



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, July 4, 2019
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

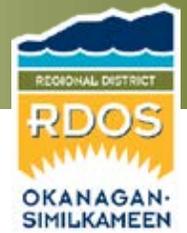
9:00 am	-	10:00 am	Environment and Infrastructure Committee
10:00 am	-	12:30 pm	Corporate Services Committee
12:30 pm	-	1:00 pm	Lunch
1:00 pm	-	2:30 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

July 18, 2019	RDOS Board/OSRHD Board/Committee Meetings
August 1, 2019	RDOS Board/Committee Meetings
August 15, 2019	RDOS Board/OSRHD Board/Committee Meetings
September 5, 2019	RDOS Board/Committee Meetings
September 19, 2019	RDOS Board/OSRHD Board/Committee Meetings
October 3, 2019	RDOS Board/Committee Meetings
October 17, 2019	RDOS Board/OSRHD Board/Committee Meetings
November 7, 2019	RDOS Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, July 4, 2019
9:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of July 4, 2019 be adopted.

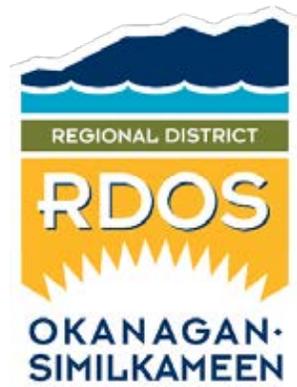
B. Water and Sewer Utility Acquisition Policy

1. Water and Sewer Utility Acquisition Policy and Agreement

RECOMMENDATION 2

THAT Committee move the Water and Sewer Utility Acquisition Policy forward to the Board at their meeting of 18 July 2019.

C. ADJOURNMENT



Water and Sewer Utility Acquisition Policy

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY

POLICY: Water and Sewer Utility Acquisition Policy

AUTHORITY: Board Resolution _____.

POLICY STATEMENT

The Regional District of Okanagan Similkameen (RDOS) believes that essential services are best provided by government, where citizens can elect representatives interested in their well-being and will operate the service in the most effective and efficient manner possible. Further, potable water and sanitary sewerage systems are determined to be essential to a high quality of life and citizens should expect their local government to assist in acquiring and operating those systems where ratepayers to the system concur.

PURPOSE

To establish the policy and procedure for the acquisition of utilities.

APPLICATION

This Policy applies to Water and Sanitary Sewer systems in an electoral area of the RDOS operated by public or private owners serving citizens within the Regional District of Okanagan Similkameen geographic boundaries.

DEFINITIONS

“**BOARD**” means the BOARD of Directors for the Regional District of Okanagan Similkameen;

“**CAO**” means the Chief Administrative Officer for the RDOS, or a designated representative;

“**IMPROVEMENT DISTRICT**” means

- (a) the corporation into which the residents of an area are incorporated as an improvement or irrigation district under the *Local Government Act* or a former Act, or
- (b) the geographic area of the improvement or irrigation district corporation;

“**RDOS**” means the Regional District of Okanagan Similkameen.

“**SCADA**” means Supervisory Control and Data Acquisition

“**STAFF**” means an employee(s) of the RDOS

“**UTILITY**” means a water or wastewater system **RESPONSIBILITIES**

The Board shall:

- (1) Make such revisions, additions or deletions to the Water and Sewer Utility Acquisition Policy as may be required.
- (2) Approve any system acquisition

The CAO shall:

- (1) Review the Policy periodically and, if appropriate, make recommendations to the Board for amendments.
- (2) Implement the Policy
- (3) Make recommendations to the Board on the acquisition of a Utility meeting the terms and conditions herein.

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1.0 Guiding Principles

Water:

The RDOS wishes to enhance the safety and delivery of clean drinking water to all of its citizens at equitable rates while ensuring affordable, reliable supply to all of its agriculturists. Access to clean safe drinking water is a foundational component of a sustainable healthy community.

Sewer:

There is a benefit to treating human waste to an acceptable standard before we discharge them into our watersheds. The RDOS chooses to improve the protection of the environment and ensure public safety by collecting and treating sewage in a cost effective and environmentally superior manner.

Purpose of Adopting a Policy of Acquisition:

There are a number of existing water and sewer systems within the RDOS that are struggling to meet environmental and public health standards. Many of these systems are old and do not meet increasing minimum provincial regulation or standard municipal design. System owners often find that they no longer have the financial ability or technical expertise required to meet current regulation. Further, these Utilities can have difficulty obtaining volunteers, expertise, insurance and are ineligible for provincial and federal grants.

In order to assist communities with these existing systems this policy has been developed to create process in which the RDOS can acquire these systems while enhancing the protection of public health, the public purse and the environment. The purpose of this policy is also to ensure that the RDOS does not accept undue liability and has the resources to assist. This policy and any standards herein are not applicable to new development.

Benefits:

The RDOS offers numerous benefits to residents wishing to transfer ownership of their Utility. These include:

- Grants: Access to provincial and federal grants for capital improvements to the Utility are available to local governments. Grants can vary in value depending on the program and availability.
- Insurance. The RDOS carries up to \$40 million in liability insurance. This cost is shared amongst all of its various functions and is very affordable.
- Borrowing rates. The RDOS is part of the Municipal Finance Authority and typically has long term borrowing rates lower than any bank.
- Professional work force. The RDOS has a work force with professional engineers, engineering technologists, certified professional accountants, and Level 1 to 4 water and sewer operators. Because we own and operate a large number of water and sewer systems we can provide professional services and advice that would otherwise require the hire of consultants and/or contractors.
- Economies of scale. RDOS equipment, resources, telemetry and systems in place allow the shared use of common resources. This has the affect of reducing costs for any new users.
- 24/7/365 coverage. The RDOS has Staff available during normal office hours, but also has Staff on standby during weekends, holidays and at night. This means we are able to deliver service to any emergency 24 hours a day, seven days a week.

2.0 Process

Use of this document:

A process has been outlined within this policy with each section described in more detail later within the body of the policy. It is expected that the applicant has read each section of the policy before any application is made. This policy and any standards herein are not applicable to new development.

Process:

1. Before a Utility owner makes an application to the RDOS to transfer ownership of the Utility assets they should ensure that the *minimum eligibility criteria* have been met.
2. A Utility meeting the minimum eligibility criteria can apply to the RDOS by a simple resolution from the governing body or the shareholders of the Utility indicating desire to consider being transferred to the RDOS. This does not commit either the RDOS or the Utility owner to a transfer at this point. A *sample resolution* has been identified in section 3.0. As part of the application the proponent should confirm that they have met the eligibility criteria.
3. The RDOS will confirm that the eligibility criteria have been met, the expected timing for the following processes, the inclusion into any current work plan, and any mitigating circumstances concerning the urgency for a transfer. Depending on available funding and Staff availability, an application may not start within the calendar year in which the application has been made. As part of the report, *the* method of funding for an engineering assessment and financial, liability and asset report options shall be confirmed. Further, the method of public assent will be identified and the required levels of effort and costs, (see section 10.0). It is expected that a Staff capacity assessment, financial plan, public review process, transition plan and transfer agreement can be completed in-house with the results presented to the Board at the end of the process.
4. An *Engineering Assessment* of all works. An assessment of all infrastructure the RDOS is expected to own, operate and maintain shall take place in order to determine any required capital costs and additional operating costs.
5. A *Financial, Liability and Asset Report*. In order to understand any existing debt, reserves, assets, and any potential liabilities, an audit is required.
6. *Staff Capacity Impact Assessment*. With a finite number of employees, every Utility that the RDOS acquires will impact the capacity of Staff to respond to other existing systems. As part of the final report to the Board, an assessment will be provided that outlines the impacts that an acquisition will have on our ability to deliver current levels of service.
7. A *Financial Plan*. Financial plan(s) will be developed that will show the expected costs for the RDOS to operate and maintain the Utility proposed to be transferred and to provide any upgrades required to meet provincial and federal regulation/law.
8. A *Transition Plan* (if necessary). The governance, Staffing and transfer of the Utility assets over a set period of time will be developed if deemed necessary. The intent is to ensure a transition that is respectful of the existing systems, Staffing and the wishes of local residents.

9. *A Public Review Process.* A plan to review the findings from our engineering assessment, audit, potential costs, and benefits of becoming an RDOS function will be shared with the public. The plan will include a public assent process for the creation of an establishment bylaw and borrowing (if needed) that is acceptable to the province.
10. *Transfer Agreement.* A transfer agreement must be signed by the owners of the Utility if the Utility is not an Improvement District. In the case of an Improvement District assets are transferred to the RDOS by an Order in Council. Within any transfer agreement all assets will be transferred to the RDOS for \$1 and will not be contingent on any development rights or considerations. A sample agreement has been provided in Appendix A.
11. *Final Board Approval.* Once all of the above plans, assessments and agreements are in place. Staff will review the above information with the Board to confirm whether or not they wish to proceed with the transfer of the Utility. The Board will have the final approval on any Utility acquisition.

3.0 Minimum Eligibility Criteria

Before an application to transfer a Utility is made the following criteria must be met:

1. An applicant must not have any fines or law suits pending or underway against the Utility. Any liability that is assumed by the RDOS with the transfer may affect the entire RDOS, so the applicant must declare and confirm that they are not aware of any potential or current legal action against the Utility.
2. The RDOS must be able to respond to an emergency within 1 1/2 hrs after the call out. Failure to respond to an emergency call out within a timely fashion is a risk to the residents of the Utility and a liability to the RDOS.
3. The governing body or owner of the Utility must be willing to agree to transfer all assets, reserves and water rights to the RDOS at the end of the application process. The applicant is expected to sign a transfer agreement similar to the attached for a cost of \$1 and will not be contingent on any development rights or considerations.
4. The Utility must have all of the valid licenses and permits in place required for the RDOS to own, operate and maintain the system. For example, a water system must have all ground water or surface water permits before the RDOS will take on the ownership of a Utility. These licenses must be transferable to the RDOS.
5. Due to the effort, resources and expense the process, assessment, audits and studies required to review an application, should an application for Utility transfer be rejected either by the RDOS or the public, the owner of the Utility must not reapply within five years of the date of the original application.
6. This policy is for existing Utilities only. Any transfer of Utilities for new development will have a different process and standards to follow.

Sample Application Resolution

Therefore, be it Resolved:

THAT the (Name of the Utility) intends to dissolve the (Name of the Utility) and transfer the assets of the utility to the RDOS, on such a date that it is appropriate to transfer all operations, assets and any liabilities to be assumed by the RDOS.

4.0 Method of Funding an Application

Funding will be required to pay for an Engineering Assessment, a Financial Audit, Staff time, a public assent/ public review process and any costs to transfer assets, rights of way, bylaws and files to the RDOS. Options to pay for the above include: the Electoral Area Rural Projects Funds, the applicant applying for the Utility transfer provides funding, a provincial governance review grant up to \$20K that the RDOS will apply for (not available for privately owned utilities). Should a public assent process be approved by the ratepayers, costs may be recovered by the RDOS in future budget years depending on available funds. The grant from the Province is only available if the transfer is successful and the application is for the transfer of an Improvement District. A provincial grant application is not automatically approved nor is there a set amount available.

5.0 Engineering Assessment

As part of the Water and Sewer Utility acquisition policy the RDOS will hire a consultant to assess all of the Utility's existing infrastructure in order to determine compliance with federal and provincial legislation and engineering design norms. The engineering assessment shall determine the capital and operational costs required to meet the aforementioned minimum requirements. The study will also determine the longer term capital and operational cost required to meet municipal standards and those of the RDOS's development and regulatory bylaws. Any infrastructure encroachments or trespasses will also be identified and included in the longer term capital plan. These longer term costs should include asset replacement and be consistent with the RDOS asset management plan. Infrastructure that has reached the end of its serviceable life should be included in the works identified as the minimum upgrades or requirements.

The RDOS recognizes that older Utility systems may have been designed and constructed to previous, lower standards, may not meet current municipal and fire protection standards, and may be nearing the end of their serviceable life. Over time, as funding becomes available, the RDOS will bring all existing Utility systems it acquires into compliance with the design standards and construction specifications outlined in the appropriate RDOS bylaws and prioritize the works through future master plans and asset management plans.

All Utility systems will have SCADA telemetry systems installed on all of its core infrastructure. This is to ensure responses to emergencies are in a timely, safe and efficient manner. These include structures such as wells, chlorination stations, pump stations, lift stations, booster stations, and water and waste water treatment facilities.

The minimum requirements used to create a financial plan will be those requirements needed to meet all provincial and federal regulation, operating certificate, health, safety, and environmental standards. Further, it will include any upgrades required to meet the minimum operational standards. These include SCADA, telemetry, alarms, failed infrastructure and reasonable operating conditions. These

upgrades will form the basis of a financial plan and borrowing bylaws that will be presented to the public. Further, the RDOS will review the potential for grant funding for any required upgrades.

The RDOS will discourage point-of-use or point-of-entry (to an individual dwelling) devices as a means of treating water supplied by a water supply system. The RDOS will not take on responsibility for existing point-of-use or point-of-entry systems in a candidate water system. These will need to be decommissioned or looked after by the property owner. Boiling water is not deemed acceptable as a long term water treatment solution for any system.

Any existing sewage system must be compliant with the existing Liquid Waste Management Plan, if any.

The RDOS will discourage pump-and-haul as an approach to removing sanitary sewerage from community Utility systems for treatment and disposal at another location.

The Utility must have all of the valid licenses and permits in place required for the RDOS to own, operate and maintain the system. The review will confirm that all appropriate licenses are in place required to operate the Utility. For example, a water system must have all ground water or surface water licenses in place and any dam or water system structure must have appropriate licenses. These licenses must be transferable to the RDOS.

6.0 Financial, Liability and Asset Report

In order to understand existing debt, reserves, assets and any potential liabilities, specified procedures will be undertaken by an audit firm resulting in a special report the RDOS can rely on. Regional Districts have service areas for all of their functions. This means that the assets and reserves will be used for the service and service area. It also means that any liabilities, fines and debts that are to be assumed by the RDOS will also remain with any newly created service area.

It is expected that there will be no material change in assets, debts or liabilities from the last audited year-end financial statements of the Utility to the time that the Utility assets are transferred to the RDOS.

The RDOS or their agent will review working papers, audits, bank statements, etc. required to provide the financial position of the Utility. The applicant is expected to cooperate to this end. Further, the applicant will permit the RDOS or their agent to contact the Utility's insurer to confirm that there are no existing or pending lawsuits. The RDOS may also conduct court registry searches in this regard.

A list of physical assets to compliment the Engineering Assessment shall be provided and roughly estimated in replacement value. These may include lands and investments that are owned by the Utility but are not directly tied to the Utility infrastructure (i.e. public works building/ office).

7.0 Staff Capacity Impact Assessment

While any Utility is expected to have full cost recovery, the addition of any Utility to the RDOS will have an impact on the workload of existing Staff and the capacity of the organization. Depending on the size and complexity of the Utility, the increase in workload may or may not require additional Staff. In some cases, alternative service delivery mechanisms may be considered. In order to assess the impacts to the organizational capacity of the RDOS, Staff will estimate the additional Staff hours required to operate, maintain, and administer the newly acquired Utility and then convert these hours to Full Time Equivalent (FTEs). While the FTE may be fractional, it will be very difficult if not impossible to hire

professional part time Staff and any additional workload may trigger the need to increase Staffing levels or decrease existing workload in other areas. Any FTE amount over one should result in the hire of Staff upon the transfer of the Utility to the RDOS. All costs attributable to a Utility will be charged to that Utility service area.

8.0 A Financial Plan (with and without grants)

A financial plan will be developed that identifies expected operational and capital costs required to meet standard operating procedures and the minimum upgrades stipulated in the engineering assessment and address debts, assets and reserves identified in the financial assessment. The budget will consider existing reserves and debt. Should upgrades be required, an option with senior government grants will be developed if grant funding is applicable. Further, a borrowing bylaw will be prepared for any required upgrades as part of any public assent process. All expected costs will be provided to the public as part of the public review/assent process.

9.0 Transition Plan (Optional)

A Transition Plan may be needed if the transfer of the Utility to the RDOS is controversial, complex or needs to consider existing Staff.

Depending on the size of the system and the circumstances surrounding the transfer of ownership to the RDOS, a transition plan may or may not be needed. Utility management and operation is technical in nature and resources such as labour and equipment are shared between systems. Advisory committees are labour intensive to support and are not recommended.

10.0 Public Review Process

Depending on the type of water system, the method and formality of public assent may vary. The RDOS will contact the province to confirm the method that will be acceptable. Once the public assent has been obtained, it may take several months until the provincial government approves any transfer of a Utility depending on the type of Utility system. If it is determined through the engineering or financial assessment that a borrowing bylaw is advantageous then this can be integrated into the public assent process.

The RDOS will work with the existing governing body or owner of a water system to host a public meeting or open house in which residents will have an opportunity to review the results of the engineering assessment, financial audit, financial plan and a transition plan (if desired). The intent of an open house is to ensure that residents understand any existing safety, debt, risk, environmental or operational issues with their Utility, and understand the costs required to fix their system to meet minimum standards. Benefits as well as any expected taxes or fee increase will be clearly identified.

The following are examples of water system types and acceptable methods of public assent.

Improvement District: A resolution by the Improvement District Board of Directors that affirms the dissolution of the Improvement District and the transfer of all assets to the RDOS is required. As part of the financial plan described above a borrowing bylaw may be required. If borrowing is required, authorization will be required by public vote.

Once resolved and agreed to by the RDOS, provincial approval is required.

A private water system: The owner of a private water system must sign the transfer agreement and the ratepayers must agree to the creation of a service establishment bylaw and possibly a borrowing bylaw through a formal public assent process.

A Water Users Community: a water users' community is a public corporate body created under the Water Users' Communities Act. All owners must agree to the transfer agreement, sign over all water rights and agree to the creation of a service establishment bylaw and possibly a borrowing bylaw through a formal public assent process.

Private utilities, regulated under the Water Utilities Act and Utilities Commission Act, require authorization from the Comptroller of Water Rights prior to finalizing the sale of assets to RDOS. Any sale to the RDOS must be subject to B.C. Water Comptroller approval. Improvement Districts are transferred by an Order-in-Council and do not require Comptroller approval or a transfer agreement.

Formal public assent process:

Once the contents of the engineering report and the overall financial picture have been discussed, residents will be asked if they wish to go to the next step, a formal public assent process. A public assent process basically asks, —Are you in favour of the RDOS taking over the system and charging you for the capital and maintenance costs? This can be accomplished by referendum, formal petition, or through an alternative approval process. A public assent process may include the transfer of any required water licenses. For example, a petition process may include a formal transfer of a water licence. Further, it will include an establishment bylaw and may include a borrowing bylaw.

Sample Resolution upon Completion of the Public Assent Process:

THAT the (Name of the Utility) transfer its assets to the RDOS and dissolve the (Name of the Utility) and that the (Elected President Chair or Chief Executive Officer) be authorized to sign all agreements, proclamations and other documents required to effect such transfer and dissolution .

If the public assent process is successful, the RDOS will prepare the necessary bylaws and paperwork to establish a service area, legally transfer ownership of the Utility, and will develop operational criteria.

11.0 Final Board Approval

In order to adopt service establishment and borrowing bylaws, public assent must be obtained. The Board will receive a report that summarizes the results of the above plans and the public assent process. Should there be sufficient public support through the public assent process for a borrowing bylaw, if needed, and a service establishment bylaw, the RDOS will proceed with the readings of the bylaw(s). Should there be significant risk to the RDOS, or be insufficient public support for the bylaws, then Staff will recommend that the utilities application be rejected. Significant risk shall include, but not be limited to, pending or existing lawsuits, unresolved Utility encroachments, an inability to meet existing regulation through a rejection of the borrowing bylaw or the inability of the RDOS to operate the Utility through the lack of existing licenses or the ability to transfer these licenses to the RDOS.

UTILITY SYSTEM TRANSFER AGREEMENT

THIS AGREEMENT dated for reference _____,

BETWEEN:

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Address for Delivery: 101 Martin Street, Penticton, B.C., V2A 5J9

Contact Person:

Email Address:

("RDOS")

AND:

[insert name and address of Utility owner/operator]

Address for Delivery:

Contact Person:

Email Address:

("Operator")

GIVEN THAT:

The Operator owns and operates a domestic _____ system located within the boundaries of the RDOS, as shown generally on the map attached as Schedule A, (collectively, the "Utility System").

The RDOS wishes to acquire certain Utility System assets and incorporate those assets as part of an RDOS _____ service and the Operator and the RDOS wish to enter into this Agreement to provide for the transfer of the Utility System to the RDOS.

THIS AGREEMENT IS EVIDENCE THAT in consideration of the promises exchanged below, and of the payment of \$1.00 by the RDOS to the Operator (the receipt and sufficiency of which the Operator acknowledges), the Operator and the RDOS covenant as follows:

Sale & Transfer of Utility System

1. On the terms and conditions of this Agreement, the Operator shall sell, assign, transfer and set over to the RDOS, and the RDOS shall purchase from the Operator, all of the Operator's rights, title and interest in and to the following property and assets:

- (a) all buildings, improvements, works, machinery and equipment in any way related to or associated with the Utility System, including as described in Schedule B;
- (b) all land, easements, rights of way, licenses, permits, railway crossing agreements, encroachment agreements and other interests and agreements under which any part of the Utility System is permitted to be located or operated or as is otherwise necessary for the operation of the Utility System, including as listed in Schedule C;
- (c) all funds held in the reserve funds, if any, listed in Schedule D (the "Reserve Funds");
- (d) the additional property and assets listed in Schedule E; and
- (e) any property of any kind whatsoever, real or personal, wheresoever located, pertaining to or in any way related to or associated with the Utility System that is identified for acquisition by the RDOS pursuant to the terms of this Agreement;

but specifically excluding the assets and property listed in Schedule F (the "**Excluded Assets and Interests**").

In this Agreement, the term "**Assets**" refers to the assets and property to be transferred as identified under this section, excluding, for clarity, the Excluded Assets and Interests.

Purchase Price

- 2. On the Completion Date, the RDOS shall pay \$1.00 (the "**Purchase Price**") to the Operator as consideration for the sale, transfer and assignment of the Utility System under this Agreement.
- 3. If the Assets include any land owned in fee simple by the Operator, adjustments to the Purchase Price in respect of such land, both incoming and outgoing, usually the subject of adjustment between a vendor and a purchaser in connection with the purchase and sale of land, including adjustments of property taxes, utilities and rents, shall be made up to and including the Completion Date.

Operator Obligations Before Completion

- 4. From and after the execution of this Agreement until the Completion Date, the Operator covenants to:
 - (a) take all reasonable care to protect and safeguard the Assets and operate and otherwise deal with the Assets as a careful and prudent owner and operator would do and in such a manner that the Operator's representations and warranties under this Agreement remain true and correct;
 - (b) maintain in full force and effect insurance coverage in respect of the Assets against such risk and to such limits as are in accordance with prudent business practice and suitable to the Assets and the Utility System;
 - (c) not sell, transfer, dispose of, or mortgage, pledge, charge, subject to lien, grant a security interest in or otherwise encumber, the Utility System or the Assets in whole or in part;

- (d) use and expend monies held in any of the reserve funds in the normal operation of the Utility System and only for the purposes which the applicable reserve fund is established and in accordance with any trusts upon which such monies are held and to provide notice to the RDOS of any such expenditure as soon as possible;
 - (e) use all reasonable best efforts to obtain any third-party consent or approval necessary for the transfer and assignment to of the Assets to the RDOS;
 - (f) permit the RDOS, its employees, agents and contractors, to have access during normal business hours to the Utility System and the Assets and to all plans, drawings, specifications, operating manuals, books, accounts, data, records and other documents and material pertaining to the Utility System or the Assets and the operation, maintenance and repair thereof; and
 - (g) permit the RDOS, its employees, agents and contractors to make inspections, surveys, tests and studies of the Assets.
5. Within 21 days following the date of execution of this Agreement, and from time to time following notice from the RDOS, the Operator shall deliver to the RDOS copies, in electronic format where available, of all plans, drawings, specifications, operating manuals, books, accounts, data, records and other documents and material pertaining to the Utility System or the Assets.

Timing of Transfer

6. The date for completion of the transfer of the Assets to the RDOS (the "**Completion Date**") shall be the day that is 28 days following the date that all of the conditions precedent under this Agreement are satisfied or waived or, if that day is not a business day, the next following business day.

Free and Clear Transfer

7. On the Completion Date, the Operator shall transfer, convey, assign and set over to the RDOS all of the Operator's rights, title and interest in and to the Assets, free and clear of all liens, claims, charges and encumbrances and if the Assets include any lands owned in fee simple by the Operator, the Operator shall convey title to such lands to the RDOS free and clear of all liens, claims, charges and encumbrances other than those in favour of the RDOS or that have been approved in writing by the RDOS.

Closing Documents

8. On or before the Completion Date:
- (a) The Operator shall, as directed by the RDOS, deliver to the RDOS or the solicitors for the RDOS, the following documents, each executed by the Operator and, where applicable, in a form registrable in the land title office:
 - i. one or more Form A Transfers for lands owned by the Operator that are included in the Assets (the "**Transfers**");

- ii. an assignment or assignments registrable in the land title office with respect to any Assets that are interests in land registered in the land title office (the "LTO Assignments");
- iii. a general conveyance, assignment and transfer of all Assets;
- iv. a certified cheque payable to the RDOS in an amount equal to the amount of funds held in the Reserve Funds;
- v. a statutory declaration of a senior officer of the Operator certifying that the Operator is not a "non-resident" within the meaning of the Income Tax Act;
- vi. certified copies of resolutions of the shareholders and directors of the Operator authorizing the execution, delivery and implementation of this Agreement and of all documents to be delivered by the Operator under this Agreement;
- vii. a certificate of the president of the Operator certifying that all of the Operator's representations and warranties in this Agreement are true as at the Completion Date and
- viii. such further deeds, acts, things, bills of sale, transfers, assignments, certificates and assurances as may be requisite in the reasonable opinion of the RDOS' solicitor for more perfectly and absolutely assigning, transferring, conveying and assuring to and vesting in the RDOS, good and marketable title to the Assets, free and clear of all liens, claims, charges and encumbrances, immediately registerable in all places where registration of such instruments is required; and

- (b) The Operator shall deliver to the RDOS all manuals, records, accounts and other documents pertaining to the Utility System.

The RDOS shall cause its solicitors to prepare the above documents, which shall be in such form as may be determined by the RDOS and its solicitor.

Completion

- 9. On the Completion Date, after receipt of all of the documents and things to be delivered by the Operator to the RDOS on the Completion Date pursuant to this Agreement, the RDOS shall cause all Transfers and LTO Assignments to be submitted for registration in the Land Title Office and upon receipt of a satisfactory post application land title office title search indicating such that in the normal course the RDOS shall be (i) the registered owner in fee simple of all of the lands identified in any Transfers, free and clear of all liens, charges and encumbrances except those in favour of or approved in writing by the RDOS, and (ii) registered owner of all of the interests identified in the LTO Assignments, the RDOS shall deliver a cheque to the Operator in an amount equal to the Purchase Price, as adjusted pursuant to the terms of this Agreement.

