



REGIONAL DISTRICT OF CENTRAL OKANAGAN  
REGULAR BOARD MEETING  
AGENDA

Monday, April 27, 2020  
7:00 p.m.  
Woodhaven Board Room  
1450 K.L.O. Road, Kelowna, BC

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Pages

1. CALL TO ORDER

Chair Given acknowledged that this meeting is being held on the traditional territory of the syilx/Okanagan peoples.

2. ADDITION OF LATE ITEMS

3. ADOPTION OF THE AGENDA

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1 Regional Board Meeting Minutes - March 23, 2020

7 - 10

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

THAT the Regional Board meeting minutes of March 23, 2020 be adopted.

5. CORRESPONDENCE

5.1 Okanagan Basin Water Board Meeting Highlights - April 8, 2020

11

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

THAT the Okanagan Basin Water Board meeting highlights of April 8, 2020 be received for information.

## 6. CORPORATE SERVICES

- 6.1 **Continuity of Local Authority Services - Central Okanagan Essential Services Agreement** 12 - 22

*(All Directors - Weighted Vote - Simple Majority - LGA 210)*

Recommended Motion:

**THAT** the Board approve the Central Okanagan Essential Services Agreement and authorize the Regional Board Chair and CAO to execute this agreement on behalf of the Regional District.

- 6.2 **COVID-19 Response Measures - Economic Response and Recovery** 23 - 38

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

**THAT** The Regional Board receive for information the Regional Economic Response Action Team and Regional Recovery Task Force report dated April 27, 2020.

- 6.3 **COVID-19 Response Actions** 39 - 42

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

**THAT** the Regional Board receive for information the April 23, 2020 report

## 7. FINANCIAL SERVICES

- 7.1 **Temporary Measures In Consideration of COVID-19 Pandemic - Utility Bill Late Payment Penalties** 43 - 52

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

**THAT** the Regional Board receive for information, the April 20, 2020 Utility Billing Late Payment Penalties During Pandemic report from the Director of Financial Services.

- 7.2 **RDCO Solid Waste Management Regulation Amendment Bylaw No. 1451, 2020** 53

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

**THAT** RDCO Solid Waste Management Amendment Bylaw No. 1451, 2020 be given first, second and third readings and adopted.

- 7.3 **RDCO Central Okanagan East Sewer Systems Amendment Bylaw No. 1452, 2020** 54

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT Central Okanagan East Sewer Systems Amendment Bylaw No. 1452, 2020 be given first, second and third readings and adopted.

**7.4 RDCO Water Systems Regulations Amendment Bylaw No. 1453, 2020 55**

*(Stakeholder Vote - Central Okanagan East & West - Weighted Vote - Majority - LGA 209.2)*

Recommended Motion:

THAT RDCO Water Systems Regulations Amendment Bylaw No. 1453, 2020 be given first, second and third readings and adopted.

**7.5 RDCO Killiney Beach Water System Fees & Charges Amendment Bylaw No. 1454, 2020 56 - 57**

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT RDCO Killiney Beach Water System Fees & Charges Amendment Bylaw No. 1454, 2020 be given first, second and third readings and adopted.

**7.6 RDCO Falcon Ridge Water System Fees & Charges Amendment Bylaw No. 1455, 2020 58 - 59**

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT RDCO Falcon Ridge Water System Fees & Charges Amendment Bylaw No. 1455, 2020 be given first, second and third readings and adopted.

**7.7 RDCO Sunset Ranch Water System Fees & Charges Amendment Bylaw No. 1456, 2020 60 - 61**

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT RDCO Sunset Ranch Water System Fees & Charges Amendment Bylaw No. 1456, 2020 be given first, second and third readings and adopted.

**7.8 RDCO Dietrich Water System Fees & Charges Amendment Bylaw No. 1457, 2020 62 - 63**

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT RDCO Dietrich Water System Fees & Charges Amendment Bylaw No. 1457, 2020 be given first, second and third readings and adopted.

**7.9 RDCO Westshore Estates Water System Fees & Charges Amendment Bylaw No. 1458, 2020 64 - 65**

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT Westshore Estates Water System Fees & Charges Amendment Bylaw No. 1458, 2020 be given first, second and third readings and adopted.

**7.10 RDCO Upper Fintry, Shalal Road and Valley of the Sun Water System Fees & Charges Amendment Bylaw No. 1459, 2020**

66 - 67

*(All Directors - Weighted Vote - Simple Majority - LGA 209.2)*

Recommended Motion:

THAT Upper Fintry, Shalal Road and Valley of the Sun Water System Fees & Charges Amendment Bylaw No. 1459, 2020 be given first, second and third readings and adopted.

**8. COMMUNITY SERVICES**

**8.1 Extension Request for Application Z18/01 - OCP Amendment Bylaw No. 1274-06 & Zoning Amendment Bylaw No. 871-246**

68 - 76

C. Roy (owner) c/o Kent Macpherson (agent) 6972 Barcelona Drive East - Central Okanagan West Electoral Area

*(Custom Vote - Electoral Areas - 1 Director, 1 Vote)*

Recommended Motion:

THAT the Regional Board approve a one-year extension for File No. Z18/01 (OCP Amendment Bylaw No. 1274-06, Zoning Amendment Bylaw No. 871-246).

**8.2 OCP Amendment Bylaw No.1304-02 (Application Z19/06) - First Reading**

77 - 99

R. Schoenherr (owner), c/o G. Fedoriuk (agent) - 4429 June Springs Road - Central Okanagan East Electoral Area

*(Custom Vote - Electoral Areas & Kelowna Fringe Area - 1 Director, 1 Vote)*

Recommended Motion:

THAT OCP Amendment Bylaw No. 1304-02, for R. Schoenherr (owner), located at 4429 June Springs Road be given first reading.

**8.2.1 Zoning Amendment Bylaw No. 871-258 - First Reading**

4429 June Springs Road, Central Okanagan East Electoral Area

To permit the existing outdoor recreation ropes course/zipline business

*(Custom Vote - Electoral Areas & Kelowna Fringe Area - 1 Director, 1 Vote)*



Recommended Motion:

**THAT** Zoning Amendment Bylaw No. 871-258 (application Z19/06) be given first reading;

**AND FURTHER THAT** scheduling of a Public Hearing be withheld pending:

- Receipt of comments from Ministry of Forests, Lands, Natural Resource Operations and Rural Development (Resource Management Branch);
- Receipt of comments from Interior Health Authority; and
- Receipt of confirmation from the owner that the public access over the KLO creek trail will be maintained.

**8.3 Zoning Amendment Bylaw No. 871-261 - First Reading**

100 - 112

S. Tulloch (owner) c/o D. Tulloch (agent) - 6880 Sierra Drive (Central Okanagan East Electoral Area)

To permit a secondary suite by rezoning the subject property from RU2 Rural 2 to RU2s Rural 2 (Secondary Suite)

*(Custom Vote - Electoral Areas & Kelowna Fringe Area - 1 Director, 1 Vote)*

Recommended Motion:

**THAT** Zoning Amendment Bylaw No. 871-261 be given first reading;

**AND FURTHER THAT** application Z20/03 be scheduled for a Public Hearing.

**9. ENGINEERING SERVICES**

**9.1 RDCO Solid Waste Management Plan Approval**

113 - 165

*(All Directors - Unweighted Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

**THAT** the Regional Board approve the final Solid Waste Management Plan with amendments required by the Minister of Environment in his letter dated February 2, 2020.

**10. PARK SERVICES**

No Board reports.

**11. NEW BUSINESS**

**11.1 Community Emergency Preparedness Fund - Emergency Operations Centre & Training Grant Application**

166 - 167

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

**THAT** the Regional Board supports submitting a grant application under the Union of British Columbia Municipalities' – Community Emergency Preparedness Fund for the region's Emergency Operations Centre.

**11.2 Central Okanagan East Grant In Aid Request**

168

Joe Rich Ratepayer's and Tenant's Society

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Recommended Motion:

**THAT** a Central Okanagan East Electoral Area grant in aid in the amount of \$400 be allocated to the Joe Rich Ratepayer's and Tenant's Society to assist in the expense for an information mail out to residents of Joe Rich community.

**12. DIRECTOR ITEMS**

**13. ADJOURN**

**Minutes of the *REGIONAL BOARD MEETING* of the Regional District of Central Okanagan held at the Regional District offices, 1450 KLO Road, Kelowna, B.C. on Monday, March 23, 2020**

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Directors: J. Baker (District of Lake Country)  
M. Bartyik (Central Okanagan East Electoral Area)  
C. Basran (City of Kelowna) *(via electronic attendance)*  
W. Carson (Central Okanagan West Electoral Area)  
M. DeHart (City of Kelowna)  
C. Fortin (District of Peachland) *(via electronic attendance)*  
G. Given (City of Kelowna)  
C. Hodge (City of Kelowna) *(via electronic attendance)*  
G. Milsom (City of West Kelowna) *(via electronic attendance)*  
B. Sieben (City of Kelowna) *(via electronic attendance)*  
L. Stack (City of Kelowna)  
L. Wooldridge (City of Kelowna) *(via electronic attendance)*  
J. Coble (Westbank First Nation) *(via electronic attendance)*

Absent: S. Johnston (City of West Kelowna)

Staff: B. Reardon, Chief Administrative Officer  
T. Cashin, Director of Community Services  
J. Foster, Director of Communication & Information Services  
D. Komaika, Director of Engineering Services  
M. Kopp, Director of Parks Services  
M. Rilkoﬀ, Director of Financial Services *(via electronic attendance)*  
M. Drouin, Manager-Corporate Services (recording secretary)

**1. CALL TO ORDER**

Chair Given called the meeting to order at 7:15 p.m.

The meeting is being held on the traditional territory of the syilx/Okanagan Peoples.

*Roll call was taken as some board members were in attendance electronically.*

**2. ADDITION OF LATE ITEMS**

There were no late items for the agenda.

**3. ADOPTION OF THE AGENDA**

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

**#56/20**      BAKER/BARTYIK

THAT the agenda be adopted.

CARRIED Unanimously

**4.      ADOPTION OF MINUTES**

- 4.1      Regional Board Meeting Minutes – March 12, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#57/20**      STACK/DEHART

THAT the Regional Board meeting minutes of March 12, 2020 be adopted.

CARRIED Unanimously

**5.      CORRESPONDENCE**

- 5.1      Okanagan Basin Water Board Meeting Highlights - March 5, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#58/20**      BARTYIK/BAKER

THAT the Okanagan Basin Water Board meeting highlights of March 5, 2020 be received for information.

CARRIED Unanimously

**6.      FINANCIAL SERVICES**

- 6.1      Westside Regional Wastewater Treatment Plant - TWAS Budget Revision (*Weighted Stakeholder Vote (West Kelowna & Peachland) – Simple Majority – LGA 209*)

**#59/20**      FORTIN/MILSOM

THAT the Board receive the report on the Thickened Waste Activated Sludge (TWAS) Vault project at the Westside Regional Waste Water Treatment Plant and approve the revised Budget of \$1,900,000.

CARRIED Unanimously

- 6.2      2020-2024 5-Year Financial Plan (Final Draft) (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#60/20**      STACK/BAKER

THAT the Board receive for information the updated and 2020-2024 Financial Plan documentation.

CARRIED Unanimously

- 6.3      Regional District of Central Okanagan 2020-2024 Financial Plan Bylaw No. 1449, **1st, 2nd and 3rd Readings and Adoption** (All Directors - Weighted Vote - Majority - LGA 210.1) [LGA 228 2/3 vote cast for adoption]

**#61/20**      BAKER/DEHART

THAT Regional District of Central Okanagan 2020-2024 Financial Plan Bylaw No. 1449 be given first, second and third readings and adopted.

CARRIED Unanimously

- 6.4      Regional District of Central Okanagan Revenue Anticipation Borrowing 2020 Bylaw No. 1450, **1st, 2nd and 3rd Readings and Adoption** (All Directors - Weighted Vote - Majority - LGA 210.1) [LGA 228 2/3 vote cast for adoption]

**#62/20**      BAKER/STACK

THAT Regional District of Central Okanagan Revenue Anticipation Borrowing 2020 Bylaw No. 1450 be given first, second and third readings and adopted.

CARRIED Unanimously

- 6.5      Community Works Fund Approval (All Directors - Weighted Vote - Simple Majority - LGA 210.1)

**#63/20**      CARSON/BARTYIK

THAT the Regional Board approves the use of \$301,700 of Gas Tax – Community Works Funds to complete the proposed projects listed in this report and as reflected in the RDCO 2020-2024 Five-Year Financial Plan.

CARRIED Unanimously

**7. COMMUNITY SERVICES**

- 7.1 Agricultural Land Commission Application (A-19-04). S & P Sandher (owner/applicant), 4381 Old Vernon Road, Central Okanagan East Electoral Area *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

**#64/20**

**HODGE/BARTYIK**

THAT the Regional Board support Agricultural Land Commission Application A-19-04, applicant S. & P. Sandher, to allow a non-farm use to occur within the Agricultural Land Reserve pursuant to Section 11.2 of the Agricultural Land Commission Act, on part of the following property: Lot C, District Lots 121 and 122, ODYD, Plan KAP63914.

AND FURTHER THAT staff be directed to forward the subject application to the Agricultural Land Commission for consideration.

CARRIED Unanimously

**8. NEW BUSINESS**

No new business.

**9. DIRECTOR ITEMS**

No business requiring Board consideration.

**10. ADJOURN**

There being no further business the meeting was adjourned at 7:47 p.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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G. Given (Chair)

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Brian Reardon (Chief Administrative Officer)



**Okanagan Basin**  
WATER BOARD

## BOARD REPORT: April 8, 2020

1450 KLO Road, Kelowna, BC V1W 3Z4  
P 250.469.6271 F 250.762.7011  
[www.obwb.ca](http://www.obwb.ca)

### Okanagan Basin Water Board Meeting Highlights

#### **OBWB Directors**

**Sue McKortoff - Chair,**  
Regional District of Okanagan-Similkameen

**Cindy Fortin - Vice-Chair,**  
Regional District of Central Okanagan

**Victor Cumming,** Regional  
District of North Okanagan

**Rick Fairbairn,** Regional  
District of North Okanagan

**Bob Fleming,** Regional District  
of North Okanagan

**James Baker,** Regional  
District of Central Okanagan

**Colin Basran,** Regional District  
of Central Okanagan

**Toni Boot,** Regional District of  
Okanagan-Similkameen

**Rick Knodel,** Regional District  
of Okanagan-Similkameen

**Chris Derickson,** Okanagan  
Nation Alliance

**Bob Hrasko,** Water Supply  
Association of B.C.

**Denise Neilsen,** Okanagan  
Water Stewardship Council

The next regular meeting of  
the OBWB will be 10 a.m.  
Tuesday, May 5, 2020.  
Location to be determined.

**Water Board work continues despite office closure:** In response to the COVID-19 pandemic, Water Board staff are working from home as much as possible, and our offices are now closed to the public, following the recommendations of provincial and federal officials to help “flatten the curve.” Staff continue to receive emails and voicemail messages and are responding as they are able. All meetings have been moved online until further notice. Contact details are available at [www.OBWB.ca/contact](http://www.OBWB.ca/contact).

**Directors approve community water grants:** The Board approved \$350,000 in funding for 16 projects through its Water Conservation and Quality Improvement Grant Program. There were 21 applications this year with a total ask worth \$448,186. Last year, the board voted to increase the program by \$50,000 for the first time since it began in 2006, recognizing the importance of the program, the rise in inflation and growing interest in the grants. Applicants were required to show valley-wide benefit and collaboration. The board voted to support an additional project, separate from the grant program, acknowledging that it is a good fit with another OBWB initiative. Applicants will be notified of the results in the days ahead.

**Annual state of Okanagan water supply webinar set for April 16:** The OBWB is hosting its annual Water Supply Webinar on Thurs., April 16, 11 a.m. to 12 noon. This online seminar will include updates on the current state of reservoir levels, snow pack, groundwater, as well as a look at the weather and wildfire forecast. This event will be of interest to local government staff and elected officials, the agricultural community, water managers, water professionals and others. Details posted soon at [www.OBWB.ca](http://www.OBWB.ca).

**Milfoil control moves from rototilling to harvesting:** The milfoil control crew is completing rototilling work in valley lakes and will be heading into the maintenance shop to prepare their machines for harvesting season. Rototilling (de-rooting) the invasive weed is the most effective control method, but can only be done when temperatures are below 10 degrees Celsius when the plant cannot re-root. Harvesting (or mowing) is done in summer. The crew is following physical distancing measures, and other best practices while working, to prevent the spread of COVID-19.

**B.C. AquaHacking Challenge goes fully virtual:** The AquaHacking Challenge BC 2020 Semi-Final went ahead as a fully virtual event on March 21. Participants, judges, mentors and others, logged in remotely to hear and see teams from across Canada pitch solutions to some of B.C.’s greatest water challenges. Some 195 participants registered from post-secondary institutes across B.C., Alberta, Ontario and Quebec, forming 30 teams. In the end, 20 teams pitched at the semi-final. The public was invited to join participants and judges and tune in for the announcement of the five finalists during a Facebook Live event. The five finalists include *Atlantis* from Vancouver, addressing flood risk, *Ozero* from Quebec, tackling invasive zebra and quagga mussels, *Elite* and *Hydrodynamic Labs*, both from Kelowna and both addressing stormwater contamination, and *Agricultural Decision Support* from Victoria and Toronto, also working on stormwater contamination. These teams are now competing for \$50,000 in seed funding and placement in a start-up incubator to further refine their solution and bring it to market. Find their pitches on the OBWB’s Okanagan WaterWise Facebook page at [https://bit.ly/BC-AH\\_semi-final\\_FBLive](https://bit.ly/BC-AH_semi-final_FBLive). A date for the final is still to be determined, but will also be virtual.



# Regional Board Report

**TO:** Regional Board

**FROM:** Brian Reardon, CAO

**DATE:** April 15, 2020

**SUBJECT:** Ministerial Order 7 – Continuity of Local Authority Services

**Voting Entitlement:** All Directors – Weighted Corporate Vote – Simple Majority – LGA s. 210

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**Purpose:** To seek Board approval to enter an essential services agreement that provides mutual aid for drinking water, waste water treatment, and solid waste management services between all jurisdictions in the Central Okanagan.

## Executive Summary:

On March 26<sup>th</sup>, 2020 the Minister of Public Safety and Solicitor General issued Ministerial Order M084 declaring that local authorities must exercise “best efforts” to enter into Assistance agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that wastewater and drinking water services are maintained.

Regional District engineering and corporate services staff have been collaborating with their Municipal and First Nations counterparts to understand what would be needed if such an agreement was put in place. We are fortunate to have similar processes and technology in the Central Okanagan that would allow us to operationalize this initiative subject to receiving a brief, intensive orientation session and thereafter being supported by junior operators from that plant.

The Central Okanagan Essential Services Agreement attached to this report has been reviewed and endorsed by the Central Okanagan CAO Committee. If approved by the Board, it will meet our legislative obligations associated with Ministerial Order M084.

## RECOMMENDATION:

**THAT** the Board approve the Central Okanagan Essential Services Agreement and authorize the Regional Board Chair and CAO to execute this agreement on behalf of the Regional District.

Respectfully Submitted:

A handwritten signature in black ink that reads "Brian Reardon".

Brian Reardon, CAO



## Background:

On March 26<sup>th</sup>, 2020 the Minister of Public Safety and Solicitor General issued Ministerial Order M084 declaring that local authorities must exercise “best efforts” to enter into Assistance agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that wastewater and drinking water services are maintained.

A regional approach has been taken in identifying all of the “Local Authorities” in the Central Okanagan:

- District of Peachland
- District of Lake Country
- City of West Kelowna
- City of Kelowna
- Regional District of Central Okanagan
- Westbank First Nation \*

It should be noted that Ministerial Order M084 does not over-ride First Nations jurisdiction nor the independent authority they have. For clarity, Westbank First Nation is recognized as a self-governing body as provided for in the *2005 Westbank First Nation Self-Governing Agreement with Canada*. This Agreement reflects a government-to-government relationship within the framework of the Canadian constitution.

The order refers to **critical services** that are identified by the Local Authority, usually through their business continuity plan. Critical services for business continuity purposes, are defined as those functions and processes that, should they not be performed, could lead to loss of life or injury, personal hardship to citizens, damage to the environment, or significant loss of revenue or assets. This includes services that should it not be performed, could lead to the loss of a major service delivery function.

For the Regional District of Central Okanagan these critical services include:

1. Drinking water source control, treatment and conveyance to its customers;
2. Waste water trunk main collection, treatment and disposal service to its customers; and
3. Solid Waste Management recycling, collection, and disposal services.

Regional District engineering and corporate services staff have been collaborating with their Municipal and First Nations counterparts to understand what would be needed if an “Assistance Agreement” was put in place. We are fortunate to have similar processes and technology in the Central Okanagan that would allow us to operationalize this initiative subject to:

- receiving a brief, intensive orientation session, and
- thereafter being supported by junior operators from that plant

A draft “Central Okanagan Essential Services Agreement” has been presented to and approved by the Central Okanagan CAO Committee after conferring with EMBC regarding the cost recovery provisions.

**Financial Considerations:**

The “*Central Okanagan Essential Services Agreement*” is a hybrid mutual aid agreement with cost recovery provisions for the Responding Party coming from the Requesting Party who then remits a claim through EMBC for eligible costs. It is intended to be cost neutral for both parties while mitigating the risks of a critical systems shutdown due to COVID-19.

**Organizational Issues:**

From a business continuity perspective, the investment into this hybrid mutual aid agreement will pay off with dividends should one of our regional partners’ critical services succumb to COVID-19 and require assistance. Much like the Regional Emergency Operations Centre model, we are stronger and more resilient as a region by supporting one another.

Safety concerns with potable water and environmental concerns associated with waste water treatment and disposal are two obvious essential services provided directly by RDCO employees. Solid waste management, recycling and garbage collection are deemed to be essential services due to potential environmental concerns.

**External Implications:**

This “*Essential Services Agreement*” is yet another example of regional collaboration and cooperation amongst its members and will strengthen our working relationships going forward.

**Alternative Recommendation:**

The purpose of the report is to exercise “*best efforts*” to enter into Assistance Agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic. It is also intended to bring us into compliance with Ministerial Order 7 – Continuity of Local Authority Services declared by the Province on March 26<sup>th</sup>, 2020.

Accordingly, staff do have an alternate recommendation at this time.

Attachment(s): Central Okanagan Essential Services Agreement

## CENTRAL OKANAGAN ESSENTIAL SERVICES AGREEMENT

THIS AGREEMENT is dated for reference the \_\_\_\_\_ day of April, 2020.

**BETWEEN:**

The **Regional District of Central Okanagan**, a regional district incorporated pursuant to the *Local Government Act* and having its business office at 1405 KLO Road, Kelowna, British Columbia, V1W 3Z4 (the "RDCO")

OF THE FIRST PART

**AND:**

The **District of Peachland**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 5806 Beach Avenue, Peachland, British Columbia, V0H 1X7 ("Peachland")

OF THE SECOND PART

**AND:**

The **City of West Kelowna**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 2760 Cameron Road, West Kelowna, British Columbia, V1Z 2T6 ("West Kelowna")

OF THE THIRD PART

**AND:**

The **City of Kelowna**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 1435 Water Street Kelowna BC, V1Y 1J4 ("Kelowna")

OF THE FOURTH PART

**AND:**

The **District of Lake Country**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 10150 Bottom Wood Lake Road Lake Country, British Columbia, V4V 2M1 ("Lake Country")

OF THE FIFTH PART

**AND:**

**Westbank First Nation**, a self-governing First Nation in Canada pursuant to its *Self-Government Agreement with Canada* and having its business office at 515 Highway 97 South, Kelowna, British Columbia, V1Z 2J2 ("Westbank")

OF THE SIXTH PART

**WHEREAS:**

- A. ASSISTANCE is the sharing of supplies, equipment, personnel, information, or other resources across political boundaries; and,
- B. By Ministerial Order M084, the Minister of Public Safety and Solicitor General has declared that local authorities must exercise “best efforts” to enter into Assistance agreements with neighbouring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that wastewater and drinking water services are maintained; and
- C. ESSENTIAL SERVICES for the purpose of this agreement include water, waste water and solid waste infrastructure; and
- D. The Parties desire to enter into an Agreement whereby supplies, equipment, personnel, information, or other resources of any Party can be deployed to assist the other Parties during an emergency;
- E. Westbank First Nation, Peachland, West Kelowna, Kelowna, Lake Country, and the Regional District of Central Okanagan consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where the resources of their own resources are insufficient, request Assistance from the others to bring the situation under control.

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

**Interpretation**

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

Assistance under this Agreement.

**The Request for Assistance**

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

**The Provision of Assistance**

6. The CAO of a Party from whom Assistance has been requested under this Agreement shall immediately upon receiving the request determine, in their sole discretion, as soon as reasonably possible whether and to what extent the supplies, equipment, personnel, information, or other resources of their local government may be deployed to assist the Requesting Party and shall thereafter deploy to the extent available such supplies, equipment, personnel, information, or other resources.
7. Nothing in this Agreement requires the CAO of a Responding Party from whom Assistance has been requested under this Agreement to deploy supplies, equipment, personnel, information, or other resources to assist a Requesting Party that the CAO has determined are unavailable or are required to provide service within their local government.
8. All supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party under this Agreement shall, for the duration of the time that the Assistance is being provided under this Agreement, be under the direction of the CAO of the Requesting Party who shall adhere to recognized principles of accountability for responder personnel safety.
9. The Requesting Party is responsible for ensuring that any workers from the Responding Party understand the Safe Work Procedures required to undertake the tasks needed to assist and that all safety equipment and proper protective equipment is provided by the Requesting Party.

10. The CAO of a Responding Party may, in their sole discretion, recall at any time for whatever reason any resource provided by their local government to the Requesting Party under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.
11. Upon being notified, whether verbally or in writing, that the CAO of a Responding Party has recalled supplies, equipment, personnel, information, or other resources under section 9 of this Agreement, the CAO of the Requesting Party shall immediately release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that was recalled by the CAO of the Responding Party.
12. The CAO of a Requesting Party shall, as soon as practicable, release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that is no longer required to assist in Requesting local government.
13. The CAO of a Requesting Party shall release and return to the Responding Party all equipment or other resources provided by the Responding Party in the same working condition as when it was accepted by the Requesting Party.

#### **The Cost of Assistance**

14. The Requesting Party shall reimburse the Responding Party for all labour and equipment costs plus any consumable items used during the Emergency Situation and any equipment that is damaged beyond repair or destroyed as a result of the event.
15. The Requesting Party shall pay the Responding Party all costs described in clause 14 above, within 30 days from receipt of invoice from the Responding Party.
16. The Requesting Party shall be responsible for seeking recovery of costs for payments made to the Responding Party in clause 15 above, through EMBC or other senior level government program under which these costs are recoverable.

#### **Waiver and Indemnification**

17. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors and, without limiting the generality of the foregoing, in respect of or in any way related to the decision of a CAO as to the level of Assistance, if any, or the withdrawal of Assistance to be provided under this Agreement.

18. No Party to this Agreement, nor its elected officials, officers, employees, agents, volunteers or contractors, shall be liable to any other Party to this Agreement in respect of the decision of a CAO as to the level of Assistance, if any, or the withdrawal of Assistance to be provided under this Agreement.
19. The Requesting Party shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Assistance under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the negligence of the Assisting Party.
20. In the event that a Responding Party acts independently of the Requesting Party then the Responding Party shall not be entitled to any indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Responding Party in connection with the Assistance.

#### **Insurance**

21. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of ten million (\$10,000,000.00), dollars and each such policy shall add all other Parties to this Agreement as additional named insured when rendering Assistance pursuant to this Agreement.
22. Each Party shall maintain insurance coverage on its own equipment.
23. Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own local government.
24. This Agreement shall be in force for a period of Two Years (24 months) commencing on the date of its execution by all Parties.

#### **Termination**

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

termination.

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

### **Miscellaneous Provisions**

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



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

The Corporate Seal of the  
**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
was hereunto affixed in the presence of:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

The Corporate Seal of the  
**CITY OF WEST KELOWNA**  
was hereunto affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

The Corporate Seal of the  
**DISTRICT OF LAKE COUNTRY**  
was hereunto affixed in the presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

The Corporate Seal of  
**WESTBANK FIRST NATION**  
was hereunto affixed in the presence of:

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Chief Administrative Officer

END OF AGREEMENT



# Regional Board Report

**TO:** Regional Board

**FROM:** Corie Griffiths  
Director of Economic Development and Bylaw Services

**DATE:** April 27, 2020

**SUBJECT:** Regional Economic Response Action Team and Regional Recovery Task Force

**Voting Entitlement:** All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

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**Purpose:** To provide an update on the RDCO Economic Development Commission's (COEDC) response to the economic impact of the COVID-19 pandemic to date and the Economic Response Action Team and Regional Mayors' and WFN Chief's Economic Recovery Task Force (Economic Recovery Task Force).

## Executive Summary:

The Central Okanagan economy, like economies worldwide, is impacted by the COVID-19 pandemic. Central Okanagan communities, led by the COEDC, are serving the region by establishing and implementing a regional approach to economic response and recovery.

The regional strategy is two-pronged and includes:

- I. Short term **Economic Response Action Team** to help local businesses “**weather the storm**” over the next several months
  - Focus is on ensuring public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue.
  - Led by the Central Okanagan Economic Development Commission (COEDC) with input from business community stakeholders the development of immediate and short term response activities.
- II. Long term **Regional Mayors' and Westbank First Nation Chief's Economic Task Force ( Regional Economic Recovery Task Force)** to develop a strategy to “**emerge stronger**”
  - Task Force will provide Central Okanagan Communities a forum for identifying economic recovery needs.
  - Position and advocate for anticipated stimulus program funding for Central Okanagan businesses and their employees.
  - At a political level, communicate Central Okanagan needs with One Voice.
  - Identify available areas for collaborative projects to support economic recovery.

**Next Steps**

The COEDC will lead the Economic Response Action Team and support the Economic Recovery Task Force to develop and implement actions of the response and recovery Action Plans. Economic impacts of the COVID-19 pandemic are broad and constantly evolving. The Economic Response Action Team and Economic Recovery Task Force Action Plans are expected to evolve as the region responds to a changing landscape.

**RECOMMENDATION:**

**THAT** The Regional Board receive for information the Regional Economic Response Action Team and Regional Recovery Task Force report dated April 27, 2020.

Respectfully Submitted:



Corie Griffiths  
Director of Economic Development and Bylaw Services

Approved for Board's Consideration



Brian Reardon, CAO

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**Implications of Recommendation:**

Strategic Plan:	Supports the RDCO Strategic Priorities of Economic Development
Financial	Current Action Plan activities are supported by the resources already approved in the 2020 Budget for the Economic Development Commission. No additional resources are requested at this time

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**Background:**

The Economic Development Commission has provided a broad range of programming supporting the economic vitality of the region and implemented the economic directives of the Regional District of Central Okanagan since 1978.

The Central Okanagan economy, like economies worldwide, is being impacted by the Covid-19 pandemic. Central Okanagan communities, led by the COEDC, are serving the region by establishing and implementing a regional approach to economic response and recovery.

The COEDC has coordinated with partners in the establishment of response and recovery strategies in two-phased regional approach:

A.) Short-term **Regional Response Action Team** to help local businesses “weather the storm”

The short-term response phase (1-3 months) will focus on ensuring public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue.

B.) **Regional Mayors and Westbank First Nation Recovery Task Force** (Regional Recovery Task Force) will guide the strategy to “emerge stronger”

The long-term recovery phase (4-18 months) will focus on emerging from this crisis stronger and encouraging new opportunities for economic prosperity. To develop a long-term economic recovery plan to reenergize the Central Okanagan economy, retain business base and support employers and workers in getting people back to work as soon as possible following the response phase.

The Central Okanagan Economic Development Commission to date is:

- Serving as a conduit for local economic development/business support organizations to encourage a coordinated regional approach to response and recovery
  - The COEDC coordinates weekly meetings with the Economic Response Action Team, including municipal and WFN economic development officers, all chambers of commerce/boards of trade, business service providers (i.e. Community Futures, Accelerate Okanagan) and Tourism Kelowna.
  - Economic Response Action Team has been meeting weekly since March 27, 2020 (Completed meeting dates: March 27, April 5, April 12 and April 20)
- Communicating key information and updates to the business community
  - InvestKelowna.com/covid19, published March 16, 2020, and updated daily.
  - InvestKelowna.com/taskforce, announced April 15, 2020.
  - Distribution of weekly COEDC newsletters distributed to approximately 2,500 recipients updating the region on community support initiatives, business resources and Federal and Provincial announcements.
  - Weekly email updates provided to the COEDC Advisory Council.
  - Social Media and blog posts to promote community support initiatives and amplify key messages.
- Continually updating a centralized regional webpage and translating funding announcements published by Federal and Provincial business supports into plain language.
  - Relevant resources are housed at InvestKelowna.com/covid19, commencing March 16, 2020, and updated daily at minimum.
- Acting as a concierge service by offering 1:1 support and guidance to business.

