1. **CALL TO ORDER**

2. **ADDITION OF LATE ITEMS**

3. **ADOPTION OF THE AGENDA**

   Recommended Motion:
   
   THAT the agenda be adopted.

4. **ADOPTION OF MINUTES**

   4.1 Governance & Services Committee - Minutes July 14, 2016

   Recommended Motion:
   
   THAT the Governance & Services Committee meeting minutes of July 14, 2016 be adopted.

5. **CORPORATE SERVICES**

   5.1 CAO Quarterly Report and Strategic Plan Performance Review

   Recommended Motion:
   
   THAT the Governance & Services Committee receive the Quarterly Report and Strategic Plan Performance Review report from the CAO for information.
6. **COMMUNITY SERVICES**

6.1 Secondary Suite Applications In The Electoral Areas

Recommended Motion:

**THAT** the Governance and Services Committee recommend the Board direct staff to include consideration of secondary suite applications by policy approval rather than bylaw amendment in the 2017 Program Plan (111 – Electoral Planning).

7. **NEW BUSINESS**

8. **ADJOURN**
Minutes of the **GOVERNANCE & SERVICES COMMITTEE** meeting of the Regional District of Central Okanagan held at Regional District Offices, 1450 KLO Road, Kelowna, B.C. on Thursday, July 14, 2016

Directors
- J. Baker (District of Lake Country)
- C. Basran (City of Kelowna)
- W. Carson (Central Okanagan West Electoral Area)
- M. DeHart (City of Kelowna)
- D. Findlater (City of West Kelowna)
- C. Fortin (District of Peachland)
- G. Given (City of Kelowna)
- T. Gray (City of Kelowna)
- M. Bartyik, alternate for P. Hanson (Central Okanagan East Electoral Area)
- D. Ophus (City of West Kelowna)
- B. Sieben (City of Kelowna)
- L. Stack (City of Kelowna)
- C. Derickson (Westbank First Nation)

Staff:
- B. Reardon, Chief Administrative Officer
- R. Fralick, Manager of Planning
- M. Kopp, Director of Parks Services
- C. Radford, Director of Community Services
- M. Rilkoff, Director of Financial Services
- B. Smith, Communications
- M. Drouin, Manager Corporate Services (recording secretary)

1. **CALL TO ORDER**

   Chair Given called the meeting to order at 8:30 a.m.

2. **ADDITION OF LATE ITEMS**

   There were no late items to the agenda

3. **ADOPTION OF THE AGENDA**

   #GS38/16 BAKER/BARTYIK

   THAT the agenda be adopted, as amended.

   CARRIED Unanimously

4. **ADOPTION OF MINUTES**

   4.1 Governance & Services Committee Meeting Minutes – June 9, 2016
THAT the Governance & Services Committee meeting minutes of June 9, 2016 be adopted.

CARRIED Unanimously

5. DELEGATION

5.1 Ministry of Transportation and Infrastructure - Jack Stuempel, Communications Manager re: Update on the Central Okanagan Planning Study as part of the Second Crossing Project

Murray Tekano, project director for the second crossing introduced the presentation. Ross Coates, project manager, provided a brief status update on the Central Okanagan Planning Study. Highlights of the presentation included:

- A review of the study team’s activities and some key findings since the study was launched in late 2014.
- A high-level description of current work which builds on these key findings and community input received over the past months, including consideration of the role of Highway 97, measures to improve the efficiency of the corridor, and potential alternative alignments including those that might involve a second crossing of Okanagan Lake.

Directors Basran and Sieben arrived at 8:40 a.m.

- A summary of engagement, which includes ongoing dialogue with municipal and First Nations Staff, additional input from a Community Working Group, a Technical Advisory Group and the public.
- A glimpse of upcoming activities which will include another public reporting / engagement milestone likely this fall, including an opportunity for the public to review and comment on the results of the current work.

Councillor Derickson arrived at 8:44 a.m.

- Ultimate deliver in 2017: short, medium and long term solutions for the corridor. Next public open house is scheduled for the fall of 2016.

Discussion:
- As a national highway would federal government fund changes to the highway? It is not known at this time.
- How do you monitor the free flow of traffic in the municipal areas? Traffic lights--800 vehicles per hour; no traffic lights--1,500 vehicles per hour. Specific detailed examination of data occurred earlier in the study.
- No decisions have been made regarding any options including the study on a possible Peachland bypass route.
THAT the Ministry of Transportation and Infrastructure update on the Central Okanagan Planning Study as part of the second crossing project be received for information.

