

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, January 18, 2018
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	9:30 am	Planning and Development Committee
9:30 am	-	10:30 am	Corporate Services Committee
10:30 am	-	10:45 am	Community Services Committee
10:45 am	-	11:15 am	Protective Services Committee
11:15 am	-	12:30 pm	Environment and Infrastructure Committee
12:30 pm	-	1:15 pm	Lunch
1:15 pm	-	2:00 pm	OSRHD Board
2:00 pm	-	4:00 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

February 01, 2018	RDOS Board/Committee Meetings
February 15, 2018	RDOS Board/OSRHD Board/Committee Meetings
March 01, 2018	RDOS Board/Committee Meetings
March 15, 2018	RDOS Board/OSRHD Board/Committee Meetings
April 05, 2018	RDOS Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, January 18, 2018

9:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Planning and Development Committee Meeting of January 18, 2018 be adopted.

B. 2017 FOURTH QUARTER ACTIVITY REPORT – For Information Only

C. SMALL HOLDINGS ONE (SH1) ZONE REVIEW – ELECTORAL AREAS “D-2” AND “E”

1. Bylaw No. 2797, 2018

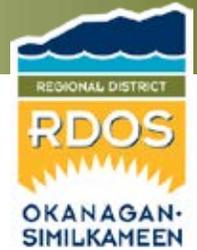
To propose amendments that would consolidate the Small Holdings One (SH1) Zone with the Large Holdings One (LH1) Zone in the Electoral Area “D-2” and “E” Zoning Bylaws as part of work being undertaken on the preparation of a single Okanagan Valley Electoral Area Zoning Bylaw.

RECOMMENDATION 2

THAT staff be directed to initiate the Small Holdings One (SH1) Zone Review Amendment Bylaw No. 2797, 2018.

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: Fourth Quarter, 2017 Activity Report – Development Services Department

For information only

Purpose:

The purpose of this report is to present the Board with an overview of activities undertaken by the Development Services Department during the previous quarter.

Background:

The Development Services Department provides a quarterly update to the Regional District Board in April (Q1), July (Q2), October (Q3) and January (Q4) of each year.

Overview:

The Development Services Department comprises Planning Services, Building Inspection Services and Bylaw Enforcement and is generally responsible for planning for and regulating development within the Regional District. The following is an overview of activities undertaken by the Department by division:

PLANNING:

Q4 Activities (October to December)

- . Electoral Area "F" Official Community Plan Review is ongoing. Round 2 survey results presented November 29, 2017, at an information session and a working draft has been initiated.
- . 1st, 2nd & 3rd readings of a new Zoning Bylaw for Electoral Area "G" (adopted January 4, 2018).
- . The following reports were prepared for consideration by the Planning and Development Committee:
 - Ø Okanagan Falls Town Centre Plan;
 - Ø Regulation of dock structures (Electoral Area "A");
 - Ø Recap of proposed retaining walls and building height regulation amendment bylaw; and
 - Ø Large Holdings Review (Electoral Area "D-2").
- . The following reports were prepared for consideration by the Board:
 - Ø 2 Joint Official Community Plan Bylaw & Zoning Bylaw Amendments*;
 - Ø 12 Zoning Bylaw Amendments*;
 - Ø 1 Discharge/Termination of a Land Use Contract*;

-
- Ø 6 Development Variance Permits;
 - Ø 1 Floodplain Exemption; and
 - Ø 4 Agricultural Land Commission (ALC) referrals.

* may include multiple readings of same amendment bylaw(s)

- . 14 Development Permits (i.e. Environmentally Sensitive, Watercourse, Industrial, etc.) were issued under delegated authority.
- . 3 referrals from the Province regarding proposed use of Crown land were processed.
- . 4 Advisory Planning Commission (APC) Meetings were scheduled.
- . 4 Public Information Meetings for Bylaw Amendments or Temporary Use Permits were scheduled.
- . 6 Public Hearings were scheduled.
- . A total of 1 Liquor License referral for Lounge and Special Event Area Applications:
 - Ø Rust Wine Company (Electoral Area "C").
- . Provision of planning services to the Town of Oliver, including:
 - Ø 1 Zoning Bylaw Amendment;
 - Ø 2 Industrial Development Permits;
 - Ø 3 Subdivision referrals;
 - Ø 1 Liquor Licence referral;
 - Ø Preparation of a new Zoning Bylaw No. 1380; and
 - Ø Preparation of a new Land Use Procedures Bylaw No. 1367.
- . Provision of planning services to the Village of Keremeos, including:
 - Ø 1 Zoning Bylaw Amendment (update of General Regulations and AG Zone).

Planned Activities for Q1 – 2018 (January to March)

- . Continue work on the Electoral Area "F" Official Community Plan Bylaw Review
- . Present the OCP amendments in support of Okanagan Falls Town Centre Plan;
- . Review of Provincial and Federal legislation on Recreational Marijuana (when released);
- . Continue work on Zoning Bylaw Update (Small Holdings & Residential zones, etc.);
- . Invite provincial government representative to Board to present current approach to dock and lakeshore approvals; and
- . Continue to provide planning services to the Town of Oliver and Village of Keremeos.

BUILDING INSPECTION:

Q4 Activities (October to December)

- 576 permits were issued in 2017, compared to 558 permits in 2016 (see Attachment No. 2 for the summary of issued Building Permits in Q4 and the total summaries for the 2017 calendar year).
- A total of \$88,108,116 construction value was experienced in 2017, which is an 35.7% increase over 2016's total construction value (\$56,629,545). This represents the largest amount of construction value experienced by RDOS in a calendar year on record.
- Kennedy Lake inspections are ongoing. As at December 31, 2017, 79 permits remain outstanding at varying degrees of completeness. 140 permits have been closed. 14 non-compliant structures had been targeted for demolition which was to occur by the end of October, 2017. However, all but 2 lease owners completed their projects satisfactorily prior to demolition occurring. These remaining three structures will be targeted for demolition in the spring 2018.
- Building Inspection Services Kaizen was completed December 11-13, 2017 with 21 action items to be implemented through 2018. Many "quick hit" actions to be implemented by end of January, early February.

BYLAW ENFORCEMENT

Q4 Activities (October to December)

- A new Dog Control Bylaw and Animal Control Bylaw was adopted by the Board of Directors;
- Released Request for Proposals for Bylaw Enforcement Contract;
- Released Request for Proposals for Animal Control Contract;
- Drafted new fine amounts for Bylaw Enforcement Notice Bylaw to conform with new Dog Control and Animal Control Bylaw (adopted by the Board Jan. 4, 2017);
- Initiated sale of 2018 dog licences at RDOS Okanagan Falls office

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN SUMMARY OF ENFORCEMENT - 4th QUARTER 2017									
ACTIVE FILES TO DATE (processed in office)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Land Use	1	n/a	7	21	2	7	1	2	41
Untidy & Unsightly	n/a	n/a	4	5	1	0	6	3	19
Other	1	1	0	4	1	2	0	1	10
TOTAL	2	1	11	30	4	9	7	6	70
ANIMAL CONTROL									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Dogs Impounded			1	4				n/a	5
Dogs Claimed			1	4					5
NOISE COMPLAINTS									
Complaints	n/a	n/a	2	14	7	4	n/a	0	27

Planned Activities for Q1 – 2018 (January to March)

- Supply local area vendors with 2018 dog licences
- Distribute new dog bylaw regulations through media, updated information brochures
- Finalize and enter into a contract with Service Provider for Bylaw Enforcement Services
- Finalize and enter into a contract with Service Provider for Animal Control Services
- Initiate Bylaw Enforcement Policy Review and provide discussion report to Board Committee on policy options.

Respectfully Submitted,



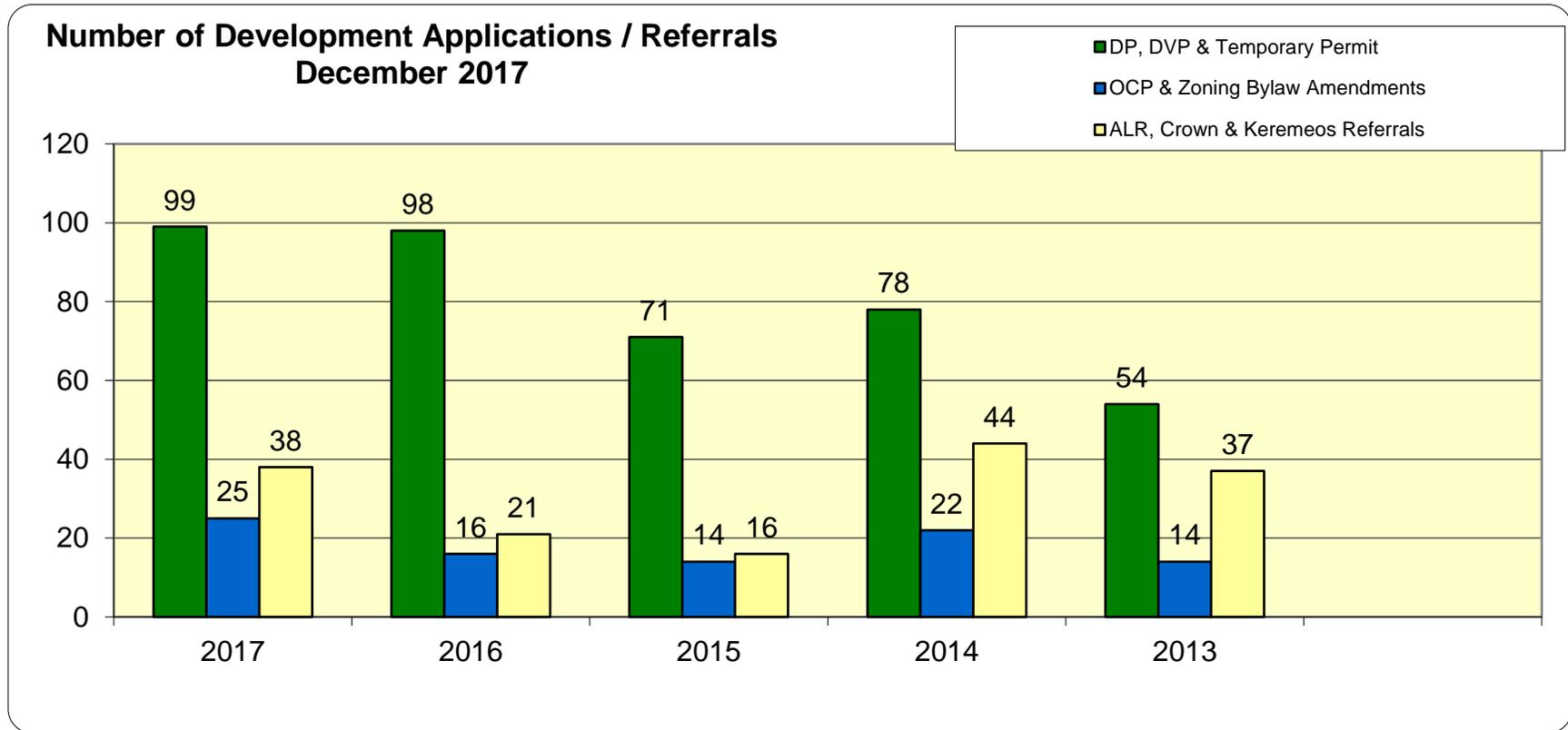
Brad Dollevoet, Development Services Manager

Attachments: No. 1 – Number of Development Applications / Referrals (YTD – September)
No. 2 – Summary of Building Permits (YTD – September)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals December 2017															
	A	B	C	D	E	F	G	H	Month Total	2017	2016	2015	2014	2013	
Develop Permit & DVP/BOV/TUP	1		2	2				1	6						
Temp. Industr									0						
DP, DVP & Temporary Permit									6	99	98	71	78	54	
Rezoning & RLUB									0						
OCP/ZONING									0						
OCP & Zoning Bylaw Amendments									0	25	16	14	22	14	
ALR		1							1						
Crown Land									0						
Oliver/Princeton/Keremeos/Others			3						3						
ALR, Crown & Keremeos Referrals									4	38	21	16	44	37	
* Town of Princeton, Village of Keremeos & Town of Oliver															

Attachment No. 1 - Number of Development Applications / Referrals



Attachment No. 2 – Summary of Building Permits Issued, 2017

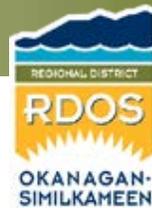
**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR 2017**

NUMBER OF PERMITS ISSUED								
DESCRIPTION	A	C	D	E	F	H	TOTAL	2016
RENEWAL/DEFICIENCY	9	3	10	5	1	5	33	30
S.F.D.	17	8	40	19	4	13	101	85
MOBILE/MANU HOMES	3	35	5	1	1	5	50	43
CABINS/REC	0	0	0	0	0	1	1	49
SEMI-DETACHED, DUPLEX, MULTI	0	0	2	0	0	0	2	2
DEMOLITION / MOVE	3	8	10	4	2	6	33	26
ACCESSORY USES	16	15	38	19	9	27	124	138
ADDITIONS / REPAIRS / PLUMBING	12	18	59	14	15	19	137	125
COMMERCIAL	0	16	2	4	2	1	25	25
INDUSTRIAL	0	0	1	0	0	0	1	1
FARM BUILDING EXEMPTION	4	13	6	3	1	5	32	24
INSTITUTIONAL	0	0	0	0	0	1	1	1
SOLID FUEL APPLIANCE	2	2	29	0	1	2	36	9
2017	66	118	202	69	36	85	576	558
2016	45	45	45	45	45	45		

DOLLAR VALUE OF PERMITS								
DESCRIPTION	A	C	D	E	F	H	TOTAL 2017	TOTAL 2016
RENEWAL/DEFICIENCY	\$755,450	\$3,000	\$76,500	\$63,500	\$0	\$25,000	\$923,450	\$168,800
S.F.D.	\$5,324,790	\$3,011,085	\$12,604,275	\$6,679,340	\$1,391,710	\$3,458,390	\$32,469,590	\$26,021,753
MOBILE/MANU HOMES	\$535,500	\$6,695,805	\$1,041,040	\$380,400	\$143,851	\$771,525	\$9,568,121	\$8,508,542
CABINS/REC	\$62,680	\$0	\$0	\$0	\$0	\$40,320	\$103,000	\$2,234,360
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$841,785	\$0	\$0	\$0	\$841,785	\$1,880,370
DEMOLITION / MOVE	\$3,000	\$8,000	\$239,935	\$4,000	\$2,000	\$46,000	\$302,935	\$225,187
ACCESSORY USES	\$502,941	\$483,725	\$1,027,283	\$589,120	\$505,290	\$755,500	\$3,863,858	\$3,841,466
ADDITIONS / REPAIRS / PLUMBING	\$692,590	\$966,276	\$2,897,469	\$711,685	\$760,195	\$402,845	\$6,431,060	\$5,497,817
COMMERCIAL	\$0	\$32,686,305	\$512,200	\$358,893	\$128,593	\$3,500	\$33,689,490	\$4,003,285
INDUSTRIAL	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	\$4,188,755
FARM BUILDING EXEMPTION							not valued / no revenue	
INSTITUTIONAL	\$0	\$0	\$0	\$0	\$0	\$70,400	\$70,400	\$15,360
SOLID FUEL APPLIANCE	\$2,000	\$2,000	\$29,000	\$0	\$1,000	\$2,000	\$36,000	\$9,000
2017	\$7,816,271	\$43,856,196	\$19,367,486	\$8,658,345	\$2,834,338	\$5,575,480	\$88,108,116	\$56,629,545
2016	\$5,208,077	\$12,381,215	\$21,573,078	\$7,145,273	\$2,000,987	\$8,320,915		

BUILDING INSPECTION REVENUE							
MONTH	2011	2012	2013	2014	2015	2016	2017
JANUARY	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$39,602.01
FEBRUARY	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	\$44,897.41
MARCH	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$62,053.58
APRIL	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66	\$15,209.80	\$35,550.35
MAY	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$335,459.36
JUNE	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$66,954.09
JULY	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$95,394.43
AUGUST	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$47,165.53
SEPTEMBER	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59	\$102,226.37	\$90,566.53
OCTOBER	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81	\$44,894.56	\$43,695.30
NOVEMBER	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97	\$32,663.33	\$58,442.60
DECEMBER	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41	\$29,147.95	\$41,432.10
TOTAL YEAR	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$671,069.50	\$961,213.29

ADMINISTRATIVE REPORT



TO: Planning and Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Small Holdings One (SH1) Zone Review – Electoral Areas “D-2” & “E”

Administrative Recommendation:

THAT staff be directed to initiate the Small Holdings One (SH1) Zone Review Amendment Bylaw No. 2797, 2018.

Purpose:

This report relates to proposed amendments that would consolidate the Small Holdings One (SH1) Zone with the Large Holdings One (LH1) Zone in the Electoral Area “D-2” and “E” Zoning Bylaws as part of work being undertaken on the preparation of a single Okanagan Valley Electoral Area Zoning Bylaw.

Background:

At its meeting of October 16, 2008, the Board considered an [Administrative Report](#) proposing the creation of a single Okanagan Electoral Area Zoning Bylaw and directed staff to investigate the preparation of such a bylaw. The 2017 Business Plan includes a direction to ensure “all existing bylaws and policies are kept in a current and useful form ...”

In anticipation of bringing forward a consolidated Okanagan Electoral Area Zoning Bylaw for consideration by the Board by Q2 2018, a series of draft amendments (by zone category) will be presented over the coming months intended to update various zones and facilitate their eventual consolidation into the new bylaw.

Analysis:

In light of the substantial similarities that exist between the SH1 and LH1 Zones in Electoral Area “D-2” & “E” zoning bylaws, Administration considers there to be merit in consolidating these into the LH1 Zone found in the respective Electoral Area zoning bylaw. For reference purposes, a comparison of these zones is provided at Attachment Nos. 1 & 2.

To facilitate this consolidation in Electoral Area “E”, Administration is also proposing to re-draft the objectives and policies of the Rural Holdings section of the OCP Bylaw.

Due to the specific policy statements that exist within the Electoral Area “D-2” OCP Bylaw regarding maximum density in the Upper Carmi area (i.e. one dwelling unit per parcel), Administration is further proposing to apply a site specific provision in order to maintain this regulation (i.e. by excluding accessory dwellings as a permitted accessory use).

Outside of the Upper Carmi area, there is only one other parcel currently zoned SH1 in Electoral Area “D-2” (i.e. 2170 Highway 97), and it is currently the subject of a subdivision application. This subdivision will result in the creation of two new parcels of 4.0 ha each, with the resultant increase in

density of accessory dwellings resulting from the transition from SH1 to LH1 being a maximum of two (2). NOTE: the SH1 Zone in Electoral Area "E" already allows for accessory dwellings as a permitted accessory use.

It is also being proposed to maintain the current range of permitted uses in the Upper Carmi area through this site specific provision so that uses normally associated with the LH1 Zone (i.e. "kennels") are not permitted. NOTE: the SH1 Zone in Electoral Area "E" already allows for kennels as a permitted accessory use.

The Board is also asked to be aware that the transition from SH1 to LH1 will allow for mobile homes (i.e. Z240) to be a permitted form of dwelling type on affected properties, while Administration is proposing to amend the front and rear setbacks for principal and accessory building in the Electoral Area "E" zoning bylaw to be consistent with the other Electoral Areas (this will be to the benefit of affected property owners.

In reviewing the properties potentially affected by this amendment bylaw, Administration considers that a number of these would also be more appropriately zoned Small Holdings Three (SH3), and it is Administration's intention to consult with affected property owners regarding the proposed zoning changes and to explore possible alternative zonings prior to consideration of 1st reading.

The full listing of affected properties and the proposed replacement zones and OCP designations can be found in the draft amendment bylaws attached with this report.

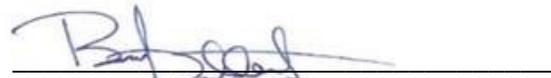
Alternative:

THAT the Board of Directors resolves to direct staff to not initiate the Small Holdings One (SH1) Zone Review Amendment Bylaw.

Respectfully submitted:


C. Garrish, Planning Supervisor

Endorsed by:


B. Dollevoet, Dev. Services Manager

- Attachments:** No. 1 — SH1 Zone vs. LH1 Zone (Electoral Area "D-2")
No. 2 — SH1 Zone vs. LH1 Zone (Electoral Area "E")
No. 3 — Draft Amendment Bylaw No. 2797

Attachment No. 1 – SH1 Zone vs. LH1 Zone (Electoral Area “D-2”)

SMALL HOLDINGS ONE (SH1) ZONE	LARGE HOLDINGS ONE (LH1) ZONE															
<p>Permitted Uses: <u>Principal Uses:</u> agriculture; charitable, fraternal or philanthropic institution; [see accessory uses] forestry; single detached dwellings; veterinary establishments; <u>Accessory Uses:</u> n/a bed and breakfast operation; home industries; home occupations; n/a n /a retail sales of farm and off-farm products; secondary suites; and accessory buildings and structures.</p>	<p>Permitted Uses: <u>Principal Uses:</u> agriculture; n/a equestrian centres; forestry; single detached dwellings; veterinary establishments; <u>Accessory Uses:</u> accessory dwelling or mobile home; bed and breakfast operation; home industries; home occupations; kennel; packing, processing, storage of farm/off-farm products; retail sales of farm and off-farm products; secondary suites; and accessory buildings and structures.</p>															
<p>Minimum Parcel Size: 4.0 ha</p>	<p>Minimum Parcel Size: 4.0 ha</p>															
<p>Minimum Parcel Width: Not less than 25% of parcel depth</p>	<p>Minimum Parcel Width: Not less than 25% of parcel depth</p>															
<p>Maximum Number of Dwellings Per Parcel: a) one (1) principal dwelling; and b) one (1) secondary suite.</p>	<p>Maximum Number of Dwellings Per Parcel:</p> <table border="1" data-bbox="829 1203 1442 1383"> <thead> <tr> <th>Parcel Size</th> <th>Maximum Number of Accessory Dwellings or Mobile Homes</th> <th>Maximum Number of Principal Dwellings</th> </tr> </thead> <tbody> <tr> <td>Less than 8.0 ha</td> <td>1</td> <td>1</td> </tr> <tr> <td>8.0 ha to 11.9 ha</td> <td>2</td> <td>1</td> </tr> <tr> <td>12.0 ha to 15.9 ha</td> <td>3</td> <td>1</td> </tr> <tr> <td>16.0 ha or greater</td> <td>4</td> <td>1</td> </tr> </tbody> </table> <p>b) one (1) secondary suite.</p>	Parcel Size	Maximum Number of Accessory Dwellings or Mobile Homes	Maximum Number of Principal Dwellings	Less than 8.0 ha	1	1	8.0 ha to 11.9 ha	2	1	12.0 ha to 15.9 ha	3	1	16.0 ha or greater	4	1
Parcel Size	Maximum Number of Accessory Dwellings or Mobile Homes	Maximum Number of Principal Dwellings														
Less than 8.0 ha	1	1														
8.0 ha to 11.9 ha	2	1														
12.0 ha to 15.9 ha	3	1														
16.0 ha or greater	4	1														
<p>Minimum Setbacks: <u>Buildings and Structures:</u> front parcel line: 7.5 metres rear parcel line: 7.5 metres interior side parcel line: 1.5 metres exterior side parcel line: 4.5 metres <u>Accessory buildings and structures:</u> front parcel line: 7.5 metres rear parcel line: 1.5 metres interior side parcel line: 1.5 metres exterior side parcel line: 4.5 metres</p>	<p>Minimum Setbacks: <u>Buildings and Structures:</u> front parcel line: 7.5 metres rear parcel line: 7.5 metres interior side parcel line: 4.5 metres exterior side parcel line: 4.5 metres <u>Accessory buildings and structures:</u> front parcel line: 7.5 metres rear parcel line: 4.5 metres interior side parcel line: 4.5 metres exterior side parcel line: 4.5 metres</p>															

<u>livestock shelters, equestrian centre, generator sheds, boilers or walls with fans, and on-farm soil-less medium production facilities:</u> front parcel line: 15.0 metres rear parcel line: 15.0 metres interior side parcel line: 15.0 metres exterior side parcel line: 15.0 metres <u>Incinerator or compost facility:</u> front parcel line: 30.0 metres rear parcel line: 30.0 metres interior side parcel line: 30.0 metres exterior side parcel line: 30.0 metres	<u>livestock shelters, equestrian centre, generator sheds, boilers or walls with fans, and on-farm soil-less medium production facilities:</u> front parcel line: 15.0 metres rear parcel line: 15.0 metres interior side parcel line: 15.0 metres exterior side parcel line: 15.0 metres <u>Incinerator or compost facility:</u> front parcel line: 30.0 metres rear parcel line: 30.0 metres interior side parcel line: 30.0 metres exterior side parcel line: 30.0 metres
Maximum Height: 10.0 metres (principal) 5.5. metres (accessory)	Maximum Height: 10.0 metres
Maximum Parcel Coverage: 15%	Maximum Parcel Coverage: a) 35% for parcels less than 2,500 m ² in area; b) 20% for parcels greater than 2,500 m ² and less than 2.0 ha in area; and c) for parcels greater than 2.0 ha in area: i) 10%; and ii) 75% for greenhouse uses
Minimum Building Width: Principal Dwelling Unit: 5.0 metres as originally designed and constructed.	Minimum Building Width: n/a

Attachment No. 2 – SH1 Zone vs. LH1 Zone (Electoral Area “E”)

SMALL HOLDINGS ONE (SH1) ZONE	LARGE HOLDINGS ONE (LH1) ZONE																																				
<p>Permitted Uses: <u>Principal Uses:</u> agriculture; [see accessory uses] silviculture; n/a single detached dwellings; veterinary establishments; <u>Accessory Uses:</u> accessory dwellings; bed and breakfast operation; home industries; home occupations; equestrian centres; kennels; n/a retail sales of farm and off-farm products; secondary suites; and accessory buildings and structures.</p>	<p>Permitted Uses: <u>Principal Uses:</u> agriculture; equestrian centres; forestry; resource extraction; single detached dwelling or mobile home; veterinary establishments; <u>Accessory Uses:</u> accessory dwelling or mobile home; bed and breakfast operation; home industries; home occupations; [see principal uses] kennels; packing, processing, storage of farm/off-farm products; retail sales of farm and off-farm products; secondary suites; and accessory buildings and structures.</p>																																				
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<p>Maximum Number of Dwellings Per Parcel:</p> <table border="1"> <thead> <tr> <th>Parcel Size</th> <th>Maximum Number of Accessory Dwellings</th> <th>Maximum Number of Principal Dwellings</th> </tr> </thead> <tbody> <tr> <td>Less than 4.0 ha</td> <td>1</td> <td>1</td> </tr> <tr> <td>4.0 ha to 7.9 ha</td> <td>2</td> <td>1</td> </tr> <tr> <td>8.0 ha to 11.9 ha</td> <td>3</td> <td>1</td> </tr> <tr> <td>12.0 ha or greater</td> <td>4</td> <td>1</td> </tr> <tr> <td>8.0 ha or greater</td> <td>0</td> <td>2</td> </tr> </tbody> </table>	Parcel Size	Maximum Number of Accessory Dwellings	Maximum Number of Principal Dwellings	Less than 4.0 ha	1	1	4.0 ha to 7.9 ha	2	1	8.0 ha to 11.9 ha	3	1	12.0 ha or greater	4	1	8.0 ha or greater	0	2	<p>Maximum Number of Dwellings Per Parcel:</p> <table border="1"> <thead> <tr> <th>Parcel Size</th> <th>Maximum Number of Accessory Dwellings</th> <th>Maximum Number of Principal Dwellings</th> </tr> </thead> <tbody> <tr> <td>Less than 4.0 ha</td> <td>1</td> <td>1</td> </tr> <tr> <td>4.0 ha to 7.9 ha</td> <td>2</td> <td>1</td> </tr> <tr> <td>8.0 ha to 11.9 ha</td> <td>3</td> <td>1</td> </tr> <tr> <td>12.0 ha or greater</td> <td>4</td> <td>1</td> </tr> <tr> <td>8.0 ha or greater</td> <td>0</td> <td>2</td> </tr> </tbody> </table>	Parcel Size	Maximum Number of Accessory Dwellings	Maximum Number of Principal Dwellings	Less than 4.0 ha	1	1	4.0 ha to 7.9 ha	2	1	8.0 ha to 11.9 ha	3	1	12.0 ha or greater	4	1	8.0 ha or greater	0	2
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<p>Minimum Setbacks: <u>Buildings and Structures:</u> front parcel line: 7.5 metres rear parcel line: 7.5 metres interior side parcel line: 4.5 metres exterior side parcel line: 4.5 metres <u>Accessory buildings and structures:</u> front parcel line: 7.5 metres rear parcel line: 4.5 metres interior side parcel line: 4.5 metres exterior side parcel line: 4.5 metres</p>	<p>Minimum Setbacks: <u>Buildings and Structures:</u> front parcel line: 7.5 metres rear parcel line: 7.5 metres interior side parcel line: 4.5 metres exterior side parcel line: 4.5 metres <u>Accessory buildings and structures:</u> front parcel line: 7.5 metres rear parcel line: 4.5 metres interior side parcel line: 4.5 metres exterior side parcel line: 4.5 metres</p>																																				

<u>livestock shelters, equestrian centre, generator sheds, boilers or walls with fans, and on-farm soil-less medium production facilities:</u> front parcel line: 15.0 metres rear parcel line: 15.0 metres interior side parcel line: 15.0 metres exterior side parcel line: 15.0 metres <u>Incinerator or compost facility:</u> front parcel line: 30.0 metres rear parcel line: 30.0 metres interior side parcel line: 30.0 metres exterior side parcel line: 30.0 metres	<u>livestock shelters, equestrian centre, generator sheds, boilers or walls with fans, and on-farm soil-less medium production facilities:</u> front parcel line: 15.0 metres rear parcel line: 15.0 metres interior side parcel line: 15.0 metres exterior side parcel line: 15.0 metres <u>Incinerator or compost facility:</u> front parcel line: 30.0 metres rear parcel line: 30.0 metres interior side parcel line: 30.0 metres exterior side parcel line: 30.0 metres
Maximum Height: 10.0 metres	Maximum Height: 10.0 metres
Maximum Parcel Coverage: 10%	Maximum Parcel Coverage: a) 35% for parcels less than 2,500 m ² in area; b) 20% for parcels greater than 2,500 m ² and less than 2.0 ha in area; and c) for parcels greater than 2.0 ha in area: i) 10%; and ii) 75% for greenhouse uses
Minimum Building Width: Principal Dwelling Unit: 5.0 metres as originally designed and constructed.	Minimum Building Width: n/a

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2797, 2018

**A Bylaw to amend the Electoral Areas "D-2" & "E"
Regional District of Okanagan-Similkameen Official Community Plan Bylaws & Zoning Bylaws**

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 Small Holdings One (SH1) Zone Review Amendment Bylaw No. 2797, 2018."

Electoral Area "D-2"

2. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "D-2" Official Community Plan Bylaw No. 2603, 2013, is amended by changing the land use designation on:
 - i) the land shown shaded yellow on Schedule 'A-1', which forms part of this Bylaw, from Small Holdings (SH) to Large Holdings (LH).
 - ii) the land described as Lot B, Plan KAP72393, District Lot 2710, SDYD (2027 Carmi Road), shown shaded yellow on Schedule 'B-1', which forms part of this Bylaw, from Small Holdings (SH) to Large Holdings (LH).
 - iii) an approximately 7.5 hectare part of the land described as Lot B, Plan KAP44059, District Lot 292, SDYD (2170 Highway 97), shown shaded yellow on Schedule 'C-1', which forms part of this Bylaw, from Small Holdings (SH) to Large Holdings (LH).
3. The "Regional District Okanagan-Similkameen, Electoral Area "D-2" Zoning Bylaw No. 2455, 2008" is amended by:
 - i) removing the reference to "Small Holdings One Zone SH1" under Section 5.1 (Zoning Districts).

Commented [CG1]: Addresses proposed deletion of SH1 Zone.

- ii) replacing the fifth line in the second column of Table 7.9 (Screening and Landscaping Requirements) under Section 7.0 (General Regulations) in its entirety with the following:

Across a highway from any zone except RA, AG1, AG3, LH1, LH2, I2 or I4.