Possession and Risk

- 10. On the Completion Date, the RDOS shall be entitled to possession of all of the Assets and, if any lands or buildings are included in the Assets, the Operator shall give vacant possession of such lands and buildings to the RDOS. The Assets are at the Operator's risk until application is made to register the Transfers and LTO Assignments in the Land Title Office on the Completion Date and thereafter are at the risk of the RDOS.

Fees and Taxes

11. The RDOS shall pay, as and when, due and payable:
- (a) any property transfer tax payable under the *Property Transfer Tax Act* (British Columbia) with respect to its acquisition of any of the Assets;
 - (b) any Land Title Office fees in connection with the registration, filing or deposit with the LTO of any document or plan to be deposited, filed or registered pursuant to this Agreement;
 - (c) any provincial sales tax payable in respect of the RDOS's acquisition of the Assets; and
 - (d) any GST payable in respect of RDOS's acquisition of the Assets.

Each party shall be responsible for its own legal fees and disbursements incurred in respect of this Agreement.

Operator Representations and Warranties

12. The Operator represents and warrants to the RDOS that the following are true, and shall be true on the Completion Date, acknowledging that the RDOS is relying on the following representations and warranties in connection with its acquisition of the Assets, which representations and warranties shall survive the completion of the transaction under this Agreement:
- (a) the Operator is the legal and beneficial owner of, and has good and marketable title to, Assets free and clear of all liens, charges, security interests, encumbrances and claims of any kind;
 - (b) the Operator has operated the Utility System and the Assets in compliance with all applicable enactments and all orders, directives, rulings, decisions, requirements and approvals of any government authority having jurisdiction with respect to their operation, including under the Water Act, Water Users Communities Act, Utilities Commission Act, Water Sustainability Act, Environmental Management Act or otherwise; and
 - (c) If the Operator is a corporation, the Operator identity duly incorporated, validly existing and in good standing under the Business Corporations Act, has made all necessary filings required by that Act and has never been struck from the Registrar of Companies maintained by the office of the Registrar of Companies for British Columbia;
 - (d) the Operator has the legal capacity, power and authority to own the Utility System and the Assets and to enter into this Agreement and perform all of its obligations under this Agreement;
 - (e) all necessary actions, steps and other proceedings have been taken to approve and authorize, validly and effectively, the entering into, and the execution, delivery and performance of this Agreement and the transfer of the Assets to the RDOS;
 - (f) there is no action, suit, claim, litigation or proceeding pending or to the Operator's knowledge threatened against the Operator or in respect of the Utility System or the

Assets before any court, arbitrator, arbitration panel or administrative tribunal or agency that might affect the Operator's ability to perform any of its obligations under this Agreement and no state of facts exist that could constitute the basis of any such action, suit, claim, litigation or proceeding;

- (g) neither the Operator entering into this Agreement nor the performance by the Operator of the terms of this Agreement shall result in the breach of or constitute a default under any term or provision of any instrument, mortgage, deed of trust, lease, document or agreement to which the Operator is bound or subject;
- (h) the Operator has complied with all Environmental Laws in its operation of the Utility System and the Assets, during the period that the Operator has owned the Utility System, the Operator has not caused or permitted any Contaminants to be introduced, and is not aware of any Contaminants having been introduced into, onto or under, or migrating to or from, any land comprised in the Utility System or the Assets;
- (i) to the best of the Operator's knowledge, the land comprised in the Assets contains no active or inactive above ground or below ground storage tanks;
- (j) to the best of the Operator's knowledge, there is not now and has not been in the past any action, proceeding, investigation, prosecution or claim, pending or threatened under Environmental Laws in respect of, or related to the presence of Contaminants in, on or under any land comprised in the Assets, whether relating to the presence of Contaminants in the soils or ground water or migrating thereto or therefrom or otherwise;
- (k) to the best of the Operator's knowledge, there are no reports, soil test reports, assessments, audits, studies, permits, licenses or records with respect to the lands comprised in the Assets concerning or relating to Contaminants or compliance with Environmental Laws, whether or not prepared for the Operator or any other person, including any predecessors in title or tenants;
- (l) to the best of the Operator's knowledge, there are no Contaminants in, on or under the lands comprised in the Assets or migrating or having migrated to or from the lands comprised in the Assets;
- (m) there is no liability, contingent or otherwise, for any Governmental Charges in respect Utility System or the Assets;
- (n) the Operator is not a "non-resident" of Canada within the meaning of the Income Tax Act (Canada) and is not acting as agent, trustee or nominee for any person in connection with the transaction contemplated by this Agreement; and
- (o) there are no debts due or owing for any work, labour, service or materials provided to or performed on any land comprised in the Utility System or the Assets under which a lien or charge has arisen or could arise under the Builders Lien Act (British Columbia).

In this section,

“Contaminants” means

- (i) as defined in the *Environmental Management Act*, any biomedical waste, contamination, contaminant, effluent, pollution, recyclable material, refuse, hazardous or special waste or waste;
- (ii) matter of any kind which is or may be harmful to safety or health or to the environment; or
- (iii) matter of any kind the storage, manufacture, disposal, emission, discharge, treatment, generation, use, transport, release, remediation, mitigation or removal of which is now or is at any time required, prohibited, controlled, regulated or licensed under any Environmental Laws;

“Environmental Law” means any past, present or future, common law or principle, enactment, statute, regulation, order, bylaw or permit, and any requirement, standard or guideline of any federal, provincial or local government authority or agency having jurisdiction, relating to the environment, environmental protection, pollution or public or occupational safety or health; and

“Governmental Charges” includes all taxes, customs, duties, rates, levies, assessments, re-assessments and other charges, together with all penalties, interests and fines with respect thereto, payable to any federal, provincial, local or other government or governmental agency, authority, board, bureau or commission, domestic or foreign.

Operator Default

- 13 If on the Completion Date any of the representations or warranties made by the Operator under this Agreement are untrue, or the Operator is in default under any of the covenants and obligations to be observed or performed by the Operator under this Agreement, the RDOS may elect not to complete the purchase of the Assets under this Agreement or to complete the purchase of the Assets under this Agreement, in either case without prejudice to any rights or remedies the RDOS may have in respect of the Operator's breach or default.

Conditions Precedent

- 14 The obligation of the RDOS to complete the transaction provided for in this Agreement is subject to the satisfaction of the following conditions precedent being satisfied or waived on or before the applicable date specified, each of which is for the exclusive benefit of the RDOS and may be waived in whole or in part by the RDOS in writing at any time on or before the applicable date specified:
- (a) On or before the date that is 365 days following the date of execution of this Agreement by the parties, the RDOS will be satisfied in its sole discretion with the results of any due diligence investigations it undertakes with respect to the Utility System and the Assets.
 - (b) On or before the date that is 365 days following the date of execution of this Agreement by the parties, the RDOS will, in its sole and unfettered discretion, have enacted such bylaws as may be necessary in order to establish a new RDOS service or extend an existing RDOS service so as to provide services to the properties serviced by Assets

- (c) On the Completion Date, the representations and warranties of the Operator under this Agreement shall be true in all material respects, with the same effect as though the representations and warranties had been made on the Completion Date.
- (d) On or before the Completion Date, the RDOS shall have received all required consents of all government authorities and third parties necessary to permit any of the Assets to be transferred and assigned to the RDOS pursuant to this Agreement.

The Operator shall execute and deliver to the RDOS or to any governmental authority or other third party as directed by the RDOS such consents, authorizations and directions as may be necessary to enable the RDOS to conduct such due diligence investigations it chooses to undertake under paragraph (a) of this section and to enable the RDOS to receive the consents referred to in paragraph (d) of this section.

If any of the conditions precedent under this section is not satisfied or waived within the applicable time provided under this Agreement, this Agreement shall terminate and the parties shall have no further obligations to, nor rights against, each other in respect of this Agreement. In consideration of \$1.00 non-refundable paid by the RDOS to the Operator and other good and valuable consideration, the receipt and sufficiency of which the Operator acknowledges, the Operator agrees to remain bound by the terms and conditions of this Agreement while it remains subject to the conditions precedent under this section.

- 15. If the Utility System is a domestic water system or includes works for the supply of domestic water, the parties' obligations to complete the transfer of the Assets are subject to, and conditional upon, the satisfaction of the following condition precedent:

On or before the date that is 365 days following the date of execution of this Agreement by the parties and the Comptroller of Water Rights shall have approved, of the disposition of the Utility System under this Agreement on conditions, if any, acceptable to the RDOS exercising its sole discretion.

The conditions precedent created by this section may not be waived and if such condition is not satisfied on or before the date set out above, this Agreement shall terminate and the parties shall have no further obligations to, nor rights against, each other in respect of this Agreement.

For clarity, if the Utility System is not a domestic water system and does not include works for the supply of domestic water, the condition precedent under this section shall not apply.

Additional Assets and Property

- 16. If during the course of any due diligence investigations the RDOS undertakes with respect to the Utility System and the Assets, the RDOS determines it necessary or desirable to include in the acquisition under this Agreement additional assets or property, of any kind whatsoever, real or personal (including contracts and intellectual property of any kind), wheresoever located, associated with or related to the Utility System that are not currently included as part of the Assets, the RDOS may provide notice of that determination to the Operator identifying such additional property and assets and upon such notice such property and assets shall be included as "Assets" and the transfer and assignment to the RDOS under this Agreement.

Post Completion Operator Obligations

17. If after the Completion Date any of the Assets remain in the name of the Operator, the Operator shall hold such Assets in trust for the RDOS until such time as those Assets are in the name of the RDOS and during that period the RDOS shall have a license to use such Assets to the same extent as if such Assets were held in the name of the RDOS.

No RDOS Assumption of Utility System Liabilities

18. For clarity:
 - (a) Except as provided for under paragraph (c) of this section and for any debts or other liabilities expressly assumed by the RDOS pursuant to a separate written agreement between the RDOS and the Operator, the RDOS is acquiring the Assets only and does not assume in any way responsibility or liability for any liabilities, debts or other obligations of the Operator in any way relating to or associated with the Utility System or the Assets.
 - (b) Without limiting paragraph (a) of this section and for any debts or other liabilities expressly assumed by the RDOS pursuant to a separate written agreement between the RDOS and the Operator, the Operator will be solely responsible for any continuing obligations under any contracts or agreements not included in the Assets and transferred and assigned to the RDOS under this Agreement and for taking such steps as the Operator considers necessary or desirable to terminate such contracts and agreements.
 - (c) From and after closing on the Completion Date, the RDOS shall be responsible for performing all obligations arising after closing under the terms of any rights of way, easements, crossing agreements, contracts and agreements that are Assets transferred and assigned to the RDOS under this Agreement.

Operator Indemnity of RDOS

19. The Operator hereby indemnifies and saves harmless the RDOS and its elected and appointed officials, officers, employees and agents from and against:
 - (a) any and all liabilities and debts, whether accrued, absolute, contingent or otherwise, existing at closing on the Completion Date;
 - (b) any and all losses, damage and deficiencies resulting from any misrepresentation, breach of warranty or non-fulfilment of any covenant on the part of the Operator under this Agreement or from any misrepresentation in or omission from any certificate or other instrument furnished or to be furnished to the RDOS under this Agreement; and
 - (c) any and all claims, actions, suits, demands, proceedings, assessments, judgments, costs and legal and other expenses incident or related to any of the foregoing.

General Provisions

20. Further Assurances – The Operator shall promptly execute and deliver all such further documents, deeds and instruments, and do and perform such other acts, as the RDOS may consider necessary or desirable to give full effect to the intent and meaning of this Agreement.
21. Operator Performance – The Operator shall perform its obligations, including under any covenants, under this Agreement at its own expense and without compensation or reimbursement from the RDOS.
22. Notice – Any notice which may be or is required to be given under this Agreement will be in writing and be delivered or sent by email to the applicable address set out above, or to such other address notice of which is given in accordance with this section. Any notice that is delivered or sent by email is to be considered given on the day it is delivered or sent, except that if that day is not a Business day, the notice is to be considered given on the next Business day after it is sent.
23. No Effect on Powers – This Agreement does not, and nothing herein will:
 - (a) affect or limit the discretion, rights, duties or powers of the RDOS or the approving officer for the RDOS under the common law or any statute, bylaw or other enactment;
 - (b) affect or limit the common law or any statute, bylaw or other enactment applying to the Operator Lands; or
 - (c) relieve the Operator from complying with any common law or any statute, regulation, bylaw or other enactment.

Without limiting the foregoing, the Operator acknowledges and agrees that where fulfillment of a condition precedent under this Agreement requires that the RDOS adopt bylaws or pass resolutions, the adoption of such bylaws and passage of such resolutions is within the absolute and unfettered discretion of the Board and the provisions of this Agreement will not in anyway obligate the Board to adopt such bylaws or pass such resolutions or affect the Boards' discretion with respect thereto.

24. Time of Essence – Time is of essence of this Agreement.
25. Interpretation – In this Agreement:
 - (a) all dollar amounts referred to in this Agreement are Canadian dollars;
 - (b) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (c) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (d) the term “enactment” has the meaning given to it under the Interpretation Act (British Columbia) on the reference date of this Agreement;

- (e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced from time to time, unless otherwise expressly provided;
- (g) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement and any Schedules to this Agreement form part of this Agreement;
- (h) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including"; and
- (i) "Business Day" means a day other than a Saturday, Sunday or statutory holiday in British Columbia.

26. Tender – Any tender of documents or money to be made upon a party may be made at that party's address set out in this Agreement or upon their solicitor.

27. No Other Agreements – This Agreement is the entire agreement between the parties regarding its subject and it terminates and supersedes all other representations, warranties, promises and agreements regarding its subject.

28. Assignment – The Operator may not assign all or any part of this Agreement, or the benefit hereof, without the prior written consent of the RDOS, which may be withheld arbitrarily and without reason.

29. Schedules – The following are Schedules to this Agreement and form an integral part of this Agreement:

Schedule A – Drawing or Map of Utility System

Schedule B – Buildings, Improvements, Works, Machinery and Equipment

Schedule C – Land, Easements, Rights of Way, Licenses, Permits, Railway Crossing Agreements, Encroachment Agreements and Other Interests and Agreements

Schedule D – Reserve Funds and Amounts (if any)

Schedule E – Additional Property and Assets to be Purchased (if any)

Schedule F – Excluded Assets and Interests (if any)

30. Modification – This Agreement may not be modified except by an instrument signed in writing by the parties, except that the Completion Date may be changed by their agreement through their respective solicitors upon instructions to their solicitors as evidenced promptly thereafter in writing by their solicitors.

31. Governing Law – This Agreement will be governed by and construed in accordance with the laws of British Columbia.
32. Non-Merger – None of the provisions of this Agreement will merge in the transfer of the Assets or any other documents delivered on the Completion Date and the provisions of this Agreement will survive the completion of the purchase and sale transaction under this Agreement.

Counterparts and Electronic Execution & Delivery - This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

As evidence of their agreement to be bound by this Agreement, the RDOS and the Operator have executed this Agreement below.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

by its authorized signatories:

Chair:

Corporate Officer:

[insert name of Utility corporation] by its authorized signatories:

Name:

Name:

List of Schedules:

Schedule A – Drawing or Map of Utility System

Schedule B – Buildings, Improvements, Works, Machinery and Equipment

Schedule C – Land, Easements, Rights of Way, Licenses, Permits, Railway Crossing Agreements, Encroachment Agreements and Other Interests and Agreements

Schedule D – Reserve Funds and Amounts (if any)

Schedule E – Additional Property and Assets to be Purchased (if any)

Schedule F – Excluded Assets and Interests (if any)

APPENDIX B – APPLICATION FORM

RDOS UTILITY SYSTEM ACQUISITION

APPLICATION FORM

Name of Organization:			
Contact Name (s):			
Contact Mailing Address:			
Email(s):			
Phone(s):			
UTILITY INFORMATION			
Location:			
Description:			
Number of Connections:			
Does your Utility have all surface and well water Licenses & Permits necessary for the RDOS to own, operate and maintain the Utility? Is anything missing?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Are you willing to transfer all assets (including reserves) to the RDOS at the end of this process for \$1 subject to public and provincial approval? (See policy)	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Have you applied to the RDOS within the last 5 years to have the Utility transferred?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Are you aware of any lawsuits liabilities pending or underway that the RDOS might inherit should the Utility be transferred to the RDOS?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Have you read the RDOS Utility Acquisition Policy?	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Has your Board resolved to apply to the RDOS for transfer? (See Section 3 of the Utility Acquisition Policy) Include a copy of the Resolution.	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
<p>DECLARATION: I _____ declare that the statements made above are truthful to the (Print Name) best of my knowledge.</p>			
_____		_____	
Signature		Date	



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, July 4, 2019

10:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of July 4, 2019 be adopted.

B. Delegation – Capri Insurance

Paula Garrecht, Partner and Commercial Risk Advisor, will provide an overview of services provided to the Regional District by Capri Insurance.

C. Legislative Structure – For Information Only

1. Administrative Report
-

D. Enterprise Risk Management Report – For Information Only

1. Enterprise Risk Management Plan
 2. Registry
-

E. Request for Support for Bill C-447

1. Letter from MP Albas

RECOMMENDATION 2

THAT the RDOS support the Private Member's Bill C-447.

F. Landfill Customer Accounts Policy

1. Draft Landfill Customer Accounts Policy

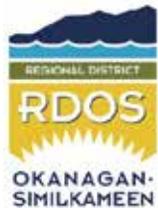
RECOMMENDATION 3

THAT the Committee send the Landfill Customer Accounts Policy to the Board of Directors for adoption.

G. UBCM 2019 – Minister Appointments**1. Proposed Resolution – Rural Practice Subsidy Formula**

To identify the issues the Board of Directors would like to pursue with Ministers of the Crown at the UBCM Conference September 23 – 27, 2019 at the Vancouver Convention Centre.

H. ADJOURNMENT



ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: 4 July 2019
RE: Electoral Area Committee – For Information Only

ISSUE

1. To consider the establishment of an Electoral Area Committee of the Board
2. To estimate the cost of a Rural Services Committee and Manager position

HISTORY

It's a healthy activity for a Board of Directors to review its governance processes from time-to-time to determine the structure best suited to deliver informed decisions. Since its adoption in 2009, it has been the practice of the Board to review the Legislative Structure in the year following the election. In the 2011 and 2015 reviews, the Board ratified the current structure on the premise that there was a benefit to have all Members, both rural and urban, at their committee meetings. It kept the urban members informed of Regional District business and the rural members believed they benefited from the urban perspective in their decision-making.

In addition to their Select Committees, the Board has 15 Ad Hoc Committees to which they appoint members, Advisory Planning Commissions, Recreation Commissions, Water System Commissions and the Olalla Community Commission.

At the regular meeting of 6 June 2019, the Board passed the following resolution.

MOVED AND SECONDED

THAT staff investigate the feasibility of an Electoral Area Committee and the creation of an administration staff position for the 2020 Budget. – **CARRIED**

Issue 1 - Legislative Structure

ALTERNATIVES

1. Retain the current Committee System.
2. Establish a Board/Committee System, including a Rural Area Committee
3. Develop a mixed structure

ANALYSIS

ALTERNATIVE 1 - Select Committee System

The Select Committee System was adopted by the 2014 – 2018 Board of Directors to address five primary goals.

- 1.1 A better informed Board.
- 1.2 To provide the opportunity for more meaningful public/ stakeholder/ expert input.
- 1.3 To provide more informal access to elected officials for the public.
- 1.4 To provide wider public exposure to municipal issues earlier in the process.
- 1.5 To offer a simpler, quicker, more interactive decision making process for the Board.

1.1 Better Informed Board

Section 193 of the British Columbia *Local Government Act* (the “Act”) provides that the Regional District is a corporation and S. 194 of the Act provides that the Board of the regional district is the governing body and that the power, duties and responsibilities of the regional district are vested in the Board. The manner in which a Board exercises their authority is through bylaw or resolution. Local Government deals with a diverse range of issues and as the leaders of the corporation, it is critical to its success that the decision-makers be equally well informed on all issues that come before them.

By keeping all committee meetings on one day, by compressing the agendas and deleting superfluous items, by pre-distributing briefing reports to all members of the Board and by having all interested Parties available, the Select Committee System seems to provide that opportunity for the administrative perspective, public perspective and political perspective to meld together to allow the Committee the opportunity to make an informed recommendation to Board.

By the time an issue gets to the formality of a Board meeting, the members should have the information they need to debate the issue amongst themselves and make a decision. The system seems to have been successful in providing that opportunity and comfort to the Members.

1.2 More Meaningful Input

The Select Committee System was intended to offer the public/ stakeholders or experts more opportunity for involvement in the decision making process. The Regional District has many ways of informing and involving citizens but it was seen that it would be beneficial for Board Members to review preliminary information, answer questions and talk informally directly with the stakeholders, staff and each other. This serves to ensure that the pertinent information is out on the table unfiltered and positions can be discussed. It has also become the vehicle we use to bring delegations that require more than the traditional 10 minutes allowed for delegations at a Board meeting.

1.3 Access to Elected Officials

A premise of the Select Committee System is that our nine electoral area members and the ten municipal members appointed by their councils to the Board are elected to represent all of

the citizens of the Regional District and, unless absolutely essential, should not fragment or pass off this responsibility to appointed bodies. All members of the Board are responsible for voting on the services in which they participate and all should have access to the information sharing that occurs at Committee meetings.

The members of the Board have considered and debated many significant issues under this system. The participation of the media at Committee meetings has been mixed, but it should be a goal to increase the exposure of our citizens to not only have the results of the Committee debate but gain insight as to why decisions are made. It is believed that the Select Committee System has met its intended purpose to keep all members of the Board equally informed of local issues, but promoting exposure for the public to the Board through the Committee System could be enhanced.

Further, this is a large, diverse Region and having all 19 Members in the room at one time provides a diversity of opinion and an opportunity for advocacy in an informal atmosphere that seems beneficial for our ratepayers.

1.4 Wider Public Exposure To Issues Earlier in the Process

A goal of the current legislative structure was to expose issues to our citizens and Board Members earlier in the decision-making process. It had been possible prior to the introduction of the Select Committee System for a significant issue to be bounced around between administration and a Director for a significant period of time before the public, or other Members, became aware that the issue was being debated and that vital public perspective was lost, until a recommendation showed up at the Board for a decision. The Select committees are now the entrance point for many significant issues that will need a Board decision.

1.5 A Simpler, Quicker, Decision-Making Process

One intention of the Select Committee system is to provide better service to our citizens by shortening and simplifying the process, while at the same time providing the public more access to their elected representatives and providing better, more consolidated information upon which the Board could make a decision. The system allows entry into the decision-making process every 1st and 3rd Thursday of each month and those wishing the Board's attention know they can receive it at these times. While the Committee System has a built-in review period between a file coming to Committee and the Board addressing the Committee recommendation at their next meeting, it does provide the opportunity for urgent issues to proceed right to the Board Table that same day.

REVIEW OF THE SELECT COMMITTEE SYSTEM FORMAT

Over the past six months, the 2018 - 2022 Board has had the opportunity to try the Select Committee System and experience its strengths and weaknesses.

1.6 Involvement of All Members on Each Select Committee

Nineteen Members is, by any standard, a large group for a Committee. A premise of our existing structure is that all members should have the same level of information prior to voting and, in some cases, where all members are not participants in the service, that they should at least have an understanding of the issue and be able to participate in the debate. The Board has had many discussions that have benefitted from the diverse views of the members on the

Board. The structure promotes inclusion in the decision-making process rather than exclusion.

1.7 Lack of Interest of Municipal Members In Rural or Local Service Issues

Most items that come through the Select Committee System should have some interest to some or all of our municipal members. The Board receives a large number of planning issues and infrastructure issues that may not be of interest to all but usually have some impact on adjacent municipalities or electoral areas. Infrastructure issues such as solid waste could also be local, but are usually shared. Municipal members may not get to vote on those issues at the Board, although they do if it comes through a Committee. We typically schedule the Planning Committee first on the itinerary so if any municipal members choose to avoid the local planning issues, they can simply arrive later in the morning.

While the Board has a Development Services Committee that receives some land-use issues, typically the local planning issues go out to an Electoral Area Advisory Planning Committee (APC) and then right to a Board consent agenda. To take a planning issue through Administration, then out to an APC and then create another step by sending it through a Select Committee before it gets to a Board agenda could seem onerous to our citizens. To create another step might seem redundant.

There have been times, however, where municipal participation in the discussion about local planning or infrastructure issues has been beneficial to the participants. Further, when a local electoral planning issue has an impact on an adjacent municipality, it's beneficial for the rural directors to hear that perspective.

Most issues that arrive at the Development Services Committee or Environment Committee seem to be of interest to the majority of the Board. Cannabis Retail and Production Facilities are a recent example, but development standards, ALC amendments/guidelines, Regional Growth Strategy, Campbell Mountain Landfill, Organics and Activity Reports are some others.

SUMMARY ON SELECT COMMITTEE SYSTEM

It appears the Select Committee System is achieving what it was proposed to accomplish for the Board. In addition, based on our method of elected official compensation, it seems the most fiscally prudent, both from honorariums paid and the amount of staff time required to support Committees is at its most efficient.

ALTERNATIVE 2 – Change to Representative Committee

Some local governments prefer to distribute the workload for oversight of an area of responsibility to a committee composed of representatives of the full Board or Council. For example in our case, the Board could appoint 3 or 4 members to each of our 5 Select Committees and charge them with providing advice and making a recommendation to the Board of Directors. Other local governments may create Committees with a mixture of elected and lay members to advise the Board.

In this situation, one must assume that the agendas of the total membership are too full to attend all Committees. Otherwise, the factors for determining a legislative structure would remain as identified above.

ALTERNATIVE 3 – DEVELOP A MIXED STRUCTURE

The resolution passed by the Board on 6 June 2019 to investigate the creation of an Electoral Area Committee and provide additional administrative support would seem to fall within Alternative 3, meaning we have interpreted the intention of the resolution to retain the current Select Committee System, then to add an additional Committee composed only of rural members.

If the Committee is to simulate the NORD structure, it is assumed that the Electoral Area Committee would be formed of all 9 Rural Members; that this committee would be advisory, only; that the Terms of Reference for the Committee would be adopted by the Board; and, that it would meet monthly. The committee would be supported by a new position called the Manager of Electoral Area Administration, who would also sit on the Senior Management Team.

Issue #2 – Cost

If all 9 Electoral Areas agree to participate, this function could be run out of the existing Electoral Administration Program. Based on the RDNO structure, additional costs could include:

- Manager \$160,000.00
 - o Wages
 - o Labour load
 - o Expenses
 - o Training
 - o Office Administration
 - o Contingency
- Coordinator \$ 80,000.00
- Committee Expenses
 - o Honorariums \$18,000
 - o Expenses \$ 2,400

A really rough estimate to support an Electoral Area Administration Committee would be \$20,000.00.

Creating an Office to support the committee could cost anywhere from \$160,000 to \$240,000 depending on the level of service.

Appendix “A” – Notes to Wages

NORD employs a General Manager level position to support their Electoral Area Administration Committee, but that could be reflected in the RDOS structure as a Manager position. On the Exempt Employee Pay Scale, a Manager level position is rated at either a classification level 6 or 7, with this position most likely at a 7. The pay range at Level 7 for 2019 is \$108,000 to \$120,000.