- Monitoring and advocating on behalf of local business needs to provincial and federal bodies without creating additional burden for businesses.
  - In an attempt to avoid “death by survey” and increasing the burden on businesses, the Region is working with BC Economic Development Association, Small Business BC and the BC Chamber to access Central Okanagan specific data from regular province-wide surveys.
- Engaging the COEDC Advisory Council and Executive.
  - Working through the COEDC’s established 45-member Advisory Council to maintain an inflow-outflow of information to a cross section of major industry leaders, business service providers, academia and elected officials.
- Creating a terms of reference for the Regional Economic Recovery Task Force announced April 15, 2020.

Economic impacts of the COVID-19 pandemic are broad and constantly evolving. The detailed activities and initiatives of the Economic Response Team and Economic Recovery Task Force are detailed in attached documentation. The Response Action Team and Recovery Task Force efforts will continue to prioritize the public health direction and protocols from provincial and federal health officials. The timeline of the required public health restrictions are unknown; The Response Action Team and Recovery Task Force tactics and activities are expected to evolve and be as the region responds to a changing landscape.

Attachment(s):

- Central Okanagan Economic Response & Recovery Strategy\_Summary
- April 15, 2020 Press Release
- April 15, 2020 FAQ
- COVID-19 Regional Economic Response Team Briefing Document
- COVID-19 Regional Recovery Task Force Briefing Document



## News Release

April 15, 2020

### Supporting Business and Driving Economic Recovery in the Central Okanagan

In response to the COVID-19 pandemic, the Regional Mayors' and WFN Chief's Economic Recovery Task Force (Economic Recovery Task Force) was launched today. The Economic Recovery Task Force was initiated by the Mayors of Kelowna, West Kelowna, Lake County and Peachland, as well as the Regional Board Chair and Chief of Westbank First Nation. They will act to support the immediate needs of local business and drive for full economic recovery in the Central Okanagan.

The Economic Recovery Task Force is co-chaired by Regional Board Chair Gail Given and Kelowna Mayor Colin Basran and is supported by the Central Okanagan Economic Development Commission (COEDC) and senior staff from participating jurisdictions. The local governments and Westbank First Nation recognize they can combat economic impacts of COVID-19 more soundly as a group since businesses and the workforce move fluidly across the region.

The Economic Recovery Task Force will first support action already underway through the COEDC to help businesses focus in the short term on maintaining public and work force health and by connecting businesses with resources to assist them through temporary business closures or reduced revenues.

"The COEDC has already established an Economic Response Action Team made up of key representatives from our local business community who will provide input on what the needs are across industries," said Regional Board Chair Gail Given. "This is a critical first step in knowing what we can do to assist".

The COEDC will lead the group to:

- Keep local businesses informed and connected to provincial and federal programs
- Establish evolving needs in the community as the pandemic shifts to recovery
- Provide one to one guidance for struggling businesses
- Advocate on behalf of the local business community to senior levels of government

Next, the Economic Recovery Task Force will guide the development of an economic recovery plan which the COEDC and partners will implement over the next four to 18 months. The plan will leverage the broad industry expertise and be geared to re-energize the Central Okanagan economy, retain the business base and support employers and workers in getting people back to work as soon as possible.



“We’ve achieved significant economic success in the City of Kelowna and across the region but like economies worldwide, we’ve been impacted by the COVID-19 pandemic,” said Mayor Colin Basran. “The Economic Recovery Task Force will be providing guidance to make sure our businesses emerge from the pandemic stronger and ready to continue building on local success. With a solid strategy, we’ll know what economic stimuli are required. We’ll be able to act quickly and position ourselves for new economic opportunities like funding programs from senior governments. And we’ll be able to bounce back more quickly.”

For more information on what Westbank First Nation and local governments are doing in their own communities visit:

- [Regional District of Central Okanagan](#)
- [City of Kelowna](#)
- [City of West Kelowna](#)
- [District of Peachland](#)
- [District of Lake Country](#)
- [Westbank First Nation](#)

And to keep up to date on the Regional Mayors’ and WFN Chief’s Economic Recovery Task Force actions and current resources for local businesses, visit the Central Okanagan Economic Development Commission at [investkelowna.ca](http://investkelowna.ca).

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For more information, contact:  
Regional Board Chair Gail Given  
Regional District of Central Okanagan  
250-575-7079 or [gail.given@rdco.com](mailto:gail.given@rdco.com)

Mayor Colin Basran  
City of Kelowna  
250-469-8687 or [cbasran@kelowna.ca](mailto:cbasran@kelowna.ca)

Director of Economic Development Corie Griffiths  
Regional District of Central Okanagan  
250-469-6280 or [cgriffiths@investkelowna.com](mailto:cgriffiths@investkelowna.com)





## Backgrounder

The Regional Mayors' and WFN Chief's Recovery Task Force is co-chaired by Chair Given and Mayor Basran and comprised of:

- Chief Christopher Derickson, Westbank First Nation
- Regional Board Chair Gail Given, Regional District of Central Okanagan
- Mayor Colin Basran, City of Kelowna
- Mayor Gord Milsom, City of West Kelowna
- Mayor James Baker, District of Lake Country
- Mayor Cindy Fortin, District of Peachland

The Economic Response Action Team is led by the Central Okanagan Economic Development Commission and is comprised of:

- Support staff from the District of Lake Country, City of Kelowna, Westbank First Nation, City of West Kelowna and District of Peachland
- Representatives from the Chambers of Commerce/Boards of Trade of Lake Country, Kelowna, Greater Westside and Peachland
- Community Futures Central Okanagan
- Women's Enterprise Centre
- Tourism Kelowna
- Southern Interior Development Initiative Trust
- Business Associations
- Accelerate Okanagan
- COEDC staff who act as a conduit for the COEDC Advisory Council



## Regional Mayors' and WFN Chief's Economic Task Force Key Points and FAQs

### Key Points

- The Central Okanagan economy, like economies worldwide, is impacted by the Covid-19 pandemic.
- Central Okanagan municipalities and Westbank First Nation are serving the region by establishing and implementing a regional approach to economic response and recovery.
- Communities throughout the Central Okanagan recognize the regional economy is interconnected with workers and businesses moving fluidly across the region and thus the best way to combat COVID-19 pandemic is through a regional approach
- The regional strategy is two-pronged and includes:
  - Short term actions through the **Economic Response Action Team** to help local businesses “**weather the storm**” over the next three months
    - Focus is on ensuring public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue.
    - Led by the Central Okanagan Economic Development Commission (COEDC) with input from the business community through the Economic Response Action Team
  - Long term actions completed at the direction of the **Regional Mayors' and Westbank First Nation Chief's Economic Recovery Task Force** who will guide a strategy to “**emerge stronger**”
    - Will be delivered by the COEDC over the next 4-18 months and will focus on emerging from this crisis stronger and encouraging new opportunities for economic prosperity.
    - Plan will re-energize the Central Okanagan economy, retain the business base and support employers and workers in getting people back to work as soon as possible following the response phase.
    - Will position the region for anticipated stimulus program funding from senior levels of government

## FAQ's

### **Q: What are the local governments and Westbank First Nations doing right now?**

A: This differs somewhat between organizations, but in general they are trying to give people a break while still fulfilling legislated responsibilities and providing public services. Some of the actions include:

- Reducing annual budgets to decrease taxes
- Delaying or omitting some late fees
- Waiving interest rate charges on some utility bills
- Suspending parking tickets or parking fees

For specific details, visit their websites at:

- [Regional District of Central Okanagan](#)
- [City of Kelowna](#)
- [City of West Kelowna](#)
- [District of Peachland](#)
- [District of Lake Country](#)
- [Westbank First Nation](#)

### **Q: What is happening in the region right now?**

A: Through the Central Okanagan Economic Development Commission, the region is:

- **Serving as a conduit for local economic development/business support organizations to encourage a coordinated regional approach to response and recovery**
  - The COEDC facilitates weekly staff calls with the Economic Response Action Team, including municipal and WFN economic development officers, all chambers of commerce/boards of trade, business service providers and Tourism Kelowna.
- **Creating and sharing plain language guides published by Federal and Provincial business supports.**
  - Relevant resources are housed at [InvestKelowna.com/covid19](https://investkelowna.com/covid19) and updated daily at minimum.
- **Acting as a concierge service and offering 1:1 support and guidance to business.**
- **Monitoring and advocating on behalf of local business needs to provincial and federal bodies without creating additional burden for businesses.**
  - In an attempt to avoid “death by survey” and increasing the burden on businesses, the Region is working with BC Economic Development Association, Small Business BC and the BC Chamber to access Central Okanagan specific data from regular province-wide surveys.

- **Engaging the COEDC Advisory Council and Executive**
  - Working through the COEDC's established 45-member Advisory Council to maintain an inflow-outflow of information to a cross section of major industry leaders, business service providers, academia and elected officials.

**Q: Who is involved in the Economic Recovery Task Force?**

A: The Regional Mayors' and WFN Chief's Task Force is co-chaired by Chair Given and Mayor Basran and comprised of:

- Chief Christopher Derickson, Westbank First Nation
- Regional Board Chair Gail Given, Regional District of Central Okanagan
- Mayor Colin Basran, City of Kelowna
- Mayor Gord Milsom, City of West Kelowna
- Mayor James Baker, District of Lake Country
- Mayor Cindy Fortin, District of Peachland

**Q: Who is involved in the Economic Response Action Team?**

The Economic Response Action Team is led by the Central Okanagan Economic Development Commission and is comprised of:

- Support staff from the District of Lake Country, City of Kelowna, Westbank First Nation, City of West Kelowna and District of Peachland
- Representatives from the Chambers of Commerce/Boards of Trade of Lake Country, Kelowna, Greater Westside and Peachland
- Community Futures Central Okanagan
- Women's Enterprise Centre
- Tourism Kelowna
- Southern Interior Development Initiative Trust
- Business Associations
- Accelerate Okanagan
- COEDC staff who act as a conduit for the COEDC Advisory Council

**Q: How is this funded?**

A: The Central Okanagan Economic Development Commission is a regionally funded function within the Regional District of Central Okanagan. To accommodate the unprecedented need for this work, the COEDC will be shifting resources to undertake this work.

**Q: Why is this being done regionally? And how will individual community needs be met?**



A: Communities throughout the Central Okanagan recognize the regional economy is interconnected with workers and businesses moving fluidly across the region. Through the COEDC, the region has a long history of working together to support economic growth throughout the region to the benefit of individual communities and residents.

Individual communities are represented on the Economic Recovery Task Force as well as the Economic Response Action Team.

**Q: How can I get more information?**

A: To keep up to date on the Regional Mayors' and WFN Chief's Economic Recovery Task Force actions and current support for local businesses, contact the Central Okanagan Development Commission by:

- Phoning 250-469-6280
- Emailing [info@investkelowna.com](mailto:info@investkelowna.com)
- Visiting [investkelowna.com](http://investkelowna.com)
- Relevant resources for business are housed at [InvestKelowna.com/covid19](http://InvestKelowna.com/covid19) and updated daily.



## Briefing Document

# COVID-19 Regional Economic Response Action Team

The Central Okanagan economy, like economies worldwide, is impacted by the Covid-19 pandemic. Provided below is an update on the RDCO Economic Development Commission's (COEDC) response to date, planned short term actions and long-term recovery initiatives.

The COEDC is serving the region by establishing and implementing response and recovery plans:

- Communicating the direction and protocols from Interior Health and the provincial and federal levels of government.
- Coordinating with partners to develop a two-phased regional approach:
  - A.) Short-term Response team to help local businesses “weather the storm”
  - B.) Post-Pandemic Economic Recovery strategy to “emerge stronger”

The short-term response phase (1-3 months), the focus is on ensuring public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue. The long-term recovery phase (4-18 months) will focus on emerging from this crisis stronger and encouraging new opportunities for economic prosperity.

## Economic Response Team – “Weathering the Storm”

### Objective:

Provide support and services to help Central Okanagan businesses navigate through the immediate economic impact of COVID-19.

### Led by the COEDC

#### Partners:

- District of Lake Country, City of Kelowna, Westbank First Nation, City of West Kelowna, District of Peachland
- Representatives from Chambers of Commerce/Boards of Trade – Lake Country, Kelowna, Greater Westside, Peachland
- Tourism Kelowna
- Central Okanagan Business Service Providers
- COEDC to act as a conduit for the [COEDC Advisory Council](#)

### Roles and information-sharing mechanisms:

- COEDC to chair weekly meetings (virtual or in-person as appropriate)
- COEDC to chair bi-weekly information-sharing meetings with the Economic Response Team

- Team members to complete agreed upon reporting template to share what they are hearing from respective client base/communities and update on activities in advance of biweekly meetings or as required.
- COEDC to collate feedback and activity reports into a collective report (one voice) to be provided to elected officials, senior levels of government and partners monthly or as needed.

## FAQ's

What is the Region doing?

- **Act as concierge service, providing one on one expertise to businesses**
- **Collect and share local data from existing survey mechanisms**  
In an attempt to avoid “death by survey” and increasing the burden on businesses, the Region is working with BCEDA, Small Business BC and the BC Chamber to access Central Okanagan specific data from regular province-wide surveys. If that survey does not meet medium to long term needs, partners may consider issuing a coordinated regional online survey (Business Walks approach).
- **Facilitate industry sector roundtables – Aerospace, Manufacturing, Agriculture and other sectors**  
Working through the COEDC’s established 45 member industry-rich Advisory Council to maintain an inflow-outflow of information to a cross section of major industry leaders, business service providers, academia and elected officials. COEDC staff are connecting individually with industry representatives, meeting with the industry-led executive and Advisory Council meetings virtually or in-person.
- **Communicate business needs to Provincial/Federal government with One Voice**  
The COEDC facilitates weekly staff calls with a core group including of municipal and WFN economic development officers, all chambers of commerce/boards of trade, business service providers and Tourism Kelowna.
- **Promote “Support Local” initiatives**
- **Share all available business support and funding programs in centralized location**  
Relevant resources are housed at [InvestKelowna.com/covid19](https://investkelowna.com/covid19) and updated daily.



## Briefing Document

### COVID-19 Central Okanagan Regional Recovery Task Force

The Central Okanagan economy, like economies worldwide, is impacted by the COVID-19 pandemic. Provided below is an update on the RDCO Economic Development Commission's (COEDC) response to date, planned short term actions and long-term recovery initiatives.

The COEDC is serving the region by establishing and implementing response and recovery plans:

- Communicating the direction and protocols from Interior Health and the provincial and federal levels of government.
- Coordinating with partners to develop a two-phased regional approach:
  - A.) Short-term Response team to help local businesses “weather the storm”
  - B.) Post-Pandemic Economic Recovery strategy to “emerge stronger”

The short-term response phase (1-3 months) will focus on ensuring public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue. The long-term recovery phase (4-18+ months) will focus on emerging from this crisis stronger and encouraging new opportunities for economic prosperity.

### Central Okanagan Regional Recovery Task Force – “Emerging Stronger”

#### Objective:

To develop and implement a long-term economic recovery plan to reenergize the Central Okanagan economy, retain business base and support employers and workers in getting people back to work as soon as possible following the response phase.

#### Structure:

- Co-Chaired by Chair Given (RDCO) and Mayor Basran (City of Kelowna). This body will guide a RDCO & COK staff led working group in order to support Economic Recovery of the Central Okanagan.
- Leveraging the information provided by the industry and broad regional community representation of the [COEDC's Advisory Council](#), the Economic Recovery Task Force will be a catalyst for regional economic recovery and in each community.
- COEDC & City of Kelowna staff to provide the Recovery Task Force administrative support in order to facilitate monthly virtual or in-person meetings with Regional Mayors, and Westbank First Nation Chief to communicate actions and status reports.



## COEDC Advisory Council

The COEDC Advisory Council will provide COEDC staff with industry and community specific economic recovery needs and opportunities. Industry, Business Associations and local governments are well represented in the 45 person advisory council including representation from:

- 1 elected official and 1 staff appointee from each local government and Westbank First Nation: RDCO, District of Lake Country, City of Kelowna, Westbank First Nation, City of West Kelowna, District of Peachland
- Board Chairs and/or Leadership Staff from each regional Chambers of Commerce/Boards of Trade – Lake Country, Kelowna, Greater Westside, Peachland
- General Manager Community Futures Central Okanagan
- CEO or appointee, Women's Enterprise Centre
- CEO or appointee, Tourism Kelowna
- CEO Southern Interior Development Initiatives Trust (SIDIT)
- CEO Accelerate Okanagan
- Industry Leaders providing expertise from the following sectors:
  - Aerospace
  - Manufacturing
  - Agriculture/Viticulture
  - Health
  - Digital tech
  - Tourism
  - Small business
  - Construction and Development
  - Professional Services

## What will the Recovery Task Force do?

- **Provide Central Okanagan Communities a forum for identifying economic recovery needs.**
- **Position and advocate for anticipated stimulus program funding for the Central Okanagan businesses and their employees.**
- **At a political level, communicate Central Okanagan needs with One Voice.**
- **Identify available areas for collaborative projects to support economic recovery.**

# COVID-19

## REGIONAL ECONOMIC RESPONSE & RECOVERY STRATEGY



### RESPONSE

#### Regional Economic Response Team

#### “Weather the Storm”

### RECOVERY

#### Regional Economic Recovery Task Force

#### “Emerge Stronger”

#### Objective

Provide support and services to help Central Okanagan businesses respond to the immediate economic impact of COVID-19.

Develop a long-term economic recovery plan to reenergize the Central Okanagan economy, retain business base and support employers/workers in getting people back to work as soon as possible.

#### Estimated Timing\*

1 – 3 Months

4 – 18+ Months, Commence July 2020

#### Partners

#### Led by the COEDC and comprised of:

- Support staff from the District of Lake Country, City of Kelowna, Westbank First Nation, City of West Kelowna and District of Peachland
- Representatives from Chambers of Commerce/Boards of Trade of Lake Country, Kelowna, Greater Westside and Peachland
- Tourism Kelowna
- Central Okanagan Business Service Providers
- COEDC staff who act as a conduit for the COEDC Advisory Council

#### Co-chaired by Chair Given and Mayor Basran and comprised of:

- Chief Christopher R. Derickson, Westbank First Nation
- Regional Board Chair Gail Given, Regional District of Central Okanagan
- Mayor Colin Basran, City of Kelowna
- Mayor Gord Milsom, City of West Kelowna
- Mayor James Baker, District of Lake Country
- Mayor Cindy Fortin, District of Peachland

#### Key Actions\*\*

- Act as concierge service, providing one on one expertise to businesses
- Collect and share local data from existing survey mechanisms
- Facilitate industry sector roundtables for Aerospace, Manufacturing, Agriculture and other sectors
- Communicate business needs to Provincial/Federal government with One Voice
- Promote ‘support local’ initiatives
- Share all available business support and funding programs in centralized location ([investkelowna.com/covid19](http://investkelowna.com/covid19))

- Provide Central Okanagan Communities a forum for identifying economic recovery needs.
- Position and advocate for anticipated stimulus program funding for Central Okanagan businesses and their employees.
- At a political level communicate Central Okanagan needs with One Voice.
- Identify available areas for collaborative projects to support economic recovery.

COEDC will work with partners to implement strategies identified by the Response Action Team and Recovery Task Force and communicate Central Okanagan business needs with One Voice.

[www.investkelowna.com](http://www.investkelowna.com)





# Regional Board Report

**TO:** Regional Board

**FROM:** Brian Reardon  
Chief Administrative Officer

**DATE:** April 23, 2020

**SUBJECT:** COVID-19 Response Actions

**Voting Entitlement:** All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

---

**Purpose:** To provide the Regional Board with an update on operational actions underway to reduce the impact of COVID-19 on the community.

## Executive Summary:

The situation with COVID-19 virus continues to rapidly evolve in British Columbia. The Regional District of Central Okanagan (RDCO) is carefully monitoring the situation and adapting as needed.

Areas for response have been focused on:

- Community and staff safety
- Provision of essential services
- Balanced use of financial resources and resident/business support
- Contribution to regional economic recovery

## RECOMMENDATION:

**THAT** the Regional Board receive for information the April 23, 2020 report from the Chief Administrative Officer regarding the Regional District of Central Okanagan's COVID-19 response actions.

Respectfully Submitted:

A handwritten signature in black ink that reads "Brian Reardon".

Brian Reardon  
Chief Administrative Officer

*Prepared by: Jodie Foster, Director of Communications & Information Services*

---

**Implications of Recommendation:**

Strategic Plan: Supporting Sustainable Communities and Economic Development and operating within the values in the Strategic Plan.

General: The COVID-19 Pandemic is an unprecedented situation

Organizational: The RDCO is responding to the needs of the community through its services.

Financial: Fiscal Responsibility continues in these uncertain times to deliver the RDCO's services.

Policy: N/A

Legal/Statutory Authority: As per legislation, Ministerial Orders and Guidelines

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**Background:**

The situation with COVID-19 virus continues to rapidly evolve in British Columbia. The Regional District of Central Okanagan (RDCO) is carefully monitoring the situation and adapting as needed.

Areas for response have been focused on:

- Community and staff safety
- Provision of essential services
- Balanced use of financial resources and resident/business support
- Contribution to regional economic recovery

**Safety**

The RDCO is closely following the direction of the public health experts from Interior Health, the BC Ministry of Health and the Public Health Agency of Canada to protect staff and the residents who use RDCO services.

**Actions:**

- Activated the Emergency Operation Centre for a Level 1 response to coordinate advance planning and purchasing of some essential items like personal protective equipment for local government first responders
- Shifted service delivery from in-person to online and phone where ever possible. This includes the temporary closure of public facing facilities
- Incorporated physical distancing in regional parks including increasing spacing between parking stalls and installation of signage to keep parks open, meeting residents' need for exercise and outdoor space
  - Closed facilities such as playgrounds where requirement for physical distancing cannot be met
  - Portable washrooms added in parks higher traffic and vulnerable population

**Essential services**

The RDCO continues to provide essential services either directly or through contracts including the water utilities, waste water treatment plant and sewer collector systems, fire departments and solid waste management and external communications.

Actions:

- Secured required personal protective equipment and ensured adequate staffing for business continuity of RDCO services directly delivered
- Worked with key contractors to ensure business continuity for contracted services
- Ensured supply chain security for required materials for water and waste water services
- Secured essential services agreement with local governments across the regional for continuity of local authority services

**Financial resources and resident / business support**

The RDCO has taken a fiscally balanced approach to the 2020 budgeted expenditures by reducing spending in areas where work must be curtailed to meet health restrictions, and continuing with essential projects and those where meaningful work can still take place to keep local businesses working and staff employed. The RDCO is also helping support residents and businesses with the following actions:

Financial resource actions:

- Suspended all staff travel and training
- Suspended recruitment of new positions outside of those required for essential services
- Reduced recruitment of summer students
- Cancelled public facing programs and events like the Repair Café and Trunk Sale and park programming
- Continuing with capital projects for essential services such as upgrades to the Waste Water Treatment Plant (TWAS vault)

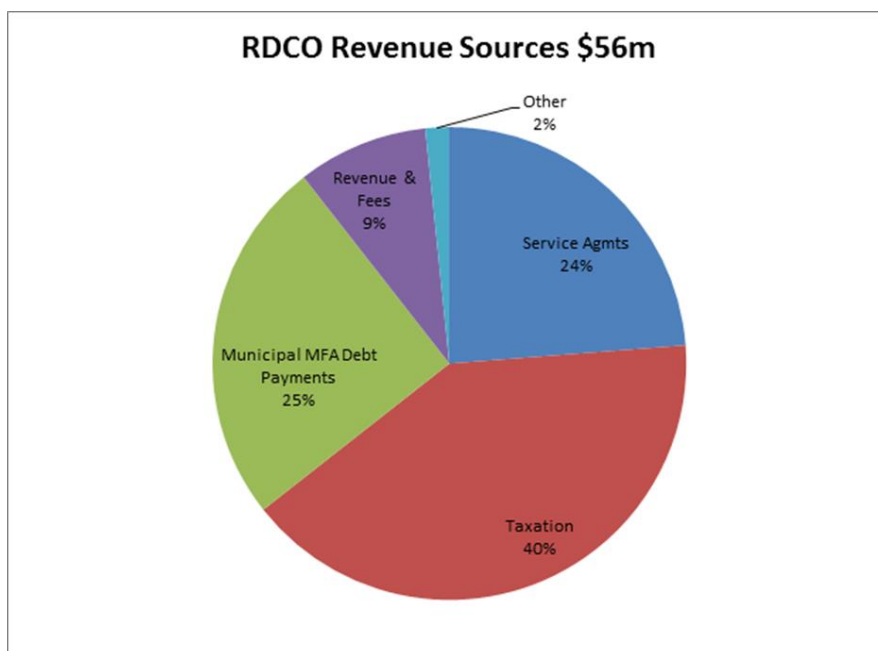
Support actions:

- Giving Regional Board consideration to suspending late payment penalties on utility bills
- Continuing to review and process development permits and issue building permits online and by appointment so development and construction can continue
- Keeping essential services like the water utilities, waste water collection, garbage and recycling services all running smoothly to support residents and businesses
- Providing information to residents regarding the Province's tax deferment programs for:
  - those over 55 years of age,
  - a surviving spouse of any age,
  - a person with disabilities or
  - families with children
  - Visit <https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/defer-taxes>)

It is important to note that the RDCO operates differently as a regional district compared to a municipality. The RDCO does not tax property owners in the region directly and is legislatively required to submit the budget bylaw to the Province before the end of March.

The final budget bylaw was passed by the Regional Board on March 23, 2020. The RDCO's total budget for 2020 is \$56 million. Tax requisitions of \$22.7 million (40 per cent of the budget) have been submitted to the Province and Municipalities for collection, as required.

Any changes made to the 2020 budget now will not change the tax requisition for 2020 but may offset costs in 2021 through surplus funds. Municipal debt payments to the Municipal Finance Authority of BC (MFABC) totaling \$14.3 million (25 per cent of the budget) must be received and made via the RDCO on time.



### **Economic recovery**

The Central Okanagan Economic Development Commission (COEDC) is a function of the Regional District of Central Okanagan and is working to facilitate both immediate and long term business needs discussions in our community.

#### Short term actions:

Focus is on providing information resources for facilitation of public health and supporting businesses and the labour force through the immediate impacts of business shutdowns and/or severely reduced revenue.

- Serving as a conduit for local economic development/business support organizations to encourage a coordinated regional approach to response and recovery
- Creating and sharing plain language guides published by Federal and Provincial business supports.
- Hosting resources at [InvestKelowna.com/covid19](https://investkelowna.com/covid19)
- Acting as a concierge service and offering 1:1 support and guidance to business.
- Monitoring and advocating on behalf of local business needs to provincial and federal bodies without creating additional burden for businesses.
- Engaging the COEDC Advisory Council and Executive

#### Long term actions:

Over the next 4-18 months the COEDC will focus on assisting the region to emerge from this crisis stronger.

- Facilitate development of a strategy for the Regional Mayor's and WFN Chief's Economic Recovery Task Force to re-energize the Central Okanagan economy, retain the business base and support employers and workers in getting people back to work as soon as possible following the response phase.
- Position the region for anticipated stimulus program funding from senior levels of government



# Regional Board Report

**TO:** Regional Board

**FROM:** Marilyn Rilkoff  
Director of Financial Services

**DATE:** April, 20, 2020

**SUBJECT:** Utility Billing Late Payment Penalties During Pandemic

**Voting Entitlement:** All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

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**Purpose:** By amending the related bylaws for Water, Solid Waste Management and Sewer, the RDCO's Electoral Area residents experiencing financial hardship will not be assessed a late payment penalty on overdue utility bills in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters of 2020.

## Executive Summary:

The applicable bylaws listed in this report would need to be amended to include the following exception to the application of the Late Payment Penalty:

*"In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021."*

For those who can afford to pay their utility bills on time, we urge them to do so for cash flow reasons and to assist in mitigating potential interim borrowing costs for operations.

## RECOMMENDATION:

**THAT** the Regional Board receive for information, the April 20, 2020 Utility Billing Late Payment Penalties During Pandemic report from the Director of Financial Services.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "M. Rilkoff".

Marilyn Rilkoff  
Director of Financial Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

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**Implications of Recommendation:**

<b>Strategic Plan:</b>	Supporting Sustainable Communities.
<b>General:</b>	Assist in lessening the financial hardship for electoral area taxpayers during the COVID-19 Pandemic.
<b>Organizational:</b>	N/A
<b>Financial:</b>	Lost penalty revenue estimated at \$30,000
<b>Policy:</b>	N/A
<b>Legal/Statutory Authority:</b>	Various bylaws as listed in the report, for Solid Waste Management, Water, and Central Okanagan East Sewer.

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**Background:**

The pandemic COVID-19 has resulted in unprecedented measures being taken around the world. All levels of government are looking at ways to lessen the burden on those facing financial hardship at this difficult time.

Proposed Waiving of Utility Billing Late Penalties:

The RDCO is proposing to forego late payment penalty calculations on outstanding utility billing balances for the Electoral Areas during the 2<sup>nd</sup> – 4<sup>th</sup> quarters of 2020:

- Any late payment penalties already calculated, relating to the 1st quarterly bill issued in January, prior to the pandemic, still apply.
- Late payment penalties calculations relating to the Utility Bills mailed in the 2<sup>nd</sup> Quarter - April, 3<sup>rd</sup> Quarter - July, and 4<sup>th</sup> Quarter - October will be waived.
- The charges would resume in 2021.

Types of Billing:

Utility Billing invoices are issued for the following:

- Solid Waste Management Garbage Collection Fees (curbside and Transfer Station service - unless exemption is granted by Waste Reduction Office). Typically combined on Water or Sewer Utility Bills below, at the appropriate time.
  - Semi-Annually in January and July - Entire Electoral Area
- Ellison Sewer
  - Quarterly – January, April, July, October – Local Service Area
- Six Water Systems:
  - Quarterly - January, April, July, October – Local Service Areas
    - Killiney Beach
    - Falcon Ridge
    - Sunset Ranch
    - Trepanier/Dietrich
    - Westshore Estates
    - Upper Fintry, Shalal Road, and Valley of the Sun



Timing of Billing Charges:

Solid Waste Management Fees, which are included on the invoices semi-annually in advance:

- January, Due Feb 10<sup>th</sup> – Billing for January to June
- July, Due Aug 10<sup>th</sup> - Billing for July to December.

The Water and Sewer Bills are billed retroactively, as they are based on usage rates:

- January, Due Feb 10<sup>th</sup> – Billing for Oct– Dec
- April, Due May 10<sup>th</sup> – Billing for Jan – Mar
- July, Due Aug 10<sup>th</sup> – Billing for Apr – Jun
- October, Due Nov 10<sup>th</sup> – Billing for Jul – Sep

December 15<sup>th</sup> – Outstanding Balances Transferred to Taxes:

Under the bylaws and legislation, any amounts owed and not received by December 15<sup>th</sup> are transferred to the tax roll in the next succeeding year as arrears of taxes, against the parcel from which they arose.

How is the Late Penalty Calculated?

As per the bylaws, a late payment penalty of 4 percent (4%) is assessed each quarter, compounded quarterly 16.99% per annum) on all outstanding balances not paid by the due dates.

Bylaws Amendments Required:

The following bylaws would require amendments to the Late Payment Penalty Sections:

- Solid Waste Management Regulation Bylaw No.1253, as amended by Bylaw No. 1377
  - Schedule C, Section 3.2
- Central Okanagan East Sewer Bylaw No. 1316, as amended by Bylaws 1378 & 1441
  - Schedule A, Section 1.(3)
- Water Bylaws:
  - Section 5
    - Killiney Bylaw No. 1371, as amended by Bylaw 1435
    - Falcon Ridge Bylaw No. 1372, as amended by Bylaw 1436
    - Sunset Ranch Bylaw No. 1373, as amended by Bylaw 1437
    - Dietrich/Trepanier Bylaw No. 1374, as amended by Bylaw 1438
    - Westshore Estates Bylaw No. 1375, as amended by Bylaw 1439
    - Upper Fintry/Shalal Road/Valley of the Sun Bylaw No. 1376, as amended by Bylaw 1440.

**Financial Considerations:**

In 2019, Total Penalty Revenues were \$32,725 (on combined revenues for all services of just over \$2m).

	<u>2019 UB Revenues</u>	<u>2019 Late Penalties</u>
095 -- EA Solid Waste Collection	497,715	10,641
499 -- Ellison Sewer	135,542	439
301 -- Killiney Beach Water	447,583	7,863
303 -- Falcon Ridge Water	72,454	1,811
305 -- Sunset Ranch Water	204,002	592
306 -- Trepanier Water	28,366	-
307 -- Westshores Water	513,416	8,150
310 -- Fintry/Shalal/Valley of the Sun Water	164,343	3,169
Totals	\$ 2,063,421	\$ 32,665

It is assumed that these fees would be approximately \$35,500 in total for 2020. The Penalty Calculations done thus far, prior to the pandemic were \$5,500. Therefore, it is estimated that the equivalent of \$30,000 in penalties would be waived during the remainder of the year.