Commented [J2]: Removes reference to SH1 Zone.

- iii) replacing the sixth line in the second column of Table 7.9 (Screening and Landscaping Requirements) under Section 7.0 (General Regulations) in its entirety with the following:

Abuts any zone except RA, AG1, AG3, LH1, LH2, I2 or I4.

Commented [J3]: Removes reference to SH1 Zone.

- iv) replacing Section 10.5 (Small Holdings One (SH1) Zone) under Section 10.0 (Rural Zones) in its entirety with the following:

10.5 ~~deleted.~~

Commented [J4]: Related to proposed deletion of the SH1 Zone.

- v) adding a new Section 17.4.2 under Section 17.4 (Site Specific Large Holdings One (LH1s) Provisions) to read as follows:

2 in the case of land described as Lot B, Plan KAP72393, District Lot 2710, SDYD, and shown shaded yellow on Figure 17.4.2:

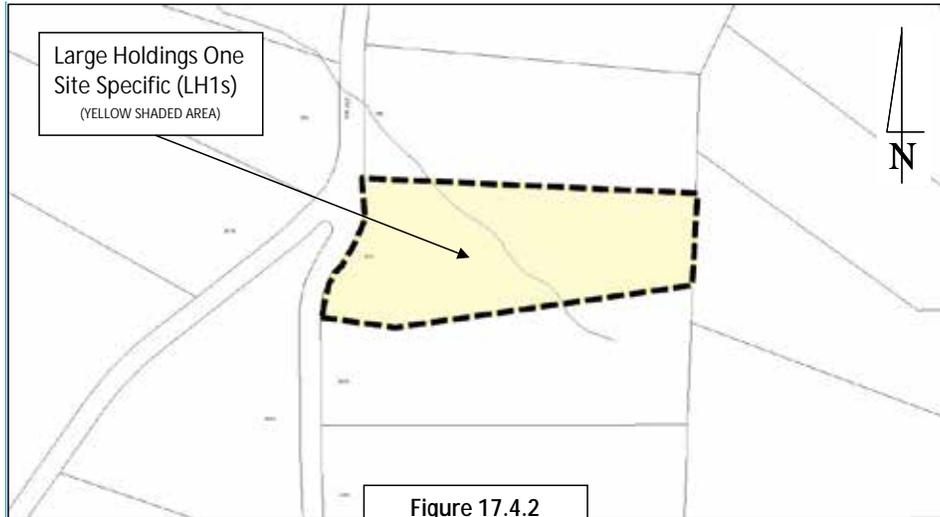
a) the following accessory use shall be permitted on the land in addition to the permitted uses listed in Section 10.4.1:

i) kennel, which is defined as meaning the care of no more than fifteen (15) dogs, cats or other domestic animals or pets whether such animals are kept commercially for board, propagation, training, sale or for personal and private enjoyment.

b) despite Section 10.4.6, the minimum setback for buildings, structures and areas utilized in association with a kennel from all parcel lines shall be 30.0 metres.

c) the gross floor area of a building or structure used in association with a kennel shall not exceed 90 m².

Commented [CG5]: Proposed updating of site specific zoning that currently applies to the property at 2027 Carmi Road (and allows for a "kennel" use).



Commented [J6]: Update Figure numbers.

vi) adding a new Section 17.4.3 under Section 17.4 (Site Specific Large Holdings One (LH1s) Provisions) to read as follows:

3 in the case of land shown shaded yellow on Figure 17.4.3:

a) the following principal uses and no others shall be permitted on the land:

- i) agriculture, subject to Section 7.23;
- ii) charitable, fraternal or philanthropic institution;
- iii) forestry;
- iv) single detached dwelling;
- v) veterinary establishment;

b) the following accessory uses and no others shall be permitted on the land:

- i) bed and breakfast operation, subject to Section 7.19;
- ii) home industries, subject to Section 7.18;
- iii) home occupations, subject to Section 7.17;
- iv) secondary suite, subject to Section 7.12;
- v) retail sales of farm and off-farm products, subject to Section 7.24;
- vi) accessory buildings and structures, subject to Section 7.13.

Commented [CG7]: Is to be applied to the Upper Carmi area and is intended to ensure that density provisions remain unchanged (i.e. 1 principal dwelling per parcel) as well as permitted (i.e. be excluding "kennel" as a permitted accessory use).

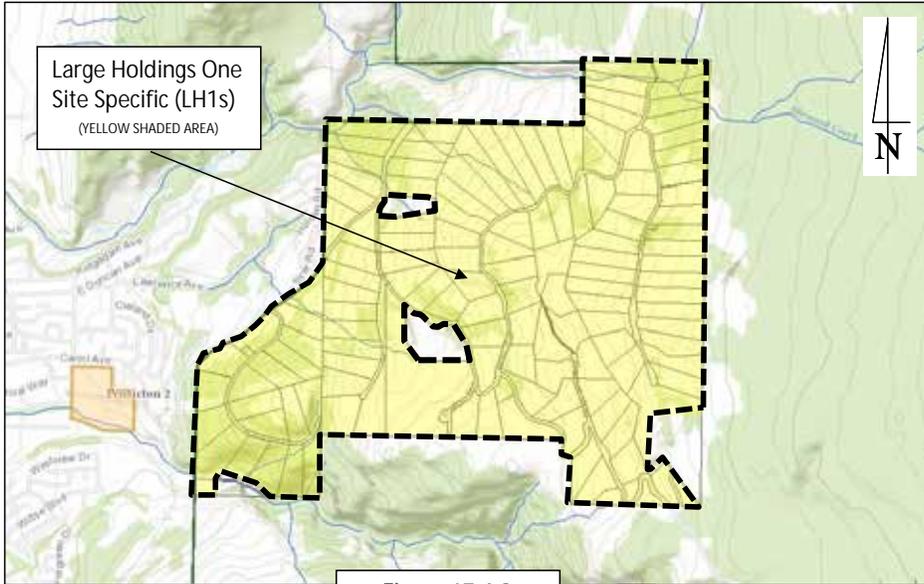


Figure 17.4.3

- vii) replacing Section 17.5 (Site Specific Small Holdings One (SH1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.5 ~~deleted.~~

Commented [J8]: Related to proposed deletion of the SH1 Zone.

- 4. The Official Zoning Map, being Schedule '2' of the Electoral Area "D-2" Zoning Bylaw No. 2455, 2008, is amended by changing the land use designation on:
 - i) the land shown shaded yellow on Schedule 'A-2', which forms part of this Bylaw, from Small Holdings One (SH1) to Large Holdings One Site Specific (LH1s).
 - ii) the land described as Lot B, Plan KAP72393, District Lot 2710, SDYD (2027 Carmi Road), shown shaded yellow on Schedule 'B-2', which forms part of this Bylaw, from Small Holdings One Site Specific (SH1s) to Large Holdings One Site Specific (LH1s).
 - iii) an approximately 7.5 hectare part of the land described as Lot B, Plan KAP44059, District Lot 292, SDYD (2170 Highway 97), shown shaded yellow on Schedule 'C-2', which forms part of this Bylaw, from Small Holdings One (SH1) to Large Holdings One (LH1).

Electoral Area "E"

- 5. The "Regional District Okanagan-Similkameen, Electoral Area "E" Official Community Plan Bylaw No. 2458, 2008" is amended by:
 - i) replacing Section 10.0 (Rural Zones) in its entirety with the following:

Commented [CG9]: Proposed textual changes to the OCP Bylaw are required in order to facilitate the consolidation of the SH1 Zone into the LH1 Zone in Electoral Area "E".

10.0 RURAL HOLDINGS

10.1 Background

The Plan Area's rural character and lifestyles are some of the most valued aspects to area residents. While the majority of future residential growth will be directed to designated Rural Growth Areas, there is potential for limited rural development.

Within the Plan Area, Rural Holdings are generally grouped into two categories, Large Holdings (LH) and Small Holdings (SH).

The Large Holdings designation, applies to typically privately-held properties smaller than Resource Area parcels and includes large parcels of land generally used for acreages, hobby farms, limited agriculture, ranching, grazing, and other uses that fit with the character of this area. Large Holdings should have a range of minimum parcel sizes but no less than of 4.0 hectares.

The Small Holdings designation includes medium sized parcels of land generally used for rural residential, part time farming, limited agriculture, home industry uses and other uses that fit with the character of the area.

As with Large Holdings, Small Holdings are generally located outside of the Agricultural Land Reserve.

10.2 Objectives

- .1 Retain and enhance the rural character of lands designated for Large Holdings and Small Holdings.
- .2 Prevent rural sprawl, by limiting development on Small Holdings properties to rural residential densities and agricultural uses.
- .3 Reduce potential conflicts between rural residential developments and agricultural operations on Rural Holdings.
- .4 Reduce the wildfire hazard threat to residential areas located within the Small and Large Holdings designations.

10.3 Policies - General

The Regional Board:

- .1 Supports home occupation and home industry uses on lands designated Small Holdings (SH) and Large Holdings (LH), provided the uses are compatible with the surrounding rural character.
- .2 Will evaluate new Rural Holdings developments against the implications and impacts on the agricultural uses in the area.

- .3 Generally does not support additional development outside of designated Rural Growth Areas.
- .4 Requires any proposal to create additional land designated or zoned either Large Holdings or Small Holdings to:
 - a) Clearly demonstrate and articulate the need for it in the context of its impact on the community and the objectives of this OCP; and
 - b) Provide an assessment of the proposal against the following criteria:
 - i) availability of vacant land currently designated as either Large Holdings or Small Holdings;
 - ii) capability of the natural environment to support the proposed development;
 - iii) impact on environmentally sensitive areas, as illustrated on Schedule 'I' (Environmentally Sensitive Development Permit Areas);
 - iv) capability of accommodating on-site domestic water and sewage disposal, or availability of community water or sewer, and submission of an assessment from a qualified professional in accordance with the Regional District Subdivision Servicing Bylaw;
 - v) proximity to existing roads and other community and essential services;
 - vi) susceptibility to natural hazards including but not limited to flooding, slope instability or wildfire risk;
 - vii) compatibility with adjacent land uses and designations, and the character of the existing area;
 - viii) consideration of visual impacts where development is proposed on hillsides and other visually sensitive areas; and
 - ix) type, timing and staging of the development.
- .5 Protects and conserves agriculturally productive land, and environmentally sensitive areas within designated Small Holdings and Large Holdings areas.
- .6 Should work collaboratively with the Subdivision Approving Authority to ensure that rural developments and subdivisions allow for public access to Crown land.
- .7 Encourages voluntary environmental stewardship on private lands within Small and Large Holdings areas.
- .8 Encourages new developments that abut agricultural land or livestock grazing land to provide perimeter fencing.

- .9 Supports the provision of paid accommodation for visitors through the short-term rental of residences provided that community and neighborhood residential needs and other land use needs can be addressed.
- .10 Supports the use of a residence for short-term vacation rental where permitted by a Temporary Use Permit for rezoning. The Regional Board may use the following criteria to assess applications:
 - a) Capability of accommodating on-site domestic water and sewage disposal;
 - b) Mitigating measures such as screening and fencing;
 - c) Provision of adequate off-street parking;
 - d) Confirmation that the structure proposed for use as a vacation rental complies with the BC Building Code; and
 - e) Benefits that such accommodation may provide to the community.

10.4 Policies – Large Holdings

The Regional Board:

- .1 Supports the use of lands designated Large Holdings identified in Schedule 'B' (Official Community Plan Map) for agriculture, ranching, grazing, keeping of livestock, veterinary establishments, kennels, outdoor recreation, open space, limited residential use and other uses that will have minimal environmental impact and preserve the lands in a largely undeveloped state.
- .2 Will establish a range of densities and parcel sizes, to be no less than 4 ha in area, for land designated Large Holdings in the Plan area through the Zoning Bylaw.
- .3 Allows secondary suites and may consider additional accessory dwellings based on the size of parcel.
- .4 Discourages changes in land designation or zoning that will allow for incompatible land uses or the subdivision of Large Holdings parcels to less than four hectares in size.

10.5 Policies – Small Holdings

The Regional Board:

- .1 Generally supports a range of uses on the lands designated Small Holdings in Schedule 'B' (Official Community Plan Map), including: rural residential, hobby farming, limited agriculture and others uses that fit within the rural character of the surrounding area.

- .2 Will establish a range of densities and parcel sizes for lands designated Small Holdings in the Plan Area through the Zoning Bylaw.
 - .3 Supports a minimum parcel size of one hectare for lands without community sewer within the Small Holdings (SH) designation.
6. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "E" Official Community Plan Bylaw No. 2458, 2008, is amended by changing the land use designation on:
- i) an approximately 2.1 hectare part of the land described as Lot 1, Plan KAP15856, District Lot 2551, SDYD, Except Plan 35480 (1225 Spiller Road), and shown shaded yellow on Schedule 'D-1', which forms part of this Bylaw, from Large Holdings (LH) to Small Holdings (SH);
 - ii) the land described as Lots 1-3, Plan KAS2440, District Lot 3314, SDYD (4052, 4074 & 4086 Hook Place), and shown shaded yellow on Schedule 'G-1', which forms part of this Bylaw, from Large Holdings (LH) to Small Holdings (SH); and
 - iii) the land described as Lot 1, Plan KAP611111, SDYD, District Lot 156 3314 (4290 North Naramata Road); Lot A, Plan KAP61979, SDYD, District Lot 156 3314 (4230 North Naramata Road) and an approximately 2,460 m² area of Plan KAP497A, District Lot 156, SDYD, Parcel A, Portion OF LOT B PL 706, Except Plan KAP57361 KAP62873, and shown shaded yellow on Schedule 'H-1', which forms part of this Bylaw, from Agriculture (AG) to Small Holdings (SH).

7. The "Regional District Okanagan-Similkameen, Electoral Area "E" Zoning Bylaw No. 2459, 2008" is amended by:

- i) removing the reference to "Small Holdings One Zone SH1" under Section 5.1 (Zoning Districts).
- ii) replacing Section 10.3.6 under Section 10.3 (Large Holdings One (LH1) Zone) in its entirety with the following:

10.3.6 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 4.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 4.5 metres
 - iii) Interior side parcel line: 4.5 metres

Commented [CG10]: Related to proposed deletion of the SH1 Zone.

- iv) Exterior side parcel line: 4.5 metres
- c) Despite Section 10.3.6(a)&(b), livestock shelters, equestrian centre, generator sheds, boilers or walls with fans, and on-farm soil-less medium production facilities:
 - i) Front parcel line: 15.0 metres
 - ii) Rear parcel line: 15.0 metres
 - iii) Interior side parcel line: 15.0 metres
 - iv) Exterior side parcel line: 15.0 metres
- d) Despite Section 10.3.6(a)&(b), incinerator or compost facility:
 - i) Front parcel line: 30.0 metres
 - ii) Rear parcel line: 30.0 metres
 - iii) Interior side parcel line: 30.0 metres
 - iv) Exterior side parcel line: 30.0 metres
- iii) replacing Section 10.4 (Small Holdings One (SH1) Zone) under Section 10.0 (Rural Zones) in its entirety with the following:

10.4 ~~deleted.~~

Commented [J11]: Related to proposed deletion of the SH1 Zone.

- iv) adding a new Section 15.3.2 under Section 15.3 (Site Specific Large Holdings One (LH1s) Provisions) to read as follows:

.2 In the case of land described as Lot 2, Plan KAP86176, District Lot 2551, SDYD (1278 Spiller Road), and shown hatched on Figure 15.3.2:

- i) the following accessory uses shall be permitted on the land in addition to the permitted uses listed in Section 10.3.1:

a) vacation rental, subject to the following regulations:

- .1 no more than three (3) dwelling units may be used for the purposes of a vacation rental;
- .2 the maximum floor area of a dwelling unit used for a vacation rental shall not exceed 112.0 m²;
- .3 the units are fully contained within one building which includes the principal dwelling unit on the parcel;
- .4 no more than six (6) patrons shall be accommodated within each dwelling unit used for a vacation rental use;
- .5 cooking facilities may be provided for within the dwelling unit used for a vacation rental use;

- .6 no patron shall stay within the same each dwelling unit used for a vacation rental use for more than thirty (30) days in a calendar year; and
- .7 only the permanent residents or permanent occupants of the principal dwelling unit may carry on the vacation rental on the site.

Commented [CG12]: Proposed updating of site specific zoning that currently applies to the property at 1278 Spiller Road (and allows for a "vacation rental" use).

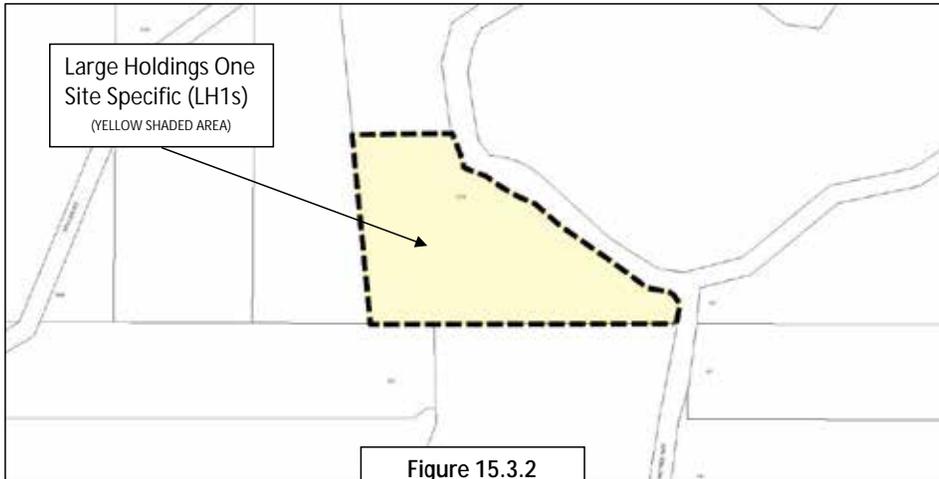


Figure 15.3.2

- v) replacing Section 15.4 (Site Specific Small Holdings One (SH1s) Provisions) under Section 15.0 (Site Specific Designations) in its entirety with the following:

15.4 ~~deleted.~~

Commented [J13]: Related to proposed deletion of the SH1 Zone.

- 8. The Official Zoning Map, being Schedule '2' of the Electoral Area "E" Zoning Bylaw No. 2459, 2008, is amended by changing the land use designation on:
 - i) an approximately 2.1 hectare part of the land described as Lot 1, Plan KAP15856, District Lot 2551, SDYD, Except Plan 35480 (1225 Spiller Road), and shown shaded yellow on Schedule 'D-2', which forms part of this Bylaw, from Small Holdings One Site Specific (SH1s) to Small Holdings Three (SH3).
 - ii) the land described as Lot 2, Plan KAP86176, District Lot 2551, SDYD (1278 Spiller Road), and shown shaded yellow on Schedule 'E-1', which forms part of this Bylaw, from Small Holdings One Site Specific (SH1s) to Large Holdings One Site Specific (LH1s).
 - iii) the land shown shaded yellow on Schedule 'F-1', which forms part of this Bylaw, from Small Holdings One (SH1) to Large Holdings One (LH1).
 - iv) the land described as Lots 1-3, Plan KAS2440, District Lot 3314, SDYD (4052, 4074 & 4086 Hook Place), and shown shaded yellow on Schedule 'G-2', which forms part of this Bylaw, from Small Holdings One (SH1) to Small Holdings Three (SH3).

- v) the land described as Lot 1, Plan KAP61111, SDYD, District Lot 156 3314 (4290 North Naramata Road); Lot A, Plan KAP61979, SDYD, District Lot 156 3314 (4230 North Naramata Road) and an approximately 2,460 m² area of Plan KAP497A, District Lot 156, SDYD, Parcel A, Portion OF LOT B PL 706, Except Plan KAP57361 KAP62873, and shown shaded yellow on Schedule 'H-2', which forms part of this Bylaw, from Agriculture One (AG1) to Small Holdings Three (SH3).
- vi) the land described as Plan KAP4945B, Block A, District Lot 3314, SDYD (4460 North Naramata Road); Lots 4-5, Plan KAS2440, District Lot 156, 3314, SDYD (4036 & 4040 Hook Place) and an approximately 0.65 hectare part of Plan KAP497A, District Lot 156, SDYD, Parcel A, Portion of Lot B, Plan 706, Except Plan KAP57361 KAP62873, and shown shaded yellow on Schedule 'I-1', which forms part of this Bylaw, from Small Holdings One (SH1) to Large Holdings One (LH1).
- vii) an approximately 0.97 hectare part of the land described as Lot 2, Plan KAP27775, District Lot 211, SDYD, Except Plan 28750 (4765 Mill Road), and shown shaded yellow on Schedule 'J-1', which forms part of this Bylaw, from Small Holdings One (SH1) to Small Holdings Three (SH3).

DRAFT

READ A FIRST AND SECOND TIME this ____ day of _____, 2018.

PUBLIC HEARING HELD this ____ day of _____, 2018.

READ A THIRD TIME this ____ day of _____, 2018.

I hereby certify the foregoing to be a true and correct copy of the " Regional District of Okanagan-Similkameen Small Holdings Update Amendment Bylaw No. 2797, 2018" as read a Third time by the Regional Board on this ____day of ____, 2018.

Dated at Penticton, BC this __ day of ____, 2018.

Corporate Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this ____ day of _____, 2018.

For the Minister of Transportation & Infrastructure

ADOPTED this ____ day of _____, 2018.

Board Chair

Chief Administrative Officer

DRAFT

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

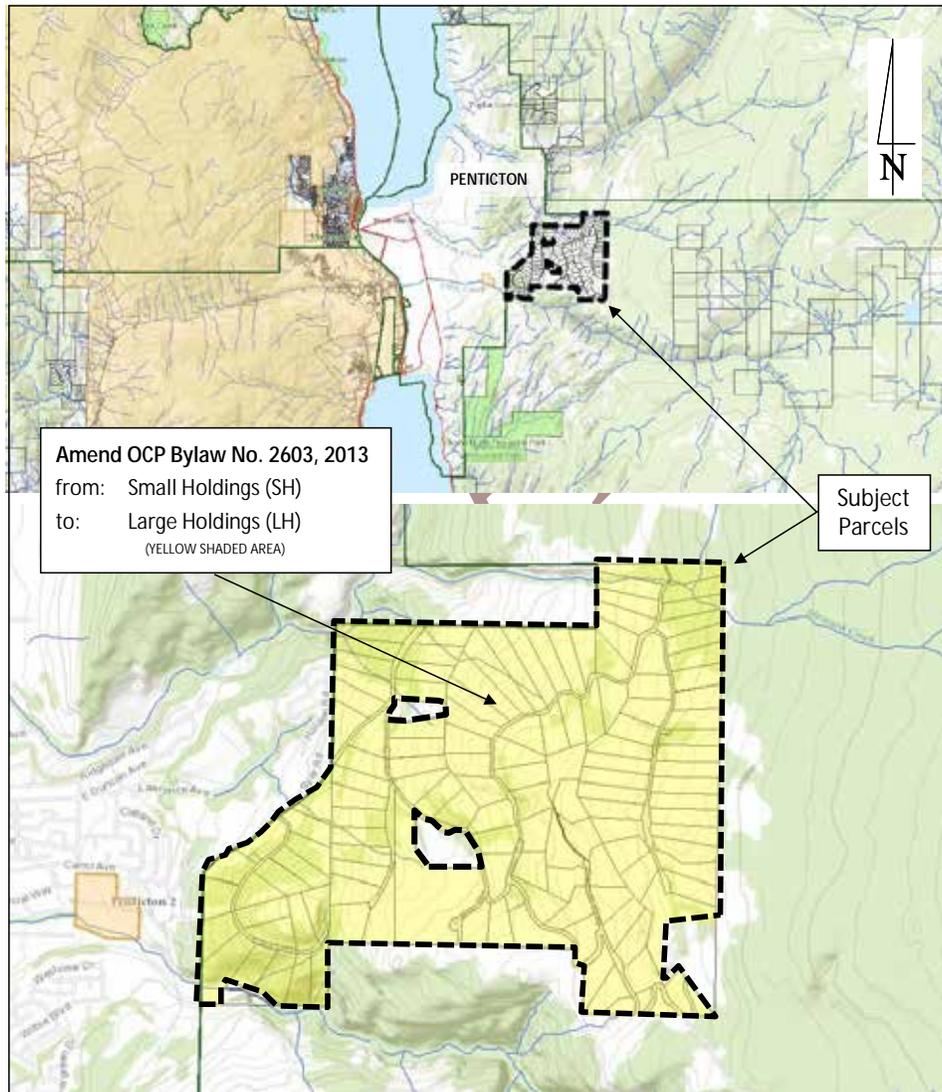
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'A-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

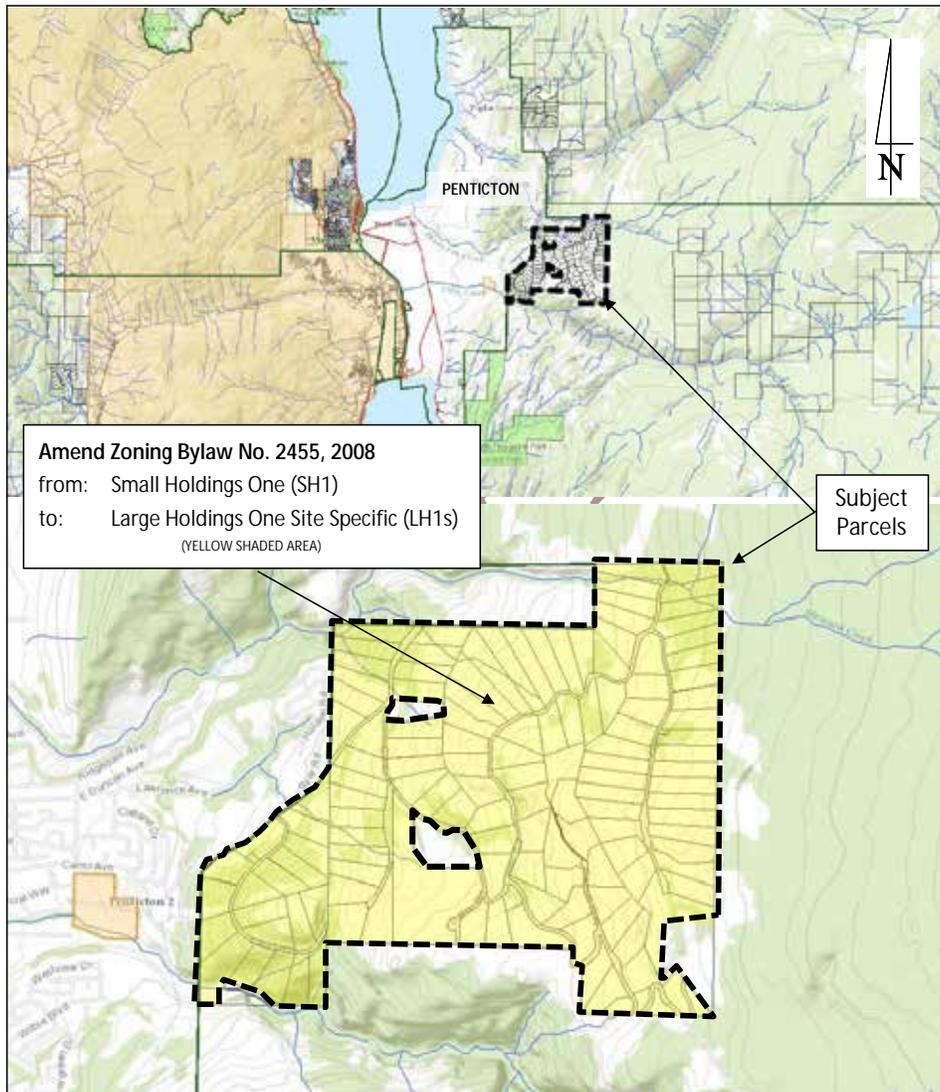
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'A-2'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

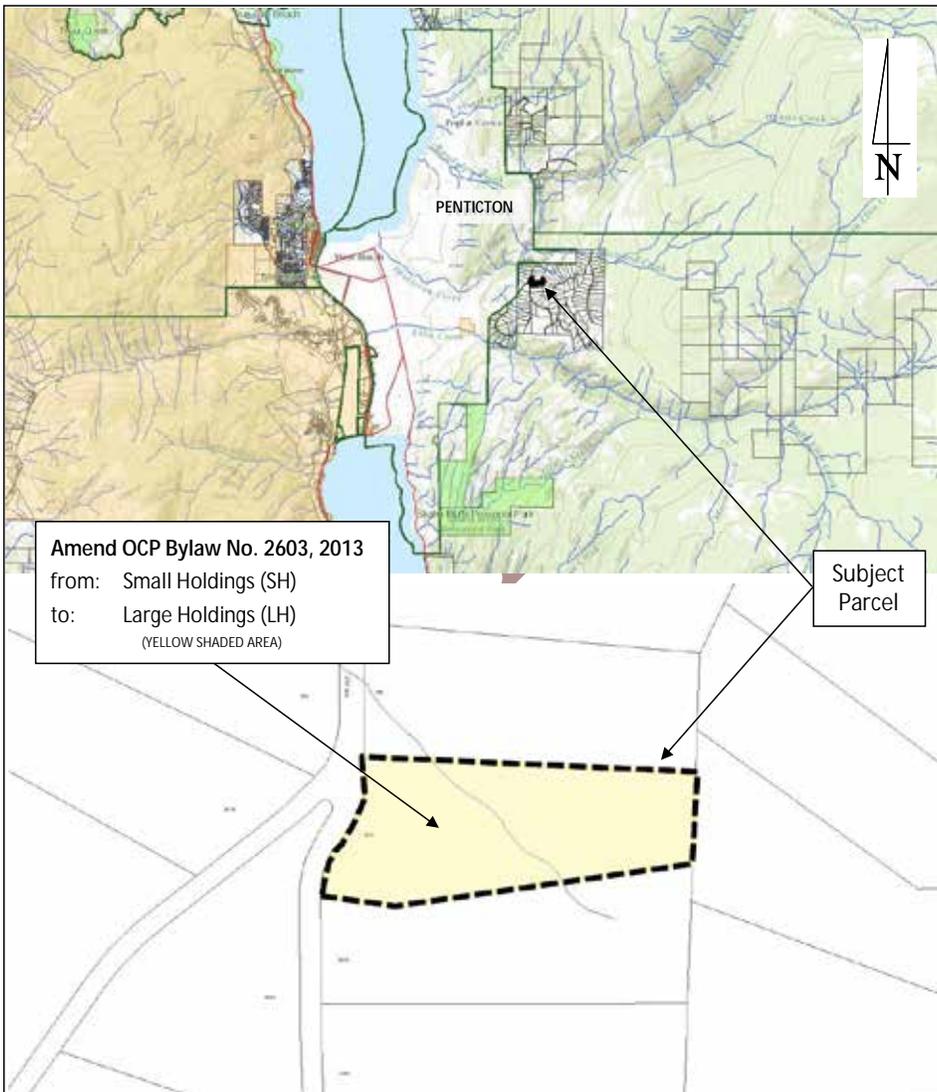
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'B-1'



DRAFT VERSION - 2018-01-18

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Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

