



REGIONAL DISTRICT OF CENTRAL OKANAGAN  
REGULAR BOARD MEETING  
AGENDA

Monday, July 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 - July 9, 2020**

4 - 8

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

Recommended Motion:

THAT the Regional Board meeting minutes of July 9, 2020 be adopted.

5. CORRESPONDENCE

5.1 **Okanagan Basin Water Board Meeting Highlights**

9

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

Recommended Motion:

THAT the Okanagan Basin Water Board meeting highlights of July 9, 2020 be received for information.

## 6. FINANCIAL SERVICES

### 6.1 Purchase Commitments > \$100,000 during 2Q 2020

10 - 11

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

Recommended Motion:

**THAT** the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information the report dated July 20, 2020 on purchase commitments which exceeded \$100,000 made during the second quarter of 2020.

## 7. COMMUNITY SERVICES

### 7.1 Development Variance Permit (VP-20-02) for M. & L. Smith

12 - 36

9668 Houghton Road, Central Okanagan West Electoral Area

To allow a reduction of the minimum front setback and to allow an accessory building in the required front setback.

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

Chair to ask if there is anyone in the gallery affected by the variance.

Recommended Motion:

**THAT** the Regional Board approve Development Variance Permit Application VP-20-02 to vary the following provisions of Zoning Bylaw No. 871 based on the site plan by Advanced Surveying Ltd:

- Section 3.17.5 by allowing one accessory building in the required front setback.
- Section 6.5.4 by allowing a reduction of the minimum front setback from 6.0 m (19.7 ft.) to 1.0 m (3.28 ft.) to permit one accessory building.

## 8. PARK SERVICES

### 8.1 License of Occupation Agreement - City of Kelowna Transit Stops at Mission Creek Regional Park

37 - 53

*(All Directors - Weighted Vote - Majority - LGA 210.2)*

Recommended Motion:

**THAT** the Regional Board approves providing a 5-Year Licence of Occupation to the City of Kelowna for the renewal of an existing transit stop and construction and operation of 3 Transit/Shelters over 3 portions of Mission Creek Regional Park as identified in the attached license document along Springfield Road for a 5-Year term.

9. **NEW BUSINESS**

9.1 **UBCM - Community Excellence Awards Application**

54 - 60

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

Recommended Motion:

**THAT** the Regional Board approves submitting an application under the Union of BC Municipalities – 2020 Community Excellence Awards under the category of Excellence in Sustainability for the Regional Floodplain Management Plan.

10. **DIRECTOR ITEMS**

11. **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 Thursday, July 9, 2020**

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Directors: J. Baker (District of Lake Country)  
M. Bartyik (Central Okanagan East Electoral Area)  
C. Basran (City of Kelowna)  
W. Carson (Central Okanagan West Electoral Area)  
M. Singh, alternate for M. DeHart (City of Kelowna)  
C. Fortin (District of Peachland) (*attended electronically*)  
G. Given (City of Kelowna)  
C. Hodge (City of Kelowna)  
S. Johnston (City of West Kelowna)  
G. Milsom (City of West Kelowna)  
L. Stack (City of Kelowna) (*attended electronically*)  
L. Wooldridge (City of Kelowna)  
J. Coble (Westbank First Nation) (*attended electronically*)

Absent: B. Sieben (City of Kelowna)

Staff: B. Reardon, Chief Administrative Officer  
J. Foster, Director of Communication & Information Services  
M. Rilkoﬀ, Director of Financial Services (*attended electronically*)  
M. Drouin, Manager-Corporate Services (recording secretary)

**1. CALL TO ORDER**

Chair Given called the meeting to order at 10:35 a.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 due to physically distancing for COVID-19 pandemic.*

**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)*

**#115/20 BASRAN/MILSOM**

THAT the agenda be adopted.

CARRIED Unanimously

**4. ADOPTION OF MINUTES**

- 4.1 Regional Board Meeting Minutes – June 22, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#116/20 BAKER/HODGE**

THAT the Regional Board meeting minutes of June 22, 2020 be adopted.

CARRIED Unanimously

- 4.1 Public Hearing Minutes - June 22, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#117/20 WOOLDRIDGE/BAKER**

THAT the Public Hearing minutes of June 22, 2020 be received.

CARRIED unanimously

**5. CORPORATE SERVICES**

- 5.1 North Westside Community Association - Request for Support (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report outlined the Board's discussion at the June 22, 2020 Regional Board meeting and their request to bring forward staff's report of January 15, 2018 – North Westside Services Community Issues Report – Next Steps.

A letter of support would go to the Community Association as it is the Association that would contact the Province to request a restructure grant.

**#118/20 HODGE/BARTYIK**

THAT the Regional Board receive the June 24, 2020 CAO report entitled NWCA Request for Letter of Support for a Provincial Restructure Planning Grant;

AND FURTHER THAT the Regional Board approve the North Westside Community Association request for a letter of support for a Provincial Restructure Planning Grant.

CARRIED unanimously

Discussion ensued regarding EcoPlan International report considerations regarding improved communication: One,

- Clarify expectations and constraints on information provided by RDCO staff and requested by the public;
- Clarify the role of the Electoral Area Director in community/regional district relations

Two,

- Establish a platform or channel for regular dialogue between North Westside residents and the RDCO.

**#119/20**      MILSOM/WOOLDRIDGE

THAT the Regional Board proceed with considerations 1 and 2 in the EcoPlan International report of October 13, 2017 and direct staff to formulate an approach to develop a communication strategy and advance workplans and budget submissions for 2021 and 2022.

CARRIED unanimously

**6.      FINANCIAL SERVICES**

- 6.1      2019 Final RDCO Audit Report - M. Rilkoff, Director of Financial Services and BDO Auditor, Markus Schrott (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report outlined that the BDO auditors have completed their final audit for year ended December 31, 2019.

M. Schrott, BDO auditor, reviewed the audit opinion and report. The auditor noted that in their opinion, the financial statements present fairly, in all material respects, the financial position of the Regional District as at December 31, 2019 and the results of its operations, changes in its net financial assets, and its cash flows for the year then ended in accordance with Canadian Public Sector accounting standards.

**#120/20**      BAKER/MILSOM

THAT BDO's Regional District of Central Okanagan Final Audit Report for the year ended December 31, 2019 be received.

CARRIED unanimously

- 6.2      RDCO Financial Audited Statements - Year Ended December 31, 2019 – Approval - M. Rilkoff, Director of Financial Services and BDO Auditor, Markus Schrott (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report outlined the financial audited statements for year ended December 31, 2019 are presented for consideration. In the opinion of the auditors, the financial statements present fairly, in all material respects.

*Director Hodge left the meeting at 11:25 a.m.*

**#121/20**      **BAKER/BASRAN**

THAT the Regional District of Central Okanagan Financial Statements – year ended December 31, 2019 be approved.

CARRIED unanimously

- 6.3      RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1460, ***1st, 2nd and 3rd Reading and Adoption*** (All Directors - Weighted Corporate Vote - LGA 210.1)-(LGA 214) 2/3 Majority)

Staff report dated June 29, 2020 outlined amendments to 14 cost centres. Staff outlined the various adjustments.

*Director Hodge returned at 11:27 a.m.*

*Directors Basran & Johnston left the meeting at 11:30 a.m.*

**#122/20**      **BAKER/MILSOM**

THAT Regional District of Central Okanagan 2020 – 2024 Financial Plan Amendment Bylaw No. 1460, 2020 be given first, second and third readings and adopted.

AND THAT the Regional Board approves the use of \$42,260 of Gas Tax – Community Works Funds to complete the Joe Rich & Ellison Community Hall roofing project as reflected in the RDCO 2020-2024 Five-Year Financial Plan Amendment Bylaw No. 1460, 2020.

CARRIED unanimously

**7.      NEW BUSINESS**

- 7.1      Rise & Report - Governance & Services Committee Meeting - July 9, 2020

There were no issues to rise and report.

**8.      DIRECTOR ITEMS**

There were no resolutions for Board consideration.

**9. ADJOURN**

There being no further business the meeting was adjourned at 11:45 a.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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G. Given (Chair)

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Brian Reardon (Chief Administrative Officer)



## BOARD REPORT: July 9, 2020



**Okanagan Basin**  
WATER BOARD

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

### **OBWB Directors**

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

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

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

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

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

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

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

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

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

**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. **Friday, Sept. 4, 2020.** Location to be determined.

### **Okanagan Basin Water Board Meeting Highlights**

**Directors take deep dive into invasive mussel issue:** OBWB's Board of Directors heard from the top placing B.C. AquaHacking Challenge team, Ozero, which has developed a ballast washing system to fight invasive zebra and quagga mussels. The challenge, hosted by the OBWB, was aimed at recruiting young professionals to help address critical B.C. water issues. The team will be piloting its program this summer in their home province of Quebec where the mussels are established and hope to roll it out in other regions soon after. Although, as far as we know, B.C. does not have the mussels, the project could be one more important tool in preventing and containing the spread of the mussels. Learn more about Ozero's project in this video <https://bit.ly/2ZNng9q> (clip start at 1:09:55). The board also agreed to send a letter to the B.C. government calling for 'pull-the-plug' legislation, and follow up with the federal government regarding efforts to contain and prevent the mussels' spread. Previous calls for action to both governments can be found at [dontmoveamussel.ca/in-the-news/](http://dontmoveamussel.ca/in-the-news/).

**Don't Move A Mussel campaign goes virtual:** In response to COVID-19 and with less in-person outreach, the OBWB's Okanagan WaterWise program has been developing online materials as part of its *Don't Move A Mussel* campaign, helping raise awareness and promote protection of B.C. waters. New posters, fact sheets, a 'Proud partner in Don't Move A Mussel' web badge, social media graphics, boat inspection checklist, postcards, and more are available at [www.DontMoveAMussel.ca](http://www.DontMoveAMussel.ca). The campaign is being promoted using online advertising, radio, billboards and buses. Water-recreation related businesses, yacht clubs, marinas and others will also be contacted directly.

**Potential water pollution with development prompts Water Board letter:** In response to a request for input from the Regional District of Okanagan Similkameen (RDOS), Directors agreed to send RDOS a letter regarding potential water issues arising from a lakefront development. Issues noted include potential nutrients from water and wastewater pollution stimulating aquatic weed and algae growth. They also noted risks from developing in a floodplain, raising issues around vehicle contaminants entering the lake if there is a flood.

**OBWB - Okanagan Nation Alliance renew water monitoring partnership:** The board approved a contract with Okanagan Nation Alliance to continue to provide hydrometric monitoring on nine streams identified as significant in the valley (Shorts, McDougall, Whiteman, Mission, Upper Vernon, Equisis, Nashwito, Coldstream and Darke Creeks). The work will include determining stream flow over time, providing valley water managers with better data to ensure the needs for domestic, agriculture, fish and other ecosystem needs.

**Financial Statements adopted:** Directors approved the OBWB's Audited Financial Statements for 2019-20. OBWB's programs include Aquatic Weed (milfoil) Control, Sewage Facilities Assistance Grants and the Water Management Program (WMP). The statements will be included in the Water Board's Annual Report to be released at the end of August.



# Regional Board Report

**TO:** Regional Board

**FROM:** Marilyn Rilkoﬀ  
Director of Financial Services, Deputy CAO

**DATE:** July 20, 2020

**SUBJECT:** Information Report – Purchase Commitments >\$100,000 during 2Q 2020

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

**Purpose:** To report all purchase commitments exceeding \$100,000 during 2Q 2020 in accordance with section 4.6 of the Board’s Purchasing Policy.

**Executive Summary:**

Those purchase commitments exceeding \$100,000 made during 2Q 2020 were as follows:

<b>Contract:</b>	<b>Contract Awarded To:</b>	<b>Contract Value (excluding taxes):</b>	<b>Competitive Process Followed:</b>
Major Bridge Maintenance (#R20-522)	Pacific Ropes Contracting Ltd	\$149,999	Public Request for Proposals
Picnic Shelter & Playground Replacements (Lots #1 & #2 - Westshore Estates, Traders Cove, and Raymer Bay Picnic Shelters) (#R20-523)	First Peak Contracting Ltd	\$235,150	Public Request for Proposals
Picnic Shelter & Playground Replacements (Lot #3 - Traders Cove and Bertram Creek Playgrounds) (#R20-523)	Cabin Forestry Services Ltd	\$142,986	Public Request for Proposals
Residential Hazardous Waste Services (R20-530)	Matichuk Holdings Ltd	\$1,166,148 (Total 5-Year Contract Price 2020-2025)	Public Request for Proposals

Note: details on all RDCO Purchasing public competitive processes are available publicly at our ‘Bids&Tenders’ purchasing portal: <http://rdco.bidsandtenders.ca>

**RECOMMENDATION:**

**THAT** the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information the report dated July 20, 2020 on purchase commitments which exceeded \$100,000 made during the second quarter of 2020.

Respectfully Submitted/Approved for Board Consideration:



Marilyn Rilko  
Director of Financial Services

Prepared by: Andy Brennan, Purchasing Consultant – The Interior Purchasing Office Inc.



# Regional Board Report

**TO:** Regional Board

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

**DATE:** July 27, 2020

**SUBJECT:** Development Variance Permit (VP-20-02)  
M. & L. Smith, 9668 Houghton Road  
Central Okanagan West Electoral Area

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

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**Purpose:** To consider issuance of a Development Variance Permit to allow a reduction of the minimum front yard setback and to allow an accessory building in the required front setback.

## **Executive Summary:**

The proposed setback for the accessory building is less than permitted under Zoning Bylaw No. 871; therefore, a Development Variance Application has been submitted. Due to various site constraints and natural topography of the parcel, the owners rationalize that the variance is required in order to maximize the availability of the level portion of the property.

Letters of support have been received, and no concerns have been identified from agencies or RDCO staff regarding the application. The applicants have obtained the required permit to reduce building setback from Houghton Road from the Ministry of Transportation and Infrastructure. Should the Development Variance Permit be issued by the Regional Board, provisions of the Wildfire Interface Development Permit Area guidelines of the Rural Westside Official Community Plan will be applicable.

## **RECOMMENDATION:**

**THAT** the Regional Board approve Development Variance Permit Application VP-20-02 to vary the following provisions of Zoning Bylaw No. 871 based on the site plan by Advanced Surveying Ltd:

- Section 3.17.5 by allowing one accessory building in the required front setback.
- Section 6.5.4 by allowing a reduction of the minimum front setback from 6.0 m (19.7 ft.) to 1.0 m (3.28 ft.) to permit one accessory building.

Respectfully Submitted:



Todd Cashin  
Director of Community Services

Approved for Board's Approval



Brian Reardon, CAO

Prepared by: Danika Dudzik, Senior Planner

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### Implications of Recommendation:

Strategic Plan:	Development Variance Permits provide options/solutions to address building/location issues provided there are no negative impacts (visual, health and safety) to neighbouring residents which is supported the Regional Board Strategic Priorities 2019-2022 with respect to "Sustainable Communities".
Policy:	The application was submitted and processed in accordance with Requirements of RDCO Development Applications Procedures Bylaw No. 944.
Legal/Statutory Authority:	In accord with Section 498 of the <i>Local Government Act</i> , on application by an owner of land, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw. A development variance permit must not vary the use or density of land from that specified in the bylaw and a local government may not delegate the Issuance of a permit.

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### Background:

The subject property is currently developed with a single detached house and various accessory structures which were constructed prior to the purchase of the parcel by the current owners in 2006.

The owners intend to construct a 67.6 m<sup>2</sup> (728 ft<sup>2</sup>) accessory building; garage with a second floor and wheelchair accessible bathroom. The proposed garage would replace the existing accessory structures including a shed, chicken coop, garden, temporary structure and dog run. A recent survey identified that a portion of the shed and area currently utilized is located within the road right-of-way.

With the information from the survey, the owners plan to locate the proposed garage entirely on private property however, in order to permit the siting of the accessory building, a Development Variance Permit is required. The applicants have obtained the required permit to reduce the building setback from Houghton Road from the Ministry of Transportation and Infrastructure

The owners rationalize that the variance is required due to various site constraints and natural topography of the parcel. The area behind the current driveway is steep and does not present a suitable build site. The location of the proposed building would allow for a walkout second floor; allowing ease of access to the entrance of the house. The owners require extra space and have indicated that the house is not suitable for an addition. They also believe that the proposal will improve the overall appearance of the property.

Historically, setback variances have been evaluated and assessed based on site specific conditions and on input received from affected neighbouring property owners. From 2009-2019, the Regional Board approved seven Development Variance Permits to allow reductions in the minimum front setback at various locations within Killiney Beach; along Winchester Road. Similar to the properties along Winchester Road, hillside constraints impact the development potential of the subject property.

**Site Context:**

The subject property is located adjacent to Houghton Road, in the vicinity of Killiney Beach within Central Okanagan West Electoral Area. The parcel is affected by provisions of the Rural Westside Official Community Plan (OCP) and a number of Development Permit Areas. The landowners will be required to address applicable Development Permit provisions of the OCP in conjunction with the building permit process.