For the Water and Sewer services, this revenue is not budgeted and is recognized each year as surplus revenues to either offset costs or carry forward to the next budget year.

**Organizational Issues:**

Minor manual intervention required to the Utility Billing process.

**External Implications:**Additional Possible External Financial Relief Option Available:

The Regional District does not collect taxes directly. A possible other financial relief option for taxpayers might be to see if they qualify under the Province's Property Tax Deferment Programs:

Regular Program

A taxpayer may qualify for the Regular Program if they are:

- 55 or older during the current year
- a surviving spouse of any age, or
- a person with disabilities

Families with Children Program

A taxpayer may qualify for the Families with Children Program if they are a parent, stepparent or financially supporting a child.

Further information is available at the link below:

<https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/defer-taxes>

**Alternate Recommendation:**

The Board may not wish to waive the late payment penalties for the remainder of the year, nor approve the bylaw amendments on the agenda, and may only choose to receive this report.

# Utility Billing Late Payment Penalties During Pandemic

Regional District of Central Okanagan Board Meeting

April 27, 2020

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1450 K.L.O. Road  
Kelowna, BC, V1W 3Z4  
rdco.com



# Recommend: Waiving Late Payment Penalty Calculation on Utility Bills

- Amend Eight (8) Bylaws to:
  - Waive late Payment Penalty Calculation on Utility Bills
  - 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> Quarter
  - Resume penalty calculations in 2021
- Assists Electoral Area Residents experiencing Financial Hardship
- Estimated penalty revenue waived: \$30,000
- Urge those who can afford to pay their utility bills on time to still do so:
  - Cash flow reasons
  - Mitigate potential interim borrowing costs for operations

# Other Possible External Financial Property Tax Deferral Relief:

- RD's do not collect taxes directly.
- Possible Provincial Relief:
  - Property Tax Deferral Programs – low interest loans:
    - Regular Program (1.95%):
      - 55 or older during the current year
      - A surviving spouse of any age
      - A person with disabilities
    - Families with Children Program (3.95%):
      - May qualify if a parent, stepparent or financially supporting a child.

<https://www2.gov.bc.ca/gov/content/taxes/property-taxes/annual-property-tax/defer-taxes>

# Bylaw Amendments: Additional Wording

“In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.”

# Bylaws Affected:

- Solid Waste Management Regulation Bylaw No. 1253, as amended by Bylaw No. 1377 – Schedule C, Section 3.2
- Central Okanagan East Sewer Bylaw No. 1316, as amended by Bylaws 1378 & 1441 – Schedule A, Section 1.(3)
- Water Bylaws – Section 5
  - Killiney – Bylaw No. 1371 as amended by Bylaw 1435
  - Falcon Ridge – Bylaw No. 1372 as amended by Bylaw 1436
  - Sunset Ranch – Bylaw No. 1373, as amended by Bylaw 1437
  - Dietrich/Trepanier – Bylaw No. 1374, as amended by Bylaw 1438
  - Westshore Estates – Bylaw No. 1375, as amended by Bylaw 1439
  - Upper Fintry/Shalal/Road/Valley of the Sun – Bylaw No. 1376, as amended by Bylaw 1440

## Recommendation:

THAT the Regional Board receive for information, the April 20, 2020 Utility Billing Late Payment Penalties During Pandemic report from the Director of Financial Services.



## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1451

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A bylaw to amend the Regional District of Central Okanagan Solid Waste Management Regulation Bylaw No. 1253

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WHEREAS the Regional Board of the Regional District of Central Okanagan deems it necessary to amend the "Regional District of Central Okanagan Solid Waste Management Regulation Bylaw No. 1253, 2010", as amended;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. Regional District of Central Okanagan Solid Waste Management Regulation Bylaw No. 1253, 2010 is hereby amended by the following:

- Amend Schedule "C" COLLECTION LIMITS AND FEES by adding:

3.2(1) In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.

2. This bylaw may be cited as the "Regional District of Central Okanagan Solid Waste Management Regulation Amendment Bylaw No.1451, 2020".

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1451 cited as the "Regional District of Central Okanagan Solid Waste Management Regulation Amendment Bylaw No.1451, 2020", as read a third time, and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C. this  
27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1452

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A bylaw to amend the "Regional District of Central Okanagan Central Okanagan East Sewer Systems Bylaw No. 1316, 2012"

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WHEREAS the Regional Board of the Regional District of Central Okanagan deems it necessary to amend the "Regional District of Central Okanagan Central Okanagan East Sewer Systems Bylaw No. 1316, 2012"

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. Regional District of Central Okanagan Central Okanagan East Sewer Systems Bylaw No. 1316, 2012 is hereby amended by:

- Amend Schedule A – FEES AND CHARGES by adding:

(3)(1) In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.

2. This bylaw may be cited as the "Regional District of Central Okanagan Central Okanagan East Sewer Systems Amendment Bylaw No. 1452, 2020".

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1452 cited as the "Regional District of Central Okanagan Central Okanagan East Sewer Systems Amendment Bylaw No. 1452, 2020", as read a third time, and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C. this  
27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1453

---

Being a bylaw to amend the Regional District of Central Okanagan Water Systems Fees and Regulations Bylaw No. 1370, 2015

---

WHEREAS the Regional Board of the Regional District of Central Okanagan deems it necessary to amend the "Regional District of Central Okanagan Water Systems Fees and Regulation Bylaw No. 1370, 2015", as amended;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. Regional District of Central Okanagan Water Systems Fees and Regulation Bylaw No. 1370, 2015 is hereby amended by the following:

- Amend 14.5 by adding:

14.5 (1) In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.

2. This bylaw may be cited as the "Regional District of Central Okanagan Water Systems Fees and Regulations Amendment Bylaw No.1453, 2020".

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1453 cited as the "Regional District of Central Okanagan Water Systems Fees and Regulations Amendment Bylaw No.1453, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1454

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Being a bylaw to amend the Regional District of Central Okanagan Killiney Beach Water System Fees & Charges Bylaw No. 1371, 2015

---

WHEREAS the Regional Board of the Regional District of Central Okanagan established Bylaw No. 1371, 2015, a bylaw to provide for the imposition of fees and charges against the owner or occupier of real property located within the service area boundary, or connected to the Regional District of Central Okanagan Killiney Beach Water System.

AND WHEREAS the Regional Board deems it necessary to amend the said bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan Killiney Beach Water System Fees & Charges Bylaw No. 1371, 2015 is hereby amended by the following:
  - Amend Section 5 by adding:
    - 5.1 In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.
2. This bylaw may be cited as the “Regional District of Central Okanagan Killiney Beach Water System Fees & Charges Amendment Bylaw No. 1454, 2020”.

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1454 cited as the "Regional District of Central Okanagan Killiney Beach Water System Fees & Charges Amendment Bylaw No. 1454, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1455

---

Being a bylaw to amend the Regional District of Central Okanagan Falcon Ridge Water System Fees & Charges Bylaw No. 1372, 2015

---

WHEREAS the Regional Board of the Regional District of Central Okanagan established Bylaw No. 1372, 2015, a bylaw to provide for the imposition of fees and charges against the owner or occupier of real property located within the service area boundary, or connected to the Regional District of Central Okanagan Falcon Ridge Water System.

AND WHEREAS the Regional Board deems it necessary to amend the said bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan Falcon Ridge Water Systems Bylaw No. 1372, 2015 is hereby amended by the following:
  - Amend Section 5 by adding:
    - 5.1 In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.
2. This bylaw may be cited as the "Regional District of Central Okanagan Falcon Ridge Water System Fees & Charges Amendment Bylaw No. 1455, 2020".

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1455 cited as the "Regional District of Central Okanagan Falcon Ridge Water System Fees & Charges Amendment Bylaw No. 1455, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1456

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Being a bylaw to amend the Regional District of Central Okanagan Sunset Ranch Water System Fees & Charges Bylaw No. 1373, 2015

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WHEREAS the Regional Board of the Regional District of Central Okanagan established Bylaw No. 1373, 2015, a bylaw to provide for the imposition of fees and charges against the owner or occupier of real property located within the service area boundary, or connected to the Regional District of Central Okanagan Sunset Ranch Water System.

AND WHEREAS the Regional Board deems it necessary to amend the said bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan Sunset Ranch Water System Fees & Charges Bylaw No. 1373, 2015 is hereby amended by the following:
  - Amend Section 5 by adding:
    - 5.1 In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.
2. This bylaw may be cited as the “Regional District of Central Okanagan Sunset Ranch Water System Fees & Charges Amendment Bylaw No. 1456, 2020”.

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES



I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1456 cited as the "Regional District of Central Okanagan Sunset Ranch Water System Fees & Charges Amendment Bylaw No. 1456, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1457

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Being a bylaw to amend the Regional District of Central Okanagan Dietrich Water System Fees & Charges Bylaw No. 1374, 2015

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WHEREAS the Regional Board of the Regional District of Central Okanagan established Bylaw No. 1374, 2015, a bylaw to provide for the imposition of fees and charges against the owner or occupier of real property located within the service area boundary, or connected to the Regional District of Central Okanagan Dietrich Water System.

AND WHEREAS the Regional Board deems it necessary to amend the said bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan Dietrich Water System Fees & Charges Bylaw No. 1374, 2015 is hereby amended by the following:
  - Amend Section 5 by adding:
    - 5.1 In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.
2. This bylaw may be cited as the “Regional District of Central Okanagan Dietrich Water System Fees & Charges Amendment Bylaw No. 1457, 2020”.

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1457 cited as the "Regional District of Central Okanagan Dietrich Water System Fees & Charges Amendment Bylaw No. 1457, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1458

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Being a bylaw to amend the Regional District of Central Okanagan Westshore Estates Water System Fees & Charges Bylaw No. 1375, 2015

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WHEREAS the Regional Board of the Regional District of Central Okanagan established Bylaw No. 1375, 2015, a bylaw to provide for the imposition of fees and charges against the owner or occupier of real property located within the service area boundary, or connected to the Regional District of Central Okanagan Westshore Estates Water System.

AND WHEREAS the Regional Board deems it necessary to amend the said bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan Westshore Estates Water System Fees & Charges Bylaw No. 1375, 2015 is hereby amended by the following:
  - Amend Section 5 by adding:
    - 5.1 In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.
2. This bylaw may be cited as the “Regional District of Central Okanagan Westshore Estates Water System Fees & Charges Amendment Bylaw No. 1458, 2020”.

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1458 cited as the "Regional District of Central Okanagan Westshore Estates Water System Fees & Charges Amendment Bylaw No. 1458, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1459

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Being a bylaw to amend the Regional District of Central Okanagan Upper Fintry, Shalal Road, and Valley of the Sun Water System Fees & Charges Bylaw No. 1376, 2015

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WHEREAS the Regional Board of the Regional District of Central Okanagan established Bylaw No. 1376, 2015, a bylaw to provide for the imposition of fees and charges against the owner or occupier of real property located within the service area boundary, or connected to the Regional District of Central Okanagan Upper Fintry, Shalal Road, and Valley of the Sun Water System.

AND WHEREAS the Regional Board deems it necessary to amend the said bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in an open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan Upper Fintry, Shalal Road, and Valley of the Sun Water System Fees & Charges Bylaw No. 1376, 2015 is hereby amended by the following:
  - Amend Section 5 by adding:
    - 5.1 In consideration of the COVID-19 Pandemic in 2020, outstanding balances not paid by the due date shall not be assessed the late payment penalty for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters. The penalty charges will resume in 2021.
2. This bylaw may be cited as the “Regional District of Central Okanagan Upper Fintry, Shalal Road, and Valley of the Sun Water System Fees & Charges Amendment Bylaw No. 1459, 2020”.

READ A FIRST TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A SECOND TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
READ A THIRD TIME THIS	27 <sup>th</sup>	DAY OF	April	2020
ADOPTED THIS	27 <sup>th</sup>	DAY OF	April	2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1459 cited as the "Regional District of Central Okanagan Upper Fintry, Shalal Road, and Valley of the Sun Water System Fees & Charges Amendment Bylaw No. 1459, 2020", as read a third time and adopted by the Regional Board on the 27<sup>th</sup> day of April 2020.

Dated at Kelowna, B.C.  
this 27<sup>th</sup> day of April 2020

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DIRECTOR OF CORPORATE SERVICES



# Regional Board Report

**TO:** Regional Board

**FROM:** Todd Cashin, Director of Community Services

**DATE:** April 27, 2020

**SUBJECT:** Extension Request for Application File No. Z18/01  
OCP Amendment Bylaw No. 1274-06 & Zoning Amendment Bylaw No. 871-246  
C. Roy (owner) c/o Kent-Macpherson (agent)  
6972 Barcelona Drive East – Central Okanagan West Electoral Area

**Voting Entitlement:** *Custom Vote - Electoral Areas – 1 Director, 1 Vote*

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**Purpose:** To consider a request for a one-year extension for an application proposing to amend the Official Community Plan and Zoning Bylaws.

## Executive Summary:

The Regional Board has not yet considered the above noted application due to the absence of Ministry of Transportation and Infrastructure support for the intent of the associated bylaw amendments, which is to allow a six-lot subdivision on the subject property. The agent has advised that they are working to satisfy the Ministry of Transportation and Infrastructure's concerns; therefore, they have requested an additional one-year extension for Application Z18/01.

The first extension request was approved by the Regional Board in 2019 and expires on April 29, 2020.

## RECOMMENDATION:

**THAT** the Regional Board approve a one-year extension for File No. Z18/01 (OCP Amendment Bylaw No. 1274-06, Zoning Amendment Bylaw No. 871-246).

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Todd Cashin".

Todd Cashin  
Director of Community Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

*Prepared by: Brittany Lange, Environmental Planner*



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**Implications of Recommendation:**

Policy: Approval of the extension complies with Development Applications Procedures Bylaw No. 944.

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**Background:**

The subject application was submitted on May 1, 2018 and was referred to external agencies on May 31, 2018. During the referral process, the Ministry of Transportation and Infrastructure (MOTI) noted several concerns over access requirements (see attached November 2018 letter).

The agent has advised that they are continuing to work with MOTI to satisfy their concerns, and that they have engaged CTQ Engineering to assist with any engineering related to the technical access requirements. It is staffs understanding that the file is currently with the Provincial Approving Officer at MOTI, and the applicant is awaiting a response.

To date, the amending bylaws have not been considered by the Regional Board due to the absence of MOTI support for the proposed subdivision. The first extension request was approved by the Regional Board in 2019 and expires on April 29, 2020 (see attached March 2020 Request for Extension).

**Project Description:**Current Land Use:

The property is developed with one single detached house and an accessory building (non-residential). Water is supplied via Okanagan Lake and is serviced by a septic tank. The future land use designation for the property is identified as Commercial Resort, which is the same OCP designation as the adjacent La Casa development. The property is bisected by Westside Road, which was recently updated as a part of MOTI's La Casa to Muir Road - Westside Road Improvement Project. The property's current land use is RU1 Rural 1, which does not allow for subdivision.

Proposal:

1. To amend the Official Community Plan future land use designation on the subject property from Commercial Resort to Large Holdings; and
2. To rezone the site from RU1 Rural 1 to RU2 Rural 2.

In accordance with the bylaw amendments, the applicant proposes a subdivision of six rural residential properties. Servicing methods would remain unchanged (e.g. Okanagan Lake and septic). The applicant has submitted a concurrent subdivision application to Ministry of Transportation and Infrastructure (File: 2018-02209).

**Development Applications Procedures Bylaw:**

Applications that have not been approved or rejected within twelve (12) months after the application date will be of no force and effect. Unless the Regional Board passes a resolution to extend the deadline up to one-year, a new application will be required in order to proceed.

**Organizational/Financial Issues:**

The extension request was submitted and processed in accordance with requirements of RDCO Development Application Procedures Bylaw No. 944, including payment of the required fee.

**Conclusion:**

In recognition that the application expires on April 29, 2020, and the proponent has advised that they are actively working with MOTI, Planning staff supports an extension of the OCP/Zoning amendment application. In the event that the extension request is not approved by the Regional Board, the RDCO application will be closed and the land use will continue as permitted under the RU1 Rural 1 zone.

**Alternative Recommendation:**

**THAT** the Regional Board not approve a one-year extension for Application File: Z18/01.

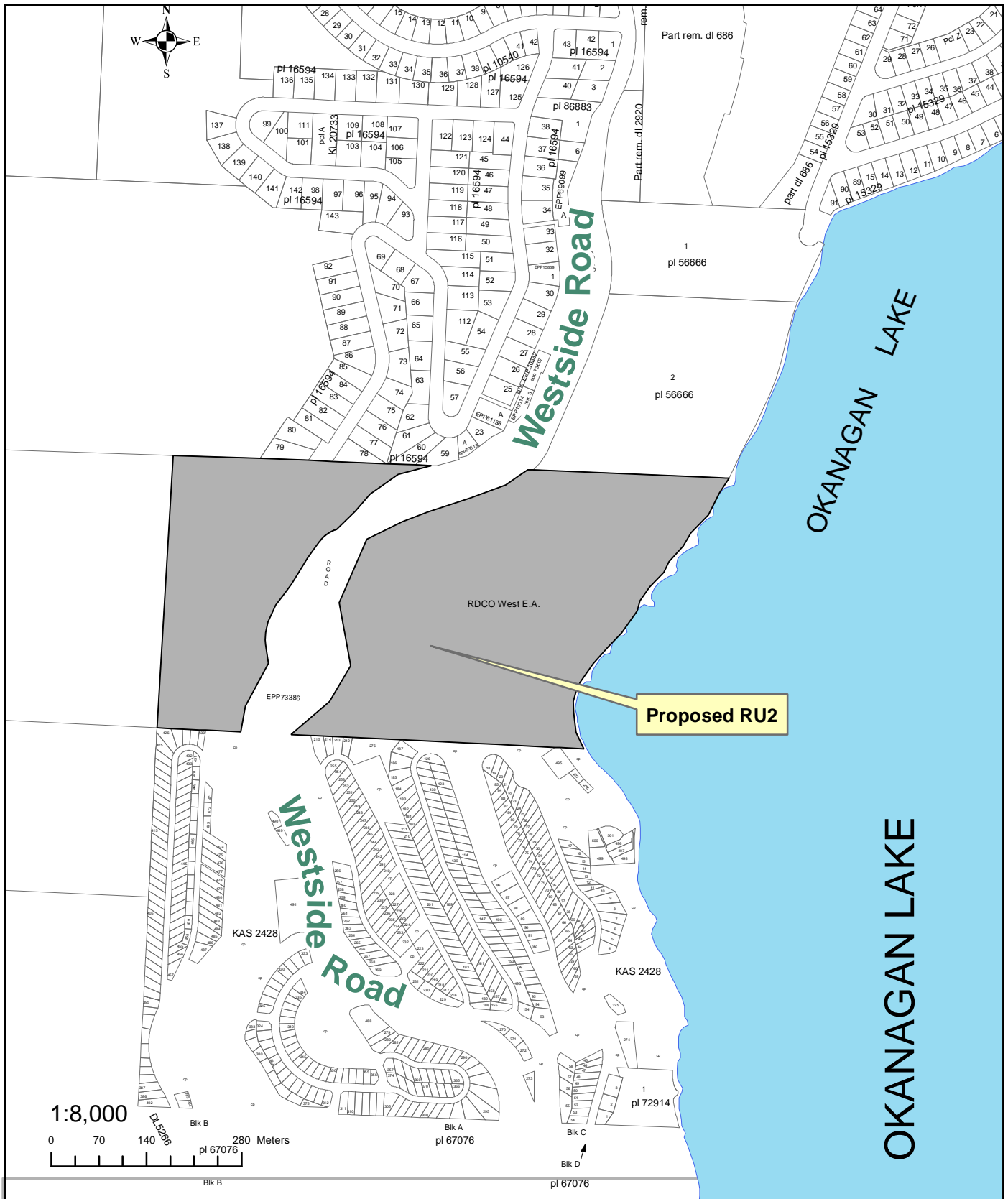
***Considerations not applicable to this report:***

- *Strategic Plan*
- *General*
- *Legal/Statutory Authority*
- *External Implications*

**Attachment(s):**

- Schedule 'A' & Orthophoto Maps
- November 21, 2018 Letter from MOTI
- March 20, 2020 Request for Extension

# SCHEDULE 'A'



I hereby certify this to be a true and correct copy of Schedule 'A' as described in Bylaw No. 871-246 and read a third time by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_



# ORTHOPHOTO



File: Z18/01

Drawn by: CB

Date: May 7, 2018

DL 3849, ODYD, Except that part lying South of a boundary parallel to and perpendicularly North 1300 feet from the South Boundary except plan EPP73386





Regional District of Central Okanagan  
1450 KLO Road  
Kelowna, British Columbia V1W 3Z4  
Canada

Your File #: Z18/01  
eDAS File #: 2018-02955  
Date: Jun/08/2018

Attention: Janelle Taylor

**Re: Proposed Rezoning Bylaw for:**

PID 011-419-431, DL 3849 ODYD EXCEPT THAT PART LYING SOUTH OF A  
BOUNDARY PARALLEL TO AND PERPENDICULARLY NORTH 1300 FEET  
FROM THE SOUTH BOUNDARY EXCEPT PLAN EPP73386

The Ministry of Transportation and Infrastructure has performed a quick review of the future subdivision which would be possible if this rezoning were to be approved. Although we have no objections, in principle, to this rezoning, the subdivision plan may not be approved as submitted.

Our main concerns have to do with access. The layout shows access via easement for all lots and it appears that this was done because direct access to Westside Rd is difficult or impossible due to steep grades. However, the alternate access regulations (BC Reg 334/79 - Sec 9) would only allow a 'single' parcel to be created with access by easement. Therefore, the plan would need to be modified to meet the legislation (Sec 75 of the Land Title Act). Contradictorily to the above, Westside Rd is a Controlled Access Highway in which we wish to limit the amount of accesses.

To complicate this further, this proposal may be required to adhere to Sec 75(c) and (d) of the Land Title Act which requires dedication of access to water. This can only be achieved if the parcel has public road access into Westside Rd to connect the water with the overall transportation network.

Development of this land has many challenges but it appears that the applicant has multiple options to address the concerns. He could reduce the number of lots. He could provide a public road (dedication and construction) to the new properties with one intersection point on Westside Rd at an approved location. He could change the subdivision type which would enact different legislation.

Local District Address
Vernon Area Office 4791 23rd Street Vernon, BC V1T 4K9 Canada Phone: (250) 503-3664 Fax: (250) 503-3631

Once the Preliminary Letter has been issued for the subdivision file, the applicant can move forward with modifications to the proposal based on the Provincial Approving Officer's requirements.

If the RDCO approves this rezoning, please send me a copy of the bylaw, after third reading, for endorsement. If you have any questions please feel free to call Desiree Lantenhammer at (250) 503-8963.

Yours truly,

A handwritten signature in black ink, appearing to read "Lantenhammer", with a stylized flourish extending to the right.

Desiree Lantenhammer, BSc  
Development Approvals Technician



Kent Macpherson



March 20, 2020

RDCO File: Z18/01

Regional District of Central Okanagan  
1450 KLO Road  
Kelowna, BC V1W 3Z4

**Attention:** Janelle Taylor, Planner, Regional District of Central Okanagan

**Re:** Zoning Amendment Application – District Lot 3849, ODYD, except that part lying south of a boundary parallel to and perpendicularly north 1300 feet from the south boundary except plan EPP73386 – 6972 Barcelona Drive E.  
Regional District of Central Okanagan, British Columbia

Please accept this letter as our request for an extension for File Z18/01 regarding the rezoning of land from Rural 1 (RU1) to Rural 2 (RU2).

We are continuing to work with the Ministry of Transportation and Infrastructure with respect to comments made in the letter dated Wednesday, November 21, 2018. We have engaged CTQ engineering to help answer any engineering question as MOTI's PLNA is based on a technical access requirement.

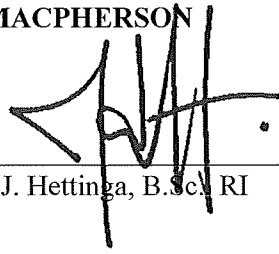
At this time, MOTI has the file with their AO and have suggested that they are working through a significant file load. As we wait for a response from MOTI, we would request that we be granted an extension for 12 months.

If you have any questions pertaining to this file, please do not hesitate to contact us.

Sincerely,

**KENT-MACPHERSON**

Per:



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J. Hettinga, B.Sc. RI







# Regional Board Report

**TO:** Regional Board

**FROM:** Todd Cashin  
Director of Community Services

**DATE:** April 27, 2019

**SUBJECT:** OCP Amendment Bylaw No. 1304-02 & Zoning Amendment Bylaw No. 871-258  
Application Z19/06 (R. Schoenherr (owner) c/o G. Fedoriuk (agent))  
4429 June Springs Road  
Central Okanagan East Electoral Area

**Voting Entitlement:** *Custom Vote – Electoral Areas & Kelowna Fringe Area – 1 Director, 1 Vote*

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**Purpose:** To consider an amendment to the OCP designation on a portion of the subject property from Rural Resource to Parks and Natural Open Space and the zone from RU1 Rural 1 to CL8 Conservation Lands, P1 Park and Open Space, and F1 Forest Resource, and to amend regulations in Zoning Bylaw No. 871 to permit the existing outdoor recreational ropes course and zipline business.

## Executive Summary:

In accordance with the bylaw amendments, the applicant intends to continue the existing outdoor recreational ropes course/zip line business known as Myra Canyon Adventure Park at the subject property. This use is not permitted in Zoning Bylaw No. 871 and was previously permitted by the Board under a Temporary Use Permit (TUP-13-03) for three years, with a subsequent renewal for a period of three years approved on April 14, 2016. Since the initial application, Planning staff has communicated that a permanent remedy must be accomplished through submission of an OCP and zoning amendment application and approval of the bylaw amendments.

In the event that the proposal is not approved by the Regional Board, the land use will continue as permitted under the RU1 Rural 1 zone. As the current use is not permitted, the operation will be terminated.

To date, no opposition has been received from affected agencies or neighbouring property owners regarding the application. Any correspondence received from the public will be provided to the Board as part of a future public hearing report.

## RECOMMENDATION #1:

**THAT** OCP Amendment Bylaw No. 1304-02, for R. Schoenherr (owner), located at 4429 June Springs Road be given first reading.

**RECOMMENDATION #2:**

**THAT** Zoning Amendment Bylaw No. 871-258 (application Z19/06) be given first reading;

**AND FURTHER THAT** scheduling of a Public Hearing be withheld pending:

- Receipt of comments from Ministry of Forests, Lands, Natural Resource Operations and Rural Development (Resource Management Branch);
- Receipt of comments from Interior Health Authority; and
- Receipt of confirmation from the owner that the public access over the KLO creek trail will be maintained.

Respectfully Submitted:



Todd Cashin  
Director of Community Services

Approved for Board's Consideration



Brian Reardon, CAO

*Prepared by: Danika Dudzik, Senior Planner*

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**Implications of Recommendation:**

Strategic Plan:	Granting first reading to the amendment bylaws achieves the Regional Board Strategic Priorities 2019-2022 with respect to "Economic Development" and "Environment".
Policy:	Granting first reading to the amendment bylaws complies with: <ul style="list-style-type: none"> <li>• Regional Growth Strategy Bylaw No. 1336, and</li> <li>• South Slopes OCP Bylaw No. 1304 policies.</li> </ul>
Legal/Statutory Authority:	Granting first reading to the amendment bylaws is in compliance with <i>Local Government Act</i> , Sections 472 and 479.

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**Background:****Current:**

The subject property is bisected by KLO Creek and the corridor surrounding the creek has historically been utilized for recreational purposes. The majority of the 129 ha (320 acre) parcel remains in a natural state with the exception of the existing outdoor recreational ropes course and zip line business known as Myra Canyon Adventure Park. The operation includes ropes and challenge course areas, zip lines, and parking area which utilizes an approximate 5.85 ha (14.2 acres) area. Through the amendment applications, the applicant intends to continue the

use which is not currently permitted in the Zoning Bylaw and historically permitted under a Temporary Use Permit.

The subject property is currently zoned RU1 Rural 1, this zone is intended to accommodate rural and agricultural uses on parcels that are 30 hectares or greater and located outside the Land Reserve and allows for a variety of permitted uses.

The existing land use designation in the South Slopes Official Community Plan (OCP) is Rural Resource, intended for privately owned large rural lots with minimal services. Private lands within this designation are intended to support resource industries such as cattle range, agriculture, timber harvest and gravel extraction as well as outdoor recreation on large parcels (30 ha or larger). Further, the OCP indicates that private lands within this designation have environmental constraints to the provision of services such as community water and roads. In order to minimize road access and to protect resource and environmental values, large parcel sizes are encouraged (30 ha or larger).

**History:**

Myra Canyon Adventure Park has been previously supported by the Regional Board on a portion of the subject property under a Temporary Use Permit and upon expiry of the TUP, a Board resolution to not pursue active enforcement on the operation subject to various conditions. One of these conditions was the preparation and submission of an OCP and zoning amendment application.

The business provides an outdoor based activity site for families with children of all ages as well as for leisure and corporate groups, including school classes. Currently, Myra Canyon Adventure Park utilizes an approximate 5.85 ha (14.2 acres) portion of the 129 ha (320 acre) property which includes a ropes and challenge course area, zip-lines, and a parking area. No permanent buildings are associated with the business and it operates with minimal negative environmental impact.

The Temporary Use Permit was conditionally approved for three years by the Regional Board on April 22, 2013. In 2013, the intent of the original applicant was to obtain approval of the TUP and establish the business while continuing negotiations with the property owner for a long-term lease and/or purchase of the property. Since the initial application, Planning staff has communicated that a permanent remedy must be accomplished via submission of, and approval of both an OCP and zoning amendment application.

In accordance with the *Local Government Act* Section 497, a TUP may be issued for up to three years with the option of one renewal for an additional three years. In 2016, the previous applicant requested a one-time renewal of the TUP for a period of three years to allow the continued operation of the business. This renewal was approved by the Regional Board on April 14, 2016 to allow the then-applicant to pursue an OCP and zoning amendment applications. In 2018 a land use amendment application was made however, it was withdrawn prior to referring it to external agencies and public process.

On April 11, 2019 the Regional Board was informed that the owner had engaged with a consultant to develop a land use proposal for consideration by the Board and intended to submit a comprehensive development zone application later in the year. As an alternative to leaving the property vacant during the planning process, the owner wanted Myra Canyon Adventure Park to continue during the 2019 season, under a new operator. The Regional Board considered the information and decided not to pursue active enforcement on the existing outdoor recreational

ropes course/zip line business for a period of one year subject to the owner/agent adhering to various conditions.

The Regional District is not compelled to enforce its bylaws. Legal counsel notes that the exercise of a local government's discretion to enforce its bylaws is not reviewable by a court unless it is exercised in bad faith. Case law supports a local government decision to withhold taking enforcement action where a bylaw is under review, as in the case of an application to amend the zoning/OCP.

Subsequent to the Board meeting on April 11, 2019, Planning staff were advised that the consultant was no longer involved in the planning process. Since this time, the owner engaged Greg Fedoriuk to represent the owners' interests in the property. Mr. Fedoriuk is the current operator of Myra Canyon Adventure Park and has continued operation of the business in a manner that complies with the previous TUP conditions.

**Proposal:**

1. To amend the Official Community Plan future land use designation on a portion of the subject property from Rural Resource to Parks and Natural Open Space;
2. To rezone the site from RU1 Rural 1 to CL8 Conservation Lands, P1 Park and Open Space, and F1 Forest Resource;
3. To amend the Permitted Uses Table for the CL8 Conservation Lands zone, Section 5.3.1 by adding a new subsection 5.3.1.10 – On part of South ½ of Section 36, Township 29, ODYD the following additional use is permitted: Adventure Eco-Tourism; and
4. To amend Definitions – Part 15 by adding the following definition: Adventure Eco-Tourism.

In accordance with the bylaw amendments, the applicant intends to continue the existing outdoor recreational ropes course/zip line business, with the ability to expand; offering additional passive recreational activities to the community and tourism sector.

**Site Context:**

The subject property is located within the South Slopes Official Community Plan. The surrounding land use is varied as it borders directly with Myra-Bellevue Provincial Park, vacant Crown lands, agriculture, and K.L.O. Creek Regional Park. The portion of the subject property which contains Myra Canyon Adventure Park is accessed through a Crown land parcel to the west. The owner has obtained a Commercial Access Permit from the Ministry of Transportation and Infrastructure and has valid Crown land license to access the subject property through the Crown land parcel.

