

**Minutes of the *REGULAR MEETING* of the Regional District of Central Okanagan held in the Woodhaven Board Room, Regional District Offices on Monday, September 29, 2003**

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- Directors
- R. Cannan (City of Kelowna)
  - C. Day (City of Kelowna)
  - A. Dinwoodie (Westside Elect. Area)
  - W. Gray (City of Kelowna)
  - P. Hanson (Ellison/Joe Rich Elect. Area)
  - B. Harriman (District of Peachland)
  - R. Hobson (City of Kelowna)
  - R. Hein (District of Lake Country)
  - D. Knowles (Westside Elect. Area)
  - L. Novakowski (Westside Elect. Area)
  - S. Shepherd (City of Kelowna)
- Staff
- H. Hettinga, Director of Engineering Services
  - K. Arcuri, Director of Planning Services
  - J. Johnson, Manager of Current Planning
  - K. Roth, Director of Inspection Services
  - M. Drouin, Administrative Assistant (recording secretary)

Robert Hobson, Chair brought the meeting to order at 7:05 p.m.

**1. MINUTES**

- 1.1 Public Hearing – August 18, 2003
- 1.2 Regular Board Meeting – September 8, 2003

**#396/03 HEIN/KNOWLES**

THAT the Public Hearing minutes of August 18, 2003 be received;

AND FURTHER THAT the Regular Board Meeting minutes of September 8, 2003 be adopted as circulated.

CARRIED

**2. DELEGATION**

No delegation.

**3. CORRESPONDENCE**

No Board action required/requested

**4. UNFINISHED BUSINESS**

- 4.1 Report re: Access ramp at Hwy 97C and Trepanier Bench Road (*All Directors - Unweighted Vote*)

At the request of the Board, the Engineering Department reviewed potential funding sources to provide assistance towards the capital costs of the access ramp at Hwy 97C and Trepanier Road and proposes the following.

**#397/03 HARRIMAN/SHEPHERD**

THAT the Regional District commit to providing up to \$64,000 in funds from the Highways Maintenance Deposit Account and up to \$36,000 by in kind contributions towards constructing access ramps at Highway 97C and Trepanier Bench Road;

AND FURTHER THAT the Regional District Engineering Department staff work together with District of Peachland staff to administer and manage the project collectively, ensuring that the project costs are kept to an absolute minimum;

AND FURTHER THAT any cost savings realized on the project are applied first in the amount of \$35,000 to the District of Peachland, and then equally to both the District of Peachland and the Regional District, such that contributions from the District of Peachland and the Regional District to this project are of equal value.

CARRIED

- 4.2 Regional District of Central Okanagan Purchasing Policy – approve policy amendments (*All Directors - Unweighted Vote*)

**#398/03 CANNAN/SHEPHERD**

THAT the Regional District of Central Okanagan Purchasing Policy be amended by adding the following:

- On Page 1 under ROLE OF PURCHASING  
*Department Heads are responsible to ensure that staff follow the purchasing policy and procedures.*
- On Page 3 under PURCHASE QUOTATION OR TENDERS  
*Engineering consulting proposal will be evaluated with the Evaluation Criteria as detailed in the 'Evaluation Criteria' schedule.*
- On Page 4 adding the following clause:  
Regional Board  
In certain circumstances, the Regional Board may direct staff to contract for goods and services utilizing alternative procurement methods as approved by the Regional Board.

CARRIED

- 4.3 Regional District of Central Okanagan Prohibited Animal Control Service Area Establishment Bylaw No. 1027, 2003, **Adoption** (All Directors - Unweighted Vote)

**#399/03** SHEPHERD/CANNAN

THAT Regional District of Central Okanagan Prohibited Animal Control Service Area Establishment Bylaw No. 1027, 2003 be reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

- 4.4 Regional District of Central Okanagan Prohibited Animal Bylaw No. 1028, 2003, **Adoption** (All Directors - Unweighted Vote)

**#400/03** KNOWLES/HARRIMAN

THAT Regional District of Central Okanagan Prohibited Animal Bylaw No. 1028, 2003 be reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

- 4.5 Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Establishment Bylaw No. 1030, 2003, **Adoption** (All Directors - Unweighted Vote)

**#401/03** NOVAKOWSKI/DAY

THAT Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Establishment Bylaw No. 1030, 2003 be reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

The questions was raised whether Section 806.1(1)(b) in #3 and Section 803(1)(b) in #4 are correct. Staff were requested to check that these are the correct sections noted.

