors is prepared.

RESPONDING TO UNAUTHORIZED ACCESS, USE OR DISCLOSURE

If the Regional District has reason to believe that unauthorized access to, use or disclosure of video surveillance system images or data has or may have occurred, it will promptly investigate the matter and take reasonable steps to remedy the matter, including by retrieving any images or data and stopping the unauthorized access, use or disclosure. The Regional District also will assess whether any affected individuals should be notified and will notify them in appropriate cases where it is possible to do so. The Regional District will also assess, and implement, measures to prevent unauthorized access, use or disclosure in future.

RETENTION AND DESTRUCTION

Images and other data recorded by a video surveillance system will be retained for 30 days after recording. Images and data relating to an incident reported to or identified by the Regional District will be retained until the completion of all related investigations and proceedings are completed.

When recorded information which contains personal information about an individual reveals an incident and the Regional District uses this information to make a decision that directly affects the individual, the information will be retained for one (1) year after the decision has been made.

Images and other data that are to be disposed of will be destroyed in a secure and permanent manner.