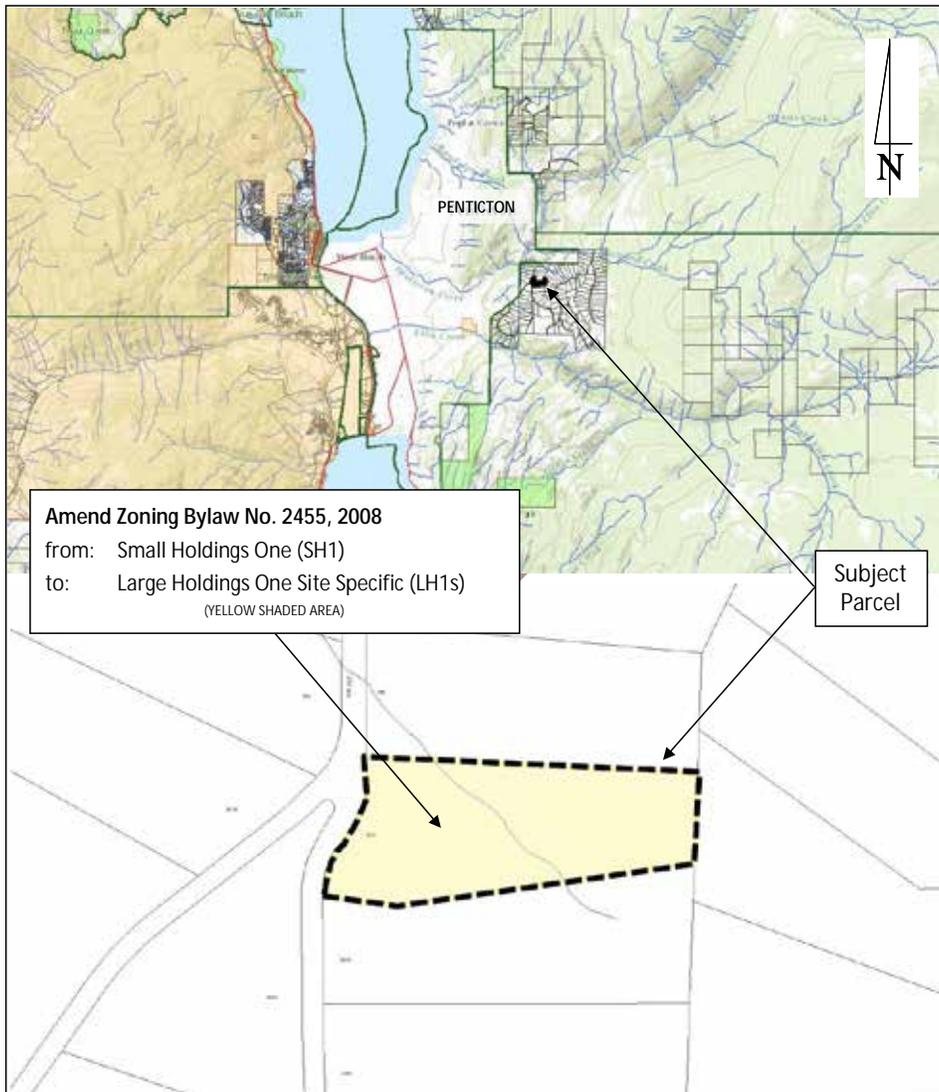
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Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'B-2'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

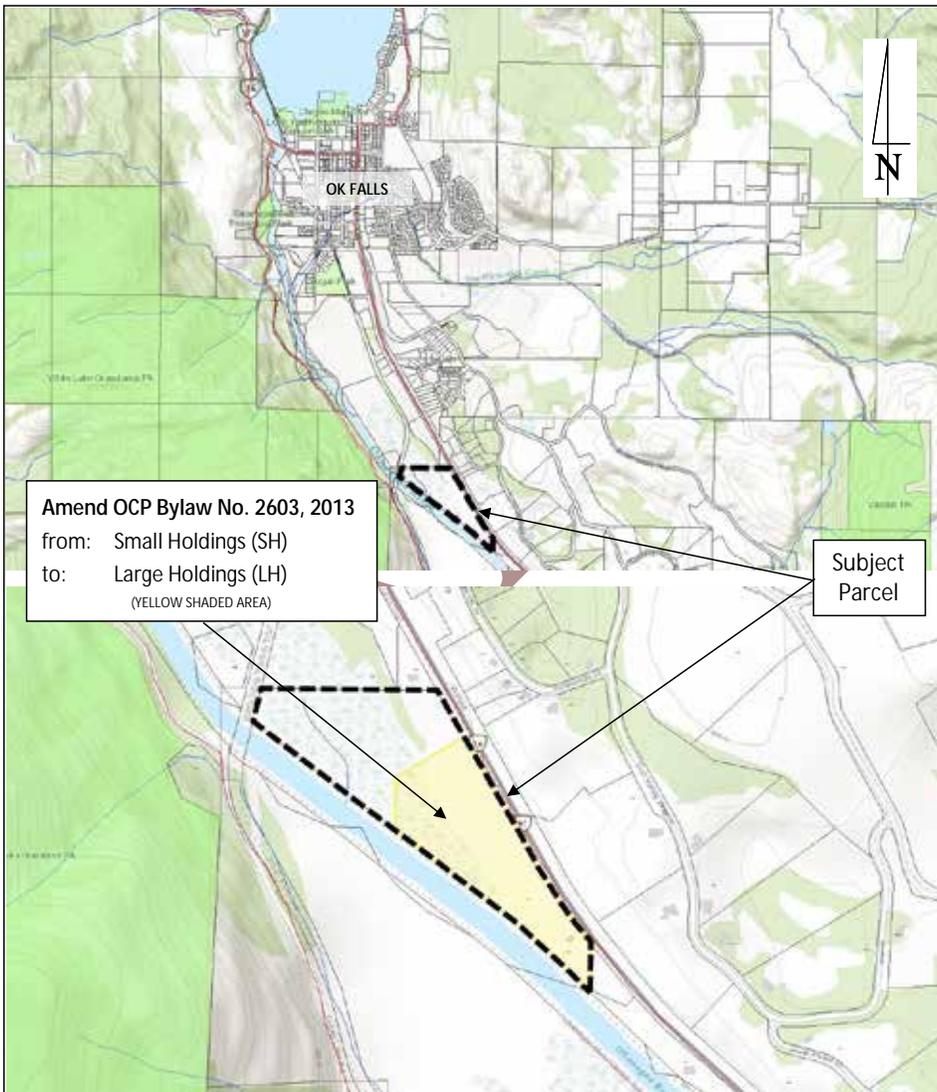
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'C-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

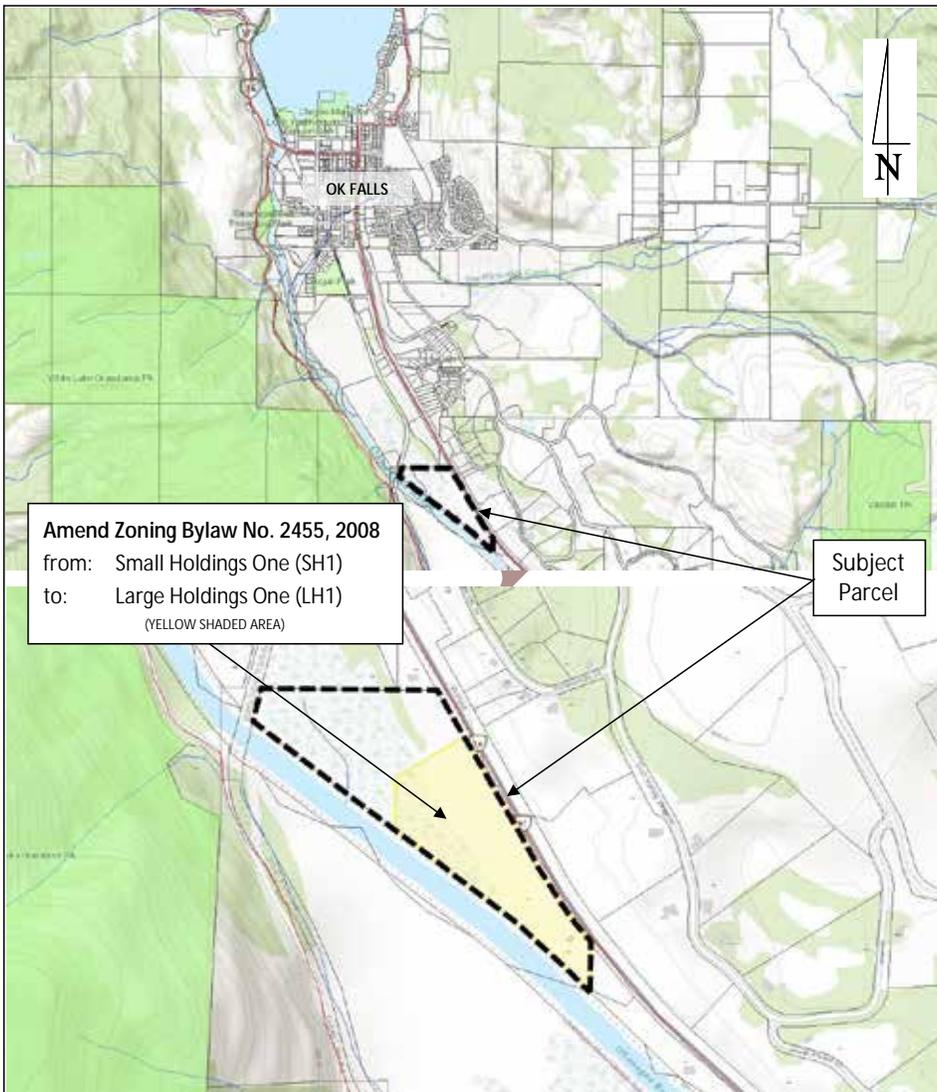
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Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'C-2'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

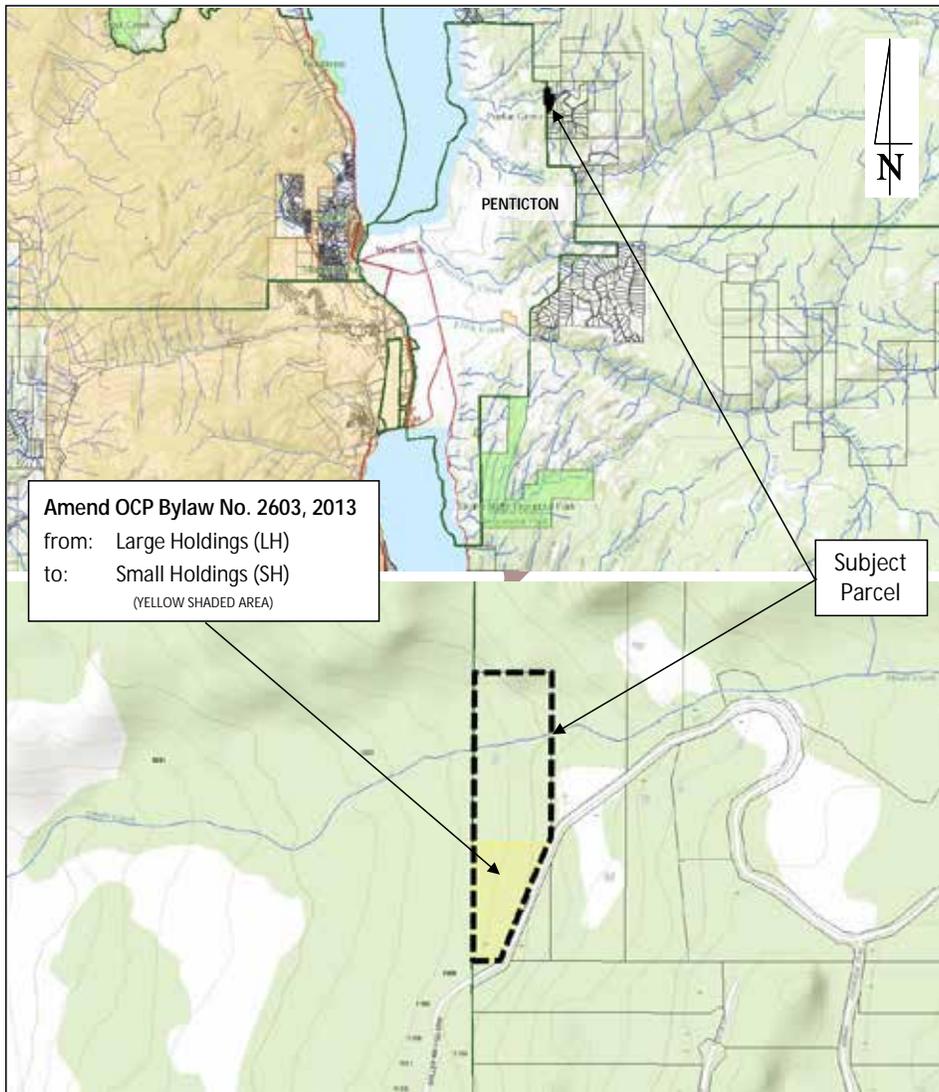
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'D-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

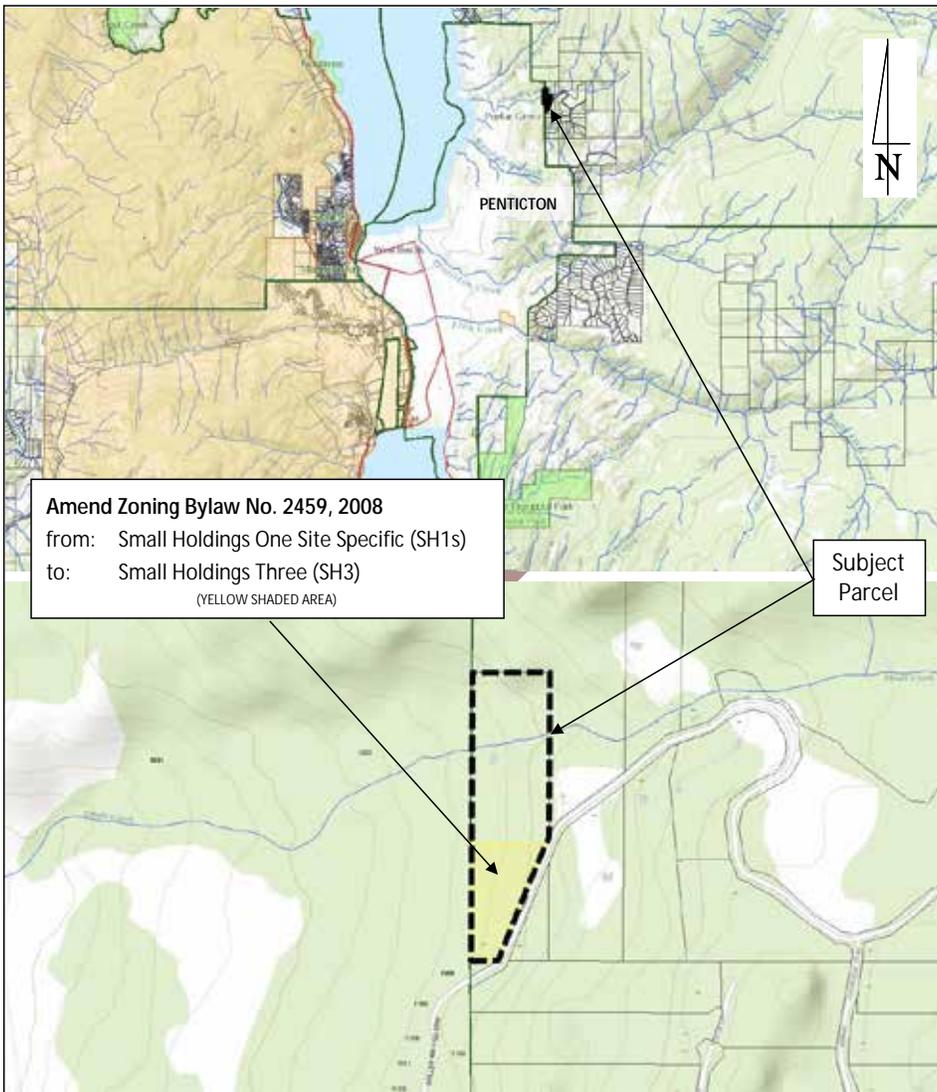
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'D-2'1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

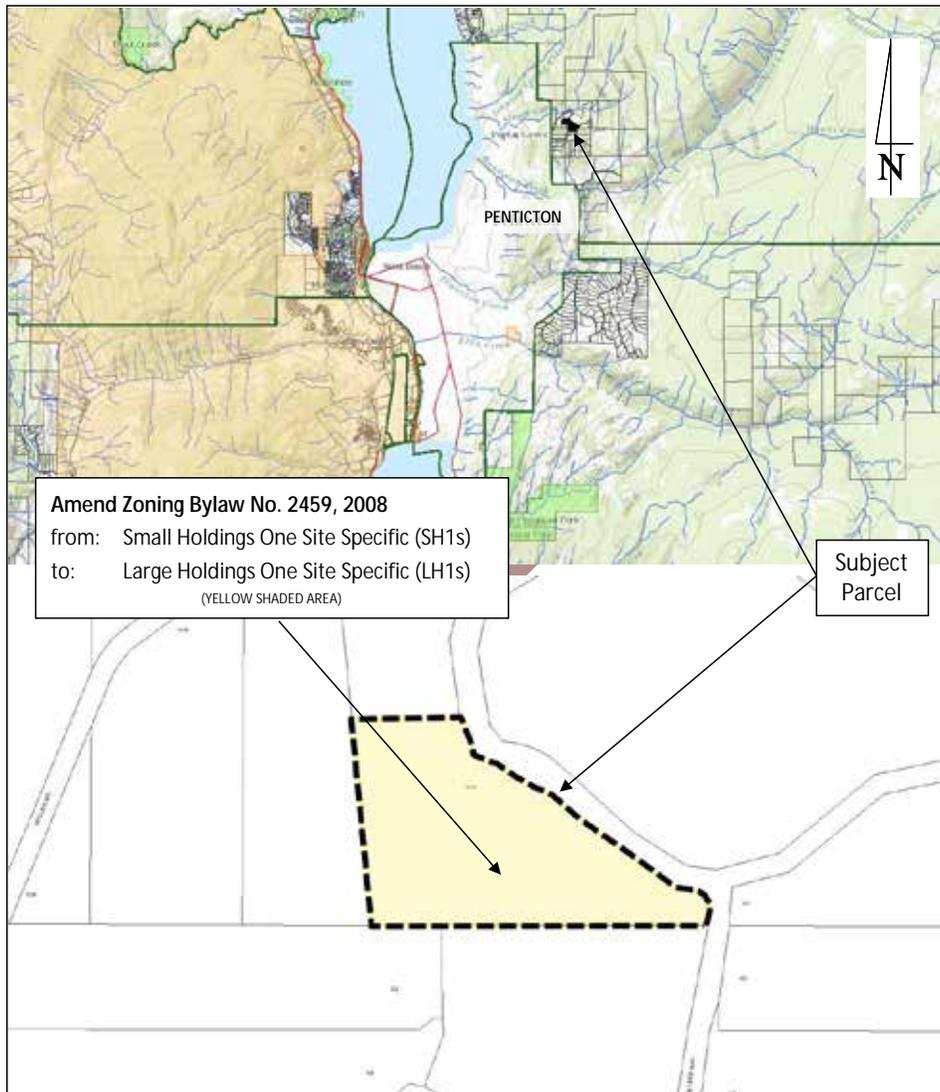
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'E-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

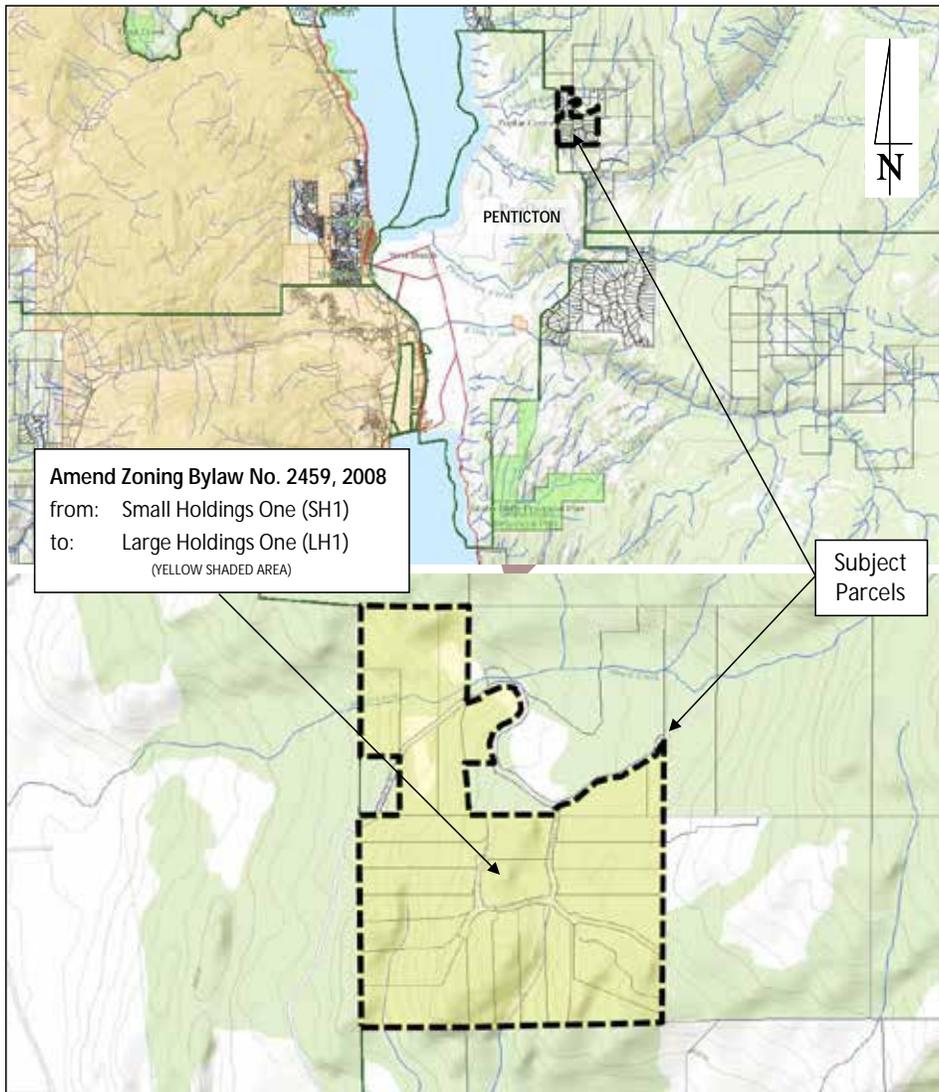
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'F-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

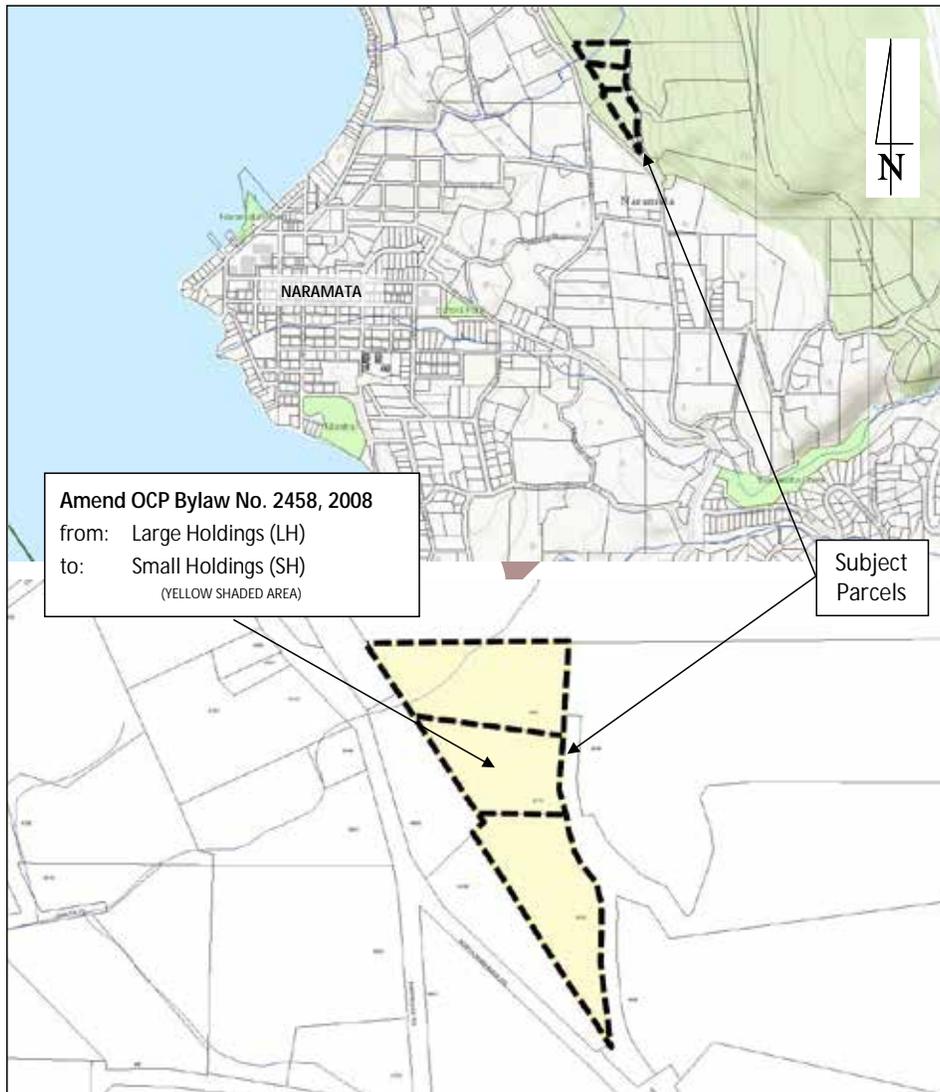
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Schedule 'G-1'

Project No: X2018.003-ZONE



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

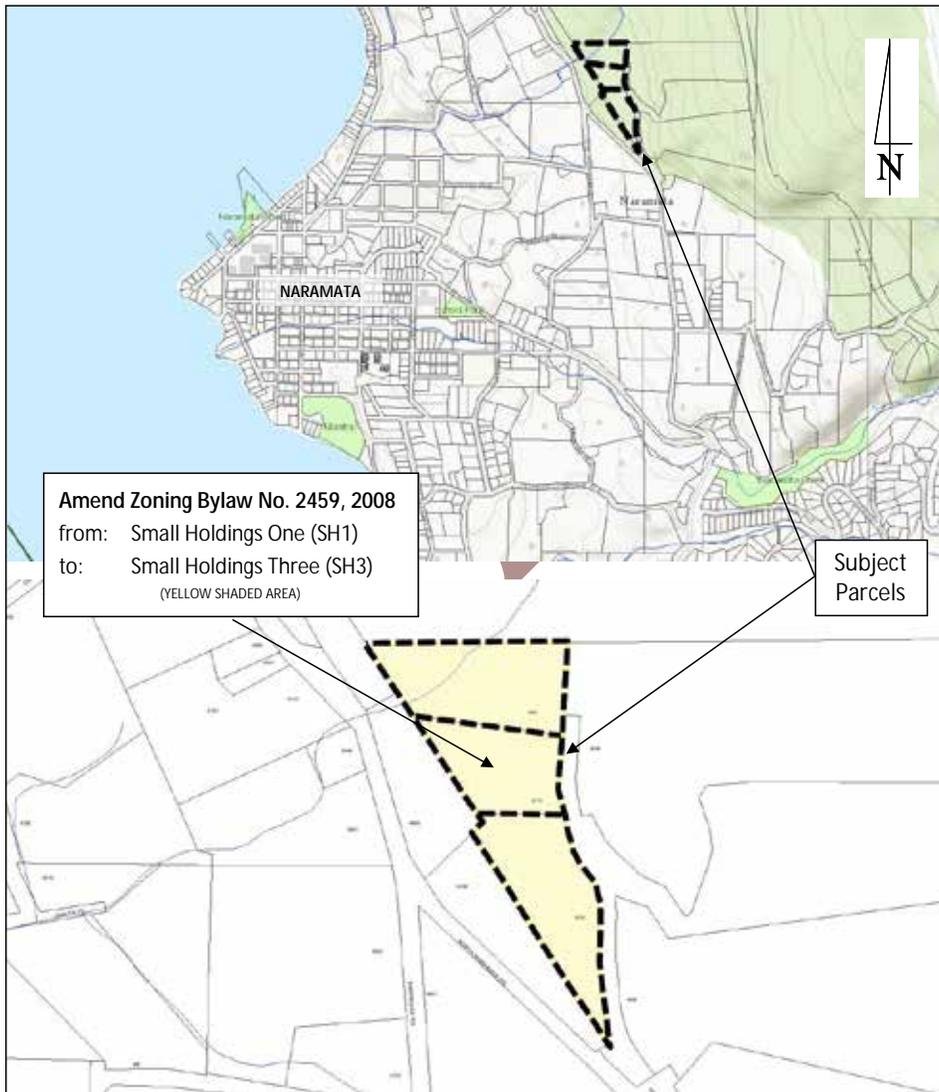
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Schedule 'G-2'

Project No: X2018.003-ZONE



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

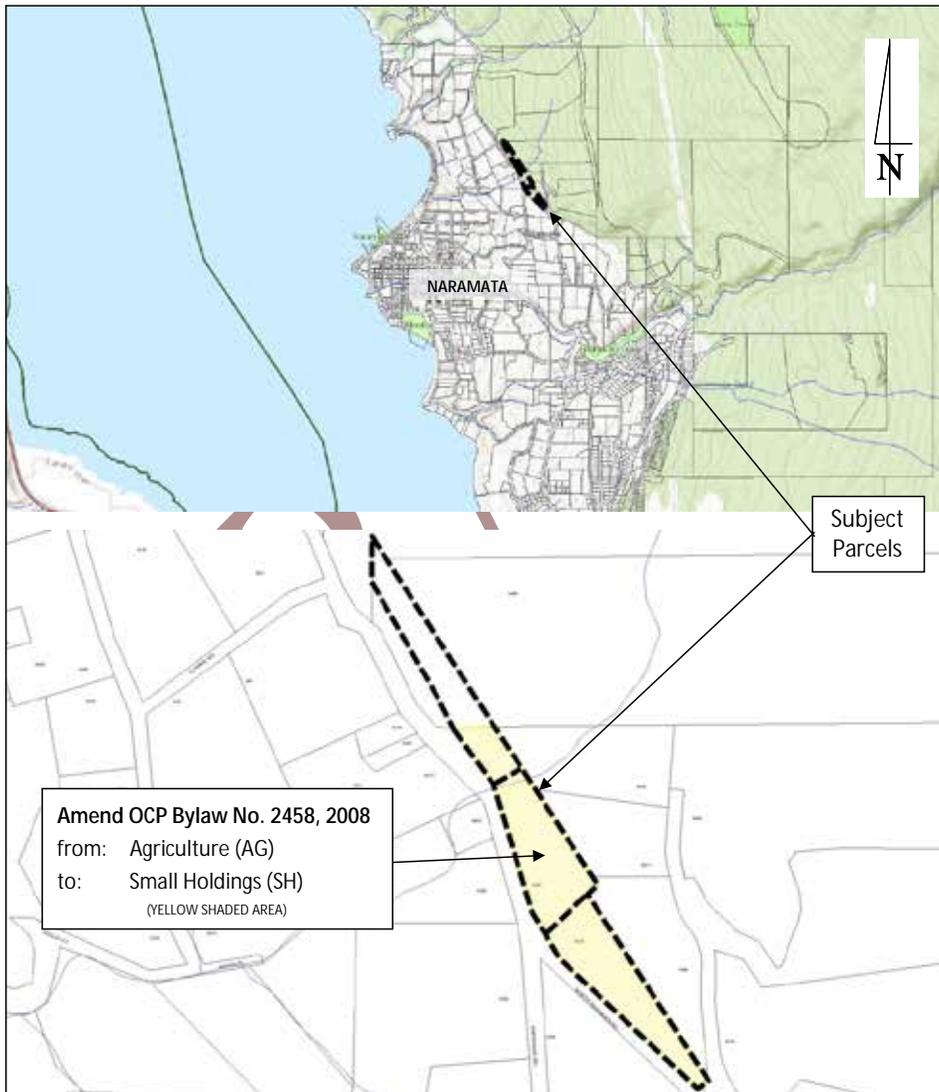
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'H-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