Myra-Bellevue Protected Area was established on April 18, 2001 as part of the Okanagan-Shuswap Land and Resource Management Plan. In May of 2004, the Protected Area was reclassified as a Provincial Park. The area conserves and protects unique natural features, ecosystems, and wildlife. Myra-Bellevue Provincial Park was established to provide increased representation of the North Okanagan Basin and North Okanagan Highlands by capturing the full elevational range from the outskirts of Kelowna eastward to the crest of the mountains.

Under the OCP, the property is affected by a number of Development Permit Areas (including Aquatic Ecosystem, Sensitive Terrestrial Ecosystem, Hillside, and Wildfire). A Development Permit (DP-13-10) was approved on February 17, 2014 for land disturbance associated with the existing Myra Canyon Adventure Park development which included:

- A 50 elements tree ropes course/20 element kinder course;

- Two zip lines, stabilization of existing trails/walking trails;
- Installation of four 4 meter high utility poles;
- Resurfacing and realignment of road access/grading and resurfacing of parking areas;
- Marsh wetland establishment/draining and infill of the dugout pond;
- Placement of a steel shipping container as the guest center; and
- The provision of 5 portable toilets that are serviced on a weekly and “as needed” basis.

#### **KLO Creek Corridor:**

RDCO Parks Services has had ongoing interests in the KLO Creek corridor as a future trail and greenway connection between KLO Creek Regional Park, Scenic Canyon Regional Park and Myra-Bellevue Provincial Park. The KLO Creek trail corridor and greenway connectivity between these adjacent parks is supported in the South Slopes Official Community Plan. In 2013, the RDCO was presented with the opportunity to secure a trail access along KLO Creek, as part of the TUP requirements. The agreement entered into between the RDCO and owner in 2014 allowed the RDCO to fulfill this trail connection for multi-use recreation purposes between Regional Parks, and Myra-Bellevue Provincial Park which was actively used for recreation.

When the TUP expired, the lease for the trail connection expired. Last year, as the owner/agent was in the process of developing a land use proposal for consideration by the Regional Board and as an alternative to leaving the property vacant during the planning process, there was desire for Myra Canyon Adventure Park to continue to operate. As such, the Board agreed to not pursue active enforcement on the existing outdoor recreational ropes course/zip line business uses subject to the owner adhering various conditions. One of these conditions was that the owner would enter into a lease agreement for a two year period with RDCO Parks Services for the KLO Creek trail.

#### **Additional Information:**

<b>Owner:</b>	R. Schoenherr
<b>Agent:</b>	G. Fedoriuk
<b>Legal Description:</b>	South 1/2 of Section 36, Township 29, ODYD
<b>Address:</b>	4429 June Springs Road
<b>Lot Size:</b>	+/- 129.5 ha (320 acres)
<b>Zoning:</b>	RU1 Rural1
<b>OCP Designation:</b>	Rural Resource
<b>Sewage Disposal:</b>	Portable toilets
<b>Water Supply:</b>	Well
<b>Surrounding Uses:</b>	<b>North:</b> Agriculture/K.L.O. Creek Regional Park/Vacant Crown lands <b>South:</b> Myra-Bellevue Provincial Park <b>East:</b> Vacant Crown lands <b>West:</b> Rural residential/June Springs Road/Crown land
<b>A.L.R.:</b>	Not within the A.L.R.
<b>Fire Protection Area:</b>	June Springs Fire Protection Area

**Regional Board Strategic Priorities 2019-2022**

RDCO's strategic priorities, developed by the Regional Board, speak to important goals, services and needs on which the Board wishes to focus the organization's attention and resources. Economic Development and Environment have been identified as priorities:

- We will support economic development through the efforts of the Central Okanagan Economic Development Commission (COEDC) and its partners to identify new and emerging opportunities on which to build the future prosperity of our community.
- The Economic Development Strategic Plan 2020-2025 of COEDC identifies various strategic pillars including growing sustainably and competing globally.
- We will initiate and support efforts to reduce our environmental footprint, adapt to climate change and connect with nature.

**Regional Growth Strategy Bylaw No. 1336**

Our Land goal is to manage the land base effectively to protect natural resources and limit urban sprawl.

Policies Include:

- Support logical and sequential growth patterns that minimize urban encroachment into rural areas. (Policy No. 1)
- Support the protection of the rural areas that offer a rural lifestyle choice. (Policy No. 3)
- Ensure there is an appropriate supply of land used for economic opportunities, public facilities and infrastructure and protection of natural environment for the region's projected population growth. (Policy No. 13)

Our Economy goal is to develop and enhance a positive business environment in the region to achieve a dynamic, resilient and sustainable economy.

Policies Include:

- Encourage and support related economic development initiatives that address the needs and challenges in the Region. (Policy No. 2)
- Support effectively managing and protecting the integrity of the Region's critical assets such as the lakes, natural environment and agricultural lands that promote attraction of employment and investment. (Policy No. 9)
- Promote land development patterns that support a diverse regional economy. (Policy No. 11)

Our Water Resources goal is to manage and protect water resources.

Policies Include:

- Consider water resources in land use planning decisions. (Policy No. 1)
- Utilize best management practices to protect and manage water resources, groundwater and surface water, through integrated watershed planning to improve water quality, and adequate supply for the Region. (Policy No. 4)

Our Health goal is to contribute to the improvement of community health, safety and social well-being.

Policies Include:

- Support active transportation initiatives of the regional partners. (Policy No. 3)
- Promote community health and safety through investments in education, recreation, health, community development, social support, civic design, environmental design, maintenance and economic development. (Policy No. 5)

Our Ecosystems goal is to be responsible stewards of natural ecosystems to protect, enhance and restore biodiversity in the region.

Policies Include:

- Manage growth to minimize disturbance to habitat, watershed and natural drainage areas and systems. (Policy No. 3)
- Encourage a mix of parkland and open space that protect regionally significant ecosystems, and natural and cultural attributes. (Policy No. 5)
- Protect natural environments, parks and water systems, as these systems are essential to the quality of life in the Okanagan that support active and healthy lifestyles. (Policy No. 7)

**South Slopes Official Community Plan Bylaw No. 1304:**

Various objectives and policies in the South Slopes OCP address a core principle for this unique area, which is to, retain protect and enhance the current rural character. The OCP supports tourism and related businesses in the South Slopes that complement the existing parks and their permitted low-impact uses, supports the Strategic Plan of the Economic Development Commission, identifies the importance of an overall connectivity of natural open space, linear parks and trails, and includes policy to plan for and protect wildlife corridors, rare and endangered ecosystem communities and species, important fish or wildlife resources and ecosystem connectivity.

Chapter 7 - Commercial Uses, Working Lands and Economic Development, outlines that the vast majority of private lands within the OCP area are used for parks protection/recreation, and rural resource extraction. The objectives and policies support the existing rural character of these areas with limited residential, commercial and industrial development.

Policies applicable to the proposal include:

- Support tourism and related businesses in South Slopes that complement the existing parks and their permitted low-impact (non-motorized) uses. (Policy 3)
- Support the Strategic Plan of the Economic Development Commission. (Policy 4)

Chapter 10 - Community Facilities, Parks, Recreation and Heritage, outlines South Slopes is a large geographic area with 45% of the land area held as Provincial parks that were established to protect the unique ecosystems, habitats and scenic Okanagan Lake views. Community facilities, recreation and heritage sites in South Slopes are located within the provincial and regional parks in this area. One of the key areas of interest for improving the connectivity between RDCO, Provincial and City of Kelowna parks include KLO Creek.

Regional Parks provide opportunities for public recreation, interpretation and enjoyment of the natural and cultural landscape, protect and preserve ecologically significant ecosystems, natural habitats and features and provide wildlife habitat and corridors. There is one regional park located within the South Slopes OCP area and three regional parks located adjacent to the South Slopes OCP area.

The OCP identifies long term planning for future parkland acquisitions include securing lands to complement the existing system of regional parks, protection of regionally significant natural and human heritage park areas, and to complete recreational corridor linkages with existing parks, linear greenways, trails, natural areas, and surrounding Crown lands.

Policies applicable to the proposal include:

- Assess a range of tools for natural open space and conservation area management, including covenants, land trusts, purchase by conservation organizations and regional park acquisition. (Policy 5)
- Provide for an overall connectivity of natural open space and parkland between Regional District, Provincial, City of Kelowna and Crown lands in the South Slopes area.(Policy 11)

### **RDCO TECHNICAL COMMENTS:**

**Parks Services** staff indicate support for the zoning amendment as the Parks Department has ongoing recreational interests in the KLO Creek corridor for the park and trail connectivity to KLO Creek Regional Park, Scenic Canyon Regional Park, and Myra Bellevue Provincial Park. The KLO Creek trail corridor and trail connectivity between RDCO, City of Kelowna and Crown lands is supported in the South Slopes OCP Bylaw No. 1304.

In 2019, RDCO Parks Services entered into an interim two year land lease agreement with the owner of the parcel for public access over the KLO Creek trail. The existing lease agreement, due to expire on April 30, 2021, contains a renewal option for an additional two year term. It is recommended that the existing signed land lease agreement for the KLO Creek trail through the subject property remain in effect and as a condition of approval for the bylaw amendments.

**Environmental Advisory Commission** recommends that the application be supported as presented.

**Planning Services** staff indicates the existing use (outdoor recreational ropes course/zip line business) is not permitted in Zoning Bylaw No. 871 and was previously permitted by the Board under a Temporary Use Permit (TUP-13-03) for three years, with a subsequent renewal for a period of three years approved on April 14, 2016. Since the initial TUP application, Planning staff has communicated that a permanent remedy must be accomplished through submission of an OCP and zoning amendment application and approval of the bylaw amendments.

In 2013, a Development Permit (DP) was conditionally approved to address the environmental and hillside impacts associated with the existing operation (RDCO File: DP-13-10). Since the original DP approval, all activities have been completed with the exception of the condition to register a Section 215 geotechnical covenant for the activities covered under Phase 2. This condition was waived by the Director of Community Services in 2017 as the Phase 2 proposal of zip lines within the canyon was abandoned by the property owner.

Under the DP, the marsh wetland / dugout restoration was completed in 2017, with professional oversight and monitoring by Ecora Resource Group Ltd. 10% of the required maintenance bond is currently being held by the Regional District for a minimum of two years (growing seasons) to ensure that the required mitigation has been fully implemented and demonstrated to function ecologically or as designed. The maintenance bond may be held for longer periods if, throughout the initial 2-year period the persistent failure of the works is documented.



**Unaffected RDCO Departments** include Inspection Services, Fire Services, and Environmental Services.

#### **AGENCY REFERRAL COMMENTS:**

**Ministry of Transportation and Infrastructure** staff indicates the subject property is beyond Ministry jurisdiction. Applications located within 800 metres from an intersection with a Controlled Access Highway require Ministry of Transportation & Infrastructure approval.

The Ministry has issued a Commercial Access Permit for the operation of Myra Canyon Adventure Park. Subsequent to rezoning, should additional uses be added to the operation, the permit will require an amendment.

**Ministry of Forests, Lands, Natural Resource Operations and Rural Development (Regional Lands Branch)** staff advises:

- Recreation Sites and Trails BC has no concerns with the proposed bylaw amendments.
- The subject property has a domestic water licence attached to it – C112138. It is the responsibility of the landowner to apportion the water licence should the use change or subject to a future subdivision of the land.
- The subject area is within Ungulate Winter Range GAR Order UWR u-8-001 and Mule Deer Planning Cells, the Central Okanagan South Slopes TEM Sensitive Ecosystem, and Grizzly Bear Resource Management Zones.
- The subject area is within the Provincial Forest of the Okanagan Timber Supply Area (TSA). Any area that will no longer be managed for timber harvesting within the timber harvesting land base (THLB) may require a deletion from the provincial forest.
- The ILRR report shows constraints with two Non-Legal Old Growth Management Areas (OGMAs) (LRDW/ILRR ID 37725 and 37726, also described as KAM\_TOK\_928 and KAM\_TOK\_929). However, in iMap, it appears the proposed area overlaps with two OGMAs KAM\_TOK\_927 and KAM\_TOK\_928. If any development or timber removal is planned within these OGMA areas, the Ministry must be notified.

**Ministry of Forests, Lands, Natural Resource Operations and Rural Development (Archaeology Branch)** staff indicates according to Provincial records, there are no known archaeological sites recorded on the subject property. Further, archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at this time. Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed. If archaeological material is encountered at any time, the Archaeology Branch must be contacted for direction.

**City of Kelowna** staff indicates that the City of Kelowna owns a parcel adjacent to the subject property; directly north of Myra Canyon Adventure Park. The City property is not park (aside from the land along KLO Creek that is maintained by the RDCO) and does not have sanctioned trails connecting to the existing outdoor recreational ropes course/zipline business. Additionally, there will be cattle on the property for a portion of the year, through a prescribed grazing program to reduce wildfire fuel hazard.

The cattle will be placed there annually once fuel mitigation is complete this winter and is funded through the Forest Enhance Society of BC (FESBC), and led by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

City staff advises no objection to the proposed use of the property subject to the following:

- Establish signage at the north property boundary that notifies visitors that this land is “Not park property – No sanctioned trails are beyond this point.”
- Establish a wire fence at the property’s north property line along 4295 Field Road from the western corner to the edge of the KLO Creek ravine. The construction of fences in ungulate winter ranges will follow recommended designs to ensure safe passage for deer and smaller critters that need to move under the lower wire. This usually includes barbless wires for the upper and lower wires as well increased height of the lower strand. In areas of known deer migration routes high visibility strips may also be attached to reduce risk of injury.

**Fortis BC** staff indicated there are primary distribution facilities along June Springs Road and within the boundary of the subject property. All costs and land right requirements associated with changes to the existing servicing are the responsibility of the applicant.

For any changes to the existing service, the applicant must contact a FortisBC Inc (Electric) designer for more details regarding design, servicing solutions, and land right requirements.

**Unaffected Agencies** include BC Hydro, Shaw Cable, Westbank First Nation, and Telus.

### **External Implications:**

In accordance with Development Applications Procedures Bylaw No. 944, two Notice of Application Signs have been posted. Any correspondence received from the public will be provided to the Board as part of a future public hearing report.

### **Alternative Recommendations:**

- #1** THAT OCP Amendment Bylaw No. 1304-02 not be given first reading.
- #2** THAT Zoning Amendment Bylaw No. 871-258 not be given first reading.

### ***Considerations not applicable to this report:***

- *General*
- *Financial Considerations*
- *Organizational Issues*

### **Attachment(s):**

- Bylaw Amendment No. 1304-02
- Bylaw Amendment No. 871-258
- Orthophoto
- Myra Canyon Adventure Park Site Plan
- Zoning Bylaw No. 871, RU1 Rural 1 & CL8 Conservation Lands & P1 Park and Open Space & F1 Forest Resource

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**REGIONAL DISTRICT OF CENTRAL OKANAGAN**

**BYLAW NO. 1304-02**

**A Bylaw to amend the South Slopes Official Community Plan Bylaw No. 1304, 2012**

---

WHEREAS the Regional Board of the Regional District of Central Okanagan is desirous of amending Bylaw No. 1304, 2012 under the provisions of the Local Government Act.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in an open meeting enacts as follows:

1. **This bylaw may be cited as South Slopes Official Community Plan Amendment Bylaw No. 1304-02.**
2. **That the South Slopes Official Community Plan Bylaw No. 1304, 2012 is hereby AMENDED by changing the designation on part of South ½ of Section 36, Township 29, ODYD as shown on Schedule 'A' attached to and forming part of this bylaw from Rural Resource to Parks and Natural Open Space.**
3. **That the South Slopes Official Community Plan Schedule 'C' Future Land Use Map of the bylaw be AMENDED to depict the change.**

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this \_\_\_\_\_  
day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1304-02 as read a third time by the Regional District of Central Okanagan the \_\_\_\_\_ day of \_\_\_\_\_

Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1304-02 which was Adopted by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_

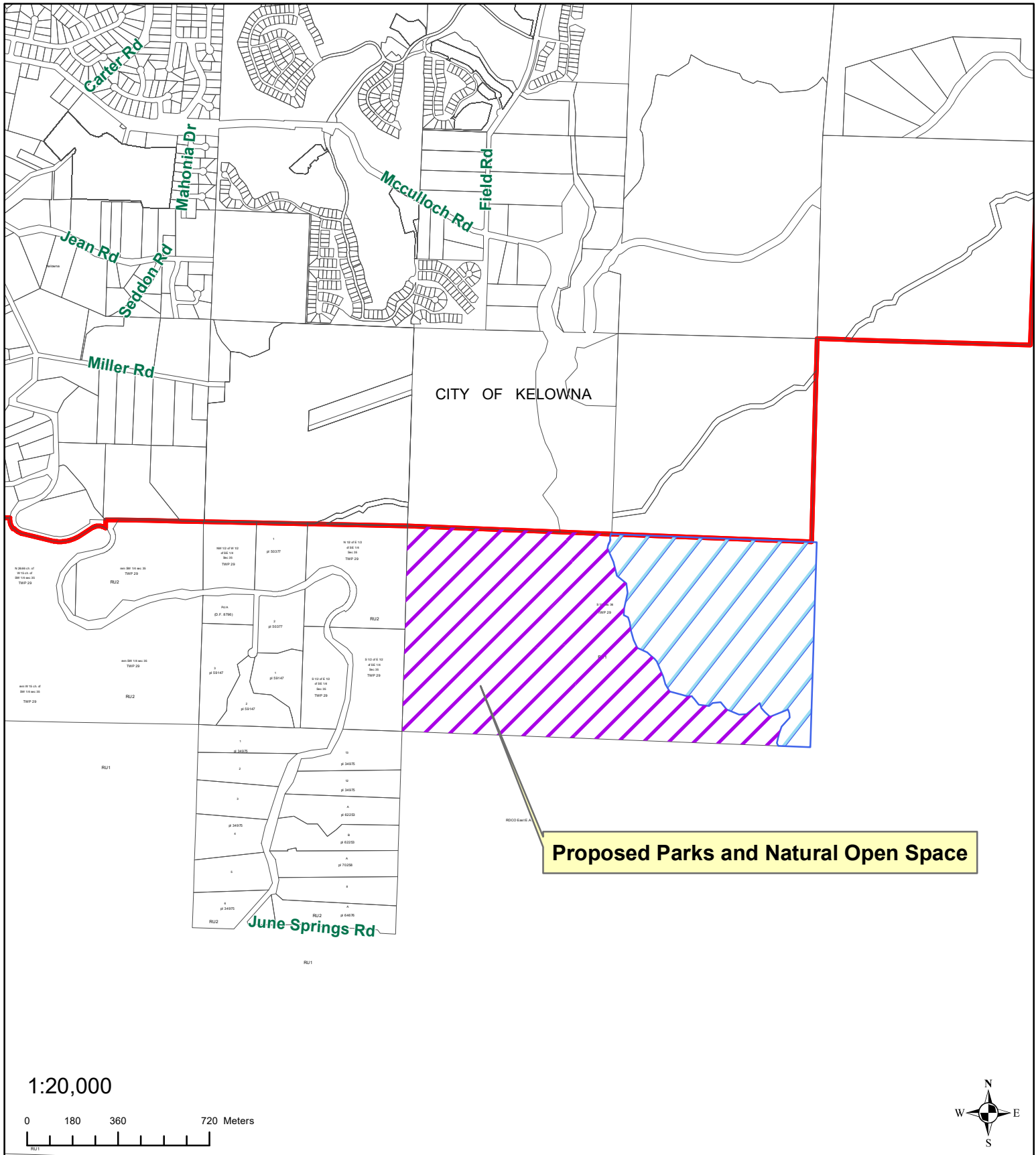
\_\_\_\_\_

Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

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# SCHEDULE 'A'



I hereby certify this to be a true and correct copy of Schedule 'A' as described in Bylaw No. 1304-02 and read a third time by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_

---

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 871-258

A Bylaw to Amend Regional District of Central Okanagan Zoning Bylaw 871, 2000

---

WHEREAS the Regional Board of the Regional District of Central Okanagan is desirous of amending Zoning Bylaw No. 871 under the provisions of the Local Government Act.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in an open meeting enacts as follows:

1. This bylaw shall be cited as **Regional District of Central Okanagan Zoning Amendment Bylaw No. 871-258**.
2. That the **Regional District of Central Okanagan Zoning Bylaw No. 871, 2000** is hereby **AMENDED** by the following and forms a part of this bylaw:

2.1 Amending **PART 5 – Resource Land Uses**

2.1.1. SECTION 5.3 - Conservation Lands (CL8)

1. **ADDING** 5.3.1.10 to Section 5.3.1 – “On part of South ½ of Section 36, Township 29, ODYD the following additional use is permitted: *Adventure Eco-Tourism*”

2.2. Amending **PART 15 – Definitions**

- 2.2.1. In the appropriate alphabetical order **ADDING** the new definition: “*Adventure Eco-Tourism* means the use of land for recreational and educational activities with an element of adventure that take place outdoors where patrons are the primary participants engaging in a unique experience while preserving the natural environment. Typical uses include but are not limited to aerial adventure park (zip-lines), ropes and challenge courses, walking and hiking trails, wilderness adventures, and action sports.”

3. That the **Regional District of Central Okanagan Zoning Bylaw No. 871, 2000** is hereby **AMENDED** by changing the zoning on the South ½ of Section 36, Township 29, ODYD as shown on Schedule ‘A’ attached to and forming a part of this bylaw from RU1 Rural 1 to CL8 Conservation Lands, P1 Park and Open Space, and F1 Forest Resource.
4. That the **Regional District of Central Okanagan Zoning Bylaw** map being Schedule ‘B’ of the bylaw be **AMENDED** to depict the change.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this \_\_\_\_\_  
day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-258 as read a third time by the Regional District of Central Okanagan the \_\_\_\_\_ day of \_\_\_\_\_

Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

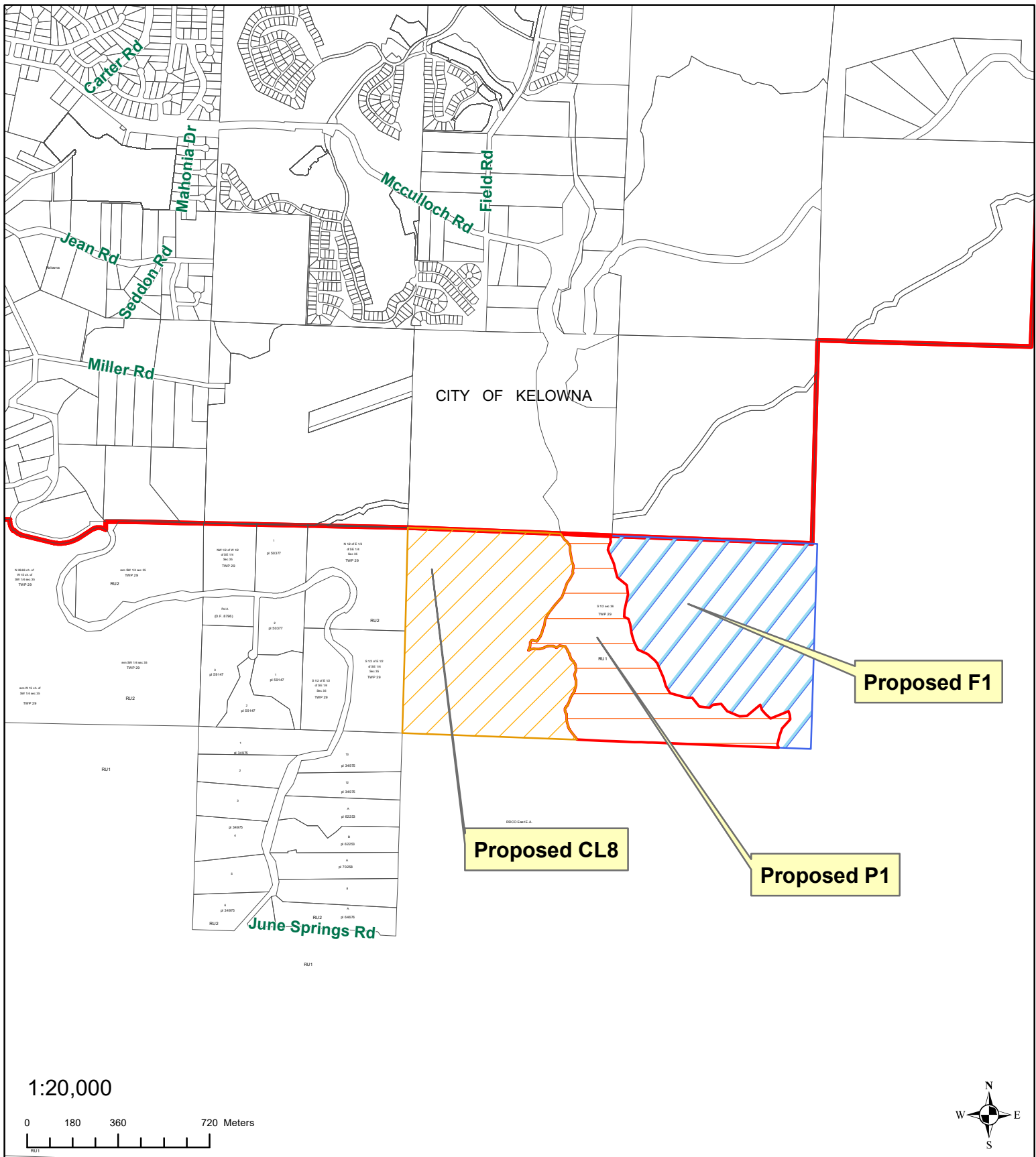
I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-258 which was Adopted by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

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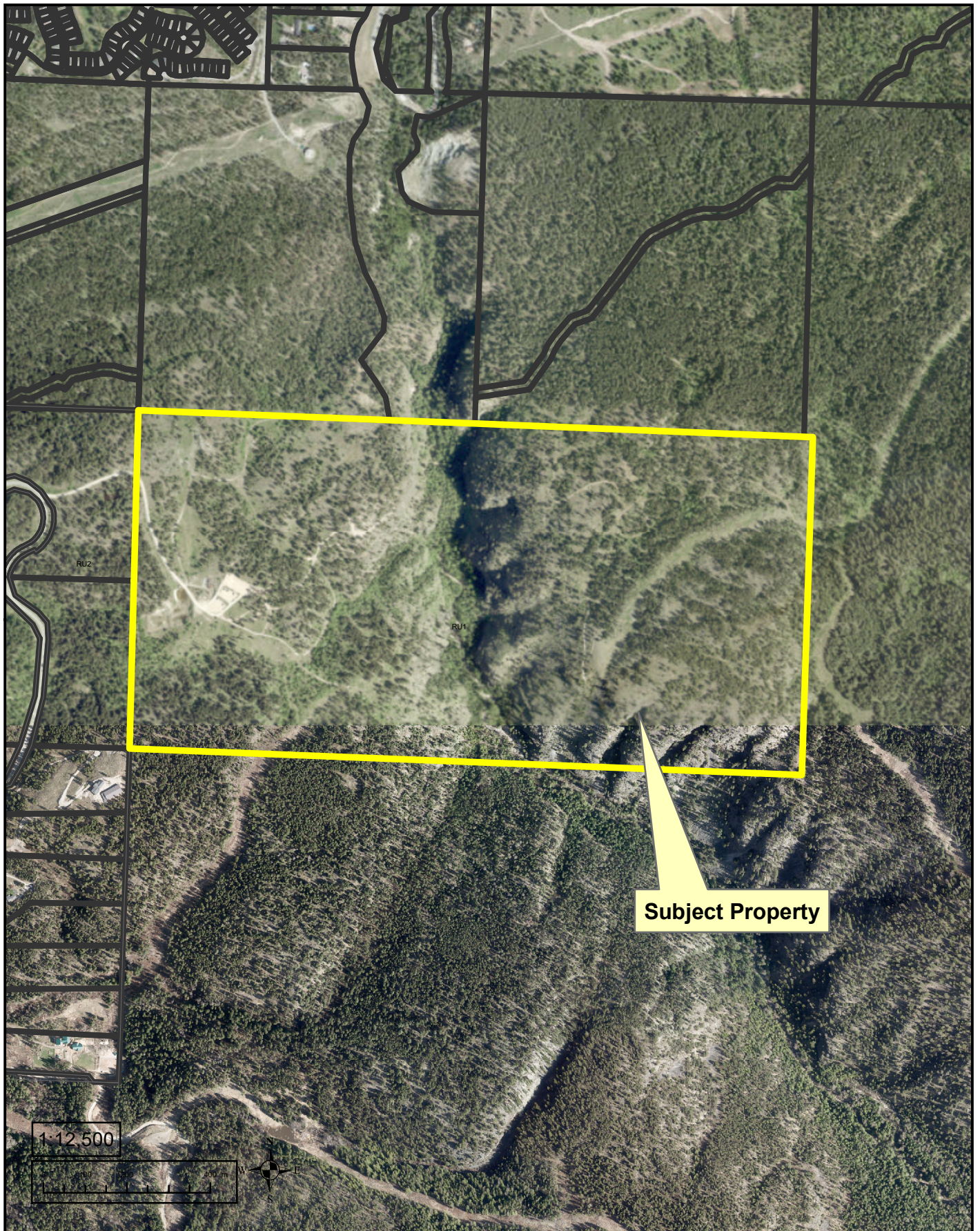
# SCHEDULE 'A'



I hereby certify this to be a true and correct copy of Schedule 'A' as described in Bylaw No. 871-258 and read a third time by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_

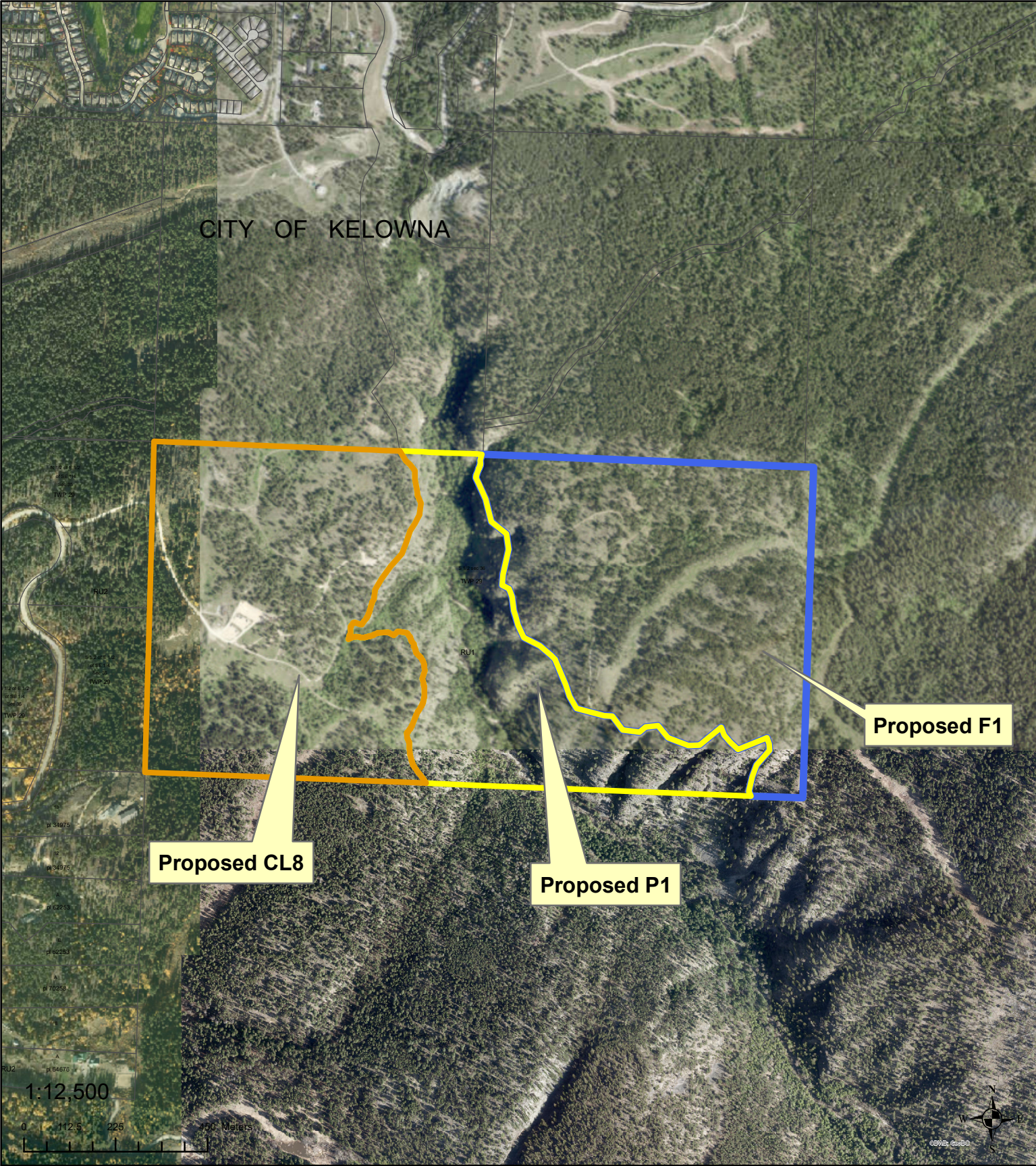


# ORTHOPHOTO





# ORTHOPHOTO



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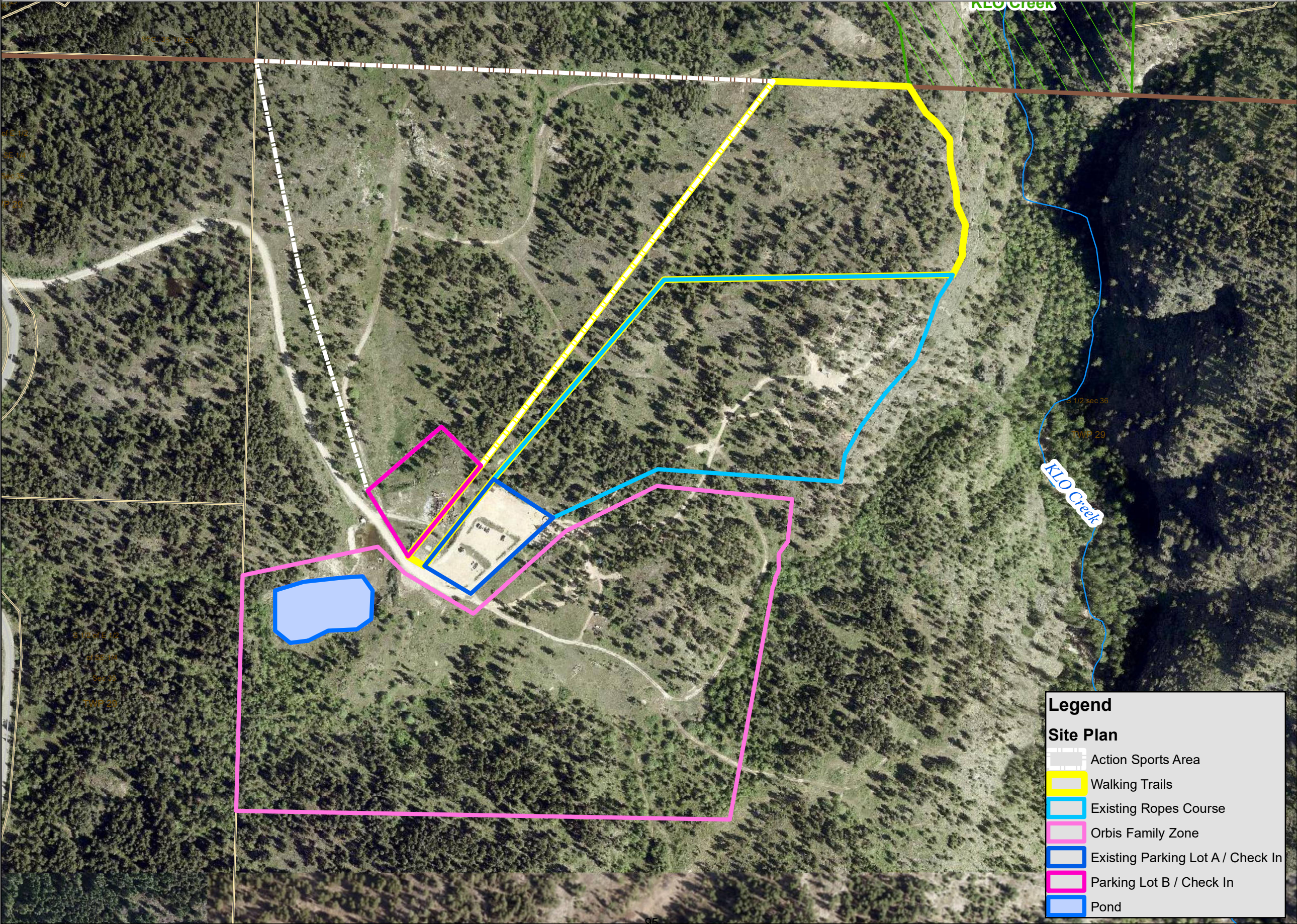
March 5, 2020

Drawn by: GIS/JM

On part of South ½ of Sec 36, Twp.29, ODYD



# Site Plan





# 6.1 RURAL 1

**Purpose:** To accommodate agricultural and rural uses on parcels that are 30 hectares or greater and located outside the Land Reserve.

