

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

THURSDAY, JANUARY 21, 2016

RDOS BOARDROOM

9:00 am	-	10:15 am	Planning and Development Services Committee
10:15 am	-	10:45 am	Community Services Committee
10:45 am	-	11:45 am	Protective Services Committee
11:45 am	-	12:00 pm	Environment and Infrastructure Committee
12:00 pm	-	1:00 pm	Corporate Services Committee - (lunch served at noon) (committee will recess for OSRHD at 1 pm)
1:00 pm	-	1:45 pm	OSRHD Regular Board
1:45 pm	-	3:00 pm	Corporate Services Committee (reconvened)
3:00 pm	-	4:00 pm	RDOS Regular Board

"Mark Pendergraft"

Mark Pendergraft
RDOS Board Chair

Advance Notice of Meetings:

February 11	RDOS Board/Committee Meetings
February 25	RDOS/OSRHD Board/Committee Meetings
March 10	RDOS Board/Committee Meetings
March 24	RDOS/OSRHD Board/Committee Meetings
April 7	RDOS Board/Committee Meetings
April 28	RDOS/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, January 21, 2016

9:00 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. Okanagan Falls – Highway Commercial (C4) Zone Update

The purpose of this report is to seek direction from the Regional District Board regarding a proposed update to the Highway Commercial (C4) Zone in Okanagan Falls.

RECOMMENDATION 1

THAT the Board of Directors resolve to initiate an amendment bylaw to the Electoral Area.

C. Review of Board Policies – Land Use Bylaw Disclosure Policy

The purpose of this report is to provide an overview of the Board's current policy regarding the disclosure of all significant policy changes and list of in-progress subdivision applications that could be affected by the adoption of new Official Community Plan and Zoning Bylaws.

RECOMMENDATION 2

THAT the Board of Directors rescind RDOS Policy No. P6410-00.06 (Land Use Bylaw Disclosure Policy); AND,

THAT the Board of Directors adopt the Land Use Bylaw Transition Policy

D. Review of Board Policies – Manufactured Home Park Redevelopment

The purpose of this report is to provide an overview of the Board’s current policy regarding the redevelopment of manufactured home parks and to propose some modifications to this policy.

RECOMMENDATION 3

THAT the Board of Directors rescind RDOS Policy No. P6930-00.01 (Manufactured Home Park Redevelopment);

THAT the Board of Directors adopt the Manufactured Home Park Redevelopment Policy;

AND THAT the Board of Directors initiate Amendment Bylaw No. 2500.07, 2016, to the Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011.

E. Temporary Use Permit Application Fees — Vacation Rental Uses

The purpose of this report is to provide the Board with an overview of Temporary Use Permits (TUPs) issued for vacation rental uses in 2015 and to seek direction regarding the application fee to be charged for such uses in 2016.

RECOMMENDATION 4

THAT the Board of Directors directs staff to include a reduced fee of \$350.00 for vacation rental Temporary Use Permit applications submitted prior to December 31, 2016.

F. Lean Kaizen – Review of the Public Hearing Process

The purpose of this report is to provide an overview of proposed changes to how the Regional District has historically approached the statutory requirement to convene a public hearing for land use amendment bylaws.

RECOMMENDATION 5

THAT the Planning and Development Committee endorses a trial process to review options for the scheduling of public hearings related to land use bylaw amendments.

G. Fourth Quarter Activity Report – For Information Only

H. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 21, 2015

RE: Okanagan Falls – Highway Commercial (C4) Zone Update

Administrative Recommendation:

THAT the Board of Directors resolves to initiate an amendment bylaw to the Electoral Area ...

Purpose:

The purpose of this report is to seek direction from the Regional District Board regarding a proposed update to the Highway Commercial (C4) Zone in Okanagan Falls.

Background:

At its meeting of March 6, 2014, the Board adopted a new Electoral Area “D-2” Official Community Plan (OCP) Bylaw No. 2603, 2013.

The OCP contemplates a number of changes to the Electoral Area “D” Zoning Bylaw No. 2455, 2008, many of which were adopted at the Board’s meeting of March 19, 2015 (i.e. removal of references to the Okanagan Falls “Townsite”, the introduction of “secondary suites” and a modernization of the permitted uses in the industrial zones).

An additional zoning change proposed by the OCP, but not contemplated by the previous amendment bylaw was “relabeling the highway commercial zone and providing a range of permitted uses that complement the vibrant, mixed use vision for the downtown area of Okanagan Falls that the OCP seeks.”

At present, that part of Okanagan Falls adjacent to Highway 97 from Railway Lane in the west to the intersection with Main Street in the east and then south to Shuttleworth Creek (see Attachment No. 1) has generally been zoned as Highway Commercial (C4) and is generally a commercial zoning with provision for “multi-dwelling units” (i.e. apartment buildings) to a maximum density of 60 units per hectare.

Despite its adoption date of 2008, the text comprised within Zoning Bylaw No. 2455 is based almost entirely upon that found within the previous Electoral Area “D” Zoning Bylaw No. 1801, 1998 — making it one of the older zoning bylaws still in use by the Regional District.

Consequently, it is not unusual to find outdated language comprised within the commercial zones, such as references to “video sales and rentals”, “brew your own operations” and “flea markets”.

Analysis:

Similar to the update applied to the industrial zones in 2015, Administration favours applying a similar approach to the C4 Zone in accordance with the recommendation of the OCP.

This would result in a renaming the C4 Zone to “Okanagan Falls Town Centre” and updating the language used to describe uses permitted within the zone (so that they are consistent with the other Electoral Area Zoning Bylaws). For comparison purposes, the current zoning and proposed new zoning is included at Attachment No. 2.

Administration considers that this update could also be used to review the zoning currently applied to the Okanagan Falls Heritage & Museum Society property (1145 Highway 97), which oddly shares the same Commercial Amusement (C6) zoning applied to the Penticton Speedway property. It is felt that this property can be accommodated within an updated C4 Zone.

Similar to other “Town Centre” zones in the south Okanagan (i.e. Town of Oliver), and in order to achieve the OCP objective of creating a “vibrant, mixed use vision for the downtown area of Okanagan Falls” consideration should also be given to removing “car washes”, “service stations”, “propane and other vehicle fuel sales” and “vehicle sales and serve establishments” from the C4 Zone.

Instead of the Okanagan Falls Town Centre Zone, such uses could be placed in either a revised “Highway Commercial” zone or a new “Service Commercial (CS1) Zone” which would be applied to all existing uses in Okanagan Falls. At present, there are two existing “service stations” (i.e. Esso and Centex).

As the issue with outdated language is also found in the other commercial zones, Administration also favours expanding this update to the Neighbourhood Commercial (C3) and Commercial Amusement (C6) Zones and that the Board should give consideration to removing the Specialised Commercial (C8) Zone from the bylaw. The C8 Zone was established over ten years ago to facilitate the development of a movie studio on McLean Creek Road. This project was abandoned almost immediately following rezoning.

Administration is aware of the on-going strategic planning be undertaken in relation to the proposed revitalization of the Okanagan Falls town centre, and considers that the proposed update is a good first step in this process and will be supportive of any further recommendations that may come out of this study.

Alternatives:

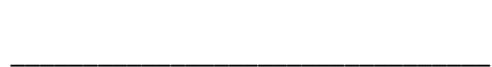
THAT the Board of Directors resolves to

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Map of the Highway Commercial (C4) Zone in Okanagan Falls

No. 2 – Comparison of Current and Proposed C4 Zone Provisions

Attachment No. 2 – Comparison of Current and Proposed C4 Zone Provisions

Current Highway Commercial (C4) Zone	Proposed Okanagan Falls Town Centre (C4) Zone	Comments
Permitted Uses:	Permitted Uses:	
<u>Principal uses:</u>	<u>Principal uses:</u>	
indoor amusement, recreation and entertainment facilities;	amusement establishment, indoor;	
art galleries;	art galleries, libraries, museums;	
eating and drinking establishments;	eating and drinking establishment;	
hotels;	hotel;	
motels;	motel;	
multi-dwelling units;	multi-dwelling units;	
commercial, medical, government and professional business offices;	offices;	
flea markets;	outdoor market;	
personal service establishments; brew your own operations;	personal service establishment;	
convenience stores; indoor retail trade; supermarkets; pharmacies/drugstores; video sales and rentals;	retail store, general;	
community halls;	N/A	Otherwise permitted in the AI Zone. Not a commercial use and no community halls are currently situated within the C4 Zone.
funeral homes;	N/A	Otherwise permitted in the AI Zone. No existing funeral home uses currently operating in C4 Zone.
veterinary establishment;	N/A	Otherwise permitted in the I1 and I4 Zones. No existing veterinary

vehicle sales and service establishments; service stations; propane and other vehicle fuel sales; car washes;	N/A	establishment uses currently operating in C4 Zone. Propose to zone all existing vehicles sales and service, fuel sales and car washes in the current C4 Zone under a revised Highway Commercial or new Service Commercial Zone.
Secondary uses: accessory dwellings, excluding “flea market” uses; bed and breakfast operation; home occupations; and accessory buildings and structures.	Secondary uses: accessory dwellings; bed and breakfast operation; home occupation; and accessory buildings and structures.	
storage warehouses and/or shipping facilities accessory to a supermarket use or indoor retail trade use;	N/A	It is not necessary to specify this.
Minimum Parcel Size: a) 505 m ² , subject to servicing requirements	Minimum Parcel Size: a) 500 m ² , subject to servicing requirements	
Minimum Parcel Width: a) Not less than 25% of parcel depth.	Minimum Parcel Width: a) Not less than 25% of parcel depth.	
Maximum Number of Dwellings Permitted Per Parcel: a) 60 dwellings per hectare for “multi-unit dwellings”; and b) one (1) accessory dwelling.	Maximum Number of Dwellings Permitted Per Parcel: a) 60 dwellings per hectare for “multi-unit dwellings”; and b) one (1) accessory dwelling, excluding “multi-unit dwelling” and “outdoor market use”.	
Minimum Setbacks: a) From an Arterial Highway: i) Front parcel line (with secondary lane access): 3.0 metres ii) Front parcel line (no secondary lane	Minimum Setbacks: a) Buildings and structures: i) Front parcel line: 3.0 metres ii) Rear parcel line:	

<p>access): 4.5 metres</p> <p>iii) Exterior side parcel line: 3.0 metres</p> <p>b) Abutting an RS1 or RM2 Zone:</p> <p>i) Rear parcel line (where no lane exists): 6.0 metres</p> <p>ii) Interior side parcel line: 1.5 metres</p> <p>c) Service Station, Car Wash, or Fuel Sales Uses:</p> <p>i) Front parcel line: 7.5 metres</p>	<p>.1 adjacent a Residential Zone 6.0 metres</p> <p>.2 adjacent all other zones 0.0 metres</p> <p>iii) Interior side parcel line 0.0 metres</p> <p>iv) Exterior side parcel line 3.0 metres</p> <p>b) Accessory buildings and structures:</p> <p>i) Front parcel line: 3.0 metres</p> <p>ii) Rear parcel line:</p> <p>.1 adjacent a Residential Zone 6.0 metres</p> <p>.2 adjacent all other zones 0.0 metres</p> <p>iii) Interior side parcel line: 0.0 metres</p> <p>iv) Exterior side parcel line: 3.0 metres</p>	
<p>Maximum Height:</p> <p>a) No building or structure shall exceed a height of 12.0 metres;</p> <p>b) No accessory building or structure shall exceed a height of 4.5 metres.</p>	<p>Maximum Height:</p> <p>a) No building or structure shall exceed a height of 12.0 metres;</p> <p>b) No accessory building or structure shall exceed a height of 4.5 metres.</p>	
<p>Maximum Parcel Coverage:</p> <p>a) 80%</p>	<p>Maximum Parcel Coverage:</p> <p>a) 80%</p>	
<p>Provisions for Multi-Dwelling Units:</p> <p>a) must be located above the first floor or in the rear of the same building containing the area intended for a commercial use.</p>	<p>Provisions for Multi-Dwelling Units:</p> <p>N/A</p>	

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Review of Board Policies – Land Use Bylaw Disclosure Policy



Administrative Recommendation:

THAT the Board of Directors rescind RDOS Policy No. P6410-00.06 (Land Use Bylaw Disclosure Policy);

AND THAT the Board of Directors adopt the Land Use Bylaw Transition Policy.

Purpose:

The purpose of this report is to provide an overview of the Board's current policy regarding the disclosure of all significant policy changes and list of in-progress subdivision applications that could be affected by the adoption of new Official Community Plan and Zoning Bylaws.

References:

[Policy No. P6410-00.06](#) (Land Use Bylaw Disclosure Policy)

Background:

At its meeting of September 4, 1997, the Regional District's "Rural Services / Project Committee", in considering its "Committee Goals" for 1997, resolved that a Disclosure Policy be established that, for all Official Community Plan, Zoning and Rural Land Use Bylaw Updates, staff apprise the Board of:

- (i) *all significant policy changes, and*
- (ii) *a list of subdivision applications in progress which may be adversely affected by proposed reductions in development rights (i.e. use and/or density).*

This was to "ensure that the Board is apprised by staff of all significant policy changes and a list of subdivision applications in progress which may be adversely affected by proposed reductions in development rights (i.e. use and/or density)."

The Committee's resolution was subsequently re-created, verbatim, as Policy No. P6410-00.06, being the Land Use Bylaw Disclosure Policy.

Analysis:

Administration considers there to be on-going merit in this policy, but that it would benefit by being redrafted to be consistent with the new template for Board Policies as this will allow for an updating of the language in the policy and the removal of outdated references to Rural Land Use Bylaws (RLUBs).

For reference purposes, a proposed draft “Land Use Bylaw Transition Policy” is included at Attachment No. 1 to this report.

Alternative:

THAT the Board of Directors not rescind RDOS Policy No. P6410-00.06 (Land Use Bylaw Disclosure Policy).

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Draft Land Use Bylaw Transition Policy

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

POLICY: Land Use Bylaw Transition Policy

AUTHORITY: Board Resolution No. _____ dated _____.

AMENDED: Board Resolution No. _____ dated _____.

POLICY STATEMENT

The Regional District of Okanagan-Similkameen (RDOS) requires that, prior to first reading of a new Official Community Plan (OCP) Bylaw and/or Zoning Bylaw for an Electoral Area, the Board of Directors be apprised by Administration of the following:

- i) all significant policy changes comprised within the Bylaw(s); and
- ii) all current subdivision proposals which may be affected by proposed changes to the regulations (i.e. minimum parcel size requirements, development permit area designations, etc) comprised within the Bylaw(s).

PURPOSE

To ensure that the Board is properly apprised by Administration of all significant policy changes resulting from the preparation of a new OCP Bylaw and/or Zoning Bylaw for an Electoral Area prior to commencing the formal process to adoption.

DEFINITIONS

Not applicable.

RESPONSIBILITIES

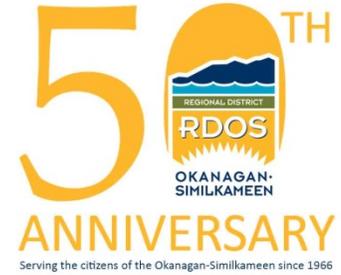
Development Services Department.

PROCEDURES

Not applicable.

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Review of Board Policies – Manufactured Home Park Redevelopment



Administrative Recommendation:

THAT the Board of Directors rescind RDOS Policy No. P6930-00.01 (Manufactured Home Park Redevelopment);

THAT the Board of Directors adopt the Manufactured Home Park Redevelopment Policy;

AND THAT the Board of Directors initiate Amendment Bylaw No. 2500.07, 2016, to the Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011.

Purpose:

The purpose of this report is to provide an overview of the Board's current policy regarding the redevelopment of manufactured home parks and to propose some modifications to this policy.

References:

[Policy No. 6930-00.01](#) (Manufactured Home Park Redevelopment Policy)

Background:

Under Section 42(1) of the *Manufactured Home Park Tenancy Act*, it is stated that:

a landlord may end a tenancy agreement by giving notice to end the tenancy agreement if the landlord has all the necessary permits and approvals required by law, and intends in good faith, to convert all or a significant part of the manufactured home park to a non-residential use or a residential use other than a manufactured home park ...

During the “land development boom” that occurred between 2004-08, many local governments in British Columbia became concerned about:

- the availability of affordable housing in their communities;
- the conversion of existing manufactured home parks and subsequent displacement of tenants from these parks; and
- local government's role in this process.

In response, many of these local governments, including the Regional District, adopted policies requiring the early notification to tenants of any proposed conversion, a relocation or compensation plan for tenants, as well as a summary of tenant responses to a proposed conversion prior to the consideration of any redevelopment that required rezoning approval by the local government.

In the case of the Regional District, this was largely prompted by a proposal to redevelop an existing manufactured home park at Willow Beach (Electoral Area “A”) to a 1,088 unit high density development.

Analysis:

In considering the current Policy, Administration notes that the pressure to redevelop manufactured home parks is not as great as it was 10 years ago and, in fact, the development / expansion of manufactured home parks (albeit, populated with modular homes as opposed to 1970s era mobile homes) appears to be enjoying a minor renaissance in the South Okanagan and Similkameen Valleys.

Another important point of consideration is that the current Policy suggests that “the Regional District Okanagan-Similkameen *prefers* [emphasis added] that manufactured home park owners proposing redevelopment of a manufactured home park ... provide information as follows ...”

Yet, the Policy does not provide any indication as to when the Regional District may or may not *prefer* such information — thereby calling into question its overall usefulness.

In response, Administration is seeking direction from the Board as to how it wishes this policy to be applied in future.

If the Board is of an opinion that the Policy has served its purpose and that there is no desire to clarify when it is to be applied, Administration recommends that it be abandoned.

If, however, the Board is of an opinion that the Policy remains relevant, Administration recommends that consideration be given to strengthening it by removing the ambiguity around its application (i.e. use of “shall” instead of “prefer”) and introducing new streamlined policy statements.

In addition, Administration also favours moving sub-section 1 of the Policy — which specifies application requirements — into the Development Procedures Bylaw (as the contents of this section are not policies).

For reference, an example of a revised Policy and a draft amendment to the Development Procedures Bylaw is included at Attachments No. 1 & 2.

Alternative:

THAT the Board of Directors rescind RDOS Policy No. P6930-00.01 (Manufactured Home Park Redevelopment).

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Draft Manufactured Home Park Redevelopment Policy
No. 2 – Draft Amendment Bylaw No. 2500.07, 2016

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

POLICY: Manufactured Home Park Redevelopment Policy

AUTHORITY: Board Resolution No. _____ dated _____.

AMENDED: Board Resolution No. _____ dated _____.

POLICY STATEMENT

The Regional District of Okanagan-Similkameen (RDOS) requires that property owner(s) proposing the redevelopment of a manufactured home park adequately notify and prepare a viable relocation plan for tenants.

PURPOSE

To ensure that tenants of a manufactured home park that is being proposed for redevelopment are adequately notified and provided with viable relocation plans and that this information is made available to the Regional District Board when it is considering amendment bylaws to an Official Community Plan Bylaw and/or Zoning Bylaw.

DEFINITIONS

Not applicable.

RESPONSIBILITIES

Development Services Department.

PROCEDURES

The Regional District requires that, prior to consideration of first reading of an amendment bylaw to an Official Community Plan (OCP) Bylaw and/or Zoning Bylaw that proposes the redevelopment of a manufactured home park, the applicant shall submit to the Regional District, without breaching the privacy rights of the tenants, the following:

- i) a relocation plan for tenants including a demographic profile, income, housing needs assessment, relocation preference, manufactured home condition and its potential for relocation;
- ii) a status report on arrangements accepted by the tenants and relocation options offered to the tenants, including any consideration given to offering first right of refusal on new

dwelling units, affordable housing options on the site, disposal fees for manufactured homes that cannot be relocated, advice on relocation options and in general any consideration addressing the displacement of tenants;

The RDOS further requires that such a proposal include the convening of a Public Information Meeting, in accordance with the Regional District's *Development Procedure Bylaw*, and that this occur prior to consideration of first reading in order to inform manufactured home park tenants of the proposed redevelopment.

The RDOS Board will consider, amongst other things, each manufactured home park redevelopment proposal in the context of a viable relocation plan submitted by the applicant.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2500.07, 2016

**A Bylaw to amend the Regional District of Okanagan-Similkameen
Development Procedures Bylaw 2500, 2011**

The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.07, 2016."
2. The "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011" is amended by:
 - (i) adding a new sub-Section 1.5 under Schedule 2 (Application to Amend an OCP Bylaw, Zoning Bylaw or Land Use Contract (Including Discharge)) to read as follows:
 - .5 Manufactured Home Park Redevelopments
 - a) Amendment proposals that involve the redevelopment of an existing manufactured home park shall include, without breaching the privacy rights of any tenants, the following information:
 - i) a copy of the written notice of the redevelopment proposal provided to each tenant not less than 30 calendar days prior to the submission of an application to Regional District; and
 - ii) a copy of the public notice advertising the redevelopment proposal within the manufactured home park, including confirmation of its location within the manufactured home park. This notice shall be posted within the manufactured home park not less than 30 calendar days prior to the submission of the application to Regional District.
 - (ii) renumbering all those sections that follow Section 1.5.

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Temporary Use Permit Application Fees — Vacation Rental Uses



Administrative Recommendation:

THAT the Board of Directors directs staff to include a reduced fee of \$350.00 for vacation rental Temporary Use Permit applications submitted prior to December 31, 2016.

Purpose:

The purpose of this report is to provide the Board with an overview of Temporary Use Permits (TUPs) issued for vacation rental uses in 2015 and to seek direction regarding the application fee to be charged for such uses in 2016.

Background:

Under Section 931(1)(b) of the *Local Government Act*, the Regional District may impose an application fee for the issuance of a Temporary Use Permit.

Section 931(2) of the Act further requires that “a fee imposed under subsection (1) must not exceed the estimated average costs of processing, inspection, advertising and administration that are usually related to the type of application or other matter to which the fee relates.”

For TUP applications, the Regional District has historically applied a fee of \$700.00 for new applications, and a renewal fee of \$350.00. For 2015, however, the Board directed staff to introduce a reduced fee of \$350 to be applied to vacation rental uses to be applied to December 31, 2015.

Between January 1, 2015, and December 31, 2015, twelve (12) applications for vacation rental TUPs were submitted to the Regional District. Of these, 8 were for properties in Electoral Area “E” (Naramata); 3 were for properties in Electoral Area “D” (Kaleden & Heritage Hills), and 1 for a property in Electoral Area “C” (Vaseux Lake).

Of these applications, 8 have been approved by the Board, 3 remain in progress while an application involving a property in Heritage Hills was subsequently withdrawn prior to Board consideration.

In addition, the approval of the vacation rental use in Kaleden remains outstanding as the applicant has yet to satisfy the Board’s condition regarding confirmation that the septic system is able to accommodate flows from the use of additional bedrooms.

Analysis:

The intent of offering a reduced fee for vacation rental TUP applications was to provide an incentive for operators to formalise the use of their properties.

Given the number of vacation rental uses operating in the Electoral Areas *could* be in the hundreds, Administration considers the response by operators to the reduced application fee to have been less than desired, but encouraging.

This could be attributable to a number of factors, including a possible desire by operators to observe the application process and see how other proposals were dealt with by the Regional District (i.e. public meeting requirements, conditions of approval, etc.). Other incentives to apply (i.e. lack of enforcement against unapproved operators) could also be another factor.

By comparison, it is noted that the City of Penticton has issued approximately 40 business licences for vacation rental uses.

Accordingly, Administration considers that there may be merit in extending the reduced fee for 2016 in order to encourage additional operators to formalise the use of their property.

Alternative:

THAT the Board of Directors directs staff to not include a reduced fee of \$350.00 for vacation rental Temporary Use Permit applications submitted prior to December 31, 2016.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

Donna Butler

D. Butler, Development Services Manager

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2015
RE: Lean Kaizen – Review of the Public Hearing Process



Administrative Recommendation:

THAT the Planning and Development Committee endorses a trial process to review options for the scheduling of public hearings related to land use bylaw amendments.

Purpose:

The purpose of this report is to provide an overview of proposed changes to how the Regional District has historically approached the statutory requirement to convene a public hearing for land use amendment bylaws.

Background:

As part of its 2015 Budget Committee, the Board was introduced to “Lean Management”, a program that can be adapted to help the service sector improve performance and cut costs. Ideally, processes will be improved, decisions streamlined and employees more engaged following the completion of a “Lean Kaizen” within an organization.

Between October 26-28, 2015, the Regional District undertook a Kaizen in order to review the rezoning application process and identify possible efficiencies and improvements. The outcomes of this process were presented to the Planning and Development (P&D) Committee of the Board at its meeting of November 5, 2015.

In summary, four parts of the rezoning process were identified for review in order to improve the customer experience and increase processing efficiency. This included the “application intake process”, “Advisory Planning Commissions”, “managing application files” and, the subject of this report, the “public hearing process”.

Statutory Requirements:

Under Section 464 of the *Local Government Act*, the Regional District must not adopt an Official Community Plan (OCP) Bylaw or Zoning Bylaw (or an amendment bylaw to either of these) unless it has held public hearing “for the purpose of allowing the public to make representations to the [Regional District] respecting matters contained in the proposed bylaw.”

Importantly, Section 464(2) allows the Regional District to “waive the holding of a public hearing on a proposed zoning bylaw if (a) an official community plan is in effect for the area that is the subject to the zoning bylaw, and (b) the bylaw is consistent with the official community plan.”

Analysis:

The public hearing process was identified in the Lean Kaizen process as a potential “choke point” due to the significant processing time it adds to a rezoning application. This is primarily due to the Regional District’s long-standing practice of delegating the convening of a public hearing to an Electoral Area Director and scheduling of the hearing in the community from which the application originated.