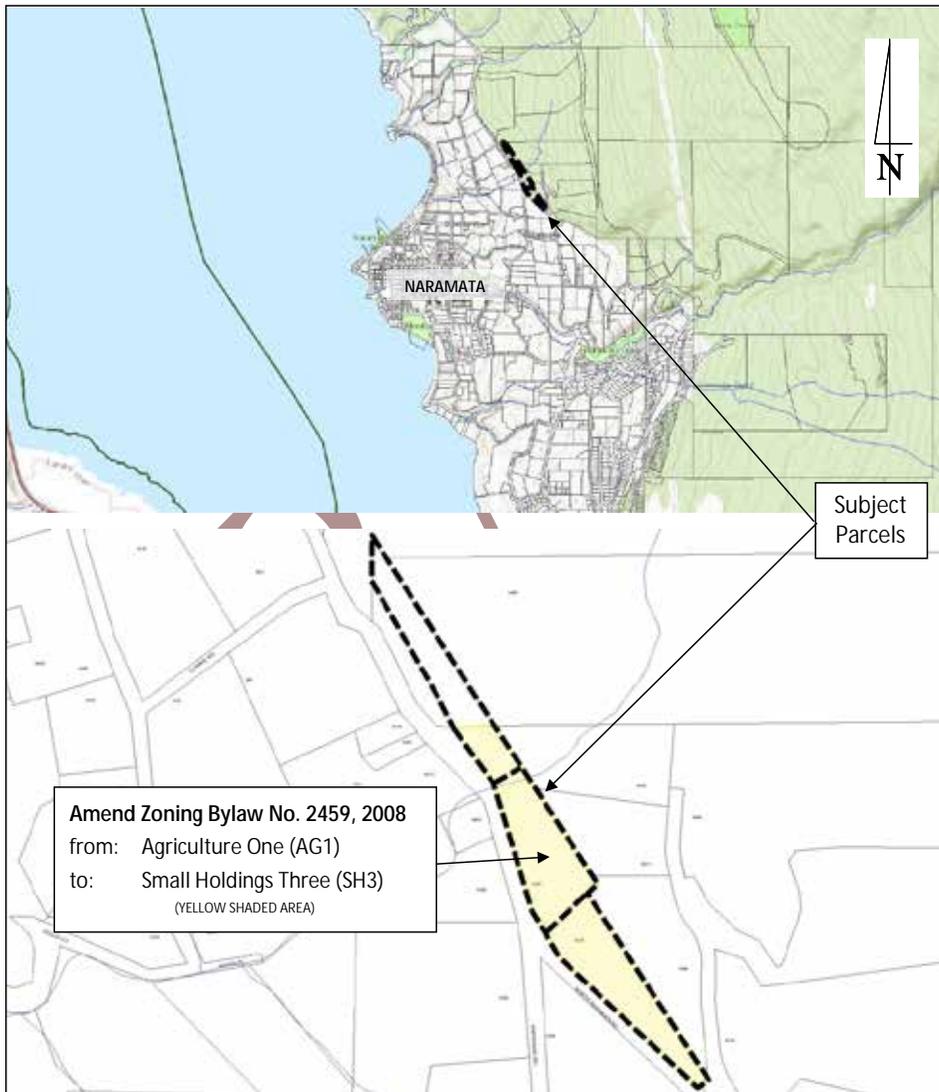
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'H-2'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

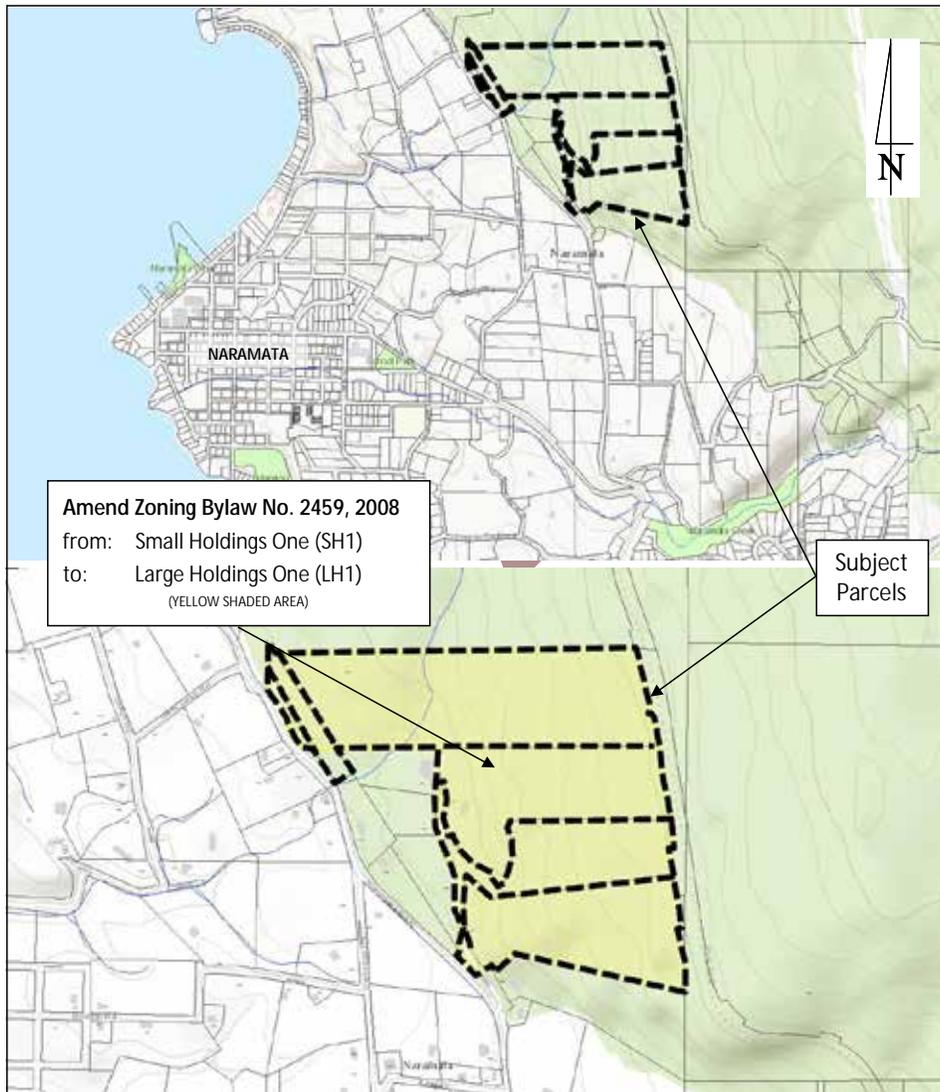
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'I-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

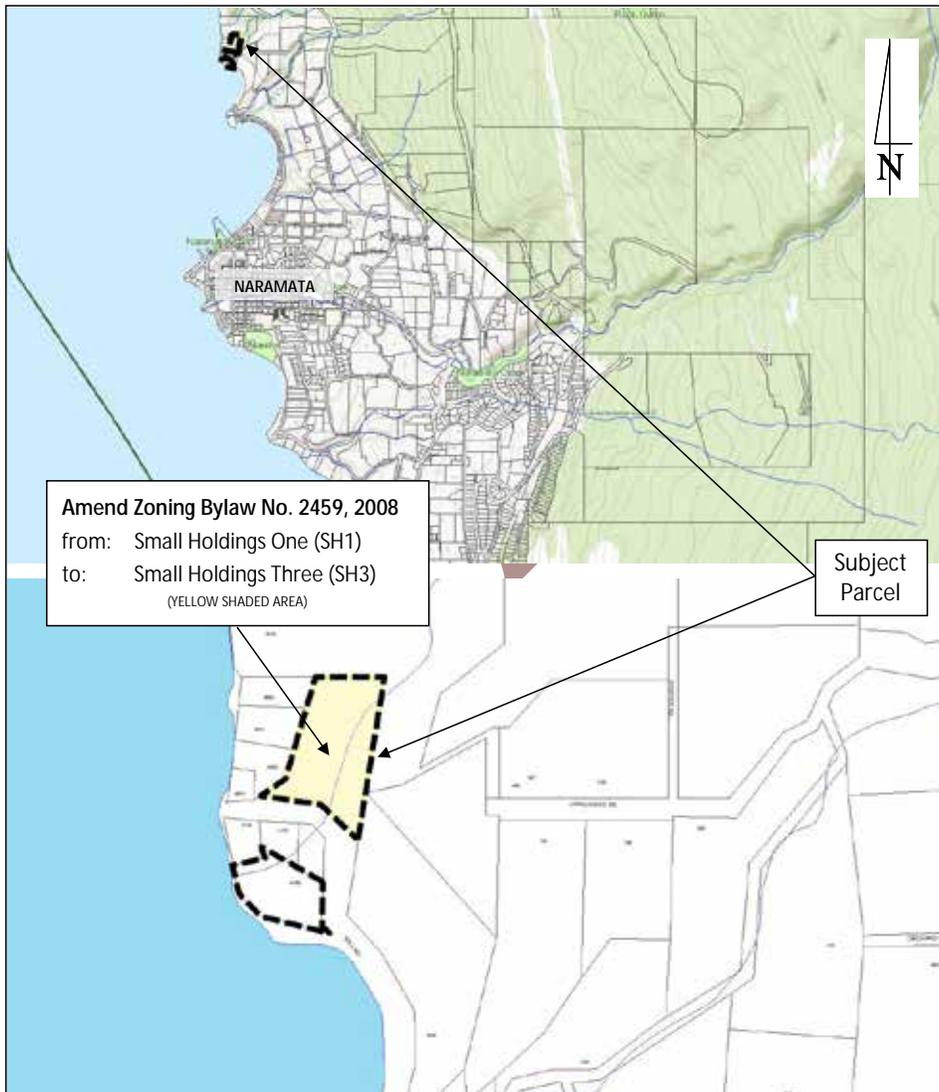
Telephone: 250-492-0237 Email: info@rdos.bc.ca

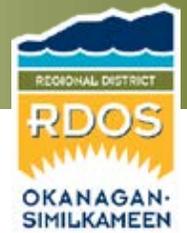


Amendment Bylaw No. 2797, 2018

Project No: X2018.003-ZONE

Schedule 'J-1'





REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, January 18, 2018

9:30 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of January 18, 2018 be adopted.

B. 2017 FOURTH QUARTER ACTIVITY REPORT – For Information Only

C. RDOS Fees and Charges Bylaw No. 2787, 2018 – For Information Only

1. Bylaw No. 2787, 2018
-

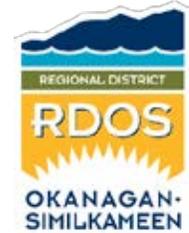
D. 2018 CORPORATE ACTION PLAN

E. 2018 BUSINESS PLAN

F. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Bill Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: Fourth Quarter Activity Report – For Information Only



1.0 LEGISLATIVE SERVICES

2017 Q4 Completed Activities

- Commenced planning for the 2017 UBCM Conference.
 - Arranged Minister meetings.
 - Developed Briefing Notes.
- Analysis of service/ financial impacts/ public engagement process for Area “D” division
- Commenced review of fire department establishment bylaws.
- Reviewed and presented findings of citizen survey.
- Recruited and oriented Conservation Fund Technical Advisory Committee.
- Advertised and received Request for Proposals for Conservation Fund submissions.
- Amended Liquor Control Policy.
- Introduced Video Surveillance Policy.
- Conducted Privacy Impact Assessment on Naramata Water/Fire Video initiatives.
- Conducted Privacy Impact Assessment on BookKing Recreation Software.
- Draft amendments to Board Procedure bylaw for Legislative Workshop.
- Conducted formal petition process for potential Upper Carmi fire protection service.
- Continued development of Business Continuity Plan for 101 Martin Street.
- Hosted public engagement events in Area “B”, “C” (2) and Area “D”.
- Hosted the Fall Regional District CAO Group Meeting
- Commenced work on revisions to the Appointment of Officers and Delegation Bylaw
- Organized the Chair/Vice Chair visits to member municipalities
- Organized the Legislative Workshop and Board Strategic Planning Workshop

2018 Q1 Planned Activities

- Bring forward amended Fire Department Establishment Bylaws.
- Finalize Business Continuity Plan for 101 Martin Street and commence plan for Water Facilities
- Introduce new Fees & Charges Bylaw
- Facilitate RDOS/FN meetings.
- Put out RFP for bi-weekly advertising.
- Develop implementation and communication strategy for e-communication software
- West Bench transit, Naramata Cemetery, Sun Valley ID bylaw update
- Introduce amendments to Board procedure bylaw.

- Introduce Election Officials compensation policy and Elections bylaw.
- Organize ValleyWide Chair/CAO meeting.
- Produce the 2017 Business Plan Evaluation Results
- Introduce the 2018 Business Plan

2.0 INFORMATION SERVICES DEPARTMENT

2017 Q4 – Completed Activities

- Research moving public internet mapping applications to the cloud
- Electronic Document Management System (EDMS)
 - Move production environment to new (SharePoint 2016)
 - Continue progress supporting PW's, HR and Finance using EDMS
 - Set up integration of Outlook with EDMS
- Set up new (Storage Area Network) device
 - Start process of moving content to new SAN
- Quality control of updated orthos and DEMs (Digital Elevation Models) for RDOS landfills and Dams in Naramata area
- Participate in Building Inspection Kaizen
- Participate in building business continuity plan
- Organize administrative workshop and Board workshops for the Strategic Plan
- Participate in Shared Services IT pilot project with Penticton, Summerland and SD67
- Continue work moving backup virtual server to off-site location

2018 Q1 – Planned Activities

- Research moving public internet mapping applications to the cloud
- Electronic Document Management System (EDMS)
 - Research requirements to move records management to Collabware 2016
 - Continue progress supporting PW's, HR and Finance using EDMS
- Decommission old (Storage Area Network) device
- Implement Building Inspection Kaizen results
- Add new orthos (aerial photos) to GIS mapping apps
- Upgrade GIS software to current version
- Work on new Wellness Points tracker
- Participate in PIA (Privacy Impact Assessments) for some of our applications
- Participate in building business continuity plan
- Participate in internal organization review
- Participate in Shared Services IT pilot project with Penticton, Summerland and SD67
- Build translator for new format (XML) of BC Assessment data
- Decommission old backup machine
- Hire new GIS/IT Assistant to replace Xavier Semmelink

3. FINANCE DEPARTMENT

2017 Q4 Completed Activities

- Completed Board budget workshops for 2018 Budget
- Provided Board updates on 2017 Budget to Actual status for Q3
- Conducted RFP process and selected new Auditor for 2017 audit
- Transitioned 2018 Budget and 2017 Year End Working papers to EDMS

2018 Q1 Planned Activities

- 2017 Q 4 variance analysis
- Complete Budget consultation process on 2018 Budget
- Final Budget amendments for 2017-2021 Five Year Financial Plan
- Implement process for service provider contract vs employee
- Complete 2017 Year End Audit
- Complete 2018 Budget process with adoption of 2018-2022 Five Year Financial Plan
- Introduce a Management Discussion & Analysis Report template for Committee discussion

4.0 HUMAN RESOURCES DEPARTMENT

2017 Q4 Completed Activities

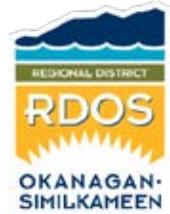
- Subdivision Referral Process Kaizen complete
- WorkSafeBC statistics for Classification Unit Average were finalized. RDOS fell above the industry average of 3.7 at a ranking of 5.5
- One Administrative Directive was reviewed and updated
- Facilitated Staff Perception Survey and analysed results
- Continuing to update Safe Work Procedures – on track to meet 2017 goal
- WHMIS training program researched, selected and installed
- Continued to provide HR assistance to external departments as required.
- Budget preparation for 2018

2018 Q1 Planned Activities

- Commence planning for the internal organizational review
- Complete the Building Inspection permit Kaizen
- Job Evaluation Process (JEP) maintenance review
- Coordination of 2017 Performance Evaluation process for all staff
- Review and update one Administrative Directive
- Continue the update of Safe Work Procedures (ongoing in 2018)
- Finalize the 2017 Wellness Action Plan and complete Wellness Planning Session for 2018
- Finalize the 2017 OH&S Action Plan and complete OH&S Planning Session for 2018
- WHMIS training starts for all staff – must be complete by end of 2018
- Move HR department files to EDMS (ongoing for 2018)

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: RDOS Fees and Charges Bylaw No. 2787, 2018



For Information.

Reference:

Local Government Act

Background:

Through the *Local Government Act*, the Regional District has the authority to impose fees and charges for services that are provided. Prior to 2010, the Regional District fees and charges were located within a number of different bylaws; however, in that same year an all-encompassing Fees and Charges Bylaw was brought in for ease of reference and review on an annual basis.

Although the bylaw can be amended throughout the year, administration brings the bylaw forward for review and amendment in conjunction with the budget process.

Analysis:

Bylaw 2787 will repeal Bylaw 2771, 2017 and provides the following changes in accordance with the 2018 budget:

SCHEDULE 2 (BUILDING PERMIT FEES)

As per discussion at the Board Committee meeting in November, scaled building permit fees will be implemented in this manner: \$12.00 for each \$1,000.00 of construction value up to \$500,000.00; \$10.00 for each \$1,000.00 of construction value between \$500,000.01 and \$1,000,000.00; and \$6.00 for each \$1,000,000 of construction value after \$1,000,000.01.

At the Building Permit Kaizen a recommendation was brought forward to increase the plan processing fee for larger projects to avoid permit application files that are abandoned after all the permit processing reviews have been completed. Administration proposes increasing the fee from \$150 to \$500 for projects valued over \$100,000.00

A housekeeping amendment has been made to exclude solid fuel-fired appliances from the minimum permit fee requirements.

Minor adjustments have been made to the fees for files searches and legal documents in order to capture the staff time spent in obtaining the documents as well as cost recovery of the documents themselves. These sections are consistent with Planning and Development.

SCHEDULE 3 (PLANNING AND DEVELOPMENT FEES)

Administration is proposing to update the fees charged for Development Permits (Section 4.0) by creating two different classes of applications.

The first fee class is related to Development Permits which have been delegated to the CAO, or their delegate under the Board's *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*. Administration is proposing that the fee for these types of applications be reduced from \$600 to \$300 in order to reflect their administrative processing requirements.

The second class would be for Non-Delegated Development Permits, generally being the form and character, protection of farming and hillside and steep slope development permit areas. Administration is proposing that the fees for these types of application remain at the current \$600 due to their requirement for Board deliberation.

Should the Board support these changes, Administration is also proposing to revise the fee for Expedited DPs (i.e. watercourse and environmentally sensitive) from \$300 to \$150.

Administration is also proposing a number of minor changes to the fees charged for legal documents to ensure consistency with similar service offered by Building Inspection Services.

SCHEDULE 4 (BYLAW ENFORCEMENT SERVICE FEES)

Section 5 - Recovery of Collection Fees For Fines

Subsection 5.1 - To recover costs during collection process, as incurred

This section has been added to enable the RDOS to recover the cost of collection fees (i.e. bailiff fees, filing paper in Small Claims Court, etc.)

SCHEDULE 5 (PUBLIC WORKS AND ENGINEERING SERVICES FEES)

Section 3 – Water System Fees

Subsection 1.0 Naramata Community Water System and Street Lighting

1.6 Street Lighting – Fees increased from \$3.50/parcel to \$6.00/parcel due to less reliance on previous year's surplus to offset required revenue.

Subsection 4.0 West Bench Water System User Rates

Changes were made to clarify the categories, metered rates and loan and reserve areas. No changes were made to rate structure.

Subsection 6.0 Willowbrook Water System

6.1 The Per Property Connection is to be increased from \$437.50 to \$1,008.50 for 79 connections. This water system was taken over by the RDOS on July 1, 2016 and now there is a better understanding of the costs. The increase in user fees is primarily required to cover costs associated with staff wages and basic system operation.

Subsection 7.0 Sun Valley Water System

7.1 The Annual Domestic rate (Grade A) per Parcel (includes a 6 gallon per minute water allotment) is to be increased from \$844 to 1,736 for 30 parcels. This water system was taken over by the RDOS on January 1, 2017 and now there is a better understanding of the costs. The increase in user fees is primarily required to cover costs associated with staff wages and basic system operation.

Section 6 - Curbside Solid Waste Collection and Drop-Off Service Fees

6.8 Electoral Area "G". Fees increased from \$145 to \$150 per premise per year. Increase required due to less reliance on use of operational reserves. Fees were reduced by Board in 2017 well below expenses. Increase required or increased use of Operational Reserves to replace short fall.

Section 7- Sanitary Landfills –Previously each Landfill had its own Schedule, now have consolidated into one but with the following changes:

Added wording to: 1.0 The general charge information is per metric tonne per load, or when stated per unit, when each SOLID WASTE is SOURCE SEPARATED, not CONTAMINATED and DISPOSED in the DESIGNATED LOCATION. Capitalization of a word indicates that it is defined in the Waste Management Regulatory Bylaw.

Charges that are in addition to the general charges listed in Section 1.1 to 1.4, are identified in 2.0.

Rate Changes:

Under 1.2 DEMOLITION, RENOVATION, CONSTRUCTION MIXED LOAD SOLID WASTE:

1. ASSESSED DEMOLITION AND RENOVATION MIXED LOAD: Was \$200 M/T. Reduced to \$125 M/T due to lower than expected tonnage received. This rate change continues to allow for cost recovery, and offer a more competitive rate.
2. NON-SERVICE AREA ASSESSED DEMOLITION AND RENOVATION MIXED LOAD: Was \$250. Reduced to \$150 M/T due to lower than expected tonnage received. This rate change continues to allow for cost recovery, and offer a more competitive rate.
3. CONSTRUCTION MIXED LOAD: Was \$200. Reduced to \$125 M/T due to a lower than expected tonnage received. This rate change continues to allow for cost recovery, and offer a more competitive rate.

Under 1.3 RECYCLABLE

1. FRUIT WASTE: Campbell Mtn Landfill \$0.00 up to 500 kg (was up to 1000kg)
\$60.00 portion above 500 kg (was 1000kg)
FRUIT WASTE: Oliver Landfill, Changed to \$0.00 up to 500 kg, \$60.00 portion above 500 kg from \$10 M/T with \$5 min. charge to match rate at Campbell Mtn Landfill. Reducing the free component will allow for better cost recovery for the cost incurred from handling larger loads.

- FRUIT/GRAIN BYPRODUCT: New Definition to accommodate waste generated by beverage producers. Rate for CML, and for Oliver LF \$0.00 up to 500 kg \$60 portion above 500 kg. The free component will allow for better cost recovery for the cost incurred from handling larger loads. Not Accepted at Okanagan Falls LF, and Keremeos Transfer Station.
2. GYSPUM BOARD-NEW: Raised to \$110 M/T from \$95 M/T to match cost per tonne to recycle. Asbestos restrictions have limited ability to recycle old recovered gypsum from structures. This new rate will allow for separation of recyclable and non-recyclable gypsum at the same price.
 3. GYSPUM BOARD NON-RECYCLABLE: Expanded the GYSPUM definition. Raised to \$110 M/T from \$95 M/T to match cost of REFUSE. By pricing the same as REFUSE, this will allow the MIXED LOAD to be processed faster at the Scale House. The Asbestos restrictions have limited ability to recycle old recovered gypsum from structures
 4. RESIDENTIAL RECYCLING-UNSORTED: Program for unsorted blue bags. Unlike sorted residential recycling, the RDOS must pay for the shipping and recycling. Tipping fee of \$110 M/T covers cost..
 5. YARD WASTE SMALL DIMENSION: Fees have been removed for pre-chipped yard waste grass and leaves (tree removal & landscaping companies). These materials can be used on site without additional cost of grinding. Charge Information wording added: **No Charge** when loads contain only chipped yard waste, grass, and/or leaves. **Penalties will apply if not DISPOSED** of in DESIGNATED LOCATION.
 6. Added: Oil (used motor oil, filters and containers), as already accepting but was not listed previously.
 7. Added: OPERATIONALLY BENEFICIAL as already accepting but was not listed previously.
 8. WOOD WASTE, YARD AND GARDEN WASTE AND WOOD PRODUCT CONTAMINATED remains at \$0.00 up to 500 kg (rather than \$0.00 up to 100 kg).

Under 1.4 Authorized CONTROLLED WASTE:

1. BURNED MATERIALS that have been allowed to cool for no less than a two week period: Was \$50 up to 500 kg; \$200 portion above 500 kg. Minimum charge change from \$10 to \$5. Have removed component of lower fees under 500 kg per load. (\$50 up to 500kg). Now just reads \$200 M/T for CML and for Oliver LF. Continues to not be accepted for disposal to Okanagan Falls LF, nor at Keremeos Transfer Station.. BURNED MATERIALS have to be disposed of in a controlled cell.
2. ILLEGALLY DUMPED WASTE: Name updated from Environmental Clean Up Materials.
3. Sludge and Screenings from municipal sewage treatment plants: Changed from \$200 M/T to \$110 M/T with added Charge Information: If not RDOS approved prior to DISPOSAL a charge of \$200 M/T will apply with a \$50.00 minimum.
4. SOIL CLEAN: Added to Charge Information that RDOS approval required. This is to ensure a soil declaration that it is clean soil.
5. SMALL VOLUME CONTAMINATED SOIL: is an existing designation that continues to be applied to all landfills except Keremeos. Does not require a Soil Relocation Application, but RDOS approval required, including completion of a Small Volume Relocation Form.

Under 2.0:

Added: 2.3 Added for consistency at all SITES, and added an increase in penalty from \$200 M/T to \$500 M/T for inappropriate disposal. Increase in penalty due to environmental liability.

DISPOSING of unauthorized PROHIBITED WASTE in a manner contrary to the RDOS approved protocol shall be charged \$500 per tonne with a \$300 minimum charge, or as determined by the MANAGER.

Added: 2.7

2.7 In the event the weigh scale is not operational, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a fee shall be charged as outlined in this Schedule.

Added: 2.11 to discourage the DISPOSAL of SOLID WASTE from out-side SERVICE AREA boundaries, with the exception of specific material type at the Okanagan Falls DRC Sorting Facility:

Any SOLID WASTE generated outside the designated Landfill SERVICE AREA that is DISPOSED of at a SITE shall be charged two times the rate for REFUSE, or two times the highest rate for any SOLID WASTE contained in the load, whichever is greater, with a \$20 minimum charge, or as indicated in Section 1.2.

SCHEDULE 6 – PARKS AND RECREATION FEES

Section 3.0 Kaleden Parks and Recreation fees were reviewed by the Kaleden Parks and Recreation Commission. The rationale for the increase was based on a review of other like facilities in the region. In two regional communities there is a tiered formula – Oliver and Peachland residents are offered a 25% discount. The most significant increase in fees are for the Community Hall (3.2.1 – 3.2.3). The additional costs are associated with expanded services - janitorial service, kitchen supplies/access. As well, the Commission requested staff to analyse administrative duties required for weddings and weekend special events. Duties were summarized as: receiving and responding to the inquiry, initial and subsequent viewing of facility, providing insurance quotes, agreement issuance, explaining liquor permit process, and post event inspection. These activities were estimated to take a minimum of 7-9 hours per booking. There was also inclusion of Recreation Program fees 3.6 which reflect a reduced rate for children and youth programs.

Section 4.0 Keremeos fee increase for the Recreation Centre and Pool are to cover increased cost of operations and provision of services.

SCHEDULE 7 (NEW) – TRANSIT FEES

Transit fare have been added as per the Regional Fare Structure that was designed by the Transit Working Group comprised of local government partners and BC Transit. The regional fare structure was endorsed by the Board as part of the Regional Transit Integration Project on 16 March 2017, and implemented as of 1 July 2017. The goal of the regional fare structure was to bring consistency of fares across the region, for ease of understanding by the ridership, increased marketability, to facilitate seamless travel throughout the region, and to maximize revenue and ridership.

SCHEDULE 8 (FIPPA)

Renumbered from Schedule 7 to Schedule 8, due to addition of Transit Fees

Communication Strategy:

The Regional District of Okanagan-Similkameen Fees and Charges bylaw is posted annually on the RDOS Website and will be the topic of a future Regional Reflections article to help citizens understand the various fees and charges they may be subject to.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

Fees and Charges Bylaw No. 2787, 2018

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2787, 2018

A bylaw to set fees and charges for Regional District services and information.

WHEREAS the *Local Government Act* provides that the Board may by bylaw establish fees and charges for various Regional District services and information;

AND WHEREAS in accordance with Section 397 [imposition of fees and charges] and Section 462 [fees related to applications and inspections] of the *Local Government Act*; the Regional Board wishes to establish fees and charges which reflect cost recovery for services and information provided;

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

1 - Citation

- 1.1 This Bylaw shall be cited as the **Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2787, 2018**.

2 – Fees and Charges

- 2.1 Wherever this Bylaw sets out fees and charges with respect to other Regional District bylaws and such other bylaws contain similar fees and charges, the Fees and Charges Bylaw shall prevail.
- 2.2 Wherever this Bylaw sets out fees and charges for work done or services provided to land or improvements, the Regional District may recover the costs of undertaking the work in the same manner and with the same remedies as property taxes.
- 2.3 The schedule of fees to be imposed for the provision of goods, services and information as specified in Appendix 'A' Schedules 1 to 7 attached hereto, and forming part of this bylaw, is hereby established.

3 – Effective Date

- 3.1 This bylaw shall come into effect on April 15, 2017.

4 - Repeal

- 4.1 Bylaw No. 2771, 2017 is repealed upon adoption of this bylaw.

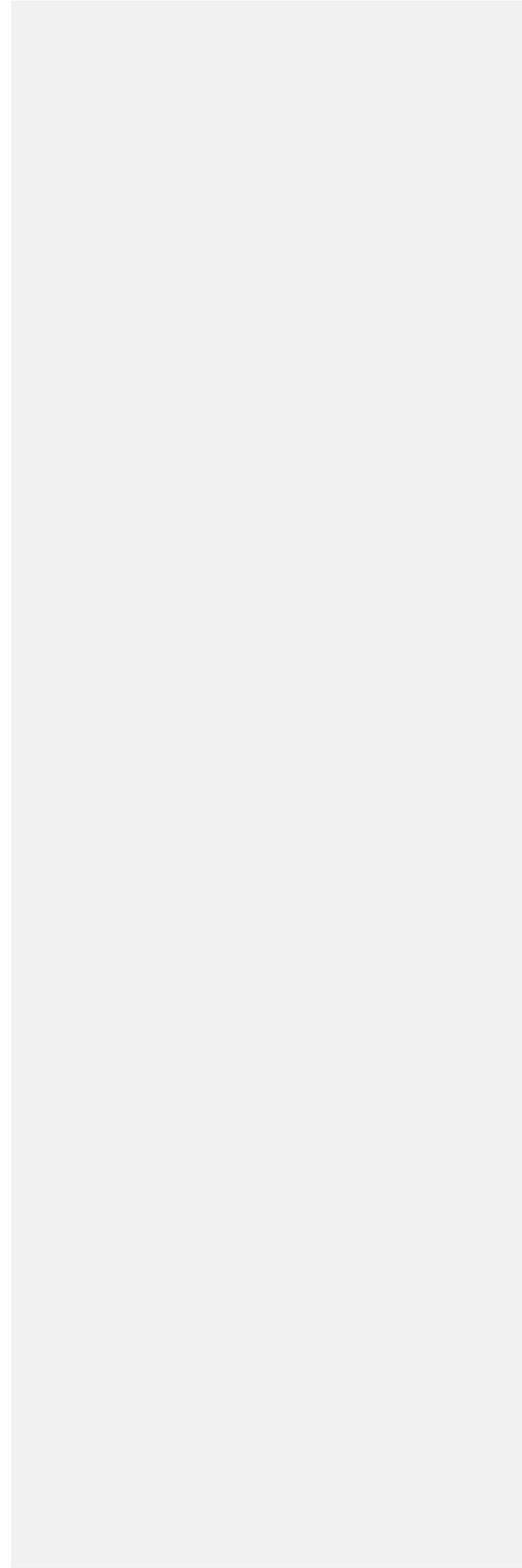
READ A FIRST TIME this day of xx day of March, 2018.

READ A SECOND AND THIRD TIME this xx day of March, 2018.

ADOPTED this xx day of March, 2018.

RDOS Board Chair

Corporate Officer



Schedule 1 – Corporate Services Fees

1.0 - Photocopies

8.5" x 11"	\$0.25/page
8.5" x 14"	\$0.35/page
11" x 17"	\$0.50/page
24" x 36"	\$2.50/page

2.0 - Finance Fees and Charges

2.1 Utility Search Fee \$20.00

2.2 Utility rates will be billed as set out in this bylaw and if remain unpaid after the due date, a percentage addition of ten percent of the amount thereof shall be added on the next following working day.

In default of any such owner making any such payment or payments as in such agreement made and provided, the Collector for the Regional District shall add such amount in default to the taxes of such lot or parcel of land on the Collector's Real Property Tax Roll and thereafter such amount shall be deemed to be taxes against the said property and shall be dealt with in the same manner as taxes against the said property would be dealt with under the provisions of the *Local Government Act* and *Community Charter*.