CARRIED Unanimously

5.2 BC Hydro - Sarah McKinney, Stakeholder Engagement Advisor re: Update on the BC Hydro West Kelowna Transmission Project

Sarah McKinney and Sue Foster provided an overview of the public consultation on the transmission project which is occurring between June 20-July 27, 2016. The various alternatives being considered for a new transmission line into the Central Okanagan were highlighted.

- Providing a new second transmission line to areas of Peachland and West Kelowna, Westbank First Nation and some rural areas towards Merritt.
- Main driver is the number of customers (22,000) and the challenges of restoring power should there be an outage.
- Preliminary assessment of the three alternatives has been completed.
- Extensive consultation in May and June 2016. Initiated a fire geo-assessment in late June. This information will be available in early August.
- The three preliminary alternatives were highlighted.
- An area planning study is underway as well.
- Third round of public consultation is underway. It is anticipated an alternative will be shared with the public by the end of 2016. There will be further high level routing work done over the next two to three years for the alternative chosen.
- It is anticipated by late fall a decision will be provided on an alternative route and then further work will begin on the alternate chosen.

THAT the presentation by BC Hydro, Sarah McKinney, on the West Kelowna Transmission Project be received for information.

CARRIED Unanimously

6. PARK SERVICES

6.1 Lebanon Creek Greenway Maintenance Agreement with the City of Kelowna

Staff report dated June 30, 2016 outlined the partnership between the City of Kelowna and RDCO over the past 15 years to secure a section of land connecting the Johns Family Nature Conservancy Regional Park and the Lebanon Creek Greenway Regional Park. A Management & Regulation Contract has been drafted for consideration and approval by the Regional Board and Kelowna Council.
Staff reviewed the lands involved in the management contract—lands owned by the Regional District and lands secured by the City of Kelowna.

#GS42/16 STACK/OPHUS

THAT the Governance & Services Committee recommends the Regional Board approve the 'Lebanon Creek Greenway - Management & Regulation Contract' with the City of Kelowna and authorize its signing officers to execute this contract on behalf of the Regional District.

CARRIED Unanimously

7. CORPORATE SERVICES

7.1 Board Policy Review – Corporate Services

Staff report dated July 4, 2016 outlined seven current Board policies. Staff is systematically reviewing each policy to confirm if they are bona fide Board policy and not restatement of legislation, provisions superseded by bylaw, or policies that are operational or procedural in nature.

Staff reviewed each of the policies and outlined why the policy is redundant, or required to be maintained.

It was noted that although meeting face to face with Councils is important and encouraged as a matter of practice, not as a policy. Strategic Plan presentations have been underway and are a positive communication tool between the two governments.

#GS43/16 BASRAN/FINDLATER

THAT the Governance & Services Committee recommends the Regional Board rescind Board Policies:

1. No. 2.29 entitled ‘Councils to Meet Yearly’ adopted May 13, 1996,
2. No. 2.31 entitled ‘Volunteers – Policy & Procedures’ adopted January 29, 2001,
3. No. 2.32 entitled ‘Late Items to Regional Board’ adopted January 27, 2003,
4. No. 2.33 entitled ‘Release of In-Camera Minutes’ adopted May 12, 2003,
5. No. 2.34 entitled ‘Director Expenses for Election’ adopted November 22, 2002, and
6. No. 2.36 entitled ‘FCM Convention Attendance’ adopted March 08, 2004;

AND THAT the Governance & Services Committee recommends the Board confirm Board Policy No. 2.35 entitled ‘Corporate Vehicle Engine-Idling’ adopted February 09, 2004.

CARRIED Unanimously
8. **ADJOURN**

There being no further business the meeting was adjourned at 9:35 a.m.

**CERTIFIED TO BE TRUE AND CORRECT**

____________________________________
G. Given (Chair)

____________________________________
B. Reardon (Director of Corporate Services)
TO: Governance & Services Committee

FROM: Brian Reardon
Chief Administrative Officer

DATE: August 29, 2016

SUBJECT: CAO Quarterly Report and Strategic Plan Performance Review

Purpose: To provide a report on the organizational achievements made in the previous 3 months, report on progress made on the Board’s strategic objectives, and advise the Board what they can expect in the next quarter (~3 months).