As a result, it has not been uncommon for there to be a 3-4 week delay between 1st & 2nd reading and the scheduling of a public hearing as staff and Directors co-ordinate dates, venues and notification of a public hearing. Following the completion of the public hearing in the affected community, there can be a further 2-3 week delay as staff completes the necessary documents for the next available Board meeting date.

By way of comparison, a member municipality such as the Town of Oliver, which schedules its public hearings on the same date and location as a regular Council meeting can, on occasion, deal with third reading and adoption on the very same night as the public hearing and a mere two weeks after 1st & 2nd reading.

In order to address this situation, and in response to the recommendations of the Lean Kaizen process, Administration has already amended its internal administrative processes in order to co-ordinate a public hearing date with Electoral Area Directors prior to 1st reading, and has committed to identify opportunities to waive a public hearing when circumstances warrant its consideration.

Administration would also like to pursue the option of scheduling public hearings to occur on the same date and location as regular Board meetings, thereby allowing for consideration of 3rd reading (and possibly adoption) in a timelier manner for more “minor” bylaw amendments.

In proposing this, Administration recognizes why public hearings have traditionally been scheduled to occur in the affected community. This is because they afford local residents an opportunity to attend the hearing close to where they live and at a time of day when they may not otherwise be engaged with work commitments.

To offset the impact of such a change — and further to the requirements of the Act that “early and ongoing” consultation be undertaken with residents — Administration is proposing that the Public Information Meeting option contained within the Development Procedures Bylaw be expanded by requiring all rezoning proposals be the subject of such a meeting, and that this meeting be coordinated to occur in conjunction with Advisory Planning Commission (APC) meetings.

The Board is asked to be aware that this will likely result in a new requirement and additional costs for all zoning applications to the organisation and that in many cases a public hearing will still be needed. It is envisioned that more specific information will be able to be provided following the completion of the trial period.

In this way, local residents would still be afforded the opportunity of a meeting in their community to ask questions of the applicant, staff and the Director and to make representations on the rezoning proposal. The turnout/responses of residents at the public information meeting could be used to determine if scheduling the public hearing at a forthcoming Board meeting would be appropriate, or if there was still a need for it to occur in the community.

Importantly, and prior to any changes to the Development Procedures Bylaw which may be required to pursue this option on a more regular basis, Administration is proposing to trial this approach over the first half of 2016 with a select number of rezoning applications. Ideally, these will be rezonings

initiated by the Regional District (i.e. early termination of Land Use Contracts), but could also be in the form of rezoning proposals submitted by property owners for minor amendments.

In each case, the Board will be able to review the outcomes of the trial (i.e. public information meeting) when the amendment bylaw comes forward for 1st reading.

Alternative:

THAT the Planning and Development Committee directs staff to maintain current processes related to the scheduling of public hearings for land use bylaw amendments.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

Donna Butler

D. Butler, Development Services Manager

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Fourth Quarter Activity Report – For Information Only



1.0 DEVELOPMENT SERVICES DEPARTMENT

1.1 PLANNING

See Attachment No. 1 for number of Planning Applications / Referrals received as of December 31, 2015.

Q4 Activities

- Public consultation and preparation of new zoning bylaws for discharge and termination of the Land Use Contract at Heritage ;
- Issuance of a number of Temporary Use Permits for vacation rentals;
- Commenced public and APC consultation on the proposed Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” Official Community Plans (as per “Keeping Nature in Our Future”;
- Work on Area “D-1” Community Plan with consultant, including Citizen’s Committee meetings and preparation of Draft Area D-1 Community Plan. Board presentation on Draft Plan.
- Post charrette follow up on Okanagan Falls Town Centre Charrette and attendance at event;
- Attend several First Nations Referrals Workshops
- Work on Gallagher Lake Area Plan with consultant, including preparation of Draft Plan;
- Participation in a Lean Sensei Kaizen review of the Zoning Bylaw Amendment Process, to identify process efficiencies and improved customer service. Preparation of an Implementation Schedule for 2016;
- Review and report on a number of planning related Board policies;
- Regional Growth Strategy Board Report and presentation on preliminary 5-year review project.
- Ongoing liaison with solicitor on Grelish legal action;
- Continue to provide planning services to Oliver and Keremeos, including work on a major development application in Oliver and in the preparation of Terms of Reference for a new Oliver Community Plan;

- 38 planning reports to the Board / Planning Committee and 12 reports for Advisory Planning Committee meetings.

Planned Activities for Q1 - 2016

- Ongoing work on Electoral Area “D-1” Official Community Plan, including preparation of Final Plan, agency referrals, and adoption process;
- Ongoing work on Gallagher Lake Area Plan including third public open house, Citizen’s Committee meeting, preparation of final plan and adoption process;
- Complete Advisory Planning Committee Meetings and Public Open Houses for Okanagan Valley Electoral Areas to present the Environmentally Sensitive Development Permit Area Community Plan Amendments and preparation of Final Bylaws;
- Provide planning services to Oliver and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, retain consultant for the Minor Amendment project.
- Establish Project Team for coordinating of multi-agency approvals for the Weyerhaeuser industrial development
- New Kennedy Lake zone and bylaw amendment process.

1.2 BUILDING INSPECTIONS

- Ongoing enforcement files
- Continue to process applications for Kennedy Lake. 93 permits have been issued to the end of December. There are 55 permits left to issue, 37 of these 55 are in area “B” and cannot be issued until the potential rezoning is completed.
- Ongoing work and review of policies and procedures.
- Review of further Code amendments which came into effect December 11, 2015
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits for the year 2015.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Q4 Enforcement Activity
 - 8 BON (fines) paid (total \$2,700.00);
 - 3 BON’s (fines) disputed; Adjudication Hearing has not yet been scheduled
 - Agreement discussions to utilize Town of Oliver Animal Shelter ongoing

- Conducted field inspection and met with owners and tenant of property on Road 5, Oliver
- Attended Southern Bylaw Adjudication Stakeholders meeting
- Attended Open House meeting with Anarchist Mountain residents
- Dog Bylaw completed
- Development Services Clerk training ongoing

Enforcement Activity Planned for 1st Quarter, 2016

- Finalize Town of Oliver Animal Shelter Use Agreement
- Introduce new Dog Control Bylaw to Board
- Initiate discussion with IS staff to implement Ticket Tracking Database
- Explore purchase of Complaint Tracking Software to streamline process
- Process one vacation rental file for Board direction
- Review Dog Control Contract for year end and discuss modifications with contractor
- Bylaw Officers to conduct door to door Noise Bylaw and Dog Control education in Willowbrook, Electoral Area 'C'

A	B	C	D	E	F	G	H	I	J
TOTAL ACTIVE FILES TO DATE (processed in office)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	Total
Untidy and Unsightly	n/a	n/a	2	7	2	0	2	3	16
Land Use	5	n/a	11	23	7	12	1	9	68
WDP	0	n/a	1	2	1	0	0	4	8
ESDP	1	n/a	0	0	0	0	0	0	1
Total	6	n/a	14	32	10	12	0	13	
GRAND TOTAL									93
ANIMAL CONTROL - 4th Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	1		4	2	1		1	n/a	9
Claimed by Owner								n/a	0
Euthanised								n/a	0
Adopted								n/a	0
Complaints	1		11	13	8	1	3	n/a	37
Warnings/Tickets								n/a	0
Total	2	0	15	15	9	1	4	0	
GRAND TOTAL									46
NOISE COMPLAINTS - 4th Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a		12	17		3			32
Warnings/Tickets	n/a								0
Total	0	0	12	17	0	3	0	0	32
GRAND TOTAL									32

1.4 SUBDIVISION SERVICING

4th Quarter Activities:

- **Subdivision Referrals**

- 17 referrals received for 2015
- 58 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes Golf Resort – proposed 208 units
 - ❖ RDOS received Consultants comments back and working on reply.
 - Grelish Subdivision (Area “A”) proposed 11 Lot bare land strata
 - ❖ Under provision of the Local Government Act, S.943 until August 21st.
 - Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOTI
 - ❖ Parkland acquisition complete and donation is on-going. Estimate time of completion December 2015.
 - Reflection Point – 8 strata lots
 - ❖ Applicant has submitted for final approval, but many items outstanding
 - ❖ PLA extension issued by MOTI
 - ❖ Parkland Dedication – works for park are being completed
 - ❖ Developer applied for Phase 2
 - Naramata Benchlands
 - ❖ Revised subdivision plan
- **Other Projects:**
 - Planning development application referrals
 - Assisting with Area “D-1” OCP review
 - Parkbridge, Gallagher Lake Resort Rezoning;
 - Gallagher Lake: Area Plan and water and sanitary service areas
 - (Subdivision) Works and Services Bylaw
 - Willowbrook water system
 - Okanagan Falls Sanitary: service area expansion and DCC review

Planned Activities for 1st Quarter:

- **Ongoing or Planned:**
 - Review of Area “D-1” subdivision relating to future Area “D-1” OCP
 - Finalize Naramata DCC and Capital Plan

- Assist with Electoral Area “D-1” OCP review
- Willowbrook water system
- Reflection Point subdivision: Phase 1 completion and start of Phase 2
- Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan
- Twin Lakes –Draft Groundwater Availability Study - the applicant to complete
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Willow Beach proposal anticipated
- (Subdivision) Works and Services Bylaw review

Respectfully Submitted,

Donna Butler

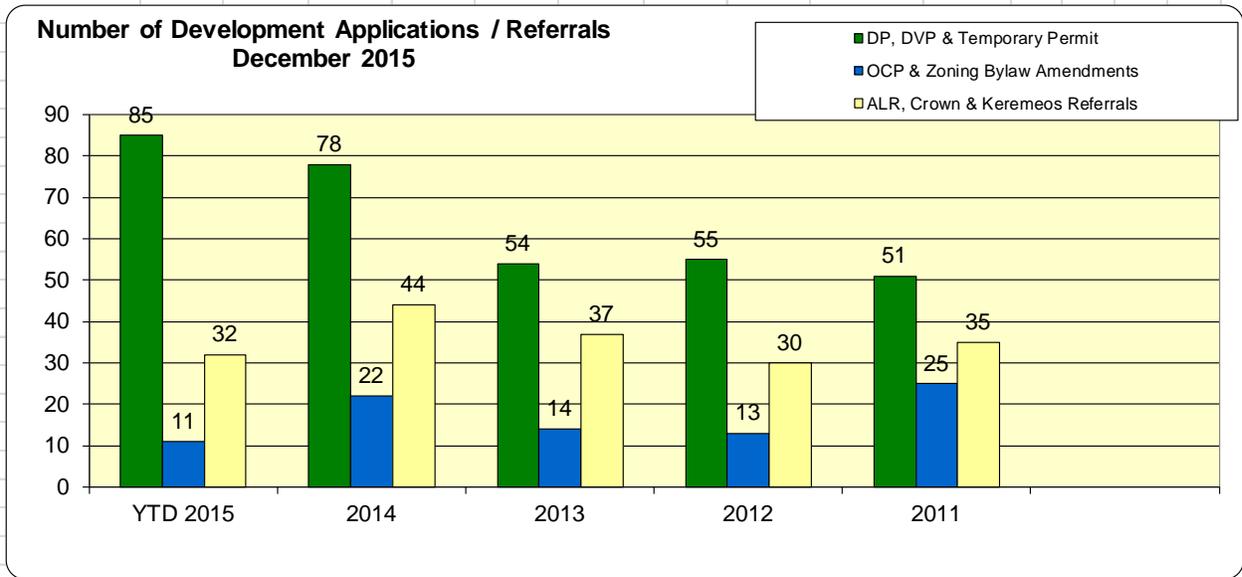
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals (YTD 2015)
Attachment No. 2 – Summary of Building Permits (December 31, 2015)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals December 2015 Year to Date														
	A	B	C	D	E	F	G	H	Month Total	YTD 2015	2014	2013	2012	2011
Develop Permit & DVP/BOV/TUP				3					3					
Temp. Industr					2				2					
DP, DVP & Temporary Permit									5	85	78	54	55	51
Rezoning & RLUB				1					1					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									1	11	22	14	13	25
ALR									0					
Crown Land									0					
Oliver/Princeton/Keremeos/Others									0					
ALR, Crown & Keremeos Referrals									0	32	44	37	30	35

* Town of Princeton, Village of Keremeos & Town of Oliver



Attachment No. 2 – Summary of Building Permits for 2015

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR 2015									
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NUMBER OF PERMITS ISSUED									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2014	KL
RENEWAL/DEFICIENCY	3	4	6	4	2	21	40	40	9
S.F.D.	8	3	38	14	3	18	84	75	6
MOBILE/MANU HOMES	1	20	3	0	2	4	30	23	0
CABINS/REC	0	0	0	0	0	38	38	2	38
SEMI-DETACHED, DUPLEX, MULTI	0	0	1	0	0	0	1	0	
DEMOLITION / MOVE	2	6	3	1	2	2	16	25	
ACCESSORY USES	12	6	37	22	14	101	192	87	76
ADDITIONS / REPAIRS / PLUMBING	12	15	35	22	11	37	132	113	9
COMMERCIAL	1	4	4	2	2	1	14	20	
INDUSTRIAL	0	0	0	0	0	0	0	0	
FARM BUILDING EXEMPTION	6	9	5	0	1	10	31	27	
INSTITUTIONAL	0	0	0	0	0	3	3	3	
SOLID FUEL APPLIANCE	0	1	0	0	1	1	3	4	1
2015	45	68	132	65	38	236	584	419	139
2014	64	71	114	75	22	73			

DOLLAR VALUE OF PERMITS									
DESCRIPTION	A	C	D	E	F	H	TOTAL 2015	TOTAL 2014	KL
RENEWAL/DEFICIENCY	\$45,000	\$4,000	\$44,500	\$24,500	\$12,500	\$230,520	\$361,020	\$508,835	\$111,520
S.F.D.	\$3,097,340	\$1,244,919	\$10,712,005	\$5,302,624	\$685,390	\$3,522,885	\$24,565,162	\$24,111,465	\$535,255
MOBILE/MANU HOMES	\$216,500	\$4,123,663	\$653,530	\$0	\$228,420	\$667,980	\$5,890,093	\$4,785,900	
CABINS/REC	\$199,200	\$0	\$0	\$0	\$0	\$859,635	\$1,058,835	\$66,140	\$859,635
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$224,994	\$0	\$0	\$0	\$224,994	\$0	
DEMOLITION / MOVE	\$2,000	\$6,000	\$3,000	\$1,000	\$2,000	\$2,000	\$16,000	\$43,000	
ACCESSORY USES	\$756,810	\$112,760	\$1,004,206	\$570,175	\$561,760	\$1,571,735	\$4,577,446	\$3,412,718	\$975,780
ADDITIONS / REPAIRS / PLUMBING	\$402,528	\$393,530	\$2,030,595	\$1,305,095	\$505,135	\$1,484,262	\$6,121,144	\$4,605,555	\$183,387
COMMERCIAL	\$15,000	\$347,855	\$607,627	\$105,104	\$2,512,000	\$62,775	\$3,650,361	\$3,973,324	
INDUSTRIAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FARM BUILDING EXEMPTION							not valued / no revenue		
INSTITUTIONAL	\$0	\$0	\$0	\$0	\$0	\$6,555,000	\$6,555,000	\$227,808	
SOLID FUEL APPLIANCE	\$0	\$1,000	\$0	\$0	\$1,000	\$1,000	\$3,000	\$4,000	\$1,000
2015	\$4,535,178	\$6,233,726	\$15,280,456	\$7,513,948	\$4,509,205	\$14,957,792	\$53,030,305	\$41,563,930	\$2,666,577
2014	\$5,872,564	\$8,232,437	\$11,551,123	\$9,332,942	\$874,260	\$5,700,604			

BUILDING INSPECTION REVENUE									
MONTH	2009	2010	2011	2012	2013	2014	2015	Kennedy Lake	
JANUARY	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98		
FEBRUARY	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32		
MARCH	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07		
APRIL	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$6,776.30	
MAY	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$3,791.87	
JUNE	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$2,164.42	
JULY	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$7,424.34	
AUGUST	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$8,101.95	
SEPTEMBER	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59	\$11,267.36	
OCTOBER	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81	\$750.20	
NOVEMBER	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97	\$2,373.80	
DECEMBER	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41	\$1,398.00	
TOTAL YEAR	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$44,048.24	



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, January 21, 2016

10:15 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. Fourth Quarter Activity Report – For Information Only

C. Trail Development

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Community Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Fourth Quarter Activity Report – For Information Only

COMMUNITY SERVICES DEPARTMENT

Parks, Recreation, Heritage, Culture, Economic Development, Transit and Rural Projects

Activities for Q4 2015

Parks, Recreation and Trails

- Continued discussions with land managers on the Summerland to Faulder KVR trail planning process
- Cleared Rock Slide on KVR trail between Princeton and Coalmont
- Paved Smethurst KVR trail Parking lot
- Continued the KVR trail development planning process for Areas A&C including land owner meetings, public meeting and site assessments
- Winterized parks irrigation and washrooms
- Osoyoos lake park revegetation
- Finalized Kaleden Pioneer Park accessible washroom project
- Began the West Bench Selby Park washroom installation including septic field, concrete work and plumbing
- Undertook preliminary design and feasibility for the Osoyoos Lake Park
- Naramata Park Maintenance Request for Proposals
- Developed the various draft 2016 Community Services budgets including Parks and Recreation Commissions
- Conducted the Second phase of the Area H Parkland dedication environmental analysis
- Applied for Heritage Canada Grants for Okanagan Falls and Kaleden
- Completed the Okanagan Falls and Kaleden Fall Recreation Guide

Rural Projects

- Researched best management policies on land procurement due diligence processes
- Continued to support the Penticton Indian Band council on the Feral Horse issue
- Renewed the Oliver Parks and Recreation Society Management Agreement
- Began a process to formalize use agreement with the Naramata Old Age Pensioners for building management

Transit, Heritage and Culture

- Initiated a Regional Heritage Conservation Program bylaw and presented to 5 municipalities
- Established an archival photo database in EDMS
- Began cursory work on a Regional Transit governance model
- Applied for infrastructure improvement grant for the Area D East transit route
- New transit signage and info boards for Okanagan Falls and Kaleden
- Received Summary Report for the Okanagan Falls Town Revitalization Project

Planned Activities for Q1 2016

Parks, Recreation and Trails

https://portal.rdos.bc.ca/departments/officeofthecao/boardreports/2016/2016-01-21/communityservices/b_csd_2015_fourth_quarter_activity_report.docx

- Continue with the KVR/Okanagan River Channel trail development planning for Areas A&C
- Complete final construction of the West Bench Selby Park washroom
- Complete the Kaleden Pioneer Park washroom renovation
- Complete the Naramata Creek Park walking bridge replacement
- Installation of information boards at Selby Park

Rural Projects

- Renewal of OIB Recreation Service Agreement
- Complete final grant reporting for the West Bench Veterans Tribute Project at Selby Park
- Finalize due diligence on the Area H parkland acquisition and begin transfer process, pending results from environmental assessment
- Present first draft of the RDOS Volunteer Handbook to Parks Commissions
- Implement plan for Age Friendly Businesses and Benches in Okanagan Falls
- Determine next steps based on Recommendations from the Okanagan Falls Town Revitalization_Final Summary report
- Facilitate South Skaha Housing project meeting with Society and BC Housing
- Undertake an Expression of Interest for park planning in Area D and E

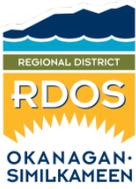
Transit, Heritage and Culture

- Area "D" East transit service review
- Creation of a Community Guide to Heritage
- Creation of Heritage Calendar of Events
- Participation and promotion of Heritage Week 2016
- Continue to work with the Granite Creek Preservation Society on interpretation at the Townsite
- Investigate the establishment of a Heritage Advisory Committee
- Present a Regional Transit Advisory Committee terms of reference for Board support

Respectfully submitted:



M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, January 21, 2016

10:45 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

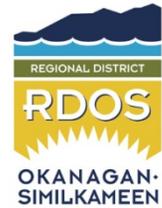
B. DELEGATION -

1. Superintendent Kevin Hewco, RCMP Fourth Quarter Report

C. Fourth Quarter Activity Report – For Information Only

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Fourth Quarter Activity Report – For Information Only

COMMUNITY SERVICES DEPARTMENT

Fire Services, Emergency Management, Policing, 911

Activities in Q4 2015:

- Facilitate “Table Top” emergency exercise for the Town of Osoyoos with a Canada /USA border interest
- Undertake a debriefing for the regional Emergency Operation Center (EOC) for Sidley Mountain, Wilson Mountain and Testalinden Creek wildfires
- Continued implementation of the Regional Fire Radio Communications upgrade project
- Continued discussions with Regional Fire Chiefs on the B.C. Office of the Fire Commissioner’s “Playbook” for impact on local fire services
- Continued research and development of a Fire Department Vehicle and Equipment Use Policy and review of a proposed Alcohol in Public Building policy
- Coordinate a public information meeting with residents to consider the expansion of the Naramata Fire Service boundary
- Issue Request for Quotes and award purchase for a new fire truck – Naramata Fire Department
- Support the Volunteer Fire Departments with the 2016 budget process

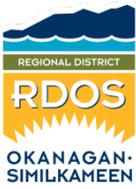
Planned Activities for Q1 2016:

- Investigate recommendations of the 2015 RDOS Wildland Interface Fire/EOC After Action report and carry out accordingly
- Complete the full implementation of the Regional Fire Radio Communications upgrade project
- Complete the Fire Department Vehicle and Equipment Use Policy and Alcohol in Public Buildings policy for presentation to the Board
- Review the Burning Bylaw and enforcement practices with the Regional Fire Chiefs Committee
- Facilitate a Region wide Emergency Operation Center (EOC) 2 course on January 26 and 27, 2016
- Implement 2016 Emergency Operations Center (EOC) training opportunities for the Region
- Issue Request for Quotes and award purchase for a new fire truck - Tulameen Fire Department

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'M. Woods', is positioned below the 'Respectfully submitted:' text.

M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, January 21, 2016

11:45 am

REGULAR AGENDA

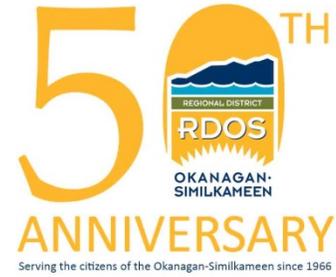
A. APPROVAL OF AGENDA

B. Public Works – Fourth Quarter Activity Report – For Information Only

C. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Public Works – Fourth Quarter Activity Report – For Information Only



1.0 PUBLIC WORKS

ACTIVITIES FOR Q4 2015:

SOLID WASTE

- Development of a sub-lease agreement for Apex Transfer Station.
- Completion of 2 year extension for Progressive Waste Curbside Collection contract.
- Steering Committee for Feasibility Study for Siting of Compost Facilities to handle organic waste formed and SLR Consulting awarded development of Triple Bottom Line assessment.
- Installation of new recycling containers at Oliver and Keremeos Landfills (mega bags).
- Award to Sperling Hansen and Associates for Campbell Mountain Landfill Design, Operations and Closure Plan.
- Request for Proposals for Landfill Weigh Scale Software.
- Issued 10 Waste Disposal permits for demolition.
- Conducted a customer survey for the Keremeos Landfill site.
- Continued work with Ministry of Environment regarding Landfill Gas Management Regulation substituted requirements. As per the UBCM meeting with the Minister for the CML Gas Management Facility – Application for “substituted requirements” to address methane gas through a bio-cover system.
- Completion of Wood chipping for orchardists on 22 sites in 2015.
- Wood Stove Exchange program is back for 2015-2016. RDOS along with CORD and the City of Kelowna have been successful in receiving grant funding from the Ministry of Environment for residents to replace their old wood stoves. RDOS has funding for a minimum of 40 stove replacements and an opportunity to use any left over funding from CORD and the City of Kelowna.

WATER

- Naramata stand-by power supply – Loan Authorization Bylaw.
- Faulder Water Supply – The new well was drilled, the water system design and construction tender completed, infrastructure installed. Development of a water conservation report and wellhead protection plan proceeding.

-
- Olalla Water System – A RFP was issued for the Olalla Water System Upgrade design. Work was awarded and the initial design drawings have been received. Pumphouse upgrades initiated.
 - West Bench Water System – Development of a water conservation report is underway. Decommissioning of the old West Bench Pumphouse was completed. Design and build of second reservoir was put out for RFP and awarded. Construction is underway.
 - All water systems - Initiated upgrading of instrumentation and communication software for the water systems. Installation has begun.
 - West Bench Water Meters – 28 water leak letters were sent out to West Bench Water customers where through meter reading it registered a possible leak or plumbing issue.
 - Willowbrook Water Utility – Assessment of water system completed. Bylaw to Inspector for approval.
 - 2015/2016 OBWB Regional Water Use Regulation and Conservation Bylaw project draft report has been completed.
 - 2015 OBWB Okanagan-Similkameen Drought and Flood Mitigation Plan-Phase 1 was initiated. Work with a consultant from the OBWB hired to complete a similar project. Phase 1 to be completed in Q1 2016.

SEWER

- Monitoring and sampling at OK Falls WWTP and Okanagan River Channel.
- New sewer connections at Big Horn Mountain subdivision.
- Sewer pipe replacement at Cedar Street Liftstation and initial stages of old treatment plant demolition.

OTHER PROJECTS/PROGRAMS

- RDOS 101 Martin Street building renovations – demolition and renovations started and were completed for Phase 1 front counter area (reception finance, building and planning departments). Phase 2 was initiated. Availability of an Energy Efficiency Grant has allowed for addition of several energy efficient renovations including replacement of all interior and exterior lights with LED fixtures, replacement of the roof and replacement of the carpet.
- Similkameen Watershed Water Quantity/Quality Sustainability Plan – Phase 2 of the project is completed with report summary presented to board.
- Mosquito Control Program – successfully finished for the year. This year totals include: 12 hours of heli-spraying over 122 hectares, plus daily hand held spraying throughout the region's ponds and open water. Northwest Mosquito and Vector Conference held in Osoyoos Oct 7-9, and RDOS attended the event.
- Invasive Species Terrestrial and Aquatic – The final report writing and tallying of successes for both programs will be supplied by Lisa Scott in December. Post mortems of 2015 are informing the planning for 2016 activities, grant writing is underway.
- Fire Ant Pilot Project in Naramata - Complete for the year. The ants have made it across the bridge and to the creek. This makes it much more difficult to deal with as the only chemical found to be

effective cannot be used in a riparian zone.