**Additional Information:**

<b>Owners/Applicants:</b>	M. & L. Smith
<b>Legal Description:</b>	Lot 72, District Lot 3910, ODYD, Plan 21925
<b>Address:</b>	9668 Houghton Road
<b>Lot Size:</b>	+/- 0.46 acres
<b>Zoning:</b>	RU5 Small Lot Country Residential
<b>OCP Designation:</b>	Residential – Low Density
<b>Sewage Disposal:</b>	Septic System
<b>Water Supply:</b>	Killiney Beach
<b>Existing Use:</b>	Rural Residential
<b>Surrounding Uses:</b>	<b>North:</b> Crown land <b>South:</b> Rural Residential <b>East:</b> Houghton Road / Rural Residential <b>West:</b> Rural Residential (Vacant)
<b>A.L.R.:</b>	Not within the A.L.R.
<b>Fire Protection:</b>	North Westside Road Fire Protection Area

**RDCO TECHNICAL COMMENTS:**

**Planning Services** staff advise that the subject property is affected by Development Permit Areas (DPAs) for the protection of the natural environment or protection of development from hazardous conditions, including Wildfire Hazard, Rural Hillside, and Sensitive Aquatic.

As per the 2016 Killiney Beach Environmental Assessment (EA) completed by Ecoscape Environmental Consultants Ltd., the north-western portion of the parcel is recommended as a sensitive terrestrial area consisting of coniferous woodlands and broadleaf forest ecosystems. The EA also concluded that the watercourse identified on the Terrain Resource Inventory Mapping (TRIM) along the north-eastern portion of the subject property is not physically present and no aquatic resources were noted.

As the proposed development will remain outside of the sensitive areas and away from the hillside, a Development Permit is not required. However, to address the provisions of the Wildfire Interface DPA, plans for construction must show compliance with the "*Wildfire Interface Development Permit Design Guidelines*" of the Rural Westside OCP. Further, a restrictive covenant must be registered on the title of the property in conjunction with the building permit

process in order to ensure that future property owners are aware of, and obligated to the wildfire hazard reduction measures.

**Inspection Services** staff advise that should a Development Variance Permit be approved; a building permit is required for the proposed garage which must conform to the Building Bylaw and BC Building Code and is to include details on proposed servicing.

Inspections staff further advise:

- The existing accessory structures meet applicable RDCO bylaws.
- Based on the size or temporary nature of the existing accessory structures, a demolition permit prior to the removal of these structures will not be required.
- Based on the definition of height in Zoning Bylaw No. 871, the proposed accessory building will comply with the maximum building height for the RU5 Small Lot Country Residential zone as the subject property slopes upward from Houghton Road.
- The RU5 Small Lot Country Residential zone does not permit a secondary suite or accessory home. Further, there is no provision in Zoning Bylaw No. 871 for a carriage home. The accessory building shall not be used for residential purposes.

**Central Okanagan West Advisory Planning Commission (APC)** recommends that the application be supported as presented.

Anecdotal Comments:

- Concern with excessive size of the proposed accessory building and support a smaller footprint that potentially would eliminate the need for a variance.
- Subsequent to the development of the accessory building, Building Inspector to conduct ongoing site inspections to ensure compliance with the use (6 months to 1 year later). Concerns that the building will become an additional dwelling unit.
- Consider relocation of the garage doors to access off of the existing gravel driveway instead of Houghton Road.
- Concerns regarding potential drainage issues. Ensure proper drainage is installed through the development of the accessory building (ie: drain tile).

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

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

**Ministry of Transportation and Infrastructure** staff advises that there are no concerns with the proposal, and have issued a Permit to Reduce Building Setback Less Than 4.5 Metres from the Property Line Fronting a Provincial Public Highway (Permit No. 2020-02668).

**Interior Health Authority** staff advises site constraints are also restrictive regarding the area available for onsite sewage disposal. There are no concerns with the proposal however, it is recommended that prior to the construction of the proposed building, the applicant confirm that it will not interfere with the existing onsite septic system and future backup septic area.

**Unaffected Agencies** include Fortis B.C.

#### **External Implications:**

In accord with the *Local Government Act* and the Development Applications Procedures Bylaw No. 944, a Notice of Application sign was posted on the property and written notices were

mailed to all registered property owners of land situated within 100 metres of the subject property. A total of 19 letters were mailed to neighbouring property owners.

Further to the notification process, at time of writing this report, seven letters of support have been received for this application; two of these are from owners of adjacent properties. The remainder of the letters of support were from residents throughout Killiney Beach.

In consideration of the Development Variance Application, the Regional Board may approve the Development Variance Permit, not approve the Development Variance Permit or defer a decision pending more information or clarification. Should the Board choose not to support the staff position, the following alternate recommendation is provided.

**Alternative Recommendation:**

**THAT** Development Variance Permit Application VP-20-02 for 9668 Houghton Road be denied.

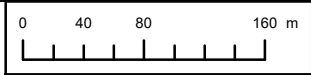
***Considerations not applicable to this report:***

- *General*
- *Organization*
- *Financial*

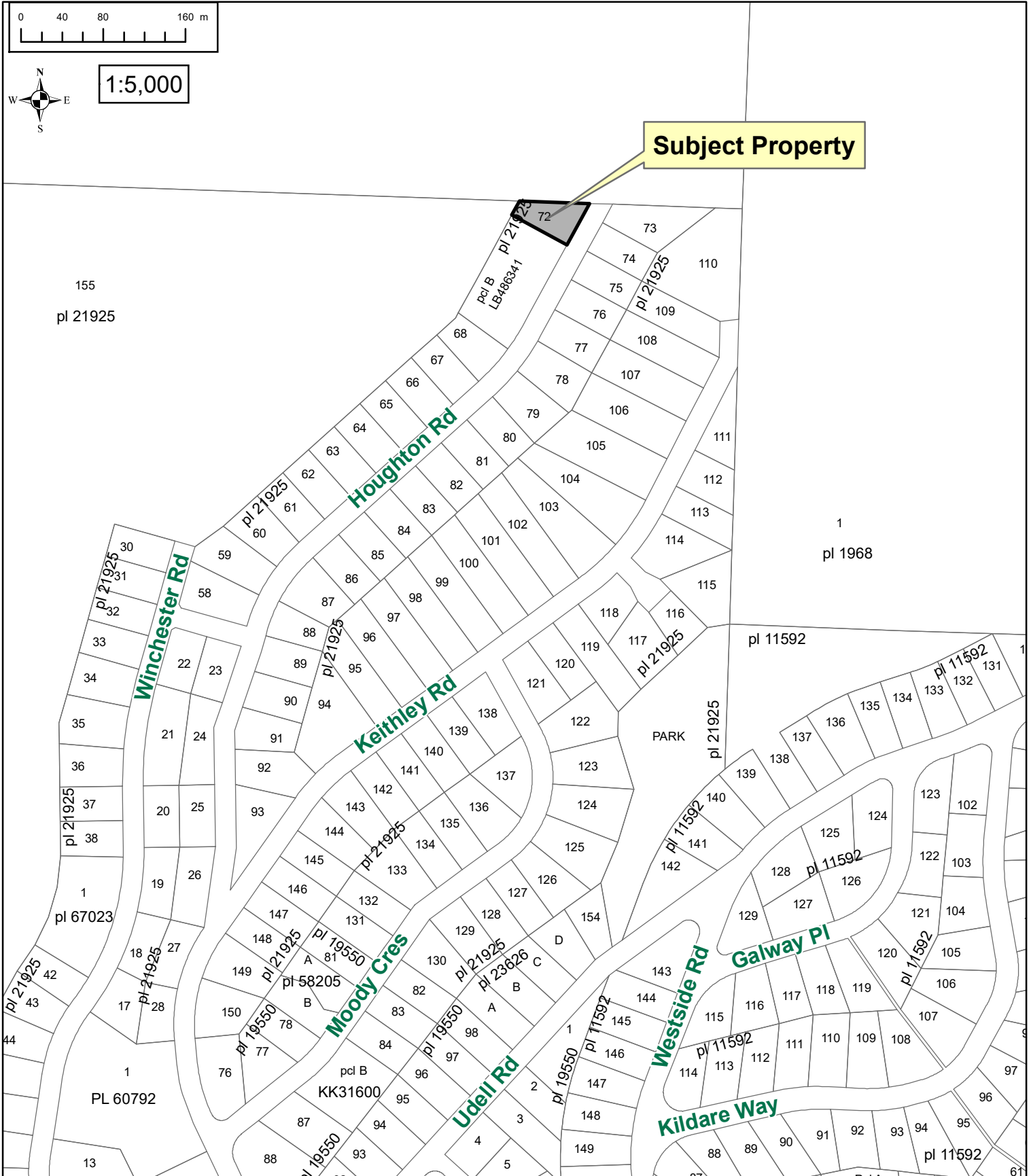
**Attachment(s):**

- Subject Property and Orthophoto Maps
- June 17, 2020 Site Plan prepared by Advanced Surveying Ltd.
- Site Plan Current and Proposed
- Building and Elevation Drawings
- Letters of Support