Executive Summary:

In 2016 the Board approved a resolution supporting the receipt of quarterly reports and Strategic Plan Performance Reviews. This report is intended to be a catalyst to:

2. Providing the Board and CAO an opportunity to discuss progress towards achieving the Board’s Strategic Objectives; AND Providing the CAO an opportunity to bring forward emerging trends, issues and strategies that could impact the corporation.

RECOMMENDATION:

THAT the Governance & Services Committee receive the Quarterly Report and Strategic Plan Performance Review report from the CAO for information.

Respectfully Submitted:

Brian Reardon, CAO
Implications of Recommendation:

Strategic Plan: Reviewing the progress of achieving the Board’s Strategic Objectives and improving the corporation’s effectiveness supports Priority 5 – Champion Communications & Engagement.

Organizational: Having regular two way dialogue between the Regional Board and CAO provides clarity and confirms the progress being made in achieving the Board’s goals and objectives.

Financial: There is no direct cost associated with this practice.

Policy: This is a recommended best practice in achieving the Board’s Strategic Priority 1 – Proactive and responsive governance.

ACHIEVEMENTS IN Q2 – 2016:

<table>
<thead>
<tr>
<th>April</th>
<th>Supports Board Strategic Priority #</th>
</tr>
</thead>
</table>
| 1. Accepted the City of Kelowna Regional Context Statement in their  | Priority 3
         Official Community Plan | Nurture Responsible Growth and Development |
| 2. Approved the Fire Services Implementation Plan and the 22        | Priority 2
| 3. Approved a new 3 year agreement with the SPCA.                  | Priority 2
         | Ensure Asset, Service and Financial Sustainability |
| 4. Approved travel expenses for Director’s Carson and Hanson to    | Priority 1
         Meeting with Minister Fassbender to discuss electoral area      | Provide Proactive and Responsive Governance |
         governance.                                                        |

<table>
<thead>
<tr>
<th>May</th>
<th>Supports Board Strategic Priority #</th>
</tr>
</thead>
</table>
| 1. Approved the RDCO and CORHD Financial Statements for year ended  | Priority 2
         December 31, 2015.                                             | Ensure Asset, Service and Financial Sustainability |
| 2. Commenced the systematic review of all Regional Board Policies.  | Priority 1
         | Provide Proactive and Responsive Governance |
| 3. Commenced the CAO Quarterly Report & Performance Review regime.  | Priority 1
         | Provide Proactive and Responsive Governance |
| 4. Approved a renewal of a 3 year MOU & Lease Agreement with UBCO   | Priority 4
         for an Artist-in-Residence Program in the Woodhaven Nature      | Protect and Promote Our Environment and Lifestyle |
         Conservancy Regional Park.                                        |

<p>| 7 |</p>
<table>
<thead>
<tr>
<th>May (Cont’d)</th>
<th>Supports Board Strategic Priority #</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Approved an amended Joe Rich Community Hall Operating &amp; Recreation Programming Agreement with the Joe Rich Ratepayers &amp; Tenants Society</td>
<td>Priority 2 Ensure Asset, Service and Financial Sustainability</td>
</tr>
<tr>
<td>7. Approved the Goats Peak Regional Park Management Plan.</td>
<td>Priority 4 Protect and Promote Our Environment and Lifestyle</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>Supports Board Strategic Priority #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approved the Black Mountain/snts’k’l’nten Regional Park Management Plan.</td>
<td>Priority 4 Protect and Promote Our Environment and Lifestyle</td>
</tr>
<tr>
<td>3. Approved a referral from Westbank First Nation for some Proposed Additions to Reserve in consideration of lands acquired by the Province of BC associated with the WAC Bennett Bridge.</td>
<td>Priority 1 Provide Proactive and Responsive Governance</td>
</tr>
<tr>
<td>4. Presented 2015-2018 Board Strategic Plan to member municipalities &amp; WFN Council</td>
<td>Priority 5 Champion Communications and Engagement</td>
</tr>
<tr>
<td>5. Approved continued funding of $15,000 per year to the Central Okanagan Land Trust (COLT).</td>
<td>Priority 4 Protect and Promote Our Environment and Lifestyle</td>
</tr>
<tr>
<td>6. Approved a new Fire Service Level Policy declaration to meet the new Office of the Fire Commissioner Playbook Initiative.</td>
<td>Priority 1 Provide Proactive and Responsive Governance</td>
</tr>
</tbody>
</table>
### Regional Board Strategic Priorities
#### Q1 – 2016 Progress Report