- Noxious Pests Program - The new Bylaw has replaced the out of date predecessor and the active portion of the program year has come to a close. Recently, a new threat has arrived again after a few decades of absence – the small cherry virus. Research for information to disseminate being undertaken in Q4.
- Rat Mitigation – Naramata Pilot Project and West Bench program are still ongoing. 27 participants using the Orkin 90 day plan in Naramata and 1 in west Bench. A valley wide rat meeting was held in Kelowna, and the RDOS was applauded for its outreach work with this pest.
- RDOS WildSafeBC program is technically in hibernation, but many calls are still coming in and escalated cougar and bear activity with the good weather and poor crops due to fire. Deer Committee met in late October to continue looking for solutions and Zoe has applied for an Agricultural grant to look at fencing as it relates to deer displacement and damage to crops.
- Goose Control program – Complete for the season (mainly related to Naramata). The Valley-wide committee met in November to discuss continuing the program as it has had tremendous results. The addling program has reduced the potential additional population by 11,000 – The group was very welcoming to have RDOS representation at the table. They are concerned about more work required in the Vaseux Lake Marshes in 2016.
- OBWB - Make Water Work campaign is completed for 2015. Program assessment and plans for 2016 being conducted Q1 2016.
- RBC Blue Water Grant 2014/15 \$90,000 - All gardens are complete and signage and manuals to be completed in Q4.
- RBC Blue Water Project Grant 2015/16 \$100,000 Quagga Zebra Mussel prevention outreach materials are continuing to be developed through collaboration with OBWB, OASISS, and MoE. The interactive mobile educational unit is under construction.
- Free Roaming Horse issue crosses over with Community Services. PW Projects Coordinator Zoe Kirk tasked to work with PIB on the issue. The PIB is working on outreach – to help community understand the new Bylaw as it pertains to horses and domestic pets. Meeting with SPCA and Critter Aid in Q4.

PLANNED ACTIVITIES FOR Q1 2016:

SOLID WASTE:

- Development of final Strategy for Feasibility Study for Siting of Compost Facilities to handle food waste.
- Sign agreement with Apex Mountain and initiate Request for Proposals for Apex Waste Transfer Station Design. Commencement of Public Consultation.
- Survey Okanagan Falls Landfill confirmation of compliance with design contours and elevation
- Implement new Scale Software for the Landfills project and train staff.
- Continue work on Campbell Mountain Landfill Design Operation and Closure Plan which includes design of systems for site drainage, leachate management and biocover.

WATER

- West Bench Water System – Construction of a second water reservoir to be completed.
- Naramata Metering Pilot Project – Meter reading continues and water usage summary will be sent out. Report to be received of water usage data.
- Naramata stand-by power supply – Completion of design and issuing of tender.
- Naramata Watermain Upgrades - Issue Request for Proposals for watermain upgrade design and tendering for completing the replacement of the pumping main that feeds Juniper Reservoir.
- Naramata Fire Hydrants - Issue Request for Proposals for design of locations for hydrant upgrades
- Faulder Water Supply Upgrade – Installation of uranium system and stand-by generator, commissioning system.
- West Bench Water Conservation Report, Faulder Water Conservation Report and the Faulder Wellhead Protection Report will be completed. Will be brought to the Board for endorsement.
- West Bench Water Meters Project – Meter reading to continue; prepare and send out water use summary report to the residents. Work on water rates structure for West Bench for 2016.
- Willowbrook Water Utility – Service being created
- Olalla Water System – Olalla Water System Upgrade design to be completed and tendered for construction.
- 2015/2016 OBWB Regional Water Use Regulation and Conservation Bylaw to be completed and brought to the Board.
- 2015 OBWB Okanagan-Similkameen Drought and Flood Mitigation Plan-Phase 1 to be completed. Continue working with the consultant from the OBWB hired to complete a similar project.

SEWER

- OK Falls Sewer main flushing and inspection – A RFP will be prepared and released for flushing a portion of the collection system.
- Implementation of Maintenance Tracker for the OK Falls wastewater treatment plant and the sewer collection system.
- Addition of noise control structures on high pitched outside motors at the treatment plant.

OTHER PROJECTS/PROGRAMS

- RDOS 101 Martin Street building renovations – Renovation work of Phase 2 will continue and finish, including the public washrooms. Phase 3 and 4 will begin as well as the landscaping along the south of the building. Completion.
- Invasive Species – Terrestrial/Aquatics. Lisa will be presenting the successes of the Aquatics Outreach program at a prestigious International Aquatic Invasive Species conference in April 2016. Preparations begin in Q1.
- Naramata Fire Ants - Research is ongoing for ideas to remove them from the creek area - if

available, activities to mitigate in Q1 2016.

- Noxious Pests program – A brochure will be created for distribution to homeowners in Q1. Zoe contacting local nurseries to define a good list of alternatives to plant instead of cherry trees. Now the Small Cherry Virus coming up from Washington provides another opportunity to contact residential fruit tree owners. Q1 – brochure development and distribution.
- Rat Mitigation Programs - The effectiveness of the program(s) will be monitored in spring 2016. More contact with valley-wide ad-hoc working group (other municipalities and regions) to discuss the escalating issues with rats and best practices. This will continue in Q1 2016
- WildSafeBC – monitor calls during deep winter and prepare for spring. Grant will be submitted for funding from BCCF. Three school presentations booked for January, Q1.
- Goose Control – research into Vaseaux Lake marshes with Goose Control Consultant, renew Naramata program. Q1
- OBWB/RBC Grant cycle – apply for PW related water conservation grants; second phase Drought/Flood and new one for Riparian outreach workshop.
- RBC Blue Water Project grant \$100,000, Quagga Zebra – the trailer will be completed by end of Feb to be ready for the home and boat show season. May have first outing at BC Homebuilders in Penticton Mar 4/5. More outreach materials will be ready and outreach plans firmed up in Q1.
- Free roaming Horse Issue - The new Animal Control Bylaw is to be ratified on Jan 27th 2016. In the interim several meetings and outreach events will take place. RDOS will have minimal hours during this phase. Once that is complete, the horse and animal owners will have a grace period to come into compliance. This will be an ongoing liaison file in 2016.

Respectfully submitted:

“insert digital signature; or name in italics”

R. Huston, Public Works Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, January 21, 2016

12:00 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. SILGA Resolutions

1. Keremeos Resolution – 2016 SILGA Convention
-

C. Board Policy Review

1. Fees Exempt Staff Policy
2. Flood Hazard Exemption Policy

To rescind outdated policies.

RECOMMENDATION 1

THAT the Board of Directors rescind Undergraduate/Graduate/Postgraduate Fees – Exempt Staff policy (P2630-00.04) and Delegation Authorization for Flood Hazard Exemption Covenants policy (P5225-00.07).

D. Cultural Change Program – For Information Only

1. 2015 Perception Survey Results
-

E. Report on Outstanding Board Action Items as of December 16, 2015

F. Fourth Quarter Activity Report – For Information Only

G. Q4-2015 Corporate Action Plan

H. 2015 Performance Plan

I. 2016 Corporate Action Plan

J. ADJOURNMENT



Healthy Living, Naturally

RECEIVED
Regional District

DEC 29 2015

December 22, 2015

SENT BY REGULAR MAIL

101 Martin Street
Penticton BC V2A 5J9

Alison Slater, Executive Director
Southern Interior Local Government Association
4 – 750 Dunrobin Drive
Kamloops, B.C.
V1S 1X3

Dear Ms. Slater:

Re: Village of Keremeos Resolution for Consideration at the 2016 SILGA Convention

This letter is to inform you that Village Council discussed a proposed resolution for consideration at the upcoming 2016 SILGA Convention during the December 7, 2015 regular meeting of Council and passed the following resolution:

212/2015: Moved/Seconded

THAT Council endorse and forward the following resolution for consideration at the 2016 SILGA Convention;

WHEREAS the allocation of provincial funding grants for regional and municipal libraries is based on a formula of half the converted value of land and improvements, and half the population of the service area;

AND WHEREAS in rural areas with low population and lower land values this formula results in insufficient funding and hardship to the residents who are more dependent on library services;

THEREFORE BE IT RESOLVED that UBCM ask the Province to establish an adequate funding model for libraries in rural areas with a population of less than 5000.

AND THAT a copy of the resolution be forwarded to MLA Larson, MLA Ashton, Regional District of Okanagan-Similkameen Board and the Okanagan Regional Library for information.

CARRIED

Accordingly, please accept the enclosed resolution as an official submission from the Village of Keremeos to be considered at the upcoming 2016 SILGA Convention scheduled for April 19th to 22nd, 2016 in Kelowna, British Columbia.

H:\COUNCIL\COUNCIL CORRESPONDENCE - 550-06\2015\2015 12 22 SILGA Letter.docx



Healthy Living, Naturally

Should you have any questions with respect to this, feel free to contact our office.

Sincerely,

Cathy Cowan
Chief Administrative Officer
Encl.

cc: Linda Larson, Member of Legislative Assembly for Boundary-Similkameen
Dan Ashton, Member of Legislative Assembly for Penticton
Regional District Okanagan-Similkameen Board of Directors
Okanagan Regional Library Board of Directors
Village of Keremeos Council Reading Binder

RURAL LIBRARY FUNDING

Village of Keremeos

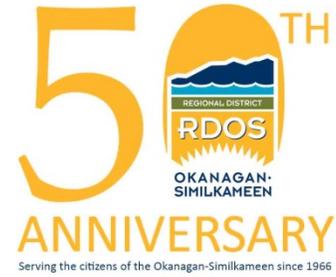
WHEREAS the allocation of provincial funding grants for regional and municipal libraries is based on a formula of half the converted value of land and improvements, and half the population of the service area;

AND WHEREAS in rural areas with low population and lower land values this formula results in insufficient funding and hardship to the residents who are more dependent on library services;

THEREFORE BE IT RESOLVED that UBCM ask the Province to establish an adequate funding model for libraries in rural areas with a population of less than 5000.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Board Policy Review



Administrative Recommendation:

THAT the Board of Directors rescind Undergraduate/Graduate/Postgraduate Fees – Exempt Staff policy (P2630-00.04) and Delegation Authorization for Flood Hazard Exemption Covenants policy (P5225-00.07).

Purpose:

To rescind outdated policies.

Reference:

[Regional District of Okanagan-Similkameen Policy Manual](#)

Undergraduate/Graduate/Postgraduate Fees – Exempt Staff policy (to be rescinded)

Delegation Authorization for Flood Hazard Exemption Covenants (to be rescinded)

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

Goal 4.4 of the RDOS Business Plan is to develop a responsive, transparent, effective organization. One of the objectives of this goal is achieved by developing policy framework and ensuring current policy is current and represents the Boards intentions.

Analysis:

The Board requires clear policies and as such has instructed that a process to ensure the timely review and update of Board policy be implemented.

In order to achieve this objective, outdated policy will be brought forward for review at each Corporate Services Committee meeting and future review dates will be established. It is expected that this process will complete in the first quarter of 2016.

The intention is to create relevant, transparent policies which are easy for the public to access and that set out how the Board wants recurring issues to be addressed.

The Board may access the RDOS Board Policy manual at the referenced hyperlink to view the current policies and track progress of amendments as they occur.

The Undergraduate/Graduate/Postgraduate Fees – Exempt Staff was last updated in 2002. It

references a committee that no longer exists (Chairman's Advisory Committee), and provides for an annual reimbursement level that may not be exceeded without specific approval from the Board of Directors.

The issue of reimbursement of tuition fees for courses directly related to a staff member's job responsibilities is best dealt with through an Administrative Directive, which will encompass a process for all staff, both union and exempt.

The Delegation Authorization for Flood Hazard Exemption Covenants policy is redundant as it has been superseded by Bylaw No. 2509, 2010 Delegation of Local Government Authority; Bylaw No. 2680, 2015 Fees and Charges Bylaw; and Bylaw No. 2500, 2011 Development Procedures Bylaw.

Alternatives:

THAT the Board of Directors not rescind Undergraduate/Graduate/Postgraduate Fees – Exempt Staff policy (P2630-00.04) or Delegation Authorization for Flood Hazard Exemption Covenants policy (P5225-00.07).

Communication Strategy:

Changes to Board policy are posted to the internal intranet and to the public internet.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y

POLICY NO: P2630-00.04

Page 1 of 1

SUBJECT: UNDERGRADUATE / GRADUATE/ POSTGRADUATE FEES – EXEMPT STAFF

Effective Date	Amendment	Board Resolution	Administered By
March 18, 1999		SBL10/99	Chief Administrative Officer
	June 20, 2002	SBL20/02	

Annual undergraduate / graduate / postgraduate tuition fees for courses which are directly related to an Exempt Staff member's existing or future RDOS job responsibilities shall be reimbursed with the following conditions:

- (i) An individual Exempt Staff member's annual reimbursement may not exceed \$2,000 without obtaining:
 - a. Chairman's Advisory Committee review from a budget availability and internal equity perspective; and
 - b. specific reimbursement approval from the Board of Directors.
- (ii) Exempt Staff members who attend undergraduate / graduate / postgraduate educational courses (during normal office hours) are to utilize vacation leave or time in lieu of overtime for the absence.
- (iii) In the event an Exempt Staff member resigns from employment with the District, the Exempt Staff member shall reimburse the District in the amount of fifty percent (50%) of the Board's contribution to his/her tuition fees during the previous twelve (12) month period.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y

POLICY NO: 5225-00.07

Page 1 of 2

SUBJECT: Delegation Authorization for Flood Hazard Exemption Covenants

Effective Date
November 4, 2004

Amendment

Board Resolution
B627/04

Administered By:
Manager, Legislative Services Dept.

The following policy applies to all requests to require, modify and or discharge 'Restrictive Flood Hazard Exemption Covenants,' which have been delegated pursuant to Section 176 of the Local Government Act, to the Regional District's authorized signatory and employees.

Procedure:

1. Accept written request and ensure a \$150.00 document administration fee is paid, record application and set up file.
2. Any legal fees incurred by the application process are to be borne by the applicant(s).
3. The Planning and Building Inspection Department will process requests to require, modify and or discharge flood hazard exemption covenants. Upon receipt of a request to require, modify and or discharge a covenant, the Planning and Building Inspection Department will review the request and compose a staff report. The staff report shall contain details of the covenant, of the proposed request, a recommendation from the Director of Planning and Building Inspection Department and or related staff, and any additional relevant information in order to accurately assess the proposal.
 - a) If the staff report recommends that the flood hazard exemption covenant request is acceptable and the Regional District's level of protection is not altered, then the authorized signatory may endorse the request.
 - b) Upon receipt of a staff report, which determines that the circumstance and conditions of the flood hazard exemption covenant should not be considered, the Regional District's authorized signatory shall withhold consent, and the Planning and Building Inspection Department will advise the applicant in writing as to the reasons for the refusal. Planning and Building Inspection staff will also advise the applicant of their right to apply to the Regional Board for reconsideration.

SUBJECT: Delegation Authorization for Flood Hazard Exemption Covenants

- c) In the event of reconsideration, the Planning and Building Inspection Department will produce a staff report with a recommendation that the Board consider the request to review the application.
2. For the purpose of this policy:
- a) The Province’s “Flood Hazard Area Land Use Management Guidelines” and or a geotechnical report prepared by a professional engineer or geoscientist experienced in geotechnical engineering and geotechnical assessments, will be used to help staff determine the appropriate scope for requiring, modifying and or discharging flood hazard exemption covenants.
 - b) The covenant must make statements consistent with Section 56 of the Community Charter or the Building Inspector may not be able to issue the building permit without another covenant.

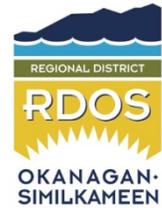
Report on Outstanding Board Action items as of December 16, 2015

Dept.	Mtg Date	Title	Resolution	Status
A	19-Jul-12	Tipping fees for Charitable organizations	update Grant-in-Aid policy	IN PROGRESS
A	19-Nov-15	RDOS Bi-weekly Advertisement	THAT the Board of Directors approve the award of the 2016 Bi-Weekly RDOS Advertisement to the Penticton Herald/Herald Extra for an amount not to exceed \$4 800 plus applicable taxes and to the Similkameen News Leader for an amount not to exceed \$ 4 600 plus applicable taxes.	IN PROGRESS
A B	19-Nov-15	Building Violation.- 10505 62nd Avenue (expired permit)	THAT a Section 695 Notice on Title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA) be filed against the title of lands described as Lot A Plan KAP2179 District Lot 2450s SDYD Portion L 567 Except Plan H13469 that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced	IN PROGRESS
A CS	1-Oct-15	Regional Heritage Conservation Service Establishment; Bylaw No. 2706 2015;	THAT the Regional District of Okanagan-Similkameen Regional Heritage Conservation Service Establishment Bylaw No. 2706 2015 be read a first second and third time; AND THAT the Board of Directors authorize participating area approval for Regional Heritage Contribution Service Establishment Bylaw No. 2706 2015 be obtained by consent on behalf of municipal participating areas and consent on behalf of electoral area electors; AND THAT upon receipt of consent from all jurisdictions the bylaw be forwarded to the Inspector of Municipalities for approval and returned to the Board for adoption. - CARRIED	IN PROGRESS
B	7-Nov-13	Building Violation H00053.160 289 Bettles Tulameen	commence injunctive action	IN PROGRESS
B	20-Sep-12	Building Infraction A05881.500 Lot 395A Plan 1957 DL2450S (no civic address)	commence injunctive action	IN PROGRESS
CS	22-Jan-15	Foreshore Application Skaha Lake	THAT the RDOS makes application to the Province of British Columbia for unsurveyed foreshore being part of the bed of Skaha Lake legally described as Lot 3 Plan KAS1595 DL 337 SDYD and Lot B Plan KAP64527 DL 2883S SDYD in Okanagan Falls for a period of 30 years; AND THAT the Chair and Chief Administrative Officer be authorized to execute the institutional Lease with the Province of British Columbia if successful.	IN PROGRESS

CS	16-Oct-14	Donation of Parkland in Electoral Area "H"	Board of Directors acknowledge receipt of the donation of land and refer it to Administration for due diligence.	IN PROGRESS
CS	16-Jul-15	Okanagan Falls Parks and Recreation Parkland Acquisition Agreements Bylaw No. 2707	<p>THAT the Board of Directors authorize the purchase of 0.93 acres more or less described as P.I.D. 018-480-918 Lot 1 DL 2710 SDYD Plan KAP50897 Except Plans KAP51161 KAP52868 KAP86678 and KAP91225 for an amount of no more than \$400 000 and identified in Schedule A as Area and</p> <p>THAT the Board accept the donation of parkland from VINTAGE VIEWS DEVELOPMENTS LTD. subject to the conditions set forth in the Purchase/Donation Agreement and described in Schedule A as Area comprising 3.4 acres more or less; and THAT the Board enter into a Lease Agreement with VINTAGE VIEWS DEVELOPMENTS LTD. For a parcel of land described in Schedule A as Lot 5 comprising 0.38 acres more or less; and THAT the Board authorizes the Chair and the Chief Administrative Officer to endorse the aforementioned Agreements; and THAT the Board amend the Five-Year Financial Plan to include a property purchase within the Okanagan Falls & District Parks and Recreation Service Area in the 2015 Budget; and THAT the Board authorize a receipt in favour of the charitable donation offered by Vintage in an amount determined by a qualified appraiser as the amount between the appraised value of the land the amount paid for the lands and improvements less RDOS costs. - CARRIED</p>	IN PROGRESS
CS	3-Sep-15	To establish a swimming area in Manitou Park Naramata	THAT the Regional District of Okanagan-Similkameen make application to the Province of British Columbia for unsurveyed foreshore being part of the bed of Okanagan Lake and fronting Manitou Park legally described as Lot A Plan KAP65517 DL 210 SDYD in Naramata for a period of 30 years; and THAT the Chair and Chief Administrative Officer be authorized to execute the institutional Lease with the Province of British Columbia if successful. - CARRIED	IN PROGRESS
E	21-Sep-06	Campbell Mountain Sanitary Landfill Buffer/Setback Requirements	Ongoing studies. Waiting for Province. Currently with MOE.	IN PROGRESS
E	5-Nov-15	Award of Contract- West Bench Reservoir Design and Construction	THAT the Board of Directors award the design and construction work for the West Bench Reservoir Design and Construction to Cumming Construction Ltd. in the amount of \$511 225.00 plus applicable taxes; and THAT the Board of Directors authorize the Chair and Chief Administrative Officer to execute the construction contract agreement with Cumming Construction Ltd	0%

P	19-Feb-15		Director Siddon made a reference to a Partners in Climate Change group and suggested we should be a member.	IN PROGRESS
P PW	2-Jul-15	Environment and Infrastructure Committee June 18 2015	THAT the Regional District of Okanagan-Similkameen apply for substituted requirements to the Landfill Gas Management Regulation to allow for diversion of organics and bio-cover at the Campbell Mountain Landfill in place of Landfill Gas Collection.	IN PROGRESS
P PW	15-Oct-15	Land Issue Landfill Buffer 1655 Reservoir Road	THAT the Board authorize the purchase of 1655 Reservoir Road Penticton; and THAT the monies for this purchase come from the Capital Reserve Fund for the Campbell Mountain Landfill.	IN PROGRESS
P PW	15-Oct-15	Okanagan Falls Development Cost Charge Bylaw Amendment	THAT Bylaw No. 2486.02 Okanagan Falls Sanitary Sewer Development Cost Charge Amendment Bylaw be read a First Second and Third time.	IN PROGRESS
P PW	20-Jan-11	Willowbrook Water System Transfer Request	apply for Restructure Implementation Grant. Investigate feasibility of transferring the Willowbrook Utilities water system to RDOS	IN PROGRESS
P PW	19-Nov-15	5. Agricultural Land Commission Referral (Non-Farm Use) Electoral Area D Clive and Leslie McCall 2026 Highway 97	THAT the RDOS Board authorise the application to undertake a non-farm use (constructed treatment wetland) at Plan KAP1738B District Lot 10 SDYD in Electoral Area D to proceed to the Agricultural Land Commission	IN PROGRESS

ADMINISTRATIVE REPORT



TO: Corporate Services Committee

FROM: Bill Newell, Chief Administrative Officer

DATE: January 21, 2016

RE: Fourth Quarter Activity Report – For Information Only

1.0 OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER/LEGISLATIVE SERVICES

2015 Q4 Activities

- Attended Healthy Community Coalition monthly Board Meetings
- Facilitated the Legislative Services Workshop
- Conducted 4 successful AAPs
- Introduced several new regulatory bylaws
- Prepared Board Inaugural meeting and reception
- Continued support of Electoral Area “D” Governance Committee
 - Development and distribution of Fact Sheets and other public communications
- Organized and attended public meeting in Electoral Area “A”
- Launched 50th Anniversary webpage
- Pursued the review of the Lower Similkameen Forest Corp and reported to the Board
- Organized and facilitated the Board strategic planning workshop
- Commenced document preparation for the 2016-2020 Strategic Plan and 2016 Business Plan
- Commenced planning for 2016 C2C (Tourism theme)
- Move Board reports to EDMS
- 2016 Budget for OCAO

2016 Q1 Planned Activities

- Complete 2015 Performance Evaluations
- Review 2016 Department Business Plans
- Complete Cultural Change Workshops and present to the Board
- Establish the 2016 Corporate Performance Plan
- Commence review of Irrigation District bylaws and records
- Complete review of corporate policies
- Conduct 2 AAPs
- Continued support of Electoral Area “D” Governance Committee
 - Development of final Fact Sheets
 - Coordinate and participate in 3 public open houses in Area “D”
- Commence Literature review on Business Continuity Plan
- Host 50th Anniversary celebration
- Host 2016 C2C and secure grant for 2017
- Organize 2016 Home Show booth (Heritage in the RDOS theme)
- Move Job Descriptions and Bylaw Enforcement records to EDMS
- Implement CASL (Canadian Anti-Spam Legislation) in conjunction with IT department

2.0 INFORMATION SERVICES DEPARTMENT

Q4 2015 – Activities

- Update internet applications to new HTML5 format
 - create internet mapping cemetery application for staff at the Town of Princeton so they can edit cemetery attribute information
 - update trails internet mapping application in new format with new trails dataset
 - update Naramata cemetery internal application
- Launch mobile app for collecting water system maintenance information
- Electronic Document Management System (EDMS)
 - Create Teamsite for Board reports in EDMS
- Set up new wireless connection to Campbell Mountain Landfill
- Set up redundant internet connection to main office
- Improve network connectivity of Princeton Building Inspection field office to main RDOS office
- Purchase new physical server to host virtual servers
- Purchase off-site backup server
- Purchase new mobile EOC server software and thin clients
- Technical support with the office renovation

2016 Q1 - Planned Activities

- Update internet applications to new HTML5 format
 - launch internet mapping cemetery application for staff at the Town of Princeton so they can edit cemetery attribute information remotely
 - launch trails internet mapping application in new format with new trails dataset
 - update Naramata cemetery internal application
- Electronic Document Management System (EDMS)
 - Move Board reports to EDMS
 - Move Job Descriptions to EDMS
 - Move Bylaw Enforcement to EDMS
- Trails work
 - Research inventory of trails PDF maps – determine what is out of date and requires update
 - Ad-hoc mapping requests to determine KVR trail network in Area A and C
- Move backup virtual server to off-site location
- Update Board Action Tracker so it can be integrated with new Board Intranet
- Update Building Inspection Tracking application
- Set up online program to manage MSDS (Material Safety Data Sheets) information
- Implement CASL (Canadian Anti-Spam Legislation) with Rec Services
- Move virtual servers from old physical server to new physical server
- Set up new wireless hardware at 101 Martin St.
- Set up new wireless connection to Campbell Mountain Landfill
- IT support with the office renovation including moving servers to vault
- Move second internet connection to main office to fiber service
- Investigate new functionality for Board Intranet with live access to Board Action Tracker

3. FINANCE DEPARTMENT

Q4-2015 Activities:

- Participated in Strategic planning
- 3rd Quarter Variance analysis and report
- 2016 Budget Process
 - Finance Department review of Questica entries and consolidation
 - Administration Cost analysis and recovery allocation
 - Built customized report in Questica for budget reporting
 - Facilitated three Budget Workshops with Board
 - Regional grant applicants presented to Board
- Began preparation for 2015 yearend audit with auditors including invoice testing; tangible capital assets; contaminated sites; landfill liability investigation
- Review of Vadim software upgrade requirements and implementation plan for 2016

2016 Q1 Planned Activities

- 1st reading of 2016 Budget
- Begin public consultation process on 2016 budget with municipalities and electoral area open houses
- Adoption of 2016 Budget
- Preparation of year end working documents for 2015 audit
- Develop 2016 performance plans with staff
- Initiate quarterly fire department payroll
- Distribute T4s/T4As for employees and contractors

3.0 HUMAN RESOURCES DEPARTMENT

2015 Q4 Activities

- Conducted the first half of the 2015 Organizational Development Survey (TCLI Committee)
- The Enterprise Centre assisted the Village of Keremeos and the Town of Oliver with recruitments
- Health and Safety Committee action plan for 2016 completed
- SIMEA RFP closed and new benefit carriers were selected for an effective March 1, 2016 change over with a substantial cost savings
- Facilitated a Kaizen event for the Bylaw Zoning Amendment process
- Job Evaluation Process – finalized job descriptions
- Wellness planning session complete and events calendar planned for 2016
- Continued to provide HR assistance to external departments as required
- Completed recruitment and selection for the following RDOS positions: Student temporary (OCAO), GIS Assistant temporary (IS), Labourer casual (OCAO).