The RDOS Labour Load runs at 24%. This covers benefits, pension, statutory holidays, sick leave, etc.

Training and Expenses such as travel, memberships, conferences, per diems, etc. are minor, but could be in the \$3,000 - \$5,000 range.

With each position comes the need for office space, equipment, furniture and support from other departments. This is a really rough estimate given that we don't know what the position would involve or the level of employee we would be recruiting, hence the \$5,000 contingency.

Appendix "B" – Notes to Coordinator

Managers are usually most effective if they have support from a strong administrative assistant or coordinator to provide research, administrative support, committee support and who could carry out small projects. This would be a union position and could rate out at pay grade 4. This wage could approximate \$60,000, plus labour load, plus expenses.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Enterprise Risk Management Report – For Information Only

Business Plan Objective:

As per objective 4.1.1 “By executing the Strategic Planning and Enterprise Risk Management Programs”.

Background:

Enterprise Risk Management (ERM) at the Regional District is the systematic management of activities that involve a meaningful degree of risk to the Regional District. Risk identification, assessment and prevention are incorporated into the management oversight and processes of the organization and assist us in identifying priorities set forth in our strategic plan.

It is not possible to perform our mission and have anything approaching a risk-free environment. It's our task to manage the risk according to our assessment of what constitutes an acceptable level of risk and judgments about the cost and benefit of alternative courses of action.

Potential ways risk may affect the RDOS include:

- financially;
- our reputation;
- our performance, as measured against strategic priorities and the achievement of critical milestones;
- the integrity of our decisions and processes;
- the safety of our citizens;
- workplace safety, security and health of our employees; and
- relationships and/or contracts with our stakeholders, which may create additional financial or obligatory risks.

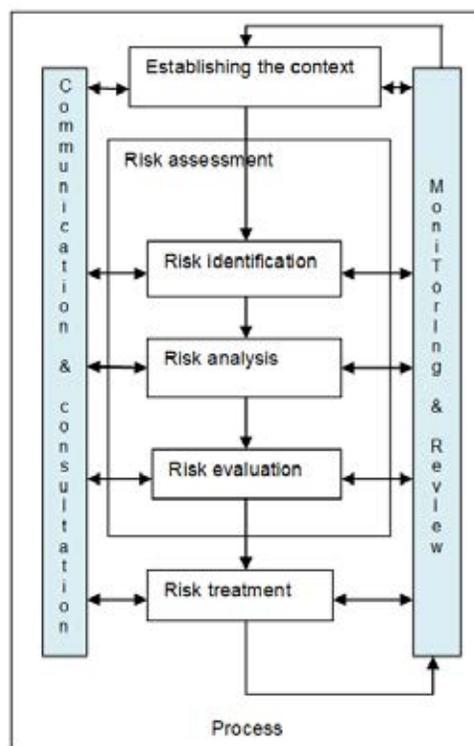
Beneficial outcomes of risk management include:

- Reduced costs including:
 - less staff time diverted as a result of adverse events;
 - less litigation;
 - less replacement of lost equipment and other resources; and
 - increased productivity
- Other benefits include:

- Better prioritization of strategic initiatives
- Better preparedness
- Improved employee moral (result of better oversight and information gathering)

Process:

Procedurally, the District conducts an environmental scan to use as a foundation for the development of a risk inventory. For each risk the Regional District faces, RDOS will assess the probability and impact of events, either positive or negative, and will prioritize each category of risk according to the level of threat or opportunity facing the Regional District. We then determine strategies for managing risks so we can devote the greatest resources to the risks considered to present a high threat or opportunity.



All RDOS employees are expected to contribute to the identification and reduction of risk. It is the responsibility of management to ensure that employees are aware of RDOS's expectations.

History:

In 2009, the Board directed administration to create a risk management strategy. Our research indicated that we had exposure in many different areas; including operational, strategic, emergency preparedness and other project-related initiatives. We wanted to bring the Board a holistic picture that incorporated all the threats and opportunities to ensure we had the complete picture, hence

the Enterprise Risk Management Plan. In 2010 the ERM Plan was presented to the Board. The plan is updated regularly to ensure it remains current.

Details of the 2019 ERM Plan are found in the RDOSEnterpriseRiskManagementPlan2019.docx document. A list of the major operational threats as identified by administration with the ranking of each threat for probability and impact can be found in the RDOSRiskManagementRegistry2019.xlsx spreadsheet.

Analysis:

At the 2019 workshop, Administration identified 5 high ranking threats:

- Exposure to fentanyl
- Natural and man-made disasters as Identified in the Hazard Risk and Vulnerability Plan
- Continuing functionality of the organization during large emergency events
- Landfill Gas Regulation Contravention
- Organics Site (Not able to find suitable site)

Table 7 in the ERM Plan (page 15 to 18) describes the mitigation plan for the above 5 threats including mitigation activities, measurement, status and post mitigation risk assessment. Mitigation actions for Medium level threats are monitored and managed at the Department level.

Communication Strategy:

The ERM Plan is presented annually at a Corporate Services Committee meeting. The ERM Plan is created as a joint effort by the senior management team with input from staff and is communicated to staff as required.

Respectfully submitted:

Tim Bouwmeester

T. Bouwmeester, Manager of Information Services

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

ENTERPRISE RISK MANAGEMENT PLAN

Introduction

The Regional District of Okanagan Similkameen (RDOS) is a body corporate under the laws of the Province of British Columbia. This document sets forth RDOS's risk management plan and our strategy for enterprise risk management. This plan is intended to complement and expand upon the District's strategic plan. Both of these plans will be used together to guide RDOS priorities and decisions. This document is intended to provide guidance on threat management over a one- to three-year timeframe and will be updated on a regular basis.

Organizations of all types and sizes face internal and external factors and influences that make it uncertain whether and when they will achieve their objectives. The effect this uncertainty has on an organization's objectives is "risk".

Enterprise Risk Management (ERM) at the Regional District is the systematic management of activities that involve a meaningful degree of risk to the Regional District. The purpose of ERM is to ensure that risk identification, assessment and prevention are incorporated into the management oversight and processes of the Regional District and to assist in identifying priorities set forth in RDOS's strategic plan.

ERM recognizes the fundamental importance of proper management of risks associated with the District's functions and activities. It also recognizes that the Board of Directors requires the Chief Administrative Officer to manage, control, and, as appropriate, reduce or eliminate risk. This is important to the Board and is a fundamental component of the Internal Operational Audit. Objectives of such a plan include: 1) helping to ensure that RDOS employees, clients and visitors are protected from hazards; 2) protecting the District's financial condition and the ongoing viability of the Regional District; and 3) doing what is reasonable and necessary to help ensure that RDOS's facilities, equipment and resources are protected.

Identification and prioritization of risks is an essential component of this plan. Mitigation strategies for high-threat risks are also set forth in the plan. The mitigation strategies for the highest risk threats will be completed in time for the 2019 strategic planning process. The connection between the risk management plan and the strategic plan is presented and emphasized in the mitigation strategies. Development, implementation and monitoring of the

Regional Districts risk management plan accomplish the objectives and purposes described above.

The Regional District of Okanagan Similkameen is committed to the management of risk in order to protect our:

- employees and their skills;
- key stakeholders;
- quality of service;
- assets;
- contractual, statutory and fiduciary obligations;
- image and reputation; and
- Commitment to our citizens.

The Regional District's risk management plan is designed to assist the Board, the CAO, and all employees to develop skills in addressing and understanding risk management. The main elements of the plan include:

- development and use of risk management standards;
- assessment and prioritization of risks on a continuing basis;
- reporting regularly to the Board regarding RDOS risk and compliance with the Regional District Health & Safety Plan; and
- education and training of staff about risk management as appropriate.

Enterprise risk management is a critical element of improving RDOS's business processes and services. The Regional District's goal is to adopt best practice in managing risks. To achieve this goal, risk management standards involving risk identification and risk evaluation linked to practical, cost-effective risk monitoring and control measures need to be in place and regularly evaluated and reviewed. Risk management is a continuous process, requiring awareness and proactive measures by all Regional District employees to reduce the occurrence and impact of risks. Risk management should be an integral part of the District's business processes.

Objectives of Risk Management

Risks to functions and activities can result from both internal and external sources. Risks can include issues such as citizen dissatisfaction, adverse publicity, physical safety and security of employees, productivity decline, equipment or computer failure, legal and contractual matters, and fraud. Some, such as community growth, may be beyond the control of RDOS, although the Regional District needs to prepare for such contingencies. Others can be directly controlled by RDOS management.

It is not possible to perform our mission and have anything approaching a risk-free environment. Many decisions involve managing risks according to the District's assessment of what constitutes an acceptable level of risk and judgments about the costs and benefits of alternative courses of action.

RDOS's objectives in adopting enterprise risk management include ensuring that: 1) the major risks faced by RDOS are identified, prioritized, understood and appropriately managed; 2) RDOS's planning and operational processes include awareness of areas where risk management is needed; and 3) an environment exists where all RDOS staff assumes responsibility for identifying and managing risk within their area of responsibility with required management oversight and control.

Risk management should be an integral tool used by the Board and the Regional District management team in leading RDOS and planning for our future. It is critical to the overall performance and success of the Regional District. Appropriate risk management policies and practices minimize RDOS's exposure to the consequences of a range of possible adverse events. Such potential risks are numerous, with the following representing the range of risks faced by a Regional District that is also closely linked to municipal, provincial and federal government: 1) reductions in revenue available to RDOS through less than anticipated grants; 2) safety of RDOS's workforce; 3) damage to equipment or facilities; 4) poor management oversight that results in adverse audits or violations of procedures, regulations and/or laws; 5) inability to attract and retain quality staff; 6) economic constraints; 7) demographics; and 8) fiscal policy.

The risk management process at RDOS encompasses the systematic application of management policies and appropriate written procedures and practices to identify, analyze, evaluate, monitor and minimize risk.

The implementation of an integrated and rigorous approach to risk management:

- increases the chances of avoiding costly and unacceptable outcomes, particularly those arising from unexpected events;
- provides a better understanding of RDOS operations and functions, and supports continuous improvement in the Regional District's operations;
- helps maintain high staff morale;
- provides a reporting framework to assist in meeting Board requirements; and
- Allows for a more structured, accountable and useful strategic plan.

Risk Defined

Risk is the effect of uncertainty on objectives¹, where an effect is the deviation from the expected. The deviation could be positive and/or negative.

Risk Management Procedure and Process

The District's risk management plan will be a critical component of our vision, mission and goals and will be coordinated with the RDOS Strategic Plan. The plan takes into account the nature of Regional District operations, and recognizes that RDOS is an incorporated body that is operated under the oversight of the Provincial Government and a Board of Directors.

RDOS faces a range of potential risks that may affect:

- our reputation;
- our performance, as measured against strategic priorities and the achievement of critical milestones;
- the integrity of our decisions and processes;
- the safety of our citizens;
- the workplace safety, security and health of our employees; and
- relationships and/or contracts with our stakeholders, which may create additional financial or obligatory risks.

Procedurally, the District shall conduct an environmental scan to use as a foundation for the development of a risk inventory. For each risk the Regional District faces, RDOS will assess the likelihood and potential consequences of an adverse event, and will prioritize each category of risk according to the level of threat facing the Regional District. We will then determine strategies for managing risks so we can devote the greatest resources to the risks considered to present a high threat. Appendix A – Table 1, identifies the potential risks facing RDOS and assesses and prioritizes the level of threat posed by each risk. Appendix B – Table 7, provides an action plan matrix for managing the identified high ranking risks.

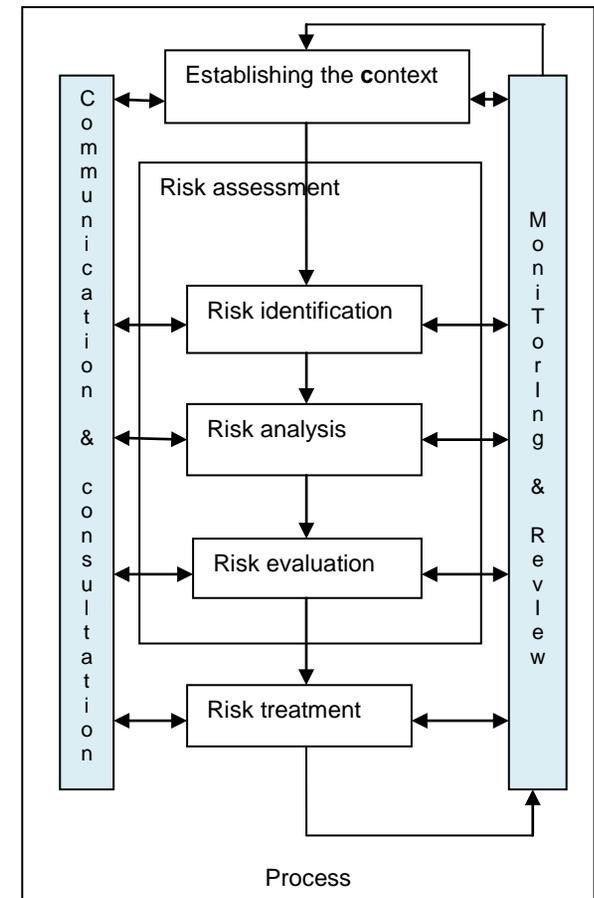
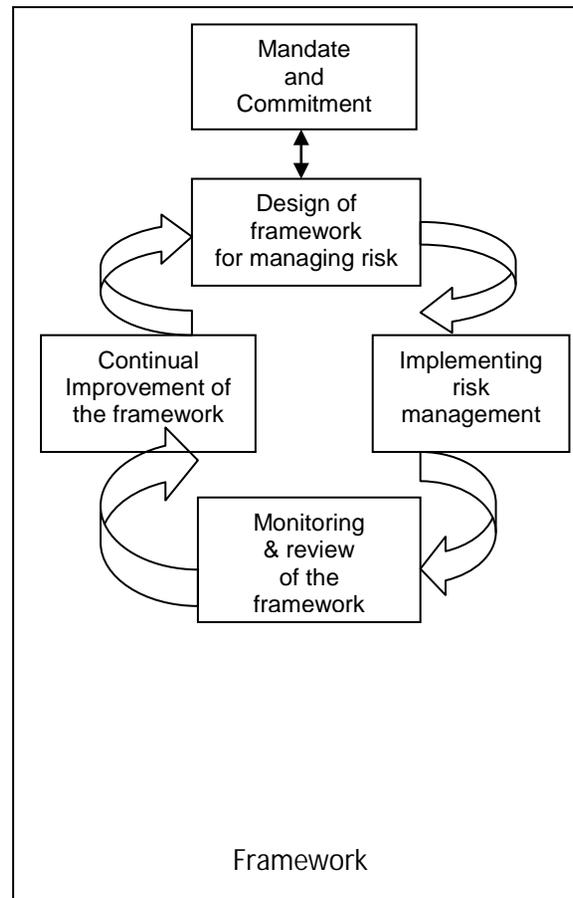
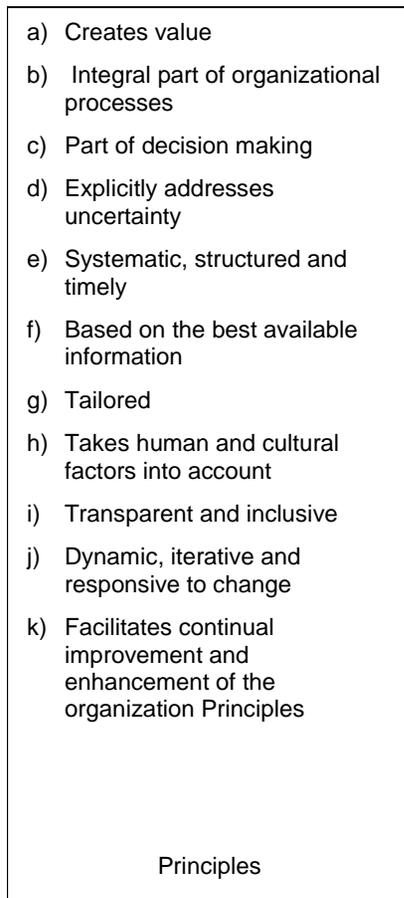
All RDOS employees are expected to contribute to minimizing risk, and it is the responsibility of management to ensure that employees are aware of RDOS's expectations.

- Members of the Senior Management Team are responsible for ensuring that the risk management processes and controls identified in the risk management plan are built into the strategic and operational planning of all parts of the Regional District.

¹ CSA Risk Management Plan, 2009, pg. 1

- The CAO is responsible for coordinating the implementation of the risk management plan and reporting on implementation and progress to the Board.
- Department Managers are responsible for overseeing the implementation of processes relevant to their part of the Regional District, including ensuring that staff understand the risk management plan and implement the necessary requirements and strategies. Managers are also responsible for providing feedback on implementation to the CAO.

Relationships between the Risk Management Principles, Framework and Process



Beneficial Outcomes of Risk Management

The key outcomes expected from enterprise risk management are the monitoring and control activities identified in the Risk Management Matrix (see Appendix B). These actions will be reviewed and updated on a regular basis under the direction of the CAO. To ensure effective achievement of this process, RDOS will:

- train managers and employees about enterprise risk management and procedures as appropriate;
- monitor performance against the management action plan and report to the CAO as necessary;
- monitor the risks associated with management and operation of the Regional District and ensure that management of risks is built into other collateral plans & documents as appropriate;
- incorporate consideration of risk management performance into the performance assessment of the Senior Management Team;
- include risk management awareness in orientation briefings for new staff; and
- ensure the risk management plan, any changes to the plan, and related information is provided to the Board.

The costs of implementing the Risk Management Plan are predominantly staff time, particularly that of the Senior Management Team, with support and input from other employees. A net benefit is expected from the operation of the plan by reducing costs as a result of many possible events, including:

- staff time lost as a result of adverse events;
- litigation;
- replacement of lost equipment and other resources;
- possible loss of business; and
- decreased productivity.

There should be other gains, such as benefits from better prioritization of strategic initiatives, better preparedness and information-gathering as well as improved employee morale as a result of better oversight and information-sharing within the Regional District.

Staff Roles and Responsibilities

Chief Administrative Officer

- Oversees the development and implementation of the Risk Management Plan;
- Ensures the ongoing review of risks and updates the Register of Major Risks as needed;
- Encourages a management climate which is aware of and supports risk management; and
- Oversees development of processes to define and address new risks.

Management Group

- Coordinates, on an ongoing basis, the implementation of the Risk Management Plan;
- Reviews Table 1, Register of Major Risks, on a regular basis and reports to the CAO on recommended changes;
- Regularly convenes Department Meetings to discuss the Register of Major Risks and necessary changes to that register;
- Develops and implements risk management procedures and training as needed.
- Ensure that risk management controls and processes are included in all planning and maintenance;
- Encourage an organizational climate that supports risk management;
- Ensure that employees understand the importance and consequences of risk management issues in their immediate work areas and to RDOS overall;
- Identify any new risks and report them to the Senior Management Team.

Employees

- Identify any new risks and report them to their immediate supervisor;
- Assist in development and implementation of processes to mitigate risk; and
- Adapt the risk management plan to immediate work areas and processes wherever possible.

Review and Update of Risk Management Plan

The Risk Management Plan will be reviewed and updated on a regular basis by the CAO.

The District's objective is to adopt best business practice in managing risks. Enterprise Risk Management is a continuous process, requiring awareness and proactive measures by all Regional District employees to identify and reduce the occurrence and impact of risks. Risk management standards involving risk identification and risk evaluation, which are then linked to practical and cost-effective risk control measures, will be regularly evaluated and reviewed by the District's Senior Management Team under the overall direction of the CAO.

This document is under construction and the Enterprise Risk Management Plan is a dynamic document. It will continually evolve as new risks are identified and mitigation plans become more sophisticated. The important factor is that the ERM Plan is assigned to a champion who will keep it active in the organization and is charged with its activation and continual update.

The next version of the RDOS Strategic Plan will have fully considered the recommendations, actions, policies and processes presented in the ERM Plan and the implementation of the Strategic Plan will be closely coordinated with the ERM Plan.

Appendices

- Appendix A provides background about how RDOS prioritizes risks and details the manner in which the Regional District has determined the threat-level of a risk to the Regional District. Table 1, Register of Major Risks, sets out the risks facing the Regional District and assesses the threat to the Regional District based on management judgments regarding the likelihood and potential consequences of each risk.
- Appendix B contains RDOS's Risk Management Matrix, an action plan which analyzes and prioritizes the risks identified in the register to determine required management action(s).

Appendix A: Risk Analysis at RDOS

Introduction

Appendix A provides background about how the risks facing RDOS are prioritized on the basis of potential overall threat that each risk poses to the Regional District. RDOS has estimated the potential threat posed by each category of risk on the basis of the likelihood of occurrence of the risk (frequency or probability) and the expected consequences (impact or magnitude) using the overall knowledge and judgment of the District's Senior Management Team. Table 1 – Register of Major Risks (associated RDOSRiskManagementRegistry2019.xlsx document), sets out the primary risks facing the Regional District and assesses the threat to the agency based on management judgments regarding potential consequences of each risk.

Examples of the level of threat include:

- High: consequences may be severe, significantly impacting the effectiveness, operations and/or reputation of RDOS. Total Score of 15+.
- Medium: consequences may adversely affect the programs, operations and effectiveness of RDOS. Total Score of 6 to 14.
- Low: minor consequences for RDOS. Total Score of 0 to 5.

Determining that a risk is acceptable does not imply that the risk is insignificant. A risk may be considered to be acceptable because the:

- threat posed is assessed to be so low (for example, because the likelihood of occurrence is rare) that specific treatment is not necessary at the time it is assessed;
- risk is such that RDOS has no available treatment (for example, the risk of a change to legislation or regulation might occur for reasons totally beyond the control of the Regional District);
- cost of mitigating the risk is very high compared to the perceived benefit of successful treatment; and/or
- opportunities presented outweigh the threats to such an extent that the risk is justified.

Probability: is a way of expressing knowledge or belief that an event will occur. The range is from 0 to 5 with 0 being very rare to 5 very common. Below you will find a breakdown in regards to timeframe for each level of probability.

Table 2: Probability Levels	
Probability ^a	Description
5	Common occurrence – on average incident would occur or expect to occur weekly or monthly
4	Frequent occurrence – yearly
3	Less frequent occurrence – 2 to 5 years
2	Rare occurrence – 5 to 25 years
1	Very rare – 25 plus years

Impact: the influence or effect that the event has. The breakdown for the different impact categories and levels are found in Table 3 and 4:

Table 3: Impact Categories		
Code	Loss Category	Loss Description
H/S	Personal Health and Safety Loss	Personal injury due to an event.
F	Financial Loss	A financial loss due to damage (cost to repair/replace) rework or legal implications. Potential impact to property and the environment should be considered in a financial context.
PI	Public Image Loss	Unwanted negative media attention.
P/M	Productivity/Morale Loss	Workforce inefficiencies or workforce/customer dissatisfaction.

Table 4: Impact Levels				
Impact Score	^b Personal Health and Safety Loss	^c Financial Loss	^d Public Image Loss	^e Productivity/Morale Loss
5	Potential for death and serious injury to the public, staff and/or contractors			
4	Potential for serious injury resulting in lost time or disabling type of injury to the public, staff and/or contractors	Business loss >\$ 10M	An event that would generate national or international media attention.	An event that would impact the entire organization (staff, public, contractors).
3	Potential for mild to moderate injury resulting in medical aid type injury to many people	Business loss \$ 1M to \$ 10M	An event that would generate provincial media attention.	An event that would disrupt or impact an entire Department (staff, public, contractors) within the organization.
2	Potential for mild to moderate injury resulting in medical aid type injury to few people	Business loss \$ 10K to \$ 1M	An event would generate local media attention.	An event would disrupt or impact a team group (staff, public, contractors) within the organization.
1	Little human health and/or safety concern	Business loss \$100 to \$10K	An event would not generate media attention but would be of interest to certain sectors of the public.	An event would disrupt or impact a few individuals (staff, public, contractors) within the organization.
0	No potential for human health concerns.	Business loss < \$100	An event would not generate any media attention or be of interest to the public.	An event would not disrupt or impact individuals (staff, public, contractors) within the organization.

Table 5: Risk Level Based on ^f Total Score						
Impact Score	5	25 – High	20 – High	15 – High	10 – Medium	5 – Low
	4	20 – High	16 - High	12 - Medium	8 - Medium	4 – Low
	3	15 – High	12 - Medium	9 - Medium	6 - Medium	3 – Low
	2	10 - Medium	8 - Medium	6 - Medium	4 - Low	2 – Low
	1	5 - Low	4 - Low	3 - Low	2 - Low	1– Low
		5	4	3	2	1
Probability						

^fTotal Score based on the total of the probability rating multiplied by the highest single impact score.

Table 6: Monitoring and Control Activities for Various Risk Levels	
Risk Level	Action Required
High Threat (Total Score 13+)	Senior Management Team develops a management/action plan along with monitoring and management oversight by the CAO.
Medium Threat (Total Score 6 to 12)	A Manager develops a management/action plan as necessary; ongoing monitoring and management of the risk by the relevant Manager and reporting results to the CAO.
Low Threat (Total Score of 0 to 5)	Ongoing monitoring by relevant staff with action as necessary and reporting results to a Department Manager.

· **Appendix B: Risk Management Matrix**

Appendix B contains RDOS's Risk Management Matrix (Table 7), essentially an action plan that prioritizes and analyzes the risks identified in Risk Management Registry to determine required management action(s). The risk management matrix identifies procedures and responsibilities for the implementation of risk management strategies.

The District's risk management matrix is in many ways an extension of the District's goals as set forth in the RDOS Strategic Plan. Many of the risks facing the agency have associated goals in the strategic plan or management performance plans that will serve to help mitigate those risks.

For each medium and high threat the Regional District faces, RDOS will assess the likelihood and potential consequences of an adverse event. Strategies will be determined for managing risks, devoting the greatest resources to the risks considered to present a high threat. The monitoring and control activities identified in the risk management matrix are the key outcomes of RDOS's Enterprise Risk Management process.

Treatment of risks involves deciding what management measures need to be put into place to minimize the threat posed by identified risks. Treatment options may include:

- measures aimed at avoiding the risk;
- measures to reduce the threat posed by the risk, either by reducing the likelihood of the risk and/or its consequences;
- measures aimed at improving the capacity of RDOS to address threats (such as reduced revenue from any given revenue source);
- transferring or lessening the threat by shifting management of the risk to another party;
- accepting the risk without taking any action to avoid it, but monitoring the risk and ensuring that RDOS has financial and other means to cover associated losses and/or disruptions; and
- identifying a media spokesperson to address risk as needed.