<table>
<thead>
<tr>
<th>Strategic Priority 1</th>
<th>Strategic Initiatives:</th>
<th>Progress to Date:</th>
<th>Lead</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Focus on the 2016 budget process to ensure expenditure decisions are informed and well considered</td>
<td>Completed March 31, 2016.</td>
<td>CFO &amp; CAO</td>
<td>100.0%</td>
</tr>
<tr>
<td></td>
<td>Board review of Regional Hospital Board expenditures</td>
<td>Preliminary conversation complete. Will arrange an IHA delegation in Q4</td>
<td>CFO &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Review existing grants in aid process - develop new grants in aid policy</td>
<td>Staff report to come forward in Q3</td>
<td>DepCO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Review governance of the Okanagan Film Commission</td>
<td>Staff report to come forward in Q3</td>
<td>CAO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Electoral Area Governance - Work to improve Electoral Area working relationships within the RDCO</td>
<td>Work in progress - Board supported travel expenses for EA Directors to travel to Victoria for meeting with Minister.</td>
<td>Board Chair &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Review governance options for operation of the Westside Wastewater Treatment Plant</td>
<td>Part of regular 5 year review; scheduled for 2017</td>
<td>DirCS &amp; CAO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Explore contracts with member municipalities for operational services in new parks and when existing contracts expire</td>
<td>Part of recommendations in 2014 Parks Service Review. Ongoing process as new parks management plans come forward.</td>
<td>DirRP &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Explore options that strengthen the role of First Nations on the Regional Board</td>
<td>Have spoken to Ministry of Aboriginal Relations &amp; Reconciliation. Efforts are ongoing. Have successfully applied for a C2C Grant to discuss further co-management agreements.</td>
<td>CAO</td>
<td>25.0%</td>
</tr>
</tbody>
</table>

**Percent Complete:** 25.0%

**Legend:**

- CAO: Chief Administrative Officer
- CFO: Chief Financial Officer
- DepCO: Deputy Corporate Officer
- DirCS: Director of Community Services
- DirRP: Director of Regional Parks
### Regional Board Strategic Priorities

#### Q1 – 2016 Progress Report

<table>
<thead>
<tr>
<th>Strategic Priority 2</th>
<th>Strategic Initiatives:</th>
<th>Progress to Date:</th>
<th>Lead</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure Asset, Service and Financial Sustainability</td>
<td>Continue five-year rotation of service reviews with a view of improving efficiencies and effectiveness</td>
<td>Ongoing</td>
<td>CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Examine administration costs for potential savings with a view to gaining efficiencies and reducing costs</td>
<td>Part of regular 5 year review; scheduled for 2018</td>
<td>CFO &amp; CAO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Bring forward report evaluating long-term RDCO building viability and potential alternatives</td>
<td>Underway</td>
<td>DepCO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Focus energies on regional services e.g. parks, solid waste, economic development</td>
<td>Underway</td>
<td>CFO &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Review dog control services in West Electoral Area with a view to improving service levels</td>
<td>Completed January 2016</td>
<td>CAO</td>
<td>100.0%</td>
</tr>
<tr>
<td></td>
<td>Review Electoral Area building inspection service withdrawal request and alternatives for service delivery</td>
<td>Completed February 2016</td>
<td>CAO</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Percent Complete: 41.7%

**Legend:**
- CAO: Chief Administrative Officer
- CFO: Chief Financial Officer
- DepCO: Deputy Corporate Officer
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- DirRP: Director of Regional Parks

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Percent Complete: 41.7%
### Regional Board Strategic Priorities

#### Q1 – 2016 Progress Report

<table>
<thead>
<tr>
<th>Strategic Initiatives</th>
<th>Progress to Date</th>
<th>Lead</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to implement the Regional Growth Strategy</td>
<td>Underway. Have received Regional Context Statements from 3 of 4 Municipalities. Commenced work on RGS Implementation Strategy.</td>
<td>DirCS &amp; PlanMgr</td>
<td>30.0%</td>
</tr>
<tr>
<td>Advocate for Healthy Communities Projects</td>
<td>Ongoing</td>
<td>Board &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td>Develop a Transportation Master Plan</td>
<td>Received $600K Grant in January 2016. STPCO Group organizing.</td>
<td>CAO &amp; STPCO</td>
<td>25.0%</td>
</tr>
<tr>
<td>Develop the electoral area planning process</td>
<td>Completed June 2015</td>
<td>CAO</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Percent Complete: 45.0%