# SUBJECT PROPERTY



1:5,000



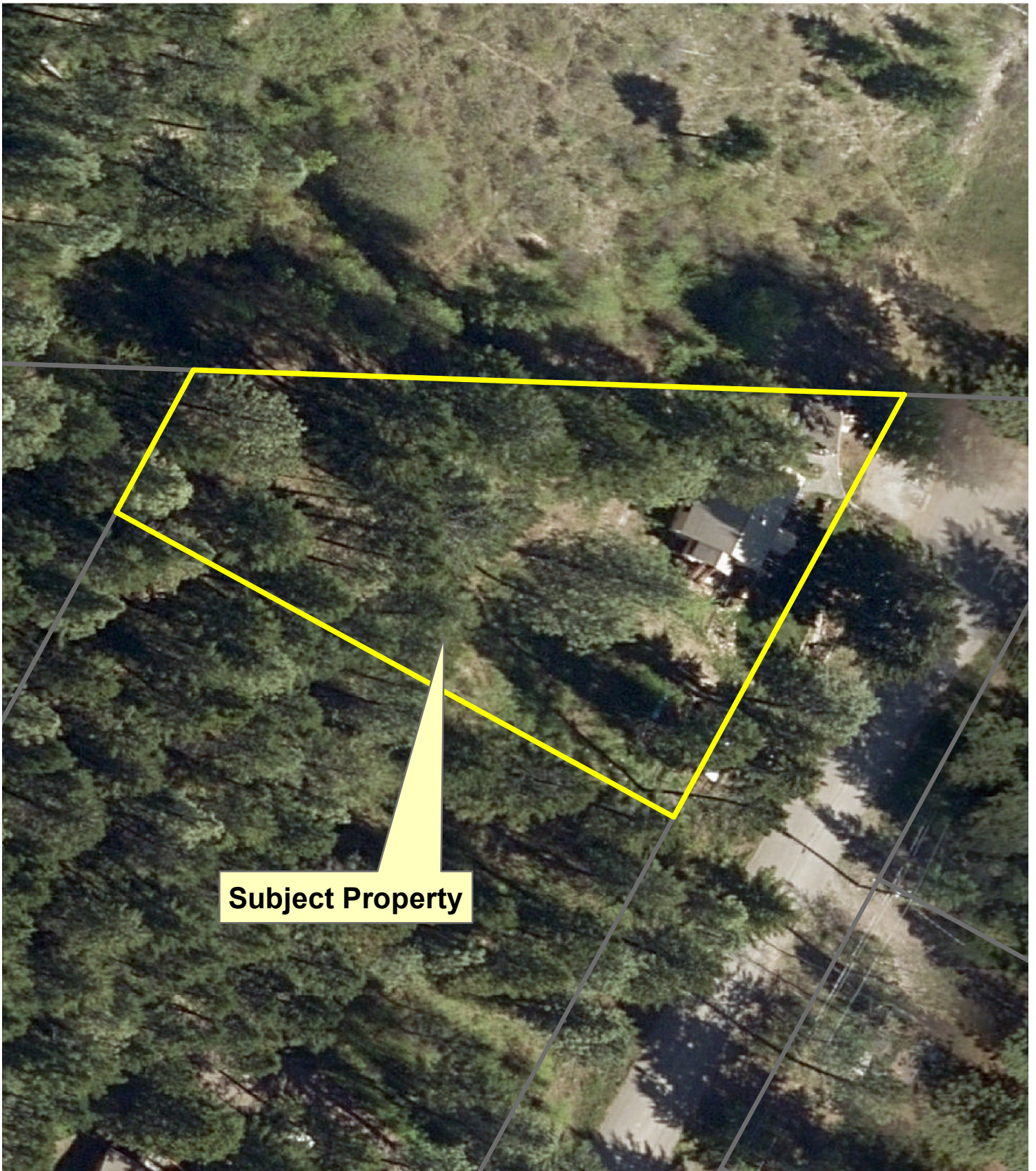
File: VP-20-02

Drawn By: CA

Date: June 15, 2020<sup>17</sup>

Lot 72, DL 3910, ODYD, Plan 21925

# ORTHOPHOTO



**Subject Property**



File: VP-20-02

Drawn By: CA

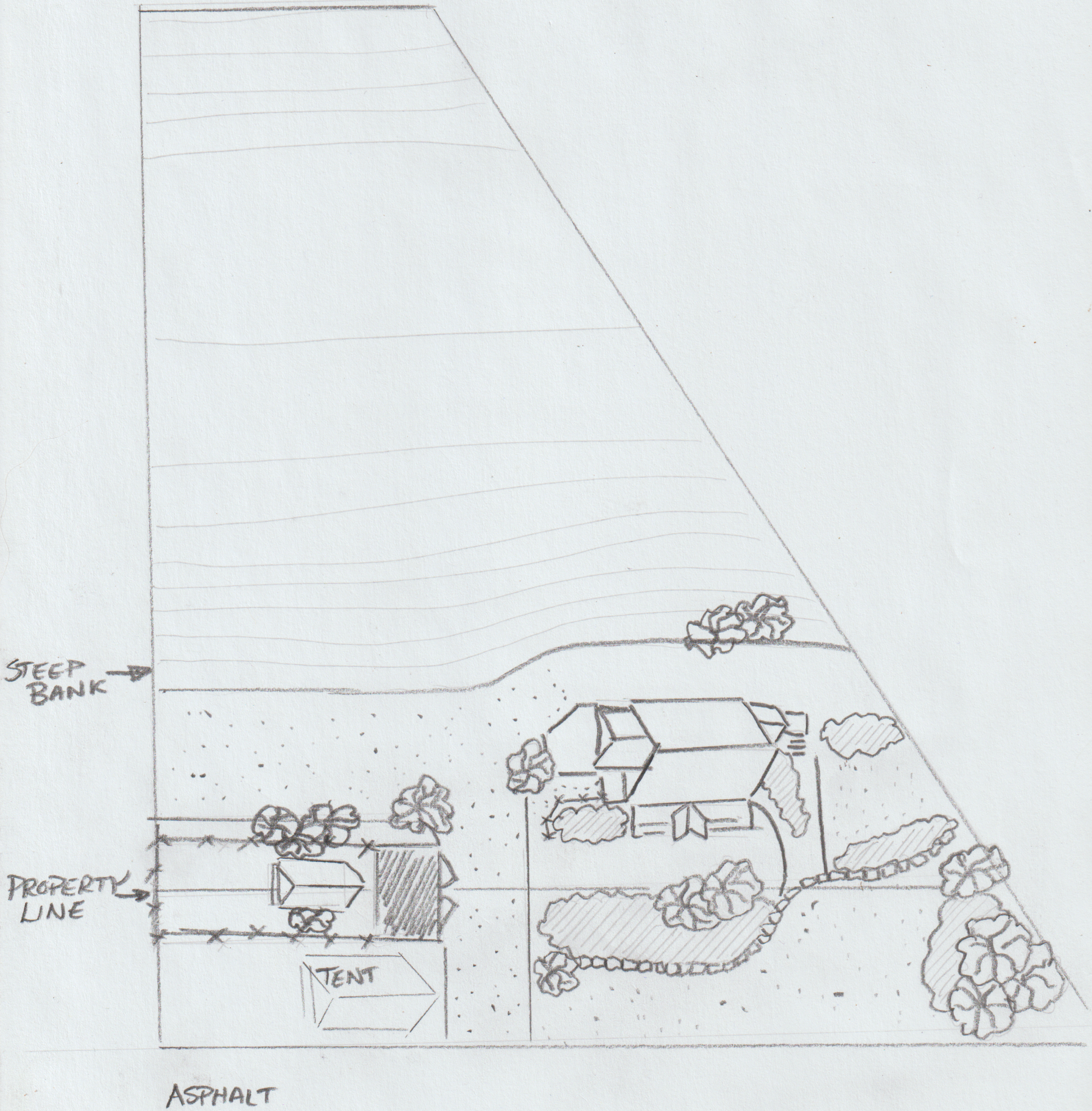
Date: June 15, 2020

Lot 72, DL 3910, ODYD, Plan 21925



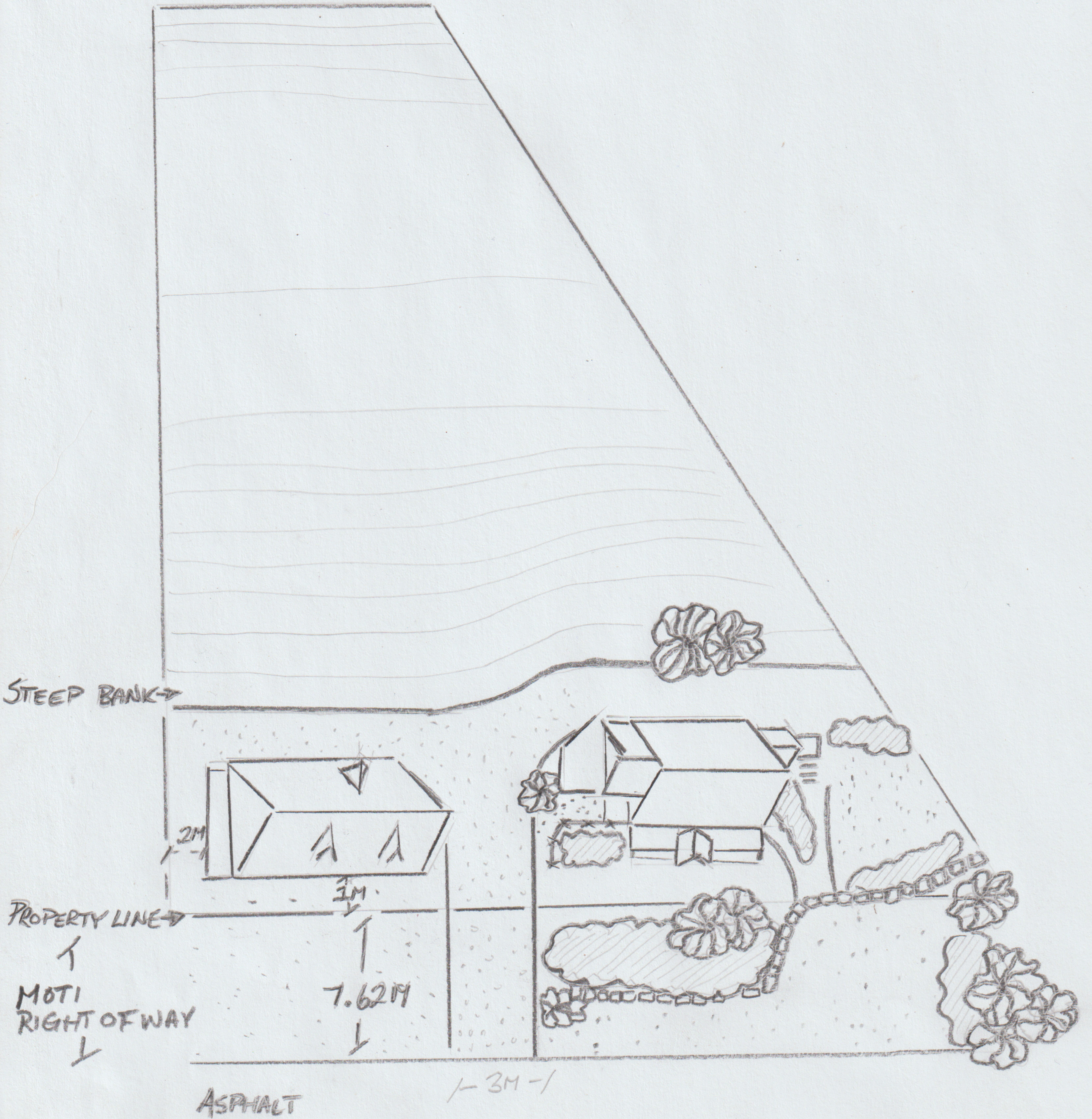
CURRENT

9668 HOWGHTON RD  
VERNON BC



PROPOSED

9668 HOUGHTON RD  
VERNON BC





# TWO-CAR LOFT GARAGE 28' X 26'



## Free Standing Garage with Loft

28' W x 26' D x 8'-1" H

Standard Package Includes:

All framing materials, engineered roof trusses, asphalt shingles, sectional steel overhead doors, windows, insulated walk-in doors with locksets, and all hardware. Cutting and assembly required.

*Concrete not included. Check with local building official prior to construction.*

**Shown with optional vinyl siding, rain goods and soffit and fascia packages.**

Plans are in accordance to National Building Code Requirements

Special Drawings and approvals to suit local municipal by-law remain the responsibility of the owner

These plans could show components or product that may not be included in your material package.

Product may vary due to regional availability. See local dealer for details.



# Home

building centre

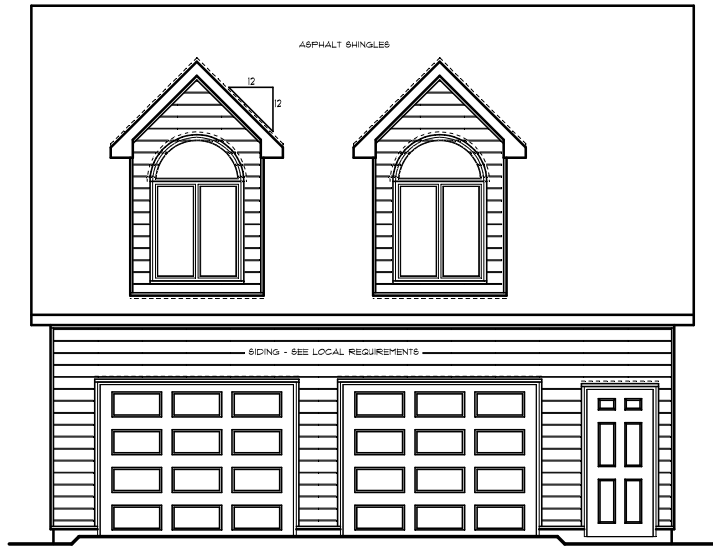
0366352



## Here's How.

DISCLAIMER

Disclaimer: All DIY projects involve risk. Your tools, materials, and skills will vary, as will the conditions at your project site. Home Hardware has made every effort to be complete and accurate in the working drawings and instructions provided. Home Hardware denies any responsibility or liability for damages or losses sustained or incurred in the course of your project or in the use of the item you create. Always follow the manufacturer's operating instructions in the use of tools, check and follow your local building codes, and observe all commonly accepted safety precautions. Check with your local building official and by-law office before purchase. Special drawings and approvals to suit local municipal by-laws remain the responsibility of the owner. Project pricing may vary due to local conditions, by-laws and building code requirements. Projects include basic materials, fasteners and plans and require some cutting and assembly. Concrete, light fixtures and accessories are not included. Products may not be exactly as shown. Sizes for all products are approximate. We install at participating stores. See Home Store Owner or store staff for details.



**FRONT ELEVATION**

GRADE LINE(S) TO BE DETERMINED ON SITE  
- BY OTHERS & ADJUSTED TO SUIT

**IMPORTANT NOTE**

HOME HARDWARE STORES LIMITED DOES NOT ASSUME LIABILITY FOR ANY ERRORS OR OMISSIONS ON THIS PLAN, UNLESS SUBMITTED IN WRITING IN CONJUNCTION WITH THE "BLUEPRINT FREEDelivery INSPECTION" FORM DESCRIBING SUCH ERRORS OR OMISSIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

HOME HARDWARE STORES LIMITED SHALL NOT BE RESPONSIBLE FOR ANY DEPARTURE FROM THESE DRAWINGS ADVISED BY ANY BUILDING CONTRACTOR OR PROFESSIONAL CONSULTANT AT ANY TIME PRIOR TO OR DURING CONSTRUCTION. FURTHER, ANY SUCH DEVIATION OR CHANGES TO THESE PLANS NULLIFIES ANY RESPONSIBILITY THAT HOME HARDWARE STORES LIMITED MAY HAVE WITH RESPECT TO THIS PLAN OR CONSEQUENT CONSTRUCTION. REBATE OF THESE DRAWINGS ARE STRICTLY PROHIBITED.

BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS BEFORE PROCEEDING. DIMENSIONS ALWAYS TAKE PRECEDENCE OVER SCALED DIMENSIONS. ALL CONSTRUCTION SHALL COMPLY WITH PART 9 OF THE NATIONAL BUILDING CODE OF CANADA.

**DESIGN LOADS**

**FLOOR LOADS:**  
LIVE LOAD • 40 P.S.F.  
DEAD LOAD • 12 P.S.F.  
TOTAL FLOOR LOAD • 52 P.S.F.

**ROOF LOADS:**  
LIVE LOAD • 45 P.S.F.  
DEAD LOAD • 15 P.S.F.  
TOTAL ROOF LOAD • 60 P.S.F.

**SOIL BEARING CAPACITY:**  
MINIMUM ALLOWABLE SOIL BEARING CAPACITY TO BE 75 KPA (10.5 PSF)

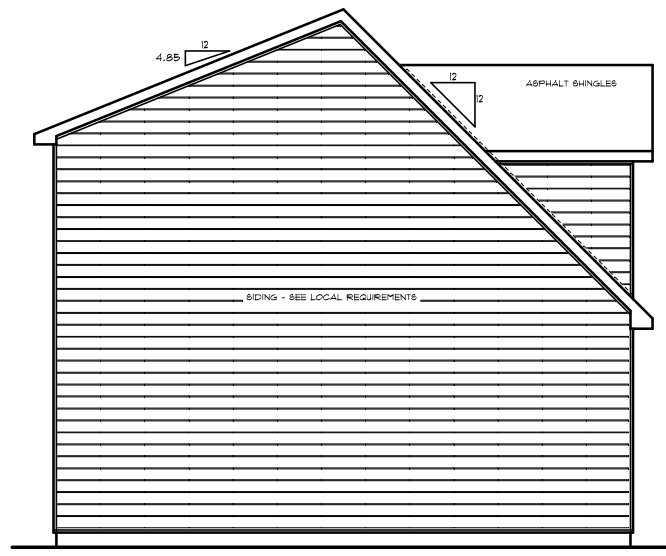
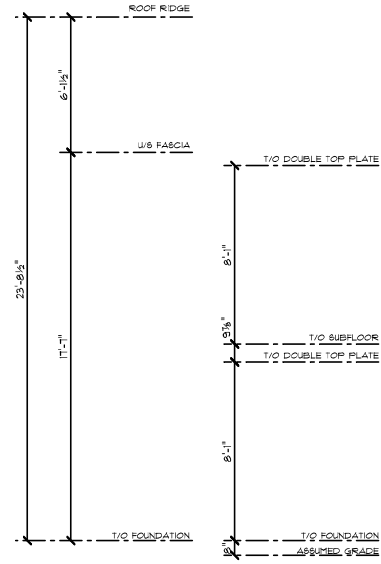
**BY OWNER**

- ALL CONCRETE & IRON RAILINGS
- PARKING
- BRICK FACE & ACCESSORIES
- MECHANICAL SYSTEMS
- ELECTRICAL SYSTEMS
- FOUNDATION DRAINAGE LAYER (AS REQUIRED)

**DRIP CAP FLASHING**

DRIP CAP FLASHING ABOVE EXTERIOR WINDOW & DOOR OPENINGS IN SIDING APPLICATIONS.

**SIDING NOTE:**  
CHECK WITH LOCAL AUTHORITIES ON REQUIREMENTS FOR EXTERIOR CLADDING SUCH AS SIDING, SIDING AND AIR BARRIER IS NOT INCLUDED IN THE BASE PACKAGE PRICE



**LEFT ELEVATION**

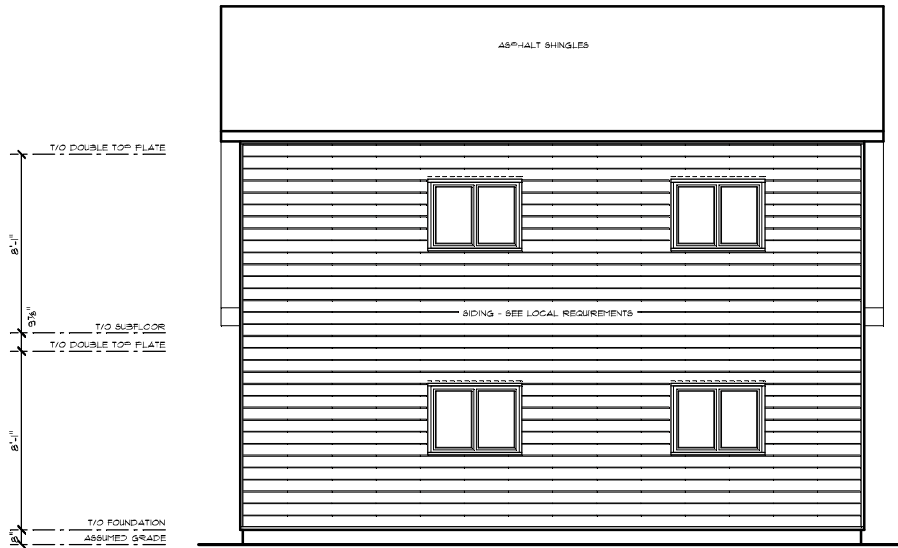
GRADE LINE(S) TO BE DETERMINED ON SITE  
- BY OTHERS & ADJUSTED TO SUIT

March 18, 2008 09:52 AM Working Drawings - 20080105

REVISIONS	DATE	<p>A B C</p> <p>DETAIL NUMBER SHEET NUMBER - WHERE DETAIL REQUIRED SHEET NUMBER - WHERE DETAILED</p> <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>• PLANS ARE IN ACCORDANCE TO NATIONAL BUILDING CODE REQUIREMENTS</li> <li>• SPECIAL DRAWING AND APPROVALS TO SUIT LOCAL CONDITIONS AND TO CONFORM TO LOCAL MUNICIPAL BY-LAW REMAIN THE RESPONSIBILITY OF THE OWNER</li> <li>• DO NOT SCALE - DIMENSIONS GOVERN</li> </ul>	MODEL <b>LOFT GARAGE 28' x 26'</b>	DRAWING <b>FRONT &amp; LEFT ELEVATIONS</b>	SCALE 1/4"=1'-0"	CHECKED BY	PROJECT NUMBER
			CUSTOMER	DATE JANUARY, 2008		DATE	SHEET NUMBER
			STORE	DRAWN BY CJM			1   7