Table 7, Risk Management Matrix							
Risk Description	Initial Threat Assess.	Loss Category ^a	Mitigation Activities	Who ^b	Measurement	Status	Post Mitig. Risk Assess.
Exposure to fentanyl	High (20)	H/S	Provide education for all staff to enhance awareness of the risks associated with fentanyl/carfentanil exposure and give each trained staff member a naloxone kit.	HR	<ul style="list-style-type: none"> - Create a toolbox talk for each department to share information - Roll out targeted training to interested staff - Conduct an in-house training exercise for trained staff to practice administering treatment 	<ul style="list-style-type: none"> - Q3 - Q3 - Q3 	Medium (12)
Natural and man-made disasters as Identified in the Hazard Risk and Vulnerability Plan	High (16)	H/S	Table top exercises and education for Board and municipal elected officials. Education and trial runs for ESS teams.	CS	<ul style="list-style-type: none"> - Provide a full training regime for elected and appointed responders - Develop and implement a full spectrum of RDOS exercises - Hold Lunch and Learns & EOC exercises for Regional Partners, SAR, Fire Dpts. and stakeholders 	<ul style="list-style-type: none"> - Ongoing - Q4 - Q4 	High (16)

Table 7, Risk Management Matrix (continued)							
Risk Description	Initial Threat Assess.	Loss Category ^a	Mitigation Activities	Who ^b	Measurement	Status	Post Mitig. Risk Assess.
Continuing functionality of organization during large emergency events	(16)	P/M	Improve response capabilities with updated Emergency Bylaw and Plan	CS	<ul style="list-style-type: none"> - Develop on-call response schedule for senior staff - Update RDOS Emergency Program Bylaw - Update RDOS Emergency Plan - Forward recommendations to Board during budget process 	<ul style="list-style-type: none"> - Q3 - Q3 - Q4 - Q4 	Medium (12)
Landfill Gas Regulation Contravention	(16)	F	Continue with Biocover pilot project, communicate with Min. of Environ. progress and results.	PW	<ul style="list-style-type: none"> - Report submitted to MOE in Q2 2018 and revisions requested by MOE are in progress. - Completion of thrd party review - Revisions completed and resubmitted to MOE - Wait for MOE response on revised report 	<ul style="list-style-type: none"> - Q3 - Q3 - Q3 - Q4 	Medium (12)

Table 7, Risk Management Matrix (continued)							
Risk Description	Initial Threat Assess.	Loss Category ^a	Mitigation Activities	Who ^b	Measurement	Status	Post Mitig. Risk Assess.
Organics Site (Not able to find suitable site)	High (16)	F	Review strategies for organic composting and then conduct a limited siting study if approved by the Board.	PW	- Compost 101 workshop with the new board - Complete siting study - Public Review - Final report on organics facility	- Q2 - Q4 - Q1 2020 - Q2 2020	Medium (10)

^aLoss category codes:

- H/S = Personal Health and Safety Loss
- F = Financial Loss
- PI = Public Image Loss
- P/M = Productivity/Morale Loss

^bWho codes:

- HR = Human Resources Manager
- PW = Public Works Manager
- DS = Development Services Manager
- CS = Community Services Manager
- IS = Information Services Manager

Table 1. 2019 Register of Major Threats						
THREAT	PROB. ^a	IMPACT				Jun-19
		Health/ Safety ^b	Finan. ^c	Pub. Image ^d	Product./ Morale ^e	
	01-05	0-5	0-4	0-4	0-4	
Finance						
Financing						
(A) Cash management procedures (including remote facilities)	4	0	1	2	3	12
(B) Lack of policy around management of accounts receivable	5		2			10
(C) Loss of property and time. (i.e. equipment)	4	0	1	2	2	8
(D) Reliance on grants for projects	4	0	3	2	3	12
(E) Cost of increasing environmental standards, (CMLF leachate/drainage, buffer, organics and gas capture)	3	0	4	3	4	12
Audit: (A) Qualified statement	1	0	2	2	3	3
Lack of reserves to meet capital and operating requirements	4		2			8
Legal Issues						
Statute and regulation amendments (change based on court case, change in code regs, non-compliance)	3	0	2	2	2	6
Loss of Statutory Documents	1	0	0	2	4	4
Policies not followed	3	0	2	2	2	6
Procedures not followed (including volunteers)	4	2	1	0	2	8
Flawed or outdated bylaws	4	0	2	2	2	8
Tort and Common law duties of care – negligence, labour, employment practices, slip and fall	3	0	2	2	2	6
Criminal actions – Directors, staff, contractors	2	0	2	3	3	6
Flawed contract/agreement review process	4	0	2	2	3	12
Legal costs higher than anticipated	4	0	2	2	1	8
Inability to find documents (Responding FOI, multiple versions)	3	0	2	2	3	9
FOI and PP						
(A) Accidental release of private information	2	0	1	2	2	4
(B) Non-compliance, including commissions, fire departments & related volunteer organizations	4	0	1	2	1	8
(C) Non-compliance with elected and alternate officials	4	0	1	2	1	8
Limitations of Local Government Act	4	1	2	2	3	12
Governance						
Lack of regional partnerships (First Nations/Province)	4	0	2	3	2	12
Parochialism	4	0	3	2	2	12
Lack of capacity to meet expectations	4	2	2	2	3	12
Demographic and Economic Trends						
Impact on services from aging demographic	4	0	2	2	2	8
Meeting demand of public transit in rural areas (depopulation of rural areas)	4	1	2	2		8
Transient workers (impact on quality of life)	4			2		8
Personnel						
Union strike	2	0	1	2	4	8
Improper disciplinary action						
(A) Wrongful dismissal lawsuit	3	1	2	2	2	6
(B) Grievances/ Arbitrations	4	0	1	1	2	8
Retention and Successorship of Key Positions	4	0	2	1	3	12
Fire Departments						
(A) Worksafe BC compliance	3	0	2	2	2	6
(B) Workplace injuries	4	2	1	1	2	8
(C) Shortage of volunteers	4	3				12
Staff getting injured.	4	2	1	1	2	8
Disease (pandemic few employees working)	1	5	2	3	4	5

Business continuity (loss of 101 Martin St)	1	0	3	3	4	4
Continuing functionality of organization during large emergency events	4	0	1	0	4	16
Exposure to fentanyl	5	4				20
Board/staff conflict	4				3	12
Corporate office security	1	5	1	4	4	5
IT						
Loss of Service						
(A) Phone landline (> 1 day)	2	1	0	1	2	4
(B) Phone mobile	2	2	0	1	2	4
(C) Internet (> 1 day)	2	1	1	1	4	8
(D) Electricity (> 1 day)	2	1	2	1	4	8
Data						
(A) SAN (Storage Area Network) not functioning	2	1	2	1	4	8
(B) Loss of data (disaster recovery)	3	1	2	1	2	6
Virus/Malware/Worms/Ransomware that pass IT security	3	1	2	2	2	6
Hacking/Intrusion/Social Engineering	3	1	2	2	3	9
Network Connectivity (inside office)	2	1	2	1	4	8
Security of Mobile Devices	3	0	2	2	2	6
Servers malfunction	4	1	2	1	3	12
SCADA: not following IT security policy	4	1	1	2	2	8
Impact of new software on staff and public	4				3	12
Communication:						
(A) Expectations for notification and information.	4			2		8
(B) Social media (non-participation, non-response to misinformation, lack of timely and accurate information)	4			2		8
Community Services						
Force Majeure						
Major Emergency Threats as Identified in the Hazard Risk and Vulnerability Plan	4	4	3	4	4	16
Parks and Trails and Rec Facilities: Lack of maintenance causing slip and falls	3	2	2	2	2	6
Loss of Fire Dispatch	2	5	2	3	1	10
Malfunction of emergency telecommunications network/infrastructure	5	1	2	2		10
Motorized/non-motorized trail use (interface injury)	4	2	0	2	1	8
Loss of primary 911 Dispatching	1	5	2	3	1	5
Poor water quality at public beaches	4	2	0	2	1	8
Public Works						
Sewer						
(A) Effluent not to testing standard	3	2	2	2	2	6
(B) Power Failure (include lift stations)	3	2	1	1	2	6
(C) Odour (include lift stations)	3	0	0	2	2	6
(D) Spill into water bodies.	2	2	2	2	3	6
Water						
(A) Substandard water quality	4	3	3	2	2	12
(B) Power Failure	3	0	1	1	2	6
(C) Sabotage	1	5	3	2	2	5
(D) Water system acquisition	4	1	2	1	3	12
(E) Source water quality	2	3	2	2	2	6
(E) Zebra and Quagga Mussel infestation of water system	2	2	3	4	3	8
SCADA infrastructure failure	3	3				9
Dam failure (RDOS)	1	5	4	3	3	5
Acquisition of substandard Dam	4		3		3	12
Landfills						

(A) Contaminated leachate to surrounding area	4	3	3	2	3	12
(B) Injuries from public unloading	4	2	1	2	2	8
(C) Landfill Gas Regulation Compliance	4	1	4	2	2	16
(D) Inability to locate Organics Site	4	0	4	2	1	16
(E) Residential encroachment at CMLF	3		3			9
(F) Fire at landfill	2	2	3	3	3	6
All Assets						
(A) Fire (structural)	2	3	3	2	3	6
(B) Theft and vandalism	4	1	2	2	2	8
(C) Graffiti	5	0	1	1	1	5
(D) Declining infrastructure (asset management)	5	0	2	1	2	10
(E) Water damage to facilities	4	0	1	0	2	8
(F) Lack of long term space plan	4	0	0	0	3	12
(G) Lack of Standard Operating Procedures for water & waste water systems/landfills/IT infrastructure	4	2	2	3	3	12
Development Services						
Building Inspection						
(A) Issue Building Permit without proper approvals (geotech, etc.)	3	2	2	1	1	6
(B) Building failure (collapse, etc.) after approved Building Permit	1	2	3	2	1	3
(C) Knowledge of occupancy without final approval	4	2	1	1	1	8
(D) Give incorrect information to public regarding zoning, etc.	4	0	1	1	1	4

Table 1. 2019 Register of Major Threats						
THREAT	PROB. ^a	IMPACT				Jun-19
		Health/ Safety ^b	Finan. ^c	Pub. Image ^d	Product./ Morale ^e	
Exposure to fentanyl	5	4				20
Force Majeure: Major Emergency Threats as Identified in the Hazard Risk and Vulnerability Plan	4	4	3	4	4	16
Continuing functionality of organization during large emergency events	4	0	1	0	4	16
Landfill: (C) Landfill Gas Regulation Contravention	4	1	4	2	2	16
Landfill: (D) Organics Site (Not able to find suitable site)	4	0	4	2	1	16
Financing: (A) Cash management procedures (including remote facilities)	4	0	1	2	3	12
Financing: (D) Reliance on grants for projects	4	0	3	2	3	12
Financing: (E) Cost of increasing environmental standards, (CMLF leachate and gas capture)	3	0	4	3	4	12
Contract/agreement review – not complete or correct	4	0	2	2	3	12
Limitations of Local Government Act	4	3	3	2	3	12
Lack of regional partnerships (First Nations/Province)	4	0	2	3	2	12
Parochialism	4	0	3	2	2	12
Expectations (do more with less, meeting demand)	4	2	2	2	3	12
Retention and Successorship of Key Positions	4	0	2	1	3	12
Fire Departments: (C) Shortage of volunteers	4	3				12
Board/staff conflict	4				3	12
Servers malfunction	4	1	2	1	3	12
Impact of new software on staff and public	4				3	12
Water: (A) Inability to provide safe water- Willowbrook (quality)	4	3	3	2	2	12
Water: (D) Taking on new water systems	4	1	2	1	3	12
Acquisition of old Dam	4		3		3	12
Landfills: (A) Contamination surrounding area	4	3	3	2	3	12
All Assets: (F) Lack of long term space plan	4	0	0	0	3	12
All Assets: (G) Lack of Standard Operating Procedures for water & waste water systems/landfills/IT infrastructure	4	2	2	3	3	12
Accounts Receivable - management of bad debt	5		2			10
Loss of Fire Dispatching	2	5	2	3	1	10
Malfunction of emergency telecommunications network/infrastructure	5	1	2	2		10
All Assets: (D) Detreating infrastructure (asset management)	5	0	2	1	2	10
Inability to find documents (Responding FOI, multiple versions)	3	0	2	2	3	9
Hacking/Intrusion/Social Engineering	3	1	2	2	3	9
Landfills: (E) Residential encroachment	3		3			9
Lack of an up to date Works and Servicing Bylaw	3		3	2		9
Financing: (C) Loss of property and time. (i.e. equipment)	4	0	1	2	2	8
Lack of reserve to meet capital and operating requirements	4		2			8
Procedures not followed (including volunteers)	4	2	1	0	2	8
Flawed or outdated bylaws	4	0	2	2	2	8
Legal costs higher than anticipated	4	0	2	2	1	8
FOP&PP: (B) Non-compliance in commissions and fire departments organizations	4	0	1	2	1	8
FOP&PP: (C) Non-compliance with elected and alternate officials	4	0	1	2	1	8
Impact on services from aging demographic	4	0	2	2	2	8
Meeting demand of public transit in rural areas (depopulation of rural areas)	4	1	2	2		8
Transient workers (impact on quality of life)	4			2		8
Union strike	2	0	1	2	4	8
Improper disciplinary action: (B) Grievances	4	0	1	1	2	8

Fire Departments: (B) People getting injured. Difficulty ensuring safe work practices.	4	2	1	1	2	8
Staff getting injured.	4	2	1	1	2	8
Loss of Service: (C) Internet (> 1 day)	2	1	1	1	4	8
Loss of Service: (D) Electricity (> 1 day)	2	1	2	1	4	8
Data: (A) SAN (Storage Area Network) not functioning	2	1	2	1	4	8
Network Connectivity (inside office)	2	1	2	1	4	8
SCADA: not following IT security policy	4	1	1	2	2	8
Communication: (A) Expectations for notification and information.	4			2		8
Communication: (B) Social media (not current with communicating with the public, threat of misinformation, lack of timely and accurate information)	4			2		8
Motorized/non-motorized trail use (interface injury)	4	2	0	2	1	8
Water quality of public beaches	4	2	0	2	1	8
Landfills: (B) Injuries from public unloading	4	2	1	2	2	8
All Assets: (B) Theft and vandalism	4	1	2	2	2	8
All Assets: (E) Water damage to facilities	4	0	1	0	2	8
Building Inspection: (C) Knowledge of occupancy without final approval	4	2	1	1	1	8
Growth management (primary and secondary growth areas, transit)	4	0		2		8
Lack of planning for climate change adaptation, development in flood plains	4	2		2		8
Water: (E) Zebra and Quagga Mussels infest water system	2	2	3	4	3	8
Tort and Common law duties of care – negligence, labour, employment practices, slip and fall	3	0	2	2	2	6
Statute and regulation amendments (change based on court case, change in code regs, non-compliance)	3	0	2	2	2	6
Policies not followed	3	0	2	2	2	6
Unregulated development creating personal injury.	2	3	2	1	2	6
Criminal actions – Directors, staff, contractors	2	0	2	3	3	6
Improper disciplinary action: (A) Wrongful dismissal lawsuit	3	1	2	2	2	6
Fire Departments: (A) Uncertainty of legal compliance due to inconsistent oversight	3	0	2	2	2	6
Data: (B) Loss of data (disaster recovery)	3	1	2	1	2	6
Virus/Malware/Worms/Ransomware that pass IT security	3	1	2	2	2	6
Security of Mobile Devices	3	0	2	2	2	6
Parks and Trails and Rec Facilities: Lack of maintenance causing slip and falls	3	2	2	2	2	6
Sewer: (A) Effluent not to testing standard	3	2	2	2	2	6
Sewer: (B) Power Failure (include lift stations)	3	2	1	1	2	6
Sewer: (C) Odour (include lift stations)	3	0	0	2	2	6
Sewer: (D) Spill into water bodies.	2	2	2	2	3	6
Water: (B) Power Failure	3	0	1	1	2	6
Water: (E) Source water quality	2	3	2	2	2	6
Landfill: (F) Fire at landfill	2	2	3	3	3	6
All Assets: (A) Fire (structural)	2	3	3	2	3	6
Building Inspection: (A) Issue Building Permit without proper approvals (geotech, etc.)	3	2	2	1	1	6
All Assets: (C) Graffiti	5	0	1	1	1	5
Disease (pandemic few employees working)	1	5	2	3	4	5
Corporate office security	1	5	1	4	4	5
Loss of primary 911 Dispatching	1	5	2	3	1	5
Water: (C) Sabotage	1	5	3	2	2	5
Dam failure (RDOS)	1	5	4	3	3	5
Loss of Statutory Documents	1	0	0	2	4	4
FOI and PP: (A) Accidental release of private information	2	0	1	2	2	4

Business continuity (loss of 101 Martin St)	1	0	3	3	4	4
Loss of Service: (A) Phone landline (> 1 day)	2	1	0	1	2	4
Loss of service: (B) Phone mobile	2	2	0	1	2	4
Building Inspection: (D) Give incorrect information to public regarding zoning, etc.	4	0	1	1	1	4
Audit: Qualified statement	1	0	2	2	3	3
Building Inspection: (B) Building failure (collapse, etc.) after approved Building Permit	1	2	3	2	1	3



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA



DAN ALBAS, MP

CENTRAL OKANAGAN-
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Chair Karla Kozakevich
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, BC V2A 5J9

June 10, 2019

Dear Chair Kozakevich,

Thank you for your service and commitment to our great country.

Today I write to you to draw attention to proposed new legislation that will help modernize the Criminal Code in regard to natural disasters and evacuation orders.

Almost every province has had struggles with natural disasters- floods, fires, earthquakes and even tornadoes in recent years. We all know the very real impact these events have on our citizens in terms of their health, safety and to our local economies.

When these events occur, local, provincial and federal officials often must make tough decisions, such as evacuation orders to rapidly respond to these threats.

It is a testament to our strong commitment as Canadians, when our neighbours need help; we often rise to these challenges and support one another.

Unfortunately there are those who will take advantage of these public safety emergencies for their own gain by looting.

While it remains a fact of life that these challenges exist, we can act to address them.

I have recently tabled a private member's bill that proposes a simple amendment to the Criminal Code, creating an aggravating factor where a natural disaster or evacuation order is present.

This would indicate that Canadian society, through Parliament requires a Judge, upon sentencing to designate a stiffer penalty for those that break the law and loot during these challenging situations.

This legislation would help provide peace of mind for citizens under an evacuation order to comply, as they would know that the criminal justice system has their back.

As this is an issue that would complement local and provincial efforts in maintaining public order, I would like to ask if you consider supporting this legislation publicly.

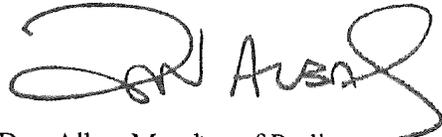
It is my belief that with enough public support that Parliament could act quickly to make this Bill law.

I have enclosed along with this letter a copy of Bill C-447 and a template support letter for your purview.

If you have any questions or feedback, my office and I would be happy to discuss them with you. Should you choose to support this legislative initiative, we would greatly appreciate a letter of support.

Thank you for your consideration of this legislation and request. It is my hope that initiatives like this will us all to better serve our citizens.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Albas". The signature is stylized with a large, sweeping initial "D" and a long, horizontal flourish extending to the right.

Dan Albas Member of Parliament
Central Okanagan-Similkameen-Nicola

Encl. (2)

First Session, Forty-second Parliament,
64-65-66-67-68 Elizabeth II, 2015-2016-2017-2018-2019

HOUSE OF COMMONS OF CANADA

BILL C-447

An Act to amend the Criminal Code
(aggravating circumstance — evacuation
order or emergency)

FIRST READING, MAY 13, 2019

Première session, quarante-deuxième législature,
64-65-66-67-68 Elizabeth II, 2015-2016-2017-2018-2019

CHAMBRE DES COMMUNES DU CANADA

PROJET DE LOI C-447

Loi modifiant le Code criminel (circonstance
aggravante — ordre d'évacuation ou
situation d'urgence)

PREMIÈRE LECTURE LE 13 MAI 2019

MR. ALBAS

M. ALBAS

SUMMARY

This enactment amends the *Criminal Code* to provide that taking advantage of the fact that a place is under an evacuation order or is experiencing a natural disaster or emergency is to be considered an aggravating circumstance for sentencing purposes.

SOMMAIRE

Le texte modifie le *Code criminel* afin de prévoir que, aux fins de la détermination de la peine, est considéré comme une circonstance aggravante le fait de tirer indûment parti du fait qu'un endroit est visé par un ordre d'évacuation ou est touché par une catastrophe naturelle ou une autre situation d'urgence.

BILL C-447

An Act to amend the Criminal Code (aggravating circumstance — evacuation order or emergency)

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

R.S., c. C-46

Criminal Code

1 Paragraph 718.2(a) of the *Criminal Code* is amended by adding the following after subparagraph (iii.1): 5

(iii.2) evidence that the offender, in committing the offence, took advantage of the fact that the place where the offence was committed was under a lawful evacuation order or was experiencing a natural disaster or other emergency, 10

PROJET DE LOI C-447

Loi modifiant le Code criminel (circonstance aggravante — ordre d'évacuation ou situation d'urgence)

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

L.R., ch. C-46

Code criminel

1 L'alinéa 718.2a) du *Code criminel* est modifié par adjonction, après le sous-alinéa (iii.1), de ce qui suit : 5

(iii.2) que l'infraction perpétrée par le délinquant a été commise à un endroit qui était visé par un ordre d'évacuation autorisé par la loi ou qui était touché par une catastrophe naturelle ou une autre situation d'urgence et que le délinquant en a indûment tiré parti, 10

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: July 4, 2019
RE: Landfill Customer Accounts Policy

Administrative Recommendation:

THAT Committee send the Landfill Customer Accounts Policy to the Board of Directors for adoption.

Reference:

Landfill Customer Accounts Policy - Draft

Business Plan Objective:

Goal 1.1 To be an Effective, Fiscally Responsible Organization
Objective 1.1.1 – By achieving a high standard of financial management and reporting

Background:

Appleton Waste Service Inc. accounts receivable balance was \$429.29 at the end of 2014. Active efforts were underway to collect on overdue balances but by the end of fiscal 2015 their accounts receivable balance had grown to \$84,443.86, growing eventually to \$178,585.99 by the end of 2016. The Regional District launched a legal claim against Appleton on January 31, 2018.

For financial statement purposes the outstanding balance was written-off as bad debt in 2016 and was reflected in our 2016 audited statements. The court approved Appleton's bankruptcy proposal on May 9, 2019.

Currently, the Regional District may grant credit to Landfill Customers with a Charge Account Contract Agreement. We do not have a formalized procedure to manage overdue accounts. This increases the risk that vendor accounts can become delinquent with the ultimate result of the outstanding balance becoming a bad debt expense.

Policies in use at other municipalities were used as a basis for this policy. The draft policy was reviewed by Finance and Public Works staff in addition to the Senior Management Team.

Respectfully submitted:

"John Kurvink, Manager of Finance/CFO"

J. Kurvink, Finance Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Landfill Customer Accounts Policy

AUTHORITY: Board Resolution dated _____.

POLICY STATEMENT

Good financial stewardship requires that credit privileges be extended to customers using a risk-based approach and obligations owed to the Regional District are collected fully and in a timely manner.

PURPOSE

To formalize the process for granting of credit to landfill customers and managing any outstanding balances.

PROCEDURES

1. Organizations that incur User Fees in excess of \$50 per month or per load may apply to the Regional District for a credit account by completing a Regional District Landfill Credit Application.
2. Exemptions from the requirement in item 1. Above will be limited to:
 - a. Province of British Columbia, departments or agencies clearly identified
 - b. Government of Canada, departments or agencies clearly identified
 - c. Other Municipalities, Towns, Villages, Districts and First Nations Bands
3. Completed Application Forms to be forwarded to the Regional District Finance Department
4. Approved customers are required to sign a Charge Account Contract Agreement
5. Customer invoices will be generated monthly and due within 30 days of invoice date
6. Customers with accounts in arrears will be subject to a service charge at the rate set out in the charge account contract agreement.
7. Customers with accounts in arrears after 45 days will be contacted and requesting payment with 15 days. Customers who fail to remit after 60 days will be contacted and advised that they will not be permitted to dispose Municipal Solid Waste or Recyclable material at any Regional District facility pending payment of arrears.
8. If an account holder fails to pay the Regional District all fees owing in full within 60 days of invoice date, the Regional District may withhold monies equivalent to those charges, plus interest, from the account holder under a separate contract, agreement or offer between the Regional District and the account holder. Failure to pay after 60 days will result in cancellation of disposal privileges.
9. Upon full payment of the outstanding balance, including service charges, disposal privileges will be reinstated on a C.O.D basis.
10. Credit privileges may be reinstated to a customer account that is on C.O.D. basis after a three month period without incident, at the discretion of the Manager of Finance or designate.
11. Customer accounts falling 60 days past due a second time will be placed on C.O.D. for a period of three years, once the outstanding balance has been paid in full. After three years, the credit account will be reconsidered at the discretion of the Manager of Finance or designate.
12. At the discretion of the Manager of Finance or designate, accounts that are 180 days in arrears will be sent to external collection agencies.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: UBCM 2019 Minister Appointments – For Information Only

The Province has advised local governments that the Premier and his cabinet will be available at the 2019 UBCM Conference for meetings. The deadline for submitting meeting requests is identified as July 17th. The following suggestions have been submitted for the Board's consideration and a recommendation should be submitted directly to the Board Agenda for later this afternoon to make the deadline.

The opportunities for meetings directly with Ministers is used typically by a local government to advocate for a Board-endorsed position on a specific issue. The Minister will expect a pre-meeting briefing note to be submitted, that the presentations will be well organized and an efficient use of the Ministers time. Not all meeting requests are granted.

Suggestions Received

Minister of Municipal Affairs and Housing	<ul style="list-style-type: none"> • Public Transportation (Bauer) • Seniors Housing in Kaleden (Monteith) • Irrigation/Improvement District funding (Monteith)
Minister of Forests, Lands & Natural Resources	<ul style="list-style-type: none"> • OBWB Milfoil Program • Chain Lake Dam
Minister of Environment	<ul style="list-style-type: none"> • Single Use Plastics • Sickle Point and Forestry around Apex (Monteith)
Minister of Health	<ul style="list-style-type: none"> • Physician Recruitment & Retention (Gettens)
Minister of Tourism	<ul style="list-style-type: none"> • KVR follow up (Monteith) • Support for local rural economic development (Monteith)
Minister of Finance	<ul style="list-style-type: none"> • grant/funding conservation land purchase (Monteith) • funding rural fire departments (Monteith)
Ministry of Transportation & Infrastructure	<ul style="list-style-type: none"> • thank you to AIM contractors (Monteith) • Infrastructure at Hwy 3/97 junction (Monteith)
Minister of Energy, Mines & Petroleum	<ul style="list-style-type: none"> • Garnet Mine (Monteith)
Minister of Indigenous Relations	<ul style="list-style-type: none"> • Building Healthy Relationships (Monteith)

Purpose:

To identify the issues the Board of Directors would like to pursue with Ministers of the Crown at the UBCM Conference September 23 – 27, 2019 at the Vancouver Convention Centre.

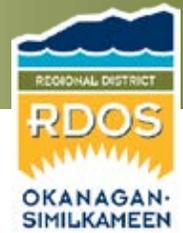
Proposed Resolution to UBCM 2019

Re: Rural Practice Subsidy Formula

WHEREAS the point system used in the Rural Practice Subsidy Agreement does not consider community-specific demographic data or socio-economic factors when determining the physician-to-patient ratio required for individual communities; and,

WHEREAS, all patients are not equal in their level of need; senior patients require more care and more physician time than healthy, younger patients. As a result, communities with a higher than average senior population require a more accommodating physician to patient ratio than communities with an average or below average senior population.