2.3 Processing fee for payments returned by the financial institution – \$30.00

3.0 - Mapping

3.1 Legal, civic and zoning 1:5,000 scale maps are available to the public in the following formats:

- Hardcopy maps at a price of \$15 per map.
- Digital format (Adobe PDF) set of maps for price of \$30 per CD.

3.2 Cost for miscellaneous hardcopy maps in GIS warehouse directory is \$35 per map.

3.3 Cost for creation of custom maps is \$80/hr. A minimum charge of \$140 is required with a minimum notice of 15 working days by the applicant.

4.0 - Digital Data

4.1 RDOS will provide GIS data available at no charge on the RDOS FTP site as per Item 1.0 of Enterprise Unit Data and Services Policy.

5.0 - GIS Services for Municipalities, Provincial and Federal Government

5.1 Access to existing RDOS internal internet mapping application will be \$2,933 /year.

5.2 Creation of a municipal specific internet mapping application with functionality in addition to or different from the RDOS internal application as per Item 2.1 of Enterprise Unit Data and Services Policy will be available at a cost of \$4,989 per year.

- 5.3 Specific GIS services as per items 2.2 and 2.3 of Enterprise Unit Data and Services Policy will be available at a cost of \$45.90 /hr for the GIS Assistant, \$58.73/hr for GIS Analyst/Programmer \$80.47 /hr for IS Manager, \$53.28/hr for the Systems Administrator and \$44.67/hr for the IT Technician/Programmer.
- 5.4 GIS Services will be available to the public at a cost of \$ 100/hr with a minimum payment of 2 hours provided the Information Services Manager determines the RDOS has the resources to complete the project.

6.0 - Human Resources Services for Municipalities

- 6.1 Human Resources services will be available to municipalities as per items 3.1 and 3.2 of Enterprise Unit Data and Services Policy. Services will be available at a cost of \$71.19/hr for the HR Manager and \$48.38/hr for HR Coordinator.

7.0 - IT Services for Municipalities

- 7.1 IT services will be available to municipalities as per items 4.1 and 4.2 of the Enterprise Unit Data and Services Policy will be available at a cost of \$53.28 /hr for the Systems Administrator and \$ 44.67/hr for IT Technician/Programmer, \$45.90/hr for the GIS Assistant and \$80.47/hr for the IS Manager.

1.0 - Plan Processing Fee

- 1.1 The fee for plan processing shall be \$150.00 for projects with an estimated construction value less than \$100,000. The fee for plan processing for projects valued over \$100,000.00 shall be \$500.00.

2.0 - Building Permit – to be determined as follows:

- 2.1 \$12.00 for each \$1,000.00 of construction value up to \$500,000.00; \$10.00 for each \$1,000.00 of construction value between \$500,000.01 and \$1,000,000.00; and \$6.00 for each \$1,000,000 of construction value after \$1,000,000.01
- 2.2 The minimum permit fee for a permit, or a series of permits on the same parcel of land, issued at the same time is \$150.00 (with the exception of a permit for a solid fuel-fired appliance), to be authorized by the permit except that the minimum fee for a permit or a series of permits on the same parcel of land issued at the same time is \$150.00. —
- 2.2 using Table A-1 for detached single family dwellings, duplex dwellings where one dwelling is not located above the other dwelling and buildings that are accessory to these buildings; or,
- 2.3 using the declared contract value for all construction other than that work included in paragraph 1. above, except that if the declared value is contested by the building official the value will be established using the Marshal & Swift Residential Cost Hand Book or the RS Means Square Foot Costs Handbook.

Table A-1

Proposed <i>construction</i>	Value per square meter	Value per square foot
One storey*	\$1453	\$135
Finished basement	\$538	\$50
Each Additional Storey	\$807	\$75
Enclosed structure or Garage**	\$430	\$40
Sundeck (no roof)	\$323	\$30
Roof only	\$215	\$20
Unenclosed structure or carport	\$269	\$25
Pool	\$377	\$35

*The fee covers slab on grade, crawlspaces and unfinished basements

**The minimum permit fee for a structure over 55 m² shall be \$300

3.0 - Plan Review Fee

- 3.1 Submissions of revised drawings once a zoning or building code review has been completed will result in a minimum charge of \$100. In addition, an hourly rate of \$50 will be charged if the revised drawings require more than 1 hour of review.

4.0 - Locating/Relocating a Building

- 4.1 The fee for a permit authorizing the locating or relocating of a building or *structure* including the value of any additions or modifications, shall be calculated at 0.7 of the fees set out in Table A-1.
- 4.2 A modular home or manufactured home installed in accordance with Z-240.10.1, including the value of any additions or modifications shall be calculated at 0.5 of the fees set out in Table A-1.

5.0 - Demolishing a Building or Structure

- 5.1 The fee for a permit authorizing the demolition of a building or structure shall be \$150.00.

6.0 - Plumbing Permits

- 6.1 The permit fee for each plumbing fixture shall be \$10.00 per fixture, when the plumbing permit is issued in conjunction with a building permit, and \$10.00 per fixture plus an administration fee of \$100 when a plumbing permit is issued separately.
- 6.2 The plumbing permit fee may be reduced up to 25% (minimum fee \$150) with submission and approval of plumbing system layout drawings by a TQ certified tradesperson (plumber) for single family new construction and renovation projects.

7.0 - Solid Fuel Burning Devices

- 7.1 The permit fee for the installation of solid fuel burning appliances, fireplaces and chimneys shall be \$100.00 per appliance.

8.0 - Re-inspection Fees

- 8.1 The fee for a re-inspection shall be \$100.00.

9.0 – Health and Safety Inspection

- 9.1 The fee for any inspection to confirm health & safety requirements as set out in the BC Building Code shall be \$100.00.

10.0 - Transfer Fee

- 10.1 The fee for the transfer of a permit as set out in the RDOS Building Bylaw No. shall be \$100.00.

11.0 - File Searches* and Comfort Letters

(*for routinely releasable records only)

11.1 Information recovery from archived files \$30.00

11.2 Information recovery from building permit files and property folio files:

i) first ½ hour of time spent \$0.00

ii) each additional ¼ hour spent after first ½ hour of time \$10.00

~~11.1 The fee for information recovery from archived files shall be \$30.00-20.00 payable in advance and shall be subject to the Freedom of Information and Protection of Privacy Act.~~

~~11.2 The fee for provision of information contained on the Parcel Information Maps, information recovered from building permit files and property folio files, which is routinely releasable and not subject to the Freedom of Information and Protection of Privacy Act may be charged at a rate of \$10 per ¼ hour of time spent by a RDOS employee.~~

11.3 The fee for comfort letters shall be \$100.00 per property to determine building bylaw compliance.

12.0 - Deficiency Inspection Permit for Removal of Notice on Title

12.1 The fee for a deficiency inspection permit and subsequent removal of a Notice on Title shall be \$250.00. The fee for a deficiency re-inspection shall be \$100.00.

13.0 - Permit Extension Fee

13.1 The fee for permit extension shall be \$100.00

14.0 - Legal Documents

14.1 Title search \$ ~~2515~~

14.2 Covenants, Right of Ways, Easements, Plans and similar documents: actual cost of document (minimum \$25.00)\$

15.0 - Covenants

15.1 Preparation of a Covenant _____ \$500

15.2 Covenant Discharge _____ \$250

Schedule 3 – Planning and Development Fees

1.0 Official Community Plan (OCP) amendment		
.1	Application fee	\$1,000.00
.2	Joint Zoning Bylaw Amendment fee	\$1,500.00
	plus: i) \$25.00 per dwelling unit and/or parcel in excess of four (4)	
2.0 Zoning Bylaw or Land Use Contract (LUC) amendment		
.1	Application fee	\$1,000.00
	plus: i) \$25.00 per dwelling unit and/or parcel in excess of four (4)	
3.0 Temporary Use Permit		
.1	Application fee	\$ 700.00
.2	Renewal fee	\$ 350.00
4.0 Development Permit		
.1	Application fee:	
	<u>i) Delegated Development Permit</u>	<u>\$300.00</u>
	<u>ii) Non-Delegated Development Permit</u>	
		<u>\$600.00</u>
	<u>iii) Expedited Development Permit</u>	<u>\$150.00</u>
.2	Amendment to a Permit fee:	
	<u>i) Delegated Development Permit</u>	<u>\$300.00</u>
	<u>ii) Non-Delegated Development Permit</u>	<u>\$300.00</u>
	<u>iii) Expedited Development Permit</u>	<u>\$150.00</u>
	iii) Expedited Permit	\$ 300.00
5.0 Development Variance Permit		
.1	Application fee	\$ 400.00
6.0 Board of Variance Appeal		
.1	Application fee	\$ 500.00
7.0 Floodplain Exemption		
.1	Application fee	\$ 400.00
8.0 Strata Title Conversion		

.1	Application fee	\$ 150.00
	plus: i) \$150.00 for each additional unit	
9.0	Campsite Permit (Bylaw 713)	
.1	Application fee	\$ 150.00
	plus: i) \$15.00 for each camping space	
.2	Renewal fee	\$ 150.00
10.0	Mobile Home Park Permit (Bylaw 2597)	
.1	Application fee	\$ 150.00
	plus: i) \$30.00 for each mobile home space	
.2	Renewal fee	\$ 150.00
11.0	Applications to the Agriculture Land Commission	
.1	Application fee	\$1500.00
12.0	File Searches (for routinely releasable records only)	
.1	Information recovery from archived files	\$3029.00
.2	Information recovery from a property folio:	
	i) first ½ hour of time spent	\$0.00
	ii) each additional ¼ hour spent after first ½ hour of time	\$7.50 <u>10.00</u>
13.0	Legal Documents	
.1	Documents from Land Titles Office and BC Registries and Online Services:	
	i) State of Title	\$25.00
	ii) Covenants, Right of Ways, Easements, Plans and similar documents: actual cost of document (minimum \$25.00)	
14.0	Covenants	
.1	Discharge of a Statutory Covenant	\$250.00
.2	Preparation or Amendment of a Statutory Covenant	\$500.00
15.0	Comfort Letters	
.1	"Comfort Letter" for compliance with bylaws or zoning	\$100.00
16.0	Letter of Concurrence for Communication Towers	\$400.00

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NOTE: The number of dwelling units and/or parcels referred to at Sections 1.2 and 2.1 shall be determined by either using the maximum density of dwelling units permitted per hectare of land in the

proposed zone or designation, or by dividing the area of the land proposed to be re-designated or zoned by the minimum parcel size requirement of the proposed zone or designation, whichever yields the greatest number.

Schedule 4 – Bylaw Enforcement Fees

1.0 Animal Control Fees

- 1.1. Impoundment Fees – Dogs (other than Dangerous Dogs)
 - first impoundment in any calendar year \$ 50.00
 - second impoundment in any calendar year \$100.00
 - third impoundment in any calendar year \$250.00
 - each subsequent impoundment in any calendar year \$500.00
- 1.2 Impoundment Fees – Dangerous Dogs
 - each impoundment \$1,000.00
- 1.3 Maintenance Fees
 - each twenty-four (24) hour period, or part thereof \$ 20.00
 - Dangerous Dog \$30.00
- 1.4 Veterinary Costs Incurred costs as invoiced by Veterinarian

2.0 Dog Licensing Fees:

- 2.1 Intact Males and Non Spayed Females \$ 50.00
- Spayed Females and Neutered Males \$ 20.00
- Certified Guide or Assistance Dog no charge
- 2.2 notwithstanding 2.1, the licence fee for a dog that has reached 24 weeks in the same licencing year shall be prorated to a minimum amount of \$5.00
- 2.3 Where an owner presents proof that a dog was spayed or neutered in the same calendar year as the dog licence, the difference in licence fee shall be reimbursed for that calendar year, provided that the reimbursement is requested within the same calendar year as the licence.

3.0 Replacement of Lost, Destroyed or Mutilated Tags:

- 3.1 replacement of any lost, destroyed or mutilated tag \$ 5.00

4.0 Burning Permit Fees

- 4.1 Open Air Burning Permit (valid for one year) **Bylaw 2364**
\$30.00

5.0 Recovery of Collection Fees For Fines

- 5.1 To recover costs during collection process **Bylaw 2507**
as incurred

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Schedule 5 – Public Works and Engineering Services Fees

Section 1- Development Fees

Bylaw 2000

1.0 Examination Fees for the Subdivision of Land:

- | | | |
|-----|---|-----------|
| 1.1 | Subdivision Administration Fee | \$ 400.00 |
| 1.2 | Simple lot intended to be created | \$ 500.00 |
| 1.3 | Strata lot/unit intended to be created | \$ 500.00 |
| 1.4 | Boundary Adjustments, per lot altered | \$ 100.00 |
| 1.5 | Revision of subdivision referrals, each | \$ 150.00 |

If the revision results in additional lots to be created then 1.2 or 1.3 shall apply. If the revision results in a reduction of lots then no refund is given.

1.6 Review Fee

A development/subdivision design review fee of whichever the greater between \$500 or equal to 1 percent of the construction cost (approved estimate by the Regional District) of works and services which are reviewed by the Regional District, shall be paid to the Regional District before a development/subdivision is approved.

1.7 Inspection Fee

An inspection fee equal to 3 percent of the construction cost (approved estimate by the Regional District) of works and services which are owned and operated by the Regional District and that are reviewed or inspected by the Regional District, shall be paid to the Regional District before a subdivision is approved.

The inspection fee is not payable if the owner submits a certificate from a professional engineer that all works and services have been inspected by the engineer and have been completed in accordance with the requirements of this bylaw.

2.0 Water Meter Vault, Appurtenances and Installation Fees

2.1 For all newly created lots a fee will be paid a time of subdivision for each lot that lies within a Water Service Area owned and operated by the Regional District as follows:

- | | | |
|-------|-----------------------|-------------|
| 2.1.1 | ¾ to 1 ½ inch Service | \$1,500/lot |
| 2.1.2 | 2 inch Service | \$2,000/lot |
| 2.1.3 | 4 inch Service | \$3,000/lot |

The fee includes the cost for the water meter and meter installation.

2.2 The fees in 2.1 may also apply to zoning amendment applications.

Schedule 5 – Public Works and Engineering Services Fees

Section 2 - Development Cost Charges & Capital Expenditure Fees

1.0 Okanagan Falls Sewer Development Cost Charges	Bylaw 2486
1.1 Single detached dwelling per lot/per dwelling unit	\$9,500.00
1.2 Duplex per dwelling unit	\$9,500.00
1.3 Townhouse per dwelling unit	\$6,800.00
1.4 Apartment per dwelling unit	\$6,800.00
1.5 Commercial per m ² gross floor area	\$ 30.00
1.6 Industrial per m ² gross floor area	\$ 30.00
1.7 Institutional per m ² gross floor area	\$ 27.00
2.0 Naramata Water System Development Cost Charges and Capital Expenditure Charges	Bylaw 1804 NID Bylaw 443
2.1 Development Cost Charges Zone A	
2.1.1 Single Family Residential at Subdivision	\$5,700/parcel
2.1.2 Multi Family Residential at Building Permit	\$5,700/dwelling
2.2 Capital Expenditure Charges – Zone A, B & C	
2.2.1 Single Family Residential	\$5,700/service
2.2.2 Multi-Family Residential	\$5,700/lot
2.2.3 Cottage	\$5,700/service
3.0 Olalla Water System Capital Expenditure Charges	OID Bylaw 32
3.1 Mobile Home Capital Expenditure Charge	\$1,000/unit
3.2 Capital Expenditure Charge	\$ 800/parcel
4.0 Faulder Community Water System Development Cost Charges	Bylaw 1894
4.1 Single Family Residential	\$4,200/parcel
5.0 West Bench Water System Capital Expenditure Charge	WBID Bylaw 101
5.1 Capital Expenditure Charge	\$3,000/parcel
6.0 Gallagher Lake Water Connection Cost	Bylaw 2644
6.1 Each water service	\$1,500.00
7.0 Willowbrook Water New Connection Cost	Water Tariff No. 5
7.1 Each domestic service	\$1,000.00
8.0 Sun Valley Water	SVID Bylaw 14
8.1 Capital Expenditure Charge Subdivision	\$1,000.00/Lot

9.0 Gallagher Lake Connection Costs

Bylaw 2645

9.1 Sewer – Single Family Equivalent Units (SFU)

Each SFU equivalent unit in this section will have a Connection Cost of \$6,000.00.

Use	Person per Unit	SFU Equivalency	\$6000.00 Per
Residential	2.50 ¹	1.000	Dwelling
Motel Unit			2 Units
Camp/RV Site			2 Sites
Commercial	0.013 ²	0.0052	193 m ²
Industrial	0.006 ²	0.0024	417 m ²
Institutional	0.01 ²	0.004	250 m ²

Note: 1: RDOS' *Gallagher Lake & Vaseux Lake Areas Liquid Waste Management Plan*

2: The Ministry of Community, Sport of Cultural Development, *Provincial Best Practices for Development Cost Charges*

Schedule 5 – Public Works and Engineering Services Fees

Section 3 – Water System Fees—not to exceed maximum of:

1.0 Naramata Community Water System and Street Lighting	Bylaw 2377
1.1 Basic User Fee	\$ 1035/house
1.2 Grade A Domestic	\$ 288/acre
1.3 Grade A Irrigation	\$ 275/acre
If land is deemed to be non-irrigable, residents may apply for exemption based on an agrologist's report	
1.4 Grade B	\$ 178/parcel
1.5 Development Charge – applicable when no Basic User Fee attached to property	\$ 146/parcel
1.6 Street Lighting	\$
6.003.50 /parcel	

Commented [JD1]: Increased costs due to less reliance on previous years surplus.

In addition to the above user fees, the following will also apply:

1.7 each garage, service station, coffee shop, cafe, business office, beauty salon, dog kennel, neighbourhood pub, hobby shop, an annual charge of	\$ 214
1.8 each farm winery and/or store and winery with restaurant, an annual charge of	\$ 426
1.9 each Packing house an annual charge of	\$ 1,153
1.10 each school an annual charge of	\$ 4,785
1.11 each Naramata Centre an annual charge of	\$ 10,880
1.12 each guesthouse, summer cabin or picker's cabin an annual charge of	\$ 178/unit
1.13 each residence where the owner has for year round use (or rental) living units, suites, guest cottages or cabins, an annual per unit charge of	\$ 889/unit
1.14 each motel or auto court an annual charge of	\$ 157/unit
1.15 each resort an annual charge of	\$ 157/unit
1.16 each bed and breakfast an annual charge of	\$ 314
1.17 each tent and trailer court an annual charge of	\$ 825
1.18 each multiple family dwelling, duplex, apartment block or condominium, an annual charge of	\$ 889/unit
for each family unit, except that one such unit in each building shall be exempt.	
1.19 each bunkhouse an annual charge of	\$ 364
1.20 each single irrigation service connection a charge in accordance with the following:	
1.20.1 Three quarter inch (3/4")	\$ 90
1.20.2 One Inch (1")	\$ 90
1.20.3 One and One Quarter Inch (1 1/4")	\$ 90

1.20.4	One and One Half Inch (1 1/2")	\$ 90
1.20.5	Two Inches (2")	\$ 90

2.0 Olalla Water System

Bylaw 2381

2.1 User Fees

2.1.1	Single Family Dwelling	\$ 381/each
2.1.2	Businesses	\$ 381/each
2.1.3	Trailer Space	\$ 381/unit
2.1.4	Motels	\$ 381/unit
2.1.5	Apartments	\$ 200/unit

3.0 Faulder Water System

Bylaw 1179

3.1 User Rates

By taxation

4.0 West Bench Water System User Rates

Bylaw 2555

CATEGORY	BASE RATE	METERED CONSUMPTION USAGE
4.1 Water – Single Family	190.41/quarter	plus 0.309/cubic meter
4.2 Water - Vacant Lot	177.48/quarter	unmetered
4.3 Water - Multi Family	190.41/quarter	plus 0.309/cubic meter
4.4 Water - Park	190.41/quarter	plus 0.309/cubic meter
4.5 Water - School	190.41/quarter	plus 0.309/cubic meter
4.6 Water - Farm	190.41/quarter	plus 0.154/cubic meter
4.7 Water - Business	190.41/quarter	plus 0.309/cubic meter
4.8 Water - Utility	182.10/quarter	unmetered

4.9	Water – WBID Loan Payment (Debt ends 2023)	\$23.25 quarter-/parcel
4.10	Water – Reserve Fund	\$28.75 quarter/parcel

5.0 Gallagher Lake Water System

5.1 Flat Rates

	Type of Use	Unit of Charge	Annual Rates
5.1.1	Residential		
5.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$ 663
5.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$ 520
5.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$ 252
5.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$ 332
5.1.2	Commercial		
5.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$ 293
5.1.2.2	Motel or Hotel	per room	\$ 221
5.1.2.3	Campground	per site	\$ 78
5.1.2.4	Restaurant, Beverage Room, or Distillery:	less than 25 seats	\$637
		25 to 49 seats	\$ 946
		each additional 25 seats or increment	\$ 315
5.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$ 633
5.1.2.6	Laundromat	per machine	\$ 192
5.1.2.7	Car Wash	per wand	\$ 192
5.1.2.8	Church	per unit	\$ 411
5.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$ 411
5.1.2.10	School	per classroom	\$ 411
5.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$ 2,088

Where two or more types of uses are made of a single property or building, multiples or combinations of the user rate shall be determined by the RDOS, acting reasonably. In the case of a residence accompanying a commercial use, the applicable rate shall be the higher of the two rates but not both.

The rate for churches and halls is only intended where the premises are used for holding regular meetings. Where other uses are made of the building the appropriate user rates shall also apply.

5.2 Metered Rates

All consumption shall be charged at the rate of \$0.57 per cubic metre.

6.0 Willowbrook Water System

6.1 Per property connection
~~\$1,008.50~~ ~~437.50~~

7.0 Sun Valley Water System

7.1 Annual Domestic Rate (Grade A) per Parcel includes a 6 gallon per minute water allotment. \$ ~~1736~~844

7.2 In addition to the above Annual Base Rate Per Parcel with the exception of Grade I the following Irrigation rates apply:

Grade A1	Shall comprise of every parcel of land with a 3 gallon per minute dole valve.	\$ 137
Grade B	Shall comprise of every parcel of land with a 12 gallon per minute dole valve.	\$ 546
Grade C	Shall comprise of every parcel of land with an 18 gallon per minute dole valve.	\$ 819
Grade D	Shall comprise of every parcel of land with a 24 gallon per minute dole valve.	\$ 1,092
Grade E	Shall comprise of every parcel with a 30 gallon per minute dole valve.	\$ 1,364
Grade F	Shall comprise of every parcel of land with a 36 gallon per minute dole valve.	\$ 1,637
Grade G	Shall comprise of every parcel of land with a 39 gallon per minute dole valve.	\$ 1,774
Grade H 1	Shall comprise of every parcel of land with a 175 gallon per minute dole valve.	\$ 7,970
Grade H 2	Shall comprise of every parcel of land with a 120 gallon per minute dole valve.	\$ 5,466
Grade I	Shall comprise of every parcel of land to which water cannot be supplied.	\$ 781

7.3 Out of Season Irrigation 1.25/day x gpm delivered per dole valve \$ 98

8.0 General Water Services

8.1 Hydrant Permit	\$ 30 / day
8.2 Hydrant Permit – Backflow Prevention Device	\$ 30 / day
8.3 Deposit for Hydrant Use	\$ 500 / rental
8.4 Connection Charge	\$ 350 / each
8.5 Inspection and Administration Fee	\$ 100 / each
8.6 Water Turn-On Fee	\$ 20
8.7 Valve Turn Request	\$ 20

Commented [JD2]: This water system was taken over by the RDOS on July 1, 2016 and now there is a better understanding of the costs. The increase in user fees is primarily required to cover costs associated with staff wages and basic system operation.

Commented [JD3]: This water system was taken over by the RDOS on January 1, 2017 and now there is a better understanding of the costs. The increase in user fees is primarily required to cover costs associated with staff wages and basic system operation.

Schedule 5 – Public Works and Engineering Services Fees

Section 4 – Sewer System Fees not to exceed a maximum of:

1.0 Okanagan Falls Sewer User Rates

Bylaw 1707

The following rates do not apply if the owner is in possession of a Sewer Use Contract of Section 14 of the Okanagan Falls Special Service Area Sewerage Regulation Bylaw.

Category	Annual Billing Rate
Single Family Dwelling/Townhouse/Duplex	\$ 862
Apartment per unit	\$ 732
Mobile home park/per unit	\$ 775
Motel/Hotel per unit	\$ 345
Restaurant/Lounge/Pub	\$ 2,585
School per classroom	\$ 775
Church, Library, Community Hall & Drop-in Centres	\$ 948
Small Business, office building (20 employees or less)	\$ 948
Larger Business, office building (greater than 20 employees)	\$ 1,981
Supermarket	\$ 2,498
Service Station	\$ 1,551
Industrial/Commercial (20 employees or less)	\$ 1,034
Industrial/Commercial (20 to 50 employees)	\$ 1,981
Industrial/Commercial (greater than 50 employees)	\$ 2,585
Coin operated car wash	\$ 5,169
Laundromat (per washing machines)	\$ 689
Campground/Washroom per site	\$ 345
Shower/washroom	\$ 345

2.0 Gallagher Lake Sewer System

2.1. Flat Rates

	Type of Use	Unit of Charge	Annual Rates
2.1.1	Residential		
2.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$ 414
2.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$ 324
2.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$ 159
2.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$ 206
2.1.2	Commercial		
2.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$ 414
2.1.2.2	Motel or Hotel	per room	\$ 304
2.1.2.3	Campground	per site	\$ 53
2.1.2.4	Restaurant , Beverage Room or Distillery:	less than 25 seats	\$ 757
		25 to 49 seats	\$ 1,131
		for each additional 25 seats or increment	\$ 377
2.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$ 754
2.1.2.6	Laundromat	per machine	\$ 224
2.1.2.7	Car Wash	per wand	\$ 224
2.1.2.8	Church	per unit	\$ 439
2.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$ 439
2.1.2.10	School	per classroom	\$ 439
2.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$ 2,076

Where two or more types of uses are made of a single property or building, multiples or combinations of the user rate shall be determined by the RDOS, acting reasonably. In the case of a residence accompanying a commercial use, the applicable rate shall be the higher of the two rates but not both.

The user rate for churches and halls is only intended where the premises are used for holding

regular meetings. Where other types of uses are made of the building the appropriate user rates shall also apply.

2.2 METERED RATES

Where sewer flows for a particular property or use are determined, by the RDOS or designate, to be in excess of the recoverable flat rate, the property in question will be invoiced based on one of the following:

- 2.2.1 Sewer users with an effluent or sewage flow meter shall be charged at the rate of \$0.78 per cubic metre of measured effluent.
- 2.2.2 For metered water users without effluent flow meters, the charge for use of the sewage system shall be calculated as 80% of the recorded volume of metered water used times a rate of \$0.78 per cubic metre.

3.0 General Sewer Services

- | | | |
|-----|---------------------------------|-------------|
| 3.1 | Connection Charge | \$ 350 |
| 3.2 | Inspection & Administration Fee | \$ 100/each |

Schedule 5 – Public Works and Engineering Services Fees

Section 5 – Cemetery Fees

1.0 Naramata Cemetery¹ Bylaw 2023

Regional District of Okanagan-Similkameen, 101 Martin Street, Penticton, BC V2A 5J9
Naramata Cemetery located at 3315 Bartlett Road, Naramata, BC.

1.1 PLOT RESERVATION LICENSE FEES:	
Burial Plot: resident (\$124 allocated to reserve)	\$495
Burial Plot non-resident (\$240 allocated to reserve)	\$660
Cremation Plot: resident (\$42 allocated to reserve)	\$165
Cremation Plot non-resident (\$80 allocated to reserve)	\$220
1.2 INTERMENT OPENING AND CLOSING FEES:	
Burial Plot: 240 cm depth or greater	\$660
Cremation Plot:	\$110
1.3 EXHUMATION OR DISINTERMENT OPENING AND CLOSING FEES:	
Burial Plot:	\$650
Cremation Plot:	\$150
1.4 OPENING OR CLOSING FOR INTERMENT/ EXHUMATION/DISINTERMENT OTHER THAN DURING NORMAL BUSINESS HOURS:	
Fee in addition to that applicable under item 1.2 or 1.3 above for burial plot:	\$220
Fee in addition to that applicable under item 2 or 3 above for cremation plot:	\$220
1.5 ISSUANCE OF LICENSE/PERMIT OTHER THAN DURING NORMAL BUSINESS HOURS, OR LESS THAN 24 HOURS PRIOR TO SCHEDULED INTERMENT:	
Fee in addition to that applicable under item 1, 2 or 4 above:	\$100
1.6 INSTALLATION OF MEMORIAL MARKER:	\$ 94
(\$10 allocated to reserve)	
1.7 GRAVE LINER:	\$275
1.8 CREMATION URN VAULT:	
Small	\$ 55
Regular	\$ 65
Large	\$ 80
1.9 PICTURE OF INTERRED FOR INTERNET	
one time charge (optional)	\$ 50

2.0	TEXT	
	for interment to a maximum of 200 words, (optional)	\$ 50
2.1	SCATTERING GARDEN	
	Fee for Scattering Garden Plaque	\$200
	Fee for Scattering Gardens Care Fund	\$ 50

Schedule 5 – Public Works and Engineering Services Fees

Section 6 Curbside Solid Waste Collection and Drop-Off Service Fees

Fees for improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service by defined service area:

6.1	Electoral Area "A".	\$125 per premise per year
6.2	Electoral Area "B".	\$125 per premise per year
6.3	Electoral Area "C".	\$140 per premise per year
6.4	Participating areas of Electoral Area "D" excluding Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$125 per premise per year
6.5	Participating areas of Electoral Area "D" within Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$145 per premise per year
6.6	Participating areas of Electoral Areas "E".	\$145 per premise per year
6.7	Participating areas of Electoral Area "F".	\$145 per premise per year
6.8	Electoral Area "G".	\$150 per premise per year
6.9	Village of Keremeos.	\$115 per premise per year
6.10	Tag-a-Bag as defined by the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw	\$1.50 each
6.11	Properties that have active commercial bin collection of refuse located on the property in question that request residential collection of recycled materials only	\$45.00 per premise per year.

Commented [CB4]: Increase of \$5 per home. Fees were reduced by Board in 2017 well below expenses. Increase required or use of Operational Reserves to replace short fall.