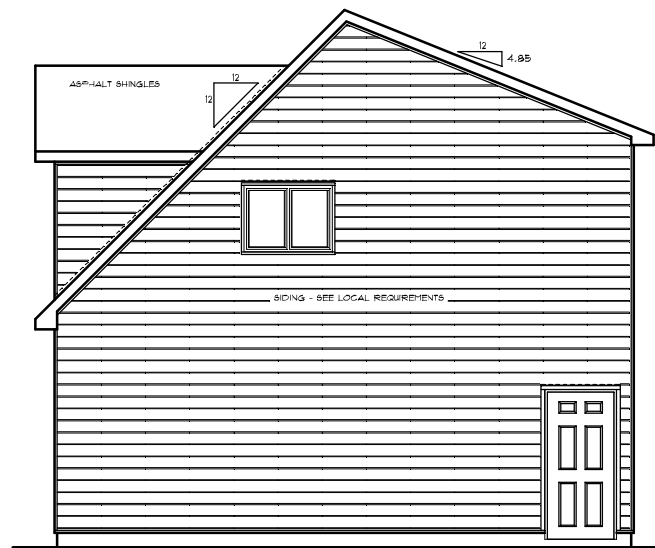


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REAR ELEVATION

GRADE LINE(S) TO BE DETERMINED ON SITE  
- BY OTHERS & ADJUSTED TO SUIT



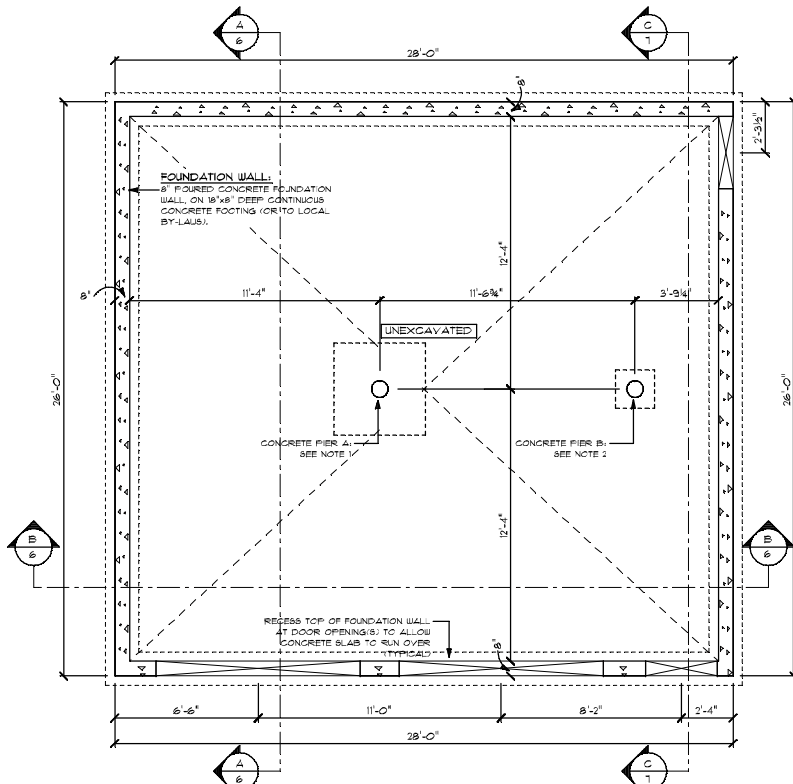
RIGHT ELEVATION

GRADE LINE(S) TO BE DETERMINED ON SITE  
- BY OTHERS & ADJUSTED TO SUIT

REVISIONS	DATE	<p>A B C</p> <p>A DETAIL NUMBER B SHEET NUMBER - WHERE DETAIL REQUIRED C SHEET NUMBER - WHERE DETAILED</p> <p>NOTES</p> <ul style="list-style-type: none"> <li>PLANS ARE IN ACCORDANCE TO NATIONAL BUILDING CODE REQUIREMENTS</li> <li>SPECIAL DRAWING AND APPROVALS TO MET LOCAL CONDITIONS ARE TO COMPLY TO LOCAL MUNICIPAL BYLAW REGARDING THE RESPONSIBILITY OF THE OWNER</li> <li>DO NOT SCALE - DIMENSIONS GOVERN</li> </ul>	<p>MODEL</p> <p>LOFT GARAGE 28' x 26'</p> <p>CUSTOMER</p> <p>STORE</p>	DRAWING		<p>PROJECT NUMBER</p> <p>2849503</p> <p>SHEET NUMBER</p> <p>2   7</p>
				<p>REAR &amp; RIGHT ELEVATIONS</p> <p>SCALE N.T.S.</p> <p>DATE JANUARY, 2009</p> <p>DRAWN BY CJM</p>		

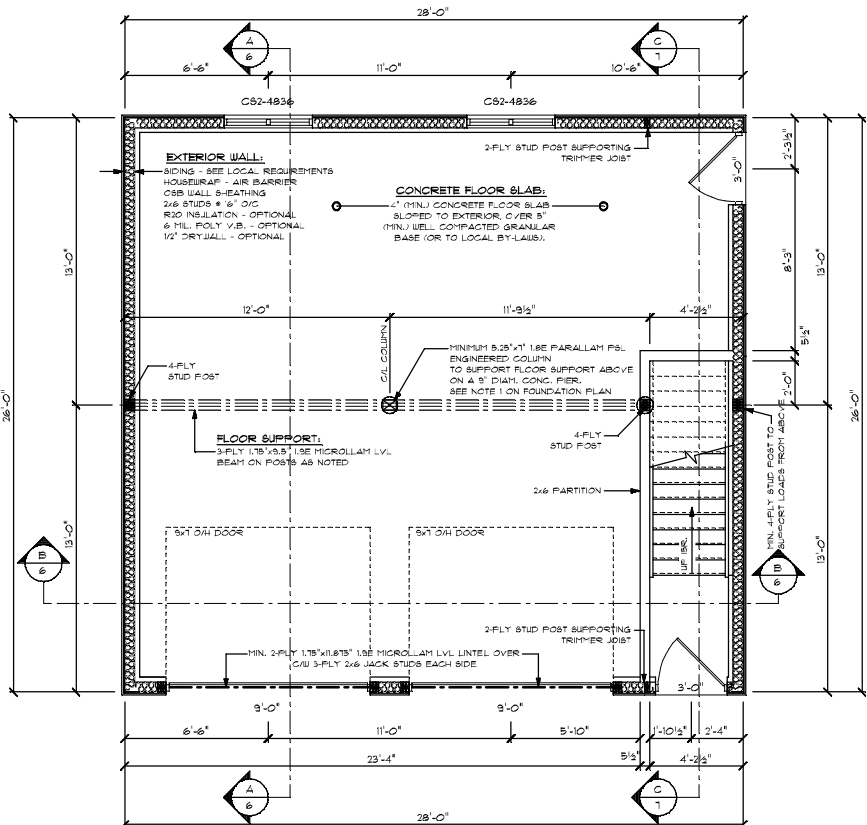


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**FOUNDATION PLAN**

- NOTES:**
1. CONCRETE PIER A:  
8" DIAMETER SOLID CONCRETE PIER (A) SADDLE SUPPORTING MINIMUM 5/8"x1" IBE PARALLEL PSL ENGINEERED COLUMN ABOVE ON A 31"x51/2" DEEP CONC. FOOTING PAD, FOOTING TO BE BELOW FROST LINE (OR TO LOCAL BY-LAWS), SUPPLIED BY OWNER
  2. CONCRETE PIER B:  
8" DIAMETER SOLID CONCRETE PIER (A) SADDLE SUPPORTING MINIMUM 4"x4" 2x6 BRP NO. 2 P.F.T. BUILT UP COLUMN ABOVE ON A 21"x12" DEEP CONC. FOOTING PAD, FOOTING TO BE BELOW FROST LINE (OR TO LOCAL BY-LAWS), SUPPLIED BY OWNER



**MAIN FLOOR PLAN**

**FOUNDATION NOTE**  
ALL CONCRETE FOUNDATION WORKS & REINFORCING TO BE RESPONSIBILITY OF OWNER & MUST COMPLY TO LOCAL BUILDING CODES AND OR BY-LAWS.  
FOUNDATION DRAINAGE LAYER (AS REQUIRED) SHALL BE BY OWNER.

**CONCRETE DESIGN**  
CONCRETE SHALL BE DESIGNED, MIXED, PLACED, CURED & TESTED IN ACCORDANCE WITH CAN3-A438-M "CONCRETE CONSTRUCTION FOR HOUSING AND SMALL BUILDINGS".  
AFTER 28 DAYS NON-REINFORCED CONCRETE SHALL HAVE A COMPRESSIVE STRENGTH OF NOT LESS THAN:  
(1) 30 MPA (4380 psi) WITH 8 TO 28 AIR ENTRAINMENT FOR GARAGE AND GARPORT FLOORS AND ALL EXTERIOR PLATWORK.  
(2) 25 MPA (3600 psi) FOR FLOOR-ON-GRADE WHERE DAMP-PROOFING WILL NOT BE PROVIDED.  
(3) 20 MPA (2900 psi) FOR ALL OTHER APPLICATIONS UNLESS NOTED OTHERWISE.  
CONCRETE BLOCK SHALL CONFORM TO CAN-GSA-468.1 "CONCRETE MASONRY UNITS" AND SHALL HAVE A COMPRESSIVE STRENGTH OVER THE NET AREA OF THE BLOCK OF NOT LESS THAN 15 MPA (2200psi).  
OR AS SPECIFIED BY LOCAL BUILDING CODE AND / OR BY-LAWS.

**STRUCTURAL FRAMING NOTES**  
ALL STRUCTURAL LOAD BEARING FRAMING LUMBER USED FOR STUDS, PLATES, JOISTS, RAFTERS, LINTELS & BUILT-UP BEAMS SHALL BE GRADE STAMPED 5-P-F #1 OR BETTER; S-DRY OR LUMBER OF EQUAL OR BETTER QUALITIES.  
LINTELS:  
ALL EXTERIOR LINTELS TO BE MIN. (2) FLY 2x10 (2) FLY 2x6 OR 2x4 (OR BETTER) CONTINUED 4" @ 2' O.C. UNLESS NOTED OTHERWISE.  
POSTS:  
ALL BUILT-UP STUD POSTS SHOWN TO BE MIN. (3) FLY 2x6 OR 2x4 RESPECTIVE TO WALL SIZE UNLESS OTHERWISE NOTED.  
JACK STUDS FOR OPENINGS TO BE MIN. SINGLE FLY UNLESS SHOWN & NOTED OTHERWISE.  
FLOOR SYSTEM:  
ALL FLOOR JOISTS ARE 2x10, NO. 2 5-P-F (OR BETTER), CONTINUED 4" @ 2' O.C. UNLESS OTHERWISE NOTED.  
5/8" T&G SUB-FLOOR TO BE GLUED (WHERE POSSIBLE) AND NAILED TO JOISTS.  
FLOOR OPENINGS:  
ALL HEADER & TRIMMER JOISTS TO BE DOUBLED FOR ALL FLOOR OPENINGS UNLESS NOTED OTHERWISE.  
NOTCHING & DRILLING:  
ALL NOTCHING & DRILLING OF FRAMING MEMBERS TO CONFORM TO NATIONAL & LOCAL BUILDING CODES.  
BLOCKING:  
PROVIDE SOLID BLOCKING BTWN FLOORS FOR LOADS ABOVE.  
INTERIOR WALLS:  
ALL INTERIOR WALLS ARE 2x4 WOOD STUDS EXCEPT WHERE NOTED OTHERWISE.

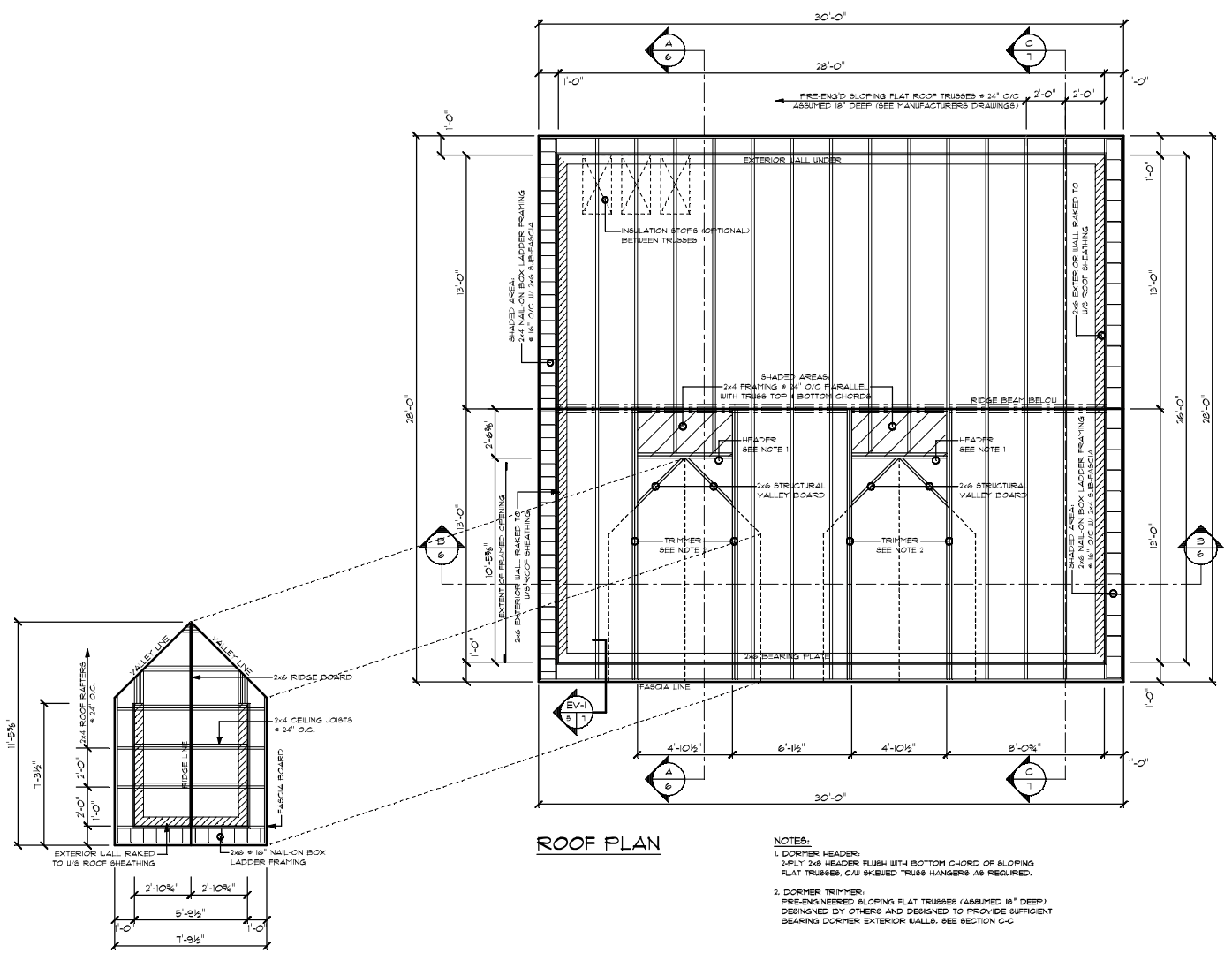
March 06, 2009 Working Drawings - 20090105 01/28 PM

REVISIONS DATE  NOTES: PLAN ARE IN ACCORDANCE TO NATIONAL BUILDING CODE REQUIREMENTS. SPECIAL DRAWING AND APPROVALS TO ALL LOCAL CONDITIONS AND TO CONFORM TO LOCAL PRACTICES ARE THE RESPONSIBILITY OF THE OWNER. SEE NET HEAD - EXPERIMENTAL DESIGN.	MODEL <b>LOFT GARAGE 28' x 26'</b>	DRAWING <b>FOUNDATION &amp; LOFT FLOOR FRAMING PLANS</b>	PROJECT NUMBER _____
	CUSTOMER _____	SCALE N.T.S.	CHECKED BY _____
	DRAIN BY GJM	DATE JANUARY, 2009	DATE _____



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**ROOF PLAN**

- NOTES:**
- DORMER HEADER:  
2-PLY 2x8 HEADER FLUSH WITH BOTTOM CHORD OF SLOPING FLAT TRUSSES. CAJ KNEELED TRUSS HANGERS AS REQUIRED.
  - DORMER TRIMMER:  
PRE-ENGINEERED SLOPING FLAT TRUSSES (ASSUMED 18" DEEP) DESIGNED BY OTHERS AND DELIVERED TO PROVIDE SUFFICIENT BEARING CORNER EXTERIOR WALLS. SEE SECTION C-C.

**TRUSS NOTE**

THIS DRAWING IS FOR REFERENCE ONLY. TRUSS MANUFACTURER TO SUPPLY DRAWINGS & LAYOUT WHICH WILL SUPERSEDE ALL ROOF FRAMING S-HOUL.

FOLLOW TRUSS SPACING APPLICABLE TO YOUR HOME.

ATTIC ACCESS (MIN. 215"x24") PLACED IN HALLWAY & BEDROOM PORTION OF HOME OR TO S-HOUL MEASURE.

2x4 BLOCKING IN TRUSSES & RAFTERS OR FLY CLIPS ARE REQUIRED FOR ROOF SHEATHING SUPPORTS ON ALL 24" O/C SPACING OF SAME.

FOR TRUSS SPACING AT CHIMNEY & ATTIC ACCESS SEE TRUSS LAYOUT. NEVER CUT A TRUSS TO OBTAIN SPACE.

8" ORDER FLYS MAY VARY FROM THOSE SHOWN DEPENDING UPON GROUND SNOW LOAD.

**TRUSS HEEL HEIGHTS**

HEEL HEIGHTS INDICATED ON DRAWINGS ARE FOR REFERENCE ONLY. HEEL HEIGHTS ARE TO THE DISCRESSION OF THE TRUSS MANUFACTURER AS INDICATED ON TRUSS MANUFACTURER'S DRAWINGS.

**ROOF OVERHANGS**

ALL OVERHANGS SHALL BE 1'-0" FROM OUTSIDE FACE OF FRAMING MEMBERS UNLESS OTHERWISE NOTED ON DRAWINGS. (TYPICAL)

**VENTILATION REQUIREMENTS**

ALL ROOFS TO BE EQUALLY VENTILATED BETWEEN SOFFIT AND TOP OF ROOF SPACE WITH VENTED SOFFITS, ROOF OR GABLE VENTS.

ATTICS OR ROOF SPACES TO BE VENTED A MIN. 1:300 OF INSULATED ROOF AREA.