2016 Q1 Planned Activities

- Initiate an Organizational Development Committee; review 2015 Perception Survey; and develop the 2016 Organizational Development Plan
- Begin update on all MSDS sheets as per WorkSafeBC requirements – note: this project will run throughout 2016

- Prepare Lean Management presentation for all-staff business meeting in Q2
- Complete long service awards for 2015
- Review the wellness points system
- Evaluate performance evaluation program
- Ensure 2015 performance evaluations were completed
- Participate in Strategic Planning, Budget Process and Office renovations
- Move all BCGEU Job Descriptions into EDMS and provide access to all staff
- Continue to provide HR assistance to external departments as required

2015 Corporate Action Plan
Year-End Report

Dashboard

#	Objective	Status	Points	KSD Total	Page
1.1.1	By providing the Board with accurate, current financial information.		5	15	5
1.1.2	By implementing the 2015 Phase of the internal communications program.		1		5
1.1.3	By renovating the corporate office		3		6
1.1.4	By implementing the 2015 phase of the Electronic Data Management System (EDMS) program		1		6
1.2.1	By implementing the 2015 phase of the health and safety strategy		3		7
1.3.1	By implementing the 2015 Organizational Development Plan		2		7
2.1.1	By implementing the 2015 phase of the customer satisfaction program		2	15	8
2.2.1	By implementing a Community Initiatives Program		5		8
2.3.1	By introducing key communication documents to the Board and implement the 2015 phase		3		8
2.3.2	By improving access to Regional District Bylaws and Policies		2		9
2.4.1	By identifying services required by RDOS citizens and implementing the 2015 phase.		3		9
3.1.1	By defining regional and community parks and create a development strategy.		4	55	10
3.1.2	By participating in the Healthy Communities Program		1		10
3.1.3	By initiating a Regional Heritage Program				11
3.1.4	By implementing the 2015 phase of the 911 Emergency Telecommunications Engineering Project		4		11
3.1.5	By creating a Regional Transit Service		3		12
3.1.6	By developing and constructing a Pedestrian Corridor up Lakehill Road in Kaleden		2		12
3.1.7	By developing an Area A and C Trail Development Plan		1		13

3.2.1	By investigating the benefit of acquiring the Penticton Regional Airport and the formation of an Airport Authority		3		13
3.2.2	By updating the Naramata Water System Development Cost Charge Bylaw		2		14
3.3.1	By implementing the 2015 phase of the Corporate Climate Action Plan		2		14
3.3.2	By implementing the ESDP recommendations from the "Keeping Nature in our Future" strategy.		2		15
3.3.3	By commencing the Electoral Area "D-1" official community plan review		2		15
3.3.4	By developing an Area Structure Plan for Gallagher Lake.		3		16
3.3.5	By developing a consolidated Okanagan Valley Zoning Bylaw.		1		16
3.3.6	By commencing the Electoral Area "F" official community plan review		1		17
3.3.7	By conducting the regulatory 5-Year Regional Growth Strategy Review		3		17
3.3.8	By investigating the development of a regional conservation fund		3		18
3.3.9	By undertaking Phase II of the Similkameen Valley Watershed Strategy		3		18
3.3.10	By completing the Faulder Water System Upgrade		4		19
3.3.11	By implementing the 2015 phase of the Solid Waste Management Plan		3		19
3.3.12	By initiating the process to bring Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System		3		20
4.1.1	By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.		5	15	20
4.2.1	By organizing regional and sub-regional Community to Community meetings in 2015.		0		21
4.2.2	By implementing the terms of the First Nations Protocol Agreement		3		21
4.2.3	By investigating opportunities for mutual cooperation among member municipalities		1		22
4.3.1	To assist the Board to operate in an effective manner		2		22
4.4.1	By developing policy framework and reviewing policy		4		23
		Total	100	100	

Progress Colour Key:

No Issues	GREEN
Minor issue(s)	YELLOW
Significant issue(s)	RED

For the full detail on each corporate objective refer to the appropriate # or page # in the document attached hereto.

2015 Corporate Action Plan

CORPORATE SERVICES COMMITTEE

21 January 2016

2015 End-of-Year Report

2015 Business Plan Adopted by the Board of Directors

December 2014

Definitions:

CAO = Chief Administrative Officer
MCS = Manager of Community Services
MDS = Manager of Development Services
MFS = Manager of Financial Services
MHR = Manager of Human Resources
MIS = Manager of Information Systems
MLS = Manager of Legislative Services
MPW = Manager of Public Works

Status Colour Key:

Q1 – Black

Q2 – Red

Q3 - Blue

Q4 - Green

Action Plan: Objective 1.1.1 - By providing the Board with accurate, current financial information.					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.1.1	0	Managers review department financial statements	SMT	monthly	<ul style="list-style-type: none"> • Ongoing • Complete
1.1.1.2	1	The Board receives a variance report	MFS	quarterly	<ul style="list-style-type: none"> • Q3 Report submitted • Complete
1.1.1.3	1	Receipt of an unqualified independent audit	MFS	Q4	<ul style="list-style-type: none"> • 2014 Audit received in May • 2015 Payroll Audit and GST Audit underway by CRA • 2015 Interim Audit to start in Nov. • Complete
1.1.1.4	3	Successfully meet budget at year-end	CAO	Q4	<ul style="list-style-type: none"> • The majority of our 145 Services will meet budget

Action Plan: Objective 1.1.2 - By implementing the 2015 Phase of the internal communications program.					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.2.1	0	Create sustainable inter-departmental communications committee	MLS	Q1	<ul style="list-style-type: none"> • Complete
1.1.2.2	1	Implementation of the 2015 phase of the Communications Plan	MLS	Q4	<ul style="list-style-type: none"> • 2015 Phase identified • Implementation in progress • Complete

Action Plan: Objective 1.1.3 - By renovating the corporate office					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.3.1	0	Business Case supported by Budget Committee	MPW	Q1	<ul style="list-style-type: none"> • Complete
1.1.3.2	3	Design and construct the Office Renovation Plan in 2015	MPW	Q4	<ul style="list-style-type: none"> • Final Design complete • Building Permit issued • Gas Tax Grant Re-purposed (\$175,000) • Tender issued • Design complete in 2015 but construction finished in 2016

Action Plan: Objective 1.1.4 - By implementing the 2015 phase of the Electronic Data Management System (EDMS) program					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.4.1	1	Load all water connection data, demolition permits, community services documents, 911 Telecommunications Upgrade documents and Parks Commission documents.	MIS	Q4	<ul style="list-style-type: none"> • Complete

Action Plan: Objective 1.2.1 By implementing the 2015 phase of the health and safety strategy					
#	Points	ACTION	WHO	WHEN	STATUS
1.2.1.1	1	<ul style="list-style-type: none"> networking with Fire Departments and Parks /Recreation Commissions 	MHR	Q4	<ul style="list-style-type: none"> Complete
1.2.1.2	1	<ul style="list-style-type: none"> Completion of the 2015 Worksafe Plan 	MHR	Q4	<ul style="list-style-type: none"> Complete
1.2.1.3	1	<ul style="list-style-type: none"> Training for RDOS staff 	MHR	Q4	<ul style="list-style-type: none"> JH&SC training complete Bullying & Harassment complete for internal staff

Action Plan: Objective 1.3.1 By implementing the 2015 Organizational Development Plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.3.1.1	0	Organize and Implement the 2015 Staff Business Meeting	MHR	Q1	<ul style="list-style-type: none"> Cancelled for 2015; process in flux
1.3.1.2	1	Investigate the Lean Cultural Change Program, if approved	MHR	Q2	<ul style="list-style-type: none"> Executive Lean Sensei Program attended Zoning Amendment process selected for pilot. Complete
1.3.1.3	1	Re-invent the High-Performance and Innovation Committee	MHR	Q4	<ul style="list-style-type: none"> Perception Survey scheduled for November Complete

Action Plan: Objective 2.1.1 - By implementing the 2015 phase of the customer satisfaction program					
#	Points	ACTION	WHO	WHEN	Status
2.1.1.1	2	<ul style="list-style-type: none"> Provide a quarterly report to the Board on progress against this objective. 	MLS	Q4	<ul style="list-style-type: none"> Included in Quarterly reports Trained Front-end staff; customer service webinars; admin support group meets about customer service

Action Plan: Objective 2.2.1 By implementing a Community Initiatives Program (Electoral Area Engagement)					
#	Points	ACTION	WHO	WHEN	Status
2.2.1.1	5	Organize at least one meeting in each electoral area.	MLS	Q4	<ul style="list-style-type: none"> Electoral Area A, Electoral Area B and Electoral Area F outstanding All Areas complete
2.2.1.2	0	Measure progress in 2016 Citizen Survey	MLS	2016	<ul style="list-style-type: none"> To be complete in 2017

Action Plan: Objective 2.3.1 – By introducing key communication documents to the Board and implement the 2015 phase					
#	Points	ACTION	WHO	WHEN	Status
2.3.1.1	1	Develop and present a communications policy to the Board	MLS	Q3	<ul style="list-style-type: none"> Complete
2.3.1.2	1	Develop a Communications Plan	MLS	Q2	<ul style="list-style-type: none"> Complete
2.3.1.3	1	Develop Design Guidelines to present a professional corporate image to our citizens	MLS	Q2	<ul style="list-style-type: none"> Complete Present to Board at Leg. Workshop Nov

Action Plan Objective 2.3.2: By improving access to Regional District Bylaws and Policies					
#	Points	ACTION	WHO	WHEN	STATUS
2.3.2.1	1	Post all consolidated bylaws and policies to the RDOS Website	MLS	Q4	<ul style="list-style-type: none"> • In progress • 2700 Bylaws; 2015 component complete
2.3.2.2	1	Obtain feedback from citizens on ease of access	MLS	Q4	<ul style="list-style-type: none"> • In progress • Some sporadic investigation complete

Action Plan Objective 2.4.1: By identifying services required by RDOS citizens and implementing the 2015 phase.					
#	Points	ACTION	WHO	WHEN	STATUS
2.4.1.1	1	Review and revise the Service Inventory	MLS	Q1	<ul style="list-style-type: none"> • Complete
2.4.1.2	1	Update non-compliant bylaws	MLS	Q4	<ul style="list-style-type: none"> • In Progress • 5 non-compliant bylaws revised
2.4.1.3	1	Conduct a benchmarking exercise with similar regional districts to determine gaps in service	MLS	Q3	<ul style="list-style-type: none"> • Complete

Action Plan: Objective 3.1.1 – By defining regional and community parks and create a development strategy.					
#	Points	ACTION	WHO	WHEN	Status
3.1.1.1	1	Review all original Parks Establishment Bylaws to ensure compliance	MCS	Q1	<ul style="list-style-type: none"> • Complete
3.1.1.2	2	Inventory and map all park assets	MCS	Q2	<ul style="list-style-type: none"> • Complete
3.1.1.3	1	Develop a community service governance model for the regional district, based on benchmarks with other Regional Districts	MCS	Q3	<ul style="list-style-type: none"> • In Progress • Draft bylaw constructed and met with all Recreation Commissions
3.1.1.4	0	Initiate a standardization protocol for all Parks & Recreation commissions	MCS	Q4	<ul style="list-style-type: none"> • In Progress • Carried forward to 2016

Action Plan: Objective 3.1.2 - By participating in the Healthy Communities Program					
#	Points	ACTION	WHO	WHEN	Status
3.1.2.1	0	Maintain membership on the OSHCC Board of Directors	CAO	Q1	<ul style="list-style-type: none"> • Complete
3.1.2.2	1	Maintain membership on the OSHCC Operations Committee	MCS	Q4	<ul style="list-style-type: none"> • Operations Committee disbanded; attending Board meetings and events
3.1.2.3	0	Assist with presentation to Budget Committee for operational funds	CAO	Q4	<ul style="list-style-type: none"> • Complete

Action Plan Objective 3.1.3: By initiating a Regional Heritage Program					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.3.1	1	Present the Heritage Plan to the Board	MCS	Q3	<ul style="list-style-type: none"> • Complete
3.1.3.2	1	Initiate and implement a Regional Heritage Service	MCS	Q4	<ul style="list-style-type: none"> • In Progress • Director-Assent in progress
3.1.3.3	2	Establish a Regional Heritage Committee	MCS	Q4	<ul style="list-style-type: none"> • Carried forward to 2016; • Dependent on Service
3.1.3.4	1	Develop and implement an education and marketing program to promote heritage in the Region	MCS	Q4	<ul style="list-style-type: none"> • Complete

Action Plan: Objective 3.1.4 – By implementing the 2015 phase of the 911 Emergency Telecommunications Engineering Project					
#	Points	ACTION	WHO	WHEN	Status
3.1.4.1	0	Procure and commence installation of 911 infrastructure	MCS	Q4	<ul style="list-style-type: none"> • Complete
3.1.4.2	2	Conduct a live test on the improved system	MCS	Q4	<ul style="list-style-type: none"> • Complete
3.1.4.3	0	Initiate an RFP to manage the maintenance schedule for the new radio system	MCS	Q2	<ul style="list-style-type: none"> • Complete
3.1.4.4	2	Convert to the new system by the end of 2015	MCS	Q4	<ul style="list-style-type: none"> • 99% complete

Action Plan Objective 3.1.5: By creating a Regional Transit Service					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.5.1	0	Receive the final report from BC Transit on a Regional Service	MCS	Q2	<ul style="list-style-type: none"> • Complete
3.1.5.2	1	Develop a governance structure for a regional transit service	MCS	Q4	<ul style="list-style-type: none"> • In progress • Draft governance structure presented to CAO's and requires more work. Referred to CAO Group
3.1.5.3	2	Initiate a Regional Transit Service Establishment process	MCS	Q4	<ul style="list-style-type: none"> • Moved to 2016

Action Plan: Objective 3.1.6 - By developing and constructing a Pedestrian Corridor up Lakehill Road in Kaleden					
#	Points	ACTION	WHO	WHEN	Status
3.1.6.1	1	Construct the trail up Lakehill Road by the end Of 2015	MCS	Q2	<ul style="list-style-type: none"> • Complete
3.1.6.2	1	Ensure that storm drainage and landscaping are appropriate for the project	MCS	Q2	<ul style="list-style-type: none"> • Complete

Action Plan Objective 3.1.7: By developing an Area A and C Trail Development Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.7.1	0	Develop a plan to extend the KVR Trail in Electoral Areas "A" and "C".	MCS	Q2	<ul style="list-style-type: none"> • Complete
3.1.7.2	1	Obtain tenure on the identified extensions to the South Spur	MCS	Q3	<ul style="list-style-type: none"> • In progress • Referred to 2016
3.1.7.3	0	Implement a robust public consultation program	MCS	Q3	<ul style="list-style-type: none"> • Complete
3.1.7.4	0	Initiate the preliminary engineering for construction of the trail	MCS	Q4	<ul style="list-style-type: none"> • Complete

Action Plan: Objective 3.2.1 – By investigating the benefit of acquiring the Penticton Regional Airport and the formation of an Airport Authority					
#	Points	ACTION	WHO	WHEN	Status
3.2.1.1	1	Enter into discussions with Transport Canada on the future of the Penticton Regional Airport and keep the Board informed.	CAO	Q2	<ul style="list-style-type: none"> • Complete
3.2.1.2	2	Obtain information and conduct a due diligence to determine options	CAO	Q4	<ul style="list-style-type: none"> • Deferred pending TC contact. Probably 2016 • Abandoned by Canada

Action Plan Objective: 3.2.2: By updating the Naramata Water System Development Cost Charge Bylaw					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.2.1	0	Review the existing Naramata Water System DCC Bylaw	MPW	Q2	<ul style="list-style-type: none"> • Complete
3.2.2.2	1	Identify system upgrades required for growth	MPW	Q4	<ul style="list-style-type: none"> • In progress. Consultant report required.
3.2.2.3	0	Develop a draft bylaw for presentation to the Naramata Water Advisory Commission	MPW	Q4	<ul style="list-style-type: none"> • In progress. Consultant report required. • Complete
3.2.2.4	0	Submit a draft bylaw to the Province for consideration	MPW	Q4	<ul style="list-style-type: none"> • In progress • 2016
3.2.2.5	1	Submit a bylaw to the Board for consideration	MPW	Q4	<ul style="list-style-type: none"> • In progress • 2016

Action Plan Objective: 3.3.1: By implementing the 2015 phase of the Corporate Climate Action Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.1.1	0	File CARIP and Smartool Reports with the Province	MDS	Q4	<ul style="list-style-type: none"> • Complete
3.3.1.2	1	Implement the energy efficiencies identified in the Corporate Climate Action Plan adopted by the Board in 2014	MDS	Q3	<ul style="list-style-type: none"> • Ongoing in various facilities. Overview delayed due to staff absence • 2015 Phase included in Budget • Complete
3.3.1.3	1	Research and apply for grants	MDS	Q3	<ul style="list-style-type: none"> • Q4 delayed due to staff absence • Re-purposing of RSGT for 101 Martin • Fortis grant for lighting • FCM Green Works Program tested
3.3.1.4	0	Report to the Board	MDS	quarterly	<ul style="list-style-type: none"> • In progress

Action Plan Objective: 3.3.2: By implementing the ESDP recommendations from the “Keeping Nature in our Future” strategy.					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.2.1	0	Prepare OCP amendments to entrench the “Keeping Nature in our Future” recommendations adopted in 2014 in legislation	MDS	Q3	<ul style="list-style-type: none"> • Complete
3.3.2.2	1	Conduct public consultation in all Electoral Areas	MDS	Q4	<ul style="list-style-type: none"> • Consultation underway for Q4 • Area E scheduled for Jan 2016 but all others done
3.3.2.3	1	Adopt OCP amendments by the end of 2015	MDS	Q4	<ul style="list-style-type: none"> • Completion for Q1 2016 •

Action Plan Objective: 3.3.3: By commencing the Electoral Area “D-1” official community plan review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.3.1	0	Conduct background research to commence the review and update of the D-1 OCP.	MDS	Q1	<ul style="list-style-type: none"> • Complete
3.3.3.2	0	Conduct the environmental scan to develop a list of issues to address in the process	MDS	Q2	<ul style="list-style-type: none"> • Complete
3.3.3.3	2	Conduct a public consultation process	MDS	Q4	<ul style="list-style-type: none"> • In Progress • Complete

Action Plan Objective: 3.3.4: By developing an Area Structure Plan for Gallagher Lake.					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.4.1	0	Conduct background research to commence the development of the ASP for Gallagher Lake	MDS	Q1	• Complete
3.3.4.2	0	Conduct the environmental scan to develop a list of issues to address in the process	MDS	Q2	• Complete
3.3.4.3	2	Conduct a public consultation process	MDS	Q3	• In Progress • Majority complete
3.3.4.4	1	Present the Bylaw to the Board for consideration by the end of 2015.	MDS	Q4	• Board approval moved to Q1 2016

Action Plan Objective: 3.3.5: By developing a consolidated Okanagan Valley Zoning Bylaw.					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.5.1	0	Review existing Okanagan Valley Zoning Bylaws and identify inconsistent policies and practices	MDS	Q1	• Complete
3.3.5.2	0	Develop a draft amending bylaw to provide for consistency of application	MDS	Q3	• Complete
3.3.5.3	1	Present the draft amending bylaw to the Board	MDS	Q3	• Delayed to Q1 2016

Action Plan Objective: 3.3.6: By commencing the Electoral Area "F" official community plan review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.6.1	0	Conduct background research to commence the review and update of the Area F OCP.	MDS	Q4	• Delayed to 2016
3.3.6.2	0	Establish an Area F OCP Review Committee	MDS	2016	•
3.3.6.3	1	Conduct the environmental scan to develop a list of issues to address in the process	MDS	2016	•

Action Plan Objective: 3.3.7: By conducting the regulatory 5-Year Regional Growth Strategy Review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.7.1	1	Identify indicators to base the regulatory review of the sub-regional growth strategy	MDS	Q3	• In progress • Complete
3.3.7.2	1	Acquire benchmark data and prepare a report for the Board	MDS	2016	• Complete
3.3.7.3	1	Conduct issue identification process	MDS	2016	• Complete

Action Plan Objective: 3.3.8: By investigating the development of a regional conservation fund					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.8.1	0	Develop and implement a public information program	MDS	Q2	<ul style="list-style-type: none"> Program developed, public info program delayed
3.3.8.2	0	Research details to support the development of a Conservation Fund	MDS	Q2	<ul style="list-style-type: none"> Complete
3.3.8.3	1	Develop the fund concept	MDS	Q2	<ul style="list-style-type: none"> Complete
3.3.8.4	1	Assess public opinion	MDS	Q3	<ul style="list-style-type: none"> In progress
3.3.8.5	1	Submit a report to the Board for consideration during the 2016 Budget Process	MDS	Q3	<ul style="list-style-type: none"> Complete

Action Plan Objective: 3.3.9: By undertaking Phase II of the Similkameen Valley Watershed Strategy					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.9.1	1	Conduct public consultation on Phase II	MPW	Q1	<ul style="list-style-type: none"> Complete
3.3.9.2	1	Work with LSIB to develop a historical and cultural perspective of the importance of water in the Similkameen Valley	MPW	Q3	<ul style="list-style-type: none"> In Progress Complete
3.3.9.3	1	Complete the Phase II Report	MPW	Q3	<ul style="list-style-type: none"> Complete
3.3.9.4	0	Commence Phase III, which focusses on agricultural	MPW	Q4	<ul style="list-style-type: none"> In Progress Complete

Action Plan Objective: 3.3.10: By completing the Faulder Water System Upgrade					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.10.1	1	Complete the detail design for the new well and the uranium extraction system	MPW	Q2	• Complete
3.3.10.2	2	Construct the new pumping, treatment and distribution system	MPW	Q4	• Underway • Complete
3.3.10.3	1	Organize an opening ceremony	MPW	Q4	• Date to be determined

Action Plan Objective: 3.3.11: By implementing the 2015 phase of the Solid Waste Management Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.11.1	1	Complete the Organics Siting Study	MPW	Q3	• Complete
3.3.11.2	1	Review the curbside collection contract	MPW	Q3	• Complete
3.3.11.3	1	Review the Campbell Mountain Landfill Gas Capture Plan	MPW	Q4	• Submission to MoE for Bio-cover substitute • Application In Progress • Review complete; application for s. 20 substituted requirements pending

Action Plan Objective: 3.3.12: By initiating the process to bring Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System

#	Points	ACTION	WHO	WHEN	STATUS
3.3.12.1	1	Complete the detail design of a sewerage collection system for Kaleden and Skaha Estates	MPW	Q2	<ul style="list-style-type: none"> • Complete
3.3.12.2	2	Obtain public assent to establish a Service to attach to the Okanagan Falls Wastewater Treatment Plant	MPW	Q3	<ul style="list-style-type: none"> • BCF II Grant denied • Service Establishment deferred

Action Plan Objective: 4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.

