

Minutes of the **GOVERNANCE & SERVICES COMMITTEE** meeting of the Regional District of Central Okanagan held at Regional District Offices, 1450 KLO Road, Kelowna, BC on Thursday, May 13, 2021

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

Absent: C. Fortin (District of Peachland)

Staff: B. Reardon, Chief Administrative Officer
T. Cashin, Director of Community Services
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 8:30 a.m. and acknowledged the meeting is being held on the traditional territory of the syilx/Okanagan peoples.

In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public is currently not permitted to attend Board meetings in-person.

As an open meeting, a live audio-video feed is being broadcast and recorded on rdco.com.

Roll Call

2. ADDITION OF LATE ITEMS

There are no late items for the agenda

3. ADOPTION OF THE AGENDA

#GS27/21

BARTYIK/STACK

THAT the agenda be adopted.

CARRIED unanimously

Director Baker arrived at 8:32 a.m.

4. **ADOPTION OF MINUTES**

4.1. Governance & Services Committee Meeting Minutes – April 8, 2021

#GS28/21

BAKER/MILSOM

THAT the Governance & Services Committee meeting minutes of April 8, 2021 be adopted.

CARRIED unanimously

5. **CORPORATE SERVICES**

5.1. Regional Air Quality Service Update

Jerry Dombowsky, Transit and Programs Manager, and Nancy Mora Castro, Regional Air Quality Coordinator, City of Kelowna

Air Quality staff presented an informational report on the Clean Air Strategy and the regional air quality service program.

- One air monitoring station is located in the Central Okanagan
- PM 2.5 and Health impacts highlighted.
- Agricultural chipping program - \$60K budget; in 2021 added \$40K
 - o Mow/Chip Rent it Program – in operation since 2018- a \$20K budget
- Best Burning Practices – new provincial burning regulations began in 2020
 - o Approximately 1,200 burning permits issued per year even with new regulations
- Woodstove exchange program has been in place for 20 years with provincial funding available.
- Burn It Smart advertising done by various methods ie: on-line, Living Greener Calendar, social media.
- Clean Air and Safe Routes 4 Schools program ongoing.
- In 2020, a Radon awareness program began with Federal funding available—55 schools screened; 1,200 Radon free kits were made available through a community challenge. Results will be shared with the individual residents and through media. Further kits will be available this fall.
- PM2.5 study underway – mobile monitoring and stationary (Kelowna City Hall and Johnson Bentley Pool)
 - o Monitoring station location was moved from Okanagan College
 - o Small Low-Cost Air Quality PM Sensor Pilot Project
- Idling Awareness – ‘if more than 60sec turn your engine off’
 - o A draft bylaw is available to be introduced to individual municipalities who wish to consider adopting a bylaw.
- Air Quality Technical Committee active since July 2015
 - o 23 recommendations have been developed. Next steps would be to deliver the recommendations to the Committee in a further presentation.

Discussion ensued:

- o Hybrid and electric vehicles excluded from anti-idling.

- How is the agricultural chipping program information advertised to the farming community—do people on the ground know about the program? Yes, they are aware of the program through various direct means and through the BC Fruit Growers Association who assists with this communication.
- The increase in funding for the chipping program is ongoing. If further review of the program is required in the future it will be done. Staff will continue to evaluate numbers at year end—numbers participating and those that were not able to participate. Agriculture has the ‘right to farm’ practices which includes burning.
- It is unfortunate that both North and Okanagan Similkameen regional districts no longer participate in an Okanagan valley airshed protection and the benefits. It was noted that each time RDCO has met with the Chairs/CAOs this issue was raised and participation declined. Staff have offered to present information to their Boards but no uptake.
- The new provincial legislation on burning does not impact the ‘right to farm’ however there are regulations in terms of not burning green wood and the timeline when burning can occur.
- Have staff ever applied for a Healthy Community provincial grant--would anything qualify? No, however grants are available from the BC Lung Association, federal grants, provincial wood stove exchange program grant.
- There is a downward trend in the number of burning permits issued, however small. People are becoming more aware of burning issues and the effect on our health from smoke.
- In the electoral areas wood burning is important as there often is no other alternative to heat one’s home.
- There are sources of PM2.5 that can be reduced by local governments: ie: ban camp fires, reduce dust pollutants, reduce open burning by different venting index or times when burning can occur.

#GS29/21

BARTYIK/BAKER

THAT the Regional Air Quality Program update regarding the air quality results, ongoing programs, projects and pending proposals be received;

AND FURTHER THAT air quality staff bring forward, at a later time, the strategies to reduce PM2.5 and a Bylaw 773 update for consideration.

CARRIED unanimously

#GS30/21

BARTYIK/BAKER

THAT the Governance & Services Committee recommend the Board consider sending a letter to the Board of Regional District of North Okanagan and the Regional District of Okanagan Similkameen to invite them to consider a presentation on RDCO’s air quality service program.