### Legend:
- CAO: Chief Administrative Officer
- CFO: Chief Financial Officer
- DepCO: Deputy Corporate Officer
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- DirRP: Director of Regional Parks
## Regional Board Strategic Priorities
### Q1 – 2016 Progress Report

<table>
<thead>
<tr>
<th>Strategic Priority 4</th>
<th>Strategic Initiatives:</th>
<th>Progress to Date:</th>
<th>Lead</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Find region-wide solutions to bio-solids challenge</td>
<td>Primarily Provincial jurisdiction. Chair/CAO have met with Minister and senior staff 3 times. Efforts ongoing.</td>
<td>DirCS &amp; CAO</td>
<td>10.0%</td>
</tr>
<tr>
<td></td>
<td>Review RDCO Air Quality Function and service delivery options</td>
<td>Part of regular 5 year review; scheduled for 2016. Initiating project in Q3</td>
<td>CAO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>Develop opportunities for greater access to RDCO park lands</td>
<td>January 2016 adopted new focus on development of existing parks - finalizing current acquisitions then put on hold until current debt is paid down.</td>
<td>DirRP</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Advocate for protection of water sources</td>
<td>Ongoing primarily through OBWB.</td>
<td>Board &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Advocate for protection of the lake against invasive mussels</td>
<td>Significantly addressed January 2016. Efforts ongoing.</td>
<td>Board &amp; CAO</td>
<td>75.0%</td>
</tr>
<tr>
<td></td>
<td>Participate on the Okanagan Rail Corridor Inter-jurisdictional Acquisition Team</td>
<td>Completed July 2015.</td>
<td>CAO</td>
<td>100.0%</td>
</tr>
<tr>
<td></td>
<td>Explore/advocate for Paratransit/handyDART service for Ellison - Central Okanagan East Electoral Area service</td>
<td>BC Transit consultation plan starting later this year.</td>
<td>CAO &amp; CFO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Advocate for improved cycling safety on Old Vernon Road - Central Okanagan East Electoral Area</td>
<td>Provincial jurisdiction - efforts ongoing.</td>
<td>Board &amp; CAO</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

Percent Complete: 33.7%

### Legend:
- CAO: Chief Administrative Officer
- CFO: Chief Financial Officer
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- DirRP: Director of Regional Parks
### Regional Board Strategic Priorities
#### Q1 – 2016 Progress Report

<table>
<thead>
<tr>
<th>Champion Communications and Engagement</th>
<th>Strategic Initiatives:</th>
<th>Progress to Date:</th>
<th>Lead</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Priority 5</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Raise awareness of what the RDCO does and what services it delivers</td>
<td>EA Open Houses scheduled in Q3 - following up from previous year.</td>
<td>CFO &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Identify initiatives that support the Truth and Reconciliation Commission recommendations</td>
<td>Preliminary report advanced in January 2016. Subsequent report expected in Q4.</td>
<td>DirRP &amp; CAO</td>
<td>10.0%</td>
</tr>
<tr>
<td></td>
<td>Respect the wisdom, culture and traditional role of First Nations in the Region</td>
<td>Ongoing. Co-Management Agreements in Regional Parks.</td>
<td>Board &amp; CAO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Increase public engagement in RDCO activities and services e.g. budget, celebrate successes (parks)</td>
<td>Ongoing.</td>
<td>CAO &amp; CFO</td>
<td>25.0%</td>
</tr>
<tr>
<td></td>
<td>Conduct a citizen satisfaction survey</td>
<td>Funding approved in 2016 budget. Anticipate in Q4.</td>
<td>CAO</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

**Percent Complete:** 19.0%

**Legend:**
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## Regional Board Strategic Priorities
### Q1 – 2016 Progress Report

<table>
<thead>
<tr>
<th>Strategic Priority 6</th>
<th>Strategic Initiatives:</th>
<th>Progress to Date:</th>
<th>Lead</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empower our Employees</td>
<td><em>Develop staff training plans for key areas including First Nations Cultural Awareness</em></td>
<td>In 2016 Work plan. Anticipate in Q4.</td>
<td>CFO &amp; CAO</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td><em>Develop Corporate Succession Plans</em></td>
<td>Funding approved in 2016 budget. Anticipate in Q4.</td>
<td>CFO &amp; CAO</td>
<td>10.0%</td>
</tr>
</tbody>
</table>

Percent Complete: 5.0%

### Legend:
- **CAO**: Chief Administrative Officer
- **CFO**: Chief Financial Officer
- **DepCO**: Deputy Corporate Officer
- **DirCS**: Director of Community Services
- **DirRP**: Director of Regional Parks
### WHAT TO EXPECT IN Q3 – 2016:

<table>
<thead>
<tr>
<th>July/August/September</th>
<th>Supports Board Strategic Priority #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Renew and/or approve new Parks Management Agreements in our Regional Parks Service</td>
<td><strong>Priority 4</strong> Protect and Promote Our Environment and Lifestyle</td>
</tr>
<tr>
<td>2. Arrange meetings at UBCM with various Ministers and the Premier to advance discussions regarding Bio-Solids regulation.</td>
<td><strong>Priority 5</strong> Champion Communications and Engagement</td>
</tr>
<tr>
<td>3. Conducting a series of information open houses in the electoral areas regarding regional services and governance issues.</td>
<td><strong>Priority 5</strong> Champion Communications and Engagement</td>
</tr>
<tr>
<td>4. Outreach to WFN on a Community to Community Forum and the Truth &amp; Reconciliation Report.</td>
<td><strong>Priority 5</strong> Champion Communications and Engagement</td>
</tr>
<tr>
<td>5. Solid Waste Management Plan update Stage 2 (Analysis and Evaluation of Waste Management Options) public consultation phase.</td>
<td><strong>Priority 5</strong> Champion Communications and Engagement</td>
</tr>
<tr>
<td>6. Killiney Beach Water System Improvement Project tender will be awarded.</td>
<td><strong>Priority 2</strong> Ensure Asset, Service and Financial Sustainability</td>
</tr>
<tr>
<td>7. Present the Okanagan Film Commission Governance Review Report.</td>
<td><strong>Priority 1</strong> Provide Proactive and Responsive Governance</td>
</tr>
<tr>
<td>8. Present report on the Regional Grant-In-Aid function and what will be included going forward.</td>
<td><strong>Priority 1</strong> Provide Proactive and Responsive Governance</td>
</tr>
<tr>
<td>9. Initiate the review of the Air Quality Service.</td>
<td><strong>Priority 2</strong> Ensure Asset, Service and Financial Sustainability</td>
</tr>
</tbody>
</table>
TO: Governance and Services Committee

FROM: Ron Fralick
Manager of Planning

DATE: August 30, 2016

SUBJECT: Secondary Suite Applications (3360-01)

Purpose: To obtain direction from the Board with respect to consideration of secondary suites by policy approval rather than bylaw amendment.

Executive Summary:
The Regional Growth Strategy, Official Community Plans, and Rural Land Use Bylaw support the provision of secondary suites in the Electoral Areas. However, a property owner wishing to install a secondary suite in the Electoral Areas is required to apply for rezoning or to amend the land use designation prior to obtaining a building permit. In terms of volume, the Regional Board has approved 19 secondary suites since 2000.

Three of the four RDCO member municipalities, and our RDNO and OSRD neighbours permit secondary suites by policy; the District of Peachland is exploring implementing similar changes. It is noted that prior to approving this change, these local governments completed a significant public consultation process to which we expect to follow as well.

RECOMMENDATION:

THAT the Governance and Services Committee recommend the Board direct staff to include consideration of secondary suite applications by policy approval rather than bylaw amendment in the 2017 Program Plan (111 – Electoral Planning).

Respectfully Submitted:

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Manager of Planning

C. Radford
Director of Community Services

Prepared by: Janelle Taylor, Planner 1

Approved for Board’s Consideration

Brian Reardon, CAO
Implications of Recommendation:

Strategic Plan: Directing staff to review the secondary suite provisions in 2017 meets the 2015-2018 Strategic Priorities Plan, Strategic Priority #1: Provide Proactive and Responsive Governance.

Policy: Directing staff to review the secondary suite provisions in 2017 complies with Regional Growth Strategy Bylaw No. 1336’s Policy No. 3.2.10.2: Encourage effective governance and service delivery by being transparent, accountable and accessible.

Legal/Statutory Authority: Directing staff to review the secondary suite provisions in 2017 meets Local Government Act Section 464 requirement of holding a public hearing prior to adopting a land use bylaw.

Background:

On June 27, 2016, the Regional Board passed the following resolution: #140/16 THAT staff be directed to bring a report to a future Governance & Services Committee meeting for consideration of secondary suite applications by policy approval rather than bylaw amendment.