NOW THEREFORE , be it resolved that the anticipated update to the Rural Patient Subsidy Agreement ensures that demographic and socio-economic factors are part of the criteria when determining a rural community's eligibility.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, July 4, 2019

1:00 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of July 4, 2019 be adopted.

1. Consent Agenda – Corporate Issues

a. Okanagan Falls Parks and Recreation Commission – April 11, 2019

THAT the Minutes of the April 11, 2019 Okanagan Falls Parks and Recreation Commission meeting be received.

The Commission would like staff to look into the following matters:

- Okanagan Falls Park Master Plan
- License of Occupation for Boat launch

b. Okanagan Falls Parks and Recreation Commission – May 9, 2019

THAT the Minutes of the May 9, 2019 Okanagan Falls Parks and Recreation Commission meeting be received.

The Commission would like staff to look into the following matters:

- KVR trestle signage
- Temporary park vendors

c. Okanagan Falls Parks and Recreation Commission – June 13, 2019

THAT the Minutes of the June 13, 2019 Okanagan Falls Parks and Recreation Commission meeting be received.

d. Similkameen Recreation Commission – June 4, 2019

THAT the Minutes of the June 4, 2019 Similkameen Recreation Commission meeting be received.

e. Kaleden Parks and Recreation Commission – June 12, 2019

THAT the Minutes of the June 12, 2019 Similkameen Recreation Commission meeting be received.

f. Electoral Area “F” Advisory Planning Commission – May 8, 2019

THAT the Minutes of the May 8, 2019 Electoral Area “F” Advisory Planning Commission meeting be received.

- g. Electoral Area “F” Advisory Planning Commission – June 5, 2019**
THAT the Minutes of the June 5, 2019 Electoral Area “F” Advisory Planning Commission meeting be received.
- h. Community Services Committee – June 20, 2019**
THAT the Minutes of the June 20, 2019 Community Services Committee meeting be received.

THAT the Board of Directors refer the 2019 Thompson Okanagan Tourism Association’s Kettle Valley Rail Trail Master Plan to administration for report and recommendation to the Board.
- i. Environment and Infrastructure Committee – June 20, 2019**
THAT the Minutes of the June 20, 2019 Environment and Infrastructure Committee meeting be received.

THAT the RDOS Board of Directors express their support to the Province and Federal governments for a single use plastics ban.
- j. Protective Services Committee – May 9, 2019**
THAT the Minutes of the May 9, 2019 Protective Services Committee meeting be received.
- k. Protective Services Committee – June 20, 2019**
THAT the Minutes of the June 20, 2019 Protective Services Committee meeting be received.
- l. RDOS Regular Board Meeting – June 20, 2019**
THAT the minutes of the June 20, 2019 RDOS Regular Board meeting be adopted.
- RECOMMENDATION 2** (Unweighted Corporate Vote – Simple Majority)
THAT the Consent Agenda – Corporate Issues be adopted.
-

B. DEVELOPMENT SERVICES

1. Development Services Process Tracking Software

To seek the Board’s approval of the award of the Development Services Tracking Software.

RECOMMENDATION 3 (Weighted Corporate Vote – Simple Majority)
THAT the RDOS award the contract to supply Process Tracking Software and consulting services for the Development Services Dept. to Avocette Technologies Inc. for up to \$292,651.00.

C. PUBLIC WORKS

1. **Okanagan Falls Wastewater Treatment Plant Constructed Wetland Tender Award**
 - a. Tender Award Recommendation

To approve the award of construction to a contractor to complete the Constructed Wetland at the Okanagan Falls Wastewater Treatment Plant.

RECOMMENDATION 4 (Weighted Corporate Vote – Simple Majority)

THAT the Board of Directors receive the June 21, 2019 Award Recommendation Report for the “Okanagan Falls Constructed Wetland” tender from Native Plant Solutions – Ducks Unlimited Canada; and

THAT the Regional District award the “Okanagan Falls Constructed Wetland” project to H&M Excavating Ltd. in the amount of \$383,701 plus applicable taxes.

D. COMMUNITY SERVICES – Recreation Services

1. **Okanagan Falls KVR Trail Trestle**

The Okanagan Falls Trestle was closed for jumping/diving following an assessment by Risk Management Services (RMS) commissioned by MIABC. Subsequent to that, at their meeting of May 9, 2019 the Okanagan Falls Parks and Recreation Commission adopted the following recommendation to the Board:

"That the RDOS change signage to permit walking on or jumping off at your own risk, that the ladders be upgraded possibly by community members and that a proper self closing gate be added" to the KVR trail trestle in Okanagan Falls".

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

1. **THAT the chain link fence gate and the aluminum ladders below the gate on the Okanagan Falls KVR Trestle be removed; and,**
 2. **THAT signage be installed along both rail sides to warn against jumping off the trestle.**
 3. **THAT the railing on the trestle be redesigned so the top cap is peaked and not sloped.**
-

E. FINANCE

1. Area I Community Works (Gas Tax) Reserve Bylaws
 - a. Bylaw No. 2865
 - b. Bylaw No. 2860

RECOMMENDATION 6 (Unweighted Corporate Vote – 2/3 Majority)

THAT Regional District Okanagan-Similkameen Electoral Area “I” Community Works Program (Gas Tax) Reserve Fund Establishment Bylaw No. 2865, 2019 be read a first, second and third time and be adopted.

RECOMMENDATION 7 (Weighted Corporate Vote – 2/3 Majority)

THAT “Electoral Area “I” Community Works Program Reserve Fund Expenditure Bylaw No. 2860, 2019 being a bylaw of the Regional District of Okanagan Similkameen to authorize the expenditure of up to \$20,000 from the Electoral Area “I” Community Works Program Reserve Fund for the completion of the KVR trail project be read a first, second and third time and be adopted.

2. 2018 Statement of Financial Information
 - a. Statement of Financial Information

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors approve the Regional District of Okanagan-Similkameen Statement of Financial Information for the year ended December 31, 2018 pursuant to the *Financial Information Act* Financial Information Regulation Schedule 1, subsection 9(2).

F. LEGISLATIVE SERVICES

1. Kaleden Parks and Recreation Commission Appointments

To appoint two new community volunteer members to the Kaleden Parks and Recreation Commission

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint Margaret O’Brien and Dave Gill as members of the Kaleden Parks and Recreation Commission for a two year term, ending December 31, 2020.

2. C2C Forum in October 2019

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the proposal to host a Community to Community (C2C) forum in October 2019 with the Penticton Indian Band (PIB), Osoyoos Indian Band (OIB), Lower Similkameen Indian Band (LSIB) and Upper Similkameen Indian Band (USIB).

3. Appointment of Animal Control Officer

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District of Okanagan-Similkameen Board appoint Wayne Belleville, of South Okanagan Security Services Ltd., as an Animal Control Officer for the purposes of enforcing the RDOS Animal Control Bylaw 2763 and the RDOS Dog Control Bylaw No. 2671.

4. Request for Letter of Support – Okanagan Falls Legion

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District offer their support to Royal Canadian Legion, Branch 227, for a New Horizons Grant to upgrade the patio.

G. CAO REPORTS**1. Verbal Update**

H. OTHER BUSINESS**1. Chair's Report**

2. Directors Motions

Directors Motion – Director Knodel

THAT the Park Rill study be released to MLA Larson.

3. Board Members Verbal Update

I. ADJOURNMENT



Minutes Regular Meeting Okanagan Falls Parks and Recreation Commission

Thursday, April 11, 2019 at 6:30 pm
Okanagan Falls Community Centre

Members: Alf Hartviksen, Matt Taylor, Kelvin Hall, Barbara Shanks, Jim Lamond, David Del Rizzo, Doug Lychak.
Regrets: Carole Barker, Daniela Fehr
Guests: Deb Tblus, Greg Rose
Area Director: Ron Obirek
Staff: Justin Shuttleworth, Shona Schleppe

CALL TO ORDER

The Meeting was called to order at 6:31 pm.

The Commission agreed to receive the delegation's presentation regarding the southwest ball diamond in Keogan Park (refer to 4.1) and then proceed with remaining Agenda.

1. ADOPTION OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for April 11, 2019 be adopted. CARRIED

2. APPROVAL OF MINUTES FROM LAST MEETING

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for Okanagan Falls Parks and Recreation Commission of March 14, 2019 be approved. CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Master Plan for Parks –refer below to motion

3.2 Heritage Hills Parkette – refer below to motion

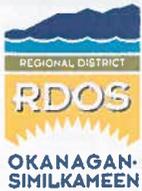
3.3 Lion's Park Pond – installation of a pump similar to the pump located behind the Home Depot in West Kelowna.

3.4 Pickleball Court donation – Matt to speak to donor and indicate that the Commission is preparing a Master Park Plan. The location for a Pickleball Court to be negotiated at a later date.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission prepare a long term Park Master Plan for Okanagan Falls to be completed in 2019. CARRIED



Minutes
Regular Meeting
Okanagan Falls Parks and Recreation Commission
Thursday, April 11, 2019 at 6:30 pm
Okanagan Falls Community Centre

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission endorse the RDOS to enter into a License Agreement with Ministry of Transportation and Infrastructure regarding the use and maintenance of a landscaped area (parkette) at the junction of Heritage Boulevard and Sunnybrook Drive in Heritage Hills. CARRIED

4. CORRESPONDENCE/DELEGATIONS

4.1 Property owner adjacent Keogan Park – Deb Tblus presented on the Ball Diamond (south west) and the errant balls into her farm yard.

5. COMMISSION REPORTS

5.1. Chair Update – No report.

5.2. Treasurer update – the 2019 approved budget and income statement was circulated.

5.3. Heritage Hills Park Committee – park plan for review and tendering, MOA was shared with the Commission and additional revisions are required.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission recommend to the RDOS Board that the new park in Heritage Hills/Lakeshore Highlands be named “Skaha Vista Park at Heritage Hills.” It was also recommended that the primary trail/egress road be named “Garnett Trail”.

Refer to attached Report from Heritage Hills/Lakeshore Community Association.

6. RDOS STAFF REPORTS

6.1. Parks Updates – *J. Shuttleworth*

6.1.1 Boat Launch Licence of Occupation

RECOMMENDATION

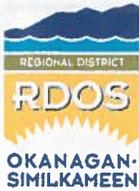
IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission endorse the submission of an application for License of Occupation. CARRIED

6.1.2 Boat Launch and Dock preliminary design

RECOMMENDATION

IT WAS MOVED AND SECONDED



Minutes Regular Meeting Okanagan Falls Parks and Recreation Commission

Thursday, April 11, 2019 at 6:30 pm
Okanagan Falls Community Centre

That the Okanagan Falls Parks and Recreation Commission approve the preliminary design for submission to FLNRO and then proceed to tendering. CARRIED

6.1.3 Heritage Hills Memorandum of Agreement - Refer to 5.3

6.2 Recreation Report – written report circulated. Commission advised that the Recreation Coordinator investigate the BCAA Grant – nominate a space in your community. Compile a Recreation Program Charter that will provide details on programs, participation, outcomes, expenses, revenue, etc.

7. RDOS DIRECTOR REPORT – R. Obirek provided a verbal report and introduced Greg Rose (engagement consultant).

8. NEW BUSINESS ARISING FROM THIS MEETING

8.1 Keogan Sports Field – response to delegation.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission recommend to the RDOS Board removal of the south west Ball Diamond in Keogan Park. CARRIED

9. STRATEGIC PLANNING – tabled to May meeting.

10. ADJOURNMENT

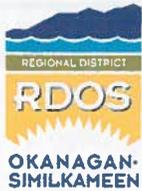
IT WAS MOVED

That the meeting be adjourned at 8:58 pm CARRIED

Chair, Parks and Recreation Commission

Recording Secretary

Next Meeting: May 9, 2019



Minutes
Regular Meeting
Okanagan Falls Parks and Recreation Commission
Thursday, April 11, 2019 at 6:30 pm
Okanagan Falls Community Centre

TO: OK FALLS PARKS AND RECREATION COMMISSION
FROM: DOUGLAS LYCHAK, COMMISSION MEMBER AND PRESIDENT,
HERITAGE HILLS/LAKESHORE HIGHLANDS COMMUNITY ASSOCIATION

RE: PARK NAMING, HERIGAGE HILLS

BACKGROUND:

The RDOS Staff recommended that the new park in Heritage Hills be named Garnett Family Park, and this recommendation went to the RDOS Board last October, 2018. The Board rejected and sent back the park naming because there had been no community involvement. Subsequently, the Community Association undertook a public participation process soliciting park names. The notice inviting submissions was posted on the neighbourhood bulletin boards and sent out to the full membership on the Google Groups site. There were 23 different names for the park submitted to the Executive Board of the Association. Subsequently, of the 23 names submitted, the Executive Board was asked to rank their first, second and third choice. While the name "Heritage" was included in 8 submissions, and received 18 votes, each submission was attached to a different suffix or prefix, i.e "Heritage Glen, Heritage Green, Heritage Dale, Heritage Park". The single name which received the most votes was "Skaha Vista Park".

Upon consultation and review, the Board respectfully recommends that the new park in the Heritage Hills/Lakeshore Highlands community be named "SKAHA VISTA PARK AT HERITAGE HILLS".

In recognition of the fact that the parkland was acquired from Mr. Aanijes, and that he was to have input into the process of naming the park, and put forward the name "Garnett" we would recommend that the emergency egress trail and main pathway through the park be named "Garnett Trail" and that appropriate signage be erected recognizing this.

RECOMMENDATION:

That the new park in Heritage Hills/Lakeshore Highlands be named "SKAHA VISTA PARK AT HERITAGE HILLS"

That the main trail and emergency egress trail through the park be named "GARNETT TRAIL"

Respectfully submitted,

DOUGLAS LYCHAK



Minutes

Regular Meeting

Okanagan Falls Parks and Recreation Commission

Thursday, May 9, 2019
Okanagan Falls Community Centre

Members: Alf Hartviksen, Matt Taylor, Kelvin Hall, Barbara Shanks, David Del Rizzo, Doug Lychak, Carole Barker, Daniela Fehr
Regrets: Jim Lamond
Guests: Mike Pearce and Bob Daly
Area Director: Ron Obirek
Staff: Justin Shuttleworth, Shona Schleppe

The Regular Meeting was proceeded with Strategic Planning at 6:02 pm.

CALL TO ORDER

The Meeting was called to order at 6:50 pm.

1. ADOPTION OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for May 9, 2019 be adopted. CARRIED

By consensus, Item 4.0 Correspondence/Delegations was brought forward.

4. CORRESPONDENCE/DELEGATIONS

Mike Pearce and Bob Daly – past Chairs of Okanagan Falls Parks and Recreation Commission presented to the Commission on the history of the development of the Keogan Sports Field.

The delegates departed the meeting following their presentation.

2. APPROVAL OF MINUTES FROM LAST MEETING

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for Okanagan Falls Parks and Recreation Commission of April 11, 2019 be approved. CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Master Plan for Parks – timeline, scope, outcomes – establish Committee – Matt and Kelvin to draft proposed scope.

3.2 Keogan Sports Field – RDOS staff to check for additional history of Keogan Sports Park development with RDOS.



Minutes

Regular Meeting

Okanagan Falls Parks and Recreation Commission

Thursday, May 9, 2019
Okanagan Falls Community Centre

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission reconsider the April 11 Motion with regard to the removal of the Ball Diamond. CARRIED

3.3 Heritage Hills MOA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission approve the adoption of the Heritage Hills Memorandum of Agreement (May 8, 2019 version) for the Heritage Hills Park development. CARRIED

3.4 Heritage Hills Parkette – RDOS staff met with MOTI to review the drainage and permitting should be processed in the upcoming weeks. The Heritage Hills Homeowners Association will maintain the parkette.

3.5 Heritage Hills Park Naming – has not proceeded to the RDOS Board there are a number of issues pending with the developer.

5. NEW BUSINESS

5.1 KVR Trestle – jumping from the trestle is of interest to the public. Area “D” Director read a letter from an Okanagan Falls citizen regarding interest in permitting jumping. The Trestle is under the jurisdiction of FLNRO for Licence of Occupation which includes a management plan. This Lease expires in 2019. Following the report of injuries sustained from jumping the RDOS consulted with MIABC and they provided a number of recommends to mitigate risk.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission recommend RDOS change signage to permit walking on or jumping off at your own risk, that the ladders be upgraded possibly by community members and that a proper self closing gate be added. CARRIED

6. COMMISSION REPORTS

6.1 Chair Update – The Director and Chair have received several public inquiries regarding opening of washrooms in the parks. The Chair recommended that the number of days per year that access is available be increased in the near term and that year-round access be investigated in the long term. As of May 10, both Kenyon and Christie Memorial washrooms will be open.

6.2 Treasurer update – no report.



Minutes
Regular Meeting
Okanagan Falls Parks and Recreation Commission
Thursday, May 9, 2019
Okanagan Falls Community Centre

6.3 Heritage Hills Park Committee –The RDOS Staff presented a revised design plan the Homeowner’s Association for their review and approval. The Commission signed the MOA for the Heritage Hills Park development. The Commission will have an opportunity to review the revised design plan at the June meeting. The community is planning a Park Celebration event for the Fall.

7. RDOS STAFF REPORTS

7.1 Parks Coordinator

7.1.1 Park Vendors – on applicant submitted as per the Expression of Interest requirements and deadline (Goebel Ltd – a food vendor). A clothing consignment vendor also submitted an email requesting access to the park.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission recommends that the RDOS amend the Zoning Bylaw to permit temporary park vendors. CARRIED

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Parks and Recreation Commission permit Goebel Ent. LTD. (food vendor) to enter into a contract as per his submission to the Expression of Interest (April 2, 2019) to operate in the Park. CARRIED

7.2 Recreation Report – a written report was emailed. The 2019 Quarter 1 Recreation Program Charter was distributed and explained.

8. RDOS DIRECTOR REPORT – Acknowledged the commitment and dedication of the members.

9. NEW BUSINESS ARISING FROM THIS MEETING

10. PLANNING (PARK AND PLAY)

11. ADJOURNMENT

IT WAS MOVED

That the meeting be adjourned at 8:39 pm. CARRIED

Chair, Parks and Recreation Commission

Recording Secretary



Minutes
Regular Meeting
Okanagan Falls Parks and Recreation Commission
Thursday, June 13, 2019
Kenyon House

Members: Carole Baker, Barbara Shanks, Doug Lychak, Daniela Fehr
Jim Lamond
Regrets: Alf Hartviksen, David Del Rizzo, Matt Taylor, Kelvin Hall
Guests: Bob Setters, Jan Edmond
Area Director: Ron Obirek
Staff: Justin Shuttleworth, Shona Schleppe

CALL TO ORDER

The Meeting was called to order at 6:31 pm

1. ADOPTION OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for June 13, 2019 be adopted. CARRIED

2. APPROVAL OF MINUTES FROM LAST MEETING

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for Okanagan Falls Parks and Recreation Commission of May 9, 2019 be approved. CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Master Plan for Parks – Receive Plan and review at July meeting.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Commission receive the “Draft” Plan, members to review and come prepared to discuss at the July meeting. **CARRIED**

3.2 Keogan Sports Field – Staff to gather additional information and report to Commission at next meeting. Update the two delegations of status and reinforce the Commission’s interest in developing a Park Master Plan.

3.3 Heritage Hills Parkette – Permit has not been submitted to construct and maintain. MOTI is currently working on site.



Minutes

Regular Meeting

Okanagan Falls Parks and Recreation Commission

Thursday, June 13, 2019
Kenyon House

3.4 Heritage Hills Park Naming – RDOS Board decision on June 6, 2019 recommended to postpone to a date no later than June 2020 to allow for a public engagement process to take place and to allow for the parties to work toward consensus on a name.

*Guests arrived at 6:53 pm and requested to speak to Boat Launch. By consensus, Item 4.2 Boat Launch was added to Agenda.

3.5 KVR Trestle – No update from staff. Director Oberik provided comment regarding presentation by MIABC at RDOS Boarding Meeting on June 6. Staff to prepare report to the RDOS Board.

4. CORRESPONDENCE/DELEGATIONS

4.1 Email re. South Skaha Shore Property – add to Strategic Plan process (land acquisition).

4.2 Guests addressed concerns regarding the Okanagan Falls - Boat Dock/Launch. Guests spoke to safety and inadequacy of dock/launch. Guest is a hotel owner in Okanagan Falls and the poor dock/launch directly affects his hotel bookings and tourism. Staff provided update on Boat Launch and invited guests to submit additional comments via email.

5. NEW BUSINESS

5.1 Aster Committee Report – plan to be provided at the July meeting.

5.2 IGA Closure – tabled to July meeting.

6. COMMISSION REPORTS

6.1 Chair update – no report.

6.2 Treasurer update – as of May 29 – revenue is at 53% and expenditure at 13%.

6.3 Heritage Hills Park Committee – project is proceeding with a number of environmental and engineering studies to be conducted.

7. RDOS STAFF REPORTS

7.1 Parks Coordinator

7.1.1 Temporary Boat Dock proposal from Trademark.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Okanagan Falls Commission proceed with the proposal from Trademark to install a temporary boat dock and capital projects to incur the expenditure.



Minutes
Regular Meeting
Okanagan Falls Parks and Recreation Commission
Thursday, June 13, 2019
Kenyon House

7.2 Recreation Report – a written report was provided and will be circulated electronically. The Summer Program guide has been developed and copies circulated. Staff invited Commission members to attend the Canada Day Celebrations.

8. RDOS DIRECTOR REPORT

Provided update on Electoral Area “D” meetings and matters.

9. NEW BUSINESS ARISING FROM THIS MEETING

9.1 Bench Donation and Maintenance – tabled to July meeting.

10. PLANNING (PARK AND PLAY) – STRATEGIC PROJECTS

Tabled to July meeting.

11. ADJOURNMENT

IT WAS MOVED

That the meeting be adjourned at 8:07 pm.

CARRIED

Chair, Parks and Recreation Commission

Recording Secretary



MINUTES

Similkameen Recreation Commission

June 4th, 2019 @ 7:00pm
Keremeos Recreation Centre

Members Present: Tom Robins, Jennifer Roe, Duncan Baynes, Tim Austin
Absent: Dave Cursons, Selena Despres
Area Representatives Tim Roberts (Area G), Jeremy Evans (Keremeos)
Staff: Shane Marsh (Similkameen Recreation)
Recording Secretary: Shane Marsh
Guests:

1. Approval of Agenda

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Similkameen Recreation Meeting of June 4th, 2019 be adopted and all presentations and reports be accepted.

– **CARRIED**

Opposed:

2. Approval of Last Meeting Minutes

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for the Similkameen Recreation Meeting of May 7th, be adopted and all presentations and reports be accepted.

– **CARRIED**

Opposed:

3. Correspondence/Delegations/Public Questions

RECOMMENDATION

No Correspondence/Delegations/Public Questions presented.

4. RDOS Staff Report

4.1. Facility Updates discussion with S. Marsh

4.1.1 Fraser Valley Refrigeration has come in to assess the hole in the ice surface.

4.2. Pool Updates discussion with S. Marsh

4.2.1 First week of pool operation and we have all of June booked with school swims



MINUTES

Similkameen Recreation Commission

June 4th, 2019 @ 7:00pm
Keremeos Recreation Centre

4.2.2 Schedule is complete and registration forms are all ready

5. Commission Member Reports

IT WAS MOVED AND SECONDED

That the Rec Commission will skip the August meeting.

– **CARRIED**

Opposed:

6. RDOS Director Reports

6.1. Village of Keremeos

No report presented

6.2. Electoral Area B

No report presented

6.3. Electoral Area G

T. Roberts discussed different heating options for the new pool if the grant is approved.

7. Business Arising

7.1 Art Committee will meet in June to discuss the possible mural in the bowling alley.

8. Adjournment

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the May 7th, 2019 Similkameen Recreation Commission meeting be adjourned.

– **CARRIED**

Opposed:

NEXT MEETING: July 2nd, 2019 @ 7:00pm

Similkameen Recreation Centre

Recreation Commission Chair

Recording Secretary

Members Present: Doug King (Chair), Jaynie Malloy, Randy Cranston, Neal Dockendorf, Jen Charlish, Wendy Busch, Gail Jeffery, Wayne Lee
Director: Subrina Monteith
Visitors: Dave Gill, Margie O'Brian
Staff: Janet Black, Justin Shuttleworth, Doug Reeve
Recording: Jen Charlish

Call to Order: 6:31 pm

1. APPROVAL OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Kaleden Parks and Recreation Meeting of June 12, 2019 be adopted.

CARRIED

2. APPROVAL OF THE APRIL 10, 2019 MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Kaleden Parks & Recreation Meeting of December 19, 2017 be adopted.

CARRIED

3. CORRESPONDENCE/DELEGATIONS

4. RDOS STAFF REPORTS

4.1 Recreation – Janet Black spoke to her monthly report, the summer programs, and the 2018 Program Charter

- a. Summer Programs <https://www.kal-rec.ca/recreation/>
- b. 2018 Program Charter – distributed by email

4.2 Parks & Facilities

- a. Park Project Progress - walk about in the park with Doug Reeve and Justin Shuttleworth
 - Doug will circulate a list of topics discussed
 - Commission will deal with the list at the next meeting
 - b. Park Capital Project - Income and Expenditures – tabled until next meeting
-

5. RDOS DIRECTOR'S REPORT

– Two people have expressed interest in being on the commission and will submit their applications

6. FINANCIALS – tabled to the next meeting

7. STRATEGIC PLANNING – add these to the current list

- Add North Kaleden KVR Access - to be investigated
 - Add Solar Panels on Hall roof – need to look at options & pricing
 - Look to combine some projects from Rick Hansen & federal infrastructure grants if both applications are successful
-

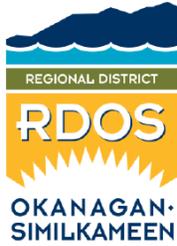
8. BUSINESS ARISING

- 8.1 Canada Day – arrangements were discussed and finalized
 - 8.2 Riparian Areas and Grass Cutting – Planning for incorporating riparian values
 - these issues were discussed during walk about.
 - concern expressed about shoreline erosion
 - Staff asked to make recommendations
 - 8.3 Mural near the Gazebo – depicting Kaleden History under supervision of Endrene Shepherd
 - Randy is working with the school and Endrene on this project
 - possible fall project
 - painting will be done by community members
 - design will be presented to the Commission for approval when complete
 - 8.4 Initial preparation for the ice rink project
 - discussed during the walk about
 - costing and planning to come
 - 8.5 Hockey Nets – several old nets can be taken by community members or will be thrown out
-

9. ADJOURNMENT

Hearing no objections, the Chair adjourned the meeting at 8:31 p.m.