Schedule 5 – Public Works and Engineering Services Fees

Section 7- Sanitary Landfills

4.0 Campbell Mountain Sanitary Landfill

4.1 The general charges for depositing SOLID WASTE at the Campbell Mountain Sanitary Landfill are:

	Refuse	Charge per tonne per load	Charge Information
1.1.1	REFUSE	\$ 110.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
1.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$500.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required.
1.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
1.1.4	CONSTRUCTION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge RDOS approval form required
1.1.5	GYPSUM BOARD	\$95.00	\$5.00 minimum charge
1.1.6	WOOD WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	SMALL DIMENSION WHITE WOOD (KILN DRIED)	\$200.00	\$50.00 minimum charge
1.1.7	CONTAMINATED WOOD PRODUCT	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	PRESERVED WOOD	<i>See Section 1.2.3 below</i>	
1.1.8	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE SEPARATED	\$20.00	\$5.00 minimum charge
1.1.9	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
1.1.10	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE SEPARATED	\$60.00	\$5.00 minimum charge
1.1.11	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
1.1.12	CLEAN FILL	\$0.00	
1.1.12.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		

1.1.12.2	The appropriate waste management form is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		
1.1.13	CONTAMINATED SOIL Relocation Application	\$250.00 per application	RDOS approval form required.
1.1.14	CONTAMINATED SOIL	\$25.00	\$50.00 minimum charge
1.1.14.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
1.1.14.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
1.1.14.3	Small Volume Contaminated Soil: maximum five cubic metres or less ($\leq 5 \text{ m}^3$). No Relocation Agreement required. The appropriate Waste Management Declaration is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
1.1.15	FRUIT WASTE	\$0.00 up to 1,000 kg; \$60.00 portion above 1,000 kg.	\$5.00 minimum charge for loads greater than 1,000 kg.
1.1.16	YARD AND GARDEN WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	WOOD WASTE	<i>See Section 1.1.6 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 1.1.7 above</i>	
	PRESERVED WOOD	<i>See Section 1.2 below</i>	
	TREE STUMPS	<i>See Section 1.2 below</i>	
1.1.17	AGRICULTURAL ORGANIC MATERIAL other than FRUIT WASTE	\$0.00	
1.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
1.1.19	SMALL DIMENSION ORGANICS	\$0.00	No Charge when DEPOSITED in designated location
	<i>City of Penticton Compost Sales</i>	<i>Operated by the City of Penticton. Call 250-490-2500 to confirm price and availability.</i>	

	Recyclables	Charge per tonne per load	Charge Information
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1.1.20	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINATION
1.1.21	UNSORTED RESIDENTIAL RECYCLING	\$95.00	\$5.00 minimum charge free of CONTAMINATION
1.1.22	CORRUGATED CARDBOARD	\$0.00	Free of CONTAMINATION
1.1.23	Container Glass	\$0.00	Bottles and jars only
1.1.24	METAL	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
1.1.25	HOUSEHOLD HAZARDOUS WASTE	\$0.00	RESIDENTIAL quantities which originate within the SERVICE AREA
1.1.26	E-WASTE	\$0.00	RESIDENTIAL quantities which originate within the SERVICE AREA
1.1.27	BATTERIES	\$0.00	
1.1.28	Recyclable TIRES (Max. 10 per customer/day)	\$0.00	Rims removed
1.1.29	OVERSIZE TIRES	\$500.00	Rims removed
	PRESSURIZED TANKS		See Section 1.3 below
	TIRES with Rims		See Section 1.3 below
	REFRIGERATION UNITS		See Section 1.3 below
	Mattress and Box Springs		See Section 1.3 below

1.2 — The charges for depositing authorized CONTROLLED WASTE and authorized PROHIBITED WASTE at the Campbell Mountain Sanitary Landfill are:

	Controlled Waste	Charge per tonne per load	Charge Information
1.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior to delivery of materials to SITE
1.2.2	PRESERVED WOOD and LEAD PAINTED MATERIALS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
1.2.3	INVASIVE PLANTS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
1.2.4	INFESTED VEGETATION	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
1.2.5	Screenings and sludge from municipal sewage treatment plants, pump stations and domestic septic systems	\$200.00	\$50.00 minimum charge
1.2.6	Condemned foods	\$200.00	\$50.00 minimum charge
1.2.7	CLINICAL/LABORATORY WASTE	\$200.00	\$50.00 minimum charge
1.2.8	BULKY WASTE	\$200.00	\$50.00 minimum charge
1.2.9	CARCASSES	\$50.00	\$10.00 minimum charge

1.2.10	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$200.00 (see Information on Charge)	No Charge when DEPOSITED in designated location with proof of hazard assessment
1.2.11	BURNED MATERIALS	\$50.00 up to 500 kg; \$200.00 portion above 500 kg	\$10.00 minimum charge
1.2.12	Foundry Dust	\$150.00	\$50.00 minimum charge
1.2.13	FOOD PROCESSING WASTE	\$200.00	\$50.00 minimum charge
1.2.14	TIMBER WASTE	\$300.00	\$50.00 minimum charge
1.2.15	TREE STUMPS	\$50.00	\$10.00 minimum charge
1.2.16	RENDERABLE PRODUCT	\$200.00	\$50.00 minimum charge
1.2.17	Authorized PROHIBITED WASTE	\$200.00	\$50.00 minimum charge
1.2.18	NON-RECYCLABLE CONCRETE	\$60.00	\$50.00 minimum charge

1.3 — The following charges that are in addition to the general charges outlined in 1.1 and 1.2 of Schedule 5, shall also apply:

	Recyclables	Addition to General Charges	Charge Information
1.3.1	Large PRESSURIZED TANKS	\$1.00 per unit	4.5 kg. (10 lb.) or greater
1.3.2	Small PRESSURIZED TANKS	Free	Less than 4.5 kg. (10 lb.)
1.3.3	REFRIGERATION Unit	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
1.3.4	TIRES with Rims	\$3.00 per unit	Maximum 10 per load/day
1.3.5	Mattress	\$10.00 per unit	Any size
1.3.6	Box Spring	\$10.00 per unit	Any size

1.3.7 — Any REFUSE that is DEPOSITED at the ACTIVE FACE or the REFUSE BINS with the exception of DEMOLITION AND RENOVATION MIXED LOAD and CONSTRUCTION MIXED LOAD that contains CONTROLLED WASTE or RECYCLABLE WASTE shall be charged two times the rate for REFUSE, or two times the highest rate for any material contained in the load, whichever is greater. Minimum \$20.00 charge.

1.3.9 — Any SOLID WASTE load that is DEPOSITED in a designated stockpile area, and that contains CONTAMINANTS or does not meet RECYCLABLE specifications shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

1.3.10 — Any MIXED LOAD DEPOSITED at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.

1.3.11 — The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in this Schedule with a \$10 minimum charge.

- ~~1.3.12 The charges payable under this Schedule shall be paid following the weighing of the empty VEHICLE after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty VEHICLE.~~
- ~~1.3.13 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a fee shall be charged as outlined in this Schedule.~~
- ~~1.3.14 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.~~
- ~~1.3.15 Each offence committed against the current Waste Management Service Regulatory Bylaw shall be deemed a separate and distinct offence and shall be charged double the normal fee with a \$10 minimum charge as set out in this Schedule.~~
- ~~1.3.16 SOLID WASTE generated in the SERVICE AREA through the DEMOLITION, RENOVATION and CONSTRUCTION of LOCAL GOVERNMENT IMPROVEMENTS owned by The City of Penticton, The Village of Keremeos or the RDOS are exempt from tipping fees provided the SOLID WASTE is SOURCE SEPARATED prior to delivery, the MANAGER is notified 24 hours in advance and the materials are DEPOSITED appropriately at the SITE. MIXED LOADS shall be charged the applicable fees as set out in this Schedule.~~

Schedule 5 – Public Works and Engineering Services Fees

Section 7 – Sanitary Landfills

2.0 Okanagan Falls Sanitary Landfill

2.1 The general charges for depositing SOLID WASTE at the Okanagan Falls Sanitary Landfill are:

	Refuse	Charge per tonne per load	Charge Information
2.1.1	REFUSE not containing Food Waste	\$ 110.00	\$5.00 minimum charge
	<i>REFUSE containing Food Waste</i>	<i>See PROHIBITED WASTE</i>	

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
2.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$200.00 portion above 500 kg	\$25.00 minimum charge, RDOS approval form required.
2.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
2.1.4	CONSTRUCTION MIXED LOAD	\$90.00 up to 500 kg; \$200.00 portion above 500 kg	\$25.00 minimum charge RDOS approval form required
2.1.5	ASSESSED DEMOLITION RENOVATION AND CONSTRUCTION MIXED LOAD NON-SERVICE AREA	\$100.00 up to 500 kg; \$250.00 portion above 500 kg.	\$50.00 minimum charge, for loads originating from outside the SERVICE AREA RDOS approval form required
2.1.6	GYPSUM BOARD	\$95.00	\$5.00 minimum charge
2.1.7	WOOD WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	SMALL DIMENSION WHITE WOOD (KILN-DRIED)	\$200.00	\$50.00 minimum charge
2.1.8	CONTAMINATED WOOD PRODUCT	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	<i>PRESERVED WOOD</i>	<i>See Section 2.2 below</i>	
2.1.9	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE SEPARATED	\$20.00	\$5.00 minimum charge
2.1.10	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
2.1.11	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE SEPARATED	\$60.00	\$5.00 minimum charge
2.1.12	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
2.1.13	CLEAN FILL	\$0.00	
2.1.13.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
2.1.13.2	The appropriate Waste Management Declaration is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		
2.1.14	CONTAMINATED SOIL APPLICATION	\$250.00 per application	RDOS approval form required.
2.1.15	CONTAMINATED SOIL	\$25.00	\$50.00 minimum charge
2.1.15.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
2.1.15.2	(Non Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
2.1.15.3	Small Volume Contaminated Soil (under 5 cubic metres) (< 5 m ³). No Relocation agreement required. The appropriate Waste Management Declaration is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
	FRUIT WASTE	Not accepted	
2.1.16	YARD AND GARDEN WASTE	—\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	WOOD WASTE	See Section 2.1.7 above	
	CONTAMINATED WOOD PRODUCT	See Section 2.1.8 above	
	PRESERVED WOOD	See Section 2.2 below	
	TREE STUMPS	See Section 2.2 below	
2.1.17	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
2.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
2.1.19	SMALL DIMENSION GREEN ORGANICS	\$0.00	No Charge when DEPOSITED in designated location

	Recyclables	Charge per tonne per load	Charge Information
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2.1.20	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINATION
2.1.21	UNSORTED RESIDENTIAL RECYCLING	\$95.00	\$5.00 minimum charge. Free of CONTAMINATION
2.1.22	CORRUGATED CARDBOARD	\$0.00	Free of CONTAMINATION
2.1.23	Container Glass	\$0.00	Bottles and jars free of all other material except container label
2.1.24	E-WASTE	\$0.00	RESIDENTIAL quantities which originate within the SERVICE AREA
2.1.25	METAL	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
2.1.26	BATTERIES	\$0.00	
2.1.27	Recyclable TIRES (Max. 10 per customer/day)	\$0.00	Rims removed
2.1.28	OVERSIZE TIRES	\$500.00	Rims removed
	PRESSURIZED TANKS		See Section 2.4 below
	TIRES with Rims		See Section 2.4 below
	REFRIGERATION UNITS		See Section 2.4 below
	Mattress and Box Springs		See Section 2.4 below

2.2 — The charges for depositing authorized CONTROLLED WASTE and authorized PROHIBITED WASTE at the Okanagan Falls Sanitary Landfill are:

	Waste	Charge per tonne per load	Charge Information
2.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
2.2.2	BIOSOLIDS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
2.2.3	PRESERVED WOOD and LEAD PAINTED MATERIALS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
2.2.4	INVASIVE PLANTS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
2.2.5	INFESTED VEGETATION	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
2.2.6	BULKY WASTE	\$200.00	\$50.00 minimum charge
2.2.7	TIMBER WASTE	\$300.00	\$50.00 minimum charge
2.2.8	TREE STUMPS	\$50.00	\$50.00 minimum charge
2.2.9	Authorized PROHIBITED WASTE	\$200.00	\$50.00 minimum charge
2.2.10	Non-RECYCLABLE CONCRETE	\$60.00	\$50.00 minimum charge

2.3 The charges for depositing PROHIBITED WASTE as per 2.4.16 at the Okanagan Falls Sanitary Landfill are:

	Prohibited Waste	Charge per tonne per load	Charge Information
2.3.1	PROHIBITED WASTE	\$500.00	\$250.00 minimum charge

2.4 The following charges that are in addition to the general charges outlined in 2.1 and 2.2 of Schedule 5, shall also apply:

	Recyclables	Addition to General Charges	Charge Information
2.4.1	Large PRESSURIZED TANKS	\$1.00 per unit	4.5 kg. (10 lb.) or greater
2.4.2	Small PRESSURIZED TANKS	Free	Less than 4.5 kg. (10 lb.)
2.4.3	REFRIGERATION UNITS	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
2.4.4	TIRES with Rims	\$ 3.00 per unit	Maximum 10 per day
2.4.5	Mattress	\$10.00 per unit	Any size
2.4.6	Box Spring	\$10.00 per unit	Any size

2.4.7 Any REFUSE that is DEPOSITED at the ACTIVE FACE or the REFUSE BINS that contains RECYCLABLE WASTE shall be charged two times the rate for REFUSE, or two times the highest rate for any material contained in the load, whichever is greater.

2.4.8 Any SOLID WASTE load that is DEPOSITED in a designated stockpile area, and that contains CONTAMINANTS or does not meet RECYCLABLE specifications shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

2.4.9 Any MIXED LOAD DEPOSITED at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.

2.4.10 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in this Schedule with a \$10 minimum charge.

2.4.11 The charge payable under this Schedule shall be paid following the weighing of the empty VEHICLE after the LOAD is DEPOSITED and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty VEHICLE.

2.4.12 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in this Schedule.

2.4.13 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.

2.4.14 Each offence committed against the current Waste Management Service Regulatory Bylaw shall be deemed a separate and distinct offence and shall be charged double the normal fee with a \$10 minimum charge as set out in this Schedule

~~2.4.15 SOLID WASTE generated in the SERVICE AREA through the DEMOLITION, RENOVATION and CONSTRUCTION of LOCAL GOVERNMENT IMPROVEMENTS owned by The City of Penticton, The Village of Keremeos or the RDOS are exempt from tipping fees provided the SOLID WASTE is SOURCE SEPARATED prior to delivery, the MANAGER is notified 24 hours in advance and the materials are DEPOSITED appropriately at the SITE. MIXED LOADS shall be charged the applicable fees as set out in this Schedule~~

~~2.4.16 DEPOSIT of PROHIBITED WASTE including but not limited to ASBESTOS CONTAINING MATERIALS, FRUIT WASTE, FOOD WASTE and BURNED MATERIALS is not authorized for DISPOSAL at the Okanagan Falls SITE~~

Schedule 5 – Public Works and Engineering Fees

Section 7 – Sanitary Landfills

3.0 Oliver Sanitary Landfill

3.1 The general charges for depositing SOLID WASTE at the Oliver Sanitary Landfill are:

	Refuse	Charge per tonne per load	Charge Information
3.1.1	REFUSE	\$ 110.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
3.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$500.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required.
3.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
3.1.4	CONSTRUCTION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
3.1.5	GYP SUM BOARD	\$95.00	\$5.00 minimum charge
3.1.6	WOOD WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
3.1.7	CONTAMINATED WOOD PRODUCT	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	SMALL DIMENSION WHITE WOOD (KILN DRIED)	\$200.00	\$50.00 minimum charge
	PRESERVED WOOD	<i>See Section 3.2 below</i>	
3.1.8	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE SEPARATED	\$20.00	\$5.00 minimum charge
3.1.9	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
3.1.10	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE SEPARATED	\$60.00	\$5.00 minimum charge
3.1.11	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
3.1.12	CLEAN FILL	\$0.00	
3.1.12.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		

3.1.12.2	The appropriate waste management form is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
3.1.13	CONTAMINATED SOIL APPLICATION	\$250.00 per application	RDOS approval form required.

3.1.14	CONTAMINATED SOIL	\$25.00	\$50.00 minimum charge
3.1.14.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
3.1.14.2	(Non Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
3.1.14.3	Small Volume Contaminated Soil (under 5 cubic metres) (< 5 m ³). No Relocation agreement required. The appropriate waste management Declaration is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
3.1.15	FRUIT WASTE	\$10.00	\$5.00 minimum charge
3.1.16	YARD AND GARDEN WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads more than 100 kg
3.1.17	AGRICULTURAL ORGANIC MATERIAL other than FRUIT WASTE	\$0.00	
3.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
3.1.19	SMALL DIMENSION GREEN ORGANICS	\$0.00	No Charge when DEPOSITED in designated location
3.1.20	COMPOST Sales	\$50.00	Retail price per tonne when available

	Recyclables	Charge per tonne per load	Charge Information
3.1.21	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINATION
3.1.22	UNSORTED RESIDENTIAL RECYCLING	\$95.00	\$5.00 minimum charge. Free of CONTAMINATION
3.1.23	CORRUGATED CARDBOARD	\$0.00	
3.1.24	Container Glass	\$0.00	Bottles and jars free of all other material except container label

3.1.25	METAL	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
3.1.26	PAINT	\$0.00	RESIDENTIAL quantities which originate within the SERVICE AREA
3.1.27	E-WASTE	\$0.00	RESIDENTIAL quantities which originate within the SERVICE AREA
3.1.28	BATTERIES	\$0.00	
3.1.29	Recyclable TIRES (Max. 10 per customer/day)	\$0.00	Rims removed
3.1.30	OVERSIZE TIRES	\$ 500.00	Rims removed

3.2 The charges for depositing authorized CONTROLLED WASTE and authorized PROHIBITED WASTE at the Oliver Sanitary Landfill are:

	Waste	Charge per tonne per load	Charge Information
3.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior to delivery of materials to SITE
3.2.2	PRESERVED WOOD and LEAD PAINTED MATERIALS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
3.2.3	INVASIVE PLANTS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
3.2.4	INFESTED VEGETATION	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
3.2.5	Screenings and sludge from municipal sewage treatment plants, pump stations and domestic septic systems	\$200.00	\$50.00 minimum charge
3.2.6	Condemned foods	\$200.00	\$50.00 minimum charge
3.2.7	CLINICAL/LABORATORY WASTE	\$200.00	\$50.00 minimum charge
3.2.8	BULKY WASTE	\$200.00	\$50.00 minimum charge
3.2.9	CARCASSES	\$50.00	\$5.00 minimum charge
3.2.10	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location with proof of hazard assessment
3.2.11	BURNED MATERIALS	\$ 50.00 up to 500 kg; \$ 200.00 portion above 500 kg	\$10.00 minimum charge

3.2.12	Foundry Dust	\$200.00	\$50.00 minimum charge
3.2.13	FOOD PROCESSING WASTE	\$200.00	\$50.00 minimum charge
3.2.14	TIMBER WASTE	\$300.00	\$50.00 minimum charge
3.2.15	TREE STUMPS	\$50.00	\$10.00 minimum charge
3.2.16	RENDERABLE PRODUCT	\$200.00	\$50.00 minimum charge
3.2.17	Authorized PROHIBITED WASTE	\$200.00	\$50.00 minimum charge
3.2.18	Non-RECYCLABLE CONCRETE	\$60.00	\$50.00 minimum charge

3.3— The following charges that are in addition to the general charges outlined in 3.1 and 3.2 of Schedule 5, shall also apply:

	Recyclables	Addition to General Charges	Charge Information
3.3.1	Large PRESSURIZED TANKS	\$1.00 per unit	4.5 kg. (10 lb.) or greater
3.3.2	Small PRESSURIZED TANKS	Free	Less than 4.5 kg. (10 lb.)
3.3.3	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
3.3.4	TIRES with Rims	\$ 3.00 per unit	Maximum 10 per day
3.3.5	Mattress	\$10.00 per unit	Any size
3.3.6	Box Spring	\$10.00 per unit	Any size

3.3.7— Any REFUSE that is DEPOSITED at the ACTIVE FACE, with the exception of DEMOLITION AND RENOVATION MIXED LOAD and CONSTRUCTION MIXED LOAD, that contains RECYCLABLE WASTE, shall be charged two times the rate for REFUSE, or two times the highest rate for any material contained in the load whichever is greater.

3.3.8— Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS or does not meet RECYCLABLE specifications shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

3.3.9— Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.

3.3.10— The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in this Schedule with a \$10 minimum charge.

3.3.11— The charge payable under this Schedule shall be paid following the weighing of the empty VEHICLE after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the VEHICLE.

3.3.12— In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in this Schedule.

3.3.13— All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.

~~3.3.14 Each offence committed against the current Waste Management Service Regulatory Bylaw shall be deemed a separate and distinct offence and shall be charged double the normal fee with a \$10 minimum charge as set out in this Schedule~~

~~3.3.15 SOLID WASTE generated in the SERVICE AREA through the DEMOLITION, RENOVATION and CONSTRUCTION of Local Government Improvements owned by The Town of Oliver or the RDOS are exempt from tipping fees provided the SOLID WASTE is SOURCE SEPARATED prior to delivery, the MANAGER is notified 24 hours in advance and the materials are DEPOSITED appropriately at the SITE. DEMOLITION AND RENOVATION MIXED LOAD shall be charged the applicable fees above.~~

Schedule 5 – Public Works and Engineering Fees

Section 7- Sanitary Landfills

4.0 Keremeos Sanitary Landfill

4.1 The general charges for depositing SOLID WASTE at the Keremeos Sanitary Landfill are:

	Refuse	Charge per tonne per load	Charge Information
4.1.1	REFUSE	\$ 110.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
	DEMOLITION-RENOVATION AND CONSTRUCTION MIXED LOAD	Mixed Loads Not Accepted	
4.1.2	GYPSUM BOARD	\$95.00	\$ 5.00 minimum charge
4.1.3	WOOD WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
4.1.4	CONTAMINATED WOOD PRODUCT	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads greater than 100 kg
	SMALL DIMENSION WHITE WOOD (KILN DRIED)	\$200.00	\$50.00 minimum charge
	PRESERVED WOOD	See Section 4.2 below	
4.1.5	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE SEPARATED	\$20.00	\$5.00 minimum charge
4.1.6	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
4.1.7	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE SEPARATED	\$60.00	\$5.00 minimum charge
4.1.8	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
4.1.9	CLEAN FILL	\$0.00	
4.1.9.1	Clean soil materials that do not exhibit concentrations of metals and non metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
4.1.9.2	The appropriate Waste Management Declaration is to be completed and twenty four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
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4.1.11	YARD AND GARDEN WASTE	\$0.00 up to 100 kg; \$60.00 portion above 100 kg	\$5.00 minimum charge for loads more than 100 kg
4.1.12	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
4.1.13	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
4.1.14	SMALL DIMENSION GREEN ORGANICS	\$0.00	No Charge when DEPOSITED in designated location

	Recyclables	Charge per tonne per load	Charge Information
4.1.15	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
4.1.16	UNSORTED RESIDENTIAL RECYCLING	\$95.00	\$5.00 minimum charge. Free of CONTAMINATION
4.1.17	CORRUGATED CARDBOARD	\$0.00	Free of contaminants
4.1.18	Container Glass	\$0.00	Bottles and jars free of all other material except container label
4.1.19	METAL	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
4.1.20	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
4.1.21	BATTERIES	\$0.00	
4.1.22	Recyclable TIRES (Max. 10 per customer/day)	\$0.00	Rims removed
4.1.23	OVERSIZE TIRES	\$500.00	Rims removed
	PRESSURIZED TANKS	<i>See Section 4.4 below</i>	
	TIRES with Rims	<i>See Section 4.4 below</i>	
	REFRIGERATION UNITS	<i>See Section 4.4 below</i>	
	Mattress and Box Springs	<i>See Section 4.4 below</i>	

4.2 — The charges for depositing authorized CONTROLLED WASTE and authorized PROHIBITED WASTE at the Keremeos Sanitary Landfill are:

	Waste	Charge per tonne per load	Charge Information
4.2.1	PRESERVED WOOD	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
4.2.2	INVASIVE PLANTS	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
4.2.3	INFESTED VEGETATION	\$200.00 <i>(see Information on Charge)</i>	No Charge when DEPOSITED in designated location
4.2.4	TREE STUMPS	\$50.00	\$10.00 minimum charge

4.2.5	Authorized PROHIBITED WASTE	\$200.00	\$50.00 minimum charge
4.2.6	Non-RECYCLABLE CONCRETE	—\$60.00	\$50.00 minimum charge

4.3 The charges for depositing PROHIBITED WASTE as per 2.4.16 at the Keremeos Sanitary Landfill are:

	Prohibited Waste	Charge per tonne per load	Charge Information
4.3.1	PROHIBITED WASTE	\$500.00	\$250.00 minimum charge

4.4 The following charges that are in addition to the general charges outlined in 4.1 and 4.2 of Schedule 5, shall also apply:

	Recyclables	Addition to General Charges	Charge Information
4.4.1	Large PRESSURIZED TANKS	\$1.00 per unit	4.5 kg. (10 lb.) or greater
4.4.2	Small PRESSURIZED TANKS	Free	Less than 4.5 kg. (10 lb.)
4.4.3	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
4.4.4	TIRES with Rims	\$3.00 per unit	Maximum 10 per day
4.4.5	Mattress	\$10.00 per unit	Any size
4.4.6	Box Spring	\$10.00 per unit	Any size

4.4.7 Any REFUSE that is DEPOSITED in the REFUSE BINS that contains RECYCLABLE WASTE or CONTROLLED WASTE shall be charged two times the rate for REFUSE or two times the highest rate for any materials contained in the load, whichever is greater.

4.4.8 Any SOLID WASTE load that is DEPOSITED in a designated stockpile area, and that contains CONTAMINANTS or does not meet RECYCLABLE specifications shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

4.4.9 Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.

4.4.10 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in this Schedule with a \$10 minimum charge.

4.4.11 The charge payable under this Schedule shall be paid following the weighing of the empty VEHICLE after the LOAD is DEPOSITED and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty VEHICLE.

4.4.12 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a fee shall be charged as outlined in this Schedule.

~~4.4.13 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.~~

~~4.4.14 Each offence committed against the current Waste Management Service Regulatory Bylaw shall be deemed a separate and distinct offence and shall be charged double the normal fee with a \$10 minimum charge as set out in this Schedule.~~

~~4.4.15 DEPOSIT of PROHIBITED WASTE including but not limited to ASBESTOS CONTAINING MATERIALS, FRUIT WASTE, DEMOLITION RENOVATION AND CONSTRUCTION MIXED LOAD, LEAD PAINTED MATERIALS and BURNED MATERIALS is not authorized for DISPOSAL at the Keremeos SITE.~~

Schedule 5 – Public Works and Engineering Services Fees CHANGES/additions in blue

Section 7- Sanitary Landfills

Regulatory Bylaw 2723.01

Campbell Mountain, Okanagan Falls, Oliver Landfills and Keremeos Waste Transfer Station

Commented [DH5]: Previously each Landfill had its own Schedule now have consolidated into one

1.0 The general charge information is per metric tonne per load, or when stated per unit, when each SOLID WASTE is SOURCE SEPARATED, not CONTAMINATED and DISPOSED in the DESIGNATED LOCATION. Capitalization of a word indicates that it is defined in the Waste Management Regulatory Bylaw.

Charges that are in addition to the general charges listed in Section 1.1 to 1.4 are identified in 2.0.

<u>1.1 REFUSE</u>	<u>Campbell Mountain Landfill</u>	<u>Okanagan Falls Landfill</u>	<u>Oliver Landfill</u>	<u>Keremeos Waste Transfer Station</u>	<u>Charge Information</u>
<u>REFUSE</u>	<u>\$110.00</u>	<u>\$110.00</u> <u>Must not contain items listed in Section 2.13</u> <u>FOOD WASTE.</u>	<u>\$110.00</u>	<u>\$110.00</u> <u>Must not contain items listed in Section 2.12</u>	<u>\$5.00 minimum charge.</u> <u>Okanagan Falls Landfill cannot accept FOOD WASTE.</u>

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1.2 DEMOLITION, RENOVATION, CONSTRUCTION MIXED LOAD SOLID WASTE	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
ASSESSSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 to 500 kg; \$500.00 portion above 500 kg	\$90.00 to 500 kg; \$125.00 portion above 500 kg	\$90.00 to 500 kg; \$500.00 portion above 500 kg	Not Accepted	RDOS approval form required. \$25.00 minimum charge
NON-SERVICE AREA ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	Not Accepted	\$150.00	Not Accepted	Not Accepted	RDOS approval form required. Materials generated outside the SERVICE AREA of a SITE.
NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 to 500 kg; \$700.00 portion above 500 kg	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	Not Accepted	\$50.00 minimum charge.
CONSTRUCTION MIXED LOAD	\$200.00 to 500 kg; \$700.00 portion above 500 kg	\$90.00 to 500 kg; \$125.00 portion above 500 kg	\$200.00 to 500 kg; \$700.00 portion above 500 kg	Not Accepted	RDOS approval form required. \$25.00 minimum charge

Commented [CB6]: Was \$200. Reduced due to lower than expected tonnage received.

Commented [CB7]: Was \$250. Reduced due to lower than expected tonnage received.

Commented [CB8]: Was \$200. Reduced due to a lower than expected tonnage received.

1.3 RECYCLABLE (see Charge Information with each SOLID WASTE)	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
Alarms (smoke, CO detectors)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities accepted.
Antifreeze (liquid & containers)	\$0.00	Not Accepted	\$0.00	Not Accepted	Residential quantities accepted.
ASPHALT	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge.
ASPHALT SHINGLES	\$60.00	\$60.00	\$60.00	\$60.00	\$5.00 minimum charge.
BATTERIES LEAD-ACID, BATTERIES - HOUSEHOLD	\$0.00	\$0.00	\$0.00	\$0.00	Lead acid, Household.
CERAMIC FIXTURES and Ceramic Tile	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge.
CONCRETE	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge.
CONCRETE BULKY	\$60.00	\$60.00	\$60.00	Not Accepted	Means CONCRETE measuring greater than 1

					m. in any dimension and/or where large amounts of metal are protruding greater than 15 cm. \$50.00 minimum charge.
CORRUGATED CARDBOARD	\$0.00	\$0.00	\$0.00	\$0.00	Not CONTAMINATED.
ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities.
FRUIT WASTE	\$0.00 up to 500 kg \$60.00 portion above 500 kg	Not Accepted	\$0.00 up to 500 kg \$60.00 portion above 500 kg	Not Accepted	\$5.00 minimum charge for loads greater than 500 kg
FRUIT/GRAIN BY-PRODUCT	\$0.00 up to 500 kg \$60 portion above 500 kg	Not Accepted	\$0.00 up to 500 kg \$60 portion above 500 kg	Not Accepted	
GLASS CONTAINERS	\$0.00	\$0.00	\$0.00	\$0.00	Clean, empty. Commercial volumes accepted in DESIGNATED LOCATION
GYPSPUM BOARD-NEW	\$110.00	\$110.00	\$110.00	\$110.00	\$5.00 minimum charge.
GYPSPUM BOARD NON-RECYCLABLE	\$110.00	\$110.00	\$110.00	\$110.00	\$5.00 minimum charge.
Lighting (fixtures and bulbs)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities accepted.
1.3 RECYCLABLES continued (see Charge Information with each SOLID WASTE)	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information Charge per metric tonne per load, or as stated per unit, and see 1.0
MASONRY	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge
Mattress or Box Spring	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	Any size.
Mercury containing materials (thermostat switches)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities accepted HHW Facility.
METAL	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg. Under 2.4 meters (8 ft.) in length and/or width.
Oil (used motor oil, filters and containers)	\$0.00	Not Accepted	\$0.00	Not Accepted	Residential quantities accepted. HHW Facility.

Commented [CB9]: Changed from \$10 M/T with \$5 min. charge to match rate at Campbell Mtn Landfill. Small loads are comparatively easy to handle as compared to large loads.

Commented [DH10]: New Definition to accommodate waste generated by cottage beverage producers. Small volumes are comparatively easy to handle as compared to large volumes.

Commented [CB11]: Raised from \$95 to match cost per tonne to recycle.

Commented [CB13]: Raised from \$95 to match cost of disposal.

Commented [CB12]: Asbestos restrictions have limited ability to recycle old recovered gypsum from structures. This new charge will allow for separation of recyclable and non-recyclable gypsum at the same price.

					(Limit of 20 gallons per load per day).
OPERATIONALLY BENEFICIAL	\$0.00	\$0.00	\$0.00	\$0.00	As determined by the MANAGER.
Paint - residential	\$0.00	Not Accepted	\$0.00	Not Accepted	Residential quantities accepted (limit of 20 gallons per load per day).
PRESSURIZED TANKS - Large	\$1.00 per unit	\$1.00 per unit	\$1.00 per unit	\$1.00 per unit	4.5 kg (10 lb.) capacity or greater.
PRESSURIZED TANKS - Small	\$0.00	\$0.00	\$0.00	\$0.00	Less than 4.5 kg (10 lb.) capacity.
PRODUCT STEWARDSHIP MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	Acceptable PRODUCT STEWARDSHIP MATERIALS and acceptable quantities from within the SERVICE AREA.
REFRIGERATION UNIT (Fridges, Freezers, AC units etc.)	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES. If ODS is removed provide acceptable certification.
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE	\$0.00 see Charge Information	Not Accepted	See Oil, Paint Antifreeze, Lighting	Not Accepted	Residential quantities accepted. Oliver LF accepts only what is listed.
RESIDENTIAL PACKAGING	\$0.00	\$0.00	\$0.00	\$0.00	Not CONTAMINATED.
RESIDENTIAL POLYSTYRENE PACKAGING	\$0.00	Not Accepted	\$0.00	\$0.00 see Charge Information	Not CONTAMINATED.
RESIDENTIAL PLASTIC FILM	\$0.00	Not accepted	\$0.00	\$0.00	Not CONTAMINATED.
1.3 RECYCLABLES continued (see Charge Information with each SOLID WASTE)	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information Charge per metric tonne per load, or as stated per unit, and see 1.0
RESIDENTIAL PRINTED PAPER	\$0.00 see Charge Information	Not CONTAMINATED.			
RESIDENTIAL RECYCLING- UNSORTED	\$110.00	\$110.00	\$110.00	\$110.00	\$5.00 minimum charge. Not CONTAMINATED.
ROCKS	\$20.00	\$20.00	\$20.00	\$20.00	Not greater than 40 cm in any direction. \$5.00 minimum charge.
TAR AND GRAVEL ROOFING	\$60.00	\$60.00	\$60.00	\$60.00	\$5.00 minimum charge.
TIRE	\$0.00	\$0.00	\$0.00	\$0.00	Maximum 10 per load/day.