History

The provision for secondary suites was introduced into Zoning Bylaw No. 871 at time of adoption in 2000; however, Joe Rich Rural Land Use Bylaw No. 1195 only recently included the use in 2012 (File: RLUB-12-01, Amendment Bylaw No. 1195-06).

Current RDCO Secondary Suite Regulations

Should an owner wish to include a secondary suite within a principal residence, under Zoning Bylaw No. 871 and Joe Rich Rural Land Use Bylaw No. 1195 the person must apply to rezone or amend the land use designation of the parcel. Should the land-use-amendment application for a secondary suite be successful, a subsequent Building Permit for the building construction / alteration is required.

At this time, the Electoral Areas have a total of 19 parcels with approved secondary suites, plus 1 application currently in queue (11 in Central Okanagan East Electoral Area and 9 in Central Okanagan West Electoral Area).

Regional Growth Strategy Bylaw No. 1336

Policy No. 3.2.6.1 “Preserve and enhance existing neighbourhoods through encouragement of a variety of housing types, densities, choices and affordability”.

Official Community Plans / Rural Land Use Bylaw

Brent Road / Trepanier Official Community Plan Bylaw No. 1303:

Section 6.2, Policy No. 7 notes that “secondary suites are recognized as an appropriate form of infill housing that provides affordable rental/special needs housing options without a significant impact on the character of a neighbourhood.”
Rural Westside Official Community Plan Bylaw No. 1274:
Section 6, Policy No. 7 notes that the following should be reviewed “to provide more affordable housing using secondary suites, manufactured homes within existing and new developments, while maintaining sensitivity to the existing rural character of the North Westside area, and resolving additional load on any infrastructure”

South Slopes Official Community Plan Bylaw No. 1304:
Section 6, Policy No. 6 “The Board may consider allowance of secondary suites on properties that are zoned for residential use. A zoning amendment process is required in accord with the Local Government Act and with provisions of the Zoning Bylaw. Secondary suites are recognized as an appropriate form of infill housing that provides affordable rental/special needs housing options without a significant impact on the character of a neighbourhood. The Regional Board generally supports secondary suites where a landowner demonstrates that all technical issues will be addressed, and where there are no significant objections from neighbouring landowners. Limited growth is anticipated in the foreseeable future due to constraints of potable water and servicing. If there is to be growth, it will be located near or adjacent to established settlement areas of Lakeshore Road and June Springs Estates.”

Ellison Official Community Plan Bylaw No. 1124:
Section 16, Policy No. 2.8 supports “a range of residential types and densities in order to accommodate different socio-economic groups, age groups, and lifestyles.”

Joe Rich Rural Land Use Bylaw No. 1195:
Part 3 – Rural Lands for Residential Use, Policy No. 3.2.9 “Investigate the requirements for housing with relatives for family members within the study area.”

Comparison
The following table is a comparison of RDCO, member municipality, and neighbouring Regional District policies and bylaws regarding secondary suite use:

<table>
<thead>
<tr>
<th>Local Government</th>
<th>Approval Authority</th>
<th>Process</th>
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<tbody>
<tr>
<td>RDCO</td>
<td>Board</td>
<td>Bylaw Amendment and Building Permit</td>
</tr>
<tr>
<td>District of Peachland</td>
<td>Council</td>
<td>Bylaw Amendment and Building Permit Note: Process under consideration (ie: considering permitting secondary suites by policy)</td>
</tr>
<tr>
<td>City of West Kelowna</td>
<td>Permits Secondary Use in some zones</td>
<td>Building Permit, Suite Application Fee, Registration Fee, Business License</td>
</tr>
<tr>
<td>City of Kelowna</td>
<td>Permits Secondary Use in some zones</td>
<td>Building Permit, Business License</td>
</tr>
<tr>
<td>District of Lake Country</td>
<td>Permits Secondary Use in some zones</td>
<td>Building Permit</td>
</tr>
</tbody>
</table>
As shown above, three of the four member municipalities currently permit secondary suites by policy in some zones; the District of Peachland is exploring potential changes to their current process. In regards to the two neighbouring Okanagan Valley regional districts, they both permit secondary suites by policy in some zones.

**Organizational Issues & Financial Considerations:**

The 2016 Program Plan for the Planning Section’s 111- Electoral Planning does not include a project to consider implementing secondary suites by policy, and subsequently processing bylaw amendments to Zoning Bylaw No. 871 and Joe Rich Rural Land Use Bylaw No. 1195. Including the Project in the 2016 Program Plan may cause other projects to be deferred.