NEXT REGULAR MEETING: Tuesday, July 10, 2019 at 6:30 pm



Minutes

Electoral Area 'F' Advisory Planning Commission

Meeting of Wednesday, May 8, 2019

Boardroom, Regional District Okanagan-Similkameen

Present: Riley Gettens, Director, Electoral Area "F"
Members: Brad Hillis, Galina Pentecost, Margaret Holm, Gerry Lalonde, Don Barron
Absent: Rick Hatch, Mike Stokker
Staff: Christopher Garrish, Planning Manager
Recording Secretary:
Delegates: None

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED

3. DEVELOPMENT APPLICATIONS

3.1 Not applicable

4. REFERRALS

4.1 Not applicable

5. AMENDMENT BYLAWS

5.1 Not applicable

6. APPROVAL OF PREVIOUS MEETING MINUTES

Not applicable

7. OTHER

- 7.1 Amendment Bylaw No. 2849 – For Information Only
- 7.2 Accessory Dwelling Unit Review – For Information Only
- 7.3 F2019.003-CROWN – Integrated Land Management Bureau – For Information Only
- 7.4 F2019.007-CROWN – Integrated Land Management Bureau – For Information Only
- 7.5 APC Bylaw No. 2339 5.1 – Chair of the Commission
Elections tabled until next meeting

8. ADJOURNMENT

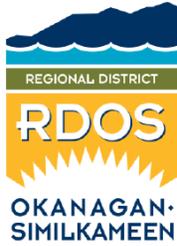
8.1 MOTION

It was Moved and Seconded that the meeting be adjourned at 8:40 pm.

CARRIED

Advisory Planning Commission Chair

Advisory Planning Commission Recording Secretary / minute taker



Minutes

Electoral Area 'F' Advisory Planning Commission

Meeting of Wednesday, June 5, 2019

Boardroom, Regional District Okanagan-Similkameen

Present: Riley Gettens, Director, Electoral Area "F"
Members: Brad Hillis, Galina Pentecost, Margaret Holm, Gerry Lalonde, Don Barron
Absent: Rick Hatch, Mike Stokker
Staff: Christopher Garrish, Planning Manager
Recording Secretary:
Delegates: None

1. CALL TO ORDER

The meeting was called to order at 7:15 p.m.

2. ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED

3. DEVELOPMENT APPLICATIONS

3.1 Not applicable

4. REFERRALS

4.1 Not applicable

5. AMENDMENT BYLAWS

5.1 Not applicable

6. APPROVAL OF PREVIOUS MEETING MINUTES

6.1 Not applicable

7. OTHER

7.1 Cannabis Production Facility Update

Presented by Christopher Garrish, Planning Manager

7.2 F2019.009-CROWN – Integrated Land Management Bureau – For Information Only

7.3 APC Bylaw No. 2339 5.1 – Chair of the Commission

Brad Hillis was elected to Chair of the Commission

Vice-Chair Election tabled until next meeting

8. ADJOURNMENT

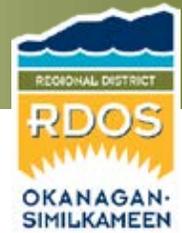
8.1 **MOTION**

It was Moved and Seconded that the meeting be adjourned at 8:15 pm.

CARRIED

Advisory Planning Commission Chair

Advisory Planning Commission Recording Secretary / minute taker



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, June 20, 2019
10:07 a.m.

Minutes

MEMBERS PRESENT:

Chair M. Bauer, Village of Keremeos	Director K. Kozakevich, Electoral Area "E"
Vice Chair R. Gettens, Electoral Area "F"	Director S. McKortoff, Town of Osoyoos
Director J. Bloomfield, City of Penticton	Director S. Monteith, Electoral Area "I"
Director T. Boot, District of Summerland	Director M. Pendergraft, Electoral Area "A"
Director G. Bush, Electoral Area "B"	Director R. Obirek, Electoral Area "D"
Director B. Coyne, Electoral Area "H"	Director F. Regehr, City of Penticton
Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
Director D. Holmes, District of Summerland	Director P. Veintimilla, Town of Oliver
Director J. Kimberley, City of Penticton	
Director R. Knodel, Electoral Area "C"	

MEMBERS ABSENT:

Director J. Vassilaki, City of Penticton

STAFF PRESENT:

B. Newell, Chief Administrative Officer	M. Woods, Gen. Manager of Community Services
C. Malden, Manager of Legislative Services	J. Shuttleworth, Manager of Parks and Facilities

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Community Services Committee Meeting of June 20, 2019 be adopted. - CARRIED

B. Delegation - Thompson Okanagan Tourism Association

a. Kettle Valley Rail Trail Master Plan Executive Summary

Mike Overend, Destination Development Program Specialist, addressed the Committee regarding the Master Plan for the Kettle Valley Rail Trail.

It was MOVED and SECONDED

THAT the Board of Directors refer the 2019 Thompson Okanagan Tourism Association's Kettle Valley Rail Trail Master Plan to administration for report and recommendation to the Board. - CARRIED

C. Nickel Plate Nordic Ski Club**1. Proposal to Expand Nickel Plate Provincial Park**

At the February 7, 2019 Community Services Committee meeting, the following motion was moved and seconded before it was postponed to a meeting of the committee after a representative from the Ministry of Forests, Lands, and Natural Resource Operations attended as a delegation, to discuss timber operations:

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the RDOS Board of Directors support the Nickel Plate Nordic Centre's proposal to expand the existing Nickel Plate Provincial Park in principle; and further,

THAT the Board send a letter to the Honourable Doug Donaldson, Minister of Forest, Land and Natural Resources, and the Honourable George Heyman, Minister of Environment, stating the Board supports, in principle, the efforts of the Nickel Plate Nordic Centre to protect the Apex Mountain recreation area from any logging, present, or future. -

DEFEATED

Opposed: –Directors Pendergraft, Bush, Knodel, Kozakevich, Gettens, Roberts, B. Coyne, Kimberley, Regehr, Bloomfield, Boot, Holmes, Veintimilla, McKortoff, S. Coyne, Bauer

D. Regional Recreation Program Update

The Committee was provided an update on the RDOS Recreation Program, including the Physical Activity Trailer (PAT) and the Physical Literacy for Communities (PL4C) initiatives.

E. ADJOURNMENT

By consensus, the Community Services Committee meeting adjourned at 10:53 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Bauer
Community Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, June 20, 2019

11:00 a.m.

MINUTES

MEMBERS PRESENT:

Chair G. Bush, Electoral Area "B"	Director K. Kozakevich, Electoral Area "E"
Vice Chair R. Gettens, Electoral Area "F"	Director S. McKortoff, Town of Osoyoos
Director M. Bauer, Village of Keremeos	Director S. Monteith, Electoral Area "I"
Director J. Bloomfield, City of Penticton	Director R. Obirek, Electoral Area "D"
Director T. Boot, District of Summerland	Director M. Pendergraft, Electoral Area "A"
Director B. Coyne, Electoral Area "H"	Director F. Regehr, City of Penticton
Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
Director D. Holmes, District of Summerland	Director P. Veintimilla, Town of Oliver
Director J. Kimberley, City of Penticton	
Director R. Knodel, Electoral Area "C"	

MEMBERS ABSENT:

Director J. Vassilaki, City of Penticton

STAFF PRESENT:

B. Newell, Chief Administrative Officer	C. Baughen, Solid Waste Management Coordinator
C. Malden, Manager of Legislative Services	

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Environment and Infrastructure Committee Meeting of June 20, 2019 be adopted. - **CARRIED**

B. Discussion Regarding Plastic Bag Ban in Okanagan

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the RDOS Board of Directors express their support to the Province and Federal governments for a single use plastics ban. - **CARRIED**

C. ADJOURNMENT

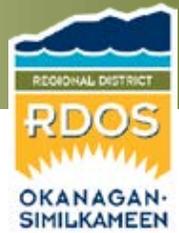
By consensus, the Environment and Infrastructure Committee meeting adjourned at 11:21 a.m.

APPROVED:

CERTIFIED CORRECT:

G. Bush
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, May 9, 2019
9:20 a.m.

MINUTES

MEMBERS PRESENT:

Chair D. Holmes, District of Summerland
Vice Chair T. Roberts, Electoral Area "G"
Director M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director R. Barkwill, Alt. District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director K. Kozakevich, Electoral Area "E"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

Director T. Boot, District of Summerland

STAFF PRESENT:

B. Newell, Chief Administrative Officer

C. Malden, Manager of Legislative Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Protective Services Committee Meeting of May 9, 2019 be adopted. - **CARRIED**

B. CLOSED SESSION

RECOMMENDATION 2

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(c) of the *Community Charter*, the Committee close the meeting to the public on the basis of labour relations or other employee relations. - **CARRIED**

The meeting was closed to the public at 9:20 a.m.

The meeting was opened to the public at 10:37 a.m.

By consensus, Item D was brought forward.

D. Delegation – Superintendent Ted De Jager

Superintendent De Jager addressed the Committee to present the Penticton South Okanagan Similkameen Regional Detachment [quarterly report](#).

C. FIRE DEPARTMENT OPERATIONAL BYLAW – For Information Only

1. Administrative Report
2. Draft Bylaw

It was MOVED and SECONDED

That the Board amend the proposed Fire Department Operational Bylaw to:

Add Bylaw No. 1209 to S. 57 – Repeal of Bylaws

Add Bylaw No. 1125 (West Bench) and Bylaw No. 1197 (Rural Princeton) to Schedule “A”

DEFEATED

Opposed: Directors Pendergraft, Bush, Knodel, Obirek, Kozakevich, Gettens, Roberts, Monteith, Vassilaki, Kimberley, Regehr, Bloomfield, Barkwill, Holmes, Veintimilla, McKortoff, S. Coyne, Bauer

E. ADJOURNMENT

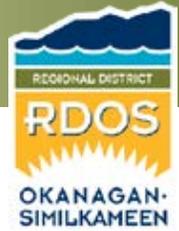
By consensus, the Protective Services Committee meeting adjourned at 11:44 a.m.

APPROVED:

CERTIFIED CORRECT:

D. Holmes
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, June 20, 2019
9:03 a.m.

MINUTES

MEMBERS PRESENT:

Chair D. Holmes, District of Summerland
Vice Chair T. Roberts, Electoral Area "G"
Director M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director K. Kozakevich, Electoral Area "E"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer

C. Malden, Manager of Legislative Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Protective Services Committee Meeting of June 20, 2019 be adopted. - **CARRIED**

B. CLOSED SESSION

RECOMMENDATION 2

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(c) of the *Community Charter*, the Committee close the meeting to the public on the basis of labour relations or other employee relations. - **CARRIED**

The meeting was closed to the public at 9:03 a.m.

While in Closed Session, the meeting recessed at 10:06 a.m.

The Closed Session meeting reconvened at 11:23 a.m.

The meeting was opened to the public at 11:35 a.m.

C. FIRE SMART PRESENTATION

Helen Malloy, Anarchist Mountain Community Society FireSmart Committee, addressed the Committee regarding the successes, challenges, and next steps for the FireSmart Committee.

The meeting recessed at 12:00 p.m.

The meeting reconvened at 1:30 p.m.

D. FIRE COMMISSIONER

Fire Commissioner Gordon Anderson addressed the Committee regarding Fire Services and the role and responsibility of the Regional District.

E. ADJOURNMENT

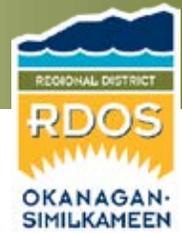
By consensus, the Protective Services Committee meeting adjourned at 2:24 p.m.

APPROVED:

CERTIFIED CORRECT:

D. Holmes
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 12:33 p.m. Thursday, June 20, 2019 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"	Director R. Knodel, Electoral Area "C"
Vice Chair M. Bauer, Village of Keremeos	Director S. McKortoff, Town of Osoyoos
Director J. Bloomfield, City of Penticton	Director S. Monteith, Electoral Area "I"
Director T. Boot, District of Summerland	Director M. Pendergraft, Electoral Area "A"
Director G. Bush, Electoral Area "B"	Director R. Obirek, Electoral Area "D"
Director B. Coyne, Electoral Area "H"	Director F. Regehr, City of Penticton
Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
Director R. Gettens, Electoral Area "F"	Director J. Vassilaki, City of Penticton
Director D. Holmes, District of Summerland	Director P. Veintimilla, Town of Oliver
Director J. Kimberley, City of Penticton	

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer	B. Dollevoet, Gen. Manager of Development Services
C. Malden, Manager of Legislative Services	L. Bloomfield, Manager of Engineering
J. Kurvink, Manager of Finance	

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of June 20, 2019 be amended by:

- adding Item E4 Memorandum of Understanding – Upper Similkameen Indian Band/Town of Princeton/RDOS;
- removing Item D4 Bylaw No. 2860 Reserve Expenditure Bylaw. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Naramata Parks & Recreation Commission – May 27, 2019
THAT the Minutes of the May 27, 2019 Naramata Parks & Recreation Commission meeting be received.

THAT the RDOS to explore the feasibility of a septic easement on Wharf Park including a value assessment, along with public consultation.

- b. Electoral Area "C" Advisory Planning Commission – May 21, 2019
THAT the Minutes of the May 21, 2019 Electoral Area "C" Advisory Planning Commission meeting be received.

- c. Corporate Services Committee – June 6, 2019
THAT the Minutes of the June 6, 2019 Corporate Services Committee meeting be received.
- d. Environment and Infrastructure Committee – June 6, 2019
THAT the Minutes of the June 6, 2019 Environment and Infrastructure Committee meeting be received.
- e. Planning and Development Committee – June 6, 2019
THAT the Minutes of the June 6, 2019 Planning and Development Committee meeting be received.
- THAT Amendment Bylaw Nos. 2849 & 2858 proceed to first reading;
AND THAT prior to first reading of Amendment Bylaw Nos. 2849 & 2858, public information meetings regarding the proposed amendments contained in the bylaws be held in Oliver, Naramata, Kaleden and Princeton.*
- f. Protective Services Committee – June 6, 2019
THAT the Minutes of the June 6, 2019 Protective Services Committee meeting be received.
- g. RDOS Regular Board Meeting – June 6, 2019
THAT the minutes of the June 6, 2019 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Consent Agenda – Corporate Issues be adopted. - **CARRIED**

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Request for Letter of Support – Development of an Okanagan Lake Protection Strategy
 - a. Request for Expression of Support
 - b. Draft Letter of Support

To consider a request for support to develop an Okanagan Lake Protection Strategy in collaboration with the Regional Districts of Central Okanagan, North Okanagan, the Okanagan Basin Water Board (OBWB), the Okanagan Nation Alliance (ONA), the Okanagan Collaborative Conservation Program (OCCP), the South Okanagan Similkameen Conservation Program (SOSCP), and the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD).

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors provide a Letter of Support for the development of an Okanagan Lake Protection Strategy. - **CARRIED**

C. PUBLIC WORKS

1. Award of Campbell Mountain Landfill, Oliver Landfill and Keremeos Transfer Station Entrance Infrastructure Upgrades

RECOMMENDATION 4 (Weighted Corporate Vote –Majority)**It was MOVED and SECONDED**

THAT the RDOS award the consulting services contract for the expenditure of up to \$420,193 to AECOM Canada Ltd. for entrance reconfiguration, scale twinning and scale house replacement at Campbell Mountain Landfill (CML); replacement of the scale and scale house at Oliver Landfill (OLF); and, replacement of the scale house at Keremeos Transfer Station (KTS). - **CARRIED**

2. Campbell Mountain Landfill Phase 2 Leachate Collection and Management

To authorize the 2019 work to our Engineer of Record with the Contaminated Site Regulations with the installation of up to four additional leachate extraction wells at the Campbell Mountain Landfill

RECOMMENDATION 5 (Weighted Corporate Vote –Majority)**It was MOVED and SECONDED**

THAT the RDOS approve the expenditure of up to \$197,451 to Western Water Associated Ltd., Engineer of Record for the Contaminated Site Regulations, for the purposes of carrying out 2019 work on the phase 2 Leachate Collection and Management work at the Campbell Mountain Landfill. - **CARRIED**

D. FINANCE

1. Apex Mountain Waste Transfer Station Temporary Borrowing Bylaw 2861, 2019
 - a. Bylaw No. 2861

RECOMMENDATION 6 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2861, 2019 being a bylaw of the Regional District of Okanagan Similkameen for the temporary borrowing of up to \$700,000 for the construction of the Apex Mountain Waste Transfer Station be read a first, second, third time and be adopted. - **CARRIED**

2. Keremeos Fire Truck Acquisition – Temporary Borrowing Bylaw 2863
 - a. Bylaw No. 2863

RECOMMENDATION 7 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2863, 2019 being a bylaw of the Regional District of Okanagan Similkameen for the temporary borrowing of up to \$350,000 to purchase a fire truck for the Keremeos Fire Protection Service Area be read a first, second, third time and be adopted. - **CARRIED**

3. Area A Community Works (Gas Tax) Reserve Expenditure Bylaw 2859
 - a. Bylaw No. 2859

RECOMMENDATION 8 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2859, 2019, being a bylaw of the Regional District of Okanagan Similkameen to authorize the expenditure of up to \$47,000 from the Electoral Area "A" Community Works Program Reserve Fund for the completion of a park washroom be read a first, second and third time and be adopted. - **CARRIED**

4. Area D Community Works (Gas Tax) Reserve Expenditure Bylaw 2860
This item was removed from the agenda.
-

E. LEGISLATIVE SERVICES**1. State of Local Emergency Extension****RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 07 June 2019, at midnight for a further seven days to 14 June, at midnight; and,

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 14 June 2019, at midnight for a further seven days to 21 June, at midnight.

CARRIED

2. 2019 UBCM Convention – for information only

To identify issues the Board of Directors would like to pursue at the Union of BC Municipalities convention taking place September 23-27, 2019. The deadline to request meetings is July 17, 2019.

3. Finance Policies

- a. Community Works Gas Tax Funding Policy
- b. Regional Grant in Aid Policy
- c. Electoral Area Community Grant in Aid Policy

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors amend the Community Works Gas Tax Policy, the Regional Grant in Aid Policy, and the Electoral Area Grant in Aid Policy, as presented at Corporate Services Committee on June 6, 2019. - **CARRIED**

ADDENDUM 4. [Memorandum of Understanding](#) – Upper Similkameen Indian Band/Town of Princeton/RDOS**It was MOVED and SECONDED**

THAT the Board of Directors endorse the Memorandum of Understanding between Upper Similkameen Indian Band, Town of Princeton and the Regional District of Okanagan-Similkameen - **CARRIED**

F. CAO REPORTS**1. Verbal Update**

G. OTHER BUSINESS**1. Chair's Report**

2. Board Representation

- a. BC Grape Growers Association and Starling Control – *Bush, Monteith (Alternate)*
 - b. BC Rural Centre (formerly Southern Interior Beetle Action Coalition) – *Gettens, Obirek (Alternate)*
 - c. Municipal Finance Authority – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - d. Municipal Insurance Association – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - e. Okanagan Basin Water Board - *McKortoff, Boot, Knodel, Pendergraft (Alternate to McKortoff), Holmes (Alternate to Boot), Monteith (Alternate to Knodel)*
 - f. Okanagan Film Commission – *Gettens, Holmes (Alternate)*
 - g. Okanagan Nation Alliance Steering Committee – *Kozakevich, Monteith (Alternate)*
 - h. Okanagan Regional Library – *Kozakevich, Roberts (Alternate)*
 - i. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Knodel (Alternate)*
 - j. Okanagan-Similkameen Regional Hospital District – *Veintimilla, Boot (Alternate)*
 - k. South Okanagan Similkameen Rural Healthcare Community Coalition (formerly Developing Sustainable Rural Practice Communities) – *McKortoff, Bauer (Alternate)*
 - l. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
-

Director Boot entered the Boardroom at 1:00 p.m.

3. Directors Motions**It was MOVED and SECONDED**

THAT in accordance with Section 90(1)(k) of the *Community Charter*, the Board close the meeting to the public on the basis of negotiations and related discussions respecting the proposed provision of a regional service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Regional District if they were held in public. - **CARRIED**

The meeting was closed to the public at 1:00 p.m.

The meeting was opened to the public at 1:10 p.m.

4. Board Members Verbal Update

H. ADJOURNMENT

By consensus, the meeting adjourned at 1:31 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Award – Development Services Process Tracking Software

Administrative Recommendation:

THAT the RDOS award the contract to supply Process Tracking Software and consulting services for the Development Services Dept. to Avocette Technologies Inc. for up to \$292,651.00.

Business Plan Objective:

KSD 2.0: To optimize the customer experience

Goal 2.2: To meet public needs through continuous improvement of key services

Objective 2.2.1: By improving bylaws, policy and processes within the organization

Item 2.2.1.4: Purchase internal Tracking Software for tracking of Building permits as well as other Development Services process applications.

Background:

The need for an external software solution to meet the internal needs of development processes was first identified in December of 2017 and permission was granted to *“research a new software program to be used Corporately with functionality for Building Inspection, Planning, Bylaw Enforcement, Public Works and Finance”*. A benchmarking exercise was carried out to identify best practice for these types of applications.

Currently, Development Services has been utilizing seven in-house purpose-built internal tracking programs. While these programs met the need of the specific processes they were designed for in the past, an integrated software solution would improve permit turn-around time, reduce workload, improve customer service and internal communication, allow for e-applications and improve process management.

The Board approved the purchase of process tracking software up to \$300,000 in the 2019 Budget. Also forecasted was an \$18,000 annual maintenance and licensing expense occurring within the operating budget from 2020 onwards. Funding from this program change request for the 2019 year was allocated from the Building Inspection reserve.

A Request for Proposals for “Development Services Process Tracking Software” closed on May 17, 2019. Six qualified submissions were received.

Analysis:

An internal cross-department review committee was utilized to score the proposals:

Criteria	Points Available	Avocette	Tempest	City View	Green Pi Inc.	Countable	Okanagan Office Systems
Project Team	10	8	9	5	5	5	5
Qualifications	5	5	5	5	2	3	2
Past Performance / References	5	3	5	1	1	2	1
Functionality/Scope	40	36	28	30	30	20	10
Compatibility	10	9	7	7	3	1	5
Implementation Scheduling	10	10	9	8	9	9	9
Clarity of Proposal	5	5	4	4	4	2	4
Price	15	13	15	14	14	13	13
Total Score	100	89	82	74	68	55	49

The highest rated submission is Avocette Technologies Inc. Avocette is based in New Westminster, BC with experience providing I.T. solutions to government agencies in Canada and the U.S. It has a 'BasicGov' unit that specializes in providing software product integration with local government clients.

BasicGov scored highest in 'Functionality/Scope' due the software's ability to meet all of Development Services process needs, now and into the future, while other proponents provided only a limited scope within the budget available. Some proposals included functionality for only some process areas of Dev. Services (i.e. building inspection & bylaw enforcement, but not planning) or the need for additional capital funding for desired functions (i.e. customer online application portal, mobile inspections, statistical reporting and search ability). Alternatively, BasicGov's proposed subscription-based software solution provides its full software functionality on a flat rate per user model.

Some of the software functionality benefits of BasicGov software over other proposed solutions include: customization of automation rules for various processes, easily searchable information and statistics reporting on performance metrics is inherent to all processes, ease of integration with Microsoft Sharepoint, Collabware, and ESRI ArcGIS – all of which is currently integral software for Dev. Services processes. User-friendly customer portal interfaces through the RDOS website for application and complaint submissions and status, offline (without an internet connection) mobile inspection reporting, templatable report generation to allow for savings of administrative time, and linkage to our existing online payment system, Moneris, for payment of application fees.

BasicGov is considered a “cloud” I.T. solution with software-as-a-service (SaaS) subscription fees required for each user of the software. “Cloud” computing is the practice of accessing data and software (i.e. the permit tracking application) from a remote data center through an internet connection. The proposed solution is in a secure data center, located in Canada and is FOI&PP compliant.

The benefits of a software-as-a-service (SaaS) provider versus an on-premise software solution include:

- **Scalability:** The cloud computing hosting platform called Salesforce has a huge datacenter with an enormous amount of resources (data and CPU or computer power). This solution will scale automatically depending on the use on the system so if at certain times there is more of a demand on the application, more data and/or CPU will be allocated so the performance will not diminish. This will result in a better user experience for staff and the public using the system.
- **Automatic updates:** Software and security updates and bug fixes will happen automatically ensuring the latest version of the software will be available at all times. This will ensure staff have the most efficient application available for them to use and the public will have the best user experience possible. It will also decrease the demands on Information Services (IS) staff required to update the application on a periodical basis.
- **Access anywhere:** Since the application is available as a service over the internet, staff will be able to access the data and information on the application from anywhere there is a good internet connection. This also makes it easier to create an interface for the public to access the information they want.
- **Public access:** This solution allows for and includes a secure portal for the public to access the information they are looking for, with their own login. This will allow for electronic applications of all Dev. Service application types. It would not be possible to provide a similar level of service for the public using an on-premise solution without increasing the amount of IS staff to manage this.
- **Cost savings:** An on-premise solution would require a server, disk storage and database software in addition to the cost of the actual application software. A conservative estimate would be an extra cost of \$9,000 over 5 years or \$1,800 per year to using a on-prem solution as compared to the proposed cloud solution.

However, with a SaaS solution and higher user subscription costs on an annual basis, it is expected that the annual operation costs to the Regional District of this software will be higher than that originally foreseen by Administration during the 2019 Budget deliberation process. In this regard,

Avocette has provided RDOS a per year cost breakdown that can be expected from 2019 (the implementation year) to 2023 and is reflected in the table below:

2019	2020	2021	2022	2023
\$292,651	\$37,012	\$46,313	\$47,456	\$48,634

Attachment No. 1 of this report provides a detailed impact analysis of this 5 year costs in comparison to the Regional District's Five Year Financial Plan with specific regard to expected costs for software procurement and maintenance from 2019 to 2023. Given that the operational costs from years 2020 to 2023 and onwards is much higher than that forecasted in the 2019 Budget process, operational costs will be split up between Branches containing Planning, Building Inspection, Bylaw Enforcement, Subdivision Servicing and Animal Control.

Attachment No.1 also demonstrates the amount of additional funding, starting in 2020, that can be expected for each Electoral Area. The amount of additional cost that each Electoral Area would be subject to would depend on their relative share of requisition of the current service areas of Planning, Building Inspection, Bylaw Enforcement, Subdivision Servicing and Animal Control. This additional cost translates into an approximate average residential taxation increase of \$1.09 in 2020, \$0.52 in 2021, \$0.06 in 2022, and \$0.07 in 2023 averaged across all Electoral Areas.

The benefits of moving forward with this software application will be significant: with substantial savings in process time due to less administrative time entering data and the ability for template report generation, efficiencies gained in information flow between internal departments, better customer satisfaction with online application and permit tracking user interfaces directly linked from our website, and better process performance management and statistical reporting.