Commented [CB14]: Program for unsorted blue bags. Unlike sorted residential recycling, the RDOS must pay for the shipping and recycling. Tipping fee covers cost of recycling.

	see Charge Information	see Charge Information	see Charge Information	see Charge Information	
TIRE – with rims	\$3.00 per unit	\$3.00 per unit	\$3.00 per unit	\$3.00 per unit	Maximum 10 per load/day.
TIRE-OVERSIZE	\$500.00	\$500.00	\$500.00	\$500.00	Per Metric Tonne
WOOD PRODUCT CONTAMINATED	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 above 500 kg	\$5.00 minimum charge for loads greater than 500 kg.
WOOD WASTE	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg.
WOOD WASTE-TREE STUMP	\$50.00	\$50.00	\$50.00	\$50.00	\$10.00 minimum charge.
YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 above 500 kg	\$5.00 minimum charge for loads greater than 500 kg.
YARD WASTE SMALL DIMENSION	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	No Charge when loads contain only chipped yard waste, grass, and/or leaves.
Compost Sales	For Campbell Mountain Landfill compost sales, contact City of Penticton. Compost site is operated by the City of Penticton.				

Commented [CB15]: Fees removed for pre-chipped yard waste grass and leaves. (tree removal & landscaping companies). These materials can be used on site without additional cost of grinding.

1.4 Authorized CONTROLLED WASTE	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
AGRICULTURAL ORGANIC MATERIAL	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required. Penalties will apply if not suitably prepared.
AGRICULTURAL PLASTIC	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required. Penalties will apply if not suitably prepared.
ASBESTOS CONTAINING MATERIALS (ACM)	\$0.00 see Charge Information	Not Accepted	\$0.00 see Charge Information	Not Accepted	RDOS approval required. PROHIBITED WASTE when not suitably contained and DISPOSED of.

BULKY WASTE	\$200.00	\$200.00	\$200.00	Not Accepted	\$50.00 minimum charge.
BURNED MATERIALS that have been allowed to cool for no less than a two-week period.	\$200.00	Not Accepted	\$200.00	Not Accepted	RDOS approval required. \$5.00 minimum charge.
CARCASSES	\$50.00	Not Accepted	\$50.00	Not Accepted	\$10.00 minimum charge.
CLINICAL/ LABORATORY STERILIZED WASTE	\$200.00	Not Accepted	\$200.00	Not Accepted	\$50.00 minimum charge
Condemned foods	\$200.00	Not Accepted	\$200.00	Not Accepted	RDOS approval required. \$50.00 minimum charge.
Foundry Dust	\$150.00	Not Accepted	\$150.00	Not Accepted	\$50.00 minimum charge
ILLEGALLY DUMPED WASTE	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required. Regular charges will apply if not RDOS approved prior to DISPOSAL.
INFESTED VEGETATION	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	Penalties will apply if not DISPOSED of in DESIGNATED LOCATION.
INVASIVE PLANTS	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	Penalties will apply if not DISPOSED of in DESIGNATED LOCATION.
LEAD-BASED PAINT coated materials	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	PROHIBITED WASTE when not suitably DISPOSED of.
1.4 Authorized CONTROLLED WASTE continued	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information Charge per metric tonne per load or as indicated and see 1.0
PROHIBITED WASTE – authorized	\$200.00	\$200.00	\$200.00	Not Accepted	\$50.00 minimum charge. RDOS approval required.
Sludge and Screenings from municipal sewage treatment plants	\$110.00 see Charge Information	Not Accepted	\$110.00 see Charge Information	Not Accepted	\$50.00 minimum charge. RDOS approval required. If not RDOS approved prior to DISPOSAL a charge of \$200 M/T will apply with a \$50.00 minimum.

Commented [CB16]: Removed component of lower fees under 500 kg per load.

Commented [CB17]: Name updated from Environmental Clean Up Materials.

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SOIL CLEAN	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required.
SOIL CONTAMINATED	\$25.00	\$25.00	\$25.00	Not Accepted	Soil Relocation Application required.
Soil Relocation Application	\$250.00 per application	\$250.00 per application	\$250.00 per application	Not Applicable	RDOS approval required.
SOIL SMALL VOLUME CONTAMINATED	\$25.00	\$25.00	\$25.00	Not Accepted	RDOS approval required.
WOOD-PRESERVED	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	PROHIBITED WASTE when not suitably DISPOSED of.
WOOD WASTE INDUSTRIAL	\$300.00	\$300.00	\$300.00	Not Accepted	\$50.00 minimum charge.
WOOD WASTE-SMALL DIMENSION	\$200.00	\$200.00	\$200.00	Not Accepted	

Commented [DH18]: Declaration

Commented [CB19]: Existing designation that has been applied to all landfills except Keremeos. Does not require Soil Relocation Application.

Commented [DH20]: SMALL VOLUME CONTAMINATED SOIL Requires approval & completion of a Small Volume Relocation Form

2.0 The following charges are in addition to the general charges outlined above [in 1.0 to 1.4](#), shall also apply:

2.1 Any REFUSE that is deposited at the ACTIVE FACE or REFUSE BINS, with the exception of DEMOLITION AND RENOVATION MIXED LOAD and CONSTRUCTION MIXED LOAD that contains CONTROLLED WASTE or RECYCLABLE WASTE, shall be charged two times the rate for REFUSE, or two times the highest rate for any material contained in the load, whichever is greater.

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2.2 Any SOLID WASTE load that is deposited in a DESIGNATED LOCATION and that is CONTAMINATED or does not meet RECYCLABLE specifications shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

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2.3 DISPOSING of unauthorized PROHIBITED WASTE in a manner contrary to the RDOS approved protocol shall be charged \$500 per tonne with a \$300 minimum charge, or as determined by the MANAGER.

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2.4 Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.

2.5 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in this Schedule with a \$10 minimum charge.

2.6 The charge payable under this Schedule shall be paid following the weighing of the empty VEHICLE after the load is DISPOSED and shall be based on the WEIGHT - NET, difference in weight between the WEIGHT - GROSS and the WEIGHT - TARE of the empty VEHICLE.

2.7 In the event the weigh scale is not operational, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a fee shall be charged as outlined in this Schedule.

2.8 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program shall pay a fee as determined by the REGIONAL DISTRICT.

2.9 Each offence committed against the current Waste Management Service Regulatory Bylaw shall be deemed a separate and distinct offence and shall be charged double the normal fee with a \$10 minimum charge as set out in this Schedule.

See 2.3

2.10 SOLID WASTE generated by LOCAL GOVERNMENT IMPROVEMENTS are exempt from tipping fees when prepared and DISPOSED of in a manner approved by the MANAGER.

2.11 Any SOLID WASTE generated outside the designated Landfill SERVICE AREA that is DISPOSED of at a SITE shall be charged two times the rate for REFUSE, or two times the highest rate for any SOLID WASTE contained in the load, whichever is greater, with a \$20 minimum charge, or as indicated in Section 1.2.:

2.12 DISPOSAL of SOLID WASTE including but not limited to, ASBESTOS CONTAINING MATERIAL, BURNED MATERIAL, CONSTRUCTION MIXED LOAD, DEMOLITION AND RENOVATION MIXED LOAD, FRUIT WASTE, FRUIT /GRAIN BY-PRODUCTS is not authorized for DISPOSAL at the Keremeos SITE.

2.13 DISPOSAL of SOLID WASTE including but not limited to, ASBESTOS CONTAINING MATERIAL, BURNED MATERIAL, FOOD WASTE, FRUIT WASTE, FRUIT /GRAIN BY-PRODUCTS is not authorized for DISPOSAL at the Okanagan Falls SITE.

Schedule 6 – Parks and Recreation Fees

1.0 Naramata Parks and Recreation

1.1 Wharf Park		
1.1.1	Park Rental (No Power) daily	\$100
1.2 Manitou Park		
1.2.1	Park Rental (No Power) daily	\$100
1.2.2	Power daily	\$25
1.3 Deposit for Park Rental		\$500
1.4 Recreation Programs		
1.4.1	Instructed Programs (per series – price not to exceed)	\$175
1.4.1.1	Drop-in (per session – price not to exceed)	\$15
2.4.2	Summer Day Camp - daily	\$25
2.4.5	Summer Camp Weekly	\$100

1.1 Wharf Park		
1.1.1	Park Rental (No Power) daily	\$100
1.2 Manitou Park		
1.2.1	Park Rental (No Power) daily	\$100
1.2.2	Power daily	\$25
1.3	Deposit for Park Rental	\$500
1.4	Recreation Programs	
1.4.1	Instructed Programs (per series - price not to exceed)	\$175
1.4.1.1	Drop-in (per session - price not to exceed)	\$15
1.4.2	After School Program (per session)	\$3
1.4.3.1	One-time Membership	\$10
1.4.3	Summer Day Camp - Daily	\$25
1.4.4	Summer Day Camp - Weekly	\$100

2.0 Okanagan Falls Parks and Recreation

2.1 Kenyon House		
2.1.1	Kenyon House - Monday to Friday daily	\$75
2.1.2	Kenyon House - Saturday or Sunday daily	\$110
2.1.3	Kenyon House - Full Weekend	\$200
2.2 Community Center		
2.2.1	Full Facility Kitchen Activity Room and Gym - Saturday or Sunday	\$325
2.2.2	Full Facility Kitchen Activity Room and Gym - Full Weekend	\$450
2.2.3	Gym or Activity Room - Monday to Friday 3pm to 9pm daily	\$60
2.2.4	Gym or Activity Room - Weekend Saturday or Sunday daily	\$150
2.2.5	Gym or Activity Room - Full Weekend (Friday 3pm to Sunday 9pm)	\$250
2.2.6	Kitchen with Rental of Activity Hall or Gym	\$75
2.2.7	Children's Birthday Party - 3hr max	\$60-75
2.2.8	Kitchen Only - Daily	\$100
2.2.9	Kitchen Only - Full Weekend	\$150
2.3 Zen Center		
2.3.1	Day Rate	\$60
2.3.2	Full Weekend	\$100
2.4 Children Programs		
2.4.1	Drop in rate - floor hockey, game night and Multisport	\$3
2.4.2	Active Kids Programs – per visit	\$3-\$10
2.4.3	Special Onetime Events	\$10-\$20
2.4.4	Summer Day Camp - daily	\$25
2.4.5	Summer Camp Weekly	\$100
2.5 Adult Programs		
2.5.1	Instructed Programs - Drop in	\$10
2.5.2	Instructed Programs - 5 Pass Package	\$40
2.5.3	Instructed Programs - 10 Pass Package	\$65
2.5.4	Instructed Programs - 20 Pass Package	\$120
2.5.5	Drop -In	\$3

2.6 Lions	2.6.1	Wedding Vows - Ceremonies	\$75
2.7 Keogan			
	2.7.1	Youth / Teen	\$10
	2.7.2	Cricket / Baseball Adult Exclusive	\$75

3.0 Kaleden Parks and Recreation

3.1 Parks

3.1.1	Kaleden Hotel Day Rate (Includes power)	\$ 400
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3.2 Community Hall (rental includes Hall, Bar and Sound System)

3.2.1	Day Rate (8 am – midnight)	\$2500
	3.2.1.1. Weddings	\$375
	3.2.1.1 Hotel Park and Hall	\$
	With alcho	\$2800425
	3.2.1.2 Full Wee Meetings and Events	\$415
3.2.2	Weekend Rate (6 pm Friday to noon	\$2700
3.2.3	Sunday) kend (noon Friday to noon	\$50
	3.2.3.1 Sunday (includes Kitchen)	\$150
	3.2.3.2 Hourly Rate	\$350
	3.2.3.3 Hall (3 hour minimum)	\$100
	Add Kitchen (\$200)	
	Children's Birthday Parties	700

Kaleden Residents receive a 25% discount on all Rentals

3.2.4	Damage Deposit – <u>required</u>	30%\$600
3.2.5	Sports Drop In Rates (2.5 hours) Rental	\$3
	<u>Rates (2 Hours)</u>	\$4
	<u>3.2.5.1 Drop In Per Person</u>	\$2.50
	<u>3.2.5.2 Individual Fee paid in advance</u>	\$25Free
3.2.6	<u>per class</u>	No Chg
3.2.7	3.2.5.3 Club Fee	20%
3.2.8	Kaleden Youth Organized Groups	No Chg
3.2.9	Discount for Non-Profit Organizations	No Chg

3.3 Equipment for Rent Off Premise

3.3.1	Rectangular Tables (each)	\$8
3.3.2	Chairs (each)	\$2
3.3.3	Portable Sound System (mp3, iPod compatible (per day)	\$150
3.3.7	10x10 Awnings (each)	\$60
3.3.8	Administration Fee on all Off Premise Rentals	\$55
		\$40

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	3.3.8.1 Weekday	\$60
	3.3.8.2 Weekend	
3.4 Insuran	Mandatory Coverage	
3.4.1	Church Group	\$5
3.4.2	Children's Party	\$30
3.4.3	Wedding or Adult Party	\$60
	3.4.3.1 Alcohol Permit (\$100)	\$160

3.5 Deposit for All Types of Rentals 30%

****Special Requests can be submitted to the Kaleden Recreation Commission Board****

3.6 Recreation Programs

3.6.1	Drop in rate - floor hockey, game night and Multisport	\$3
3.6.2	Active Kids Programs – per visit	\$3-\$10
3.6.3	Special Onetime Events	\$10-\$20
3.6.4	Instructed Programs - Drop in	\$10
3.6.5	Fitness / Yoga businesses providing instruction - 30% of gross revenue paid to Kal-Rec	\$10-\$15

4.0 Keremeos

4.1 Facility Rentals

4.1.1	Bowling lanes	\$8070
	4.1.1.2 School Rates	\$6055
4.1.2	Squash/Racquetball	\$550
4.1.3	Climbing Wall	\$45

4.2 Keremeos Community Pool

4.2.1	Single Admission Rates	
4.2.1.1	Pre-school - under 5	\$1.25
4.2.1.2	Child – 5 – 12 years	\$4.00-25
4.2.1.3	Teen – 13 – 19 years	\$4.2550
4.2.1.4	Adult – 19+	\$4.755.00
4.2.1.5	10 Flex Pass	\$3436
4.2.1.6	Family Rate	\$11.50
4.2.2	Red Cross	
4.2.2.1	Duck – Level 7	\$563
4.2.2.2	Level 8 – 10	\$762
4.2.3	Early Bird Club *changed from 3 days per week to 2 days	\$1150
4.2.4	Adult Fitness	\$1150
4.2.5	Aquacise	\$90-115
<u>4.2.6</u>	<u>Aquacise Combined</u>	<u>\$170</u>
<u>4.2.6</u>	<u>Red Cross Lessons</u>	
<u>4.2.6.4</u>	<u>Pre-school</u>	<u>\$50</u>

	4.2.6.2	Levels 1—7	\$50
	4.2.6.3	Levels 8, 9 and 10	\$68
4.2.7		Pool Rental – per hour	<u>\$7580</u>
4.3 Keremeos Fitness Room			
4.3.1		Single Admission Rates	
	4.3.1.1	Youth	\$4.75
	4.3.1.2	Adult	\$7
4.3.2		1 Month Pass	
	4.3.2.1	Youth	<u>\$4853</u>
	4.3.2.2	Adult	<u>\$6875</u>
4.3.3		3 Month Pass	
	4.3.3.1	Youth	<u>\$1250</u>
	4.3.3.2	Adult	<u>\$15345</u>
	4.3.3.3	Family	<u>\$ 25540</u>
4.3.4		6 Month Pass	
	4.3.4.1	Youth	<u>\$ 480190</u>
	4.3.4.2	Adult	<u>\$ 236250</u>
4.3.5		1 Year Pass	
	4.3.5.1	Youth	<u>\$ 306320</u>
	4.3.5.2	Adult	<u>\$ 406425</u>
	4.3.5.3	Family	<u>\$ 606635</u>
4.3.6		Lost Card Replacement	<u>\$4012</u>
4.4 Keremeos Ice Rink			
4.4.1		Single Admission Rates	
	4.4.1.1	Child – 5 – 12 years	\$ 4.00
	4.4.1.2	Teen – 13 – 19 years	\$ 4.50
	4.4.1.3	Adult – 19+	\$ 5.00
	4.4.1.4	Family	\$10.50
	4.4.1.5	Parent/Tot	<u>\$ 6.5025</u>
	4.4.1.6	10 Flex Pass	<u>\$30.0032.00</u>
4.4.2		Learn to Skate	
	4.4.2.1	3 – 6 Years	<u>\$6065.00</u>
	4.4.2.2	7 and up	<u>\$90.0065.00</u>
4.4.3		Mite's Hockey – Boys and Girls 5 – 8 Years old	<u>\$5.25</u>
	4.4.3.1	Entire Program	<u>\$55.00</u>
	4.4.3.2	Drop In	<u>\$5.00</u>
4.4.4		Sticks and Pucks 9 -14 Years old	<u>\$4.505.25</u>

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4.4.5	Sticks and Pucks – Adult	\$8. 00 <u>50</u>
4.4.6	Ice Rental – Per hour	
4.4.6.1	School Age Keremeos	\$ 80.00
4.4.6.2	Adult	\$100. <u>00</u>
4.4.7	Skate Rental	\$2.50
4.5	Keremeos Bowling	
4.5.1	League Bowling	
4.5.1.1	Adult	\$11.50
4.5.1.2	Senior	\$11.00
4.5.1.3	<u>Fun Bowl</u>	<u>\$9.50</u>
4.5.2	Drop- In	
4.5.2.1	Adult	\$ 5.25
4.5.2.2	Youth	\$ 4.25
4.5.2.3	Family	\$10.50
4.5.3	Shoe Rental	\$ 2.00
4.6	Squash Tokens (each)	\$ 2.65
4.6.1	Per Year	\$68.00
	Punch in Fitness	\$64.76
4.67	Climbing	
4.7.1	Child	\$ 3.00
4.7.2	Teen	\$ 4.00

All Program fees are set at a level sufficient at minimum to cover all instructors, expendable and consumable materials and extraordinary costs.

Schedule 7 – Transit Fees

1.0 Local Routes

1.1	Single Fare Tickets	\$2.25
1.2	Sheet of Ten Tickets	\$20.25
1.3	Day Pass	\$4.50
1.4	Adult Monthly Pass	\$45.00
1.5	Student/Senior Monthly Pass	\$35.00

2.0 Regional Routes (Multi-Zone)

2.1	Single Fare Tickets	\$4.00
2.2	Sheet of Ten Tickets	\$36.00
2.3	Day Pass	\$8.00
2.4	Adult Monthly Pass	\$60.00
2.5	Student/Senior Monthly Pass	\$40.00

Students enrolled on a full-time basis and persons of the age 65 and over are eligible for the discounted rate, as outlined in the schedule. Discounted rates apply to monthly passes, only.

Schedule 87 – Freedom of Information and Protection of Privacy Request Fees²

Schedule of Maximum Fees

1. For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour or portion thereof after the first 3 hours.
(b) for producing a record manually	\$7.50 per ¼ hour.
(c) for producing a record from a machine readable record excluding records produced on the Geographic Information System (G.I.S.)	\$16.50 per minute for cost of use of mainframe processor on all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record.
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour.
(e) for shipping copies	actual costs of shipping method chosen by applicant.
(f) for copying records:	
(i) photocopies and computer printouts	\$0.25 per page (8.5 x 11, 8.5 x 14) \$0.30 per page (11 x 17)
(ii) floppy disks	\$10.00 per disk
(iii) computer tapes	\$40.00 per tape, up to 2400 feet
(iv) microfilm/fiche to paper duplication	\$0.50 per page
(v) photographs (colour or black & white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" 3.00 each for 5" x 7"
(vi) hard copy laser print, B/W 300 dots/inch	\$0.25 per page
hard copy laser print, B/W 1200 dots/inch	\$0.40 per page
hard copy laser print, colour	\$1.65 each
(vii) photographic print of textual, graphic or cartographic record (8" x 10" black & white)	\$12.50 each
(viii) slide duplication	\$0.95 each
(ix) plans	\$1.00 per square metre
(x) video cassette (1/4" or 8mm)	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
(xi) video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
(xii) video cassette (3/4") duplication	\$40 per cassette plus \$11.00 per ¼ hour of recording
(xi) photomechanical reproduction of 1055 mm cartographic record/plan	\$3.00 each
2. For Commercial Applicants for each service listed in item 1.	the actual cost of providing that service.

2018 Corporate Action Plan

Dashboard

#	Objective	Status	Points Available	KSD Total	Page
1.1.1	By providing the Board with accurate, current financial information.		3	15	4
1.1.2	By being an effective local government		3		4
1.2.1	By implementing the 2018 joint occupational health and safety action plan		5		4
1.3.1	By implementing an Organizational Development Program		4		5
2.1.1	By promoting regional district facilities and services		3	20	5
2.1.2	By promoting citizen engagement		3		5
2.2.1	By continuously improving bylaws, policies and process within the organization		7		6
2.2.2	By submitting an intervention to the BCUC into the 2018 FortisBC Rate Structure Application		4		6
2.2.3	By implementing the regional transit future plan		3		7
3.1.1	By implementing the regional fire service master plan		4	50	7
3.1.2	By establishing a Naramata Fire Service Satellite Fire Hall		2		7
3.1.3	By developing the Erris Volunteer Fire Department		2		8
3.1.4	By reviewing and updating the emergency management program		6		8
3.1.5	By implementing the Regional Trails Program		3		8
3.1.6	By implementing the 2018 phase of the parks program		3		9
3.1.7	By providing public recreational opportunities		3		9
3.2.1	By developing an Asset Management Plan		2		9
3.2.2	By Investigating the Business Case to Acquire Authority to Issue Business Licenses		2		10
3.3.1	By completing the Electoral Area "F" Official Community Plan update		2		10



#	Objective	Status	Points Available	KSD Total	Page
3.3.2	By implementing the 2018 Phase of the Solid Waste Management Plan		8		10
3.3.3	By enhancing the Okanagan Falls Waste Water Treatment System		5		11
3.3.4	By enhancing Regional District Water System Delivery		4		11
3.3.5	By addressing recreational marijuana legalization		2		11
3.3.6	By investigating the benefit of establishing land use controls for docks		2		13
4.1.1	By executing the Strategic Planning and Enterprise Risk Management Programs		5	15	12
4.2.1	By assisting the Board to operate in an effective manner		5		12
4.2.2	By conducting a legislatively compliant General Local Election		5		12
		Total	100	100	

Dashboard

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.

Action Plan 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



2018 Corporate Action Plan

Corporate Action Plan Adopted by the Board on _____

Corporate Action Plan Reviewed at Corporate Services Committee _____

2018 Business Plan Adopted by the Board of Directors on _____

KSD 1 HIGH PERFORMING ORGANIZATION (15 Points)					
Goal 1.1 To Be an Effective, Fiscally Responsible Organization					
Objective 1.1.1 - By providing the Board with accurate, current financial information.					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.1.1	1	Provide the Board with a Management Discussion and Analysis Report	MFS	Q1	.
1.1.1.2	1	Receipt of an unqualified independent audit for 2017	MFS	Q2	.
1.1.1.3	1	Successfully meet budget in 95% of established services	MFS	Q4	.

Objective 1.1.2 - By being an effective local government					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.2.1	1	Complete phase 2 (Water Facilities) of the Business Continuity Plan	MLS	Q3	.
1.1.2.2	1	Develop a Naming and Donation Policy for RDOS properties	MCS	Q1	.
1.1.2.3	1	Develop an e-communication plan	MLS	Q3	.

Goal 1.2 To Be a Healthy and Safe Organization					
Objective 1.2.1 By implementing the 2018 joint occupational health and safety action plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.2.1.1	2	Complete the 2018 phase of the Safe Work Procedures Plan	MHR	Q4	.
1.2.1.2	1	Keep the RDOS injury rate below the average for our WorkSafeBC classification unit	MHR	Q3	.
1.2.1.3	2	Establish and support a Fire Services OH&S Committee to meet Regulatory Requirements	MCS/ MHR	Q3	.

Goal 1.3 To Cultivate a High Performing Organizational Culture					
Objective 1.3.1 By implementing an Organizational Development Program					
#	Points	ACTION	WHO	WHEN	STATUS
1.3.1.2	3	Conduct an Internal Organizational Review	CAO	Q2	.
1.3.1.4	1	Show improved results on the 2018 Staff Perception Survey over 2017 Survey	MHR	Q4	.

KSD 2 FOCUS ON THE CUSTOMER EXPERIENCE (20 Points)					
Goal 2.1 To Elevate Customer Use of RDOS Services					
Objective 2.1.1 By promoting regional district facilities and services					
#	Points	ACTION	WHO	WHEN	Status
2.1.1.1	1	Participate in Local Government Awareness Week	MLS	Q2	.
2.1.1.2	2	Implement the 2018 phase of recommendations from the 2017 citizen survey	MLS	Q2	.

Objective: 2.1.2 By engaging our citizens in the development and improvement of our programs					
#	Points	ACTION	WHO	WHEN	STATUS
2.1.2.1	1	Develop a social media program and present it to the Board for discussion	MLS	Q3	
2.1.2.2	1	Conduct a benchmarking program to determine public engagement best practices	CAO	Q3	
2.1.2.3	1	Investigate web-casting technology for Board meetings	MIS	Q3	

Goal 2.2 To Meet Public Needs Through the Continuous Improvement of Key Services					
Objective 2.2.1 By continuously improving bylaws, policy and process within the organization					
#	Points	ACTION	WHO	WHEN	Status
2.2.1.1	2	Transfer all irrigation district bylaws to RDOS format	MLS	Q3	.
2.2.1.2	1	Implement the actions identified in the 2017 Subdivision Referral Process Kaizen.	MHR	Q3	.
2.2.1.3	2	Implement the actions identified in the 2017 Building Permit Process Kaizen.	MHR	Q3	.
2.2.1.4	1	By investigating the business case on having one engineering firm on retainer rather than going out for proposals	MPW	Q4	.
2.2.1.5	2	Review Best Practices for bylaw enforcement, identify gaps and prepare revised procedures and policies for Board consideration	MDS	Q2	.

Objective: 2.2.2: By submitting an intervention to the BCUC into the 2017 FortisBC Rate Structure Application					
#	Point	ACTION	WHO	WHEN	
2.2.2.1	1	Review FortisBC Rate Structure application to determine position on Residential Conservation Rate	CAO	Q1	
2.2.2.2	1	Advocate with the Provincial Government to rescind the Residential Conservation Rate	MLS	Q2	

Objective 2.2.3 By implementing the regional transit future plan					
#	Points	ACTION	WHO	WHEN	Status
2.2.3.1	1	Undertake a Transit Ridership Satisfaction Survey for future marketing and route planning	MCS	Q1	.
2.2.3.2	2	Develop a transit marketing strategy based on survey results	MCS	Q3	.
2.2.3.3	1	Conduct a feasibility study into the establishment a Penticton – Kelowna Multi-Regional shared transit service	MCS	Q3	.

KSD 3: BUILDING A SUSTAINABLE REGION (50 points)					
Goal 3.1 To Develop a Socially Sustainable Region					
Objective 3.1.1 By implementing the regional fire service master plan					
#	Points	ACTION	WHO	WHEN	Stat
3.1.1.1	2	By Developing a Firefighter Training Program for each Fire Dept. that meets Regulatory Requirements	MCS	Q3	.
3.1.1.2	2	By reviewing the records management software program and develop a standard for all RDOS Fire Departments	MCS	Q2	.

Objective 3.1.2: By establishing a Naramata Fire Service Satellite Fire Hall					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.2.1	1	Acquire an appropriate site for the satellite fire hall	MCS	Q2	.
3.1.2.2	1	Finalize building site design and contract for construction	MCS	Q3	.

Objective 3.1.3 By developing the Erris Volunteer Fire Department					
#	Points	ACTION	WHO	WHEN	Status
3.1.3.1	1	Implement the Service Establishment process for the proposed Erris Fire Service Area	MLS	Q3	.
3.1.3.2	1	Provide Erris Fire Department membership with RDOS orientation	MCS	Q3	.

Objective 3.1.4 By reviewing and updating the emergency management program					
#	Points	ACTION	WHO	WHEN	
3.1.4.1	1	Review and update the emergency program bylaw	MCS	Q1	
3.1.4.2	2	Review and update the emergency response plan	MCS	Q2	
3.1.4.3	1	Enhance Community partnership opportunities by establishing reporting framework with member municipalities and the Board of Directors	MCS	Q3	
3.1.4.4	2	Implement two emergency response plan exercises	MCS	Q3	

Objective 3.1.5: By implementing the regional trails program					
#	Points	ACTION	WHO	WHEN	
3.1.5.1	1	Assist the Province with a critical habitat inventory management plan for the KVR trail from Vaseux Lake to Osoyoos	MCS	Q3	
3.1.5.2	1	Obtain Provincial tenure for the KVR trail for Areas A, C and D	MCS	Q3	
3.1.5.3	1	Establish a partnership with OIB and PIB for the completion of the KVR trail	MCS	Q3	

Objective 3.1.6 - By implementing the 2018 Phase of the Parks Program					
#	Points	ACTION	WHO	WHEN	
3.1.6.1	1	Implement the service establishment process for an Electoral Area H parks service	MCS	Q2	
3.1.6.2	1	Undertake a complete parks and trails signage inventory and replacement process	MCS	Q1	
3.1.6.3	1	Develop an RDOS parks, facilities, trails and programs online GIS storybook	MCS	Q2	

Objective 3.1.7: By providing public recreational opportunities					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.7.1	1	Participate in the South Okanagan Aquatic Facility and Similkameen Recreation Commission Aquatic Facility feasibility studies	MCS	Q3	.
3.1.7.2	1	Introduce a recreation programming component to the Similkameen Recreation Commission service area	MCS	Q1	.
3.1.7.3	1	Implement a Regional approach to recreation via the Plan H Grant	MCS	Q4	.