# RU1

## PERMITTED USES TABLE FOR RU1 ZONE

### 6.1.1 Permitted uses, buildings and structures:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>.1 <i>Agriculture including intensive agriculture;</i></li> <li>.2 <i>Agri tourism;</i></li> <li>.3 <i>Agri tourist accommodation;</i> (Section 3.24)</li> <li>.4 <i>Single detached house;</i></li> <li>.5 <i>Accessory home;</i> (Section 3.18)</li> <li>.6 <i>Winery and cidery</i></li> <li>.7 <i>Home based business, major;</i> (Section 3.21)</li> <li>.8 <i>Bed and breakfast accommodation;</i> (Section 3.23)</li> <li>.9 <i>Portable saw mill and portable shake mill;</i></li> </ul> | <ul style="list-style-type: none"> <li>.10 <i>Kennels, Service</i> (permitted only on 4 ha. or larger)*</li> <li>.11 <i>Kennels, Hobby</i> (permitted on properties under 4 ha)*<br/>*(Check with RDCO Dog Control Bylaw)</li> <li>.12 <i>Veterinary clinic;</i></li> <li>.13 <i>Accessory buildings and structures;</i> (see Section 3.17)</li> <li>.14 <i>Greenhouses;</i> (Section 3.17)</li> <li>.15 <i>Temporary agricultural worker dwellings;</i> may include a recreational vehicle only to accommodate the household of an agricultural worker or caretaker. (Section 3.25).</li> <li>.16 <i>Day care centre, minor;</i></li> <li>.17 <i>Cannabis Production Facility.</i> (Section 3.31).</li> </ul> |
|---|--|

Bylaw  
871-51  
& 871-211

Bylaw  
871-25

Bylaw  
871-96

Bylaw  
871-125

Bylaw  
871-222

Bylaw  
871-222  
&  
Bylaw  
871-247

## REGULATIONS TABLE FOR RU1 ZONE

Column 1	Column 2
6.1.2 <b>Minimum <i>parcel area</i></b>	30 ha (74.12 acres)
6.1.3 <b>Minimum <i>parcel frontage</i></b>	30.0 m (98.4 ft.)
6.1.4 <b>Minimum <i>front setback</i></b>	6.0 m (19.7 ft.)
6.1.5 <b>Minimum <i>side setback</i></b>	3.0 m (9.8 ft.)
6.1.6 <b>Minimum <i>corner side setback</i></b>	4.5 m (14.8 ft.)
6.1.7 <b>Minimum <i>rear setback</i></b>	3.0 m (9.8 ft.)
6.1.8 <b>Minimum <i>setbacks from the parcel line for:</i></b>	
.1 <i>intensive agriculture</i>	100.0 m (328.1 ft.)
.2 <i>buildings housing animals overnight (other than intensive agriculture)</i>	15.0 m (49.2 ft.)
.3 <i>kennels</i>	15.0 m (49.2 ft.)
.4 <i>greenhouses</i>	15.0 m (49.2 ft.)
6.1.9 <b>Minimum <i>side and rear setback for buildings with heights greater than 9.0 m and located on parcels adjacent to an R or RC1, R3A, R3B zone</i></b>	<i>Height of the building minus 6.0m</i> [e.g. 12.0 m – 6.0 m = 6.0 m setback]
6.1.10 <b>Minimum <i>setbacks from A1 Zone</i></b>	15.0 m (49.2 ft.) [see section 3.11]
6.1.11 <b>Maximum <i>parcel coverage</i></b>	10% of the <i>parcel area</i>
6.1.12 <b>Maximum <i>number of single detached houses</i></b>	1 per <i>parcel</i> and <i>accessory homes</i> where permitted under this Bylaw
6.1.13 <b>Maximum <i>building height:</i></b>	
.1 <i>Principal buildings</i>	12.0 m (39.4 ft.)
.2 <i>Accessory buildings and structures.</i> (See Section 3.17)	8.0 m (26.2 ft.)

Bylaw  
871-211

Bylaw  
871-194

## 5.3 CONSERVATION LANDS

# CL8

**Purpose:** To manage lands and watercourses where protection and conservation of the natural environment is the principle objective and to permit passive recreational uses where appropriate.

### PERMITTED USES TABLE FOR CL8 ZONE

#### 5.3.1 Permitted uses, buildings and structures:

- .1 *Conservation area;*
- .2 Ecological reserve, flood hazard, groundwater protection, or community water supply area;
- .3 Erosion or sediment control;
- .4 Interpretive centre;
- .5 Forest or wilderness oriented recreation and wilderness purposes including campsites where the use exists prior to March 17, 2008;
- .6 Open space;
- .7 Silviculture for purpose of forest health or fire hazard reduction;
- .8 Water, fisheries and wildlife, biological diversity and culture heritage purposes.
- .9 *Accessory Building or Structures* (see Section 3.17)

### REGULATIONS TABLE FOR CL8 ZONE

Column 1	Column 2
5.3.2 <b>Minimum <i>parcel area</i></b>	1 hectare (2.5 acres)
5.3.3 <b>Minimum <i>parcel frontage</i></b>	30 m (98.4 ft.)
5.3.3 <b>Minimum <i>setback from watercourse</i></b>	30 m (98.4 ft.)
5.3.4 <b>Minimum <i>setbacks from parcel boundaries</i></b>	4.5 m (14.8 ft.)
5.3.5 <b>Minimum <i>setbacks from A1 Zone</i></b>	15.0 m (49.2 ft.)
5.3.6 <b>Maximum <i>parcel coverage</i></b>	5% of the <i>parcel area</i>
5.3.7 <b>Maximum <i>building height</i>:</b>	
.1 <i>Principle buildings</i>	9.0 m (29.5 ft)
.2 <i>Accessory uses, buildings and structures</i> (see Section 3.17)	5.0 m (16.4 ft.)

# 13.1 PARK AND OPEN SPACE

# P1

**Purpose:** To accommodate parks and recreational open space and other associated uses.

## PERMITTED USES TABLE FOR P1 ZONE

### 13.1.1 Permitted uses, buildings and structures:

- .1 Parks and playgrounds;
- .2 *Conservation area*;
- .3 Ecological reserves;
- .4 Gift and snack shop;
- .5 *Golf courses*;
- .6 *Golf driving ranges*;
- .7 Interpretive centre;
- .8 *Recreation services, outdoor*;
- .9 *Dwelling unit*;
- .10 *Accessory buildings and structures*. (See Section 3.17)
- .11 *Religious or non-denominational camps*
- .12 **On part of Lot 2, Plan 1965, (except plans 2570 and B7383), DL 3329 ODYD, only the following site specific uses are permitted: 26 residential dwelling units, accessory buildings, parking areas, and tennis court.**

Bylaw  
871-25

Bylaw  
871-51

Bylaw  
871-97

## REGULATIONS TABLE FOR P1 ZONE

Column 1	Column 2
13.1.2 <b>Minimum <i>parcel frontage</i></b>	30.0 m (98.4 ft.)
13.1.2 <b>Minimum <i>front setback</i></b>	4.5 m (14.8 ft.)
13.1.3 <b>Minimum <i>side setback</i></b>	3.0 m (9.8 ft.)
13.1.4 <b>Minimum <i>corner side setback</i></b>	4.5 m (14.8 ft.)
13.1.5 <b>Minimum <i>rear setback</i></b>	3.0 m (9.8 ft.)
13.1.6 <b>Minimum <i>setbacks from A1 Zone</i></b>	15.0 m (49.2 ft.) [see section 3.11]
13.1.7 <b>Maximum <i>parcel coverage</i></b>	35% of the <i>parcel area</i>
13.1.8 <b>Maximum number of <i>single detached houses</i></b>	1 per <i>parcel</i>
13.1.9 <b>Maximum <i>building height</i></b>	9.0 m (29.5 ft.)

Bylaw  
871-215

## 5.2 FOREST RESOURCE

# F1

**Purpose:** to accommodate forest and resource management uses, on large parcels that are within the Forest Land Reserve.

### PERMITTED USES TABLE FOR F1 ZONE

Bylaw  
871-25

#### 5.2.1 Permitted uses buildings and structures:

- .1 Timber production, utilization and related purposes;
- .2 Forage production and grazing of livestock and wildlife;
- .3 Forest or wilderness oriented recreation and wilderness purposes;
- .4 Water, fisheries and wildlife, biological diversity and cultural heritage purposes;
- .5 *Dwelling unit*;
- .6 *Accessory buildings and structures*. (see Section 3.17)

### REGULATIONS TABLE FOR F1 ZONE

Column 1	Column 2
5.2.2 <b>Minimum <i>parcel area</i></b>	30.0 ha (74 acres)
5.2.3 <b>Minimum <i>parcel frontage</i></b>	30.0 m (98.4 ft.)
5.2.4 <b>Minimum <i>front setback</i></b>	10.0 m (32.8 ft.)
5.2.5 <b>Minimum <i>side setback</i></b>	10.0 m (32.8 ft.)
5.2.6 <b>Minimum <i>corner side setback</i></b>	10.0 m (32.8 ft.)
5.2.7 <b>Minimum <i>rear setback</i></b>	10.0 m (32.8 ft.)
5.2.8 <b>Maximum <i>parcel coverage</i></b>	35% of the <i>parcel area</i>
5.2.9 <b>Maximum number of <i>dwelling units</i></b>	1 per <i>parcel</i>

Bylaw  
871-194

Bylaw  
871-215

[Note: Some *parcels* zoned F1 may be located within the Agricultural Land Reserve. Therefore, some uses may not be allowed in the Agricultural Land Reserve without Agricultural Land Commission approval.]

Bylaw  
871-204



# Regional Board Report

**TO:** Regional Board

**FROM:** Todd Cashin  
Director of Community Services

**DATE:** April 27, 2020

**SUBJECT:** Zoning Amendment Bylaw No. 871-261  
Application Z20/03 (S. Tulloch (owner) c/o D. Tulloch (agent))  
6880 Sierra Drive  
Central Okanagan East Electoral Area

**Voting Entitlement:** *Custom Vote – Electoral Areas, Kelowna Fringe Area – 1 Director, 1 Vote*

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**Purpose:** To permit a secondary suite by rezoning the subject property from RU2 Rural 2 to RU2s Rural 2 (Secondary Suite).

## Executive Summary:

The owner of Lot 8, Plan KAP31650, Section 30, Township 24, ODYD with a civic address of 6880 Sierra Drive would like to add a secondary suite to the existing single detached house. The parcel is currently zoned RU2 Rural 2, which does not permit a secondary suite. All technical requirements will be addressed in conjunction with the zoning amendment and Building Permit process. To date, no opposition has been received from affected agencies or neighbouring property owners regarding the application.

## RECOMMENDATION:

**THAT** Zoning Amendment Bylaw No. 871-261 be given first reading;

**AND FURTHER THAT** application Z20/03 be scheduled for a Public Hearing.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Todd Cashin".

Todd Cashin  
Director of Community Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

*Prepared by: Danika Dudzik, Senior Planner*



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**Implications of Recommendation:**

Strategic Plan: Approval of the zoning amendment achieves the Regional Board Strategic Priorities 2019-2022 with respect to “Sustainable Communities”.

Policy: Approval of the zoning amendment complies with:

- Regional Growth Strategy Bylaw No. 1336
- Ellison Official Community Plan Bylaw No. 1124

---

**Background:**
**Current:**

The property is developed with one single detached house and two accessory buildings. The current land use is Rural Residential.

**Proposal:**

The owner would like to construct a secondary suite in the basement of the existing single detached house. In preparation of the rezoning, through the design of the existing residence, the owner roughed in various components in anticipation of a future suite.

The provision of a secondary suite is subject to the regulations identified in Section 3.26 of Zoning Bylaw No. 871 (see attached). These regulations were recently amended by the Regional Board to strengthen servicing requirements and reflect new design and construction requirements for secondary suites in the BC Building Code. The zoning amendment and all requirements of a Building Permit must be met prior to final approval for occupancy being granted by the Regional District. Based on the proposal and supporting technical documentation adequate on-site parking is achievable for the residence and secondary suite and servicing requirements for water and wastewater have been addressed as required in Zoning Bylaw No. 871.

**Regional Board Strategic Priorities 2019-2022**

RDCO's strategic priorities, developed by the Regional Board, speak to important goals, services and needs on which the Board wishes to focus the organization's attention and resources. Sustainable Communities has been identified as a priority:

- We will initiate and support efforts to create a healthy built environment in which all people throughout the region enjoy a high quality of life with access to safe neighbourhoods including a diverse range of housing options.

**Ellison Official Community Plan Bylaw No. 1124:**

Section 16, Policy No. 2.8 is applicable to the proposal, which supports “a range of residential types and densities in order to accommodate different socio-economic groups, age groups and lifestyles.”

**Site Context:**

The property is located in the Ellison Area however, it is outside of a designated Fire Protection Area. The parcel is serviced by a private water source and on-site sewerage disposal system. In accordance with the Ellison Official Community Plan Bylaw No. 1124, the property is affected by a number of Development Permit Areas (including Aquatic Ecosystems, Rural Hillside and Sensitive Terrestrial Ecosystems).

**Additional Information:**

<b>Owner:</b>	S. Tulloch
<b>Agent:</b>	D. Tulloch
<b>Address:</b>	6880 Sierra Drive
<b>Legal Description:</b>	Lot 8, Plan KAP31650, Section 30, Township 24, ODYD
<b>Lot Size:</b>	+/- 8.12 ha (20.07 acres)
<b>Zoning:</b>	RU2 Rural 2
<b>OCP Designation:</b>	Rural 4 Ha
<b>Sewage Disposal:</b>	Septic system
<b>Water Supply:</b>	Onsite water service (private well)
<b>Existing Use:</b>	Rural Residential
<b>Surrounding Uses:</b>	<b>North:</b> Rural Residential <b>South:</b> Rural Residential Vacant <b>East:</b> Sierra Drive / Rural Residential <b>West:</b> Rural Residential
<b>A.L.R.:</b>	Not within the A.L.R.
<b>Fire Protection:</b>	Outside of a Fire Protection Area

**RDCO TECHNICAL COMMENTS:**

**Planning Services** staff advises that Section 3.26 Secondary Suites of Zoning Bylaw No. 871 were recently amended by the Regional Board to strengthen servicing requirements and reflect new design and construction requirements for secondary suites in the BC Building Code. The Board adopted Bylaw No. 871-257 on February 24, 2020. Application Z20/03 is the first bylaw amendment application to be processed under the revised secondary suite regulations.

Portions of the subject property are affected by Development Permit Areas for the protection of the natural environment, its ecosystems and biological diversity, and protection of development from hazardous conditions.

A wetland exists along the southern boundary of the subject parcel. Wetlands are vital to the health of our ecosystems. They give us clean water, recharge groundwater resources, and protect us from flooding and drought, helping to buffer effects of climate change. In the Okanagan, wetlands are endangered, sensitive ecosystems that support many rare and endangered species and provide critical habitat to resident wildlife and fish species.

As the proposed secondary suite is to be constructed in the existing single detached house and is located outside of any Development Permit Areas, a development permit application is not required. However, the applicant is encouraged to engage with RDCO Environmental Planning staff prior to any future land disturbance or further development.

**Inspections Services** staff advises there have been various building permits recently issued for the subject property including:

- Building Permit #7712/18 for a single detached house 2946 ft<sup>2</sup> (273.69 m<sup>2</sup>) with full unfinished basement, four bedrooms, 3-3PC, 1-2PC, and two car garage.
- Building Permit #7837/19 for an accessory building (pre-fabricated shop) 6000 ft<sup>2</sup> (557.42 m<sup>2</sup>)

- Building Permit #7956/19 for a renovation an accessory building (pre-fabricated shop) to create a second floor
- Building Permit #8000/19 for an accessory building (existing barn) +/- 2500 ft<sup>2</sup> (232.26 m<sup>2</sup>)

With recent changes to the secondary suite regulations, there is no longer a limit to total floor area or percentage distribution of the secondary suite to the principal building. Secondary suite requirements will be dealt with through the building permit process to ensure compliance with the BC Building Code.

**Unaffected RDCO Departments** include Parks Services, Fire Services, and Environmental Services.

#### **AGENCY REFERRAL COMMENTS:**

**FortisBC** advises that there are primary distribution facilities along Sierra Drive. The applicant is responsible for costs and land right requirements associated with changes to the existing servicing. For any changes to the existing service, the applicant must contact an FBC(E) designer regarding design, servicing solutions, and land right requirements.

**Unaffected Agencies** include Interior Health Authority, Westbank First Nation, Ministry of Transportation and Infrastructure, and City of Kelowna.

#### **External Implications:**

In accordance with Development Application Procedures Bylaw No. 944, a Notice of Application Sign has been posted on the subject property. Any correspondence received from the public will be provided to the Board as part of a future public hearing report.

#### **Alternative Recommendation:**

THAT Zoning Bylaw No. 871-261 is not given first reading.

#### ***Considerations not applicable to this report:***

- *Legal/Statutory Authority*
- Financial Considerations
- Organizational Issues

#### **Attachment(s):**

- Bylaw No. 871-261
- Orthophoto Map
- Site Plan
- Secondary Suite Floor Plan
- Zoning Bylaw No. 871, Section 3.26 Secondary Suites

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**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
**BYLAW NO. 871-261**  
**A Bylaw to Amend Regional District of Central Okanagan Zoning Bylaw 871, 2000**

---

WHEREAS the Regional Board of the Regional District of Central Okanagan is desirous of amending Zoning Bylaw No. 871, 2000 under the provisions of the Local Government Act.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in an open meeting enacts as follows:

1. **This bylaw may be cited as Regional District of Central Okanagan Zoning Amendment Bylaw No. 871-261.**
2. **That the Regional District of Central Okanagan Zoning Bylaw No. 871, 2000 is hereby AMENDED by changing the zoning on designating Lot 8, Section 30, Township 24, ODYD, Plan KAP31650 as shown on Schedule 'A' attached to and forming part of this bylaw from RU2 Rural 2 to RU2s Rural 2 (Secondary Suite).**
3. **That the Regional District of Central Okanagan Zoning Bylaw map being Schedule 'B' of the bylaw be AMENDED to depict the change.**

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this \_\_\_\_\_  
day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-261 as read a third time by the Regional District of Central Okanagan the \_\_\_\_\_ day of \_\_\_\_\_

Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-261 which was Adopted by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_

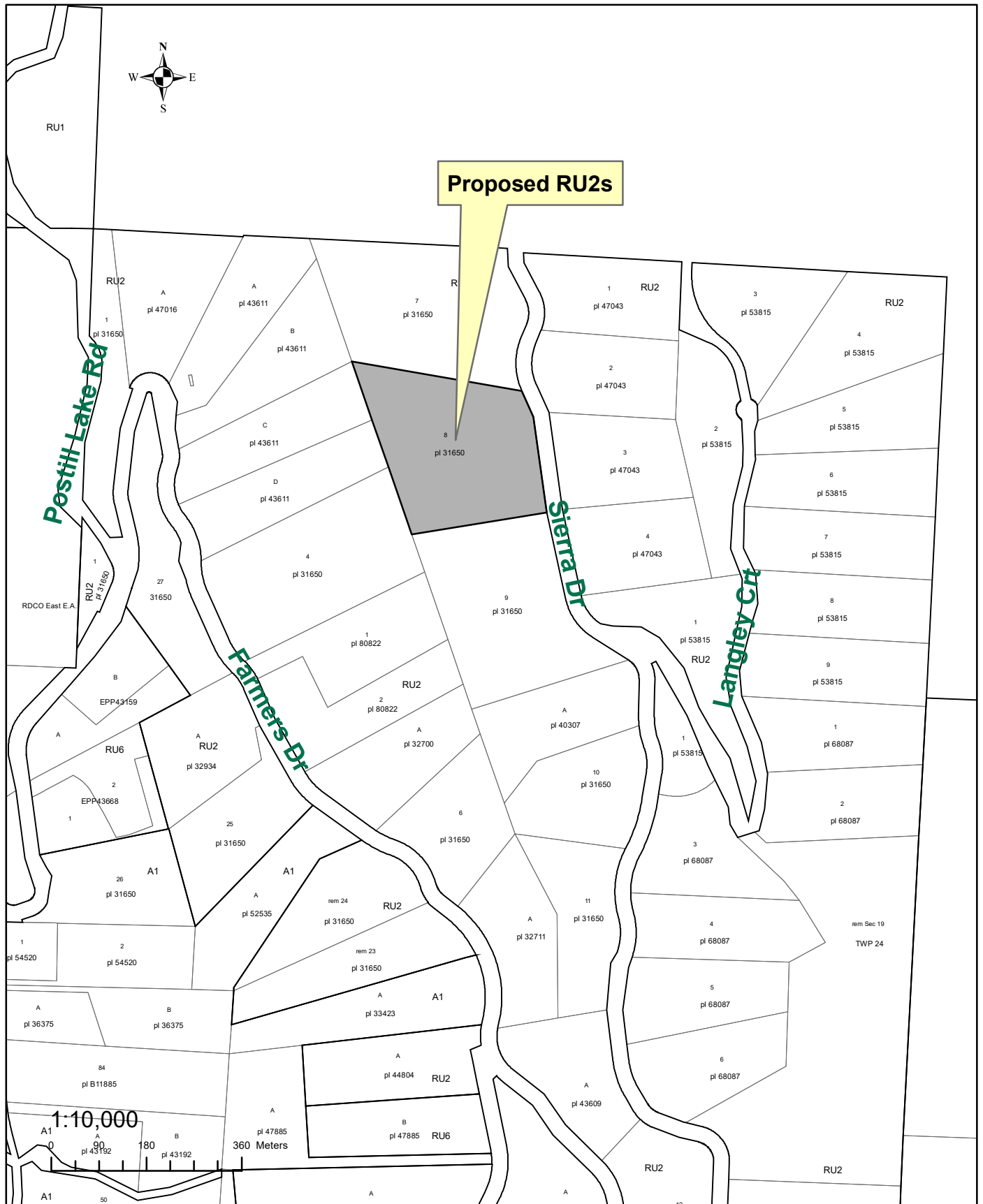
\_\_\_\_\_

Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

H:\Planning\3360-Zoning\20-Applications\2017\Z17-01\Maps & Bylaws\Bylaw 871-261.doc

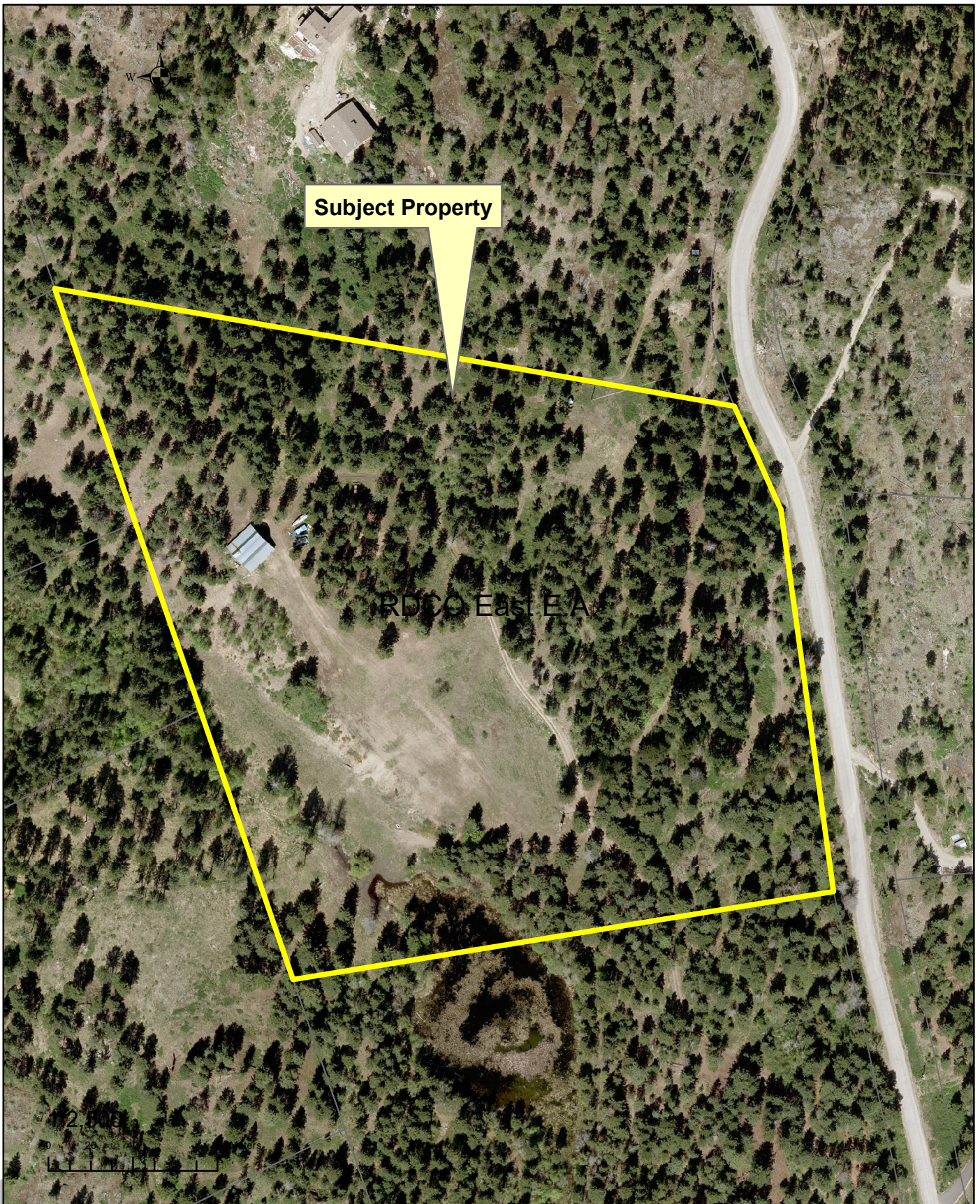
## SCHEDULE 'A'



I hereby certify this to be a true and correct copy of Schedule 'A' as described in Bylaw No. 871-261 and read a third time by the Regional District of Central Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_