#	Points	ACTION	WHO	WHEN	STATUS
4.1.1.1	1	Report on progress against the 2015 Business Plan and Risk Register	CAO	quarterly	<ul style="list-style-type: none"> • Q2 Report submitted • Q3 Report submitted • Complete
4.1.1.2	1	Development of the 2016-2020 Strategic Plan	CAO	Q3	<ul style="list-style-type: none"> • Management Workshop complete • Board Workshop in Q4 • Complete
4.1.1.3	1	Development of the 2016 Corporate Business Plan	CAO	Q3	<ul style="list-style-type: none"> • Management Workshop complete • Board Workshop in Q4 • Complete
4.1.1.4	1	Development of the 2016 Corporate Action Plan	CAO	Q4	<ul style="list-style-type: none"> • Complete
4.1.1.5	1	Review and update the Enterprise Risk Management Register	CAO/ MIS	Quarterly	<ul style="list-style-type: none"> • Quarterly Reports submitted to Committee • Complete

Action Plan Objective: 4.2.1: By organizing regional and sub-regional Community to Community meetings in 2015.					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.1.1	0	Continue to advocate with the Upper Similkameen Indian Band to become a Member of the Joint Council and Steering Committee	MLS	Q4	• Complete
4.2.1.2	0	Apply for grants to host C2C meetings in 2015	MLS	Q2	• Complete

Action Plan Objective: 4.2.2: By implementing the terms of the First Nations Protocol Agreement					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.2.1	1	Retain professional facilitators to assist with the organization and implementation of the workshops	MLS	Q4	• Complete
4.2.2.2	1	Continue to organize regular joint council and steering committee meetings to promote good relations in the Regional District	MLS	Q4	• Complete
4.2.2.3	1	Implement the 2015 actions identified in the Joint Council Action Plan	CAO	Q4	• In Progress • Complete

Action Plan Objective: 4.2.3: By investigating opportunities for mutual cooperation among member municipalities

#	Points	ACTION	WHO	WHEN	STATUS
4.2.3.1	0	Continue to promote RDOS Enterprise Units to provide assistance to Member municipalities	CAO	Q4	<ul style="list-style-type: none"> • This PI is ongoing, but 2015 has been a very successful year to-date.
4.2.3.2	0	Re-engage Regional CAO meetings in 2015	CAO	Q4	<ul style="list-style-type: none"> • Due to the transition in the field, this PI has been deferred. • Complete
4.2.3.3	1	Investigate partnership opportunities to leverage operational efficiencies	CAO	Q4	<ul style="list-style-type: none"> • Deferred due to CAO Turnover • Discussion on Regional Programs would be beneficial at the Board level. • Complete

Action Plan Objective: 4.3.1: To assist the Board to operate in an effective manner

#	Points	ACTION	WHO	WHEN	STATUS
4.3.1.1	1	Develop a Board Self-Evaluation Policy and Tool for discussion	CAO	Q3	<ul style="list-style-type: none"> • Terminated by the Board
4.3.1.2	0	Conduct a survey at year-end	CAO		<ul style="list-style-type: none"> • Terminated by Board
4.3.1.3	1	Evaluate survey results and discuss with the Board	CAO		<ul style="list-style-type: none"> •
4.3.1.4	0	Develop action plan if required	CAO		<ul style="list-style-type: none"> •

Action Plan Objective: 4.4.1: By developing policy framework and reviewing policy					
#	Points	ACTION	WHO	WHEN	STATUS
4.4.1.1	1	Review current RDOS Policies and develop a consolidated index	MLS	Q1	<ul style="list-style-type: none"> • Complete
4.4.1.2	0	Develop a Plan for review of all Board policies and implement the 2015 phase	MLS	Q1	<ul style="list-style-type: none"> • Complete
4.4.1.3	1	Bring revised policies to the Board for discussion	MLS	Q4	<ul style="list-style-type: none"> • Policies forwarded for review on a regular basis. 2016 Q1 expected completion • Complete
4.4.1.4	1	Benchmark with other high-performing local governments to determine gaps in policy	MLS	Q3	<ul style="list-style-type: none"> • Complete
4.4.1.5	1	Develop a standard operating procedure manual	MLS	Q4	<ul style="list-style-type: none"> • In Progress • Policy Framework to come to the board in November • Complete

2015 Performance Planning Worksheet

KSD 1 –HIGH PERFORMING ORGANIZATION (15 Points) (3 Goals/ 6 Objectives)				
Goal 1.1 To be an effective, fiscally responsible organization				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
5	1.1.1 By providing the Board with accurate, current financial information.	0	• Managers review department financial statements monthly	Y
		1	• The Board receives a variance report quarterly	1
		1	• Receipt of an unqualified independent audit	1
		3	• Successfully meet budget at year-end	3
1	1.1.2 By implementing the 2015 Phase of the internal communications program.	0	• Sustainable inter-departmental high-performing communications committee	Y
		1	• Implementation of the 2015 phase of the Communications Plan	1
3	1.1.3 By renovating the corporate office	0	• Business Case supported by Budget Committee	Y
		3	• Design and construct the Office Renovation Plan in 2015	1
1	1.1.4 By implementing the 2015 phase of the Electronic Data Management System (EDMS) program	1	• Load all water connection data, demolition permits, community services documents, 911 Telecommunications Upgrade documents and Parks Commission documents.	1

Goal 1.2 - To be a healthy and safe organization				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
3	1.2.1 By implementing the 2015 phase of the health and safety strategy	1	<ul style="list-style-type: none"> networking with Fire Departments and Parks /Recreation Commissions 	1
		1	<ul style="list-style-type: none"> Completion of the 2015 Worksafe Plan 	1
		1	<ul style="list-style-type: none"> Training for RDOS staff 	1

KSD 1 –HIGH PERFORMING ORGANIZATION				
Goal 1.3 - To cultivate an organizational climate where innovation, customer focus, responsiveness and employee effectiveness are valued.				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
2	1.3.1 By implementing the 2015 Organizational Development Plan	0	<ul style="list-style-type: none"> Organize and Implement the 2015 Staff Business Meeting 	N
		1	<ul style="list-style-type: none"> Investigate the Lean Cultural Change Program, if approved 	1
		1	<ul style="list-style-type: none"> Re-invent the High-Performance and Innovation Committee 	1
			Sub Total	13/15

KSD 2 – TO OTIMIZE THE CUSTOMER EXPERIENCE (15 Points) (4 Goals/ 5 Objectives)				
Goal 2.1 To implement a customer satisfaction program				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
2	2.1.1 By implementing the 2015 phase of the customer satisfaction program	2	<ul style="list-style-type: none"> • Provide a quarterly report to the Board on progress against this objective. 	2

Goal 2.2 To foster dynamic and effective community relationships				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
5	2.2.1: By implementing a Community Initiatives Program (Electoral Area Engagement)	5	<ul style="list-style-type: none"> • Organize at least one meeting in each electoral area. 	5
		0	<ul style="list-style-type: none"> • Measure progress in 2016 Citizen Survey 	Y

KSD 2 – TO OPTIMIZE THE CUSTOMER EXPERIENCE				
Goal 2.3 By introducing key communication documents to the Board and implement the 2015 phase				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
3	2.3.1: By introducing key communication documents to the Board and implement the 2015 phase	1	<ul style="list-style-type: none"> • Develop and present a communications policy to the Board 	1
		1	<ul style="list-style-type: none"> • Develop a Communications Plan 	1
		1	<ul style="list-style-type: none"> • Develop Design Guidelines to present a professional corporate image to our citizens 	1
2	2.3.2 By improving access to Regional District Bylaws and Policies	1	<ul style="list-style-type: none"> • Post all consolidated bylaws and policies to the RDOS Website 	1
		1	<ul style="list-style-type: none"> • Obtain feedback from citizens on ease of access 	0

Goal 2.4 To meet public needs through the development and implementation of key services.				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
3	2.4.1: By identifying services required by RDOS citizens and implementing the 2015 phase.	1	<ul style="list-style-type: none"> • Review and revise the Service Inventory • 	1
		1	<ul style="list-style-type: none"> • Update non-compliant bylaws 	1
		1	<ul style="list-style-type: none"> • Conduct a benchmarking exercise with similar regional districts to determine gaps in service 	1
			Sub Total	14/15

KSD 3 – TO BUILD A SUSTAINABLE COMMUNITY (55 Points)				
(3 Goals/ 22 Objectives)				
Goal 3.1: to develop a socially sustainable community (20)				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
4	3.1.1: By defining regional and community parks and create a development strategy.	1	• Review all original Parks Establishment Bylaws to ensure compliance	1
		2	• Inventory and map all park assets	2
		1	• Develop a community service governance model for the regional district, based on benchmarks with other Regional Districts	1
		0	• Initiate a standardization protocol for all Parks & Recreation commissions	N
1	3.1.2: By participating in the Healthy Communities Program	0	• Maintain membership on the OSHCC Board of Directors	Y
		1	• Maintain membership on the OSHCC Operations Committee	1
		0	• Assist with presentation to Budget Committee for operational funds	Y
5	3.1.3 By initiating a Regional Heritage Program	1	• Present the Heritage Plan to the Board	1
		1	• Initiate and implement a Regional Heritage Service	1
		2	• Establish a Regional Heritage Committee	0
		1	• Develop and implement an education and marketing program to promote heritage in the Region	1

4	3.1.4 By implementing the 2015 phase of the 911 Emergency Telecommunications Engineering Project	0	• Procure and commence installation of 911 infrastructure	Y
		2	• Conduct a live test on the improved system	2
		0	• Initiate an RFP to manage the maintenance schedule for the new radio system	Y
		2	• Convert to the new system by the end of 2015	2
3	3.1.5: By creating a Regional Transit Service	0	• Receive the final report from BC Transit on a Regional Service	Y
		1	• Develop a governance structure for a regional transit service	0
		2	• Initiate a Regional Transit Service Establishment process	0
2	3.1.6 By developing and constructing a Pedestrian Corridor up Lakehill Road in Kaleden	1	• Construct the trail up Lakehill Road by the end of 2015	1
		1	• Ensure that storm drainage and landscaping are appropriate for the project	1
1	3.1.7: By developing an Area A and C Trail Development Plan	0	• Develop a plan to extend the KVR Trail in Electoral Areas "A" and "C".	Y
		1	• Obtain tenure on the identified extensions to the South Spur	1
		0	• Implement a robust public consultation program	Y
		0	• Initiate the preliminary engineering for construction of the trail	Y

KSD 3 – TO BUILD A SUSTAINABLE COMMUNITY				
Goal 3.2 To develop an Economically Sustainable Community (5 Points)				
Pts.	Corporate Objectives	Sub Pts.	Pts. Awarded	Pts. Awarded
3	3.2.1 By investigating the benefit of acquiring the Penticton Regional Airport and the formation of an Airport Authority	1	<ul style="list-style-type: none"> • Enter into discussions with Transport Canada on the future of the Penticton Regional Airport and keep the Board informed. 	1
		2	<ul style="list-style-type: none"> • Obtain information and conduct a due diligence to determine options 	0
2	3.2.2 By updating the Naramata Water System Development Cost Charge Bylaw	0	<ul style="list-style-type: none"> • Review the existing Naramata Water System DCC Bylaw 	Y
		1	<ul style="list-style-type: none"> • Identify system upgrades required for growth 	0
		0	<ul style="list-style-type: none"> • Develop a draft bylaw for presentation to the Naramata Water Advisory Commission 	N
		0	<ul style="list-style-type: none"> • Submit a draft bylaw to the Province for consideration 	N
		1	<ul style="list-style-type: none"> • Submit a bylaw to the Board for consideration 	0

KSD 3 – TO BUILD A SUSTAINABLE COMMUNITY				
Goal 3.3 To develop an environmentally sustainable community (30 Points)				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
2	3.3.1: By implementing the 2015 phase of the Corporate Climate Action Plan	0	• File CARIP and Smartool Reports with the Province	Y
		1	• Implement the energy efficiencies identified in the Corporate Climate Action Plan adopted by the Board in 2014	1
		1	• Research and apply for grants	1
		0	• Report to the Board on a quarterly basis	Y
2	3.3.2: By implementing the ESDP recommendations from the “Keeping Nature in our Future” strategy.	0	• Prepare OCP amendments to entrench the “Keeping Nature in our Future” recommendations adopted in 2014 in legislation	Y
		1	• Conduct public consultation in all Electoral Areas	1
		1	• Adopt OCP amendments by the end of 2015	0
2	3.3.3: By commencing the Electoral Area “D-1” official community plan review	0	• Conduct background research to commence the review and update of the D-1 OCP.	Y
		0	• Conduct the environmental scan to develop a list of issues to address in the process	Y
		2	• Conduct a public consultation process	2
3	3.3.4: By developing an Area Structure Plan for Gallagher Lake.	0	• Conduct background research to commence the development of the ASP for Gallagher Lake	Y
		0	• Conduct the environmental scan to develop a list of issues to address in the process	Y
		2	• Conduct a public consultation process	2
		1	• Present the Bylaw to the Board for consideration by the end of 2015.	0

1	3.3.5:By developing a consolidated Okanagan Valley Zoning Bylaw.	0	• Review existing Okanagan Valley Zoning Bylaws and identify inconsistent policies and practices	Y
		0	• Develop a draft amending bylaw to provide for consistency of application	0
		1	• Present the draft amending bylaw to the Board	0
1	3.3.6 By commencing the Electoral Area “F” official community plan review	0	• Conduct background research to commence the review and update of the Area F OCP.	N
		0	• Establish an Area F OCP Review Committee	N
		1	• Conduct the environmental scan to develop a list of issues to address in the process	0
3	3.3.7:By conducting the regulatory 5-Year Regional Growth Strategy Review	1	• Identify indicators to base the regulatory review of the sub-regional growth strategy	1
		1	• Acquire benchmark data and prepare a report for the Board	1
		1	• Conduct issue identification process	1
3	3.3.8:By investigating the development of a regional conservation fund	0	• Develop and implement a public information program	Y
		0	• Research details to support the development of a Conservation Fund	Y
		1	• Develop the fund concept	1
		1	• Assess public opinion	0
		1	• Submit a report to the Board for consideration during the 2016 Budget Process	1
3	3.3.9:By undertaking Phase II of the Similkameen Valley Watershed Strategy	1	• Conduct public consultation on Phase II	1
		1	• Work with LSIB to develop a historical and cultural perspective of the importance of water in the Similkameen Valley	1
		1	• Complete the Phase II Report	1
		0	• Commence Phase III, which focusses on agricultural	Y

4	3.3.10: By completing the Faulder Water System Upgrade	1	<ul style="list-style-type: none"> • Complete the detail design for the new well and the uranium extraction system 	1
		2	<ul style="list-style-type: none"> • Construct the new pumping, treatment and distribution system 	2
		1	<ul style="list-style-type: none"> • Organize an opening ceremony 	0
3	3.3.11: By implementing the 2015 phase of the Solid Waste Management Plan	1	<ul style="list-style-type: none"> • Complete the Organics Siting Study 	1
		1	<ul style="list-style-type: none"> • Review the curbside collection contract 	1
		1	<ul style="list-style-type: none"> • Review the Campbell Mountain Landfill Gas Capture Plan 	1
3	3.3.12: By initiating the process to bring Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System	1	<ul style="list-style-type: none"> • Complete the detail design of a sewerage collection system for Kaleden and Skaha Estates 	1
		2	<ul style="list-style-type: none"> • Obtain public assent to establish a Service to attach to the Okanagan Falls Wastewater Treatment Plant 	N
			Sub Total	38/55

KSD 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY (15 Points) (4 Goals/ Objectives)				
Goal 4.1 To execute a well-defined strategic planning cycle and process (5)				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
5	4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.	1	• Report quarterly on progress against the 2015 Business Plan and Risk Register	1
		1	• Development of the 2016-2020 Strategic Plan	1
		1	• Development of the 2016 Corporate Business Plan	1
		1	• Development of the 2016 Corporate Action Plan	1
		1	• Review and update the Enterprise Risk Management Register	1

KSD 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY				
Goal 4.2 To encourage all member municipalities, electoral areas and Indian Bands to work together (4)				
	Corporate Objectives		Performance Indicators	Pts. Awarded
0	4.2.1: By organizing regional and sub-regional Community to Community meetings in 2015.	0	• Continue to advocate with the Upper Similkameen Indian Band to become a Member of the Joint Council and Steering Committee	Y
		0	• Apply for grants to host two C2C meetings in 2015	Y

3	4.2.2: By implementing the terms of the First Nations Protocol Agreement	1	<ul style="list-style-type: none"> Retain professional facilitators to assist with the organization and implementation of the workshops 	1
		1	<ul style="list-style-type: none"> Continue to organize regular joint council and steering committee meetings to promote good relations in the Regional District 	1
		1	<ul style="list-style-type: none"> Implement the 2015 actions identified in the Joint Council Action Plan 	1
1	4.2.3: By investigating opportunities for mutual cooperation among member municipalities	0	<ul style="list-style-type: none"> Continue to promote RDOS Enterprise Units to provide assistance to Member municipalities 	Y
		0	<ul style="list-style-type: none"> Re-engage Regional CAO meetings in 2015 	Y
		1	<ul style="list-style-type: none"> Investigate partnership opportunities to leverage operational efficiencies 	1

KSD 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY				
Goal 4.3 To promote Board and Chair Effectiveness (2)				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
2	4.3.1: To assist the Board to operate in an effective manner	1	<ul style="list-style-type: none"> Develop a Board Self-Evaluation Policy and Tool for discussion 	1
		0	<ul style="list-style-type: none"> Conduct a survey at year-end 	N
		1	<ul style="list-style-type: none"> Evaluate survey results and discuss with the Board 	0
		0	<ul style="list-style-type: none"> Develop action plan if required 	N

KSD 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY				
4.4 To develop a responsive, transparent, effective organization (4)				
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators	Pts. Awarded
4	4.4.1: By developing policy framework and reviewing policy	1	<ul style="list-style-type: none"> Review current RDOS Policies and develop a consolidated index 	1
		0	<ul style="list-style-type: none"> Develop a Plan for review of all Board policies and implement the 2015 phase 	Y
		1	<ul style="list-style-type: none"> Bring revised policies to the Board for discussion 	1
		1	<ul style="list-style-type: none"> Benchmark with other high-performing local governments to determine gaps in policy 	1
		1	<ul style="list-style-type: none"> Develop a standard operating procedure manual 	1
			Sub Total	14/15
			2015 Total	79/100

BOARD of DIRECTORS MEETING

January 21, 2016

1:00 pm

BOARD MEETING AGENDA

A. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board Meeting of January 21, 2016 be adopted.

B. MINUTES

1. OSRHD Board Meeting – December 17, 2015

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the December 17, 2015 Okanagan-Similkameen Regional Hospital District Board Meeting be adopted.

C. FINANCE

1. Bylaw 161, 2016 OSRHD 2016-2020 Five Year Financial Plan

a. Five Year Financial Plan Bylaw No 161, 2016

b. 2016-2020 Five Year Financial Plan

RECOMMENDATION 3 (Weighted Corporate Vote – Majority)

THAT Bylaw No. 161, 2016 Okanagan-Similkameen Regional Hospital District 2016-2020 Five Year Financial Plan be read a first time.

D. Interior Health 2014-2015 Closed Projects/Major Equipment

1. Closed Projects/ Major Equipment

E. DELEGATION – Interior Health

1. Capital Funding Request for the 2016-2017 Fiscal Year

F. ADJOURNMENT

Minutes are in DRAFT form and are subject to change pending approval by Regional District Board

BOARD of DIRECTORS MEETING

Minutes of the Special Board Meeting of the Okanagan-Similkameen Regional Hospital Board (OSRHD) of Directors held at 12:45 pm on Thursday, December 17, 2015, in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair M. Brydon, Electoral Area “F”
Vice Chair J. Sentes, City of Penticton
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area “B”
Director E. Christensen, Electoral Area “G”
Director B. Coyne, Electoral Area “H”
Director R. Hovanes, Town of Oliver

Director A. Jakubeit, City of Penticton
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area “E”
Director M. Pendergraft, Electoral Area “A”
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area “C”
Director T. Siddon, Electoral Area “D”
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director A. Martin, City of Penticton

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

A. ADOPTION OF AGENDA

It was MOVED and SECONDED

THAT the Agenda for the OSRHD Board Meeting of December 17, 2015 be adopted. - CARRIED

B. MINUTES

1. OSRHD Board Meeting – September 17, 2015

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the minutes of the September 17, 2015 Okanagan-Similkameen Regional Hospital District Board meeting be adopted. - CARRIED

2. OSRHD Inaugural Meeting – December 3, 2015

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the minutes of the December 3, 2015 Okanagan-Similkameen Regional Hospital District Board meeting be adopted. - CARRIED

C. FINANCE**1. Anticipated Borrowing****RECOMMENDATION 3 (Weighted Corporate Vote – Majority)****It was MOVED and SECONDED**

WHEREAS pursuant to Section 31 of the *Hospital District Act*, the Board may, by resolution, with the approval of the Minister, or a person authorized by him to act in his behalf, borrow for the purposes other than capital expenditures, by way of temporary loan, such sums as the Board may deem necessary to meet current operating expenditures for the year, including the amounts required for current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board; and

WHEREAS pursuant to Section 25 of the *Act*, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a District until August 1, of each year; and

WHEREAS estimated expenditures in the amount of five hundred thousand dollars, (\$500,000) may be required before payment of such revenue is due;

NOW THEREFORE be it resolved that the Board of the Okanagan-Similkameen Regional Hospital District borrow, pursuant to Section 31 of the *Hospital District Act*, a sum not exceeding five hundred thousand dollars (\$500,000), for the purpose of paying 2016 lawful expenditures. - **CARRIED**

D. IHA CAPITAL REQUEST – 2016

Interior Health representatives will attend the January 21, 2016 Board meeting to review the 2016 Capital Request.

E. ADJOURNMENT

By consensus, the meeting adjourned at 12:54 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
OSRHD Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT

TO: Okanagan-Similkameen Regional Hospital Board
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Bylaw 161, 2016 OSRHD 2016-2020 Five Year Financial Plan



Administrative Recommendation:

THAT Bylaw No. 161, 2016 Okanagan-Similkameen Regional Hospital District 2016-2020 Five Year Financial Plan be read a first time.

Business Plan Objective:

1.1: Providing the Board with accurate, current financial information.

Background:

The Draft 2016–2020 Five Year Financial Plan has been reviewed by Budget Committee.

During the 2014 budget process, Board directed Administration to continue to increase the annual requisition by approximately \$5 per household as a means to build reserves to help finance the Penticton Patient Care Tower project. This budget reflects that direction.

To comply with legislation, the Board must approve the budget by March 31st.

Analysis:

- There is a \$287,500 requisition increase over 2015.
- Overall the average residential property tax assessment increases to approximately \$101 from \$96
- The Capital Funding requested by IHA as presented at the December 17, 2015 meeting is \$1,705,000.
- The transfer to capital reserve is budgeted at \$4.2M for 2016.

The requisition amounts appearing in Schedule “A”, as attached to the bylaw are based on 2015 assessment data and thus are considered preliminary and subject to change before final adoption.

A summary of the requisitions is as follows:

	2016	2015	\$
	<u>REQUISITION</u>	<u>REQUISITION</u>	<u>CHANGE</u>
PENTICTON	\$2,358,591	\$2,242,460	116,131
SUMMERLAND	760,609	\$723,159	37,450
PRINCETON	142,466	\$135,452	7,014
OLIVER	281,218	\$267,371	13,847
OSOYOOS	498,495	\$473,951	24,544
KEREMEOS	69,268	\$65,857	3,411
ELECTORAL AREA A	165,227	\$157,091	8,136
ELECTORAL AREA B	44,255	\$42,076	2,179
ELECTORAL AREA C	212,549	\$202,084	10,465
ELECTORAL AREA D	504,962	\$480,099	24,863
ELECTORAL AREA E	204,952	\$194,860	10,092
ELECTORAL AREA F	140,687	\$133,760	6,927
ELECTORAL AREA G	91,450	\$86,947	4,503
ELECTORAL AREA H	296,340	\$281,749	14,591
PENTICTON INDIAN BAND	68,410	\$65,042	3,368
TOTAL	\$5,839,479	\$5,551,958	287,521

Communication Strategy:

The five year financial plan will be presented and reviewed with the municipalities and electoral areas prior to final adoption. The public consultation meetings are planned to occur between January 11 and February 29, 2016.