**External Implications:**

The local governments which have provisions to allow secondary suites by policy completed significant public consultation at time of considering the amendment. Planning staff believes that a similar public consultation process should apply if the Committee supports the provision of secondary suites via policy.

**Conclusion**

Consistency among secondary suite bylaws, policies, and regulations may be beneficial to Central Okanagan residents. Planning staff supports consideration of allowing secondary suites in some zones/land use designations by policy approval rather than bylaw amendment. In order for this process to occur, appropriate amendments to both the RDCO Zoning Bylaw No. 871 and Joe Rich Rural Land Use Bylaw No. 1274 would be required. This initiative should be considered as part of the 2017 Program Plan (111 – Electoral Planning), and the level of public consultation should be greater than the minimum required by the Local Government Act.

**Alternative Recommendation:**

**THAT** the provision of secondary suites continues to be subject to a bylaw amendment process in accordance with RDCO Application Procedures Bylaw No. 944.

**Considerations not applicable to this report:**

- General

Attachment(s):
- Zoning Bylaw No. 871, Section 3.26 Secondary Suites
- Joe Rich Rural Land Use Bylaw No. 1195, Section 2, Subsection 3.16 Secondary Suites
3.26 Secondary Suites

A secondary suite is subject to the following regulations:

1. A secondary suite is added to the list of permitted uses in the A1 (in principal residence – not in accessory home), RU1, RU2, RU3, RU4, RU5, RU6 and R1 zone if the zone has an “s” notation shown on Schedule B, the Zoning Map, as part of the zone identification. The "s" notation shall be shown on Schedule B the Zoning Map as follows: A1s, RU1s, RU2s, RU3s, RU4s, RU5s, RU6s and R1s. An “s” zoning classification on a parcel shall be established by rezoning the subject parcel to the “s” version of the zone. The regulations set out for the “s” version of the zone will be the same as the regulations for the version without the “s”, except for the addition of secondary suite as a permitted use.

2. The secondary suite shall have its own separate cooking, sleeping and bathing facilities.

3. The secondary suite shall have direct access to outside without passing through any part of the principal dwelling unit.

4. The secondary suite shall be located within a single detached house.

5. No more than one secondary suite is permitted per single detached house.

6. The secondary suite shall not exceed the lesser of 90 m\(^2\) (968.8 sq. ft.) or 40% of the gross floor area of the principal building.

7. A bed and breakfast is not permitted if a secondary suite exists.

8. A bed and breakfast is not permitted within a secondary suite.

9. A minor home based business is permitted within a secondary suite.

10. One parking space per secondary suite is required in addition to those required for the principal dwelling.

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

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

[Note see section 3.7 for limitations on parking areas in the front setback. Also note the definition for parking space.]
3.16 Secondary Suites
A secondary suite is subject to the following regulations:

3.16.1 A secondary suite is added to the list of permitted uses in the LH, RA, SH-1, SH-2 and CR land use designations if the designation has an “s” notation shown on Schedule ‘B’ (Land Use Designation Maps) of the Joe Rich Rural Land Use Bylaw No. 1195, 2007, as part of the land use identification. The "s" notation shall be shown on Schedule B the Land Use Designation Map as follows: LHs, RAs, SH-1s, SH-2s and CRs. An “s” classification on a parcel shall be established by redesignating the subject parcel to the “s” version of the land use designation. The regulations set out for the “s” version of the land use designation will be the same as the regulations for the version without the “s”, except for the addition of secondary suite as a permitted use.

3.16.2 The secondary suite shall have its own separate cooking, sleeping and bathing facilities.

3.16.3 The secondary suite shall have direct access to outside without passing through any part of the single family dwelling.

3.16.4 The secondary suite shall be located within a single family dwelling.

3.16.5 No more than one secondary suite is permitted per single family dwelling.

3.16.6 The secondary suite shall not exceed the lesser of 90 m² (968.8 sq. ft.) or 40% of the gross floor area of the single family dwelling.

3.16.7 A bed and breakfast is not permitted if a secondary suite exists.

3.16.8 A bed and breakfast is not permitted within a secondary suite.

3.16.9 A home occupation is permitted within a secondary suite.

3.16.10 One parking space per secondary suite is required in addition to those required for the single family dwelling.

3.16.11 Secondary suites shall comply with all relevant Regional District bylaws and the BC Building Code.

3.16.12 No secondary suite will be permitted without connection to a community sanitary sewer unless the parcel meets the requirements of Interior Health for on site sewage disposal for the secondary suite.