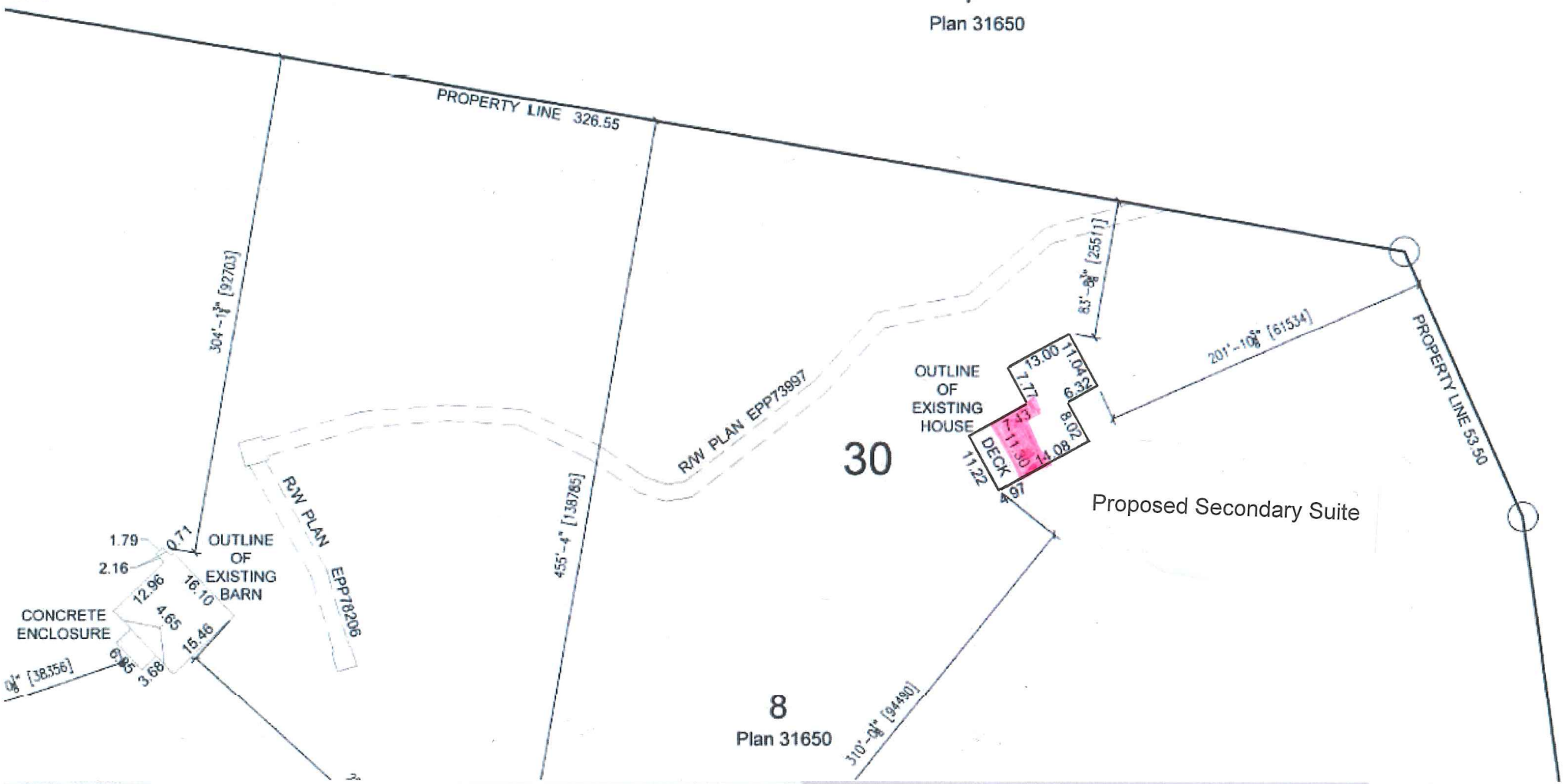
# ORTHOPHOTO



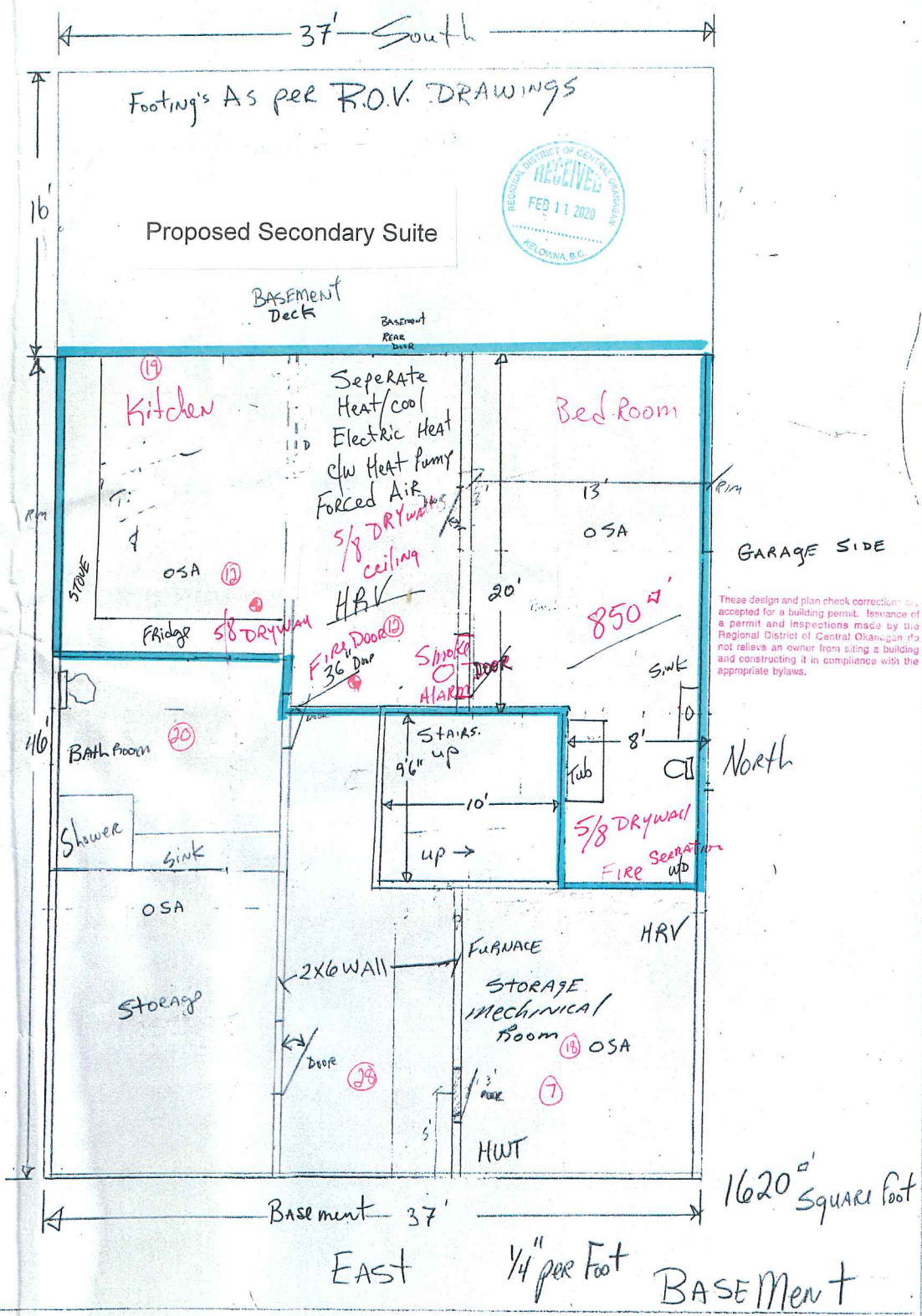


WELL  
ASING

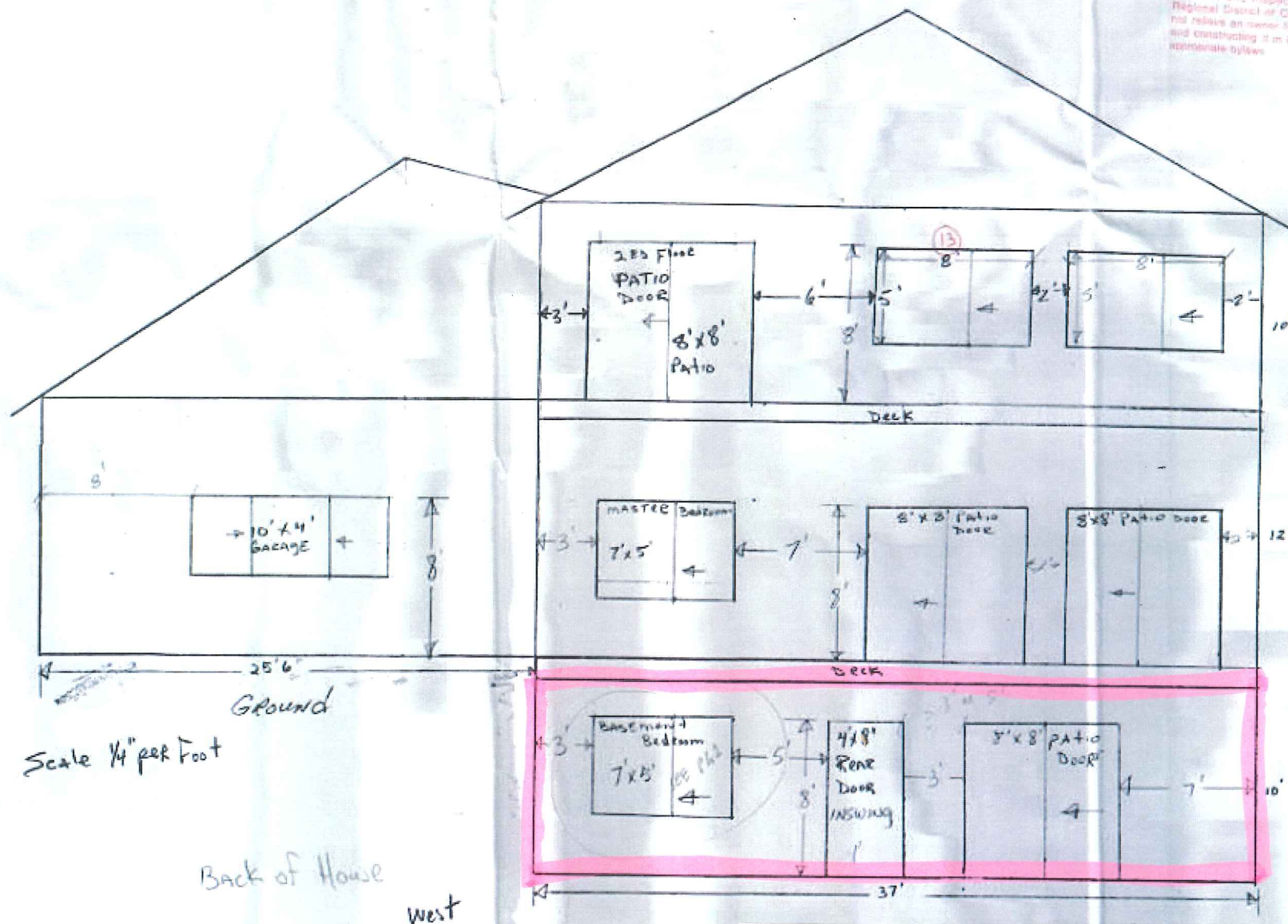
7  
Plan 31650







new design and plan check corrections are attached to a building permit. Issuance of a permit and inspections made by the Regional District of Central Okanagan do not relieve an owner from filing a building and constructing it in compliance with the appropriate bylaws.



Scale 1/4" per Foot

Proposed Secondary Suite

### 3.26 Secondary Suites



Bylaw  
871-257

A *secondary suite* is subject to the following regulations:

1. A *secondary suite* is added to the list of permitted uses in the A1, RU1, RU2, RU3, RU4, RU5, RU6, and R1 *zone* if the *zone* has an "s" notation shown on Schedule B, the Zoning Map, as part of the zone identification. The "s" notation shall be shown on Schedule B the Zoning Map as follows: A1s, RU1s, RU2s, RU3s, RU4s, RU5s, RU6s, and R1s. An "s" zoning classification on a *parcel* shall be established by rezoning the subject *parcel* to the "s" version of the *zone*. The regulations set out for the "s" version of the *zone* will be the same as the regulations for the version without the "s", except for the addition of *secondary suite* as a permitted use.
2. The *secondary suite* shall have its own separate cooking, sleeping, and bathing facilities.
3. The *secondary suite* shall have direct access to outside without passing through any part of the principal *dwelling unit*.
4. The *secondary suite* shall be located within a *single detached house*.
  - a) The *secondary suite* shall not be connected to a *single detached house* by a *breezeway* or *carport*.
5. No more than one *secondary suite* is permitted per *parcel*.
6. A *secondary suite* is not permitted in conjunction with *bed and breakfast accommodation*.
7. A *secondary suite* is not permitted if an *accessory home* exists.
8. A minor *home based business* is permitted within a *secondary suite*.
9. One *parking space* for the *secondary suite* is required in addition to those required for the principal dwelling.
10. A *secondary suite* shall meet all requirements of the British Columbia Building Code and amendments thereto.
11. The *secondary suite* must be serviced by a *community water system* or a *private water source*.
  - a) For a *community water system*, written authorization permitting the *secondary suite* from the service provider is required.
  - b) For a *private water source*, a copy of the Water License, if applicable under the Water Sustainability Act, is required.

12. The *secondary suite* must be connected to a *community sewer system* or serviced by an *on-site sewerage system*, subject to the following:
- a) For *community sewer system*, written authorization permitting the secondary suite from the service provider is required.
  - b) For *on-site sewerage system*, written confirmation is required from an Authorized Person under the Public Health Act: Sewerage System Regulation which includes:
    1. For lots with an existing *on-site sewerage system*, a Compliance Inspection must indicate that the existing system is capable of processing the daily domestic sewerage flow for both *dwelling units* and demonstrates the existing system meets today's standards and can be expanded for the new Daily Design Flow and there is sufficient room on the property for a back-up type 1 trench system.
    2. For lots without an existing *on-site sewerage system*, a primary and reserve area for type 1 trench disposal for intended Daily Design Flow.

[Note: *Secondary suites* shall comply with all relevant *Regional District* bylaws and the BC Building Code.]

[Note: No *secondary suite* will be permitted without connection to a community sanitary sewer unless the *parcel* meets the requirements of the Okanagan Similkameen Health Region for on-site sewage disposal for the *secondary suite*.]

[Note see section 3.7 for limitations on parking areas in the front *setback*. Also note the definition for *parking space*.]





# Regional Board Report

**TO:** Regional Board

**FROM:** Jodie Foster,  
Director of Communication and Information Services

**DATE:** April 27, 2020

**SUBJECT:** Solid Waste Management Plan – Final Approval

**Voting Entitlement:** All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

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**Purpose:** The Regional Solid Waste Management Plan (SWMP) has received final approval from the Minister of Environment and Climate Change Strategy with a requirement for amendments. This report is to update the Regional Board on the Minister's requested amendments to the plan and to receive approval from the Board on the Final Solid Waste Management Plan.

## Executive Summary:

The British Columbia Environmental Management Act mandates regional districts to develop plans for the management of municipal solid waste. From 2016-2017, the Regional District of Central Okanagan's Waste Reduction Office, with the assistance of a consultant, a public advisory committee and public consultation, updated the region's Solid Waste Management Plan. On February 2, 2020, Honorable Greg Heyman, Minister of Environment and Climate Change Strategy gave final approval of the plan with the requirement for two amendments to the draft final plan including a five-year effectiveness review by December 31, 2024 and a re-evaluation of organics waste diversion by December 31, 2030.

## RECOMMENDATION:

**THAT** the Regional Board approve the final Solid Waste Management Plan with amendments required by the Minister of Environment in his letter dated February 2, 2020.

Respectfully Submitted:

A handwritten signature in black ink that reads "Jodie Foster".

Jodie Foster, Director of Communications

Approved for Board's Consideration

A handwritten signature in black ink that reads "Brian Reardon".

Brian Reardon, CAO

Prepared by: Cynthia Coates

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**Implications of Recommendation:**

Strategic Plan:	The Solid Waste Management Plan contents supports the Boards 2019-2022 strategic priorities, specifically supporting efforts to reduce our environmental footprint, adapt to climate change and connect with nature.
Organizational:	The Solid Waste Management Plan guides the Regional District in the development of initiatives and programs that will support the management and reduction of municipal solid waste in the region.
Legal/Statutory Authority:	The Provincial Environmental Management Act mandates Regional Districts to develop plans for the management of municipal solid waste and recyclable materials.

---

**Background:**

In late 2015, the Regional District Waste Reduction Office commissioned consultants Morrison Hirschfield to assist the Regional District with updating its Solid Waste Management Plan. The plan update included formation of a Solid Waste Technical Advisory Committee who advised on the development of the new plan's goals and initiatives. Public consultation on proposed initiatives in the plan was required and took place through surveys and open houses in 2016.

The final draft plan was completed by October 2017 and the Regional Board approved submitting the final draft to the Minister of Environment and Climate Change Strategy on October 17, 2017.

The final draft report was submitted to Honourable Greg Heyman, Minister of Environment and Climate Change Strategy in June 2017.

On February 2, 2020, the Regional District received a final approval letter for the Solid Waste Management Plan, from Honourable Greg Heyman, which included the following required amendments:

- a. The RDCO shall complete a Five-Year Effectiveness Review as recommended under the Section C.3.3 of a guide to Solid Waste Management Planning. A review report should be submitted to the ministry by December 31, 2024
- b. The RDCO shall re-evaluate organic waste diversion opportunities and assess effectiveness of maintaining landfill gas collection and use at the landfill. A report should be submitted to the ministry by December 31, 2030

The Minister also noted that the Regional District's Board may now commence implementing the amended plan.

Attachment(s): Approval Letter from Ministry of Environment  
Final Approved RDCO Solid Waste Management Plan



Reference: 317705

X-Reference: 10400-60/SWMP RDCO

**FEB 20 2020**

Gail Given, Chair  
and Directors  
Regional District of Central Okanagan  
1450 KLO Road  
Kelowna BC V1W 3Z4

Sent via email: [gail.given@cord.bc.ca](mailto:gail.given@cord.bc.ca)

Dear Chair Given and Directors:

Thank you for your efforts to amend the Regional District's Solid Waste Management Plan, which was submitted to us on June 28, 2018. I am pleased to advise you that the Ministry of Environment and Climate Change Strategy has completed review of the Plan amendment.

I am satisfied that there has been adequate public consultation during the Plan amendment process. Accordingly, pursuant to Section 24(5) of the *Environmental Management Act*, I hereby approve the Plan amendment, subject to the following requirements:

- a) The RDCO shall complete a Five-Year Effectiveness Review as recommended under Section C.3.3 of A Guide to Solid Waste Management Planning. A review report should be submitted to the ministry by December 31, 2024.
- b) The RDCO shall re-evaluate organic waste diversion opportunities and assess effectiveness of maintaining landfill gas collection and use at the landfill. A report should be submitted to the ministry by December 31, 2030.

The Regional District's Board may now commence implementing the amended Plan. Please send a copy of the resolution adopting the amended Plan to my office.

...2

I appreciate your commitment to improve the management of solid wastes in your Regional District and we look forward to continuing to support you as you implement your Plan.

Sincerely,



George Heyman  
Minister

cc: Cassandra Caunce, Regional Director, Authorizations – South, Environmental Protection  
Division, Ministry of Environment and Climate Change Strategy  
Cynthia Coates, Waste Reduction Facilitator, Regional District of Central Okanagan



**REPORT**

# **FINAL**

## **SOLID WASTE MANAGEMENT PLAN**

Regional District of Central Okanagan

Prepared for:  
Regional District of Central Okanagan  
Waste Reduction Office  
1450 KLO Road  
Kelowna, B.C. V1W 3Z4

Submitted by:  
**Veronica Bartlett**  
Morrison Hershfield Ltd.  
310-4321 Still Creek Drive  
Burnaby, BC V5C 6S7  
Tel: (604) 454 0402  
Fax: (604) 454 0403

Project No. 5160011

Final Draft Completion April 16, 2020

Final Ministry Approval February 2, 2020

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## Glossary

<b>C&amp;D waste</b>	Waste materials generated at construction, renovation and demolition projects
<b>Disposal</b>	Landfilling
<b>Diversion</b>	Activities that divert waste materials away from disposal as garbage to alternatives such as recycling or composting.
<b>Generation</b>	The sum of all materials discarded that require management as solid waste, including garbage, recycling, and yard waste. Does not include organic waste composted at home.
<b>ICI</b>	Industrial, commercial and institutional (does not include heavy industry)
<b>MOE</b>	BC Ministry of Environment
<b>Organic waste/organics</b>	Kitchen scraps, food waste, yard and garden waste
<b>SWMP</b>	Solid Waste Management Plan
<b>Plan</b>	Solid Waste Management Plan
<b>PTAC</b>	Public Technical Advisory Committee

## EXECUTIVE SUMMARY

The Regional District of Central Okanagan (RDCO) is updating its 2006 Solid Waste Management Plan. The new plan is intended to provide the region with the direction for solid waste management for the next 10 years. The plan has been updated in two phases.

The first phase focused on an assessment of the current system for managing solid waste in the RDCO. It resulted in a report that describes the current (2014) system and also provides the status of implementation of the 2006 Solid Waste Management Plan, as of February 2016. The current system report provides the baseline from which the new SWMP will be developed.

This report (the Final Draft Plan) is part of the second phase which has involved the assessment and selection of options to address the region's future solid waste management needs.

As part of the planning process, goals and guiding principles were established. The following three key goals were formulated in association with this new SWMP:

- The goal is zero waste – all of our discards are regarded a resources;
- Citizens are actively engaged in behaviours that reflect the waste management hierarchy (i.e. reduce before reuse before recycle...); and
- Make it easy for residents and businesses to make the right decisions.

The following guiding principles were developed by the Ministry of Environment (MOE) and are proposed to be adopted to help direct the long term management of waste materials in the region:

- Promote zero waste approaches and support a circular economy;
- Promote the first 3 R's (Reduction, Reuse and Recycle);
- Maximize beneficial use of waste materials and manage residuals appropriately;
- Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes;
- Prevent recyclables from going into the garbage wherever practical;
- Collaborate with other regional districts wherever practical;
- Develop collaborative partnerships with interested parties to achieve regional targets set in plans; and
- Level the playing field within regions for private and public solid waste management facilities.

Waste composition studies indicate that there is still a significant quantity of disposed waste that can be recycled or managed through backyard composting. The initiatives described in this report target the initial reduction of waste, increased reuse of waste materials, and the increased collection of recyclable and compostable components of the waste stream. Upon full implementation, these initiatives have the potential to reduce the amount of waste sent to landfill from the current estimate of 681 kg per person to 594 kg per person. Accordingly, this would increase the region's diversion rate from 43% to 50%.

Actual diversion rates are higher than what can currently be measured or estimated. For example, data is not available for diverted quantities from the ICI sector or multi-family buildings using private haulers



and materials diverted through reuse by thrift shops, etc. Based on estimated diversion rates from other regions for the ICI and multi-family sectors (e.g. Metro Vancouver and the Comox Valley Regional District) the current diversion rate for the RDCO is likely over 50%, and could be as high as 57%. The RDCO may undertake its own estimates of ICI and multi-family diversion in the future to refine the overall diversion rate estimate and for tracking purposes.

The key diversion initiatives in this Plan are:

- Review and improve current curbside collection contract to encourage more waste diversion;
- Conduct a review of services offered at RDCO's recycling depots (e.g. review the need for recycling depots in Lake Country, Peachland and The Mission in Kelowna);
- Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill;
- Investigate opportunities to process and recycle C&D materials and to recover energy from C&D materials in collaboration with the local partners;
- Develop Glenmore Landfill in accordance with proposed fill plan; and
- Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items.

The implementation schedule for this Plan is 2017 to 2021. The estimated additional annual operating costs to the RDCO range from \$29,000 to \$139,000. Only minor capital expenditures are anticipated at this stage but may include the establishment of recycling depots/ transfer stations at Lake Country, Peachland and The Mission in Kelowna if the service review deems these as feasible. Capital expenses relating to Glenmore Landfill fall under City of Kelowna's responsibility.

The implementation of the new Plan will be overseen by the Plan Monitoring Advisory Committee (PMAC). They will report to the RDCO Board on an annual basis on the Plan's progress and effectiveness.

## **1. BACKGROUND**

In British Columbia, each regional district is mandated by the *Provincial Environmental Management Act* to develop a Solid Waste and Resource Management Plan that provides a long term vision for solid waste management, including waste diversion and disposal activities. Plans are updated on a regular basis to ensure that they reflect the current needs of the regional district, as well as current market conditions, technologies and regulations.

The Regional District of Central Okanagan's (RDCO's) current Solid Waste Management Plan (SWMP) was developed in 2005 and 2006. The plan adopted a Zero Waste goal and set a target of reducing per capital disposal to 34% of 2004 levels within the first five years.

Although the overall vision of the 2006 Plan is still relevant, the plan has been updated to establish the specific programs needed to meet the overall objectives and vision. The RDCO commissioned Morrison Hershfield (MH) to update the plan and provide the direction for solid waste management for the next 10 years and identify regional issues for the next 20 to 25 years.

The first phase of the process to update the plan focused on an assessment of the current system for managing solid waste in the RDCO. It resulted in a report that describes the current (2014) system to manage solid waste in the RDCO and provides the status of implementation of the 2006 Solid Waste Management Plan, as of February 2016. This report provides the baseline from which the new SWMP has been developed. The Stage 1 Report can be found on RDCO's website<sup>1</sup>.

A solid waste management plan Public and Technical and Advisory Committee (PTAC) was established with public, local government and technical representation to provide input throughout the planning process.

This report (the Final Draft Plan) is part of the second phase which has involved the assessment and selection of options to address the region's future solid waste management needs.

The planning process and the development of this report have been undertaken in accordance with the BC Ministry of Environment (MoE) document entitled "Guide to the Preparation of Regional Solid Waste Management Plans by Regional District" (BC MoE, 1994) with consideration of the MOE's draft updated document "A Guide to Solid Waste Management Planning" (May 2016).

### **1.1 GOALS AND PRINCIPLES FOR THE REGION'S SOLID WASTE MANAGEMENT**

#### **1.1.1 Plan Goals**

There are three main goals associated with this new SWMP:

- The goal is zero waste – all of our discards are regarded a resources;
- Citizens are actively engaged in behaviours that reflect the waste management hierarchy (i.e. reduce before reuse before recycle...); and

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<sup>1</sup> [https://www.regionaldistrict.com/media/199818/SWMP\\_Update\\_Stage1\\_Report\\_Final.pdf](https://www.regionaldistrict.com/media/199818/SWMP_Update_Stage1_Report_Final.pdf)



- Make it easy for residents and businesses to make the right decisions.

### **1.1.2 Guiding Principles**

The following guiding principles were developed by the MoE and are proposed to be adopted to help direct the long term management of waste materials in the region:

- Promote zero waste approaches and support a circular economy;
- Promote the first 3 Rs (Reduction, Reuse and Recycle);
- Maximize beneficial use of waste materials and manage residuals appropriately ;
- Support polluter and user-pay approaches and manage incentives to maximize behaviour outcomes;
- Prevent recyclables from going into the garbage wherever practical;
- Collaborate with other regional districts wherever practical;
- Develop collaborative partnerships with interested parties to achieve regional targets set in plans; and
- Level the playing field within regions for private and public solid waste management facilities.

One element of the proposed guidelines relating to the prevention of organic waste from going into garbage was excluded from this list. This principle was excluded by the RDCO since organic waste (in particular food waste) will continue to be collected as part of the residual waste (garbage) and landfilled. In 2011 the RDCO commissioned a project to undertake a Life Cycle Assessment to determine the most sustainable way to manage organic waste within the region. The study considered a number of factors including environmental, social, economic, policy and adaptability. According to the LCA study, the management options currently utilized by the RDCO for the different organic waste streams represent the highest scoring option when compared to other alternative treatment methods. Based on the study, the introduction of segregated food waste collection is unlikely to provide benefits over current waste management practices (i.e. sending food waste to landfill where landfill gas is captured for energy recovery). However, the RDCO has included a commitment to re-evaluate organic waste diversion opportunities in the future while maintaining existing landfill gas collection infrastructure and commitments with Fortis for the sale of gas.

## **1.2 ROLES AND RESPONSIBILITIES**

The RDCO, through the Regional Waste Reduction Office, oversees the majority of solid waste functions for its four member municipalities and two electoral areas. These functions include solid waste planning for the region, administration of contracts, depots and transfer stations and community based waste reduction programs. The majority of calls and inquiries from the community related to solid waste management are channeled through to the Waste Reduction Office.

The following is a list of roles and responsibilities for the RDCO and Member Municipalities.

### **RDCO Roles:**

- Solid waste management planning for the region, including the development and update of the SWMP, waste composition studies, organic life cycle assessment, and administration of the solid waste technical advisory committee.
- Administration of the Multi Material BC (MMBC) contract and curbside contract (on behalf of the Member municipalities):
  - Curbside - contamination letters, cart inventory, data tracking, public inquiries; and
  - MMBC - primary connection with MMBC, tracking payments and data, public inquiries and education.
- Community-based waste reduction programs including:
  - Depots and recycling education;
  - Household hazardous waste (HHW) program;
  - Composter sale;
  - Community cleanup;
  - Illegal dumping program;
  - Furniture deconstruction;
  - Reuse events;
  - Web app; and
  - Living greener calendar.
- Solid waste services to the RDCO electoral areas, which include curbside collection and operation of two transfer stations.

### **Member Municipalities Roles:**

- Maintain individual contracts for curbside collection with collector and MMBC;
- Collect payment from their residents, either through taxation or utilities, for solid waste services;
- Share waste reduction office info through their communication channels;
- Participate in the Technical Advisory Committee; and
- City of Kelowna owns and operates the region's only landfill, Glenmore Landfill, which includes the composting facility.



### 1.3 PARTICIPANTS IN THE PLANNING PROCESS

The planning process involved a number of stakeholders. The RDCO hired Morrison Hershfield as the technical consultant for the duration of the process to assist in updating the plan. A solid waste Public and Technical Advisory Committee (PTAC) was formed at the beginning of the planning process to provide community-based and technical input into the plan update and the planning process. The PTAC included representatives from member municipalities, interested individuals from the public, the waste management industry, the local university and other large institutions, First Nation communities, and RDCO staff (Table 1).

**Table 1: List of Public and Technical Advisory Committee Members**

ADVISORY COMMITTEE MEMBER	ORGANIZATION REPRESENTED
Peter Rotheisler	Environmental Services Manager, RDCO
Cynthia Coates	Waste Reduction Facilitator, RDCO
Rae Stewart	Waste Reduction Facilitator, RDCO
Andrew Reeder	City of Kelowna
Scott Hoekstra	Solid Waste Supervisor, City of Kelowna
Rob Mueller	Manager of Engineering and Operations, City of West Kelowna
Sid Smith	Engineering Technologist, District of Lake Country
Chris Anderson	City of West Kelowna
Mirjam Glass	Engineering Technologist, District of Peachland
Loretta Ghostkeeper	Westbank First Nations
Lorne Cooke	Manager of Housekeeping and Linen, Interior Health
Dean Dack	Classic Compost
Karen Dilullo	District Manager S. BC Interior, Waste Management
Derek Mahoney	Manager, Landscape and Contract Services, UBCO
Steve Fast	Sustainable Materials Management, Cascades Recovery
Lance Shaw	President, OK Environmental Waste Systems
Eric Hall	Peachland Resident
Michelle Cook	Kelowna Resident
Craig Kaether	Joe Rich Resident
Harold Schock	Energy and Sustainability Manager, School District #23
Deb Melnychuk	Lake Country Resident
Matt Loewen	Sale Manager, BC Interior, Progressive Waste
Angela Nagy	President, Greenstep Solutions, Kelowna Chamber Rep
Carrie Higginson	West Kelowna Resident
Mark Watt	SWANA BC Chapter President
Emily Nicholson	Earth and Environmental Science Student, UBCO
Veronica Bartlett	Consultant to RDCO, Morrison Hershfield
Todd Baker	Consultant to RDCO, Morrison Hershfield

## 2. PLAN AREA AND DEMOGRAPHICS

The RDCO is located along the shores of Okanagan Lake in the southern interior of British Columbia. The region consists of more than 2,904 square kilometers (1,142 square miles) of diverse landscapes and topography.

The RDCO has a population of 179,839 (2011 census), which makes up 4% of the BC population<sup>2</sup>. The region is comprised of seven separate areas:

**Table 2: Populated Areas within the Region (Population as per Census 2011)**

AREA NAME	POPULATION
City of Kelowna	117,312
District of Lake Country	11,708
District of Peachland	5,200
City of West Kelowna	30,892
First Nations Reserves (including Westbank First Nation)	8,985
Central Okanagan West Electoral Area	1,947
Central Okanagan East Electoral Area (formerly Joe Rich – Ellison)	3,795
<b>Total</b>	<b>179,839</b>

The RDCO has experienced a long term population growth averaging 2.7% per annum since 1986 compared with the British Columbia average of 1.5% per annum over the same period<sup>3</sup>. The population is projected to continue to grow to 266,217 by 2036.

<sup>2</sup> <http://www.bcstats.gov.bc.ca/StatisticsBySubject/Census/OpenData.aspx>

<sup>3</sup> The Okanagan Valley 2015 Economic Profile

### 3. EXISTING WASTE STREAM CHARACTERIZATION

This section summarizes the solid waste generated in the RDCO, including the composition of the waste stream, the amount disposed in landfill and the amount recycled. Additional information is presented in the Stage 1 report.

#### 3.1 COMPOSITION OF WASTE DISPOSED

Figure 1 shows the current composition of the waste disposed at the curb by residents. The organic portion of the waste (food and yard waste) represents the largest portion of the waste stream collected at the curb from residents 41% by weight). Other significant contributors to the landfilled waste are plastic (13%), hygiene (10%) and paper (7%).

The category “Other” refers to fines, renovations materials, mixed material packaging, other glassware, Styrofoam, and other general reusable items. Only the largest contributors to the waste stream are emphasized (not including the material category “Other”).