- 4.6 Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Loan Authorization Bylaw No. 1031, 2003 **Adoption** (All Directors - Weighted Vote)

**#402/03** DINWOODIE/KNOWLES

THAT Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Loan Authorization Bylaw No. 1031, 2003 be reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

- 4.7 Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Temporary Borrowing Bylaw No. 1036, 2003, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings, and Adoption** (All Directors - Weighted Vote)

**#403/03** HEIN/NOVAKOWSKI

THAT Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Temporary Borrowing Bylaw No. 1036, 2003 be given first, second and third readings, reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

- 4.8 Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Parcel Tax Commutation Bylaw No. 1037, 2003, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings, and Adoption** (All Directors - Unweighted Vote)

**#404/03** KNOWLES/SHEPHERD

THAT Regional District of Central Okanagan Sewer System Service Area 202 - Westbank Parcel Tax Commutation Bylaw No. 1037, 2003 be given first, second and third readings, reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

**5. FINANCE DEPARTMENT**

No Board action required/requested

**6. PLANNING DEPARTMENT**

**6.1 Correspondence (Unweighted Vote)**

- a) Report regarding Land & Water B.C. Inc. Referral Application for sale by Public Competition of Lot 36, DL 805, ODYD, Plan 761 located adjacent to Broadview Road. (CL-03-06) (All Directors)

**#405/03** DINWOODIE/CANNAN

THAT application CL-03-06 for Land and Water B.C. Inc.'s Development & Marketing Division to permit sale of the property by public competition be supported subject to the following:

- Establishment of the road right-of-way via legal survey by the Ministry of Transportation prior to sale, in accordance with the Broadview Neighborhood Plan;
- Reclamation of the site should be in accordance with the "Aggregate Operators BMP Handbook for BC";
- Approval from BC Hydro regarding location of one or more hydro poles located along the north portion of the property.

AND FURTHER THAT the Planning Services Department report dated September 23, 2003 be forwarded to Land and Water B.C. Inc. for their information.

CARRIED

**6.2 Development Permits & Crownland Referral (Unweighted Vote)**

- a) i) Application for an Environmentally Sensitive Area Development Permit for Gorman Brothers Lumber Ltd. (owner) and CTQ Consultants Ltd. (Agent). (DP-03-03) Westside Electoral Area (*Electoral Areas Only*)

Chair Hobson asked if there was anyone in the gallery who deemed their property affected by the development permit. There was no-one.

**#406/03 CANNAN/KNOWLES**

THAT the Regional Board approves Environmentally Sensitive Area Development Permit for Gorman Brothers Lumber Ltd. (owner) application DP-03-03 subject to the following:

- All works must be undertaken as per the recommendations contained in the *Environmental Assessment Gorman Bros. Lumber Ltd. Quarry Application* report dated April 29<sup>th</sup>, 2003 prepared by Morrow and Summitt Environmental Consultants Ltd.;

AND FURTHER THAT the Planning Services Department report dated September 23, 2003 be forwarded to the Ministry of Energy and Mines and to Land and Water B.C. Inc. for their information.

CARRIED

Discussion:

- It was noted that the general location description on Pg. 4 in the board report is incorrect. It should read 'adjacent to Hwy 97'.
- Concern was expressed regarding the amount of money required for reclamation (a deposit of \$2,000) and that it is insufficient.
- Land & Water BC Inc. issued the permit on May 6<sup>th</sup>. The Board expressed concern the permit was granted before it dealt with the application. Staff will raise this issue the Ministry of Energy and Mines.
- Staff confirmed that a report on the issues will be brought forward to the Planning & Environment Committee for further review and consideration for an UBCM policy direction will be discussed at that time.

- ii) Report regarding Ministry of Energy and Mines referral application for a sand and gravel mine permit for the above located adjacent to Hwy 97 South. (GREX-02-02) Westside Electoral Area (*All Directors*)

**#407/03**      DINWOODIE/CANNAN

THAT the Regional Board support Sand and Gravel Permit Application GREX-02-02 for Gorman Bros Lumber Ltd.

CARRIED

**6.3 Development Variance Permits (Unweighted Vote)**

- a) Application for a Development Variance Permit for Armin and Gerda Pagenkopf (owner) located adjacent to Ogden Road. (VP-03-15) Westside Electoral Area (*Electoral Areas and Kelowna Fringe Area*)

Chair Hobson asked if there was anyone in the gallery who deemed their property affected by the proposed variance. There was no-one.

**#408/03**      KNOWLES/DINWOODIE

THAT the Regional Board approve Development Variance Permit application VP-03-15 for Armin and Gerda Pagenkopf (owner) located adjacent to Ogden Road, to vary Section 7.1, Subsection 7.1.4 of the R1 zone in Zoning Bylaw No. 871 by reducing the minimum front setback requirement from 4.5 metres to 4.2 metres in order to permit completion of a partially constructed detached garage.