Respectfully submitted:

"Sandy Croteau"

S. Croteau, Finance Manager

OKANAGAN-SIMILKAMEEN REGIONAL HOSPITAL DISTRICT

BYLAW NO. 161, 2016

A bylaw to adopt the 2016-2020 Five Year Financial Plan

WHEREAS the Board of the Okanagan-Similkameen Regional Hospital District, in open meeting assembled, enacts as follows;

1 Citation

1.1 This Bylaw shall be cited as the “Okanagan-Similkameen Regional Hospital District 2016-2020 Five Year Financial Plan Bylaw No 161, 2016”

2 Interpretation

2.1 In this bylaw:

- (a) Schedule “A” attached hereto and forming part of this bylaw is the 2016-2020 Five Year Financial Plan for the Okanagan-Similkameen Regional Hospital District for the year ending December 31, 2016

READ A FIRST TIME this _ day of January, 2016

OSRHD Chair

Corporate Officer

**OKANAGAN
SIMILKAMEEN
REGIONAL HOSPITAL
DISTRICT**

2016 -2020 FIVE YEAR

FINANCIAL PLAN

• 2016 -2020 Five Year Plan	3
• Requisition Summary	4

**Okanagan-Similkameen Regional Hospital District
2016 - 2020 Annual Budget & 5 Year Financial Plan**

	2015	2016	2017	2018	2019	2020
	Annual	Annual	Annual	Annual	Annual	Annual
	Budget	Budget	Budget	Budget	Budget	Budget
Revenue						
Tax Requisition	5,551,960	5,839,480	5,968,330	6,218,748	6,469,135	6,732,240
Grants in Lieu of Taxes	25,000	25,000	25,000	25,000	25,000	25,000
Interest Income - Operating	5,000	5,000	5,000	5,000	5,000	5,000
Interest Income - Capital	250,000	250,000	250,000	250,000	250,000	250,000
MFA Debt Surplus	-	-	-	-	-	-
Transfer from Reserve - PRH Patient Care Tower - Procurement Phase	8,000,000	12,000,000	25,000,000	5,000,000	-	-
Transfer from Reserves - CWFD of Capital Improvement Projects - PRH Ambulatory Care Project (Dec 2013 - Business Plan, Total \$700K)	155,000	-	-	-	-	-
Transfer from Reserves - CWFD of Capital Improvement Projects	2,200,000	-	-	-	-	-
Transfer from Reserves - Capital Improvement Projects	-	-	-	-	-	-
Debenture Proceeds	-	-	25,000,000	47,000,000	-	-
Total Revenue	16,186,960	18,119,480	56,248,330	58,498,748	6,749,135	7,012,240
Expenditures						
Regional Hospital District Debt - Sec. 23 (1) (a)						
Debenture Payments - Principal	95,000	62,250	60,000	60,000	1,455,000	1,455,000
Debenture Payments - Interest	170,000	63,750	60,000	60,000	2,940,000	2,940,000
Total Non-Shareable Debt	265,000	126,000	120,000	120,000	4,395,000	4,395,000
Administration Expenses - Sec 17 (2)						
Salaries & Wages (OCAO & Finance Department)	76,600	51,000	53,000	55,000	57,000	59,000
Board Remuneration	13,000	13,500	14,000	14,500	15,000	15,500
Audit	5,000	5,000	5,000	5,000	5,000	5,000
Legal Fees	1,000	1,000	1,000	1,000	1,000	1,000
Supplies/Misc/Travel	5,000	5,000	5,000	5,000	5,000	5,000
Total Section 17 (2)	100,600	75,500	78,000	80,500	83,000	85,500
Expenditure under Sec. 20(4)						
Minor Equipment Global Grant - IHA Requests	435,000	399,400	404,400	409,400	414,400	419,400
Capital Improvement Projects - IHA Requests	1,176,360	1,305,600	1,000,000	1,000,000	1,000,000	1,000,000
Capital Projects - PRH Patient Care Tower - Procurement Phase	8,000,000	12,000,000	50,000,000	52,000,000	-	-
Capital Improvement Projects - PRH Ambulatory Care Project (Dec 2013 - Business Plan, Total \$700K)	155,000	-	-	-	-	-
CWFD of Capital Improvement Projects	2,105,000	-	-	-	-	-
Transfer to Capital Reserve	3,950,000	4,212,980	4,645,930	4,888,848	856,735	1,112,340
Total Section 20(4)	15,821,360	17,917,980	56,050,330	58,298,248	2,271,135	2,531,740
Total Expenditures	16,186,960	18,119,480	56,248,330	58,498,748	6,749,135	7,012,240
Total Surplus (Deficit)	-	-	-	-	-	-
	2015	2016	Difference			
Tax Rate / \$1000 for residential property	0.3155	0.3319	0.0164			
Average Tax Bill per residential property	\$96.33	\$101.34	\$5.01			
Transfer to Reserve is operating surplus plus amount of debt reduction						
	2015	2016	2017	2018	2019	2020
Capital Reserve Balance - Sec 20(4)						
Opening Balance	35,489,041	29,084,041	21,297,021	942,951	831,799	1,688,534
Contributions	3,700,000	3,962,980	4,395,930	4,638,848	606,735	862,340
Contributions - MFA Investment Gains (Losses)	250,000	250,000	250,000	250,000	250,000	250,000
Reductions	(10,355,000)	(12,000,000)	(25,000,000)	(5,000,000)	-	-
Ending Balance	29,084,041	21,297,021	942,951	831,799	1,688,534	2,800,874

**OKANAGAN-SIMILKAMEEN REGIONAL HOSPITAL DISTRICT
REQUISITION SUMMARY - NOT INCLUDING ADJUSTMENTS**

	2016	2015	\$
	<u>REQUISITION</u>	<u>REQUISITION</u>	<u>CHANGE</u>
PENTICTON	\$2,358,591	\$2,242,460	116,131
SUMMERLAND	760,609	\$723,159	37,450
PRINCETON	142,466	\$135,452	7,014
OLIVER	281,218	\$267,371	13,847
OSOYOOS	498,495	\$473,951	24,544
KEREMEOS	69,268	\$65,857	3,411
ELECTORAL AREA A	165,227	\$157,091	8,136
ELECTORAL AREA B	44,255	\$42,076	2,179
ELECTORAL AREA C	212,549	\$202,084	10,465
ELECTORAL AREA D	504,962	\$480,099	24,863
ELECTORAL AREA E	204,952	\$194,860	10,092
ELECTORAL AREA F	140,687	\$133,760	6,927
ELECTORAL AREA G	91,450	\$86,947	4,503
ELECTORAL AREA H	296,340	\$281,749	14,591
PENTICTON INDIAN BAND	68,410	\$65,042	3,368
TOTAL	\$5,839,479	\$5,551,958	287,521



Interior Health

Mr. Bill Newell, CAO
Okanagan Similkameen Regional Hospital District
101 Martin Street
Penticton, BC V2A 5J9

January 6, 2016

Dear Mr. Newell:

Re: CLOSED PROJECTS/MAJOR EQUIPMENT

Please find below an annual listing of all projects and major equipment completed between April 1, 2014 and March 31, 2015. The purpose of this list is to keep you informed as to the status of these projects and for you to be able to close off the respective bylaws.

**List of Closed Projects/Major Equipment
for the Okanagan Similkameen R.H.D.
From April 1, 2014 to March 31, 2015**

<u>IH</u> <u>Project #</u>	<u>Project Name</u>	<u>COA</u> <u>#</u>	<u>Project Budget</u>	<u>RHD</u> <u>Bylaw #</u>	<u>Total RHD</u> <u>Contribution</u>
6112150	SOG Upgrade of Electrical System	16097	\$ 280,000	155	\$ 72,000.00
6112151	SHC Electrical System	N/A	\$ 290,000	155	\$ 100,000.00
6013009	PGH Telephone System Upgrade	N/A	\$ 95,000	156	\$ 27,656.54
6113136	PRH Elevator Modernization	16448	\$ 595,000	156	\$ 229,321.62
6014002	SOG Vocera (Nurse Comm System)	N/A	\$ 165,000	157	\$ 48,049.01
(2) 6114004	PRH Replacement of Fuel Tanks (x2)	N/A	\$ 325,000	157	\$ -
6114006	PRH Neg Pressure Bronchoscopy Suite	16879	\$ 250,000	157	\$ 93,717.25
(1) 6114128	PRH Palliative Care Rm on ECU North	N/A	\$ 75,000	157	\$ -
6113283	PRH Patient Care Tower Business Plan	N/A	\$ 700,000		\$ 280,000.00

(1) Project was cancelled
(2) Project was closed at zero, scope to be included with PRH Patient Care Tower Project

If you have any questions please feel free to contact me at (250) 342-2327.

Yours truly,

Birgit Koster, CPA, CA
Director Business Support, Capital Planning

/at

cc: Sandy Croteau, Finance Manager, OS RHD
Lori Motluk, Acute Health Service Administrator, South Okanagan
Scott Bowen, Director, Business Support

Bus: (250) 342-2327 Fax: (250) 342-2306
Email: birgit.koster@interiorhealth.ca
Web: interiorhealth.ca

Capital Accounting
PO Box 2069, 850 10th Avenue
Invermere, BC V0A 1K0



Interior Health Authority
#220 -1815 Kirschner Road, Kelowna, BC V1Y 4N7
Web: www.interiorhealth.ca

Donna Lommer, CPA, CGA, EMBA
VP Support Services & Chief Financial Officer
Telephone: (250) 862-4025 Fax: (250) 862-4201
E-Mail: donna.lommer@interiorhealth.ca

Mr. Bill Newell, CAO
Okanagan Similkameen Regional Hospital District
101 Martin Street
Penticton, BC V2A 5J9

December 11, 2015

Dear Mr. Newell:

RE: CAPITAL FUNDING REQUEST FOR THE 2016/17 FISCAL YEAR

I am pleased to present this annual funding letter to your Regional Hospital District (RHD) for consideration and approval. The RHD contributions fund prioritized capital items to ensure staff and physicians continue to provide residents of our region with high quality healthcare services.

Our 2016/17 capital budget for newly approved items amounts to just under \$53 million, far less than what was identified through our capital budgeting process. Unfortunately the current funding available is unable to address all identified needs; therefore we rely extensively on our capital prioritization processes and various capital advisory groups to ensure our most critical needs are met. Interior Health (IH) continues its pursuit to achieve positive annual operating results to ensure we have the flexibility to supplement the capital funding we receive from the Ministry of Health (MoH); for 2016/17, the MoH and IH are contributing a combined \$34 million within this capital budget. Our RHDs and Foundations/Auxiliaries are valuable funding partners that help meet the capital needs of our healthcare services; we express our sincere gratitude for making this capital budget a reality.

We look forward to continuing to work together to ensure we address our priority capital needs at a time when there are ever-increasing demands for limited capital funding.

For the 2016/17 fiscal year we are requesting funding for the following projects and equipment:

1. Construction Projects Over \$100,000

a. Food Services Renovation at Penticton Regional Hospital, Penticton

The creation of a cold room will meet regulations mitigating potentially hazardous food preparation. This project includes the replacement of four coolers and three freezers. Past food safe audits have been conducted and numerous concerns were noted, such as frost and ice build-up on the inside walls of the coolers and freezers, deteriorated wall surfaces within the boxes that are hard to clean, slippery flooring that is dangerous and doors that are in poor condition. The new equipment will not only provide safe food preparation but energy savings.

b. Tub Room Renovation at Sunnybank Centre, Oliver

The North tub room cannot be used due to space and equipment requirements. This limits the ability to meet the resident's bathing needs. The scope of work involves the replacement of a tub with an ergonomic version, installation of a barrier free access shower and renovation of the bathing (tub) room.

2. Construction Projects under \$100,000

a. Motor Control Centre at Princeton General Hospital, Princeton

This original Motor Control Centre (MCC) was installed in 1968 and is in very poor condition. Over the years there has been a sanitary sewer line leak into the enclosure causing corrosion of critical components of the system. The parts required to rebuild this equipment are no longer manufactured. The electrical loads fed by this MCC include all of the critical main air handling units. The benefit to the site will be a reduced risk of electrical supply failure to essential heating ventilation and air conditioning infrastructure that supplies air to the hospital.

b. Community Integration Entrance Upgrade at Summerland Memorial Health Centre, Summerland

The Community area is now separated from Acute to provide better access and flow to community members. This has resulted in a different entry/exit point for client access. This new entrance needs to be refreshed and the scope of work will include new automatic doors, stairs, ramp, sidewalk, railings, landscaping, irrigation changes and new signage to direct public.

c. Electrical Upgrade in Patient Rooms at Penticton Regional Hospital, Penticton

Electrical power requirements have changed since the facility was constructed and there are not enough receptacles to serve computers, printers, televisions and personal care items within the resident rooms. This has created an unsafe environment for patients and staff with the use of extension cords and power bars within the unit. This project will include the installation of new electrical panels and receptacles within resident rooms in the Extended Care Unit North.

d. Replace Heat Exchanger at McKinney Place, Oliver

The #3 air handling unit's pre-heat glycol heat exchanger in McKinney Place at South Okanagan General Hospital is over 38 years old and in very poor condition. If this system were to fail it could result in the inability to run the supply air fan during freezing temperatures as well as potentially contaminating the boiler heating hot water loop with glycol.

e. Replace Heating Control Valves at Princeton General Hospital, Princeton

The existing valves are over 45 years old and still pneumatically actuated. This has led to a lack of control with the heating system. This project will replace all the old valves with new electronic actuated valves. The effect will be increased energy efficiency and improved control of space heating temperature resulting in a comfortable environment for staff and patients.

f. Nursing Station Renovation at Penticton Regional Hospital, Penticton

The existing nursing station in Day Surgery is from the 1960's and is very dated and worn-out due to its heavy use. Improvements required include new custom cabinetry, millwork, and countertops. As well, electrical changes, new flooring, ceiling tiles, painting and configuration of the newly renovated space is required.

3. IMIT

a. Forms on Demand and Patient Identification System at Various Facilities

This project is an IH wide initiative costing \$1.8 million for point of care printing and barcoding of standard patient forms and patient wrist bands in acute care sites. This electronic solution will see the retirement of embossers and embossed cards, and enable future chart scanning. The cost allocation to each of the seven RHDs is based upon the number of acute care beds in each region. The Okanagan Similkameen RHD's percentage ratio is accordingly 12% for Princeton General Hospital, Penticton Regional Hospital and South Okanagan General Hospital. Claims will be calculated using this percentage for the actual cost distribution.

b. Radiologist Diagnostic Monitor Replacement at Penticton Regional Hospital, Penticton

This project will replace specialist medical grade monitors used by Radiologists for viewing diagnostic images like X-Rays, CTs, MRIs and Mammography. The current monitors are over five years old and will soon be out of warranty. IH runs the risk that they may not calibrate properly, could be subject to failure and soon will not display the level of quality required for diagnostic imaging.

c. Vocera Installation and Integration at Westview Place, Penticton

This system will provide staff members with a “wearable speaker phone” system which can be used to enhance communication between staff members at the push of a button. The system will be used for staff-to-staff communication, emergency communication to increase staff efficiency and safety, and will assist in improving patient care. This technology will be installed in the residential area of Penticton Regional Hospital called Westview Place. The scope will include deploying badges to staff, providing end-user training and integration with the telephone system.

d. Unified Communications – Telephone Infrastructure at Various Facilities

IH is transitioning to a centralized network based telephone architecture called “Unified Communications” which will improve system administration and increase user features while reducing the amount of infrastructure required at each site. This project will add new network components, licenses, and telephone sets replacing aged systems currently in use at the following facilities: South Similkameen Health Centre, Summerland Memorial Health Centre and Trinity Care Centre.

e. Wireless Infrastructure Expansion at Various Facilities

The ability to connect devices wirelessly to the IH data network presents many opportunities for staff, physicians and patients to access information when and where it is needed. Wireless networks are also required to operate complex integrated systems such as staff-to-staff communication systems and specialized medical equipment linked to a centralized system via a wireless network. This project will enable the following sites to expand or add such systems throughout their facility: Sunnybank Retirement Centre and Trinity Care Centre.

4. Equipment Over \$100,000

Medstations, IH-Wide Replacement for Penticton Regional Hospital, Penticton and South Okanagan General Hospital, Oliver

Automated dispensing cabinets (ADC) for medications were first introduced in IH in 2006. This technology has brought improvements in patient safety and workflow that have been well supported by both nursing and pharmacy staff. In August 2014 IH was informed that the current platform (Pyxis 3500) was approaching end of life and will no longer be supported by the vendor. After extensive consultation with stakeholders IH decided to replace the Pyxis 3500 with Omnicell G4. This newest platform has a number of improvements over the older technology and will further increase patient safety and efficiency.



Medstations, Infrastructure

In order to implement this new platform an IH wide common infrastructure is required before the ADC replacements can begin. The infrastructure includes servers, software and staffing resources for configuration. The capital cost of this infrastructure is \$443,000. The cost allocation to each of the seven RHDs is based upon the number of ADCs in each region. The Okanagan Similkameen portion is \$56,000.

Medstations, Replacement

This separate project is for the actual purchase of the Omnicell ADC’s, renovations, training and project staffing specifically at the Penticton Regional Hospital and South Okanagan General Hospital as these sites are part of Phase 1 in 2016/17 and are being rolled out first in IH.

5. Equipment Under \$100,000 (Global Grant)

We are requesting global funding for equipment that costs between \$5,000 and \$100,000.

We have included as Appendix 1 a financial summary of our funding request, which totals \$1,705,600.

Please note that although the 2016/17 budget has been approved by the IH board, all capital spending over \$100,000 regardless of funding source must also be approved annually by government.

We would appreciate it if you could submit our request for funding these items to your Board for approval. Please advise us of the date of the meeting when funding will be discussed and if you would like to have IH representatives attend to answer questions the Directors may have. Upon approval, please send Birgit Koster copies of the relevant bylaws for our records.

If you require further information, or if you have any questions or concerns, please contact Scott Bowen or me directly.

Sincerely,



Donna Lommer, CPA, CGA, EMBA
VP Support Services & CFO

/at

Encl. Appendix 1 ~ Summary of Regional Health District Funding Request for 2016/17

cc: Michael Brydon, Chair, OSRHD
Sandy Croteau, Finance Manager, OSRHD
Lori Motluk, Acute Health Service Administrator, South Okanagan
Scott Bowen, Director, Business Support
Lori Holloway, Regional Director, Facilities Management and Operations
Birgit Koster, Director Business Support, Capital Planning

Interior Health
Okanagan Similkameen
Summary of Regional Hospital District Funding Request
for 2016/17

Facility	Location	Equipment/Project Description	Total Budget	RHD Share	2016/17 Funding Request
		<u>Construction Projects over \$100,000</u>			
Penticton Regional Hospital	Penticton	Food Services Renovation	\$ 500,000	\$ 200,000	\$ 200,000
Sunnybank Centre	Oliver	Tub Room Renovation	200,000	80,000	80,000
		<u>Construction Projects under \$100,000</u>			
Princeton General Hospital	Princeton	Motor Control Centre	95,000	38,000	38,000
Summerland Memorial Health Centre	Summerland	Community Integration Entrance Upgrade	70,000	28,000	28,000
Penticton Regional Hospital	Penticton	Electrical Upgrade in Patient Rooms	62,500	25,000	25,000
McKinney Place (South Okanagan General Hospital)	Oliver	Replace Heat Exchanger	60,000	24,000	24,000
Princeton General Hospital	Princeton	Replace Heating Control Valves	55,000	22,000	22,000
Penticton Regional Hospital	Penticton	Nursing Station Renovation	54,500	21,800	21,800
		<u>IMIT</u>			
Various Facilities		Forms on Demand and Patient Identification System	212,000	84,800	84,800
Penticton Regional Hospital	Penticton	Radiologist Diagnostic Monitor Replacement	107,500	43,000	43,000
Westview Place (Penticton Regional Hospital)	Penticton	Vocera Installation and Integration	79,000	31,600	31,600
South Similkameen Health Centre	Keremeos	Unified Communications - Telephone Infrastructure	45,000	18,000	18,000
Summerland Memorial Health Centre	Summerland	Unified Communications - Telephone Infrastructure	45,000	18,000	18,000
Trinity Care Centre	Penticton	Unified Communications - Telephone Infrastructure	40,000	16,000	16,000
Sunnybank Retirement Centre	Oliver	Wireless Infrastructure Expansion	25,000	10,000	10,000
Trinity Care Centre	Penticton	Wireless Infrastructure Expansion	20,000	8,000	8,000
		<u>Equipment over \$100,000</u>			
Penticton Regional Hospital/South Okanagan General Hospital	Penticton/Oliver	Medstations, IH-Wide Replacement: - Infrastructure - Equipment Replacement	56,000 1,539,000	22,400 615,600	22,400 615,600
		<u>Equipment Under \$100,000 (Global Grant)</u>			
All Facilities		Equipment between \$5,000 and \$100,000	998,500	399,400	399,400
Total			\$ 4,264,000	\$ 1,705,600	\$ 1,705,600



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, January 21, 2016

3:00 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

That the Agenda for the RDOS Board Meeting of January 21, 2016 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – January 7, 2016

THAT the Minutes of the January 7, 2016 Corporate Services Committee be received.

THAT the Board/Chair evaluation question set, as detailed on the January 7, 2015 Corporate Services meeting be approved.

THAT the Regional District Board remain a member of the Southern Interior Beetle Action Coalition (SIBAC) and provide \$5,000 in funding for the 2016/2017 fiscal year.

THAT the matter of funding for the Southern Interior Beetle Action Coalition (SIBAC) be deferred until SIBAC representatives present to the board.

b. Environment and Infrastructure Committee – January 7, 2016

THAT the Minutes of the January 7, 2016 Environment and Infrastructure Committee be received.

c. Planning and Development Committee – January 7, 2016

THAT the Minutes of the January 7, 2016 Planning and Development Committee be received.

d. Protective Services Committee – January 7, 2016

THAT the Minutes of the January 7, 2016 Protective Services Committee be received.

THAT the Board of Directors request that the time period for applications for funding to the Fish and Wildlife Branch’s Urban Deer Management program be extended from January 8, 2016 for an additional 60 days; and further,

THAT the letter also include the Board’s displeasure with the process and timeline of the grant program.

THAT the Board of Directors continue to pursue a deer management program, and that a sub-regional service be created.

e. RDOS Regular Board Meeting – January 7, 2016

THAT the minutes of the January 7, 2016 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)
That the Consent Agenda – Corporate Issues be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Land Use Contract Discharge and Termination; and Heritage Hills and Lakeshore Highlands, Electoral Area “D-2”****a. Bylaw No. 2455.19, 2015.**

The purpose of this amendment bylaw is to remove Land Use Contract (LUC) No. LU-3-D from those parcels comprised within the “Lakeshore Highlands” and “Heritage Hills” neighbourhoods of Electoral Area “D-2”.

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

THAT Bylaw No. 2455.19, 2015, Electoral Area “D” Lakeshore Highlands and Heritage Hills Land Use Contract Termination and Zoning Amendment Bylaw be adopted.

-
2. **Zoning Bylaw Amendment — K. MacRae, 66 Deans Road, Electoral Area “F”**
 - a. Bylaw No. 2461.08, 2015
 - b. Public Hearing Report – January 7, 2016
 - c. Responses Received

To rezone the property in order to facilitate a subdivision along the Deans Road and KVR alignment.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)
THAT the public hearing report be received.

RECOMMENDATION 5 (Unweighted Rural Vote – 2/3 Majority)
THAT Bylaw No. 2461.08, 2015, Electoral Area “F” Zoning Amendment Bylaw be read a third time and adopted

C. PUBLIC WORKS

1. **Apex Waste Transfer Station Lease. (Report to follow under separate cover)**

D. FINANCE

1. **Tulameen Fire Truck Acquisition – Temporary Borrowing Bylaw 2726**
 - a. Bylaw No. 2726, 2016

RECOMMENDATION 6 (Weighted Corporate Vote – 2/3 Majority)
THAT Bylaw No. 2726, 2016 Tulameen Fire Truck Acquisition Temporary Borrowing Bylaw be read a first, second and third time and adopted.

E. OFFICE OF THE CAO

F. CAO REPORTS

G. OTHER BUSINESS

1. **Chair’s Report**
-

2. Board Representation

- a. Municipal Finance Authority (MFA) - *Pendergraft*
 - b. Okanagan Basin Water Board (OBWB) – *McKortoff, Martin, Waterman*
 - i. OBWB Report – December 2015
 - c. Okanagan-Kootenay Sterile Insect Release Board (SIR) - *Bush*
 - d. Okanagan Regional Library (ORL) - *Kozakevich*
 - e. Okanagan Film Commission (OFC) - *Jakubeit*
 - f. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
 - g. Southern Interior Municipal Employers Association (SIMEA) - *Kozakevich*
 - h. Southern Interior Local Government Association (SILGA) – *Konanz*
 - i. Starling Control - *Bush*
 - j. UBC Water Chair Advisory Committee – *Bauer*
 - k. Sustainable Rural Practice Communities Committee – *Sue McKortoff*
-

3. Directors Motions

4. Board Members Verbal Update

H. ADJOURNMENT



Minutes are in DRAFT form and are subject to change pending approval by Regional District Board

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, January 7, 2016

11:08 am

Minutes

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair A. Jakubeit, City of Penticton
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director M. Doerr, Alt. Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Boot, District of Summerland
Director R. Hovanes, Town of Oliver

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda for the Corporate Services Committee Meeting of January 7, 2016 be adopted. - CARRIED

B. 2016 CORPORATE BUSINESS PLAN

This item was deferred to the next Corporate Services Committee meeting.

C. 2016 PERFORMANCE PLANNING WORKSHEET

This item was deferred to the next Corporate Services Committee meeting.

D. BOARD/CHAIR EVALUATION QUESTION SET

It was MOVED and SECONDED

THAT the Board/Chair evaluation question set, as detailed on the January 7, 2015 Corporate Services meeting be approved. - CARRIED

Opposed: Directors Bush, Armitage

E. SOUTHERN INTERIOR BEETLE ACTION COALITION (SIBAC)

It was MOVED and SECONDED

THAT the Regional District Board remain a member of the Southern Interior Beetle Action Coalition (SIBAC) and provide \$5,000 in funding for the 2016/2017 fiscal year.

It was MOVED and SECONDED

THAT the matter of funding for the Southern Interior Beetle Action Coalition (SIBAC) be deferred until SIBAC representatives present to the board. - **CARRIED**

F. ADJOURNMENT

By consensus, the meeting adjourned at 11:26 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer



Minutes are in DRAFT form and are subject to change pending approval by Regional District Board

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, January 7, 2016

10:00 am

Minutes

MEMBERS PRESENT:

Chair T. Siddon, Electoral Area "D"	Director M. Doerr, Alt. Town of Oliver
Vice Chair K. Kozakevich, Electoral Area "E"	Director A. Jakubeit, City of Penticton
Director F. Armitage, Town of Princeton	Director H. Konanz, City of Penticton
Director M. Bauer, Village of Keremeos	Director A. Martin, City of Penticton
Director M. Brydon, Electoral Area "F"	Director S. McKortoff, Town of Osoyoos
Director G. Bush, Electoral Area "B"	Director M. Pendergraft, Electoral Area "A"
Director E. Christensen, Electoral Area "G"	Director T. Schafer, Electoral Area "C"
Director B. Coyne, Electoral Area "H"	Director J. Sentes, City of Penticton
	Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver
Director T. Boot, District of Summerland

STAFF PRESENT:

B. Newell, Chief Administrative Officer	R. Huston, Public Works Manager
C. Malden, Manager of Legislative Services	

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Environment and Infrastructure Committee meeting of January 7, 2016 be adopted. - **CARRIED**

B. APEX WASTE TRANSFER STATION LEASE

1. Sublease Apex Trash Compactor

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Regional District of Okanagan-Similkameen enter into a sub-lease with Apex Mountain Resort for property to develop a Waste Transfer Station for Apex Mountain.