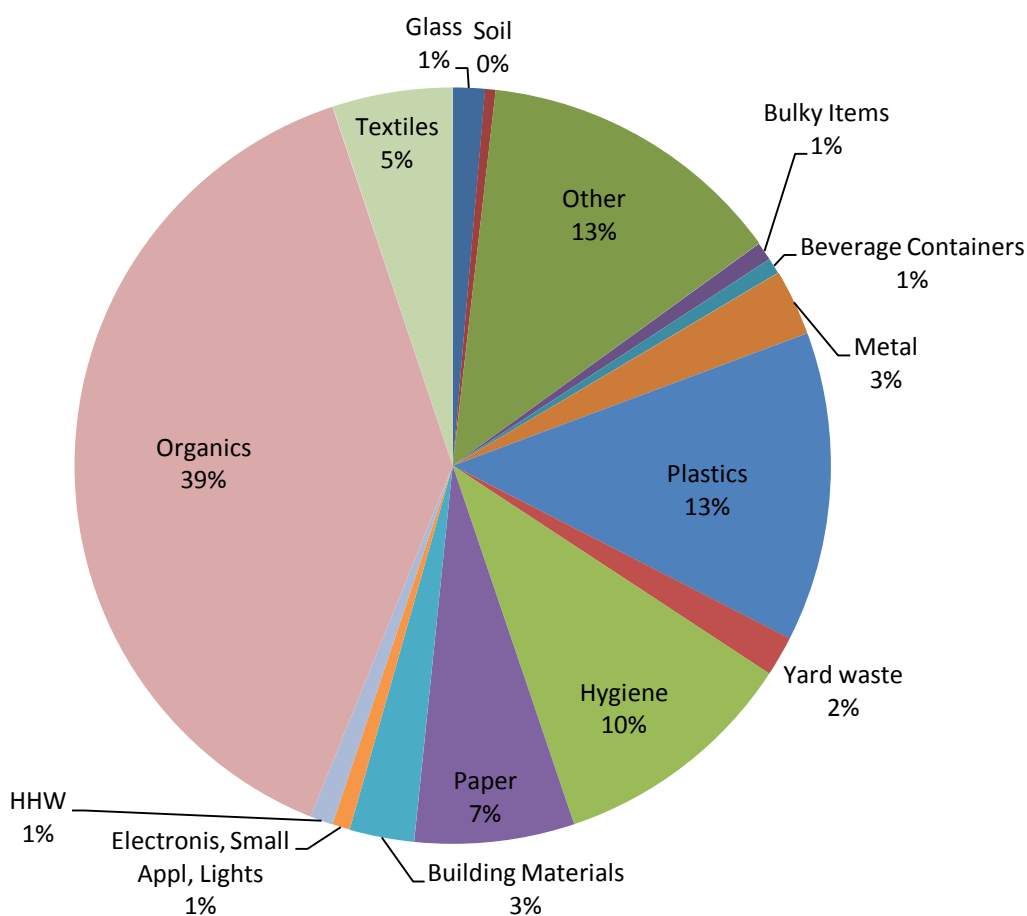
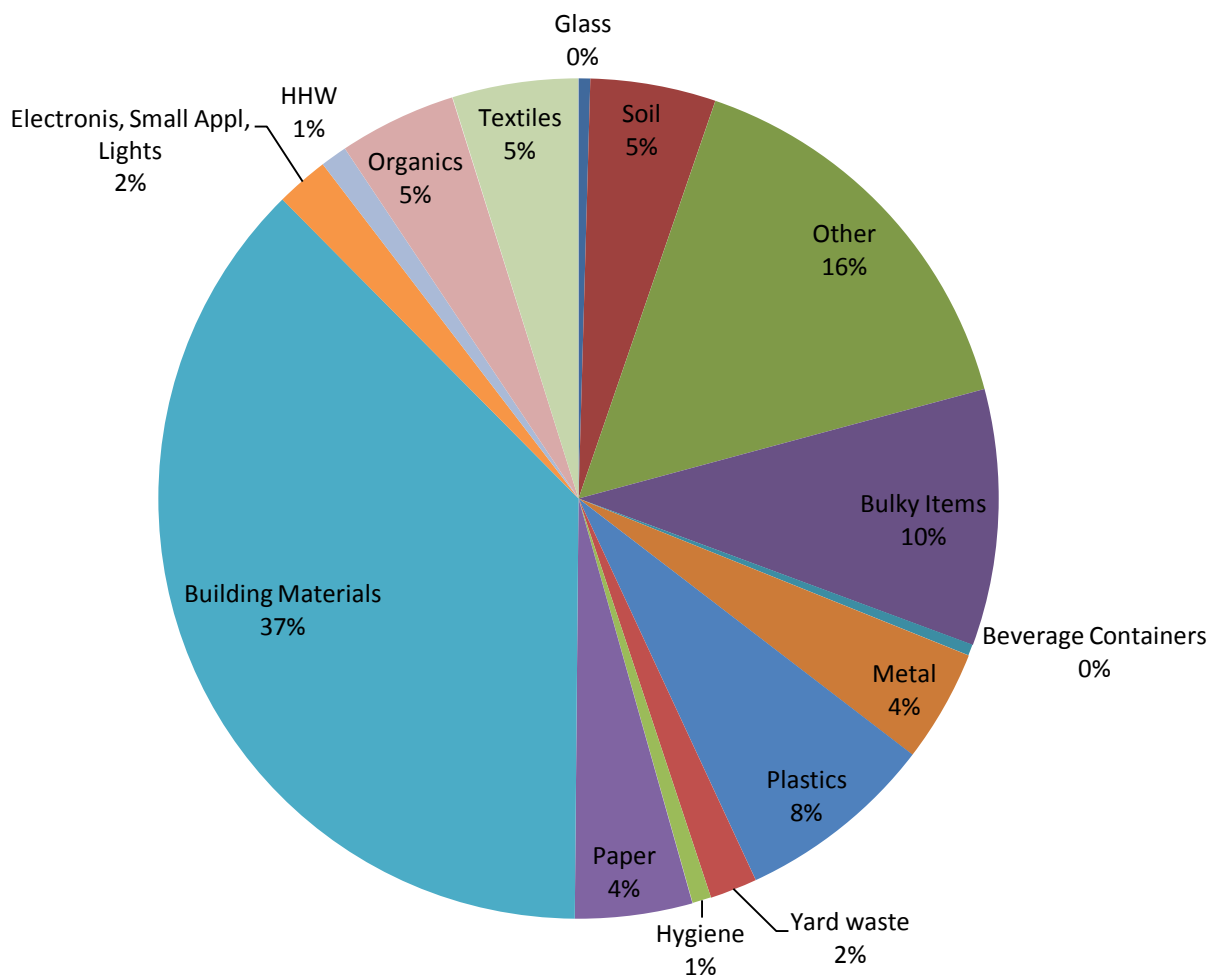


Figure 1: Waste Composition of Garbage Collected at Curbside From Residents (2013)

Figure 2 shows the composition of waste that was self-hauled to RDCO's transfer stations by residents. The composition of this waste is different than that collected at the curb. Building materials represent the largest proportion of the waste (37%) followed by bulky items (10%) and plastics (8%). Organic waste (yard and food waste waste) makes up only 7% of the waste. This waste composition is largely representative of the waste self-hauled to Glenmore Landfill as only a small fraction of waste hauled to Westside Transfer Station and Traders Cove Transfer Station was audited.

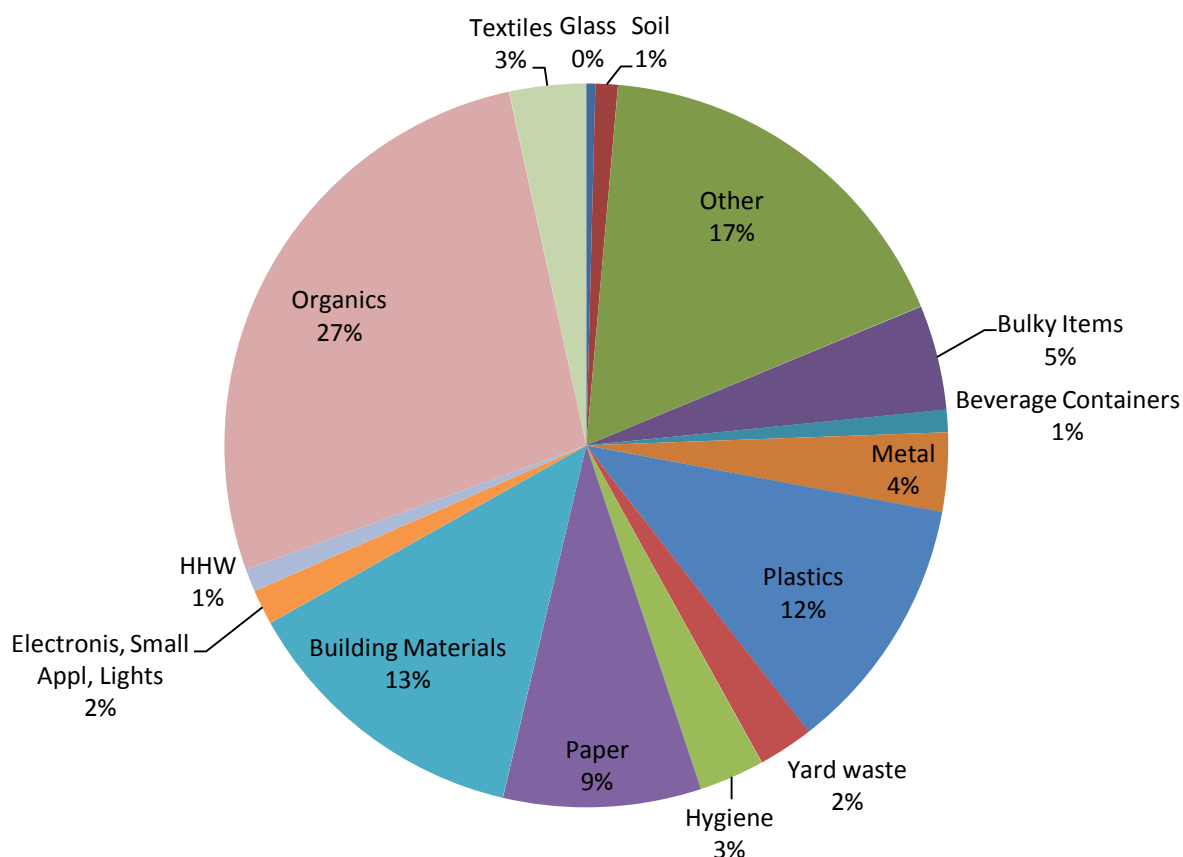
While the bulk of this category is from the residential sector there are a number of small businesses that self-haul that cannot be separated from this category.



**Figure 2: Waste Composition of Garbage Self-Hauled by Residents To Transfer Stations (2013)**

Figure 3 shows composition of waste taken to Glenmore Landfill by the Institutional, Commercial, Industrial (ICI) sector. This category also covers multi-family buildings.

This waste stream is dependent on the types of activities and services undertaken locally. The 2013 audit found that organic waste contributed the largest proportion of ICI waste (27% organics), followed by building materials (13%) and plastics (12%).



**Figure 3: Waste Composition of ICI Garbage (2013)**

### 3.1.1 Disposal and Diversion

The RDCO has tracked the landfill disposal quantities for a number of years. Figure 4 shows how the quantities have changed between 2007 and 2014 from the ICI, demolition construction and residential (self-haul and curbside) sectors. Between 2007 and 2012 there has been a general downward trend in the quantities of waste disposed within the RDCO due to changes in the economy and from waste diversion programs. Since 2012 the total quantities have increased slightly (a 10% increase) due to upturn in the economy and an increase in development across the region.



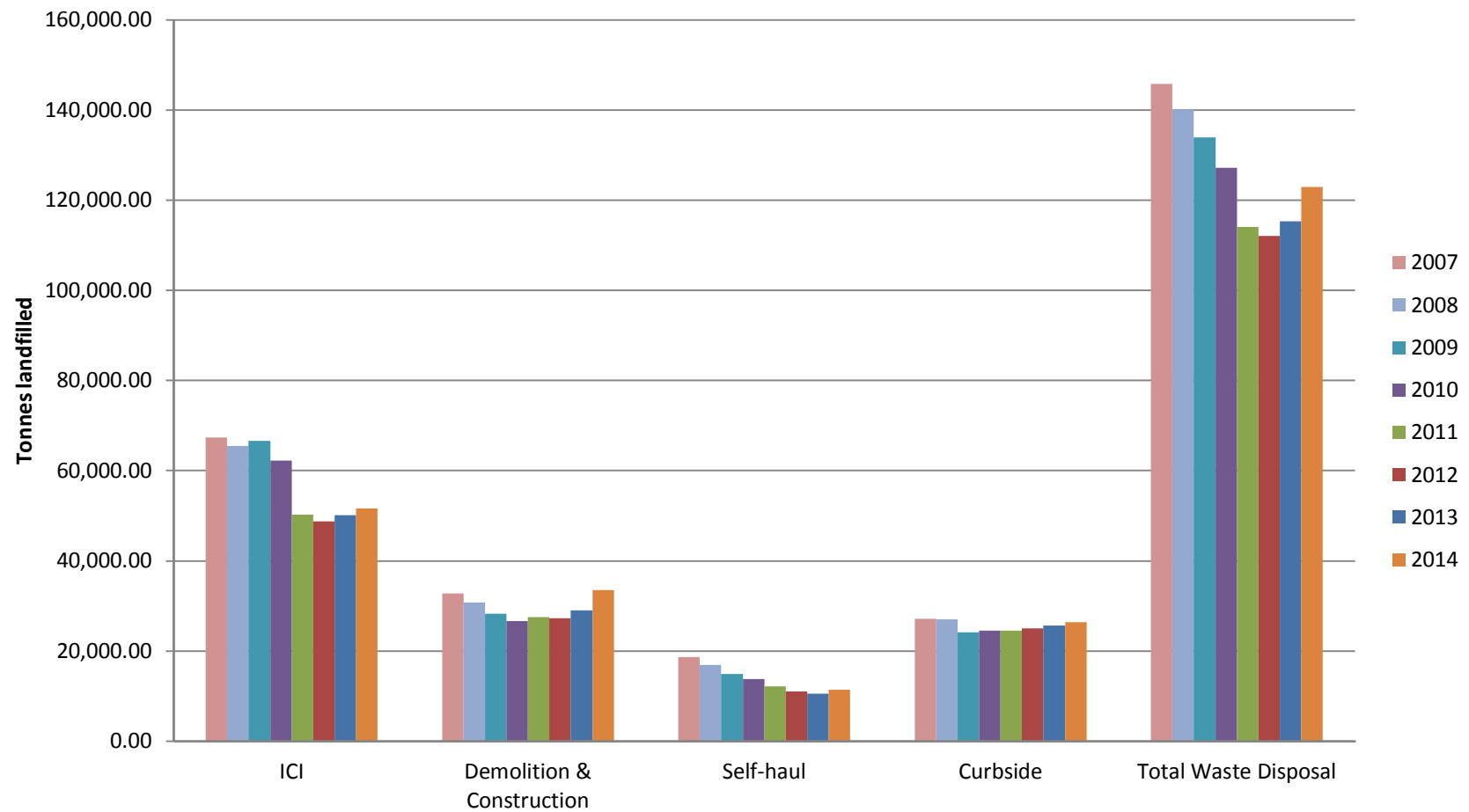
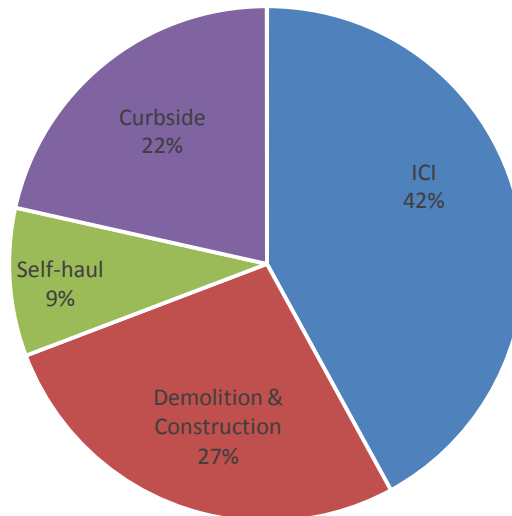


Figure 4: Landfill Disposal Quantities for RDCO's ICI, Demolition and Construction and Residents (Self-haul and Curbside)

The ICI sector contributed 42% of the total landfilled waste in 2014, demolition and construction 27% and the residential sector 29% (curbside collection 22% and self-haul to transfer stations 9%).



**Figure 5: Break-down of Sources for Garbage Disposed to Landfill (2014)**

Table 3 outlines the main activities that contribute to RDCO's disposal and diversion amounts. The quantities shown exclude biosolids, which are not considered solid waste. A description of the existing disposal facilities and the waste diversion activities in the RDCO is provided in Section 4 and in the Solid Waste Management Plan Update - Stage 1 report completed in March, 2016.

**Table 3: Disposal and Diversion Estimates (2014)**

DISPOSAL AND DIVERSION	ESTIMATED TONNES (2014)
<b>Disposal</b>	
Curbside collection (including garbage received from registered users at Traders Cove and North Westside transfer stations)	26,435
Self-haul	11,401
ICI waste	51,094
Demolition Landclearing Construction	33,465
<b>Total disposal</b>	<b>122,394</b>
<b>Diversion</b>	
<i>Diversion at Glenmore Landfill and other RDCO facilities (if stated)</i>	
Asphalt, asphalt shingles and concrete	11,846
Reuse through Big Brother at Glenmore Landfill	45
Gypsum (with small amount collected at Westside recycling depot)	4,276
Clean wood	7,353
Scrap metal (with small amount collected at Westside recycling depot)	1,602
Tolko Ash	1,008
Tree stumps	758
Yard waste self-haul	29,684
Christmas tree collection	55
Hazardous waste collection (Non EPR)	20
<i>Extended Producer Responsibility Programs</i>	
Product Care Paint, Pesticides, Flammables	126
Electro Recycle (small appliances, power tools)	335
Refundable beverage containers	4,592
Electronics	1,505
Packaging and Printed Paper	12,046
Tires	1,825
Automobile batteries (>5 kg)	10
Batteries (< 5 kg)	24
Used Oil, oil containers and anti-freeze	2,345
<i>Curbside Collection</i>	
Yard Waste curbside collection	14,269
Curbside recycling	Packaging and printed paper quantities managed by MMBC
<b>Total diversion</b>	<b>93,724</b>
<b>Total waste generation (disposal + diversion)</b>	<b>216,118</b>
<b>Diversion rate (diversion/waste generation)</b>	<b>43%</b>

Based on RDCO's available disposal and diversion quantities, the region achieved a diversion rate of 43% in 2014. Not all recycling and diversion activities have readily available data. The actual diversion rate is higher than what can currently be measured or estimated. For example, data is not available for diverted quantities from the ICI sector or multi-family buildings using private haulers and materials diverted through reuse by thrift shops, etc. A complete list of diversion activities for which there is no diversion data or estimates is presented in the Stage 1 report.

Metro Vancouver estimates its waste diversion from the ICI sector based on data provided by many private recycling and processing facilities as part of its annual reporting for solid waste management. If the RDCO applies the same per capita diversion (0.15 tonnes per capita in 2014 for the ICI sector and multi-family buildings<sup>4</sup>), this would result in a total diversion rate of 50% instead of the reported 43%. The Comox Valley Regional District has also estimated its diversion from the ICI sector, which equates to 0.38 tonnes per capita<sup>5</sup>. If the RDCO applied this diversion rate, the total diversion rate would be 57%. In summary, the diversion rate including the ICI sector and multi-family buildings could be as high as 57%. However the diversion rates of other regional districts may not be directly transferable to the RDCO since there are many factors that could impact the diversion rates in different communities in the ICI and multi-family sectors.

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<sup>4</sup> <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/2014SolidWasteManagementAnnualSummary.pdf>

<sup>5</sup> Comox Strathcona Waste Management Stage 1 Report: Existing Solid Waste Management System (2010)



## **4. EXISTING SOLID WASTE MANAGEMENT SYSTEM**

The RDCO solid waste management system is briefly summarized in the following sections. A detailed description of the system is included in the Solid Waste and Resource Management Plan Stage 1 Report available on the RDCO website.

### **4.1 EDUCATION AND PROMOTION**

As a program of the RDCO on behalf of its municipal members, the Waste Reduction Office implements education and promotion programs to help reduce garbage going to the local landfill. A wide range of communication methods are used to support all solid waste services, including websites, social media, brochures, calendars, etc.

The RDCO provides residents with the myWaste App which provides collection info and scheduling and has an extensive search tool for disposal options. Another option for residents is to use a search tool on the RDCO website, which identifies what type of waste material can be taken to the various local waste management facilities. As the RDCO is a member of the Recycling Council of BC (RCBC), it also encourages its residents to contact the RCBC Recycling Hotline for information on recycling and to use RCBC's on-line searchable database called "Recyclopedia".

When a new program is launched, the RDCO provides community outreach by attending public festivals, a wide array of community and family events, trade shows and farmers markets.

### **4.2 REDUCTION AND REUSE PROGRAMS**



The Regional Waste Reduction Office implements a number of programs throughout the year to promote waste reduction and reuse of resources. These include Repair Cafés (twice per year) aimed to bring people together to repair broken goods and Trunk Sales (twice per year) when residents sell household goods out of the "trunks" of their vehicles (as shown by picture on the left).

RDCO's waste reduction campaigns have targeted "Paper Free Homes" and "Make Holiday Memories, Not Garbage".

### **4.3 EXTENDED PRODUCER RESPONSIBILITY PROGRAMS**

Extended Producer Responsibility (EPR) as a policy tool shifts the responsibility for end-of-life management of products (physically and economically) to the producer and away from municipalities to create an incentive for producers to include environmental considerations in design of products. The RDCO is a member of the BC Product Stewardship Council, a body that advocates on behalf of local government for effective product stewardship programs. A wide range of EPR products are collected in the region and recovered under the regulated programs.

## **4.4 RECYCLING**

Recycling services available in the RDCO include:

- Residential curbside collection programs provided by municipal governments and the RDCO (currently all member municipalities have separate contracts, although the service was tendered as one package);
- Residential recycling drop off areas at the local landfill and recycling depots/transfer stations (refer to Schedule 1 for a list of waste management facilities operated by the RDCO, member municipalities and the private sector); and
- Private recycling collection companies for commercial customers.



**Figure 6: Traders Cove Transfer Station and Recycling Depot**

## **4.5 ORGANICS MANAGEMENT**

A seasonal curbside yard and garden waste collection is offered to residents in most communities in the region. Yard waste can also be dropped off, year round, at the Glenmore Landfill and Westside Residential Waste Disposal and Recycling Centre. Yard waste is processed at the composting facility at Glenmore Landfill.

The RDCO also promotes backyard composting by subsidizing and distributing different types of composters and education on their use.

## **4.6 CONSTRUCTION, DEMOLITION AND LAND CLEARING WASTE MANAGEMENT**

The Glenmore Landfill accepts a wide range of materials from construction and demolition (C&D) projects for recycling as long as they are source-separated. Source separation is encouraged by variable tipping fees. Accepted materials include concrete, asphalt, wood, gypsum wallboard, metal, asphalt shingles, and landclearing waste (used for the composting operations at the landfill). At present, there are no facilities in the RDCO that are capable of receiving a mixed load of C&D waste and segregating the material for recycling.

#### **4.7 COLLECTED PRODUCTS NOT COVERED BY EPR PROGRAMS**

There are some materials not covered by EPR programs that are being diverted from landfill. These include:

- Recycling of mattresses and other furniture with high metal content, through deconstruction (Westside Recycling Depot in West Kelowna);
- Recycling of cooking oils and greases (Westside Recycling Depot and Glenmore Landfill);
- Propane tank recycling (Glenmore and Westside Recycling depots); and
- Household hazardous waste collection (Battery doctors).

#### **4.8 RECOVERY**

Clean wood waste is sent to Tolko as fuel. The ash is sent back to the Glenmore Landfill where it is either added to the composting process or used in landscaping berms.

#### **4.9 RESIDUAL WASTE MANAGEMENT**

Residual waste is the portion of the solid waste stream that is not managed through recycling, composting and/or recovery activities. It is commonly referred to as “garbage”.

##### **4.9.1 Collection and Transfer**

A weekly curbside garbage collection service is provided to single family homes. Residents near Trader's Cove and along North Westside Road do not receive curbside collection of garbage and are required to drop off garbage at the local transfer stations for disposal.

Owners of multi-family buildings (condos and apartments) and the ICI sector are responsible for hiring a contractor for collection services.

First Nations are responsible for providing their own waste management systems, as regulated under the federal *Indian Reserve Waste Disposal Regulations*. Homes on Westbank First Nations land utilize private haulers but they also use RDCO's Westside Transfer Station and contribute to the funding of this site.

There are three transfer stations within the region: Traders Cove Transfer Station, North Westside Transfer Station and Westside Transfer Station.

##### **4.9.2 Disposal**

There is one operational landfill in the RDCO and three permanently closed landfills. The Glenmore Landfill is owned and operated by City of Kelowna. The original comprehensive site development plan was prepared in 2001. A new landfill entrance was constructed in 2014 with improved services for landfill customers. The landfill receives garbage from the curbside collection programs in the region, private haulers, self-haul customers (both residential and small business) and the transfer stations of Traders Cove and North Westside, Westside and garbage from Big White Resort in the Kootenay Boundary Regional District. It is estimated that the landfill has approximately 72 – 94 years of capacity remaining.





The landfill is expected to create nuisances such as dusty, noise, odour and litter. The City of Kelowna is expecting development in the immediate vicinity around the Glenmore Landfill. In order to avoid conflict with the landfill, the City of Kelowna should prescribe land uses near the landfill in its Official Community Plan (OCP) and use zoning to minimize potential land use conflicts. This will be important for protecting the landfill as a Regional asset and for protecting its citizens.



## **5. THE NEW SOLID WASTE MANAGEMENT PLAN**

The development of strategies for the updated SWMP consisted of a series of meetings to discuss potential strategies in key topic areas and selection of strategies by the PTAC. The existing and proposed strategies are presented in the following order that reflects the waste management hierarchy and additional topic areas that are not easily placed within the hierarchy categories:

- Reduction;
- Reuse;
- Recycling;
- Resource recovery;
- Residual waste management;
- Illegal dumping;
- Wildlife and waste management; and
- Policy and land use planning.

The implementation schedule and cost implications of the proposed strategies are presented in Section 6 of the draft plan.

There are many strategies involving investigations into particular aspects of the waste management system. All investigations will lead to implementation of any resulting strategies and initiatives that are considered feasible with a strong cost/benefit case. The RDCO is committed to considering environmental, social and economic implications for all assessments.

### **5.1 REDUCTION AND REUSE**

The RDCO is already undertaking many activities that target the reduction and reuse of waste in the region. The RDCO proposes to continue with:

- Existing promotion and education activities;
- Current activities for encouraging residential backyard composting;
- Advocating for reasonable service levels for the region from all EPR programs and full cost compensation by producers;
- Existing reuse activities (e.g. repair café, Big Brother collection at transfer stations); and
- On-going evaluation of the need to increase staff resources to deliver additional programs.

#### **5.1.1 Proposed Strategies Targeting Reduction and Reuse**

Six new strategies are proposed to target increased reduction and reuse of waste materials.

1. *Investigate options to support the reuse of items*
  - The RDCO will assess opportunities to:



- support markets for reuse items by identifying partnership organizations (e.g. facilitate finding markets for used furniture to UBC through website for example); and
  - support the establishment of a re-use-it-type facility at the Glenmore Landfill.
2. *Encourage residents to reuse bags through an awareness campaign and consider banning targeted materials (e.g. single-use plastic bags)*
- Develop waste reduction campaign to encourage the use of reuseable bags rather than single-use plastic bags; and
  - The RDCO will also work with member municipalities to assess if a ban of single-use plastic bags is appropriate. Plastic bags have been banned in Toronto and Montreal and more cities (Edmonton, Nelson) are currently, considering a ban. If a material ban is considered feasible (Strategy #2) all member municipalities will be involved with its implementation.
3. *Investigate collection of EPR materials at RDCO's recycling depots*
- In the past the RDCO has left it to the private sector to provide the services to collect EPR materials. A review will be undertaken to determine if EPR materials can cost-effectively be collected at RDCO's recycling facilities without negatively impacting existing private depots collecting EPR materials.
4. *Increase public awareness of existing collection opportunities for EPR products*
- Improve promotion and education of existing services, for example by providing improved communication, enhancing the website, better signage at recycling depots, etc. in order to support promotion undertaken by EPR programs.
5. *Assess options to incentivize backyard composting (residents)*
- The assessment could cover options such as a tax break or reduction in fees for residents that compost in their backyards.

## **5.2 RECYCLING**

The RDCO proposes to continue with current recycling activities, including:

- Providing curbside collection service for recyclables, garden and yard waste (current collection contracts end in 2019);
- Providing residential recycling drop off areas at the local landfill and RDCO's recycling depots (transfer stations) until a service review has been undertaken (refer to Strategy #7);
- Using variable tipping fees to encourage recycling of C&D waste;
- Adopting successful campaigns used in other regions in order to improve waste diversion opportunities (e.g. Make Holiday Memories, Not Garbage);



- Monitoring of loads for banned materials and enforcements to improve waste diversion by residents and businesses;
- Recycling of mattresses and other furniture with high metal content, through manual (i.e. low technology and minimal labour) deconstruction at Westside Recycling Depot; and
- Recycling of propane tanks, cooking oils and greases collected at Westside Recycling Depot and Glenmore Landfill as these are not covered by existing EPR programs.

Refer to Schedule 1 for a list of RDCO's recycling facilities.

#### **5.2.1 Proposed Strategies Targeting Recycling**

Twelve new strategies are proposed to improve recycling rates in the region.

##### **6. Conduct a review of services offered at RDCO's recycling depots**

- The service review will focus on:
  - Existing hours of operation,
  - Materials accepted (e.g. glass); and
  - Number and location of recycling depots (e.g. review the need for depots in Lake Country, Peachland and The Mission in Kelowna).

##### **7. Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill**

- Investigate what additional organics diversion options are feasible in RDCO (these must be cost-effective, socially acceptable, etc.) in the future, if there is sufficient organic waste generated in the region. Options to assess include:
  - Opportunities for businesses and multi-family units; and
  - An organics curbside collection and processing program, if sufficient quantities are available in the future.
- Submit a report to the Ministry of Environment on organic waste diversion opportunities and effectiveness of maintaining landfill gas collection and use at the landfill by December 31, 2031

##### **8. RDCO to adopt a preferential purchasing policy for green procurement that supports the 3Rs and encourage member municipalities to follow its example**

- Green procurement may include requirements to:
  - Use a curbside collection contractor that can provide natural-gas/methane powered vehicle fleet;
  - Use locally generated compost in internal operations and contractors, wherever applicable (parks, road works, etc.). This can encourage the use of compost from Glenmore Landfill.
  - Demand a minimum amount of recycled content in material purchases where the quality required will not be compromised. Examples of common recycled-content



products include office paper products (copy paper, file folders, envelopes), toilet paper, paper towels, concrete and plastic benches, curbside collection carts.

*9. Lobby through the BC Product Stewardship Council to influence issues relating to EPR products and programs*

- Specific issues that the RDCO proposes to raise include to:
  - Consider ways of making recycling easier (e.g. improve accessibility for RDCO residents for all materials);
  - Eliminate materials that are hard to recycle (e.g. Styrofoam);
  - Express concern with specific EPR programs regarding limited recycling opportunities for businesses (e.g. no packaging and printed paper from businesses are allowed to be accepted at RDCO's recycling centres as per MMBC requirements);
  - Encourage MMBC to improve collection of packaging and printed paper in streetscapes; and
  - Encourage the implementation of a provincial EPR program for furniture and mattresses in accordance with the Canada-wide Action Plan for EPR released by the Canadian Council of Ministers of Environment.

*10. Investigate policy options to encourage recycling*

- Assess options to:
  - Implement mandatory recycling for multi-family and the ICI sectors through using private providers; and/or
  - Incorporate waste management provisions into land use bylaws and development guidelines (e.g. mandatory space allocation, accessibility).

*11. Investigate requiring all contractors for construction and demolition (C&D) projects to develop waste management plans to meet specified recycling target*

- Collaborate with member municipalities to investigate a practical and cost effective solution to be implemented. For a project with a waste management plan, the application may be fast tracked or municipalities may be able to lower the cost of permits for the projects.

*12. Encourage recycling and waste minimization at events*

- The RDCO, with support from member municipalities, may provide guidelines for waste diversion at events and/or provide loaner equipment (e.g. flags, bin lids with clear signage).

*13. Establish a mechanism for sharing knowledge with other stakeholder and interest groups within the region in order to improve waste diversion opportunities*

- The RDCO can facilitate the sharing of knowledge (through meetings, social media, etc.) with other stakeholder groups, such as First Nation communities and the ICI sector.

*14. Increase public awareness of existing recycling opportunities*



- Improve promotion and education of existing recycling services, for example by providing improved communication, enhancing the website, better signage at recycling depots, etc.

*15. Investigate facilitating waste audits to educate businesses/organizations on what is in their waste stream and to initiate discussion on diversion options*

- The RDCO may wish to collaborate with member municipalities to support the facilitation of waste audits for the ICI sector. The program may include the development and sharing of reduction, reuse and recycling material, guidance and access to auditors/ training sessions for waste auditing. The RDCO will investigate the program design.