CARRIED

- b) Application for a Development Variance Permit for the Regional District of Central Okanagan (owners) located adjacent to Westside Road. (VP-03-16) Westside Electoral Area (*Electoral Areas and Kelowna Fringe Area*)

Chair Hobson asked if there was anyone in the gallery who deemed their property affected by the proposed variance. There was no-one.

**#409/03**      NOVAKOWSKI/DINWOODIE

THAT the Regional Board approve Development Variance Permit for the Regional District of Central Okanagan (owners) located adjacent to Westside Road application VP-03-16 to vary Section 13.2, Subsection 13.2.5 of the P2 zone in Zoning Bylaw #871 by reducing the minimum front setback requirement from 4.5 metres to 1.5 metres in order to permit construction of a volunteer fire hall.

CARRIED

**6.4 Bylaws: (Extension) (Unweighted Vote)**

- a) Zoning Amendment Bylaw No. 871-28 for 455161 B.C. Ltd. (owner) and Bert Willms (agent) request a 6month extension for their application located adjacent to Hwy 97 South. (Z01/13) Westside Electoral Area (*Electoral Areas Only*)

**#410/03**      NOVAKOWSKI/HANSON

THAT application Z01/13 for 455161 B.C. Ltd. (owner) be given a 6-month extension in order to conclude the outstanding requirement;

AND FURTHER THAT the applicant provide an update to the Regional District in four months time advising whether the final zoning amendment requirement will be concluded within the 6-month timeframe.

CARRIED

*Discussion:* Mr. Johnson noted that the development procedures bylaw only allows for a 6-month extension to be granted—the owner is requesting a 9-month extension. Planning Services Department plans to bring forward an amendment to the bylaw in the future to allow for a longer period of time.

**6.5 Bylaws: (Second and Third Readings) (Unweighted Vote)**

- a)    i) Official Community Plan Amendment Bylaw No. 672-20 for 435133 B.C. Ltd. (owner) and Les Gulyas (agent) to amend the Lakeview Official Community Plan designation from Recreation and Conservation to Residential Low Density located in the vicinity of Thacker Drive. Westside Electoral Area (*All Directors*)

**#411/03**      NOVAKOWSKI/KNOWLES

THAT Official Community Plan Bylaw No. 672-20 for 435133 B.C. Ltd. (owner) located in the vicinity of Thacker Drive be given second and third readings this 29<sup>th</sup> day of September 2003;

AND FURTHER THAT consideration of fourth and final readings be withheld pending:

- receipt of Official Community Plan Amendment Bylaw No. 672-20 from the Ministry of Community, Aboriginal and Women's Services, and
- receipt of Preliminary Layout Approval for subdivision from the Ministry of Transportation.

CARRIED

- ii) Zoning Amendment Bylaw No. 871-64 for the above to amend the zoning from RU2 Rural 2 to R1 Single Detached Housing. (Z03/12) (*Electoral Areas and Kelowna Fringe Area*)

**#412/03**      NOVAKOWSKI/KNOWLES

THAT Zoning Amendment Bylaw No 871-64 be given second and third readings this 29<sup>th</sup> day of September 2003.

CARRIED

**6.6 Bylaws: (Reconsideration and Adoption) (Unweighted Vote)**

- a) Zoning Amendment Bylaw No. 871-35 for Sunset Ranch Golf Development Ltd. (owner) to replace the existing CD1 Comprehensive Development Zone with a revised CD1 Comprehensive Development Zone located adjacent to Anderson and Scotty Creek Roads. (Z01/20) Ellison / Joe Rich Electoral Area (*Electoral Areas and Kelowna Fringe Area*)

**#413/03**      HANSON/KNOWLES

THAT Zoning Amendment Bylaw No. 871-35 application Z01/20 be reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

**6.7 Bylaws: (First, Second and Third plus Reconsideration and Adoption) (Unweighted Vote)**

- a) Advisory Planning Commission Amendment Bylaw No. 1032, 2003 to amend Bylaw No. 943, 2001 for the Regional District of Central Okanagan (*All Directors*)

**#414/03**      DINWOODIE/NOVAKOWSKI

THAT Advisory Planning Commission Amendment Bylaw No. 1032, 2003 be given first, second and third readings, reconsidered and adopted this 29<sup>th</sup> day of September 2003.

CARRIED

**7.      INSPECTION SERVICES DEPARTMENT**

- 7.1      Building Statistics for the month of August 2003 (*All Directors - Unweighted Vote*)
  
- 7.2      Region Wide Building Statistics for August 2003 (*All Directors - Unweighted Vote*)



**#415/03**      HEIN/KNOWLES

THAT the building statistics for the month of August 2003 highlighting 74 permits were issued for a total construction value of \$5,184,232.00 be received;

AND FURTHER THAT the region wide building statistics for August 2003 be received.