CARRIED

C. FORTIS RATE APPLICATION – FOR INFORMATION ONLY

1. Fortis 2016 – Rate Order
-

D. Sewage Spill at Apex Mountain

- a. Staff provided an update to the Board on an alleged sewage spill at Apex.
-

E. ADJOURNMENT

By consensus, the Environment and Infrastructure Committee meeting of January 7, 2016 adjourned at 11:05 a.m.

APPROVED:

CERTIFIED CORRECT:

T. Siddon
Environment and Infrastructure Committee Chair

B. Newell
Chief Administrative Officer



**Minutes are in DRAFT form and are subject
to change pending approval by Regional District Board**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, January 7, 2016

9:00 am

Minutes

MEMBERS PRESENT:

Chair M. Brydon, Electoral Area "F"
Vice Chair G. Bush, Electoral Area "B"
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"
Director M. Doerr, Alt. Town of Oliver
Director A. Jakubeit, City of Penticton

Director K. Kozakevich, Electoral Area "E"
Director H. Konanz, City of Penticton
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

Director T. Boot, District of Summerland

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

C. Garrish, Planning Supervisor
D. Butler, Manager of Development Services

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Planning and Development Committee meeting of January 7, 2016 be adopted. - CARRIED

B. HOOKED LOTS

C. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of January 7, 2016 adjourned at 9:25 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



Minutes are in DRAFT form and are subject to change pending approval by Regional District Board

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, January 7, 2016

9:25 am

Minutes

MEMBERS PRESENT:

Chair A. Jakubeit, City of Penticton
Vice Chair T. Schafer, Electoral Area "C"
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director M. Doerr, Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Boot, District of Summerland

Director R. Hovanes, Town of Oliver

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

M. Woods, Manager of Community Services

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Protective Services Committee meeting of January 7, 2016 be adopted. - **CARRIED**

B. INTERIM PROVINCIAL URBAN DEER OPERATIONAL COST- SHARE PROGRAM

It was MOVED and SECONDED

THAT the Board of Directors request that the time period for applications for funding to the Fish and Wildlife Branch's Urban Deer Management program be extended from January 8, 2016 for an additional 60 days; and further,

THAT the letter also include the Board's displeasure with the process and timeline of the grant program. - **CARRIED**

It was MOVED and SECONDED

THAT the Board of Directors continue to pursue a deer management program, and that a sub-regional service be created. - **CARRIED**

C. ADJOURNMENT

By consensus, the Protective Services Committee meeting of January 7, 2016 adjourned at 10:09 a.m.

APPROVED:

CERTIFIED CORRECT:

A. Jakubeit
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



**Minutes are in DRAFT form and are subject
to change pending approval by Regional District Board**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 12:03 p.m. Thursday, January 7, 2016 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair A. Jakubeit, City of Penticton
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director M. Doerr, Alt. Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver
Director T. Boot, District of Summerland

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services
D. Butler, Manager of Development Services
R. Huston, Manager of Public Works

C. Garrish, Planning Supervisor
E. Riechert, Planner
L. Walton, Building Inspection Services Supervisor

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 January 7, 2016 be amended by removing:

Item E1 Fairview Heritage Townsite Licence of Occupation

CARRIED

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – December 17, 2015

THAT the Minutes of the December 17, 2015 Corporate Services Committee be received.

b. Community Services Committee – December 17, 2015

THAT the Minutes of the December 17, 2015 Community Services Committee be received.

c. Environment and Infrastructure Committee – December 17, 2015

THAT the Minutes of the December 17, 2015 Environment and Infrastructure Committee be received; AND,

THAT the Regional District of Okanagan-Similkameen implement curbside service for the Carmi service area

- d. Planning and Development Committee – December 17, 2015

THAT the Minutes of the December 17, 2015 Planning and Development Committee be received; AND,

THAT the Board of Directors initiate a minor amendment as recommended in the South Okanagan Regional Growth Strategy Preliminary Review, dated November 20, 2015

- e. RDOS Regular Board Meeting – December 17, 2015

THAT the minutes of the December 17, 2015 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 – Building Inspection

1. Building Violation

266 Highway 97, Kaleden. Area “D”

The Chair confirmed that no one was present to speak to the application.

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT a Section 695 Notice on Title, pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot 152, District Lot 103s, Plan 719 except Plan H734, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333. - **CARRIED**

2. Building Violation
10015 - 87th Street

The Chair confirmed that no one was present to speak to the application.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT a Section 695 Notice on Title, pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot 8, District Lot 2450s, Plan 1870, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced. - **CARRIED**

C. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Zoning Bylaw Amendment — Electoral Area “A”
 - a. Bylaw No. 2451.20, 2015

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2451.20, 2015, Electoral Area “A” Zoning Amendment Bylaw be adopted. - **CARRIED**

2. Temporary Use Permit Application — A. & H. Konanz, 110 Ponderosa Avenue, Kaleden
 - a. Temporary Use Permit

Director Konanz declared a conflict as the property is her own personal, and vacated the Boardroom.

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Temporary Use Permit No. D2015.115-TUP, subject to the applicant providing an assessment from a Registered Onsite Wastewater Practitioner (ROWP) that confirms the ability of the septic system to accommodate five (5) bedrooms. - **CARRIED**

3. Development Permit (with variances) Application — Vintage Views Development Ltd., Electoral Area “D”
 - a. Development Permit
 - b. Responses

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Development Permit No. D2015.119-HDP, as amended, which includes a variance for measuring height for all new buildings and structures using a defined base elevation on each of the proposed parcels and shown in the Permit. - **CARRIED**

D. PUBLIC WORKS

1. Okanagan Falls Development Cost Charge Bylaw Amendment
 - a. Bylaw No. 2486.02 2015

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2486.02, “Okanagan Falls Sanitary Sewer Development Cost Charge Amendment Bylaw” be adopted. - **CARRIED**

2. Land Purchase – 1655 Reservoir Road

RECOMMENDATION 9 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve the purchase of the property located at 1655 Reservoir Road in Penticton, B.C. for Five Hundred Thousand Dollars (\$500,000.00). - **CARRIED**

E. COMMUNITY SERVICES – Rural Projects

1. Fairview Heritage Townsite Licence of Occupation - Renewal
This item was removed from the agenda.
-

F. FINANCE

1. RDOS 2016-2020 Five Year Financial Plan Bylaw 2724, 2016
 - a. Bylaw No. 2724, 2016
 - b. 2016-2020 Five Year Financial Plan

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

THAT Bylaw No. 2724, 2016 Regional District of Okanagan-Similkameen 2016-2020 Five Year Financial Plan be read a first time. - **CARRIED**

2. Faulder Water System – Temporary Borrowing Bylaw 2725
 - a. Bylaw No. 2725, 2016

RECOMMENDATION 11 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2725, 2016 Faulder Community Water System Temporary Borrowing Bylaw be read a first, second and third time and adopted. - **CARRIED**

G. OFFICE OF THE CAO

1. Electoral Area “E” Tourism and Community Services Contribution Service Establishment Bylaw No. 2705, 2015
 - a. Bylaw No. 2705, 2015

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Electoral Area “E” Tourism and Community Services Contribution Service Establishment Bylaw No. 2705, 2015 be adopted. - **CARRIED**

2. Tulameen Fire Truck Acquisition Loan Authorization Bylaw No. 2704, 2015
 - a. Bylaw No. 2704, 2015

RECOMMENDATION 13 (Weighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Tulameen Fire Truck Acquisition Loan Authorization Bylaw No. 2704, 2015 be adopted. - **CARRIED**

H. CAO REPORTS

1. Verbal Update
-

I. OTHER BUSINESS

1. Chair's Report

2. Directors Motions

3. Board Members Verbal Update

J. ADJOURNMENT

By consensus, the meeting adjourned at 12:38 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Land Use Contract Discharge and Termination; and
Heritage Hills and Lakeshore Highlands, Electoral Area "D-2"



Administrative Recommendation:

THAT Bylaw No. 2455.19, 2015, Electoral Area "D" Lakeshore Highlands and Heritage Hills Land Use Contract Termination and Zoning Amendment Bylaw be adopted.

Purpose:

The purpose of this amendment bylaw is to remove Land Use Contract (LUC) No. LU-3-D from those parcels comprised within the "Lakeshore Highlands" and "Heritage Hills" neighbourhoods of Electoral Area "D-2".

Background:

At its meeting of December 17, 2015, the Regional District Board approved third reading and adoption of Amendment Bylaw Nos. 2603.06 & 2455.20, 2015, and third reading of Amendment Bylaw No. 2455.19, 2015 (pending Ministry approval).

Approval from the Ministry of Transportation and Infrastructure (MoTI) for Amendment Bylaw No. 2455.19, 2015, was obtained on January 4, 2016.

Alternative:

THAT first, second and third readings of Bylaw No. 2455.19, 2015, Electoral Area "D" Land Use Contract Termination and Zoning Amendment Bylaw be rescinded and the bylaw abandoned.

Analysis:

Administration favours the termination of the LUC No. LU-3-D and its replacements with a SH5s Zone over the rural-residential parcels comprised in the "Heritage Hills" and "Lakeshore Highlands" neighbourhoods, along with the introduction of an Agriculture Three (AG3) Zone over the two agricultural parcels in the ALR.

Respectfully submitted:

C. Garrish, Planning Supervisor

Endorsed by:

D. Butler, Development Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2455.19, 2015

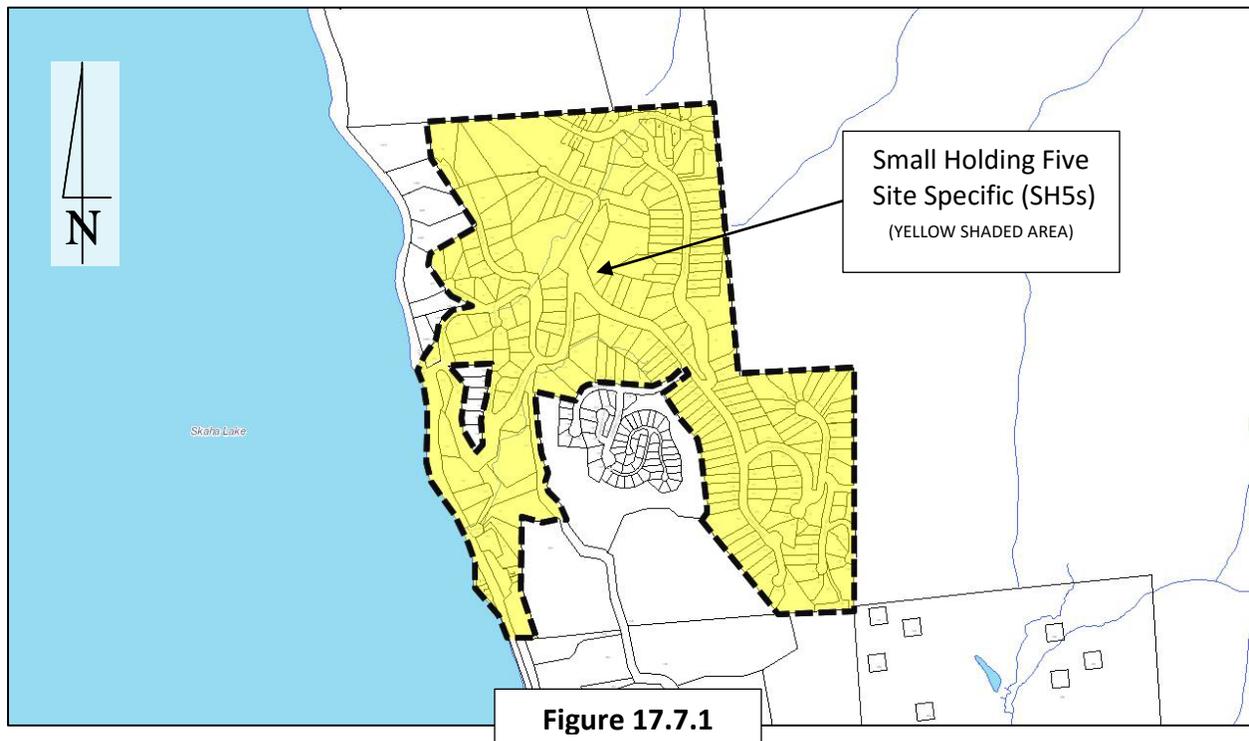
**A Bylaw to terminate Land Use Contract No. LU 3 D and
to amend the Electoral Area “D” Zoning Bylaw No. 2455, 2008**

WHEREAS pursuant to s. 914.2 of the *Local Government Act*, a local government may, by bylaw, terminate a land use contract that applies to land within the jurisdiction of the local government;

The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the “Electoral Area “D” Lakeshore Highlands and Heritage Hills Land Use Contract Termination and Zoning Amendment Bylaw No. 2455.19, 2015.”
2. The Land Use Contract No. LU-3-D, registered in the Kamloops Land Title Office against title to the land shown shaded yellow on the attached Schedule ‘Y-1’ (which forms part of this Bylaw), is terminated.
3. The land specified in section 2, and shown shaded yellow on the attached Schedule ‘Y-1’ (which forms part of this Bylaw) is zoned Small Holdings Five Site Specific (SH5s) in the Regional District of Okanagan-Similkameen, Electoral Area “D” Zoning Bylaw No. 2455, 2008, and the Zoning Map, being Schedule ‘2’ of the Electoral Area “D” Zoning Bylaw No. 2455, 2008, is amended accordingly.
4. The Electoral Area “D” Zoning Bylaw No. 2455, 2008, is amended by
 - a) amending sub-section 10.7.1(a), under “Small Holdings Five (SH5) Zone” to read as follows:
 - a) agriculture, excluding intensive agriculture, on parcels greater than 0.4 ha in area and subject to Sections 7.22 and 7.24;

- b) amending sub-section 10.7.1(c), under “Small Holdings Five (SH5) Zone” to read as follows:
 - c) animal hospitals, on parcels greater than 2.0 ha in area;
- c) amending sub-section 10.7.1(g), under “Small Holdings Five (SH5) Zone” to read as follows:
 - g) home industries, on parcels greater than 2.0 ha in area and subject to Section 7.18;
- d) amending sub-section 10.7.2, under “Small Holdings Five (SH5) Zone” to read as follows:
 - 10.7.2 Minimum Parcel Size:**
 - a) 2,020 m²; subject to servicing requirements
- e) amending sub-section 17.7.1, under “Site Specific Small Holdings Five (SH5s) Provisions” to read as follows:
 - .1 In the case of land shown shaded yellow on Figure 17.7.1:
 - i) the following principal use and no others shall be permitted on the land:
 - .1 “single detached dwelling”
 - ii) the following accessory uses and no others shall be permitted on the land:
 - .1 “secondary suite, subject to Section 7.12”;
 - .2 “home occupations, subject to Section 7.17”;
 - .3 “bed and breakfast operation, subject to Section 7.19”; and
 - .4 “accessory buildings and structures, subject to Section 7.13”.
 - iii) despite Section 10.7.9, the maximum parcel coverage shall be 35%.



f) amending Section 17.8.2 under Section 17.0 (Site Specific Designations) to read as follows:

.2 deleted.

5. The Land Use Contract No. LU-3-D, registered in the Kamloops Land Title Office under charge number J10071 against title to the land described as Lots A & B, Plan KAP28346, District Lot 2710, SDYD, and shown shaded yellow on the attached Schedule 'Y-2' (which forms part of this Bylaw), is terminated.
6. The land specified in section 4, and shown shaded yellow on the attached Schedule 'Y-2' (which forms part of this Bylaw) is zoned Agriculture Three (AG3) in the Regional District of Okanagan-Similkameen, Electoral Area "D" Zoning Bylaw No. 2455, 2008, and the Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended accordingly.
7. This Bylaw shall come into force on the day that is one year and one day after the date this Bylaw is adopted.

READ A FIRST AND SECOND TIME this 19th day of November, 2015.

PUBLIC HEARING held on this 9th day of December, 2015.

READ A THIRD TIME this 17th day of December, 2015.

Approved pursuant to Section 52(3) of the *Transportation Act* this 4th day of January, 2016.

ADOPTED this __ day of ____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

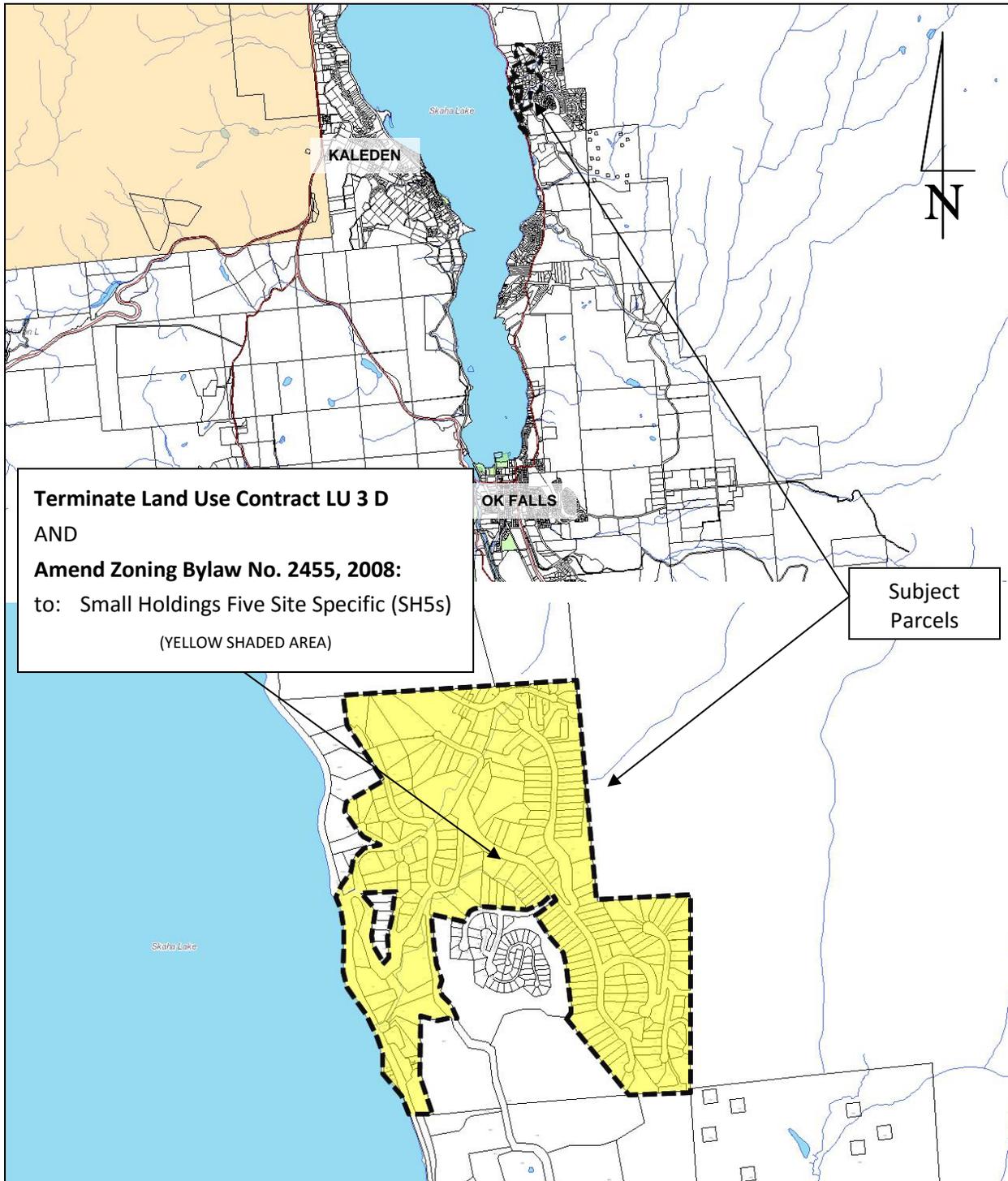
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2455.19, 2015

File No. D2015.020-ZONE

Schedule 'Y-1'



Regional District of Okanagan-Similkameen

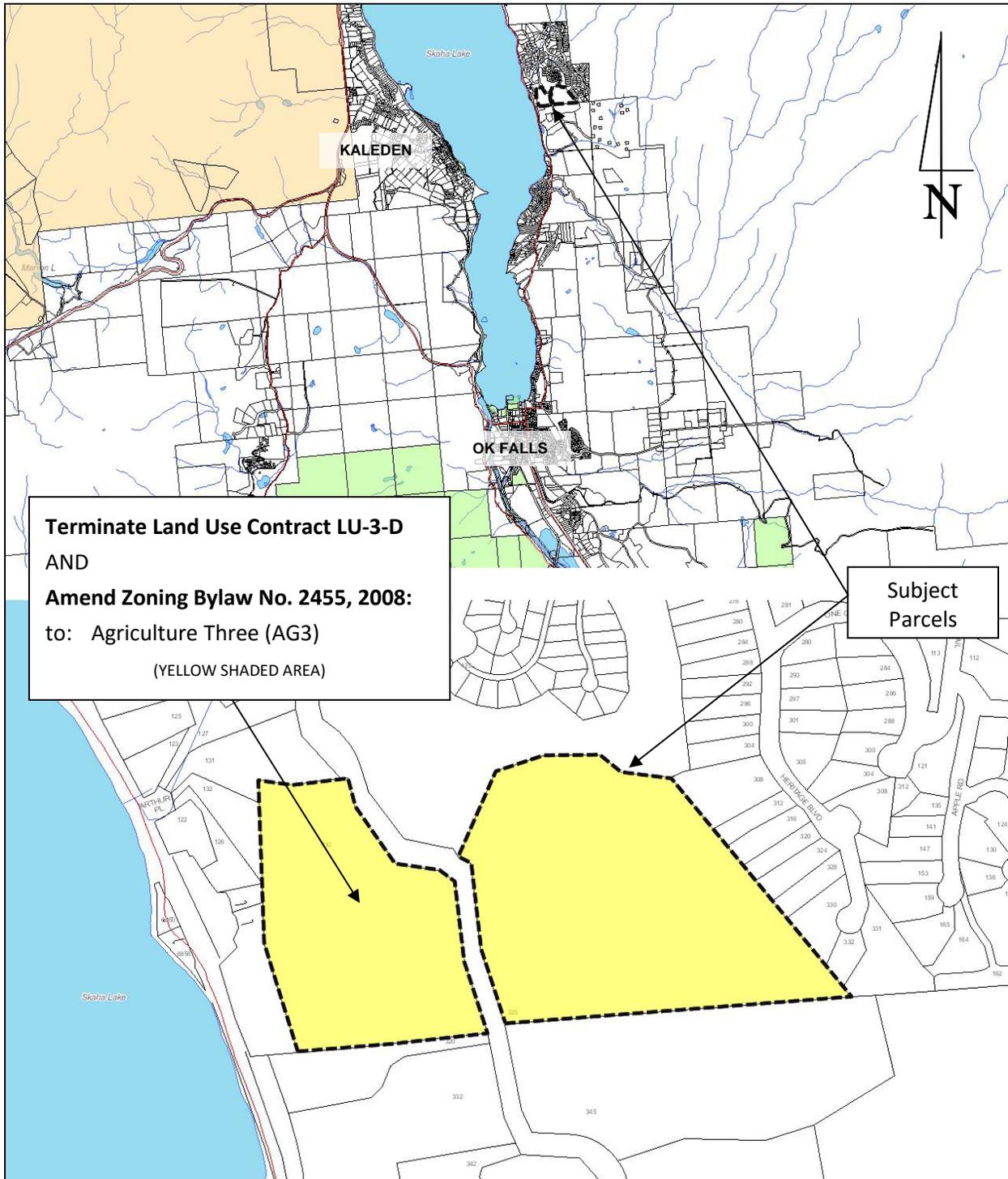
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2455.19, 2015

File No. D2015.020-ZONE

Schedule 'Y-2'



All comments received through the public process, including APC minutes are compiled and included as a separate item on the Board Agenda.

Referrals:

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required as the proposed amendment will affect lands situated within 800 metres of a controlled area.

Alternative:

THAT the Board of Directors rescind first and second reading of Bylaw No. 2461.08, 2015, Electoral Area "F" Zoning Amendment Bylaw, and abandon the bylaw.

Analysis:

Staff does not generally support the creation of ad hoc or spot zonings where they are divorced from broader strategic land use objectives. In such instances, spot zonings grant privileges to a single parcel which are not granted or extended to other parcels in the vicinity.

In this instance, however, it is recognised that the current proposal is consistent with the Small Holdings designation under the Official Community Plan, that it meets the 1.0 ha requirement for creating new lots not connected to a community sewer system, that it is seeking to separate a hooked lot (which Administration has supported in other instances) and generally meets the standard established by the Board in 1981 when it refused the previous subdivision proposal based on density (despite these same provisions no longer being as explicitly stated within the current OCP).

In its consideration of this issue, the APC raised a number of concerns in relation to the provision of water to any new parcel (due to on-going water issues at Faulder), as well as the precedent that might be set by allowing for the creation of new parcels less than 2.0 ha and whether an SH3 Zone was appropriate.

Administration is aware of the water sustainability issues experienced at Faulder in recent years (as well as the recent upgrades being undertaken to the water system), however, it is not aware of similar issues being experienced in the vicinity of Deans Road. Administration is similarly cognizant of the strategic land use implications of introducing a new zone to a an area, especially a remote neighbourhood such as that found on Deans Road.

For these reasons, it is being proposed that a Small Holdings Two Site Specific (SH2s) zoning be applied to the subject property (NOTE: the applicant is requesting an SH3 Zone). In this way, the integrity of the SH2 zoning surrounding Deans Road can be maintained, while the site specific provision can easily be re-visited in future (i.e. at the time of the impending OCP/Zoning Bylaw Review) and reviewed for continuing relevance and possible removal.