REVISIONS	DATE	DETAIL NUMBER
A		A SHEET NUMBER - WHERE DETAIL REQUIRED
B		B SHEET NUMBER - WHERE DETAIL REQUIRED
C		C SHEET NUMBER - WHERE DETAILED

**NOTES**

- PLANS ARE IN ACCORDANCE TO NATIONAL BUILDING CODE REQUIREMENTS.
- SPECIAL DRAWING AND APPROVALS TO NFP LOCAL CODES ARE TO BE OBTAINED TO LOCAL JURISDICTION. THIS DRAWING REMAINS THE RESPONSIBILITY OF THE OWNER.
- SEE NFP 903.2 - CHIMNEY (10-70)

MODEL	LOFT GARAGE 28' x 26'	
CUSTOMER		
STORE		
DRAWING	ROOF PLAN	
SCALE	N.T.S.	CHECKED BY
DATE	JANUARY, 2009	DATE
DRAWN BY	CJM	

**Home**  
building centre

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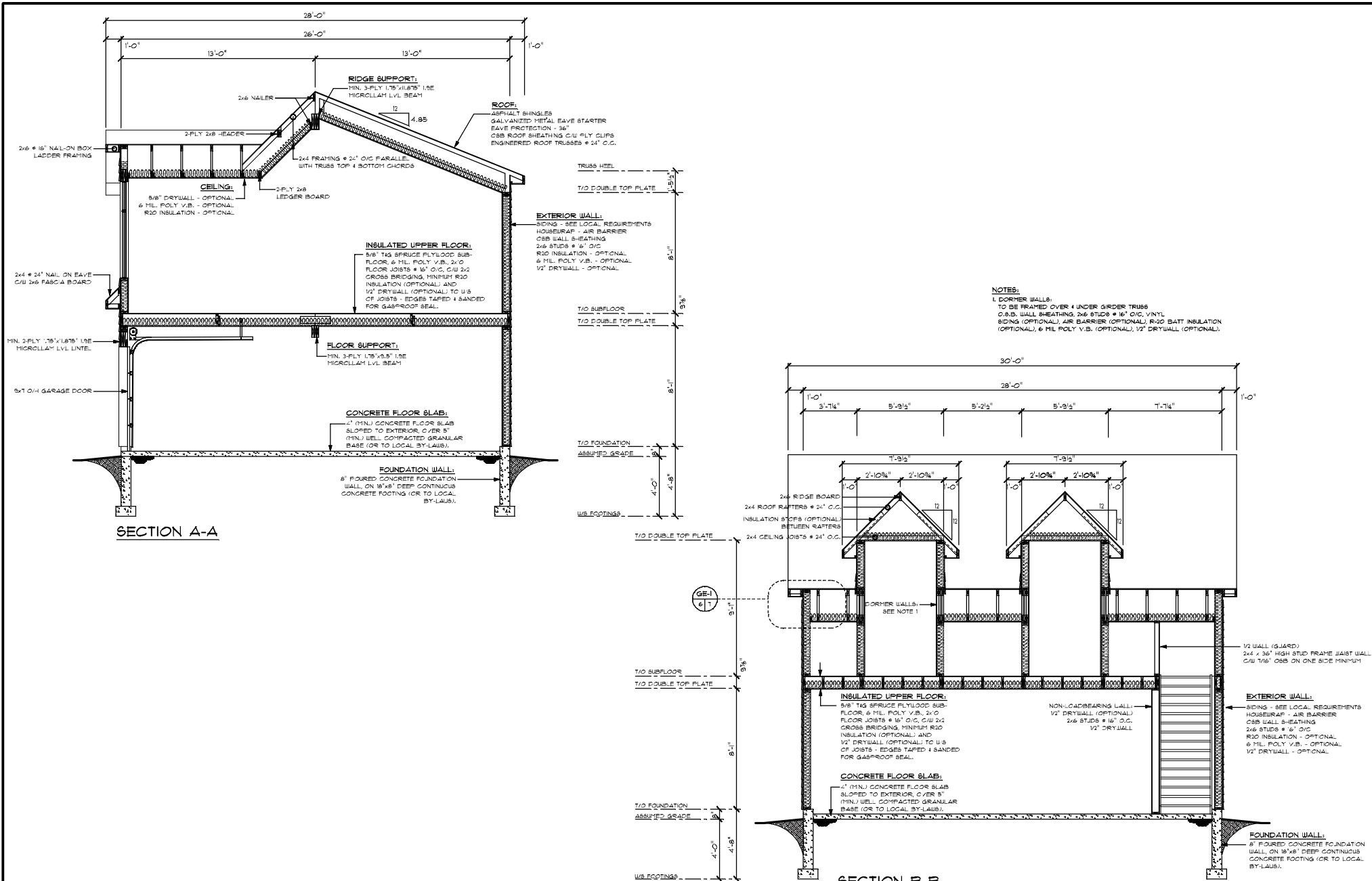
PROJECT NUMBER

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SHEET NUMBER

5 | 7

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 March 06, 2009

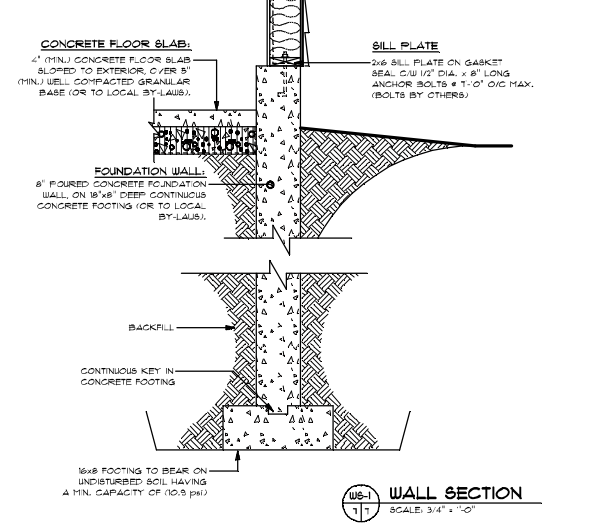
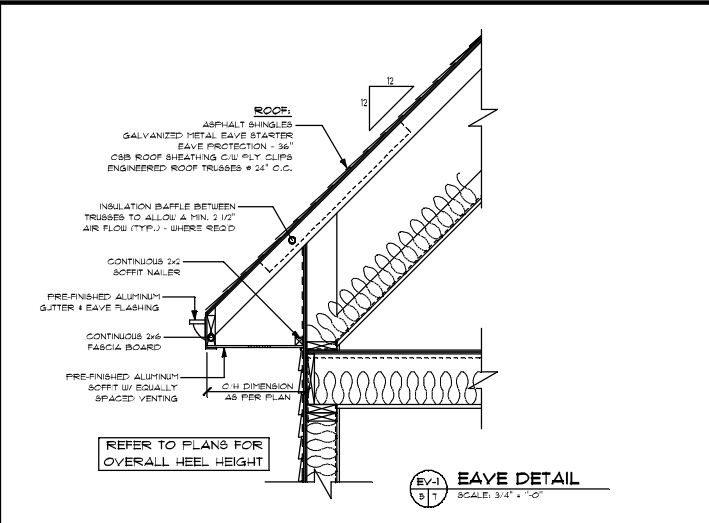
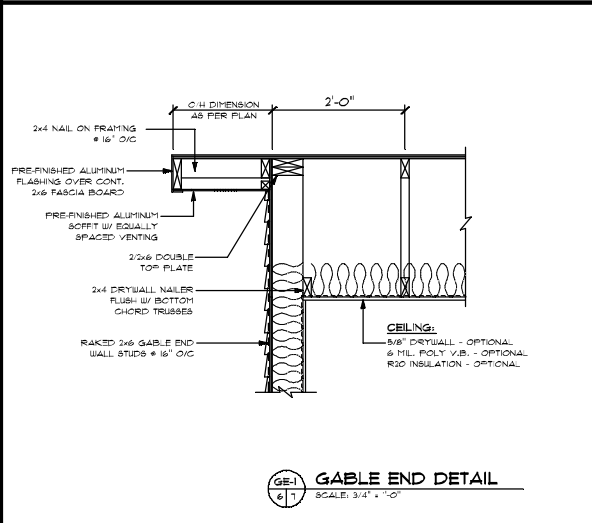
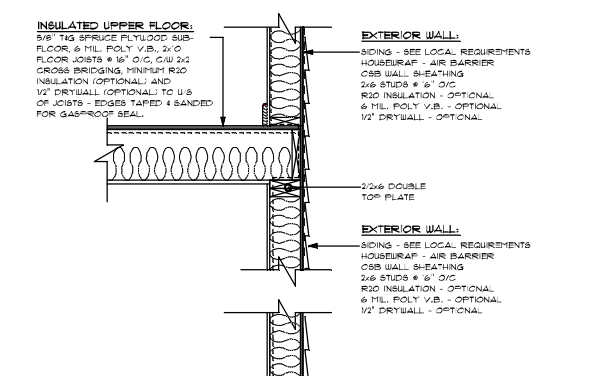
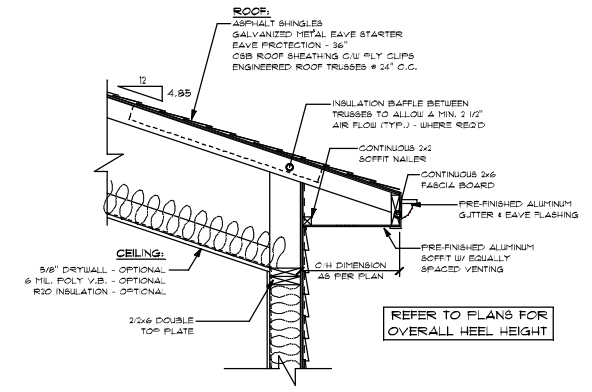
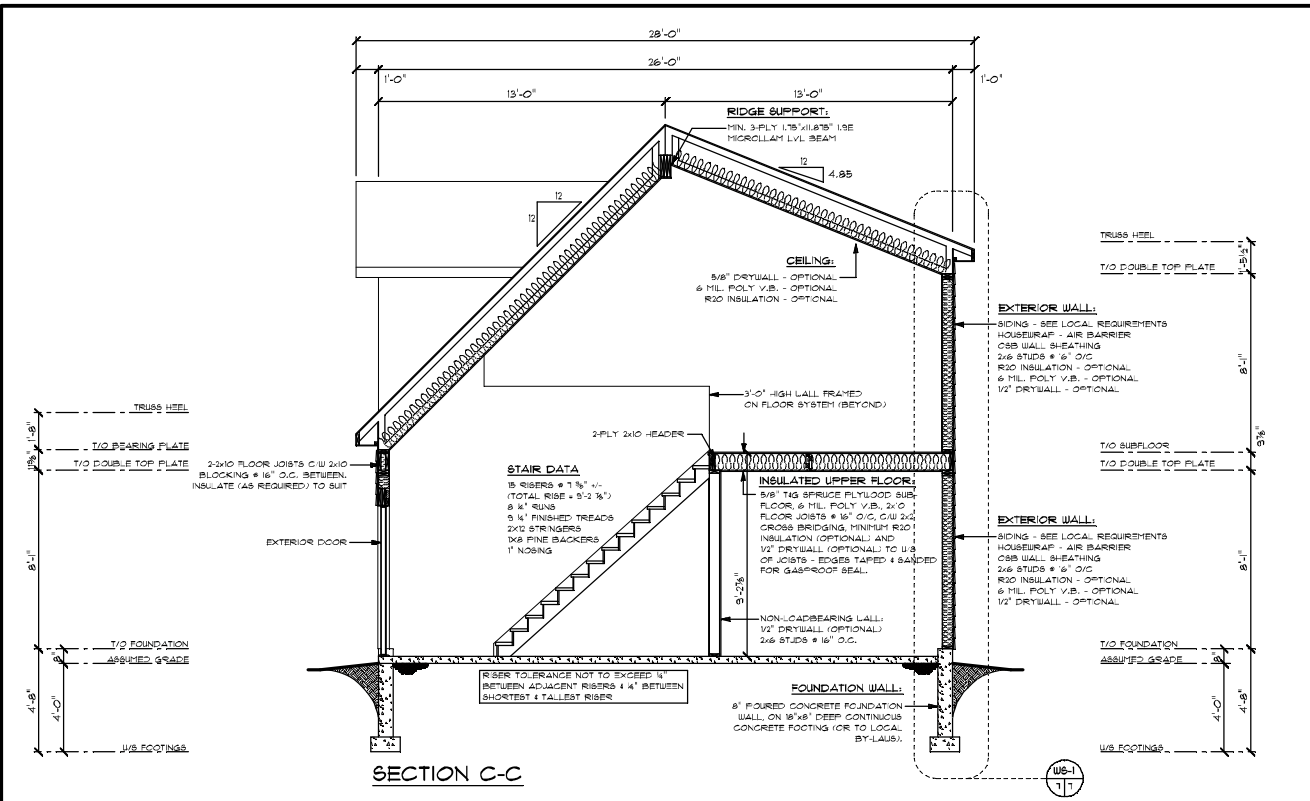


REVISIONS	DATE	<table border="1"> <tr> <td>A</td> <td>DETAIL NUMBER</td> </tr> <tr> <td>B</td> <td>SHEET NUMBER - WHERE DETAIL REQUIRED</td> </tr> <tr> <td>C</td> <td>SHEET NUMBER - WHERE DETAILED</td> </tr> </table>	A	DETAIL NUMBER	B	SHEET NUMBER - WHERE DETAIL REQUIRED	C	SHEET NUMBER - WHERE DETAILED
A	DETAIL NUMBER							
B	SHEET NUMBER - WHERE DETAIL REQUIRED							
C	SHEET NUMBER - WHERE DETAILED							
<p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>PLAN AREA IS ACCORDANCE TO MATERIAL BUILDING CODE REQUIREMENTS</li> <li>SPECIAL TRAILING AND APPROVALS TO ALL LOCAL CONDITIONS AND TO CONFORM TO LOCAL NATIONAL BY-LAW BEYOND THE RESPONSIBILITY OF THE DRAWER</li> <li>SEE MET SCALE - EXPANSION JOINTS</li> </ul>		<p><b>MODEL</b></p> <p>LOFT GARAGE 28' x 26'</p> <p><b>CUSTOMER</b></p> <p><b>STORE</b></p>						

<p><b>DRAWING</b></p> <p>SECTIONS A-A &amp; B-B</p>	
SCALE	N.T.S.
DATE	JANUARY, 2009
DRAWN BY	CJM
CHECKED BY	
DATE	

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	SHEET NUMBER

6 | 7



REVISIONS	DATE	DETAIL NUMBER	MODEL
A		DETAIL NUMBER	LOFT GARAGE 28' x 26'
B		SHEET NUMBER - WHERE DETAIL REQUIRED	
C		SHEET NUMBER - WHERE DETAILED	

**NOTES**

- PLANS ARE IN ACCORDANCE TO OFFICAL BUILDING CODE REQUIREMENTS
- SPECIAL DRAWING AND APPROVALS TO ALL LOCAL ORDINANCES AND TO CONFORM TO LOCAL MUNICIPALITY AND REFLECT THE RESPONSIBILITY OF THE OWNER
- DO NOT SCALE DIMENSIONS TO PLAN

DRAWING	SCALE	CHECKED BY
SECTION C-C & DETAILS	N.T.S.	
CUSTOMER	DATE	DATE
	JANUARY, 2009	
STORE	DRAWN BY	
	CJM	

**Home building centre**

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PROJECT NUMBER: \_\_\_\_\_

SHEET NUMBER: **7** | **7**

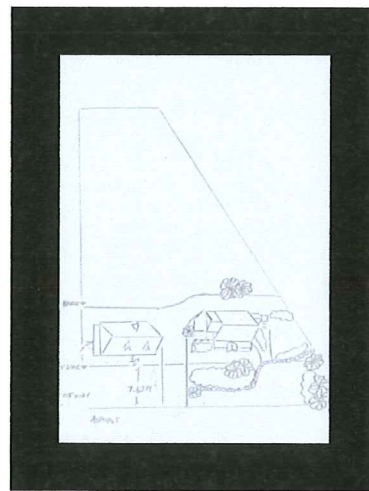
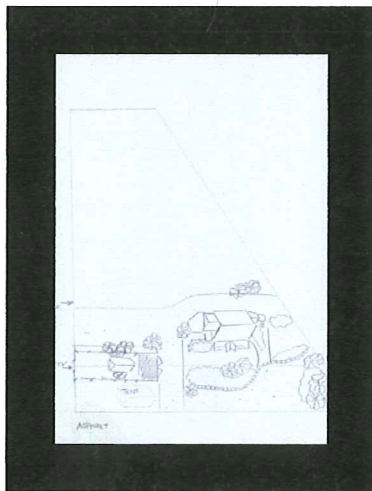
Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

I, DALE AGAR

am an owner on title of the property located at: [REDACTED] HOUGHTON RD VERNON BC

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: [REDACTED]

Date: JUL 2 / 2020



Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

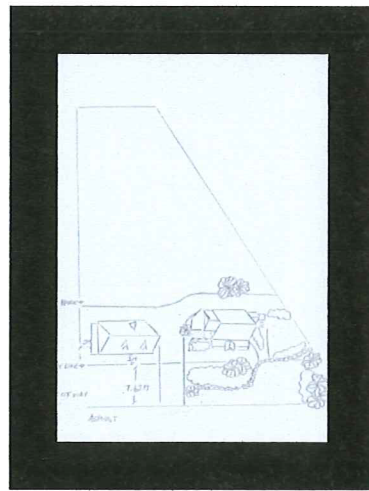
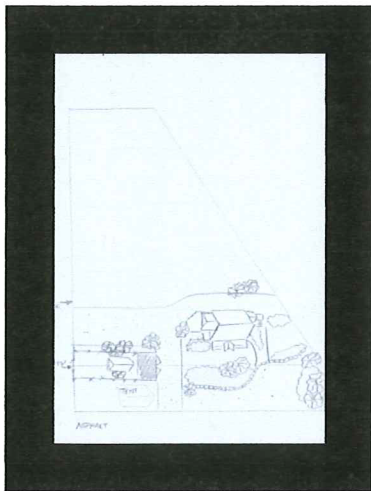
I, KEVIN HARVATH

am an owner on title of the property located

at: [REDACTED] WINCHESTER RD

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: [REDACTED]

Date: JULY 2/2020



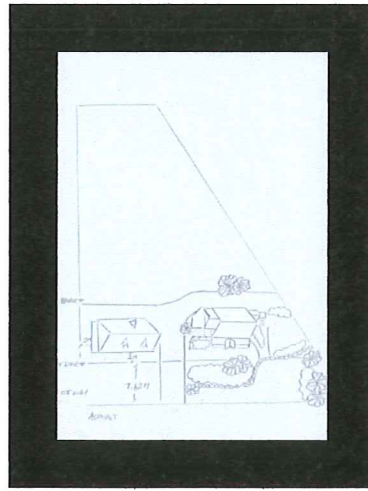
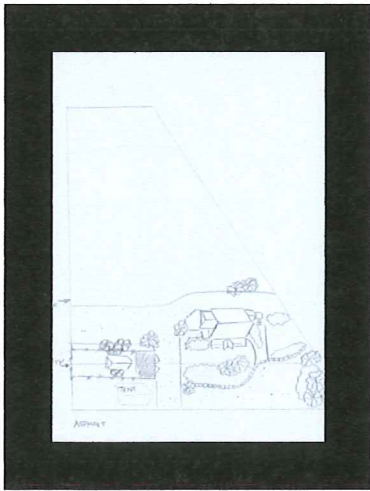
Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

I, Jennifer Dalla Riva

am an owner on title of the property located at: [REDACTED] Houghton Rd.