CARRIED

7.3      Dog License Agent –Hickoks Country Supply (*All Directors - Unweighted Vote*)

**#416/03**      SHEPHERD/HEIN

THAT Hickoks Country Supply be appointed as an agent of the Regional District for the purpose of sell dog licenses.

CARRIED

**8.      PARKS AND FACILITIES DEPARTMENT**

No Board action required/requested

**9.      NEW BUSINESS**

9.1      Regional District of Central Okanagan Sewer System Service Area 203 – Westbank Establishment Bylaw No. 1033, 2003, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings** (*All Directors - Unweighted Vote*)

**#417/03**      KNOWLES/NOVAKOWSKI

THAT Regional District of Central Okanagan Sewer System Service Area 203 – Westbank Establishment Bylaw No. 1033, 2003 be given first, second and third readings this 29<sup>th</sup> of September 2003.

CARRIED

9.2      Regional District of Central Okanagan Sewer System Service Area 203 – Westbank Loan Authorization Bylaw No. 1034, 2003, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings** (*All Directors - Weighted Vote*)

**#418/03**      NOVAKOWSKI/KNOWLES

THAT Regional District of Central Okanagan Sewer System Service Area 203 – Westbank Loan Authorization Bylaw No. 1034, 2003 be given first, second and third readings this 29<sup>th</sup> of September 2003.

CARRIED

- 9.3 Regional District of Central Okanagan Killiney Beach Water System Amending Bylaw No. 1035, 2003, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings** (*All Directors - Unweighted Vote*)

**#419/03** DINWOODIE/CANNAN

THAT Regional District of Central Okanagan Killiney Beach Water System Amending Bylaw No. 1035, 2003 be given first, second and third readings this 29<sup>th</sup> of September 2003.

CARRIED

- 9.4 Award of contract – Orlin Road Sanitary Sewer Area 202 – Westbank (*All Directors - Weighted Vote*)

**#420/03** HEIN/NOVAKOWSKI

THAT the Regional Board authorize the award of the contract for the construction of the Orlin Road Sanitary Sewer project to the lowest bidder, Neil Marrs Contracting Ltd., for the sum of \$34,783.00 plus GST.

CARRIED

**10. OTHER BUSINESS**

10.1 Director Items

a) Interface Issues

Kelly Roth, Director of Inspection Services, has been working with City of Kelowna staff on interface issues and will be providing a preliminary direction report for discussion at the Planning & Environment Committee.

b) UBCM Convention

Director Dinwoodie and Chair Hobson were congratulated on their election to the UBCM Executive Committee.

i) Customer Service & Progressive Excellence

Director Shepherd noted that the City of Prince George presented a session on customer service at the UBCM Convention that was well received. It is suggested that Mr. Stanley be invited to present, at no charge, to the board and municipal councils his program aimed at improving customer service. It was agreed that a separate meeting will be arranged.

**#421/03** SHEPHERD/NOVAKOWSKI

THAT on behalf of the Regional District and member municipalities, an invitation be extended to Merv Stanley to speak to the board and councils on the customer services program used by the City of Prince George.

CARRIED

- ii) Recycled plastics  
Director Hanson noted that a company at the UBCM Convention, Wishbone-- which has a Westside address, takes plastics and makes benches, etc. with the recycled product.

*ACTION:* Waste management staff were asked to review this use of recycled plastics to assist in reducing plastics in the landfill.

- iii) Meetings with Judith Reid, Minister of Transportation and Kirk Miller, CEO of the Agricultural Land Commission

*ACTION:* The Administrator to send a letter to Minister Judith Reid and Kirk Miller confirming the points discussed at the UBCM meetings.

- iv) Interface buffer and urban development tour  
Director Hein highlighted Surrey's bylaws whereby a 15 metre public pathway is required to be placed between a development built next to an ALR boundary.

*ACTION:* It was suggested that the Planning & Environment Committee may wish to review the bylaws for future planning requirements.

- v) Invasive Plant Strategy for British Columbia  
Chair Hobson noted that in follow-up to correspondence from the Fraser Basin Council, the draft Invasive Plant Strategy for British Columbia has been received and has been circulated to the Board. Concern was expressed that there may be an invasion of weeds in the burnt out neighbourhoods and Okanagan Mountain Park due to the forest fire. Further information will be forthcoming from the Fraser Basin Council.

**11. ADJOURN**

There being no further business the meeting was adjourned at 7:50 p.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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**Robert Hobson (Chair)**

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**Hilary Hettinga, (Director of Engineering)**