Respectfully submitted:



C. Garrish, Planning Supervisor

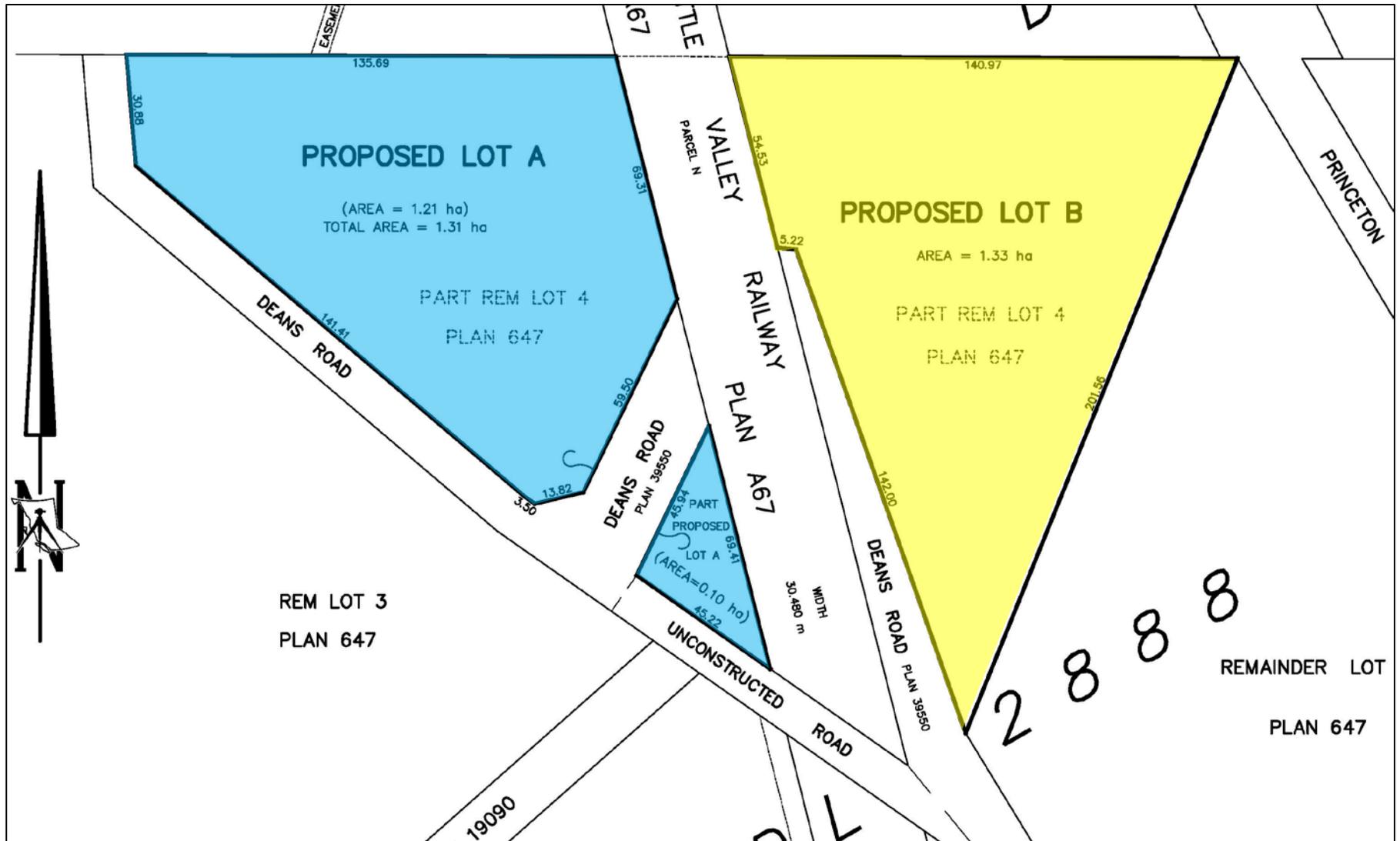
Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Applicant’s Site Plan

Attachment No. 1 – Applicant's Site Plan



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2461.08, 2015

A Bylaw to amend the Electoral Area “F” Zoning Bylaw No. 2461, 2008

The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the “Electoral Area “F” Zoning Amendment Bylaw No. 2461.08, 2015.”
2. The Official Zoning Map, being Schedule ‘2’ of the Electoral Area “F” Zoning Bylaw No. 2461, 2008, is amended by changing the land use designation on the land described as Lot 4, Plan KAP647, District Lot 2888, ODYD, Except Parcel N on Plan A67 and Plan 39550, and shown shaded yellow on Schedule ‘Y’, which forms part of this Bylaw, from Small Holdings Two (SH2) to Small Holdings Three (SH3).
3. The Electoral Area “F” Zoning Bylaw No. 2461, 2008, is amended by:
 - (i) amending Section 10.6.3 to read as follows:

10.6.3 Minimum Parcel Size

 - a) 0.8 ha, subject to servicing requirements.

READ A FIRST AND SECOND TIME this 19th day of November, 2015.

PUBLIC HEARING held on this 7th day of January, 2016.

READ A THIRD TIME this __ day of _____, 2016.

ADOPTED this __ day of _____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

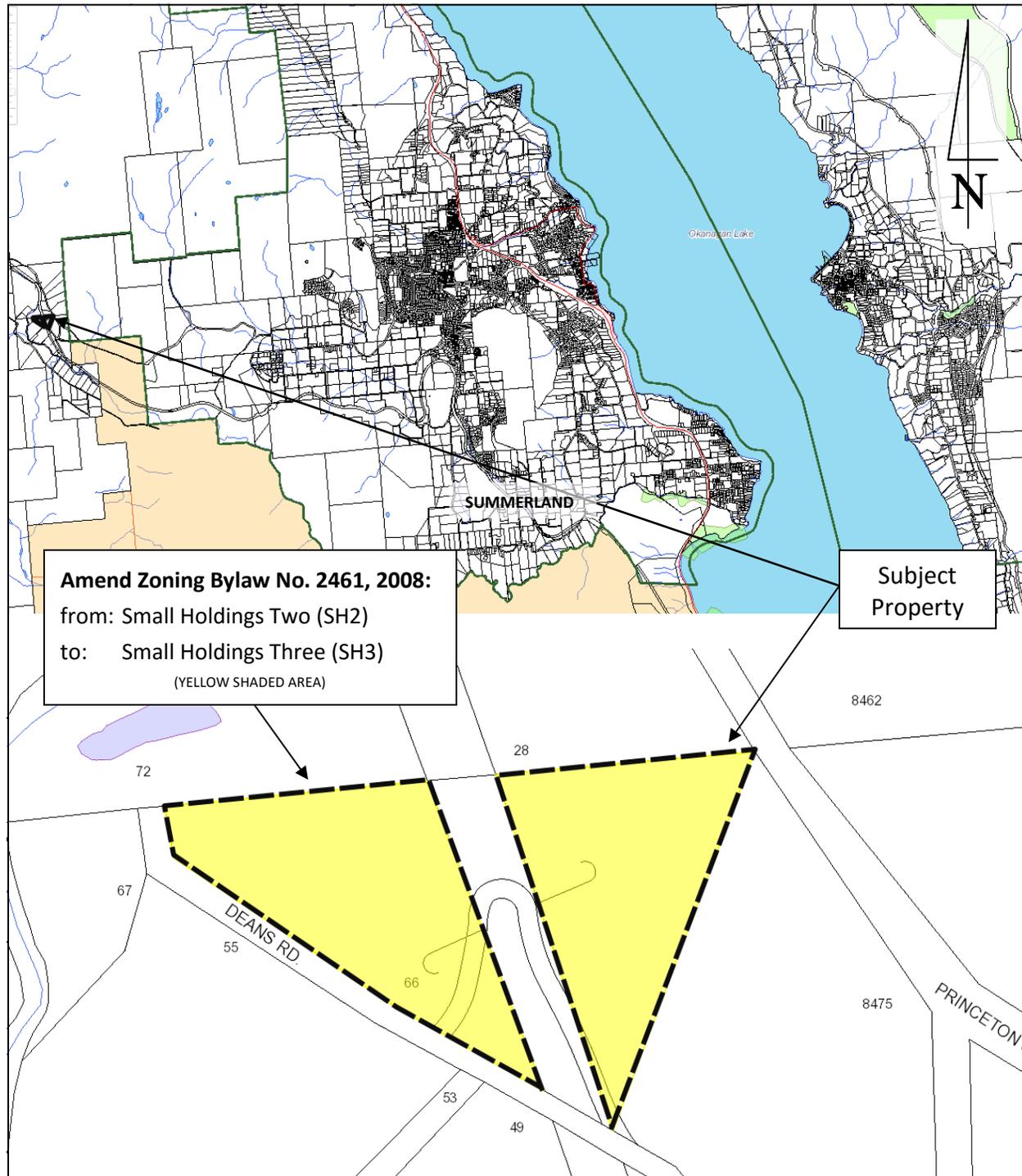
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



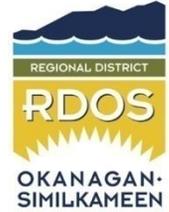
Amendment Bylaw No. 2461.08, 2015

Project No: F2015.084-ZONE

Schedule 'Y'



PUBLIC HEARING REPORT



TO: Board of Directors
FROM: Chair Director Brydon, Electoral Area "F"
DATE: January 7, 2016
RE: Public Hearing Report on Amendment Bylaw Nos. 2461.08

Purpose of Amendment Bylaw:

The purpose of the amendment bylaws are to amend the Electoral Area "F" Zoning Bylaw No. 2461, 2008, to allow for the subdivision of the subject property into two new parcels.

Public Hearing Overview:

The Public Hearing for Amendment Bylaw No 2461.08 was convened on Thursday, January 7, 2016, at 7:00 p.m., at the RDOS Board Room, 101 Martin Street, Penticton.

There were seven (7) members of the public present.

Members of the Regional District Board present were:

- Chair Michael Brydon

Members of the Regional District staff present were:

- Christopher Garrish, Planner
- Gillian Cramm, Recording Secretary

Chair Brydon called the Public Hearing to order at the RDOS Board Room at 101 Martin Street, Penticton.

Pursuant to Section 464, 465 & 468 of the *Local Government Act* in order to consider Amendment Bylaw No 2461.08, 2015.

In accordance with Section 466, the time and place of the public hearing was advertised in the December 23 and December 30, 2015 editions of the Penticton Western.

Copies of reports and correspondence received related to Amendment Bylaw No 2461.08, 2015 were available for viewing at the Regional District office during the required posting period.

Summary of Representations:

There were no written briefs submitted at the public hearing.

Chair Brydon called a first time for briefs and comments from the floor and noted that a binder is available which includes all written comments received to date and anyone wishing to review the comments could do so.

Chair Brydon asked if anyone wished to speak to the proposed bylaws.

Michael Holler stated that his property is adjacent to applicant's property. He is in support of the application and believes the community is too.

Eric Vaisanen stated that he is in support of the application.

Kevin MacRae, applicant, stated that he is in support of the application.

Malcolm MacRae stated that he is in support of the application.

Chair Brydon asked a second time if there was anyone who wished to speak further to the proposed bylaws.

Chair Brydon asked a third time if there was anyone who wished to speak further to the proposed bylaws and hearing none, declared the public hearing closed at 7:10 p.m.

Recorded by:

Gillian Cramm

Gillian Cramm
Recording Secretary

Confirmed:



Christopher Garrish
Planner

Confirmed:

Michael Brydon

Michael Brydon
Chair

RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2461.08, 2015

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval Not Recommended Due to Reasons Outlined Below

Typically parcels greater than 1 hectare can be self-sufficient in terms of onsite water and sewerage services. Therefore, our interests are unaffected by this rezoning proposal.

However, at the time of subdivision we will be interested at looking at the ability for onsite services in more detail. At that time we may or may not support the subdivision application.

ANITA ELY
PUBLIC HEALTH INSPECTOR
INTERIOR HEALTH AUTHORITY
SALMON ARM HEALTH UNIT
BOX 627 851 16TH ST NE
SALMON ARM BC V1E 4N7

Signature: Anita Ely

Signed By: A. Ely

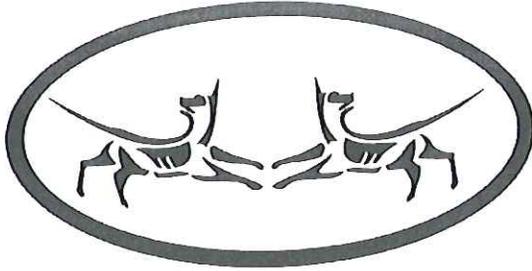
Agency: Interior Health.

Title: Environmental

Date: Dec. 18, 2015.

Health Officer.





Penticton Indian Band

Natural Resource Department
R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-493-0048 Fax: 250-493-2882

WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION

December-03-15

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

RTS #: 1297
Referral ID: 2015-10-16 ZON 1297
Ref #: BYL2461.08 F2015.084-ZONE
Date: October-16-15

Attention: Christopher Garrish

Re: Regional District of Okanagan Similkameen RTS #1297, Invoice #324

We write regarding your failure to pay invoice #324 to conduct a review to obtain additional information in the area of the above referral. To date, no payment has been received and we have therefore been unable to conduct a review of this referral; we must therefore put you on notice that we do not consent, agree or otherwise approve of the activity / development referred to by you in your letter to us dated October-16-15.

Please make cheque payable to Penticton Indian Band. re: P.C. 132 RTS #1297

The Okanagan Nation holds unextinguished aboriginal title to the land and resources within our traditional territory. The above-noted activity / development is within PIB's Area of Responsibility within Okanagan territory and as such, is subject to Okanagan title, jurisdiction, rights and interests, and PIB decision making and responsibility.

Over the last two decades, the Supreme Court of Canada has clarified the law respecting the rights of aboriginal people in British Columbia, which includes the Penticton Indian Band, Okanagan Nation. The Court has clarified that Aboriginal title continues to exist in British Columbia, and is protected by s. 35 of the *Constitution Act, 1982*.

Most recently, in June 2014, the Supreme Court of Canada in the *Tsilhqot'in* case set out the following characteristics and implications of Aboriginal title:

- ♦ Aboriginal title is not limited to intensively used sites; it extends to lands physically occupied and lands over which Indigenous peoples exercised control. Regular use of territories for hunting, fishing, trapping and foraging, with an intention and capacity to control the lands, grounds Aboriginal title.
- ♦ The Crown has no beneficial interest (the right to use, enjoy and profit from the economic development of lands) in Aboriginal title lands and resources; the

NaRon FAIRMAN

beneficial interest is held by the Aboriginal title holding group. Allocations of Aboriginal title lands or resources to third parties are serious infringements of Aboriginal title.

- ◆ Aboriginal title includes the right to proactively use and manage the resources.
- ◆ Once Aboriginal title is "established", the constitution prohibits incursions without the consent of the Aboriginal title holders unless the Crown can justify the infringement, which in turn requires a compelling and substantial public purpose as well as consistency with the Crown's fiduciary duty to the Aboriginal title holders, requiring the involvement of the Aboriginal title holding group in decisions.
- ◆ Before Aboriginal title is "established", the only way to ensure certainty is to obtain consent; in the absence of consent, the Crown must consult and accommodate. If consultation or accommodation is inadequate, the Crown decision can be suspended or quashed. Moreover, fulfilling the duty to consult and accommodate does not provide the certainty that consent provides; once Aboriginal title is established, the Crown may be required to cancel projects where there was no consent and the justification test noted above cannot be met.

At this time there has been no reconciliation of our interests with those of the Province of British Columbia and Canada and no process in place to adequately recognize and negotiate co-existence or accommodation of our jurisdiction and title. The Province continues to act as though we have no beneficial interest or authority, and it takes for itself the revenues derived from our lands and resources. The payment of the referral fee is necessary in order for us to assess your proposal, assess potential impacts and determine whether it should be approved and if so, on what conditions. Because we are unable to undertake such an assessment, we must at this time advise you that we are opposed to your proposed development/activity.

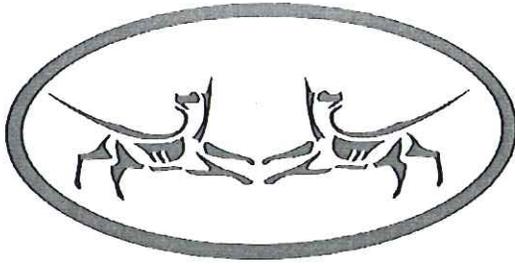
If you require further information or clarification, please do not hesitate to contact me.

limlmt,

Lavonda Nelson
Data Management Clerk

cc: Penticton Indian Band (jpepper@pib.ca)

F2015.084-ZONE



Penticton Indian Band

Natural resource Department
R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-492-0411 Fax: 250-493-2882

October-23-15

WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION

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

RTS #: 1297
Referral ID: 2015-10-16 ZON 1297
Ref #: BYL2461.08 F2015.084-ZONE
Date: October-16-15

Attention: Christopher Garrish

We are in receipt of the above referral. The proposed activity is located within Okanagan Nation Territory and the PIB Area of Responsibility. All lands and resources within the vicinity of this referral are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the *Tsilhqot'in* case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

Penticton Indian Band has specific referral processing requirements for both government and proponents which are integral to the exercise of our Rights to manage our lands and resources and to ensuring that the Crown can meet its duty to consult and accommodate our Rights, including our Aboriginal Title and management Rights. There is a cost associated with PIB referral processing and engagement. In accordance with PIB policy, proponents are required to pay a processing fee for each referral. This fee is as follows:

	SubTotal	Tax	Total
Admin (12%)	\$ 52.50	\$ 0.00	\$ 52.50
G.I.S. Tracking and Review (GIS Project Technican)	\$ 110.00	\$ 0.00	\$ 110.00
R.T.S. Data Entry (Technical Services)	\$ 80.00	\$ 0.00	\$ 80.00
Referral Assessment (Band Administrator)	\$ 67.50	\$ 0.00	\$ 67.50
Referral Coordination (Referrals Coordinator)	\$ 190.00	\$ 0.00	\$ 190.00
Total	\$ 500.00	\$ 0.00	\$ 500.00

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW \$500.00
Please make cheque payable to Penticton Indian Band. re: P.C.132 RTS #1297

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982

This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be fully reviewed.

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

If the proposed activity requires a more in-depth review, Penticton Indian Band will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend PIB's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

If you require further information or clarification, please do not hesitate to contact me.

limlæmt,

Lavonda Nelson
Data Management Clerk

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982

Minutes of Area "F" Advisory Planning Commission

DATE: November 5, 2015

TIME: 7:00 PM.

Minutes of the Area "F" Advisory Planning Commission held at 101 Martin Street, Penticton at the above-mentioned date and time.

Present:

Natalie Minunzie, Chair
Sandy Berry, Vice-Chair
Bob Nicholson
Stewart Patterson, Secretary

Also Present:

Michael Brydon, Director, Area F
Christopher Garrish, Planning Supervisor
Mr. & Mrs. Kevin MacRae
Mr. & Mrs. MacRae, Sr.
Mike Holler

Absent:

Don Barron

1. Adoption of Agenda:

Moved, seconded and adopted

2. Adoption of Minutes for APC meeting Thursday August 6, 2015:

Moved, seconded and adopted.

4. DEVELOPMENT APPLICATION: Kevin MacRae

Folio: F-06931.000–Zoning Bylaw Amendment Application
Administrative Report submitted by Christopher Garrish, Planning Supervisor

This proposal is seeking to amend the zoning of the subject property From Small Holdings Two (SH2) to Small Holdings Three (SH3) in order to create two separate 1.3 ha parcels (Proposed Lot A and Lot B) on either side of the Kettle Valley Railway (KVR) right-of-way as well as a third hooked lot with an area of 0.10 ha separated from the Proposed Lot A.

RECEIVED
Regional District

NOV 09 2015

101 Martin Street
Penticton BC V2A 5J9

Motion:

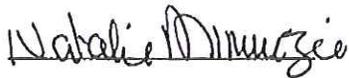
That the APC recommends to the RDOS Board that the subject land use application be approved.

Moved, seconded, defeated.

Rationale: Some APC members did not support the creation of additional small holdings or fragmentation of land in the area.

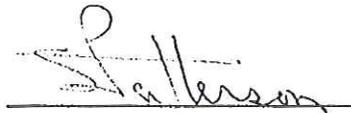
5. Adjournment:

It was moved, seconded and passed that the meeting be adjourned.
Meeting adjourned at 9:00 PM.



Natalie Minunzie

Advisory Planning Commission Chair



Stewart Patterson

Advisory Planning Commission Secretary

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: January 21, 2016
RE: Tulameen Fire Truck Acquisition – Temporary Borrowing Bylaw 2726

Administrative Recommendation:

THAT Bylaw No. 2726, 2016 Tulameen Fire Truck Acquisition Temporary Borrowing Bylaw be read a first, second and third time and adopted.

Reference:

Bylaw No. 2704, 2015 Tulameen Fire Truck Acquisition Loan Authorization Bylaw

Background:

At the January 7, 2016 Board Meeting, the Board adopted Bylaw 2704, 2015 Tulameen Fire Truck Acquisition Loan Authorization Bylaw for up to \$230,000 for fire truck acquisition.

Analysis:

MFA borrowing intakes only occur in April and October. The timing of the purchase may not coincide with MFA intake dates. As such, to ensure project funds are available when needed, short term borrowing arrangements are being put in place.

In order to access short term borrowing, a temporary borrowing bylaw is required.

Any short term borrowing will be converted to long term borrowing at the next available MFA intake.

Respectfully submitted:

"Sandy Croteau"

S. Croteau, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2726, 2016

A bylaw to authorize temporary borrowing pending the sale of debentures

WHEREAS it is provided by section 409 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

AND WHEREAS the Regional Board has adopted Bylaw No. 2704, 2015 cited as 'Tulameen Fire Truck Acquisition Loan Authorization Bylaw' in the amount of two hundred and thirty thousand dollars (\$230,000);

AND WHEREAS the sale of debentures has been temporarily deferred;

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

1. The Regional Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of two hundred and thirty thousand dollars (\$230,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in said Bylaw No. 2704, 2015.
4. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as the "Tulameen Fire Truck Acquisition Temporary Borrowing Bylaw No. 2726, 2016"

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

RDOS Board Chair

Corporate Officer



Okanagan Basin

WATER BOARD

BOARD REPORT: December 4, 2015

1450 KLO Road, Kelowna, BC V1W 3Z4

P 250.469.6271 F 250.762.7011

www.obwb.ca

Okanagan Basin Water Board Meeting Highlights

Kelowna groundwater research shows overuse in some areas: The board heard from Nicole Pyett and Craig Nichol from UBC Okanagan on groundwater research looking at the interaction between ground and surface water and how water from aquifers contributes to Okanagan Lake supply. The areas studied included Knox Mountain, Maude Roxby and Okanagan Mountain Park. While there was significant variation year-to-year (2011-13), overall there appears to be a drop in supply in some study areas and extraction may be the cause. As population increases this could affect water supply, the board was told. Also, because of the interconnection between ground and surface water, and the connection between all waters of the Okanagan, it was noted that over-use in one area will affect other communities. Research suggests that water licences need to consider the connection between surface and ground water. For more on the research visit: http://www.obwb.ca/wcqi_project/groundwater-discharge-to-okanagan-lake/.

Board approves annual grant themes for funding: Directors approved a list of themes as priorities for the 2016 Water Conservation and Quality Improvement (WCQI) Grant program, helping address issues identified as needing attention. The themes include source drinking water protection, drought planning, water flow monitoring, groundwater studies, irrigation improvement, and water metering. In all, \$300,000 is available. Eligible applicants include non-profit community groups, local governments (regional districts or municipalities), and irrigation or improvement districts. Even with the increased focus on specific types of projects, the Water Board will consider all eligible applications. The complete program guide and application forms can be found at www.obwb.ca/wcqi. Application deadline is 4 p.m. Friday, Feb. 12, 2016.

Okanagan wetland restoration efforts continue to grow: The board was provided an update on wetland restoration efforts in the valley, working with Okanagan Nation Alliance, BC Wildlife Federation, the Okanagan Collaborative Conservation Program, South Okanagan and Similkameen Conservation Program, Okanagan Similkameen Stewardship Society and others. Projects currently under development include Munson Pond in the Central Okanagan, Lakers Pond in the North Okanagan and Osoyoos oxbows in the South Okanagan. These projects have been chosen for their strategic importance in bringing back valley wetlands and natural riparian areas, with an estimated 85% of them already gone.

OBWB looks to renew commitments for water monitoring: Water Board staff will be meeting with local governments in the valley, looking to continue the collaboration on stream flow volume (hydrometric) monitoring stations. The purpose of the stations is to help track valley water supplies, recognizing that the supply is expected to come under greater pressure as our population increases and with climate change. The hydrometric data has proven useful to local government in making planning decisions and helping determine climate change-related infrastructure decisions (e.g. improvements to address 1 in 100-year flood events). It will also support research on Environmental Flow Needs for fish as required under the new B.C. Water Sustainability Act. The board also discussed various water quality monitoring projects currently underway in the valley by a variety of agencies.

OBWB Directors

Doug Findlater - Chair,
Regional District of Central
Okanagan

**Juliette Cunningham - Vice-
Chair,** Regional District of
North Okanagan

Doug Dirk, Regional District of
North Okanagan

Bob Fleming, Regional District
of North Okanagan

James Baker, Regional
District of Central Okanagan

Tracy Gray, Regional District
of Central Okanagan

Andre Martin, Regional
District of Okanagan-
Similkameen

Sue McKortoff, Regional
District of Okanagan-
Similkameen

Peter Waterman, Regional
District of Okanagan-
Similkameen

Peter Waardenberg,
Okanagan Nation Alliance

Toby Pike, Water Supply
Association of B.C.

Rob Birtles, Okanagan Water
Stewardship Council

**The next meeting of the OBWB
will be 10 a.m. February 2,
2015 at Regional District of
Central Okanagan in Kelowna.**

For more information, please visit: www.OBWB.ca