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: [REDACTED]

Date: July 2 / 20



Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

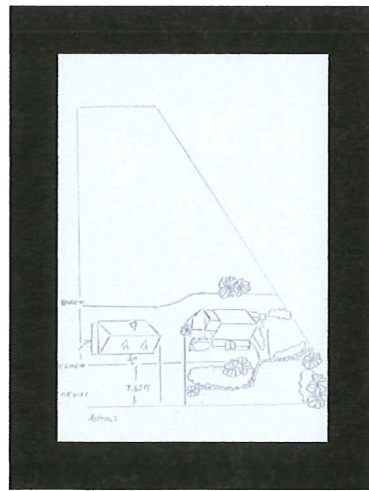
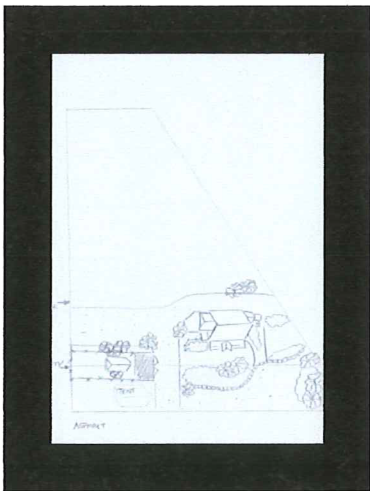
I, WARREN CARPENTER

am an owner on title of the property located

at: [REDACTED] HOUGHTON RD VERNON BC [REDACTED]

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: [REDACTED]

Date: July 2/2020



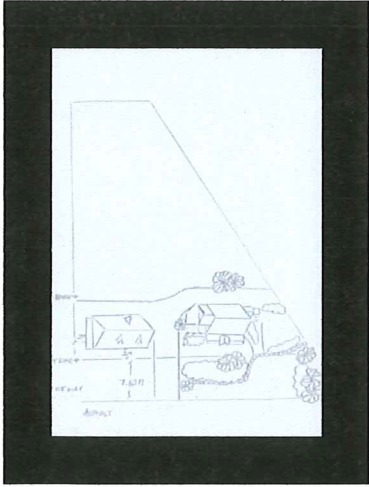
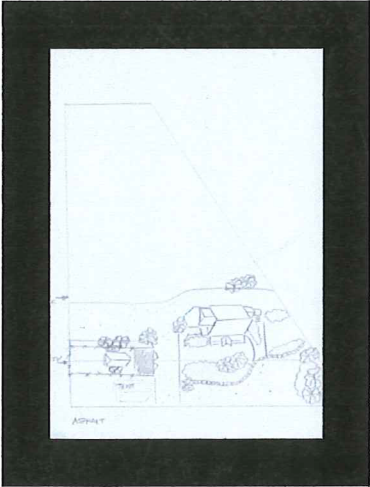
Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

I, DON WILLIAMSON

am an owner on title of the property located at: [REDACTED] WESTSIDE RD

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: [REDACTED]

Date: 07/02/20



Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

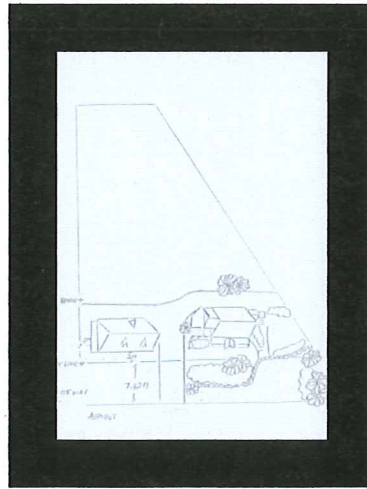
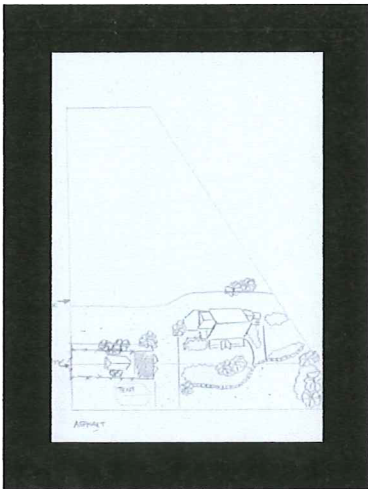
I, Doug CHRISTIEN

am an owner on title of the property located

at: [REDACTED] MOODY CRESCENT

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: [REDACTED]

Date: JULY 25<sup>TH</sup> 2020



Letter of community support for the requested variance application by M and L Smith for the property located at 9668 Houghton Rd, Lot 72, Plan KAP21925, District Lot 3910, ODYD

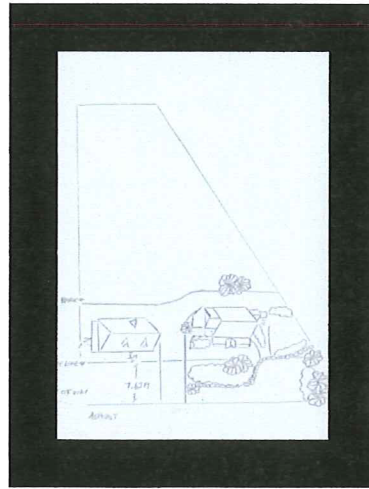
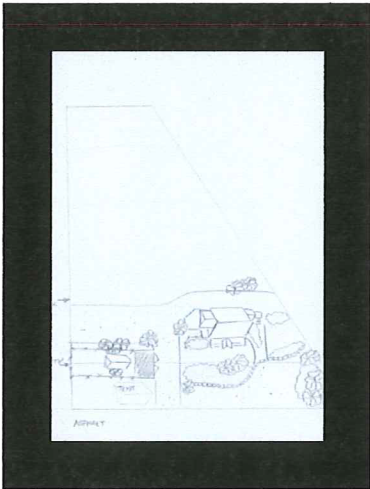
I, WAYNE THOMSON

am an owner on title of the property located

at: ████████ BRANT RD

I am in support of the front setback variance from 4.5 meters to 1 meter for the construction of a two story garage to be built at 9668 Houghton Rd, Vernon BC.

I understand that the current lot line is 25 feet (7.62 meters) from the edge of the asphalt on the roadway.



Signed: ████████████████████

Date: JULY 2 / 2020





# Regional Board Report

**TO:** Regional Board

**FROM:** Murray Kopp  
Director - Parks Services Department

**DATE:** July 9, 2020

**SUBJECT:** License of Occupation Agreement – City of Kelowna Transit Stops at Mission Creek Regional Park

**Voting Entitlement:** All Directors - Weighted Vote - Simple Majority - LGA 210.2

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**Purpose:** The purpose of this report is to seek approval for a 5-year Licence of Occupation with the City of Kelowna to permit the construction and operation of 4 Transit Stops/Shelters over portions of Mission Creek Regional Park along Springfield Road.

## Executive Summary:

The City of Kelowna is requesting approval of a 5-year License of Occupation with the Regional District to permit encroachment into Mission Creek Regional Park for the relocation of the Leckie Road transit stop, the improvement of the Durnin Road transit stop, and the creation of a new transit stop at the North/West corner of Ziprick and Springfield Roads. In addition, the new 5-year License of Occupation will renew the license at the South/West corner of Ziprick and Springfield Roads. The improvements and changes to these transit stops are important to improve transit rider accessibility and access to Mission Creek Regional Park.

## RECOMMENDATION:

**THAT** the Regional Board approves providing a 5-Year Licence of Occupation to the City of Kelowna for the renewal of an existing transit stop and construction and operation of 3 Transit/Shelters over 3 portions of Mission Creek Regional Park as identified in the attached license document along Springfield Road for a 5-Year term.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Murray Kopp".

Murray Kopp,  
Director – Parks Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Marilyn Rilko".

Marilyn Rilko, Deputy CAO

*Prepared by: Wayne Darlington, Manager – Park Planning & Capital Projects*

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**Implications of Recommendation:**

Strategic Plan:	The completion of a 5-year License of Occupation agreement with the City of Kelowna for transit stops fronting Mission Creek Regional Park improves accessibility for transit and park users and meets the following Regional Board Strategic Priorities: Transportation and Mobility; Sustainable Communities, Economic Development; and Environment.
Financial:	There are no financial implications for entering into a 5-year License of Occupation agreement with the City of Kelowna. The city is bearing all costs for improvements and development of the transit facilities.
Policy:	Bylaw #884 Official Regional Parks Plan and the Regional Parks and Greenways Plan for the Central Okanagan (2008-2020) provides the overall general guidance for the delivery of Regional Parks.
Legal/Statutory Authority:	<i>Local Government Act</i> Section 191; Regional Parks and Regional Trails Regulation (B.C. Reg. 361/2004, O.C. 772/2004).

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**Background:**

In 2015, parks staff brought forward a report to the Regional Board for support of a License of Occupation for improvements to the transit stop locations at the South/West corner of Leckie and Springfield Roads and at the South/West corner of Ziprick and Springfield Roads. In both locations a small area of Mission Creek Regional Park was required to ensure that both transit stops could meet accessibility requirements and directly support improved accessibility to the park. The Regional Board unanimously supported this initiative.

Now, in 2020, further improvements to the transit stops are being sought by the City of Kelowna and will require slight encroachment into Mission Creek Regional Park requiring a purpose of these new improvements is to accommodate better access to transit, improve accessibility and to accommodate future road improvements. The City is proposing the following projects for inclusion within the 5-year license of occupation:

- 1) Relocate the transit stop from the South/West corner to the South/East corner of Springfield and Leckie Roads. This will permit future improvements to the intersection of Leckie and Springfield Roads and improve access into Mission Creek Regional Park. This transit stop will encroach into the park covering 302.12 m<sup>2</sup> (Attachment 2),
- 2) Reconstruct the existing transit stop at Durnin Road and Mission Creek Regional Park to improve accessibility for transit users and access to the park. The existing transit stop does not meet current accessibility requirements. This transit stop will encroach into the park covering 11.16 m<sup>2</sup> (Attachment 2),
- 3) Construct a new transit stop at the North/West corner of Ziprick and Springfield Roads to improve accessibility for transit users. This transit stop is located on a strip of undeveloped Mission Creek Regional Park land on the North side of Springfield Road that has no park amenities and is primarily used by Rutland Water Works for their water infrastructure. This transit stop will encroach into the park covering 111.50 m<sup>2</sup> (Attachment 2), and

- 4) Renewal of the transit stop at the South/West corner of Ziprick and Springfield Roads that was approved by the board in the 2015. This transit stop encroaches into the park by 44.4 m<sup>2</sup> (Attachment 2).

The total encroachment into Mission Creek Regional Park and covered by this License of Occupation for the completion and operation of these 4 transit stops is 469.18m<sup>2</sup>.

In conclusion, the improvements to the transit stop locations along Springfield Road in front of Mission Creek Regional Park will improve access for transit users and improve access into Mission Creek Regional Park and be more inclusive. In addition, these locations will support regional initiatives towards reducing vehicle travel and encourage residents to access the park via transit. Therefore, staff request that the Regional Board consider approving entering into a 5-year Licence of Occupation agreement with the City of Kelowna to complete these necessary improvements to transit at Mission Creek Regional Park.

#### **External Implications:**

The Central Okanagan region will benefit through the inclusion of accessible transit stops at Mission Creek Regional Park and will assist to encourage alternate forms of transportation for park users to access the park.

#### **Alternative Recommendation:**

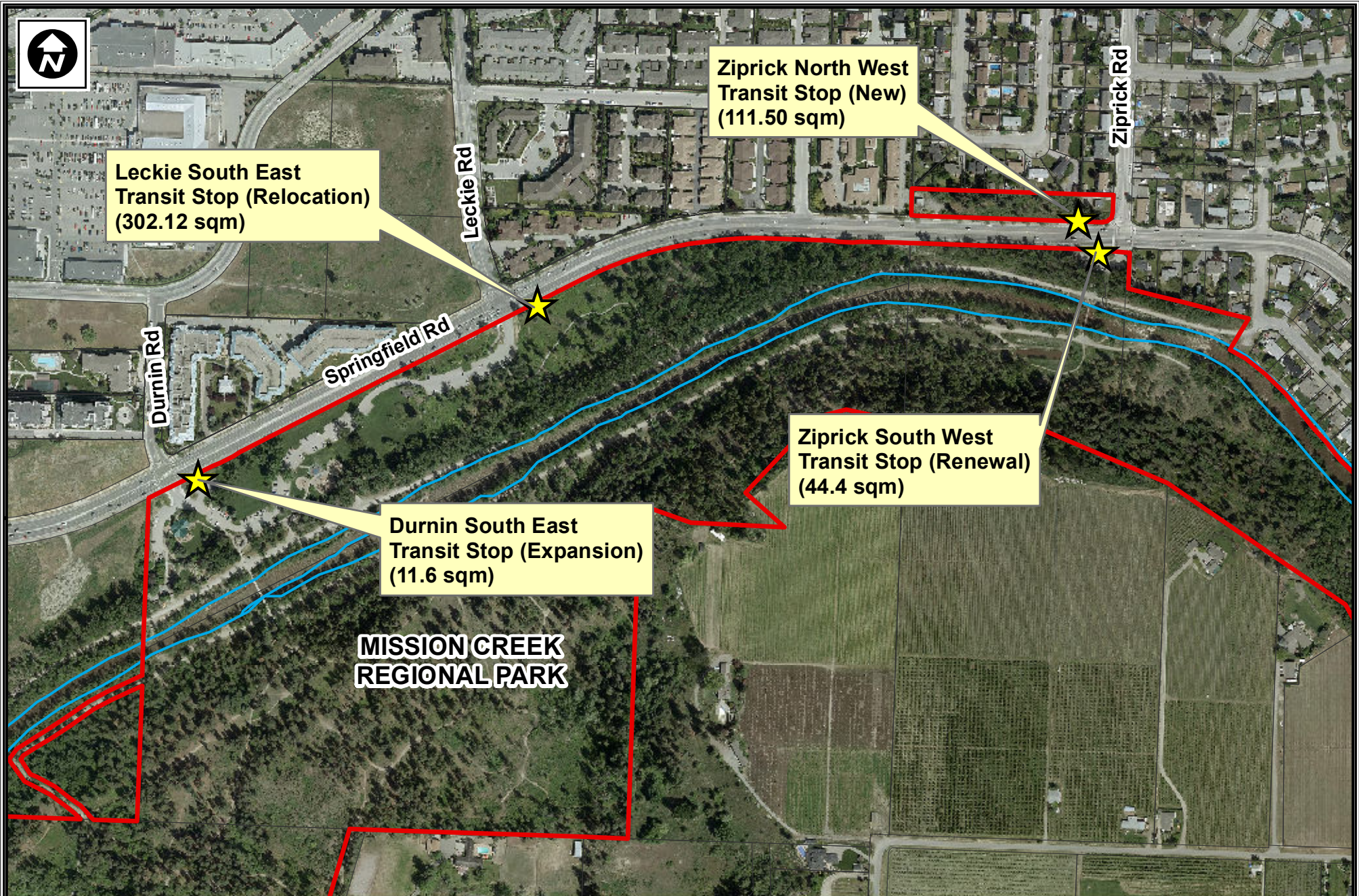
**THAT** the Regional Board does not approve providing a 5-Year Licence of Occupation to the City of Kelowna for the renewal of an existing transit stop and construction and operation of 3 Transit/Shelters over 3 portions of Mission Creek Regional Park as identified in the attached license document along Springfield Road for a 5-Year term.