Alternatives:

1. Cancel the project

Respectfully submitted:



B. Dollevoet, Development Services General Manager

Respectfully submitted:

Tim Bouwmeester

T. Bouwmeester, Information Services Manager

Attachments: Attachment No. 1 – 5 year Financial Plan Impact Analysis

Attachment No. 1: 5 Year Financial Impact Analysis

Current Five Year Plan	Software and Maintenance Expense				
	2019	2020	2021	2022	2023
Building Inspection	300,000	11,000	11,000	11,000	11,000
Electoral Area Planning	-	-	-	-	-
Subdivision Servicing	-	-	-	-	-
Bylaw Enforcement	-	7,000	7,000	7,000	7,000
Animal Control	-	-	-	-	-
Total	300,000	18,000	18,000	18,000	18,000

Pro-Forma Five Year Plan	2019	2020	2021	2022	2023
Building Inspection	292,651	15,679	19,619	20,104	20,603
Electoral Area Planning	-	14,418	18,041	18,486	18,945
Subdivision Servicing	-	2,450	3,065	3,141	3,219
Bylaw Enforcement	-	2,863	3,582	3,671	3,762
Animal Control	-	1,603	2,005	2,055	2,106
Total	292,651	37,012	46,313	47,456	48,634

Difference - Current to Proforma	2019	2020	2021	2022	2023
Building Inspection	- 7,349	4,679	8,619	9,104	9,603
Electoral Area Planning	-	14,418	18,041	18,486	18,945
Subdivision Servicing	-	2,450	3,065	3,141	3,219
Bylaw Enforcement	-	- 4,137	- 3,418	- 3,329	- 3,238
Animal Control	-	1,603	2,005	2,055	2,106
Total	- 7,349	19,012	28,313	29,456	30,634

Projected Annual Requisition Increase	2019	2020	2021	2022	2023
PIB		\$314	\$133	\$16	\$17
Area A		\$1,940	\$962	\$118	\$122
Area B		\$379	\$140	\$17	\$18
Area C		\$3,169	\$1,757	\$216	\$222
Area D		\$3,732	\$1,807	\$222	\$229
Area I		\$2,204	\$1,067	\$131	\$135
Area E		\$2,710	\$1,328	\$163	\$168
Area F		\$1,453	\$623	\$77	\$79
Area G		\$757	\$281	\$35	\$36
Area H		\$2,354	\$1,203	\$148	\$152

Total Increase	\$19,012	\$9,300	\$1,144	\$1,178
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Annual Impact per Average Residential

	2019	2020	2021	2022	2023
PIB		\$0.32	\$0.13	\$0.02	\$0.02
Area A		\$1.36	\$0.68	\$0.08	\$0.09
Area B		\$0.58	\$0.22	\$0.03	\$0.02
Area C		\$1.23	\$0.69	\$0.08	\$0.09
Area D		\$1.37	\$0.66	\$0.08	\$0.08
Area I		\$1.29	\$0.62	\$0.07	\$0.08
Area E		\$1.88	\$0.92	\$0.11	\$0.12
Area F		\$1.55	\$0.66	\$0.08	\$0.09
Area G		\$0.50	\$0.18	\$0.02	\$0.03
Area H		\$0.82	\$0.42	\$0.05	\$0.06

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Okanagan Falls Wastewater Treatment Plant Constructed Wetland Tender Award

Administrative Recommendation:

THAT the Board of Directors receive the June 21, 2019 Award Recommendation Report for the “Okanagan Falls Constructed Wetland” tender from Native Plant Solutions – Ducks Unlimited Canada; and

THAT the Regional District award the “Okanagan Falls Constructed Wetland” project to H&M Excavating Ltd. in the amount of \$383,701 plus applicable taxes.

Purpose:

To approve the award of construction to a contractor to complete the Constructed Wetland at the Okanagan Falls Wastewater Treatment Plant.

Reference:

In accordance with the Purchasing and Sales Policy, the Regional District Board of Directors shall approve all purchases over \$50,000.

Recommendation letter dated June 21, 2019 from Native Plant Solutions – Ducks Unlimited Canada.

Business Plan Objective: *(Tie to current RDOS Business Plan)*

Key Success Driver #3 – Build a Sustainable Region

Goal 3.3: To develop an environmentally sustainable region with Objective 3.3.3 to enhance the Okanagan Falls Wastewater Treatment System with the creation of a Constructed Wetland.

Background:

The Regional District of Okanagan-Similkameen owns and operates the Okanagan Falls sewer collection system and treatment plant. The Okanagan Falls Constructed Wetland Project has been in the future vision for wastewater treatment in the area since the idea was initially discussed during the development of the ‘Okanagan Falls Sewage Treatment Plant - Strategic Review’ in 2005.

The constructed wetland is considered an enhancement to potentially remove contaminants of concern, such as endocrine disruptors and trace metals, prior to the discharge from the treatment plant to the river channel.

In 2015, the Regional District purchased a property for developing a constructed wetland system located across Rail Road (KVR trail) west of the treatment plant property. Native Plant Solutions – Ducks Unlimited Canada was selected as the design consultant in 2018 . Once the design was completed, a tender for the construction of the wetland was released.

Analysis:

Five tenders were received by the Closing Time on June 13, 2019. The following table provides the contractor name and total tender price provided without GST.

Tender Result Summary

Tenderer	Bid Price Provided
H&M Excavating Ltd.	\$383,701.00
Grizzly Excavating Ltd.	\$439,558.70
Landmark Solutions Ltd.	\$563,900.50
Chute Creek Construction Ltd.	\$668,036.00
IDL Projects Inc.	\$727,009.00

The lowest two bid prices are consistent with the engineer’s estimate for these works.

The design consultant, Native Plant Solutions – Ducks Unlimited Canada, completed a review of the submitted tenders for compliance and provided a letter of recommendation for contract award. The recommended contractor for the construction of the Okanagan Falls Constructed Wetland is H&M Excavating Ltd.

Funding:

The project is funded through two Gas Tax funding streams, Regionally Significant Projects with a value of \$361,912 and Community Works Funding with a value of \$700,000. The lowest bid price is within pretendered estimates and the project is expected to be completed within budget.

Alternatives:

The Board of Directors may choose to not award the project to the recommended contractor and provide a different direction for staff.

Communication Strategy:

Upon Board approval, H&M Excavating Ltd. will be contacted to begin the agreement process. Various communications will be released to the public throughout the process to keep the community informed.

Respectfully submitted:

Liisa Bloomfield

L. Bloomfield, Manager of Engineering



17504 111Ave
Edmonton, AB T56 0A2
Phone: 780-930-1257
www.nativeplantsolutions.com

June 21, 2019

Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, BC V2A 5J9

ATTENTION: Liisa Bloomfield, P.Eng. PMP
Engineering Supervisor, Regional District of Okanagan-Similkameen

RE: Bid Results for Okanagan Falls Constructed Wetland Project No. *RDOS-19-PW-09*

On June 13, 2019 bids were opened for the above referenced project. Five contractors chose to submit bids for the project. The low bid was submitted by H & M Excavating Ltd. of Penticton in the amount of \$383,701.00. This is 5% under the pre-tender estimate of \$405,613.50 prepared by NPS/DUC. The second lowest bid was submitted by Grizzly Excavating Ltd. also of Penticton, in the amount of \$439,558.70 which is 8% above the estimate. The other bids ranged from \$563,900.50 to \$727,009.00. We conducted a Contractor Pre-Award Meeting with H & M Excavating Ltd. and believe their bid to be responsive and complete. Therefore, we recommend that the Regional District award a Contract to H & M Excavating in the amount of \$383,701.00.

Thank you for the opportunity to be of service to the Regional District of Okanagan-Similkameen. We look forward to the successful completion of this project with you.

Kristel Unterschultz, M.Sc., P.Eng.
Water Resources Engineer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Okanagan Falls KVR Trail Trestle

Administrative Recommendation:

1. THAT the chain link fence gate and the aluminum ladders below the gate on the Okanagan Falls KVR Trestle be removed; and,
2. THAT signage be installed along both rail sides to warn against jumping off the trestle.
3. THAT the railing on the trestle be redesigned so the top cap is peaked and not sloped.

Purpose:

The Okanagan Falls Trestle was closed for jumping/diving following an assessment by Risk Management Services (RMS) commissioned by MIABC. Subsequent to that, at their meeting of May 9, 2019 the Okanagan Falls Parks and Recreation Commission adopted the following recommendation to the Board:

“That the RDOS change signage to permit walking on or jumping off at your own risk, that the ladders be upgraded possibly by community members and that a proper self closing gate be added” to the KVR trail trestle in Okanagan Falls”.

Reference:

1. 2017 RMS Risk Analysis – Commissioned by MIABC
2. Lidstone & Co. Legal Opinion on risk

Background:

Jumping off the KVR trestle into Skaha Lake in Okanagan Falls has been a popular summer activity for residents and visitors for many years. At some point in time, at one location on the trestle, the guard rail was removed and a gate and ladder were installed to allow access to the lake. This installation was not authorized by the RDOS, nor is it known who installed the infrastructure. The installed infrastructure does not appear to meet any public standard for access or egress from a body of water and is now in a state of disrepair.

The trestle is owned by the Province of British Columbia, who have issued a ‘license of occupation’ to the RDOS to operate a “Non-mechanized public recreation” trail on the KVR railbed. The license does not contemplate a jumping/diving platform. The license of occupation was previously issued to the Okanagan Falls Chamber of Commerce from 1999 to 2003 before it was transferred to the RDOS following a 2003 Coroner’s Report stemming from an unrelated accidental death at the trestle.

In the fall of 2017, the Municipal Insurance Association (MIA) commissioned RMS to perform a risk assessment of the trestle as part of their annual public infrastructure review. The assessment scored high on the risk evaluations and low on the adequacy of controls regarding the area where the jumping occurs. Following recommendations within the RMS report, RDOS staff installed “No Jumping” signs and locked the access gate. Due to frequent vandalism to the gate, staff have now replaced the gate with a guard rail as recommended by MIA. Since the mitigation measures have been in place, the Okanagan Falls Parks and Recreation Commission have received correspondence expressing disappointment at the closure and addressed this at their May 9th meeting.

Analysis:

The accidental death in 2003 was a fall from a bicycle and is the only known major incident on the KVR trestle. The 2017 MIA report provides the grounds for discouraging public use of the trestle for jumping/diving as an activity. An inherent value of the Regional District is to promote public safety and the MIA Risk Assessment suggests that inviting the public to jump off the trestle seems to contradict that.

The Regional Trails Program has the mandate to operate a recreational trail over the KVR trestle and that would include the responsibility to mitigate the risks to the users of the trail. As is the case with other bridges on the KVR trail throughout the region, a continuous barrier to prevent trail users from falling off a bridge is standard.

Section 1.1.1.1.(2)(h) of the BC Building Code exempts areas that are regulated by federal or provincial regulations (**federal or provincially owned properties**) from complying with the Code. Should the KVR Trestle License of Occupation have contemplated a jumping platform, the licence of occupation may have set out whether code requirements must be adhered to for that activity. The RDOS Building Bylaw includes a requirement that swimming pools must be fenced and, if a deck is over 2 ft. in height, we’d have a code requirement that the deck must have a continuous railing. If it was a playground, there would be standards for the playground landing areas and the playground equipment. A recreational bridge, to our knowledge, is not captured by any of these regulations.

Should the Board decide to open the trestle for jumping, it would be appropriate to apply to the Province to amend the License to recognize our intent. However, one would think that further research and design would be needed to meet a required standard of care.

Legal Opinion

With the exposure to liability in managing places of public assembly and use, a legal opinion is provided to assist Committee reach an informed decision on the Trestle. The Lidstone & Co. opinion is attached for the Committee’s consideration.

MIA

During their presentation to Committee on June 20th, MIA representatives indicated that they are an insurance company and that MIA would not make program decisions regarding risk for the Board. MIA is contracted to represent the client against negligence claims, and they indicated that should we have a claim registered against us for a trestle accident that they would fulfil that responsibility. The question to us, of course, is why would a government invite the public to undertake an activity registered as an extreme risk by a risk assessment expert.

City of Penticton

While perhaps not the same situation, the City of Penticton has a pier extending into Okanagan Lake close to a public beach at which they have taken the approach of fencing and clearly signing that jumping/diving is not permitted. (Picture attached)

Alternatives:

1. That the RDOS support the May 9, 2019 Okanagan Falls Parks and Recreation Commission motion to re-open the trestle for jumping/diving.
2. That the RDOS refer the issue back to administration to conduct further research to address the risk of allowing jumping from the KVR trestle including, but not limited to:
 - a. A more in-depth legal review
 - b. Research and retain experts to provide mitigation options
 - c. Consideration of budget and resource implications to offer a supervised program

Respectfully submitted:

Justin Shuttleworth

J. Shuttleworth, Parks & Facilities Manager

From: Ian Moore <moore@lidstone.ca>
Sent: June 25, 2019 4:07 PM
To: Justin Shuttleworth <jshuttleworth@rdos.bc.ca>
Cc: casual.legalservices@lidstone.ca; Rebecca Coad <coad@lidstone.ca>
Subject: RE: Okanagan Falls Rail Trail Trestle (casual legal advice)

Hi Justin,

There are three potential issues related to liability to flag here:

(1) The Regional District's insurance coverage

It is possible that non-compliance with MIA's recommendations could jeopardize RDOS' insurance coverage in a situation that a claim is brought against RDOS. While this would depend on the circumstances of the situation—e.g., the terms of the Regional District's insurance coverage, the actions of the claimant, the actions of any other relevant parties—I would generally recommend against doing something that directly contradicts MIA's recommendations.

(2) The licence of occupation

There may be terms under RDOS' licence of occupation that require it maintain the trestle in a certain manner. I would expect there to also be an indemnification and release provision that would require RDOS to cover any liability of the Province in the situation that a successful claim is brought. This may not be covered by RDOS' insurance.

(3) Regional District liability

RDOS is exposed here to potential liability under both the principles of negligence and the *Occupiers Liability Act* (the "Act"). Under the Act, an occupier of premises (i.e. RDOS) "owes a duty to take that care that in all the circumstances of the case is reasonable to see that a person...will be reasonably safe in using the premises" (see *Duddle v Vernon (City)*, 2004 BCCA 390 ("*Duddle*") at para 13). In other words, the test for whether an occupier has fulfilled their duty "is not whether anything could have been done to prevent [an] injury using 20/20 hindsight, but rather whether the steps taken by the occupier were reasonable in all the circumstances" (see *Duddle* at para 16).

Under the principles of negligence, courts have found that a local government may owe a duty of care when it has knowledge of a potential hazard and is in a position to take reasonable action either to warn affected people about it (i.e. the duty to warn) or to mitigate it. What exactly will be considered a "reasonable action" depends on the circumstances—a local government must exercise the standard of care that would be expected of an ordinary, reasonable, and prudent person in the same circumstances. In other words, the measure of what is reasonable in any given circumstance will depend on a variety of factors, including the likelihood of a known or foreseeable harm, the gravity of that harm, and the burden or cost which would be incurred to prevent injury (*Ryan v Victoria (City)*, [1999] 1 SCR at para 28).

Put together, as there is clearly a risk of harm in this situation, RDOS has, in my opinion, a duty to both warn and take steps to mitigate the risk of harm. While the time before this opinion is needed precludes a more detailed and nuanced set of recommendations, I can provide the following:

- (1) I would recommend against allowing community members to install and maintain any ladders. If there is going to be a ladder, RDOS should be the party that is responsible for it.
- (2) Although the Commission recommends signage indicating that jumping off the trestle is an activity undertaken at one's own risk, if the RDOS also allows for a "proper self-closing gate to be added," the existence of this gate arguably acts as an invitation for people to jump off the trestle. As such, the existence of the gate may cause the fictional reasonable person to perceive the risk of harm that jumping entails as much lower than what MIA has actually indicated. As a result, in my opinion, there would be a higher chance of RDOS being held liable if some harm does occur.
- (3) For similar reasons as #2, the existence of a ladder that would facilitate jumping would also act in the eyes of the law as an invitation to jump, which may unduly minimize the risk of harm in the eyes of people who use the trestle.
- (4) RDOS does not need to prevent jumping in its entirety, but it should act in a way that does not invite it and that also ensures potential jumpers are away of the risks that jumping entails.

With respect to your question about the personal liability of RDOS staff, in general Part 18, Division 2 of the *Local Government Act* provides extensive protection from liability to Regional District staff. It does not, however, eliminate the risk of liability in all instances (e.g. where the employee has dishonestly, maliciously, with gross negligence).

I hope this helps. I am in the office for the next hour if you would like to discuss over the phone. I can also be called tomorrow morning if that would be helpful.

Best,
Ian

Ian Moore
Lawyer
LIDSTONE & COMPANY
BARRISTERS & SOLICITORS
The Merged Law Firm of Lidstone and Murdy & McAllister
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 Phone
604.396.0415 Mobile
604.899.2939 Direct
1.877.339.2199 Toll Free
www.lidstone.ca

Risk Control Survey



**MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA**

Regional District of Okanagan-Similkameen

Provided
by



Risk Management Services Inc.
3999 Henning Dr.
Suite 101
Burnaby, BC V5C 6P9

Tel. (604) 609-4146
(800) 655-5661
Fax (604) 688-6986
www.scm-rms.ca

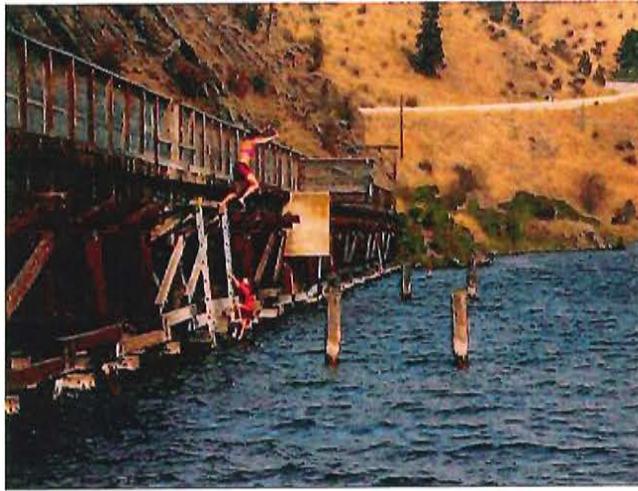


2.10 RECOMMENDATION

	<p>Hazard Description</p> <p>Unsecured guardrail fence on the KVR trestle.</p> <p>Cause and Effect</p> <p>The unsecured fencing can be easily opened. An open gap in the guardrail system presents a fall hazard that may result in personal injuries.</p> <p>Hazard Location</p> <p>Okanagan Falls Trestle</p>
RECOMMENDATION REFERENCE ID	2017-10
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> MAINTENANCE <input type="checkbox"/> TRAINING <input type="checkbox"/> HEIGHT OF HOCKEY GLASS/NETTING <input type="checkbox"/> SECURITY <input type="checkbox"/> INSPECTION <input type="checkbox"/> ATTRACTIVE NUISANCE
RECOMMENDATION	<p>We recommend that the chain link fence gate be locked at all times. Alternatively, the chain link fencing and the aluminum ladders below the fencing should be removed. The existing wood guardrail should be extended to cover the opening.</p>
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 10-15 HIGH <input checked="" type="checkbox"/> 15-25 EXTREME
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> REPEAT <input type="checkbox"/> PENDING <input type="checkbox"/> IN PROGRESS <input type="checkbox"/> CLOSED
CODE REFERENCE	Good loss prevention practice



2.11 RECOMMENDATION



Hazard Description

Members of the public are allowed to jump off the trestle.

Cause and Effect

Jumping off the KVR trestle bridge into the water presents the potential for personal injuries due to unforeseen objects that may be under the surface. The water in this area flows into a narrow channel that leads to a dam 425 meters south of the trestle.

Hazard Location

Okanagan Falls Trestle

RECOMMENDATION REFERENCE ID	2017-11	
RECOMMENDATION SUB-TYPE	<input checked="" type="checkbox"/> SIGNAGE GENERAL	
RECOMMENDATION	<p>We recommend that signage be installed along both rail sides with wording that states, but not limited to, "Danger, do not jump off bridge", "No diving", "Hidden objects under the water". The railing top board should be redesigned so that the top cap is peaked and not sloped, as this will help discourage climbing onto the guardrail.</p>	
ADEQUACY OF EXISTING CONTROLS	<input checked="" type="checkbox"/> LOW <input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM
CONSEQUENCE RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4
LIKELIHOOD RATING	<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 5	<input type="checkbox"/> 2 <input checked="" type="checkbox"/> 4
RISK SCORE-LEVEL OF RISK	<input type="checkbox"/> 1-3 INSIGNIFICANT <input type="checkbox"/> 3-5 LOW <input type="checkbox"/> 5-10 MEDIUM <input type="checkbox"/> 10-15 HIGH <input checked="" type="checkbox"/> 15-25 EXTREME	
RECOMMENDATION STATUS	<input checked="" type="checkbox"/> OPEN NEW <input type="checkbox"/> PENDING <input type="checkbox"/> CLOSED	<input type="checkbox"/> REPEAT <input type="checkbox"/> IN PROGRESS
CODE REFERENCE	Good loss prevention practice	



Photographs

KVR trestle bridge.



KVR trestle bridge.





Photographs

Entrance to the KVR trestle bridge.



KVR trestle bridge.





DANGER

NO DIVING - SHALLOW WATER
DIVING MAY CAUSE DEATH OR PERMANENT INJURY



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: June 20, 2019

RE: Area I Community Works (Gas Tax) Reserve Bylaws

Administrative Recommendation:

THAT Regional District Okanagan-Similkameen Electoral Area "I" Community Works Program (Gas Tax) Reserve Fund Establishment Bylaw No. 2865, 2019 be read a first, second and third time and be adopted.

THAT "Electoral Area "I" Community Works Program Reserve Fund Expenditure Bylaw No. 2860, 2019 being a bylaw of the Regional District of Okanagan Similkameen to authorize the expenditure of up to \$20,000 from the Electoral Area "I" Community Works Program Reserve Fund for the completion of the KVR trail project be read a first, second and third time and be adopted.

Background:

In 2006, the RDOS Board created the Electoral Area "D" Community Works Program Reserve Fund for the purpose of expenditures for or in respect of environmentally sustainable municipal infrastructure to support environmental sustainability objectives under the New Deal for Cities and Communities.

In 2018 Area D was split into Area "D" and Area "I". The balance in the original Area "D" Community Works Reserve Fund must be apportioned to the new Area "D" and Area "I" Reserve Funds on the basis of population.

In order to enable that redistribution of funds between the two Electoral Areas, each must have their own Reserve Fund Establishment Bylaw. Bylaw No. 2865, 2019 will create the required reserve fund for Electoral Area "I" while Electoral Area "D" will remain under the authority of Regional District Okanagan-Similkameen Electoral Area "D" Community Works Program (Gas Tax) Reserve Fund Establishment Bylaw No. 2403, 2006".

Analysis:

The expenditure being requested from the fund is up to \$20,000.00. This will provide for the completion of the Area "I" section of the KVR trail project. This expenditure meets the criteria set out by the UBCM for the Community Works Program.

After deducting the expenditures already committed in 2019, the balance in the Area "I" Community Works Reserve Fund is \$107,116.67.

Alternatives:

Status quo – work does not take place.

Respectfully submitted:

“John Kurvink, Manager of Finance/CFO

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2865, 2019

A bylaw to authorize the establishment of a reserve fund for the Electoral Area “I” Community Works Program (Gas Tax).

WHEREAS the *Community Charter* (which applies to the Regional District by virtue of the *Local Government Act*) authorises the Board, by bylaw to establish a reserve fund for the purposes of expenditures for or in respect of environmentally sustainable municipal infrastructure to support environmental sustainability objectives.

NOW THEREFORE the Board of the Regional District Okanagan-Similkameen, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “Regional District Okanagan-Similkameen Electoral Area “I” Community Works Program (Gas Tax) Reserve Fund Establishment Bylaw No. 2865, 2019”.
2. The “Area “I” Gas Tax Reserve Fund” is hereby established for the purpose of expenditures for or in respect of environmentally sustainable municipal infrastructure to support environmental sustainability objectives under the New Deal for Cities and Communities.

READ A FIRST, SECOND, AND THIRD TIME this day of , 2019.

ADOPTED BY AT LEAST 2/3 OF THE VOTES this day of , 2019.

RDOS Chair

Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2860, 2019

A bylaw to authorize the expenditure of monies from the Electoral Area 'I' Community Works Program Reserve Fund for completion of the KVR trail project.

WHEREAS Section 377 of the Local Government Act, and Section 189 of the Community Charter authorises the Board, by bylaw adopted by at least 2/3 of its members, to provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS the 'Electoral Area 'I' Community Works Program Reserve Funds' have sufficient monies available for community capital projects;

NOW THEREFORE, the Board of the Regional District of Okanagan-Similkameen in open meeting assembled enacts as follows:

1 Citation

- 1.1 This Bylaw shall be cited as the "Electoral Area 'I' Community Works Program Reserve Fund Expenditure Bylaw No. 2860, 2019"
2. The expenditure of up to \$20,000 from the Electoral Area 'I' Community Works Program Reserve Funds are hereby authorized for the completion of the KVR trail project.

READ A FIRST, SECOND, AND THIRD TIME this ___ day of ___, 2019

ADOPTED this ___ day of ___, 2019

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: 2018 Statement of Financial Information

Administrative Recommendation:

THAT the Board of Directors approve the Regional District of Okanagan-Similkameen Statement of Financial Information for the year ended December 31, 2018 pursuant to the *Financial Information Act* Financial Information Regulation Schedule 1, subsection 9(2).

Reference:

2018 Statement of Financial Information (SOFI)

Business Plan Objective:

Objective 1.1.1: By providing the Board with accurate, timely financial information.

Background:

Local governments are required to file the Statement of Financial Information (SOFI) annually. The SOFI must be made available for public viewing by June 30 each year and be accessible for the following three years.

Analysis:

The SOFI consists of the following four core financial statements and schedules:

1. Schedule of Guarantee and Indemnity Agreements – There were no agreements of this nature for the RDOS in 2018.
2. Schedule of Remuneration and Expenses – The threshold for reporting remuneration individually is \$75,000 per year. Expenses include travel, memberships, tuition, relocation, vehicle reimbursements, and registration fees paid directly to an employee or to a third party on behalf of an employee.
Note: The 2018 remuneration figures include \$299,487 in overtime wages attributed to Emergency Operations which are recoverable from the Province.
3. Statement of Severance Agreements – The RDOS had no severance agreements in 2018.

4. Schedule of Payments to Suppliers of Goods and Services – The threshold for reporting these payments individually is \$25,000.

Note: The payments to suppliers figures include approximately \$5,200,000 in expenses attributed to Emergency Operations which are recoverable from the Province.

Communication Strategy:

The Statement of Financial Information will be available on the Regional District of Okanagan-Similkameen website.

Respectfully submitted:

John Kurvink

J. Kurvink, Finance Manager

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

STATEMENT OF FINANCIAL INFORMATION
(SOFI)

FOR THE YEAR ENDED DECEMBER 31, 2018

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

A Schedule of Guarantees and Indemnity payments has not been prepared because the Regional District of Okanagan-Similkameen has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Approved by:

A handwritten signature in black ink, appearing to be 'J. M. R.', written over a horizontal line.