CARRIED unanimously

5.2. Q1 Service Highlights Video

#GS31/21

HODGE/SINGH

THAT the Q1 RDCO Services Highlight Video be received for information.

CARRIED unanimously

6. **COMMUNITY SERVICES**

6.1. Service Review - Building Inspection

6.1.1. 2021 Service Review

Staff report and presentation provided an overview of the Building Inspection Service since that last service review.

Mandate of the service

- Provide building inspection services for the EA's
- Provide land use bylaw enforcement for the EA's
- Ensure compliance with applicable codes and regulations in order to increase the safety and health of the community
- Support responsible environmental protection
- Support energy efficiency in new construction
- Maintain records for all building permits

Goals for Building Inspection include:

- Effectively manage resources and budget to:
 - Balance staff levels for BP issuance within a two-week window
 - Balance staff levels to complete inspections in a timely manner
 - Ensure that permit fees are set at appropriate levels
 - Support bylaw activities while working in the field
 - Support energy-efficiency requirements by being involved early
 - Maintain focus on completing projects in a timely manner
 - Maintain inspection information electronically from the field
 - Transition fully to electronic record-keeping

Goals for Land Use Bylaw Enforcement include:

- Respond to complaints about bylaw violations
- Mediate and resolve complaints in accordance with bylaws
- Respond to complaints in a timely manner
- Achieve voluntary compliance through a progressive approach:
 - Education
 - Communication
 - Enforcement

The 2020 review has identified some areas of improvements. Building permits issued showed a slight decrease in 2020 from 2019 (which matched 2016). To date, 2021 permits show an increase. The building services department is self-funding, with no tax burden required.

Weaknesses to the service were identified.

- Lack of resources for proactive enforcement
- Lack of resources to place contravention notices on title
- Fines are typically ineffective at achieving compliance
- Staying informed on industry trends and innovations, changing regulations and case law
- Lack of integration of software to streamline work flows
- Lack of capacity to implement Step Code
- Size of RD requires significant travel time for inspections

Opportunities to improve the service were outlined. Staff have taken the opportunity through the review of the service to update the building regulation bylaw and application fees and charges.

#GS32/21

BARTYIK/MILSOM

THAT the Governance & Services Committee the Building Inspection Service Review Update report dated May 13, 2021;

AND FURTHER THAT the Governance & Services Committee recommends the Regional Board continue to support the current service delivery model of the Building Inspections program.

CARRIED unanimously

6.1.2. Building Inspection Department Bylaw Updates

6.1.2.1. RDCO Building Regulation Bylaw No. 1482, 2021

6.1.2.2. RDCO Development Application Fees and Charges Bylaw No. 1483, 2021

Staff provided an overview of the newly revised building regulation bylaw and changes to application fees and charges. It is recommended the Board provide first and second readings and refer to the development community for comment prior to coming back to the Board for third reading and adoption.

#GS33/21

BAKER/BARTYIK

THAT the Governance & Services Committee recommends the Regional Board approve first and second readings to a new RDCO Building Bylaw No. 1482 and RDCO Development Application Fees and Charges Bylaw No. 1483, and refer these bylaws to the development community for comment before bringing them back to the Board for further reading and adoption.

CARRIED unanimously

6.1.3. Building Inspection Department Policy and Procedure Review

Staff provided an overview of the policies and procedures that are no longer valid or necessary, as well as policies that require updating and new policies to be drafted and brought back for consideration.

#GS34/21

BARTYIK/BAKER

THAT the Governance & Services Committee receive for information the Building Inspection Policy and Procedures report dated May 13, 2021;

AND THAT the Governance & Services Committee recommends the Regional Board consider rescinding the following twelve (12) Building Inspection Department policies:

- 6.02 Completion Inspections
- 6.03 Testing of Water Systems
- 6.04 Mirrored Glass Doors
- 6.06 Publication of Building Permit Information
- 6.07 BC Building Code – Section 3.6 Health Requirements
- 6.8 Policy for Approving Glass Guards
- 6.14 Philpott Road
- 6.15 Non-conforming properties
- 6.16 Notification on Strata Title Conversions
- 6.18 Table of Percent Slopes
- 6.19 Zoning Bylaw Infractions
- 6.20 Height Requirements of Fences-Hedges

AND FURTHER THAT the Regional Board support staff updating the following policies:

- 6.01 Zoning Bylaw Violation Procedure
- 6.17 Strata Conversion of Existing Buildings
- 6.22 Building Bylaw Enforcement and Permit File Closing Policy
- 6.23 Inactive Building Permits – Stop Work Orders with a Bylaw Contravention

AND FURTHER THAT the Regional Board support staff drafting the following new policies:

- Mobile Stores Policy
- Decommissioning Suites and Dwellings Policy
- Archaeological Assessments Policy

CARRIED unanimously

7. **NEW BUSINESS**

No new business

8. **ADJOURN**

There being no further business the meeting was adjourned at 10:17 a.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

B. Reardon (Chief Administrative Officer)