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

- *General*
- *Organizational*

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

- 1) General Location Map – City of Kelowna Transit Stops – Mission Creek Regional Park
- 2) City of Kelowna-RDCO MCP Transit Stops - License of Occupation Agreement
- 3) Maps of the Transit Stops in Mission Creek Regional Park



**Leckie South East  
Transit Stop (Relocation)  
(302.12 sqm)**

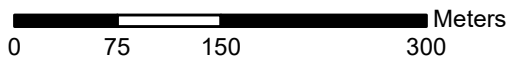
**Ziprick North West  
Transit Stop (New)  
(111.50 sqm)**

**Durnin South East  
Transit Stop (Expansion)  
(11.6 sqm)**




**Ziprick South West  
Transit Stop (Renewal)  
(44.4 sqm)**

**MISSION CREEK  
REGIONAL PARK**

**MISSION CREEK REGIONAL PARK  
GENERAL LOCATION MAP  
TRANSIT STOP LOCATIONS**



**Legend**

-  Mission Creek Regional Park
-  Streams
-  Regional Parks

July 20, 2020

**LICENCE OF OCCUPATION**

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

BETWEEN:

**REGIONAL DISTRICT OF CENTRAL OKANAGAN,**  
a regional district having offices at  
1450 KLO Road  
Kelowna, BC V1W 3Z4

(the "District")

OF THE FIRST PART

AND:

**CITY OF KELOWNA,** a municipal corporation having its office at 1435  
Water Street, Kelowna, BC., V1Y 1J4

(the "Licensee")

OF THE SECOND PART

**WHEREAS:**

A. The District is the owner of the properties located in the City of Kelowna, legally known as: Mission Creek Regional Park:

**Parcel Identifier for 2345-2363 Springfield Road**

Sec 21 Twn 26 Parcel A, Part SE ¼, Except Plan KAP56718, (Plan H12895), Lease/Permit/Licence # 332310, ODYD T at part of the fractional southeast 1.4 Sec 1, Twn 26 ODYD. PID 013-577-174 (the "Property");

**Parcel Identifier for 2445 Springfield Rd**

Plan KAP3617 Lot 23 Sec 22 Twn 26 Except Plan H12895 KAP59007, Lease/Permit/Licence #3466/1205, ODYD. PID 002-095-823 (the "Property");

B. The Licensee wishes to construct and maintain three BC Transit Bus Stop Shelters on the Property (the "Works") which will be within District-owned property (known as the "Licence Area");

C. The Licence Area is as described and located in "Schedule A";

D. The District is prepared to grant the Licensee a Licence of Occupation pursuant to Section 35(11) of the *Community Charter*, S.B.C. 2003, c.26 for a term of 5 years (the "Term") over the Licence Area to enable the Licensee to complete and maintain the Works.

NOW THEREFORE in consideration of the payment of \$1.00 and other good and valuable consideration, from the Licensee to the District, the receipt and sufficiency is hereby acknowledged, the District and the Licensee covenant and agree as follows:

1. **Grant** – The District grants to the Licensee the non-exclusive right and licence to enter onto and use that portion of the Licence Area shown in bold on **Schedule A** which is attached hereto for the purposes of the agreement.
2. **Additional Rights** – For the purposes outlined in Section 1, the Licensee shall have the right to bring onto the Licence Area all necessary materials, vehicles, machinery and equipment.
3. **Term** – The duration of this Agreement and Licence herein granted shall be for a term of 5 years (the "Initial Term") commencing on the 28<sup>th</sup> day of July 2020, unless earlier terminated in accordance with Section 18.
4. **Extension** – The term of this Licence of Occupation may be renewed for a further 5 year period (the "Renewal Term") at the sole discretion of the District. Compensation to the District by the Licensee for the Renewal Period shall be no less than the Initial Term.
5. **State of Licence Area at Termination** – In the event that this Agreement terminates or expires for any reason, the Licensee will cease all occupation of the Licence Area and will remove all equipment, chattels, fixtures, buildings and other improvements, including the concrete pad and fixture infrastructure from the Licence Area. The Licensee will leave the Licence Area in a safe, clean and tidy condition and clear of contamination occurring since the date of commencement of this Agreement. In the event that the Licensee fails to remove any equipment or chattels upon termination of this Agreement then the District may do so and recover the expense thereof from the Licensee. All buildings, improvements and fixtures remaining on the Licence Area become the sole property of the District upon termination of this Agreement, without any compensation whatsoever to the Licensee.
6. **Non-exclusive Use** – The Licensee agrees that:
  - (a) the rights granted under this Agreement do not constitute any interest in the Licence Area or entitle the Licensee to exclusive possession of the Licence Area;
  - (b) the Licensee's rights under this Agreement are at all times subject to the rights and interest of the District as owner and possessor of the Licence Area.
7. **No Waste or Nuisance** – The Licensee will not do or permit anything that may become a nuisance to occupiers or invitees on adjoining lands.
8. **Terms and Conditions** – The Licensee will comply with all the terms, conditions, rules or regulations that the District may from time to time impose in respect of the use and administration of the Licence Area. The Licensee acknowledges that the fact that the Licence is granted by the District does not excuse the Licensee from obtaining building permits, development permits, business licences and other required permissions.
9. **Maintenance** – The Licensee will at its own expense keep the Licence Area in a safe, clean and tidy condition, and will erect boarding and fencing around the Licence Area prior to any construction.
10. **Compliance with Laws** – The Licensee will comply with all laws and regulations pertaining to its use and occupation of the Licence Area.
11. **Inspection by the District** – The District may review and inspect the Licence Area and the work which the Licensee is undertaking pursuant to this Agreement to determine if the Licensee is in compliance with the terms of this Agreement.
12. **No Transfer** – The rights granted to the Licensee under this Agreement may not be sub-licensed, assigned or otherwise transferred.

13. **Risk** – The Licensee accepts the Licence Area on an as-is basis and agrees that it will use the Licence Area at its own risk, and the District will not be liable in respect of any loss of life, personal injury, damage to property, loss of property or other loss or damage suffered by the Licensee, its contractors, subcontractors, agents, invitees, employees or any other person arising out of this Agreement or the use and occupation of the Licence Area except in the case of negligence or wilful act or omission by the District, its employees, agents or invitees.
14. **Indemnity** – The Licensee will indemnify and save harmless the District and its elected and appointed officials, officers, employees, agents and others from and against any claim, action, damage, liability, cost and expense in connection with loss of life, personal injury, loss of property, damage to property or other loss or damage arising from this Licence or any occurrence on or around the Licence Area during the term of this Licence, or by use or occupancy of the Licence Area by the Licensee or any default of the Licensee under this Agreement or any wrongful act, omission or negligence of the Licensee or its officers, employees, contractors, agents or others for whom the Licensee is responsible. This indemnity will survive the expiry or sooner termination of this Agreement.
15. **Release** – The Licensee hereby releases and forever discharges the District, its elected officials, officers, employees, agents and invitees, of and from any claim, causes of action, suit, demand, expense, cost, legal fees and compensation of whatever kind, whether known or unknown, at law or in equity, including without limitation any claim under the *Property Law Act* (collectively "Claims"), which the Licensee may have, sustain or suffer, as the case may be, now or in the future arising from the Works, other improvements in the Licence Area, the expiry or termination of this Licence, the exercise by the District of any of its rights under this Licence or from or in any way connected with the Licensee's use of the Licence Area, except claims arising from the exclusive negligence of the District.
16. **Insurance** – During the term of this Agreement, the Licensee will carry public liability insurance, in a form and with an insurer acceptable to the District, insuring the Licensee and the District under this Agreement in an amount not less than \$5,000,000.00 per occurrence as set out in Schedule B, and any other type of insurance that the District may reasonably require. The Licensee will provide the District with proof of insurance at the time of execution of this Agreement and at other times upon request.
17. **Termination** – The District reserves the right to terminate this Agreement if the Licensee breaches any of its obligations under this Agreement and fails to remedy the breach with thirty (30) business days of receiving written notice from the District. The District will not be liable to compensate the Licensee for damages, costs or losses resulting from the exercise of this right of termination or any termination of this Licence.
18. **Early Termination** – The District reserves the right to terminate the Agreement at any time with thirty (30) days written notice to the Licensee, without liability to compensate the Licensee for damages, costs or losses resulting from the exercise of this right of termination.
19. **Notices** – Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and delivered by hand or mailed by prepaid registered mail or sent by facsimile transmission to the intended party at its address set out on page 1 of this Agreement or to such other address as either party may provide in writing to the other pursuant to the provisions of this paragraph.

All notices to the District must be marked to the attention of the Director of Parks Services.

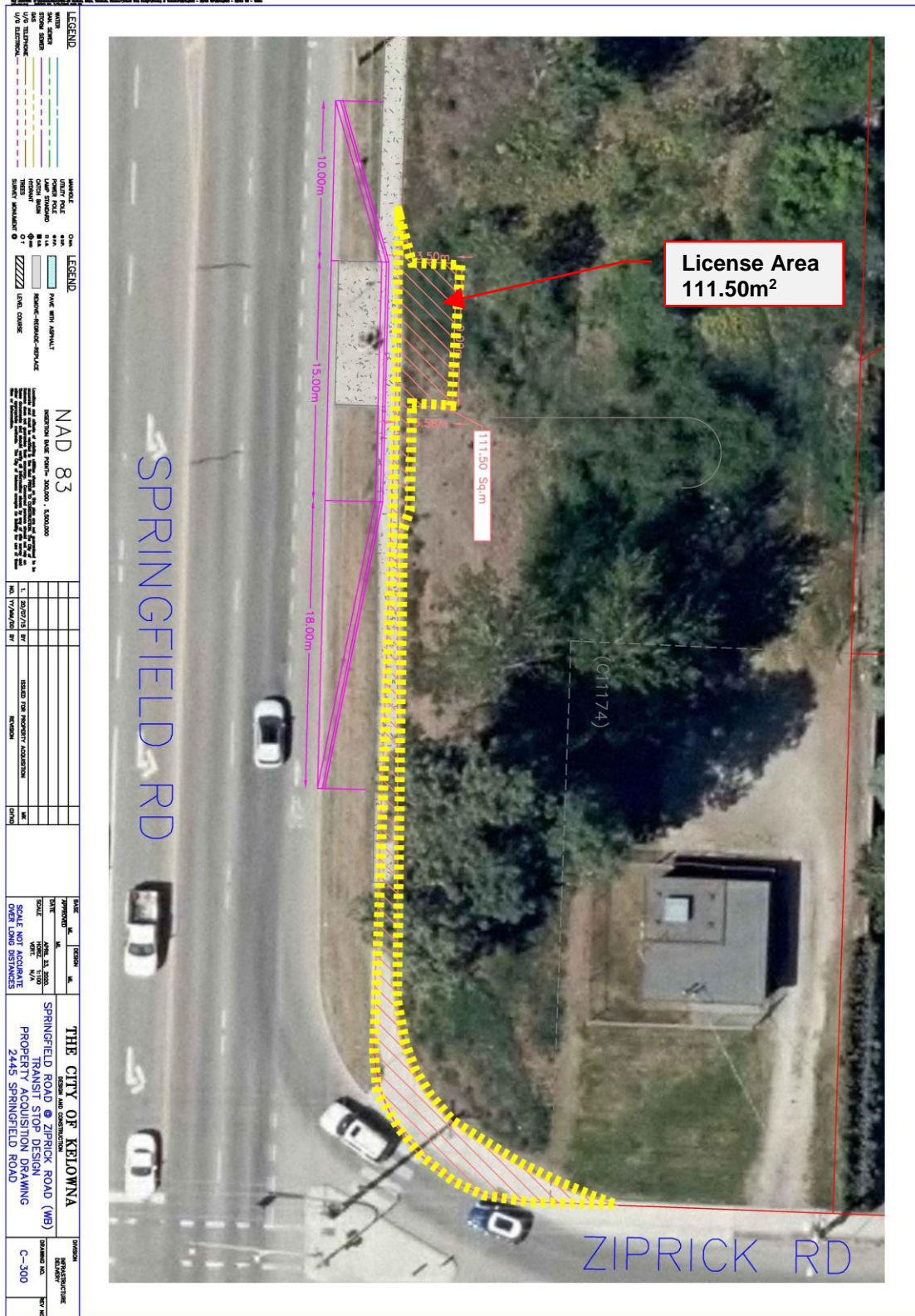
A notice will be deemed to be received on the day it is delivered, if delivered by hand, on the day of transmission, if sent by facsimile, or 3 days after the date it was mailed or if that day is not a business day, the next day that is a business day. If mailed, should there be at the time of mailing or between the time of mailing and the deemed receipt of the notice, a mail strike or slowdown, labour or other dispute which might affect the delivery of such notice by the mails, then such notice will only be effective if delivered by hand or sent by facsimile transmission.



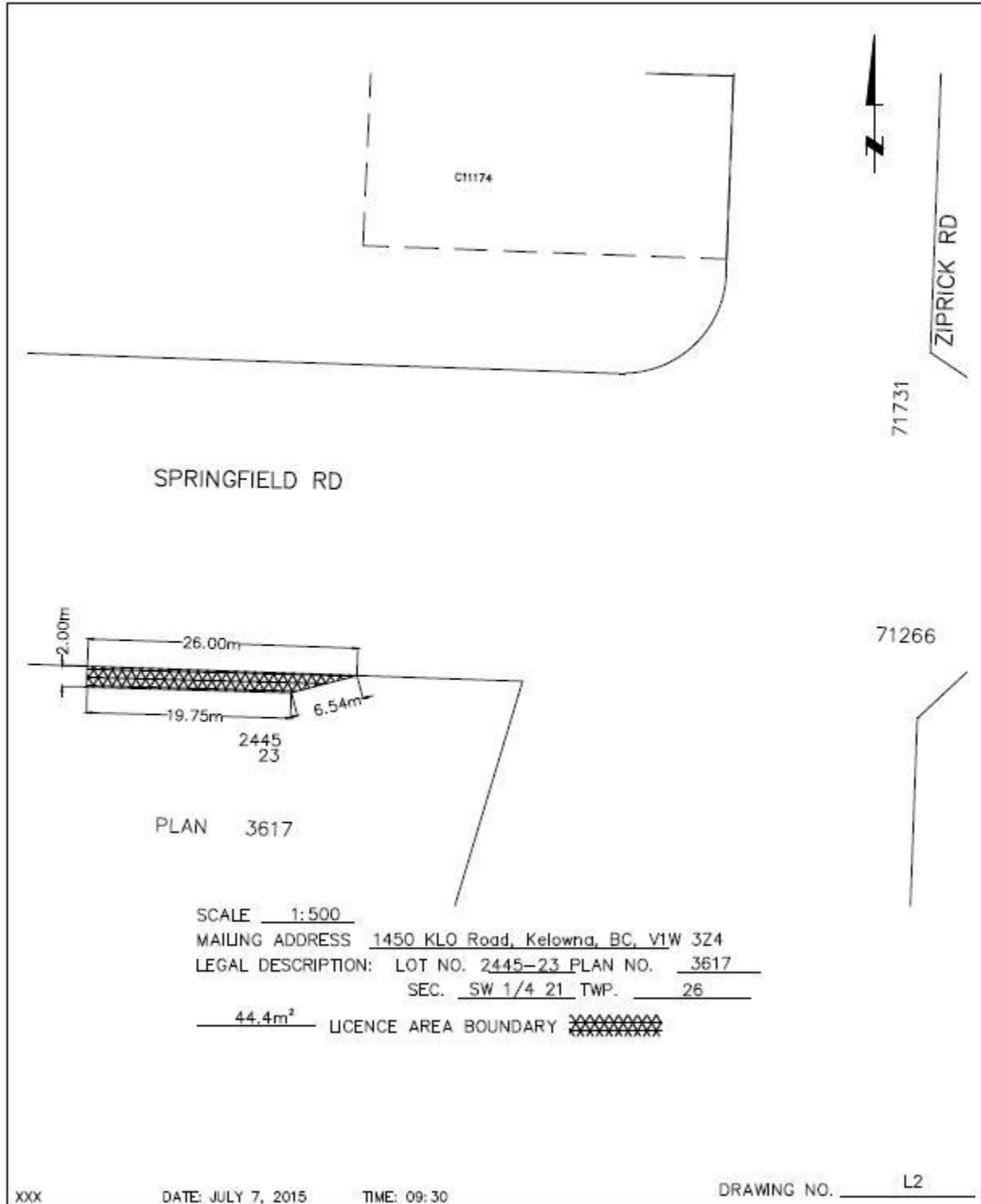




3 of 4 BC Transit Bus Stop Shelter Area Springfield Rd/Ziprick Rd, Northwest



4 of 4 BC Transit Bus Stop Shelter Area Springfield Rd/Ziprick Rd, Southwest (Renewal)









M:\03020 - 15\Projects\15000-15\Drawings\15000-15-01\15000-15-01-01.dwg - 2020/06/09 - 10:00 AM  
 15000-15-01-01.dwg - 2020/06/09 - 10:00 AM

LEGEND		LEGEND	
—●— WATER	—●— MANHOLE	—●— O.M.H.	▨ PAVE WITH ASPHALT
—●— SAN. SEWER	—●— UTILITY POLE	—●— P.P.	▨ REMOVE—REGRADE—REPLACE
—●— STORM SEWER	—●— POWER POLE	—●— L.S.	▨ LEVEL COURSE
—●— GAS	—●— LAMP STANDARD	—●— C.B.	
—●— U/G TELEPHONE	—●— CATCH BASIN	—●— H.D.	
—●— U/G ELECTRICAL	—●— HYDRANT	—●— T	
	—●— TREES	—●— S.M.	
	—●— SURVEY MONUMENT		

**NAD 83**  
 INSERTION BASE POINT= 300,000 , 5,500,000  
Locations and offsets of existing utilities shown on this plan are not guaranteed to be accurate and must be verified in the field PRIOR TO CONSTRUCTION. The City of Kelowna does not guarantee their accuracy. Concerned persons should not rely on these documents and should verify all information shown by way of site survey and other appropriate methods. The City of Kelowna accepts no liability for use of these files or information.