*16. Before renewing the curbside collection contract, investigate a number of changes to the service to encourage improved waste diversion*

- The RDCO in collaboration with member municipalities will investigate and implement the following changes to the current curbside collection service:
  - Weekly recycling collection      Assess feasibility of increasing service level by providing a weekly collection of recyclables.
  - User pay (pay per cart tip)      Each household receiving the curbside collection service would be charged a rate based on how much waste is placed at the curb. The carts are already equipped with the required ID tags.
  - Reduce size of garbage bins      This initiative encourages less garbage disposal.
  - Increase yard waste collection      Assess feasibility of increasing the service level for yard and garden waste (i.e. larger cart or providing service during more weeks of the year).
  - Inclusion of glass, Styrofoam, and/or plastic bags that are currently only collected at recycling centres      Consult with MMBC to assess feasibility of accepting additional recyclable materials in the curbside collection, e.g. via a quarterly collection.
- The option of handing over responsibility of curbside recycling to MMBC will also be given consideration. For all potential changes costs and benefits will be considered as part of the overall decision-making process.

*17. Investigate opportunities to process and recycle C&D materials*

- The RDCO will look at opportunities to support or partner with providers of existing facilities that accept and recycle C&D materials. For example this may mean that specific C&D materials can be accepted at the recycling depots and Glenmore Landfill in order to be picked-up by a private sector partner that has the ability to recycle the material.



### **5.3 RECOVERY AND RESIDUAL WASTE MANAGEMENT**

The RDCO is committed to continuing existing recovery initiatives and ensuring safe disposal of residual waste. In particular, the RDCO is proposing to continue to:

- Provide existing curbside collection service for garbage until the service review (strategy # 16) is completed;
- Collect organic waste as part of the residual waste disposed to Glenmore Landfill with methane capture and recovery;
- Maintain existing residual waste transfer stations and dispose of all waste at Glenmore Landfill;
- Review and adjust landfill tipping fees on an as-need basis (e.g. review tipping fees in adjacent regional districts);
- Continue to evaluate challenges and opportunities for importing and exporting waste as needed; and
- Operate transfer stations and closed landfills in accordance with Provincial legislation and permits.

Refer to Schedule 1 for a list of RDCO's waste management facilities, including transfer stations and landfills.



**Figure 7: Glenmore Landfill**

#### **5.3.1 Proposed Strategies for Recovery and Residual Waste Management**

Four new strategies are proposed to enhance the recovery of waste material and the management of residual waste.

- 18. Investigate opportunities to process and recover energy from C&D materials*



- This initiative is closely linked with item 17, however it aims to target energy recovery of C&D materials. RDCO will investigate opportunities provide woody waste for use as fuel by local partners such as the University of British Columbia (Okanagan campus).

*19. Develop Glenmore Landfill in accordance with proposed fill plan*

- City of Kelowna (with support from the RDCO) proposes to develop the landfill in accordance with the proposed fill plan which will secure landfill capacity for up to 100 years. The current interim plan gives the landfill 75 years of capacity assuming no changes to the footprint. The new “Peak” fill plan gives the landfill 90-100 years capacity by blending the crest of the landfill with the top of Tutt Mountain. The revised final topography plan will result in an ultimate crest height of approximately 532 m, roughly 20 m higher than the previous final topography plan.

*20. Review tipping fees over the next 2-3 years as part of the development of Glenmore Landfill design, operation and closure plan*

- As part of developing the design, operation and closure plan for Glenmore Landfill, the City of Kelowna will review and adjust tipping fees to ensure adequate funding.

*21. Conduct feasibility studies to review overall services at transfer stations and potential improvements*

- In close connection to item 7, the RDCO will collaborate with relevant member municipalities to conduct a service review with focus on:
  - the location of the transfer station within the City of West Kelowna and the possibility of moving it to an industrial zone within the City,
  - Operating hours at transfer stations, and
  - Number and location of transfer stations (e.g. need for transfer station/recycling depots in Lake Country, Peachland and The Mission in Kelowna).

## **5.4 ILLEGAL DUMPING**

The RDCO proposes to continue to mitigate illegal dumping by encouraging reporting of illegal dumping incidents and funding clean-up initiatives.

### *5.4.1 Proposed Strategies for Illegal Dumping*

The RDCO proposes a new strategy aimed at preventing illegal dumping and encouraging the reuse of materials.



*22. Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items*

- RDCO will assess the feasibility of providing curbside collection of bulky items (e.g. of furniture, mattresses) to residents.

## **5.5 WILDLIFE AND WASTE MANAGEMENT**

The RDCO understands the importance of responsible waste management in order to prevent waste-related conflicts with wildlife. The RDCO proposes to continue advising residents of wildlife smart measures when selling backyard composting units to residents.

### *5.5.1 Proposed Strategies for Wildlife and Waste Management*

In addition, it proposes to assess opportunities to make the curbside garbage collection carts wildlife proof.

- 23. When renewing the curbside collection contract, assess the option to incorporate bear-proof locks on the garbage carts for residents that report issues with wildlife*

## **5.6 POLICY AND LANDUSE PLANNING IN RELATION TO WASTE MANAGEMENT**

There are currently limited policy and landuse planning provisions in the region that directly relate to waste management. Schedule 2 includes a list of existing bylaws.

### *5.6.1 Proposed Strategies for Policy and Landuse Planning*

The following proposed strategy is aimed at ensuring that waste management is adequately addressed in future policy development and land use planning.

- 24. Work with municipal and RDCO planning departments to ensure that that long-range planning tools identify and preserve lands for future waste management facilities*
  - The RDCO and member municipalities will ensure that land use planning tools such as zoning do not jeopardize existing or planned waste management facilities. This includes recycling depots and transfer stations.
  - The RDCO and the City of Kelowna will collaborate to ensure that the City's Official Community Plan (OCP) specifically acknowledges nuisances identified in relation to Glenmore Landfill (refer to Section 4.9.2).

## **6. FINANCE AND ADMINISTRATION**

### **6.1 COST OF EXISTING AND PROPOSED STRATEGIES**

Table 4 presents the estimated annual operating cost by initiative for the following measures:

- Reduction and reuse;
- Recycling;
- Recovery and residual waste management; and
- Illegal dumping, wildlife management, policy and landuse planning.

All new strategies involving municipal costs will need to be defined and approved by each municipality. It is possible that the cost of some initiatives may be mitigated through contributions from municipalities as a result of collaboration efforts. All costs relating to the development of Glenmore Landfill in accordance with proposed fill plan will be carried by City of Kelowna (Strategy 19). Costs provided in this plan are estimated in 2016 dollars and may not reflect actual costs at the time of implementation.

The Plan includes a number of reviews that will take place during the five year period (2017-2021, refer to Schedule 3 for the Implementation Schedule). These reviews may result in new capital costs if the reviews deem a specific initiative as feasible. The capital costs will be identified as part of the reviews and these can be included as part of the five-year effectiveness review or as part of the next SWMP update. Where suitable, the RDCO may decide to obtain approval for capital spending as part of the annual budgets process and proceed with the new initiative within the current five year period. There are currently no capital costs included in the proposed budget.



Table 4: Revenue and Expenditures of the Solid Waste Management System Costs

	CURRENT PLAN	2017	2018	2019	2020	2021
<b>REVENUE</b>						
<b>Taxes</b>	\$ 6,665,700	\$ 6,799,014	\$ 6,934,994	\$ 7,073,694	\$ 7,215,168	\$ 7,359,471
Tipping Fees and Sale of Recyclables at Westside Transfer Station and Recycling Depot	\$ 412,500	\$ 420,750	\$ 429,165	\$ 437,748	\$ 446,503	\$ 455,433
MMBC Revenue	\$ 2,166,500	\$ 2,209,830	\$ 2,254,027	\$ 2,299,107	\$ 2,345,089	\$ 2,391,991
<b>Total Revenue</b>	<b>\$ 9,244,700</b>	<b>\$ 9,429,594</b>	<b>\$ 9,618,186</b>	<b>\$ 9,810,550</b>	<b>\$ 10,006,761</b>	<b>\$ 10,206,896</b>
<b>OPERATING COSTS</b>						
<b>Existing Strategies</b>						
Westside Transfer Station and Recycling Depot	\$ 811,000	\$ 827,220	\$ 843,764	\$ 860,640	\$ 877,852	\$ 895,410
Recycling Depots	\$ 290,000	\$ 295,800	\$ 301,716	\$ 307,750	\$ 313,905	\$ 320,183
Hazardous waste management	\$ 240,000	\$ 244,800	\$ 249,696	\$ 254,690	\$ 259,784	\$ 264,979
Waste reduction programs, salaries and education	\$ 745,000	\$ 759,900	\$ 775,098	\$ 790,600	\$ 806,412	\$ 822,540
Curbside collection and transfer stations	\$ 5,405,000	\$ 5,513,100	\$ 5,623,362	\$ 5,735,829	\$ 5,850,546	\$ 5,967,557
Tipping fees paid to Glenmore Landfill	\$ 1,753,700	\$ 1,788,774	\$ 1,824,549	\$ 1,861,040	\$ 1,898,261	\$ 1,936,227
<b>Sub-total Costs</b>	<b>\$ 9,244,700</b>	<b>\$ 9,429,594</b>	<b>\$ 9,618,186</b>	<b>\$ 9,810,550</b>	<b>\$ 10,006,761</b>	<b>\$ 10,206,896</b>
<b>New Strategies</b>						
1. Investigate options to support the reuse of items		\$ -	\$ 15,000	\$ -	\$ -	\$ -
2. Encourage residents to reuse bags through an awareness campaign and consider banning targeted materials (e.g. single-use plastic bags)		\$ 15,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
3. Investigate collection of EPR materials at RDCO's recycling depots		\$ -	\$ -	\$ -	\$ -	\$ -
4. Increase public awareness of existing collection opportunities for EPR products		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
5. Assess options to incentivize backyard composting (residents)		\$ -	\$ -	\$ -	\$ -	\$ -
6. Conduct a review of services offered at RDCO's recycling depots		\$ 15,000	\$ -	\$ -	\$ -	\$ -
7. Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill		\$ 40,000	\$ -	\$ -	\$ -	\$ -

	CURRENT PLAN	2017	2018	2019	2020	2021
8. RDCO to adopt a preferential purchasing policy for green procurement that supports the 3Rs and encourage member municipalities to follow its example		\$ -	\$ -	\$ -	\$ -	\$ -
9. Lobby through the BC Product Stewardship Council to influence issues relating to EPR products and programs		\$ -	\$ -	\$ -	\$ -	\$ -
10. Investigate policy options to encourage recycling (e.g. mandatory recycling for multi-family and ICI, waste management provisions into landuse)		\$ -	\$ 20,000	\$ -	\$ -	\$ -
11. Investigate requiring all contractors for C&D projects to develop waste management plans to meet specified recycling target		\$ -	\$ -	\$ 20,000	\$ -	\$ -
12. Encourage recycling and waste minimization at events		\$ -	\$ -	\$ 25,000	\$ -	\$ -
13. Establish a mechanism for sharing knowledge with other stakeholder and interest groups within the region in order to improve waste diversion opportunities		\$ -	\$ -	\$ -	\$ -	\$ -
14. Increase public awareness of existing recycling opportunities		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
15. Investigate facilitating waste audits to educate businesses/organizations on what is in their waste stream and to initiate discussion on diversion options		\$ -	\$ -	\$ -	\$ -	\$ -
16. Before renewing the curbside collection contract, investigate a number of changes to the service to encourage improved waste diversion		\$ -	\$ 25,000	\$ -	\$ -	\$ -
17. Investigate opportunities to process and recycle C&D materials		\$ -	\$ -	\$ 40,000	\$ -	\$ -
18. Investigate opportunities to process and recover energy from C&D materials		\$ -	\$ -	\$ 25,000	\$ -	\$ -
19. Develop Glenmore Landfill in accordance with proposed fill plan		\$ -	\$ -	\$ -	\$ -	\$ -
20. Review tipping fees over the next 2-3 years as part of the development of Glenmore Landfill design, operation and closure plan		\$ -	\$ -	\$ -	\$ -	\$ -
21. Conduct feasibility studies to review overall services at transfer stations and potential improvements		\$ -	\$ -	\$ -	\$ -	\$ -
22. Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items		\$ 10,000	\$ -	\$ -	\$ -	\$ -

	CURRENT PLAN	2017	2018	2019	2020	2021
23. When renewing the curbside collection contract, assess the option to incorporate bear-proof locks on the garbage carts for residents that report issues with wildlife		\$ -	\$ -	\$ -	\$ -	\$ -
24. Work with municipal and RDCO planning departments to ensure that that long-range planning tools identify and preserve lands for future waste management facilities		\$ -	\$ -	\$ -	\$ -	\$ -
<b>Sub-total Costs</b>		<b>\$ 106,000</b>	<b>\$ 89,000</b>	<b>\$ 139,000</b>	<b>\$ 29,000</b>	<b>\$ 29,000</b>
<b>Total Expenditure</b>	<b>\$ 9,244,700</b>	<b>\$ 9,535,594</b>	<b>\$ 9,707,186</b>	<b>\$ 9,949,550</b>	<b>\$ 10,035,761</b>	<b>\$ 10,235,896</b>
<b>Monthly Cost to Homeowners</b>	<b>\$ 164</b>	<b>\$ 170</b>	<b>\$ 173</b>	<b>\$ 177</b>	<b>\$ 178</b>	<b>\$ 182</b>

## **6.2 COST RECOVERY**

Funding to implement the strategies identified in this plan is provided by the following methods:

- Utility and Taxation Revenue;
- Tipping Fees (user fees);
- Financial incentive for collecting packaging and printed paper under contract with MMBC; and
- Sale of Recyclables.

Wherever possible the RDCO will apply user-pay and market-based incentives, such as tipping fees and user fees for curbside collection services, for the provision of solid waste services. Where an initiative provides a wider benefit, such as campaigns to encourage waste diversion or the clean-up of illegal dumping sites, cost recovery through taxation may be applied. As appropriate, opportunities for sponsorship and grants will be utilized to assist in the funding of programs.





## **7. CONCLUSION**

The RDCO has developed its existing waste management system with considerations of environmental, social and economic factors. There are many proposed strategies involving investigations into particular aspects of the waste management system. All investigations will lead to implementation of any resulting strategies and initiatives that are considered feasible. The RDCO is committed to continue considering environmental, social and economic implications for all assessments.



## 8. PLAN IMPLEMENTATION

A timeframe for implementing each plan strategy is included in Schedule 3. The schedule also include responsible parties who will be engaged in the implementation of each strategy.

### 8.1 ESTIMATED DIVERSION

Figure 8 shows the estimated diversion that can be achieved if all of the strategies listed in this plan are implemented. By diverting more waste materials to reuse, recycling and composting, the region can reduce the amount of garbage sent to disposal from 681 kg per capita (2014) to 594 kg per capita. Accordingly, this would increase the diversion rate from 43% to 50%. Actual diversion rates are higher than what can currently be measured. For example, data or estimates are not available for diversion activities related to the ICI sector or multi-family buildings using private haulers and materials diverted through reuse by thrift shops, etc.

**Figure 8: Estimated Diversion From New Strategies**

DISPOSAL AND DIVERSION	ESTIMATED TONNES (2014)	TONNAGES AFTER ANTICIPATED DIVERSION FROM NEW STRATEGIES
Total disposal	122,394	108,138
Total diversion	93,724	109,327
Total waste generation (disposal + diversion)	216,118	216,118
Diversion rate (diversion/waste generation)	43%	50%
Per capita disposal rate	681 kg	600 kg

### 8.2 PLAN TARGETS

Two plan targets have been set by the RDCO in order to measure progress. These were developed with considerations of draft Solid Waste Management Planning Guideline (MOE, May 2016).

**1. The RDCO to achieve a waste diversion rate of 50% by 2022.**

As presented in the previous section (section 8.8), upon full implementation, the initiatives presented in this plan are expect to achieve a measured diversion rate of 50% (up from 43% in 2014), indicating that the target is achievable but that the work laid out in this plan needs to be undertaken in order for it to be achieved. The RDCO will attempt to estimate waste diversion from the ICI sector and multi-family buildings and may need to update the targeted waste diversion rate to reflect this.

**2. The RDCO to achieve an average municipal solid waste disposal rate of 600 kilograms per capita by 2022.**

Based on the initiatives presented in this plan, the region is expected to achieve a per capita disposal rate of 600 kg per capita (down from 680 kg in 2014).



### **8.3 PLAN MONITORING**

A Plan Monitoring Advisory Committee (PMAC) will monitor the implementation of the SWMP and make recommendations to increase its effectiveness. The terms of reference for the PMAC tasks are included in Schedule 4.

### **8.4 ANNUAL REPORTING**

Progress towards the targets presented in Section 8.2 will be assessed on an annual basis.

The diversion rate will be measured using the aggregate quantity of municipal solid waste sent to disposal at Glenmore Landfill and the measured / estimated tonnages from diversion activities.

The per capita disposal will be measured using the quantity (in tonnes) of solid waste sent to disposal at Glenmore Landfill. This quantity will be divided by the estimated or known population as defined by BC Stats Census data and population projections.

The data on the quantity of waste sent to landfill will also be provided as part of annual reporting to the MoE via the Ministry's municipal solid waste disposal calculator.

In addition, the RDCO will prepare information in the RDCO annual report and provide links on the RDCO website to reports provided to the Board in relation to the plan. Topics to include will be based on the MoE's document "A Guide to Solid Waste Management Planning".

### **8.5 FIVE YEAR EFFECTIVENESS REVIEW**

The RDCO shall complete a Five-Year Effectiveness Review as recommended under Section C.3.3 of A guide to Solid Waste Management Planning. A review report will be submitted to the ministry by December 31, 2024.

### **8.6 PLAN AMENDMENTS**

The waste management strategies described in this plan are based upon knowledge of the waste management system and regulations in place in 2016 that may or may not be in place in the future.

As a result, initiatives described in this report may undergo further assessment, including an assessment of costs and continued community support, by the PMAC and/or the RDCO Board prior to implementation.

The Plan's implementation schedule is intended to be flexible to allow for changes in priorities and available funding. Notwithstanding, the contents of this Plan are subject to legal requirements and, as a result, guidance and the direction from the MoE will be sought in regards to the level of flexibility, as appropriate.

In accordance with MoE's Solid Waste Management Planning Guideline, the plan amendment procedure applies only to major changes to the solid waste management system. This can include for example the development of a new landfill, mixed waste processing facility or waste-to-energy facility. When a plan amendment becomes necessary, the RDCO will undergo a public consultation process and submit a revised plan to the MoE for approval, along with a detailed consultation report.



If any of the information in the schedules to this plan needs to be amended during the 10-year lifespan of the plan, approval from the Minister may be required and engagement with the public may be necessary. The requirements depend on the type of change. Unless the change is considered major, in accordance with the guide, a change to a schedule should not require submission of the entire SWMP for review and approval.



## **9. APPROVAL BY THE BOARD**

This Plan was approved by the Board of Directors by the following resolution on October 12, 2017:

**It was moved and seconded:**

#157/17

THAT the Regional Board approve staff submitting the amended 2017 Solid Waste Management Plan update to the Minister of Environment for review and approval.

**CARRIED unanimously**



## 10. APPROVAL BY THE MINISTRY OF ENVIRONMENT



Reference: 317705  
X-Reference: 10400-60/SWMP RDCO

**FEB 20 2020**

Gail Given, Chair  
and Directors  
Regional District of Central Okanagan  
1450 KLO Road  
Kelowna BC V1W 3Z4

Sent via email: [gail.given@cord.bc.ca](mailto:gail.given@cord.bc.ca)

Dear Chair Given and Directors:

Thank you for your efforts to amend the Regional District's Solid Waste Management Plan, which was submitted to us on June 28, 2018. I am pleased to advise you that the Ministry of Environment and Climate Change Strategy has completed review of the Plan amendment.

I am satisfied that there has been adequate public consultation during the Plan amendment process. Accordingly, pursuant to Section 24(5) of the *Environmental Management Act*, I hereby approve the Plan amendment, subject to the following requirements:

- a) The RDCO shall complete a Five-Year Effectiveness Review as recommended under Section C.3.3 of A Guide to Solid Waste Management Planning. A review report should be submitted to the ministry by December 31, 2024.
- b) The RDCO shall re-evaluate organic waste diversion opportunities and assess effectiveness of maintaining landfill gas collection and use at the landfill. A report should be submitted to the ministry by December 31, 2030.

The Regional District's Board may now commence implementing the amended Plan. Please send a copy of the resolution adopting the amended Plan to my office.

...2

Ministry of Environment and  
Climate Change Strategy

Office of the  
Minister

Mailing Address:  
Parliament Buildings  
Victoria BC V8V 1X4

Telephone: 250 387-1187  
Facsimile: 250 387-1356  
Website: [www.gov.bc.ca/env](http://www.gov.bc.ca/env)



-2-

I appreciate your commitment to improve the management of solid wastes in your Regional District and we look forward to continuing to support you as you implement your Plan.

Sincerely,



George Heyman  
Minister

cc: Cassandra Counce, Regional Director, Authorizations – South, Environmental Protection  
Division, Ministry of Environment and Climate Change Strategy  
Cynthia Coates, Waste Reduction Facilitator, Regional District of Central Okanagan



## ***Schedule 1: Waste Management Facilities***

The following facilities form an integral part of the regional waste management system (as of July 2016):

SERVICE	LOCATION
<b>Residential drop-off for recyclables and garbage:</b>	
▪ Westside Residential Waste Disposal and Recycling Centre	Asquith Road, off Shannon Lake Road, West Kelowna
▪ North Westside Recycling Depot/ Transfer Station (limited to registered residents)	Whiteman Creek Forest Service Road
▪ Traders Cove Recycling Depot/ transfer station (limited to registered residents)	Intersection of Bear Lake Main & Westside Rd
▪ Glenmore Landfill	1595 Glenmore Road, Kelowna
<b>Commercial drop-off for recyclables:</b>	
▪ Cascades Recovery Inc. material recovery facility	144 Cambro Rd, Kelowna
▪ Planet Earth Recycling	1400 Industrial Rd, West Kelowna,
<b>Commercial drop-off for garbage:</b>	
▪ Glenmore Landfill	2720 John Hindle Drive, Kelowna
<b>Operational Landfill</b>	
▪ Glenmore Landfill	2720 John Hindle Drive, Kelowna
<b>Closed landfills:</b>	
▪ Westside Sanitary Landfill (RDCO owned)	2640 Asquith Road, West Kelowna
▪ Bouleau Creek Landfill (RDCO, occupancy license until 2020) (Replaced by transfer station)	1.4 KM North of the current North Westside Transfer station on Whiteman Creek Forest Service Road 141 m S of the NW corner of DL4021
▪ Peachland Landfill (Crown-leased property with management by District of Peachland)	Up Princeton Ave, Peachland, Lot A, DL1275, ODYD, Plan 37138

## ***Schedule 2: Existing Bylaws***

The following is a list the bylaws in place that govern solid waste management activities within the Central Okanagan:

- RDCO Bylaw No. 1298
- City of Kelowna Bylaw No. 10106
- City of West Kelowna Bylaw No.0065
- The District of Peachland Bylaw No. 1899
- District of Lake Country Solid Waste Management Regulation Bylaw No. 708, 2009 (consolidated 2009-10-27)



### ***Schedule 3: Implementation Schedule for the Solid Waste Management Plan***

NEW STRATEGY	IMPLEMENTATION TIMEFRAME (YEARS)	PRIORITY RANKING (LOW TO HIGH) <sup>6</sup>
1. Investigate options to support the reuse of items	2 – 3	High
2. Encourage residents to reuse bags through an awareness campaign and consider banning targeted materials (e.g. single-use plastic bags)	0 – 5	Medium
3. Investigate collection of EPR materials at RDCO's recycling depots	2 – 3	Medium
4. Increase public awareness of existing collection opportunities for EPR products	0 – 5	Medium
5. Assess options to incentivize backyard composting (residents)	3 – 5	Medium
6. Conduct a review of services offered at RDCO's recycling depots	1 – 2 (review), 3 – 15 (implement)	High
7. Re-evaluate organic waste diversion opportunities while considering the need to maintain landfill gas collection and use at the landfill	1 – 2	Medium
8. RDCO to adopt a preferential purchasing policy for green procurement that supports the 3Rs and encourage member municipalities to follow its example	2 – 3	Medium
9. Lobby through the BC Product Stewardship Council to influence issues relating to EPR products and programs	0 – 5	Medium
10. Investigate policy options to encourage recycling (e.g. mandatory recycling for multi-family and ICI, waste management provisions into landuse)	2 – 3	Medium
11. Investigate requiring all contractors for C&D projects to develop waste management plans to meet specified recycling target	3 – 5	Medium
12. Encourage recycling and waste minimization at events	3 – 5	Medium
13. Establish a mechanism for sharing knowledge with other stakeholder and interest groups within the region in order to improve waste diversion opportunities	0 – 5	Medium
14. Increase public awareness of existing recycling opportunities	0 – 5	Medium

<sup>6</sup> Ranking based on input from the PTAC throughout the planning process.

NEW STRATEGY	IMPLEMENTATION TIMEFRAME (YEARS)	PRIORITY RANKING (LOW TO HIGH) <sup>6</sup>
15. Investigate facilitating waste audits to educate businesses/organizations on what is in their waste stream and to initiate discussion on diversion options	1 – 2	Medium
16. Before renewing the curbside collection contract, investigate a number of changes to the service to encourage improved waste diversion	2 – 3	Medium
17. Investigate opportunities to process and recycle C&D materials	0 – 5	Medium
18. Investigate opportunities to process and recover energy from C&D materials	3 – 5	Medium
19. Develop Glenmore Landfill in accordance with proposed fill plan	0 – 5	Medium
20. Review tipping fees over the next 2-3 years as part of the development of Glenmore Landfill design, operation and closure plan	0 – 5	Medium
21. Conduct feasibility studies to review overall services at transfer stations and potential improvements	1 – 2 (review), 3 – 15 (implement)	High
22. Investigate the success in other regions to mitigate illegal dumping by providing curbside collection of bulky items	1 – 2 (review), 3 – 15 (implement)	Medium
23. When renewing the curbside collection contract, assess the option to incorporate bear-proof locks on the garbage carts for residents that report issues with wildlife	2 – 3	Medium
24. Work with municipal and RDCO planning departments to ensure that that long-range planning tools identify and preserve lands for future waste management facilities	0 – 5	High

***Schedule 4: Terms of Reference for the Plan Monitoring Advisory  
Committee***



## ***Schedule 5: Plan Dispute Resolution Procedures***

The parties will make all reasonable efforts to attempt to resolve the dispute in an amicable manner without outside intervention. The Ministry of Environment does not become involved in resolving or making a decision in a dispute.

This dispute resolution procedure may apply to the following types of conflicts:

- Administrative decisions made by Regional District staff
- Interpretation of a statement, bylaw, policy or provision in the plan
- The manner in which the plan or an OC is implemented
- Any other matter not related to a proposed change to the wording of the plan or an OC

	COLLABORATIVE DECISION MAKING AND DISPUTE RESOLUTION PROCEDURE
Negotiation	<ul style="list-style-type: none"> <li>• Parties involved in the dispute make all efforts to resolve the dispute on their own.</li> <li>• Parties may make use of a facilitator</li> </ul>
Plan Advisory Committee (if appropriate)	<ul style="list-style-type: none"> <li>• Parties involved in the dispute will have opportunity to speak to the Committee</li> <li>• Committee will review, consider and provide recommendations to the Board</li> </ul>
Board	<ul style="list-style-type: none"> <li>• Parties involved in the dispute will have opportunity to speak to the Board</li> <li>• Board will receive recommendations from the Committee and settle the dispute; or, recommend mediation</li> </ul>
Mediation	<ul style="list-style-type: none"> <li>• Parties involved in the dispute agree on a mediator. If the parties cannot agree on a mediator, the matter shall be referred to the BC Mediation Roster Society or equivalent roster organization for selection of a mediator</li> <li>• All efforts will be made to reach an agreement through mediation</li> <li>• Costs for mediation are shared by the parties in dispute</li> </ul>
Independent Arbitrator	<ul style="list-style-type: none"> <li>• If the dispute cannot be resolved by a mediator, the matter will be referred to arbitration and the dispute will be arbitrated in accordance with the Local Government Act or BC Commercial Arbitration Act</li> <li>• The arbitrator shall make a final, binding decision</li> <li>• Costs for arbitration shall be apportioned at the discretion of the arbitrator</li> </ul>



# Regional Board Report

**TO:** Regional Board

**FROM:** David Komaïke  
Director of Engineering Services

**DATE:** April 20, 2020

**SUBJECT:** Community Emergency Preparedness Fund: Emergency Operations Centres & Training Grant Application (2020)

**Voting Entitlement:** All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

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**Purpose:** To request Board support for a UBCM – Community Emergency Preparedness Fund Application to assist in purchasing equipment for the Emergency Operations Centre.

## Executive Summary:

The Union of British Columbia Municipalities' (UBCM) - Community Emergency Preparedness Fund offers grants to enhance the resiliency of local governments and their communities in responding to and recovering from emergencies.

Staff is requesting support for a grant application under the Emergency Operations Centres & Training (EOC) stream of funding. The funds, if granted, will provide the EOC with the financial resources for additional assets and asset renewal.

A Regional Board resolution supporting the grant application is required to apply for funding. Accordingly, this matter is now before you for your consideration and approval.

## RECOMMENDATION:

**THAT** the Regional Board supports submitting a grant application under the Union of British Columbia Municipalities' – Community Emergency Preparedness Fund for the region's Emergency Operations Centre.

Respectfully Submitted:

A handwritten signature in dark ink, appearing to read "DK/K", is written over a light blue horizontal line.

David Komaïke  
Director of Engineering Services

Approved for Board's Consideration

A handwritten signature in dark ink, appearing to read "Brian Reardon", is written over a light blue horizontal line.

Brian Reardon, CAO

*Prepared by: Mimi Miller, Asset Management Analyst*



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### Implications of Recommendation:

Strategic Plan:	Supports Sustainable Communities: "The RDCO will continue work to protect communities from harm through the highly-recognized Regional Emergency Management Program in collaboration with the member municipalities and Westbank First Nation."
General:	Initial purchase, if granted, will have no impact on the taxpayer. On-going maintenance and renewal costs will apply to all assets purchased.
Legal/Statutory Authority:	Through the Emergency Program Act, the Province of BC requires all local authorities to prepare for emergencies, including response and recovery.

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### Background:

The Community Emergency Preparedness Fund (CEPF), administered by the Union of British Columbia Municipalities (UBCM), supports local governments and their communities with grant opportunities for disaster response and recovery.

The CEPF has seven streams of funding. This application is for the Emergency Operations Centre (EOC) stream. The intent behind the CEPF EOC funding is to 'support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOCs) and to enhance EOC capacity through training and exercises. The maximum available funding is \$25,000'.<sup>1</sup>

The purpose of this project is to renew, update and expand the pool of assets used in the Emergency Operations Centre (EOC). The original equipment has reached its maximum useful life and is no longer in good condition. The equipment requiring renewal includes the following:

- ID Card Printer,
- Projectors,
- Lectern, and
- Speakers.

In addition to the renewals, the EOC requires further IT hardware to accommodate flexibility in staffing levels. New hardware required includes desktop computers and monitors.

The RDCO has been successful in securing CEPF EOC funding in the past. Most recently, CEPF EOC funding helped purchase a large format printer/plotter and new computers.

### Financial Implications:

If granted, this funding opportunity will provide the financial resources to maintain the reliability of the EOC's equipment. The CEPF EOC grant does not cover asset maintenance expenses.

### External Implications:

Member communities jointly fund the operation of the EOC.

### Alternative Recommendation:

That the Regional Board receive this report for information.

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<sup>1</sup> 'Community Emergency Preparedness Fund: Emergency Operations Centres & Training.' Union of BC Municipalities. <https://www.ubcm.ca/EN/main/funding/lgps/community-emergency-preparedness-fund/emergency-operations-centres.html> (accessed March 16, 2020)



# Regional Board Report

**TO:** Regional Board

**FROM:** Mary Jane Drouin  
Manager – Corporate Services

**DATE:** April 17, 2020

**SUBJECT:** Central Okanagan East Electoral Area Grant In Aid Request

**Voting Entitlement:** *All Directors – Unweighted Corporate Vote – Simple Majority – 208.1*

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**Purpose:** To consider approving a Central Okanagan East Electoral Area grant in aid for the Joe Rich Ratepayer's and Tenant's Society.

## Executive Summary:

Director Bartyik has received a request for a grant in aid from the Joe Rich Ratepayer's and Tenant's Society in the amount of \$400 to enable them to send an information mail out to residents of the community.

The Director has agreed to support the grant in aid request from the Central Okanagan East Electoral Area grant in aid budget.

## RECOMMENDATION:

**THAT** a Central Okanagan East Electoral Area grant in aid in the amount of \$400 be allocated to the Joe Rich Ratepayer's and Tenant's Society to assist in the expense for an information mail out to residents of Joe Rich community.

Respectfully Submitted:

A handwritten signature in dark ink, appearing to read "Mj Drouin".

Mary Jane Drouin  
Manager-Corporate Services

Approved for Board's Consideration

A handwritten signature in dark ink, appearing to read "Brian Reardon".

Brian Reardon, CAO