Manager of Finance

Prepared under the Financial Information Regulation, Schedule 1, subsection 5(1)

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE FOR THE YEAR ENDED DECEMBER 31, 2018

1. Elected Officials, Employees appointed by Cabinet and Members of Board of Directors

NAME	POSITION	REMUNERATION	EXPENSE
ALLISON, LINDA	Alternate Director	619.84	257.60
ARMITAGE, FRANK	Director	11,594.29	2,487.61
BARKWILL, RICHARD	Alternate Director	1,289.68	-
BAUER, MANFRED	Director	19,492.65	1,882.90
BLOOMFIELD, JULIUS	Director	2,861.08	-
BOOT, TONI	Director	13,440.69	438.90
BRYDON, MICHAEL	Director	27,649.60	3,047.21
BUSH, GEORGE	Director	30,094.69	1,794.94
CHRISTENSEN, ELEF	Director	14,006.46	7,905.83
COTTRILL, TIMOTHY	Alternate Director	964.68	243.80
COYNE, ROBERT	Director	29,527.42	3,708.49
COYNE, SPENCER	Director	2,688.66	699.80
DOERR, MAUREEN	Alternate Director	1,339.67	241.44
DOYLE-FLEISHMAN, AMANDA	Alternate Director	852.27	-
GETTENS, RILEY	Director	5,582.58	435.82
GOULD, BARBARA	Alternate Director	464.88	193.20
HOLMES, DOUGLAS	Director	2,861.08	123.30
HOVANES, RON	Director	9,284.88	645.16
JAKUBEIT, ANDREW	Director	12,199.05	235.50
JOHANSEN, MARTIN	Alternate Director	232.44	46.48
KIMBERLEY, GERALD	Alternate Director	2,551.16	-
KNODEL, RICK	Director	6,770.20	618.11
KONANZ, HELENA	Director	11,654.31	-
KOZAKEVICH, KARLA	Chairman	63,964.40	7,727.79
MANNING, VIRGINIA	Alternate Director	387.40	49.28
MARTIN, ANDRE	Director	11,921.67	-
MARVEN, CAMERON	Alternate Director	77.48	-
MARVEN, ERNEST	Alternate Director	1,084.71	56.18
MAYER, ROGER	Director	11,108.01	3,087.88
MCKORTOFF, SUZAN	Director	12,958.35	1,560.68
MONTEITH, SUBRINA	Director	5,410.16	439.18
OBERIK, RON	Director	5,410.16	119.38
PATEMAN, DOUG	Director	-	126.50
PENDERGRAFT, MARK	Director	30,611.94	7,122.67
PHILPOTT-ADHIKARY, SHERRY	Alternate Director	669.83	121.00
POTTER, DENIS	Alternate Director	1,084.71	67.10
REGEHR, FRANK	Director	2,861.08	-
RHODES, CECIL	Alternate Director	2,271.82	707.84
ROBERTS, TIM	Director	5,065.32	586.20
SCHAFFER, TERRY	Director	24,864.58	3,517.51
SENTES, JUDITH	Director	12,309.07	41.28
SIDDON, THOMAS	Director	23,807.35	2,324.65
STYFFE, TOM	Director	1,811.09	117.60
TRAINER, ERIN	Alternate Director	404.86	35.50
VASSILAKI, JOHN	Director	2,861.08	-
VEINTIMILLA, PETRA	Director	4,130.92	432.38
WATERMAN, PETER	Director	10,442.11	313.67
WIEBE, JASON	Alternate Director	-	221.00
TOTAL: Elected Officials		\$ 443,540	\$ 53,781

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE FOR THE YEAR ENDED DECEMBER 31, 2018

2. Other Employees (excluding those listed in Part 1 above)

NAME	POSITION	REGULAR REMUNERATION	EXPENSE
ANDERSON, STEPHEN	System Operator IV	85,836.17	1,007.95
BENNETT, WENDY	Solid Waste Facilities Coordinator	79,726.15	816.73
BLOOMFIELD, LIISA	Manager of Engineering	93,758.47	1,680.92
BOUWMEESTER, TIM	Manager of Information Services	105,495.90	400.00
CARLSON, DAVID J.	Utilities Foreman	96,098.91	99.00
CUNNINGHAM, ADAM	System Operator III	75,930.00	-
DOLLEVOET, BRAD	General Manager of Development Services	115,677.36	2,077.24
EDMONDS, PAUL	Emergency Management Coordinator	89,654.39	314.12
EVANS-MACEWAN, NOELLE	Finance Supervisor	100,849.41	2,817.96
GARRISH, CHRISTOPHER	Manager of Planning	96,647.83	2,685.55
HAMILTON, DONALD	Solid Waste Facilities Coordinator	78,848.84	2,141.22
HILLMAN, JONATHAN	Systems Operator II	77,178.08	2,195.85
HOUGH, AARON	Building Official	82,744.44	4,573.07
JMIOFF, WES	Building Official	83,336.80	2,565.45
JUCH, STEPHEN	Development Engineering Supervisor	77,371.82	2,900.53
KIRK, ZOE	Projects Coordinator	75,933.61	1,612.45
MALDEN, CHRISTY	Manager of Legislative Services	102,611.37	148.00
MASLOWSKI, BRANDY	Emergency Services Supervisor	85,733.28	2,232.43
MELO, JAMIE	System Operator III	85,045.11	555.66
MILLER, LAURA	Manager of Building and Enforcement Services	90,077.79	4,433.35
NEWELL, WILLIAM	Chief Administrative Officer	170,560.61	3,663.10
PALMER, ROBERT	Environmental Technologist	84,263.60	785.92
PETRY, MARK	Building Official	82,481.85	1,501.76
PHILIPPS, LAURA	Payroll & Benefits Coordinator	103,355.46	1,339.03
RIECHERT, EVELYN	Planner	75,619.80	3,304.88
SCHLEPPE, SHONA	Manager of Recreation	81,166.96	1,301.08
SEPPEN, RINA	Utilities Foreman - Wastewater	101,191.14	2,928.92
SHUTTLEWORTH, JUSTIN	Manager of Parks and Facilities	75,553.87	2,090.47
WOLF, ANTON	Building Official	91,826.01	2,008.56
WOODS, MARK	General Manager of Community Services	129,394.48	4,000.00
		\$ 2,773,970	\$ 58,181
Consolidated totals of other employees with remuneration and expenses of \$75,000 or less		4,419,026	41,361
TOTAL: Other Employees		\$ 7,192,996	\$ 99,542

Note: The remuneration figures shown above include \$299,487 in overtime wages attributed to Emergency Operations

3. Reconciliation

Total remuneration - Elected Officials, Employees appointed by Cabinet and Members of Board of Directors	\$ 443,540
Total Remuneration - Other Employees	\$ 7,192,996
Subtotal	\$ 7,636,536
Employer's cost of benefits	\$ 1,233,026
Taxable benefits included in remuneration and in employer cost	\$ (74,209)
Payroll expensed but not paid by RDOS	\$ 389,481
Payroll related to OSRHD	\$ (39,975)
Taxable benefits included in suppliers & vendors	\$ (12,957)
Reconciling Items*	\$ (464,140)
Total Wages and Benefits per Statement of Consolidated Revenues and Expenditures (Schedule 2)	\$ 8,667,762

*The Financial Statements are prepared on a consolidated basis using the accrual method of accounting, whereas the employee remuneration schedule is prepared on a calendar cash payment basis.

Approved by:



Manager of Finance

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(2), (3), (4), (5) and (6)

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

STATEMENT OF SEVERANCE AGREEMENTS

There were no severance agreement under which payment was made between RDOS and its non-unionized employees during fiscal year 2018.

Approved by:

A handwritten signature in cursive script, appearing to read "Bill Howell", is written over a horizontal line.

Chief Administrative Officer

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

REGIONAL DISTRICT OKANAGAN SIMILKAMEEN

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES FOR 2018

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

SUPPLIER NAME	AGGREGATE AMOUNT PAID TO SUPPLIER
ABERDEEN PUBLISHING INC.	27,052.35
ANDREW SHERET LTD.	70,644.77
ASSOCIATED FIRE SAFETY EQUIPMENT	26,847.56
B&B WOOD GRINDING INC.	355,355.77
BARRY BEECROFT FUEL DIST. LTD.	236,730.42
BC GRAPEGROWERS' ASSOCIATION	25,000.00
BC TRANSIT	286,900.99
BCGEU CONTROLLER	82,858.21
BDO CANADA LLP	57,519.91
BEARFOOT RESOURCES LTD.	79,689.28
BLACK PRESS GROUP LTD.	63,200.45
BRANDT ENTERPRISES LTD.	36,076.24
BTN EXCAVATING LTD.	89,498.34
CANADIAN DEWATERING LP	249,061.27
CANTEX OKANAGAN CONSTRUCTION LTD	57,046.29
CAPRI INSURANCE	265,174.00
CARO ANALYTICAL SERVICES	75,284.86
CASTLEWOOD HOLDINGS LTD	34,908.41
CHUTE CREEK CONSTRUCTION LTD	332,004.02
CITY OF PENTICTON	742,583.30
CORIX CONTROL SOLUTIONS LP	51,275.84
CORIX CONTROL SOLUTIONS LP (DBA INTERIOR	65,758.25
CORPORATE EXPRESS	31,110.15
DAVIES WILDFIRE MANAGEMENT INC.	411,519.06
DE JOINSON & ASSOCIATES	40,674.62
DIGITAL POSTAGE ON CALL	30,000.00
DOBSON ENGINEERING LTD	51,537.80
DUCKS UNLIMITED CANADA	170,304.92
DUKA ENVIRONMENTAL SERVICES LTD.	35,481.60
DUTCHIES TRANSFER LTD.	558,666.02
ECLIPSE HELICOPTERS LTD	40,915.50
ECOPLAN INTERNATIONAL INC.	29,306.15
ECORA ENGINEERING AND RESOURCE GROUP LTD.	559,325.57
ESRI CANADA LIMITED	55,917.65
ET2MEDIA	94,935.91
EXCEL DEWATERING	125,333.25
FIRSTLIGHT TECHNOLOGIES	32,711.77
FORTIS BC - ELECTRICITY (PAPs)	394,378.61
GILCHRIST & COMPANY	75,788.86
GRAVITY UNION SOLUTIONS LTD	59,692.54
GRIZZLY EXCAVATING LTD.	1,751,851.98
GROUP SOURCE	42,600.87
GUILLEVIN INTERNATIONAL CO.	67,762.87
H & M EXCAVATING LTD.	62,595.19
HARRIS & SONS TRANSPORT LTD.	45,484.48
HOFF SECURITIES LTD.	107,575.13
HOULE ELECTRIC LIMITED	154,985.96
HUB FIRE ENGINES & EQUIPMENT LTD.	43,209.80
HUMMINGBIRD DRONES INC	81,768.75
INTERCITY RECYCLE LTD.	32,949.03
INTERNATIONAL FLOOD CONTROL CORP	196,403.70
JA2 APPLICATIONS INC	72,352.00

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000 (continued)

SUPPLIER NAME	AGGREGATE AMOUNT PAID TO SUPPLIER
Jafa Industries Ltd.	26,882.43
JETCO LAWN CARE SERVICES	42,095.25
JON S WILSON CONSULTING	145,109.34
KAMLOOPS COMMUNICATION S INC	31,571.34
KELOWNA FIRE DEPARTMENT	232,983.00
KIMCO CONTROLS LTD.	41,409.10
KINGSMAN SECURITY & INVESTIGATION CORP	39,051.64
LINTON DEBORAH	28,857.74
LOVERIDGE GLEN	27,947.08
MARSEL & SON TRUCKING LTD.	37,413.60
MEARL'S MACHINE WORKS LTD.	171,874.09
MISSEZULA LAKE PROPERTY OWNERS ASSOCIATION	32,878.83
MONERIS MERCHANT SERVICES	56,775.08
MORNEAU SHEPELL LTD.	311,419.93
MOYER BRAD	27,950.00
MUNICIPAL INSURANCE ASSN OF BC	154,051.39
MUNICIPAL PENSION PLAN	941,792.06
MURRAY BUICK GMC PENTICTON	71,422.23
NARAMATA EXCAVATING & CONTRACTING LTD.	55,474.92
OK EXCAVATING	1,292,253.28
OKANAGAN AND SIMILKAMEEN INVASIVE SPECIES SOCIETY	72,490.50
OKANAGAN NATION ALLIANCE	63,182.00
OKANAGAN SIMILKAMEEN STEWARDSHIP SOCIETY	26,600.00
OKANAGAN UNDERGROUND SERVICES LTD.	324,930.38
OLIVER & DISTRICT HERITAGE SOCIETY	146,745.00
OLIVER COMMUNITY THEATRE SOCIETY	107,500.00
OLIVER READI-MIX LLP	47,889.28
OLIVER TOURISM ASSOCIATION	43,381.98
OMEGA COMMUNICATIONS LTD.	27,878.16
OPUS CONSULTING GROUP LTD	88,606.68
OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD	53,307.04
OSOYOOS AGGREGATES INC.	75,941.53
OSOYOOS TOWN OF	661,221.46
PACIFIC PALLET LTD	61,846.40
PENTICTON & AREA COOPERATIVE ENTERPRISES	119,128.58
PENTICTON INDIAN BAND	99,107.47
PERIMETER SOLUTIONS	541,442.66
PETER'S BROS. CONSTRUCTION LTD.	256,377.95
PETRO CANADA	28,525.55
PRINCETON TOWN OF	510,744.00
QUALITY MAINTENANCE	38,056.03
RAPID INDUSTRIES	120,890.73
RECEIVER GENERAL FOR CANADA	1,857,240.31
REGIONAL DISTRICT OF CENTRAL OKANAGAN	128,579.56
REMAX PENTICTON REALTY PROPERTY MANAGEMENT	29,945.80
REVOLUTION ENVIRONMENTAL SOLUTIONS LP	76,159.38
ROBBINS DRILLING AND PUMP LTD.	27,926.40
ROCKY MOUNTAIN PHOENIX	121,493.51
ROGERS	32,243.22
S.S.G. HOLDINGS	961,173.59
SCHOOL DISTRICT NO. 67 OKANAGAN SKAHA	34,052.09
SENKULMEN UTILITIES LTD.	57,211.60
SIMILKAMEEN COUNTRY DEVELOPMENT ASSOCIATION	33,000.00
SINCLAIR EMERGENCY CONSULTING	72,521.72

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000 (continued)

SUPPLIER NAME	AGGREGATE AMOUNT PAID TO SUPPLIER
SMITHRITE DISPOSAL LTD.	26,052.74
SOUTH OKANAGAN SECURITY SERVICES LTD	260,827.25
SPERLING HANSEN ASSOCIATES INC	139,438.92
STRUTHERS TECHNICAL SOLUTIONS LTD.	172,860.63
SUN-OKA VALLEY TRANSPORT	72,778.14
SUPERIOR SEPTIC SERVICES	69,418.74
TELUS COMMUNICATIONS (BC) INC.	96,977.41
TETRA TECH EBA INC.	392,065.65
THE NATURE TRUST OF BRITISH COLUMBIA	200,000.00
THE OKANAGAN INDIAN EDUCATIONAL RESOURCES	57,755.00
TOTAL POWER LTD	66,224.99
TRADEMARK INDUSTRIES	355,086.78
TRICAN FILTRATION GROUP INC.	28,615.65
VADIM COMPUTER MANAGEMENT GROUP	34,761.63
VALUE CONTRACTING	25,861.57
WAL-KAT LIFT TRUCK LTD.	25,320.41
WARREN LEE CONTRACTING	141,081.91
WASTE CONNECTIONS OF CANADA INC.	1,147,729.15
WEIGH TRONIX CANADA ULC	40,141.15
WESTERN WATER ASSOCIATES LTD.	37,566.14
WESTHILLS AGGREGATES LIMITED PARTNERSHIP	52,666.80
WHITE BRYN	75,476.80
WI-COM SOLUTIONS	25,079.15
WILDSTONE CONSTRUCTION & ENGINEERING LTD.	45,977.48
WILDSTONE ENVIRONMENTAL LTD.	936,889.80
WORKERS' COMP. BOARD OF B.C.	94,088.82
YOUNG ANDERSON BARRISTERS &	40,620.88
ZUKANOVIC NICK	25,137.00
TOTAL OF AGGREGATE PAYMENTS EXCEEDING \$25,000 PAID TO SUPPLIERS	\$ 24,170,664

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

	\$ 3,243,786
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Note: The payments to suppliers figures shown above include approximately \$5,200,000 in expenses attributed to Emergency Operations

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

CONSOLIDATED TOTAL OF GRANTS EXCEEDING \$25,000	\$ -
CONSOLIDATED TOTAL OF AGGREGATED GRANTS NOT EXCEEDING \$25,000	\$ 73,300
CONSOLIDATED TOTAL OF GRANTS	\$ 73,300
CONSOLIDATED TOTAL OF CONTRIBUTIONS EXCEEDING \$25,000	\$ 184,813
CONSOLIDATED TOTAL OF AGGREGATED CONTRIBUTIONS NOT EXCEEDING \$25,000	\$ 87,110
CONSOLIDATED TOTAL OF GRANTS & CONTRIBUTIONS	\$ 345,223

4. Reconciliation

TOTAL OF AGGREGATE PAYMENTS EXCEEDING \$25,000 PAID TO SUPPLIERS	\$ 24,170,664
CONSOLIDATED PAYMENTS OF \$25,000 OR LESS PAID TO SUPPLIERS	3,243,786
EMPLOYEE REMUNERATION EXPENSES (Salaries & Benefits)	7,636,536
CONSOLIDATED TOTAL OF GRANTS & CONTRIBUTIONS	345,223
REQUISITIONS TO OTHER BOARDS	2,427,556
AMORTIZATION EXPENSE	2,545,162
INFORMATION SERVICES CHARGES	600,073
ADMINISTRATION CHARGES	714,736
EMPLOYEE PORTION OF PAYROLL DEDUCTIONS AND BENEFITS	(2,115,957)
UNION DUES PAID ON BEHALF OF EMPLOYEES	(82,858)
GST REBATES & ITC'S RECEIVED	(511,230)
AMOUNTS PAID ON BEHALF OF OTHER ORGANIZATIONS	(195,696)
TANGIBLE CAPITAL ASSET PURCHASES	(3,132,381)
LANDFILL CLOSURE PROVISION	492,059
EXPENSES FROM OTHER ORGANIZATIONS NOT PAID BY RDOS	1,060,743
PREPAIDS EXPENSED	72,695
EOC EXPENSES CLAIMED DURING 2018	(4,509,013)
PAYABLES ACCRUED IN 2017 - PAID IN 2018	(2,264,268)
INTEREST EXPENSE	647,746
RECONCILING ITEMS*	(96,566)
TOTAL EXPENDITURES PER STATEMENT OF CONSOLIDATED REVENUES AND EXPENDITURES (SCHEDULE 2)	<u>\$ 31,049,009</u>

*The Financial Statements are prepared on a consolidated basis using the accrual method of accounting, whereas the supplier payments schedule is prepared on a calendar cash payment basis.

Approved by:



Manager of Finance

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Kaleden Parks and Recreation Commission Appointments

Administrative Recommendation:

THAT the Board of Directors appoint Margaret O'Brien and Dave Gill as members of the Kaleden Parks and Recreation Commission for a two year term, ending December 31, 2020.

Purpose:

To appoint 2 new community volunteer members to the Kaleden Parks and Recreation Commission.

Reference:

Bylaw 2732, 2016 Regional District of Okanagan-Similkameen Parks and Recreation Commission Establishment Bylaw.

Background:

Commission membership is for a 2-year term. New members are staggered by one year in order to provide continuity. A call for new membership for the Parks and Recreation Commissions is typically done by advertising throughout the Region on behalf of all 6 Commissions, in the Fall. Bylaw 2732 allows for 5 to 11 members for each commission. The current Kaleden Parks and Recreation Commission has 8 members.

Analysis:

The Electoral Area Director has reviewed the applications, and are recommending the following members for Board appointment to the commission.

Alternatives:

That the Board not appoint the new members to the commission.

Respectfully submitted:

"Justin Shuttleworth"

J. Shuttleworth, Parks & Facilities Manager

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: C2C Forum in October 2019

Administrative Recommendation:

THAT the Board of Directors support the proposal to host a Community to Community (C2C) forum in October 2019 with the Penticton Indian Band (PIB), Osoyoos Indian Band (OIB), Lower Similkameen Indian Band (LSIB) and Upper Similkameen Indian Band (USIB).

Purpose:

Proposed Outcomes: Discussion and Action Plans

- **Reconciliation**
 - Develop an action plan for government to government communication
- **Governance**
 - Develop a better understanding of regional government structures and processes

Background:

The goal of a Regional C2C Forum is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes.

To qualify for funding, C2C Forums must include direct dialogue between elected officials and/or senior staff of neighbouring First Nations and local governments and work toward one or more of the following objectives:

- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and senior staff
- Advancing First Nations and local governments to more formal relationships through protocols, MOUs, service agreements and/or collaboration on plans or projects
- Supporting local reconciliation efforts and shared capacity building
- Developing or improving coordinated approaches to emergency preparation, mitigation, response and recovery.

Past Successes

October 31, 2006 C2C – Local elected officials and the Penticton Indian Band met to discuss and develop a foundation for a working relationship. The focus was on identifying common concerns through formal communications, and building a relationship that will optimize the regions interest when it comes to planning for the future.

March 23, 2007 C2C – Explored the values and principles related to each community. This event built upon the positive feedback garnered from the October 2006 C2C. The overall success of these meetings was a positive step in improving relationships. It was agreed that the next step in the process was to develop a tangible short-term positive outcome in the form of a Community Accord. The Accord was developed and officially signed and celebrated on National Aboriginal Day June 21, 2007. This Accord led to the development and implementation of a protocol agreement.

March 12, 2013 C2C - Reigniting discussion about an outstanding protocol agreement quickly became the focus of the day, which saw various senior political and administrative leaders from the Osoyoos Indian Band, Penticton Indian Band, Lower Similkameen Indian Band, Regional District of Okanagan-Similkameen, City of Penticton, Town of Osoyoos, Town of Oliver, Town of Princeton, District of Summerland and Village of Keremeos in attendance.

Grand Chief Stewart Phillip, representing the Okanagan Nation Alliance attended and addressed the participants. The Upper Similkameen Indian Band respectfully declined the invitation to participate. Although the parties came together in 2006/2007 to negotiate the agreement; discussions fell dormant and it was never signed off by the Regional District. At this forum, the Regional District committed to revisit the agreement and made good on that pledge by adopting a motion at their April 4 Board meeting to enter into the agreement.

June 21, 2013 Protocol Agreement Signing Ceremony – A signing ceremony took place on June 21, 2013, which is National Aboriginal Day. The protocol agreement commits the parties to, among other things, a shared stewardship of regional resources for the benefit of future generations, building a trusting relationship to develop future agreements on social, economic and environmental goals and establishing a working relationship that respects the governance structure of each organization.

March 6, 2015 C2C - Participants at the March 6, 2015 Community to Community forum were able to share, question and discuss information which was provided regarding land matters in British Columbia and within our region with a common spirit of respect, which built trust and provided transparency. Parties engaged in meaningful dialogue with respect to referral processes within each organization.

February 26, 2016 C2C - The forum theme was "Tourism - The Journey is the Destination, Keep Exploring". Through Steering Committee and Joint Council meetings over the past year it had been identified that tourism is an issue which the parties need to discuss and share information on. Participants took part in a break out session focusing on Partnering for Regional Tourism Success, which looked at servicing, training and customer needs, building a tourism product and working with the media. All presenters were able to gather at the end of the day as an expert tourism panel to provide participants with an opportunity to have a questions and answer period.

Analysis:

Proposed Dates

- Friday, October 11 or 25, 2019
- 9:00 am to 3:00 pm

Proposed Topics: Reconciliation and Governance

- Reconciliation; discussion and action planning
- Governance; overview and discussion

Proposed Agenda Items

- Opening Prayer, Welcome, Introductions
- Guest Speaker: Patrick Kelly - Why Reconciliation?
- Q&A/Discussion
- Governance: First Nations and Non-First Nations
- Closing Comments, Closing Prayer

Proposed Invitations

Penticton Indian Band, Lower Similkameen Indian Band, Upper Similkameen Indian Band, Osoyoos Indian Band, Okanagan Nation Alliance, RDOS, Summerland, Penticton, Oliver, Osoyoos, Princeton, Keremeos, MLA, MP, Premier.

Alternatives:

THAT the Board of Directors does not support the proposal to host a Community to Community forum in October 2019.

Respectfully submitted:

"Christy Malden"

C. Malden, Legislative Services Manager

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Appointment of Animal Control Officer

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen Board appoint Wayne Belleville, of South Okanagan Security Services Ltd., as an Animal Control Officer for the purposes of enforcing the RDOS Animal Control Bylaw 2763 and the RDOS Dog Control Bylaw No. 2671.

Reference:

Part 22, Division 1, Section 707.1 of Local Government Act.

Business Plan Objective:

To be a high performing organization by developing an organizational climate where innovation, customer focus, a bias for action and employee effectiveness is valued. To optimize the customer experience by continually improving our customer service rating.

Background:

The Regional District of Okanagan-Similkameen Board of Directors rescinded the appointment of RDOS Animal Control Officer Don Lowndes at their meeting held on May 23, 2019. Since that time, South Okanagan Security Services Ltd. (SOS) has hired a new employee and has requested that Wayne Belleville be appointed as RDOS Animal Control Officer.

Analysis:

South Okanagan Security Ltd. (SOS) currently holds the contract to provide animal and dog control services for the RDOS. SOS has recently hired Wayne Belleville and has requested that Mr. Belleville be appointed as Animal Control Officer. Wayne Beleville is also currently employed by the contractor who performs the Bylaw and Animal Control Enforcement function for the Town of Oliver. Administration believes that there may be some synergies in RDOS using the same Animal Control Officer as the Town of Oliver, especially in the surrounding region of Electoral Areas "C" and "A".

Alternatives:

1. THAT the Regional District of Okanagan-Similkameen Board not appoint Wayne Belleville, of South Okanagan Security Services Ltd., as an Animal Control Officer for the purposes of enforcing the RDOS Animal Control Bylaw 2763 and the RDOS Dog Control Bylaw No. 2671

Respectfully submitted:

Endorsed by:

Roza Aylwin

R. Aylwin, Bylaw Enforcement Coordinator



B. Dollevoet, G.M. Development Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 4, 2019

RE: Request for Letter of Support – Okanagan Falls Legion

Administrative Recommendation:

THAT the Regional District offer their support to Royal Canadian Legion, Branch 227, for a New Horizons Grant to upgrade the patio.

Reference:

1. Email from Rini van Uden, President

Bill Newell

From: Secretary <branch227@shaw.ca>
Sent: Sunday, June 23, 2019 4:25 PM
To: Bill Newell
Cc: Ron Obirek
Subject: letter of support

Dear Mr. Newell,

Our director for area D, Mr. Ron Obirek, suggested that I contact you and request that you submit our request for a letter of support, on this weeks agenda.

I believe your meeting is on Thursday June 27/2019.

The request is a letter of support from our Director to be submitted to the New Horizons for Seniors Program grant.

The deadline for submitting the application for the grant was June 21/2019, which was done. Any other material

associated to the application could be sent later, if they were not available at that time.

If successful with the grant, our plans with those funds were to upgrade our patio with security, lighting, cooling

fans and access for disabled veterans and seniors. We have about 80% of our members that are over the age of 70.

We anticipate that this will increase as our population continues to age.

In saying that, if it was on your agenda and dealt with at the meeting, we could still forward that letter this week.

Is this sufficient enough or would you rather that I be present and explain our request to the board?

Looking forward to your reply.

Thank you,
Rini van Uden
Pres. RCL Branch 227



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