NO.	YY/MM/DD	BY	REVISION	CH'KD
1.	20/06/09	ML	ISSUED FOR PROPERTY ACQUISITION	MK

BASE	DESIGN
ML	ML
APPROVED	MK
DATE	JUNE 9TH, 2020
SCALE	HORIZ. 1:75 VERT. N/A

SCALE NOT ACCURATE OVER LONG DISTANCES

**THE CITY OF KELOWNA**  
 DESIGN AND CONSTRUCTION  
**SPRINGFIELD ROAD @ DURIN ROAD (EB)**  
**TRANSIT STOP DESIGN**  
**PROPERTY ACQUISITION DRAWING**  
**2345-2363 SPRINGFIELD ROAD**

DIVISION	INFRASTRUCTURE DELIVERY
DRAWING NO.	REV NO.
C-400	1



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LEGEND		LEGEND	
WATER	— — — — —	MANHOLE	○ MH
SAN. SEWER	— — — — —	UTILITY POLE	● UP
STORM SEWER	— — — — —	POWER POLE	● PP
GAS	— — — — —	LAMP STANDARD	□ LS
U/G TELEPHONE	— — — — —	CATCH BASIN	■ CB
U/G ELECTRICAL	— — — — —	HYDRANT	⊕ HD
		TREES	○ T
		SURVEY MONUMENT	⊙
		PAVE WITH ASPHALT	▨
		REMOVE-REGRADE-REPLACE	▩
		LEVEL COURSE	▨

**NAD 83**  
 INSERTION BASE POINT= 300,000 , 5,500,000  
Locations and offsets of existing utilities shown on this plan are not guaranteed to be accurate and must be verified in the field PRIOR TO CONSTRUCTION. The City of Kelowna does not guarantee their accuracy. Concerned persons should not rely on these documents and should verify all information shown by any of the survey and other appropriate methods. The City of Kelowna accepts no liability for use of these files or information.

NO.	YY/MM/DD	BY	REVISION	CHKD
1.	20/07/15	BY	ISSUED FOR PROPERTY ACQUISITION	MK
		52		

BASE	DESIGN
ML	ML
APPROVED	ML
DATE	APRIL 23, 2020.
SCALE	HORIZ. 1:100
	VERT. N/A
SCALE NOT ACCURATE OVER LONG DISTANCES	

**THE CITY OF KELOWNA**  
 DESIGN AND CONSTRUCTION  
**SPRINGFIELD ROAD @ ZIPRICK ROAD (WB)**  
 TRANSIT STOP DESIGN  
 PROPERTY ACQUISITION DRAWING  
 2445 SPRINGFIELD ROAD

DIVISION	
DRAWING NO.	REV NO.
INFRASTRUCTURE DELIVERY	
C-300	



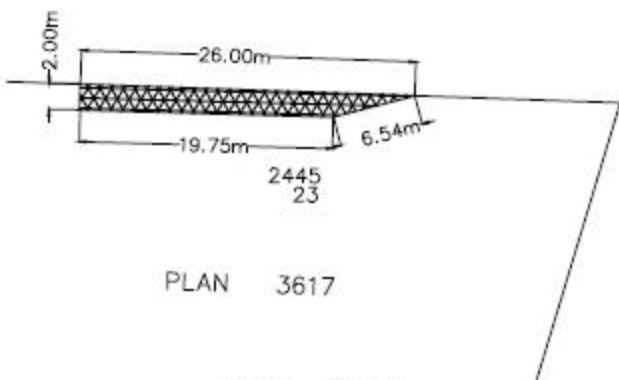
ZIPRICK RD

71731

C11174

SPRINGFIELD RD

71266



PLAN 3617

SCALE 1:500

MAILING ADDRESS 1450 KLO Road, Kelowna, BC, V1W 3Z4

LEGAL DESCRIPTION: LOT NO. 2445-23 PLAN NO. 3617

SEC. SW 1/4 21 TWP. 26

44.4m<sup>2</sup> LICENCE AREA BOUNDARY



# Regional Board Report

**TO:** Regional Board  
**FROM:** Todd Cashin  
Director of Community Services  
**DATE:** July 27, 2020  
**SUBJECT:** UBCM – Community Excellence Awards Application

**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 Excellence Awards Application under the Sustainability category.

## Executive Summary:

Since 2004, through the Community Excellence Awards, the Union of BC Municipalities (UBCM) recognizes its members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. Staff is currently preparing an application to submit for consideration in the 2020 Community Excellence Awards under the category of Sustainability for the Regional Floodplain Management Plan.

A Board resolution supporting RDCO's application is required as part of the application package. Accordingly, this matter is now before the Board for its consideration and approval.

## RECOMMENDATION:

**THAT** the Regional Board approves submitting an application under the Union of BC Municipalities – 2020 Community Excellence Awards under the category of Excellence in Sustainability for the Regional Floodplain Management Plan.

Respectfully Submitted:

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

Todd Cashin  
Director of Community Services

*Prepared by: Brittany Lange, Environmental Planner*

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Marilyn Rilko".

Marilyn Rilko, Deputy CAO

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**Implications of Recommendation:**

Strategic Plan:	Supporting the award application achieves the Regional Board Strategic Priorities 2019-2022 as follows: <ul style="list-style-type: none"><li>• Values: Collaboration, Regional Perspective, Resiliency, Good Governance.</li><li>• Strategic Priorities: Sustainable Communities, Environment.</li></ul>
Policy:	Supporting the grant application complies with the Regional Growth Strategy: <ul style="list-style-type: none"><li>• Our Water Resources, Our Health, Our Climate.</li></ul>

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**Background:****Community Excellence Awards**

The Community Excellence Awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in BC. The purpose of the awards is to showcase projects or programs that demonstrate excellence in a selected category, and to encourage local governments to learn from the success of other members in order to implement changes in their own communities.

The awards are only open to UBCM members, including local government and First Nation members. There are four different categories, including:

1. Excellence in Governance
2. Excellence in Service Delivery
3. Excellence in Asset Management
4. Excellence in Sustainability

This application is focused on profiling the works completed under the Regional Floodplain Management Plan. The deadline for submissions is July 10, 2020, however, UBCM has granted the RDCO an extension and the Board's resolution can be received up until August 14, 2020.

**Regional Floodplain Management Plan:**

The RDCO represents one of the fastest growing areas in Canada over the past 20 years, and growth shows no signs of slowing down. The RDCO is a "waterfront community", characterized not only by many kilometres of lake shoreline, but also numerous watercourses that mostly originate in the upland forested watersheds around the region. The proximity to water means that flooding of developed areas can occur due to a combination of natural conditions and land use activity, and more flooding is to be expected with climate change. As such, the RDCO is committed to proactive management of flood hazards.

In response to this risk, the three-phase Regional Floodplain Management Plan (RFMP) has been initiated with the purpose of reducing flood risk, improving emergency response, and increasing resiliency to climate change. The overall objective of this framework was to development a better understanding of flood risk within the RDCO in order to reduce the likelihood of damage from flooding. The three phases are as follows:

Phase 1 included the development of a Regional Floodplain Management Plan, finalized in 2016, that identified flood hazards and established the scope and priorities of Phase 2 and 3.

Phase 2 is nearing completion and focused on delineation and confirmation of the flood-prone streams and floodplains identified in Phase 1. Through funding from RDCO, OBWB, UBCM and NDMP, plus partnerships with local government agencies, the following projects have been completed or are currently underway:

- LiDAR and Aerial Image Acquisition for the Okanagan Valley Watershed.
- Okanagan Mainstem Flood Mapping.
- Dam Inundation Studies for Ideal (Belgo) Lake Dam and Crooked Lake Dam.
- Peachland / Trepanier Creeks Floodplain Mapping Project.
- Mill Creek Flood Mitigation Planning & Mapping Project.
- Mission Creek Flood Mitigation Planning & Mapping Project.
- Okanagan Lake Protection Strategy.
- Climate Projections report for the Okanagan.
- The proposed joint initiative by RDCO and City of West Kelowna to complete the dam inundation study for Rose Valley Reservoir.
- The joint RDCO and Okanagan Basin Water Board initiative to engage a multi-stakeholder committee (Okanagan Flood Mapping Project Coordination) that participated in the Okanagan Lakes Flood Level Mapping project.

Phase 3 seeks to use the information collected through Phases 1 and 2 to create mitigation strategies. Mitigation strategies may include:

1. avoidance and non-structural mitigation through development of stream-specific bylaws, watershed-specific development permit areas, policies for allowing exceptions to flood bylaws or Development Permit Areas, and rezoning; and
2. warning systems, education and public awareness. The project will include an extensive outreach component to gain input from member local governments, Syilx communities in the region, stakeholders and the public to ensure that the proposed mitigation options are acceptable and supported.

This final phase was recently awarded \$150,000.00 in grant funding through the UBCM Community Emergency Response Fund under the stream Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning.

Further, in May the RDCO was awarded the Southern Interior Local Government Association (SILGA) Award for Community Excellence in Environmental Sustainability for the Okanagan Flood Mapping Project Coordination (see Appendix 'A').

### Demonstrating Excellence in Environmental Sustainability

Through each Phase completed under the RFMP, the RDCO has demonstrated the importance of this program in meeting the RDCO's purpose as a local government by focusing on good governance, providing stewardship of public assets, and fostering environmental sustainability. This is shown through proactively planning to better prepare for and adapt to future changes in climate and the associated impacts that flooding has on the community.

Taking a proactive and regional approach offers the benefit of strengthening and building on the foundation of regional and provincial knowledge sharing and consistency. The RDCO has demonstrated exceptional leadership by bringing partners together from up and down the valley to focus policy and planning efforts on identifying potential flood hazards.

Works completed to date will assist with future land use decisions, mitigation planning, future flood risk assessment, or other flood-related works.

Furthermore, this project has incorporated a long-term sustainability approach by considering the cultural, social, economic, and environmental impacts associated with flood hazards and risks. This work is critical to maintaining wellbeing, including robust ecosystems, a thriving community, and a vibrant economy. Early efforts to prepare infrastructure and communities to the impacts climate change, such as increased precipitation and flooding, will reduce regional reliance on continued emergency management activations and support the ability of the region to thrive over time.

### **Conclusion:**

It is recognized that the RDCO is somewhat ahead of the other regional districts and some of their member municipalities with respect to flood planning and readiness for mitigation planning. We believe that the work completed under this project, as an example, pilot and template, will be of significant benefit to other communities in the Okanagan Valley, the BC Interior, and the Province where there are few examples of comprehensive floodplain management frameworks as well as non-structural flood mitigation planning.

### **Alternative Recommendation:**

**THAT** the Regional Board receive the report regarding the UBCM – Community Excellence Awards for information.

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

- *Financial*
- *Organizational*
- *Legal/Statutory Authority*
- *External*

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

- Appendix 'A' – SILGA Community Excellence Award



*Southern Interior Local  
Government Association*

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## 2020 SILGA COMMUNITY EXCELLENCE AWARD WINNERS

### NEWS RELEASE

The SILGA Board of Directors are pleased to announce the following winners of the 2020 SILGA Community Excellence Awards in the following categories:

**Social Responsibility**

**City of Vernon**

**Partners in Action**

**Environmental Sustainability**

**RD Central Okanagan**

**Okanagan Flood Collaboration**

**Economic Development**

**City of Revelstoke**

**Food Security**

The award ceremonies will be done virtually at an upcoming council/board meeting of the winning local government. To view these submissions please go to the SILGA website at <https://www.silga.ca/convention/excellence/>.

The SILGA board would like to thank all the local governments that submitted nominations; as in the past, the quality of the submissions this year made their selections difficult to make.



Corporate Services

1450 K.L.O. Road  
Kelowna, B.C. V1W 3Z4

Telephone: (250) 763-4918  
Fax: (250) 763-0606  
www.regionaldistrict.com

January 31, 2020

Email: [yoursilga@gmail.com](mailto:yoursilga@gmail.com)

Dear SILGA Executive Director:

Re: 2020 SILGA Community Excellence Awards – Okanagan Flood Collaboration Project  
Category: Environmental Sustainability

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The Regional District of Central Okanagan respectfully submits its Okanagan Flood Collaboration project to the 2020 SILGA Community Excellence Awards under the Environmental Sustainability category.

Following the dramatic flooding in 2017, there was a desire by Okanagan local governments, First Nations, and the Province of BC to undertake risk assessments and flood mapping, and make the Okanagan more resilient to extreme precipitation. In partnership with the Okanagan Basin Water Board (OBWB), in 2018 the Regional District of Central Okanagan formed a collaborative multi-stakeholder committee (Okanagan Flood Mapping Project Coordination Committee) to engage stakeholders involved in Okanagan flood risk assessments, mapping and mitigation planning.

The RDCO's main responsibility with the Committee has been to coordinate and inform. In collaboration with OBWB, regular emails are distributed which outline the status of major projects, upcoming flood funding opportunities, and project coordination meetings. Meetings are jointly organized with OBWB while RDCO manages the Committee contact list, meeting invitations, and attendance.

In addition to OBWB and RDCO, the Committee is comprised of staff from:

- City of Armstrong
- City of Vernon
- Village of Lumby
- District of Coldstream
- City of West Kelowna
- District of Lake Country
- City of Kelowna
- District of Peachland
- District of Summerland
- Town of Osoyoos
- Okanagan Indian Band
- Westbank First Nation
- Osoyoos Indian Band,
- Penticton Indian Band
- Okanagan Nation Alliance
- Okanagan Collaborative Conservation Program
- Regional District of North Okanagan
- Regional District of Okanagan-Similkameen
- City of Penticton

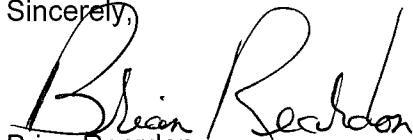
The Province, represented by Ministry of Forests, Lands, Natural Resource Operations and Rural Development plus Emergency Management BC, has also been included as external participants.

Beneficial outcomes of this project include the following:

- Strengthen the foundation of regional and provincial knowledge-sharing and consistency.
- Staff resources have been leveraged and efficiencies realized.
- Collaborative projects have been initiated, such as:
  - LiDAR and Aerial Image Acquisition for the Okanagan Valley Watershed: With multiple funding partners, OBWB and GeoBC teamed up to manage the capture of LiDAR and digital aerial imagery for the Okanagan watershed.
  - Okanagan Mainstem Flood Mapping: A joint project with RDCO, OBWB, Regional District of Okanagan-Similkameen and Regional District of North Okanagan for flood modeling and mapping for the Okanagan mainstem lakes shorelines and reaches of the Okanagan river.

The Regional District of Central Okanagan is proud of our region's ongoing accomplishment; the Okanagan Flood Collaboration is a fantastic project to share with SILGA's members.

Sincerely,



Brian Reardon

Chief Administrative Officer