Goal 3.2 To Develop an Economically Sustainable Region					
Objective: 3.2.1: By Developing an Asset Management Plan					
#	Points	ACTION	WHO	WHEN	
3.2.1.2	2	Development of Phase 3 or the Asset Management Plan	MPW	Q4	

Objective: 3.2.2: By Investigating the Business Case to Acquire Authority to Issue Business Licenses					
#	Points	ACTION	WHO	WHEN	
3.2.1.2	2	Research and present a Business Case to the Board on the benefit and process to apply for authority to issue Business Licenses	MDS	Q3	

Goal 3.3 To Develop an Environmentally Sustainable Region					
Objective: 3.3.1: By completing the Electoral Area “F” Official Community Plan Update					
#	Points	ACTION	WHO	WHEN	
3.3.1.1	1	Complete a robust public engagement process	MDS	Q1	
3.3.1.2	1	Present the draft/final plans to the Board for review	MDS	Q3	

Objective: 3.3.2: By implementing the 2018 Phase of the Solid Waste Management Plan					
#	Points	ACTION	WHO	WHEN	
3.3.2.1	2	Evaluate options and develop a plan to construct a regional organics facility	MPW	Q3	
3.3.2.2	2	Complete the leachate collection project at CMLF	MPW	Q4	
3.3.2.3	2	Complete the Biocover pilot project at CMLF and submit a report and substituted requirements application to MoE for approval	MPW	Q4	
3.3.2.4	2	Implement the operations and closure plan for Keremeos Landfill	MPW	Q4	

Objective: 3.3.3: By enhancing the Okanagan Falls Waste Water Treatment System					
#	Points	ACTION	WHO	WHEN	
3.3.3.1	1	Completing a Water Quality and Sediment Assessment on Vaseux Lake	MPW	Q3	
3.3.3.2	2	Design & Commence Construction on the Wetland Project	MPW	2019	
3.3.3.3	2	Design and establish a Service for the Skaha Estates Waste Water Collection System.	MPW	Q3	

Objective: 3.3.4: By enhancing Regional District Water System Delivery					
#	Points	ACTION	WHO	WHEN	
3.3.4.1	2	Implement recommendations from the 2017 AGLG Water Audit, including the Cross Connection Control Bylaw and the Regional Water Use Regulation and Conservation Bylaw	MPW	Q3	
3.3.4.2	2	Investigate water system acquisitions, including Missezula Lake, Tulameen and Sage Mesa	MPW	Q1	

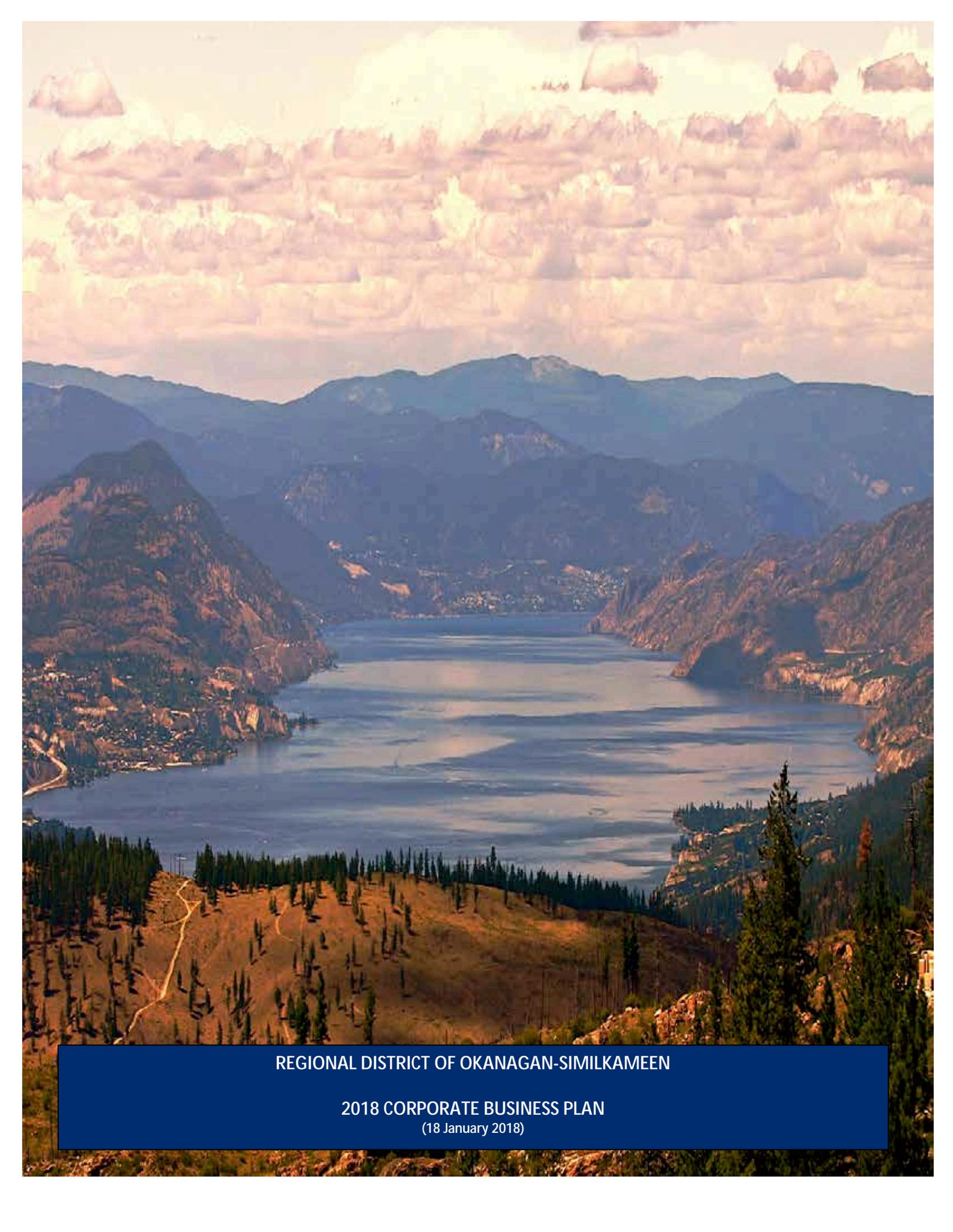
Objective: 3.3.5: By addressing recreational marijuana legalization					
#	Points	ACTION	WHO	WHEN	
3.3.5.1	1	Review legislation from Province and Federal, when released	MDS	Q2	
3.3.5.2	1	Gap analysis on Electoral Area Zoning Bylaws	MDS	Q2	

Objective: 3.3.6: By investigating the benefit of establishing land use controls for docks					
#	Points	ACTION	WHO	WHEN	
3.3.6.1	1	Liaise with provincial representative to determine current regulations on dock development	MDS	Q2	
3.3.6.2	1	Evaluate the benefit of including regulations on docks in Okanagan Valley zoning bylaws for committee discussion	MDS	Q2	

KSD 4 PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY (15 Points)					
Goal 4.1 To Execute a Well-Defined Strategic Planning Cycle					
Objective: 4.1.1: By executing the Strategic Planning and Enterprise Risk Management Programs.					
#	Points	ACTION	WHO	WHEN	STATUS
4.1.1.1	3	Development of the 2019 Corporate Business Plan	CAO	Q4	.
4.1.1.2	2	Update the Enterprise Risk Management Register and present to 2018-2022 Board of Directors	CAO/ MIS	Quarterly	.

Goal 4.2 To Promote Board and Chair Effectiveness					
Objective: 4.2.1: By assisting the Board to operate in an effective manner					
#	Points	ACTION	WHO	WHEN	
4.2.1.1	5	Plan and implement a Board orientation program for the 2018 – 2022 elected officials	MLS	Q4	

Objective: 4.2.2: By conducting a legislatively compliant General Local Election					
#	Points	ACTION	WHO	WHEN	
4.2.2.1	2	Develop and present the 2018 election bylaws and process	MLS	Q1	
4.2.2.2	3	Conduct the 2018 election	MLS	Q3	



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

2018 CORPORATE BUSINESS PLAN
(18 January 2018)

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INTRODUCTION

Local governments are facing significant challenges that impact their ability to satisfactorily fulfill their purpose and serve those citizens within their geographic boundaries, as stipulated in the enabling legislation under which they were created.

These challenges occur as a result of several factors resulting from both internal and external conditions. Demographic changes, revenue funding structures, provincial unfunded mandates, technological changes, public scrutiny, a growing demand for service, aging and inadequate infrastructure systems, healthcare and cost containment to name a few.

The Board of Directors and the Senior Management Team of the Regional District of Okanagan Similkameen meet each autumn and, amongst other processes, consider the internal and external environments that they needed to work in as a basis for planning.

The global and local economy has stabilized, but is a constant in our decision-making process. While the residential housing market has been robust over the past two years, the Regional District of Okanagan Similkameen maintains a primarily senior population and that demographic figures prominently in our decision-making.

The south Okanagan and Similkameen valleys are susceptible to flood and wildfire. 2017 was an onerous year, not only in our regional district, but across the Province. We need to ensure we provide our citizens with a state of readiness to respond and that is evident in our 2018 business Plan and Budget.

STRATEGIC OVERVIEW

Vision

The vision acknowledges that we wish to provide a high quality of life for our citizens, but to do so in a sustainable manner where none our decisions today impact adversely on future generations. Our future actions will move us incrementally towards this vision:

- § Governance and Oversight
- § Development of land, facilities and services;
- § Enhancement of the Regional District's vital role of promoting the three pillars of sustainability; environmental, economic and social will add to the quality of life of its citizens.

Vision

We envision the Regional District of Okanagan-Similkameen as a steward of our environment, sustaining a diverse and livable region that offers a high quality of life through good governance.

Mission

Along with the vision, the mission statement helps us establish the priorities of the RDOS. The key concepts within the mission will guide the way RDOS does business. We will continue to strive to:

- § Exceed customer and community expectations;
- § Manage the regional district in the best interests of the community;

Mission

To initiate and implement policies which preserve and enhance the quality of life and serve the broader public interest in an effective, equitable, environmental and fiscally responsible manner.

Core Values

The core values are the foundation of our vision and mission and integral to the way we do business. These values reflect our beliefs, define who we are and what we stand for.

Honesty, Integrity, Ethical and Respectful Behaviour

We are honest, ethical, and fair in all of our activities, using consistent and sound judgment to build trust in our working relationships.

Accountability

We take responsibility for our actions by embracing common goals through teamwork and collaborative decision-making while putting the interest of the community first. We dedicate ourselves to maintaining professionalism in our work using our guidelines and standards that enable us all to be answerable for our choices and achieve results stated in our organizations goals and objectives.

Leadership/ Transparency

We value "leadership with integrity" and are committed to open, accessible and transparent local government.

Consistent Focus on the Customer Experience

We provide courteous, responsive, high-quality service by fostering a respectful, positive and welcoming environment for our customers. We provide consistency through sound business practices and professional standards.

Environmental Responsibility

We believe that a healthy environment promotes healthy living in our communities. We have a responsibility to maintain, enhance and protect the environment through the consideration of environmental impacts in our decision-making process.

Corporate Assumptions

The following assumptions were used as the foundation for our 2018 Goals:

i. External

- That we value citizen input and citizen engagement.
- That there is value in increasing the role technology will play in Regional District business.
- That by measuring staff and customer perception of service we can develop a plan to improve service.
- That citizens are reluctant to pay higher taxes or fees for existing services but may be willing to pay for value.
- That infrastructure grant opportunities will continue in 2018
- That impacts of sustainability decisions are important to citizens.
- That senior government expectations of local government and downloading will continue to increase.
- That there will be growth related to hospital construction.
- That public scrutiny of local government decisions will increase.
- The Canadian economy will be stable throughout 2018
- That more of our business will be conducted on-line.
- That climate change will affect core services, infrastructure and the frequency of environmental emergencies.
- That the provincial government will want to demonstrate early (by year-end 2018) successes.
- Electoral Area constituents choose rural living and do not expect the services that a municipality provides
- The RDOS can become more effective by using communications strategies tailored to specific electoral areas
- BC economy may not be stable for 2018

ii. Internal

- That fiscal responsibility is one of the primary drivers for organizational decisions
- That the Board wants to be an employer of choice
- That effective and fiscally responsible should be balanced
- That new technologies will facilitate our business processes
- That we must build relationships to be successful
- That government effectiveness is enhanced by good communication.
- That measurement is essential to good management

KEY SUCCESS DRIVERS

The Key Success Drivers focus our energies and resources on those activities that help us to advance towards and ultimately achieve our vision. RDOS has identified four Key Success Drivers under which we build the 5-year goals that support our vision.

Key Success Driver 1.0: Be a High Performing Organizing

Goals

- 1.1 To be an effective, fiscally responsible organization.
- 1.2 To be a healthy and safe organization.
- 1.3 To cultivate a high-performing organizational culture.

Key Success Driver 2.0: Optimize the Customer Experience

Goals

- 2.1 To elevate customer use of RDOS Services
- 2.2 To meet public needs through the continuous improvement of key services

Key Success Driver 3.0: Build a Sustainable Region

Goals

- 3.1 To develop a socially sustainable region
- 3.2 To develop an economically sustainable region
- 3.3 To develop an environmentally sustainable region

Key Success Driver 4.0: Governance & Oversight in a Representative Democracy

Goals

- 4.1 To execute a well-defined strategic planning cycle.
- 4.2 To promote Board effectiveness.

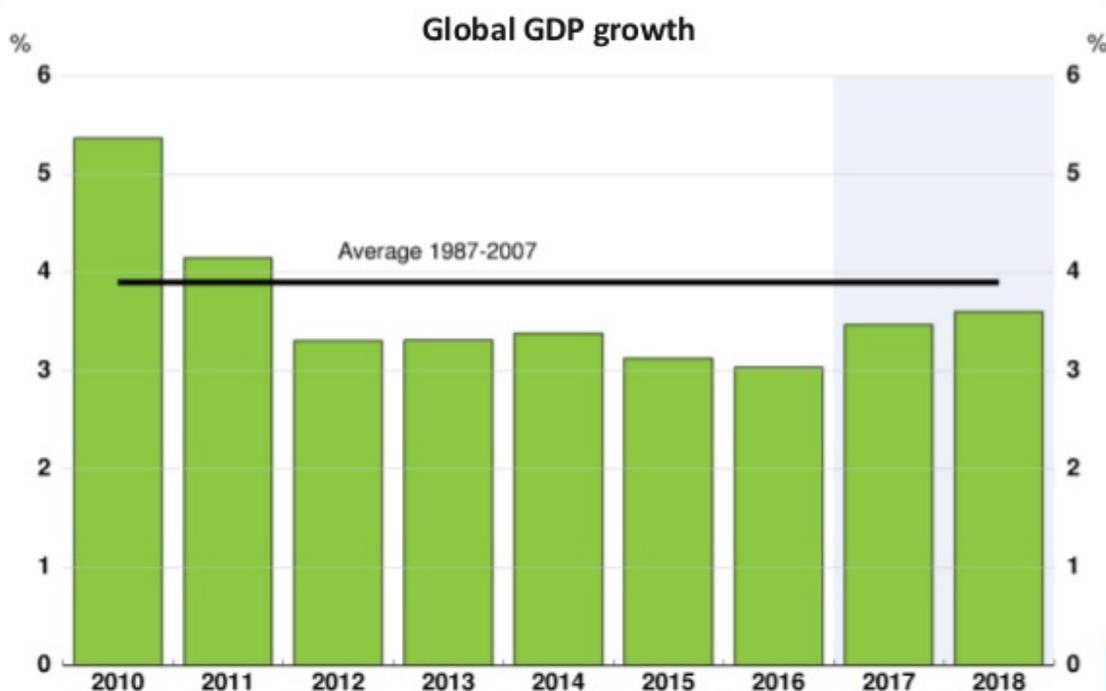
ECONOMIC OVERVIEW

Global View

The Organization for Economic Cooperation and Development (OECD) projects that global growth will pick up modestly in 2018. Confidence is increasing and investment and trade are picking up from low levels. The growth is broad-based, but gains are noticeable in commodity production and signs indicate rising demand for high-tech goods. The International Monetary Fund (IMF) concurs with these estimates.

Productivity and wage growth are projected to remain subdued and financial stability risks persist. Rising credit growth, house price increases and interest rate gaps are dampening an otherwise buoyant outlook.

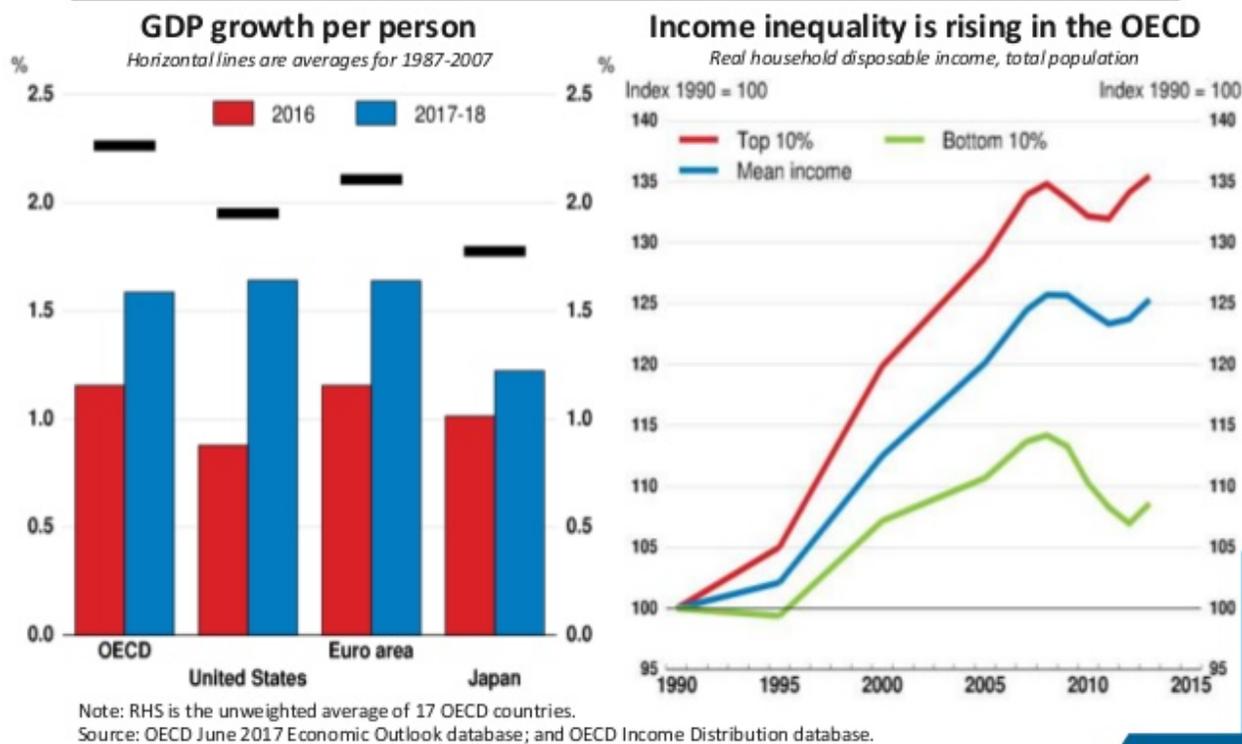
Global GDP growth should pick up modestly but remains below historical norms



Source: OECD June 2017 Economic Outlook database.



GDP growth per person is below history and income inequality continues to rise



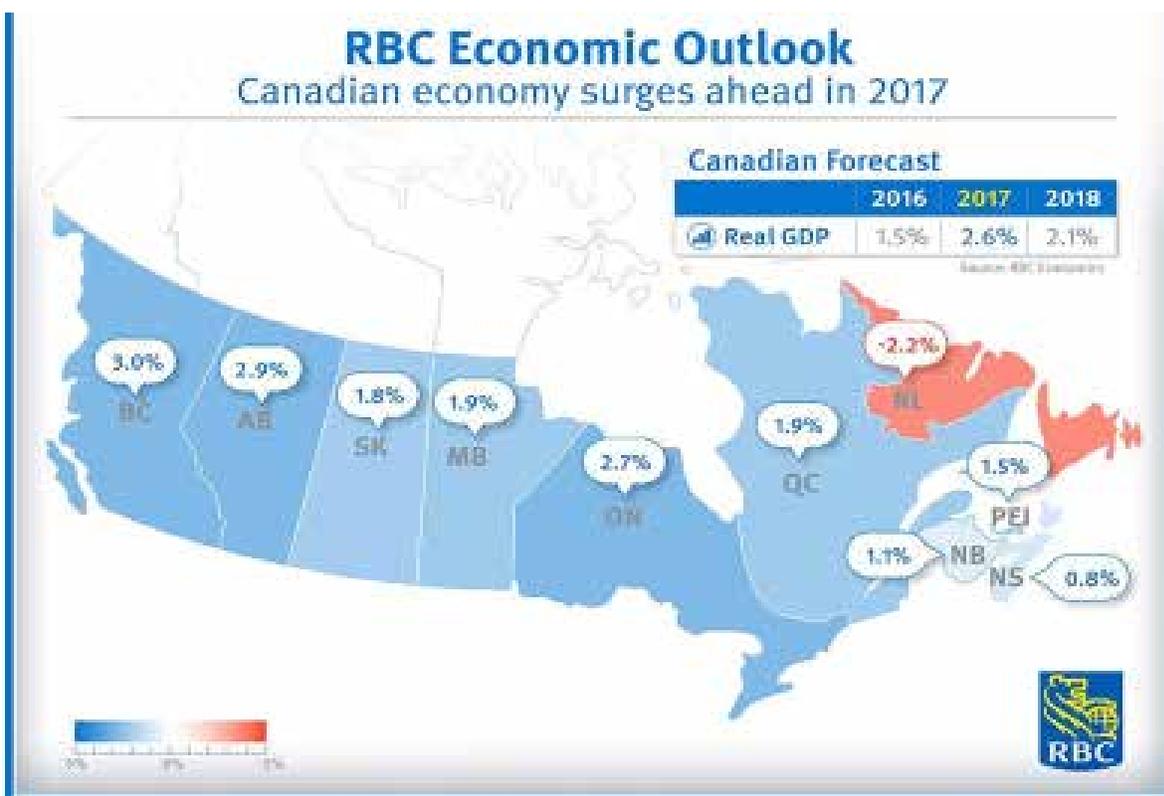
National

While certainly outperforming the real GDP growth of 1.4% in 2016, the outlook for 2018 does not meet 2017 levels and appears to start a downward trend anticipated to extend past the end of the decade. Unemployment is forecast to dip to 6.1% and inflation should hover around 2% for the foreseeable future.

GDP inflation (a measure of economy-wide price increases) is projected to average around 2.0 per cent annually over the remainder of the projection horizon.

According to the latest [RBC Economic Outlook](#) quarterly report. Consumer spending, housing starts, and a strong turnaround in business investment are largely responsible for the continued momentum that has built on the robust gains in the second half of last year. RBC Economics expects real gross domestic product (GDP) to grow by 2.6 per cent in 2017 and 2.1 per cent in 2018.

Continuing an eight-year trend, consumers are expected to provide a large lift to the economy in 2017. With business investment on the rise and government spending on infrastructure ramping up, RBC Economics projects the economy will grow at nearly double the average pace of the prior two years.



“Canada’s economy is on track to post its strongest gain in three years”, said Craig Wright, senior vice-president and chief economist at RBC. “While we don’t discount the risk of a slowdown resulting from the pending renegotiation of NAFTA or the expected cooling of the housing market, we remain confident the economy will continue to grow at an above-potential pace for the remainder of this year.”

Business investment in the first quarter provided the biggest lift to growth since 2012, following two years of significant declines. While future increases may be more muted, continued investment combined with government spending on infrastructure will help offset a slowdown in housing activity and will sustain the accelerated growth in 2017.

Amid uncertainty over the emergence of trade protectionist measures by the U.S., the Bank of Canada is expected to keep interest rates on hold through the remainder of 2017. However, the sustained above-potential growth that we forecast for next year will see the central bank start to tighten policy. The overnight rate is expected to finish 2018 at 1.25 per cent up from 0.50 per cent today.

Provincial Economic Overview

British Columbia is now 4.75M people and is growing consistently at about 1.2%/year.

While nearly all of the provincial economies are forecast to grow at least modestly in 2017, B.C. is projected to once again lead all provinces with 3.0 per cent growth, showing few signs of a slowdown despite a 40 per cent correction in the Vancouver housing market.

British Columbia forecast at a glance

% change unless otherwise indicated

	2013	2014	2015	2016F	2017F	2018F
Real GDP	2.5	3.3	3.3	3.6	3.0	1.8
Nominal GDP	3.4	5.2	3.8	5.1	5.5	3.7
Employment	0.1	0.6	1.2	3.2	3.2	0.8
Unemployment rate (%)	6.6	6.1	6.2	6.0	5.7	5.9
Retail sales	2.8	6.3	6.9	7.4	5.8	4.6
Housing starts (units)	27,054	28,356	31,446	41,843	33,000	28,000
Consumer price index	-0.1	1.0	1.1	1.9	2.0	2.0

The majority of economic indicators in British Columbia continue to paint a vibrant economic picture. Employment growth is registering at 3.6%, far stronger than any other province. We have the 2nd lowest unemployment rate at 5.6% after Manitoba and population growth is at a 7-year high, mostly due to immigration from other provinces. The retail, hospitality and manufacturing sectors continue to grow briskly and residential construction remains exceptionally strong.

While remaining strong in the Interior, the previously slumping residential resale activity in the Vancouver Area has picked up and is gradually recovering through 2017. Failing a jump in interest rates, this trend should continue in 2018.

The other pending risk in British Columbia is the uncertainty due to the change in government. Already taking contrary positions on the \$8.3B Site C project and the \$7.4B Trans Mountain Pipeline project, The BC NDP/Green Coalition may look at undoing other projects currently underway or imminent that may negatively impact on the investment community. The Softwood lumber dispute could also end unsuccessfully.

Regional

The Regional District of Okanagan Similkameen is a unique and vibrant community of approximately 80,000 residents. It encompasses pristine wilderness and, as a result of its warm, dry climate, is one of the best tree fruit and grape producing eco-systems in Canada. It is characterized by six urban centres and eight electoral areas, including a large rural area with a small population base. The City of Penticton is the primary service centre of the region. The communities of Summerland, Oliver and Osoyoos are our other incorporated communities in the Okanagan Valley and Princeton and Keremeos in the Similkameen Valley. The Okanagan and Similkameen Rivers, along with our lakes, is the lifeline for the region.

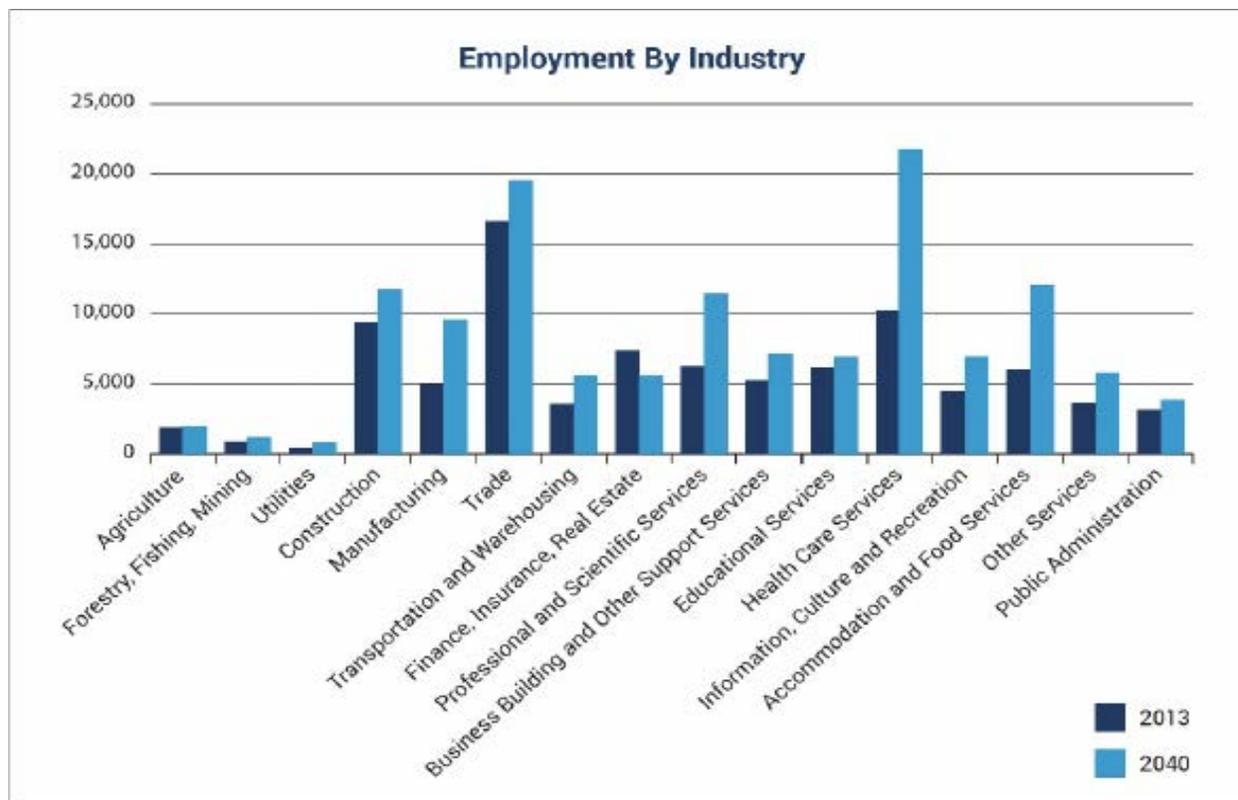
Tourism, agriculture and viticulture, logging, forest products manufacturing, secondary manufacturing and information technology are foundations of the economy in the Regional District. Public sector wages and government transfer payments (pensions) remain as significant contributors.

Population growth in the Region remains flat at less than 1%, although there is anticipation that the proposed Corrections Facility in Gallagher Lake and the Penticton Regional Hospital Expansion Project will have a positive impact in the next few years.

The age demographic will continue to increase in the Okanagan/Similkameen, with 25% of our population being over the age of 65 by 2022. This will exceed that of the rest of the Province by a full 5%

Tourism will continue to be a strong economic driver in the Okanagan and Similkameen Valley's in 2017, following an increased market in 2016. The flat Canadian dollar is a strong attraction to keep Canadians home and attract U.S. visitors. Housing markets continue to show improvement and we have improved prospects for forestry. Uncertainty in the mining sector and an increased downturn in the Alberta economy pose risks that will have to be monitored.

Any threat to the Alberta economy will have an impact on the labour market in British Columbia as the number of interprovincial employee's make up a significant percentage of workers in the Thompson-Okanagan work in the oil patch. The oil shock will continue to weigh heavily on prospective home buyers in Alberta, but poses a risk to regional demand, as well, Alberta home buyers form a significant share of regional demand.



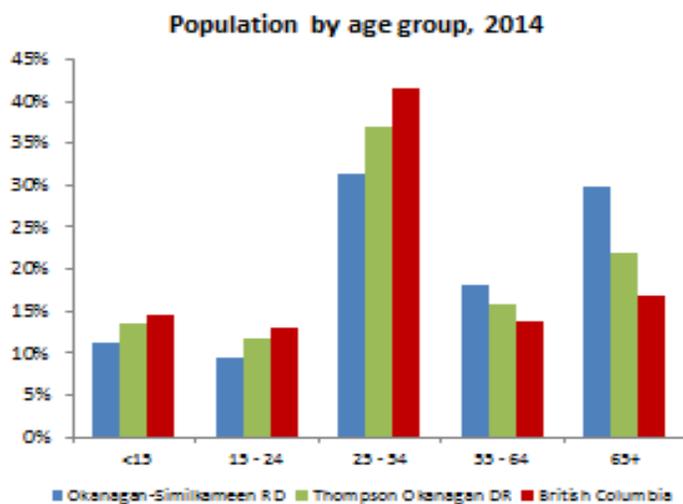
Thompson-Okanagan Summary Outlook

Economic and Housing Forecasts					
Indicator	2013	2014	2015	2016	2017
Employment, % chg.	-2.4	1.0	1.4	1.4	1.6
Unemployment rate, %	7.0	6.3	5.8	5.7	5.8
Resale Home Trans., % chg.	9.0	20.5	9.4	3.3	3.2
Median Price, %	-0.6	3.8	-0.6	1.9	1.8
Population, % chg.	0.4	1.4	0.9	0.9	1.2
Res. Permits, % chg.	3.7	31.8	3.0	-4.9	6.7
Non-Res Permits, % chg.	-3.1	-2.1	16.6	2.6	5.1

Source: Statistics Canada, CMHC, Central 1 Credit Union Sept 2015.



Okanagan/Similkameen RD



The Okanagan-Similkameen Regional District population is older relative to the provincial population. As a result:

- Median age is 52 compared to the provincial 41.9
- Health care and social assistance accounts for 13% of DR jobs.
- Employment income makes up a smaller portion of total income.

LOCAL GOVERNMENT OVERVIEW

Overview

The Constitution Act of 1867¹ identifies the specific services the Canadian Parliament administers and delegates the specific authorities belonging to the provinces², one of which is the creation of Local Governments. Consequently, the Regional District of Okanagan Similkameen is a corporation officially established on March 4th, 1966 by Letters Patent issued by the Executive Council pursuant to Section 766 of the Municipal Act of British Columbia. As a creation of the Province, the Regional District relies on Provincial Legislation to provide the authority necessary for it to fulfil its mandate of providing services to the citizens within its corporate boundaries.

Mandate and Authority

Section 2 of the Local Government Act (LGA) provides that regional districts are an independent, responsible and accountable order of government within their jurisdiction. The purposes of a regional district include:

- (a) providing good government for its community,
- (b) providing the services and other things that the board considers are necessary or desirable for all or part of its community,
- (c) providing for stewardship of the public assets of its community, and
- (d) fostering the current and future economic, social and environmental well-being of its community.

Letters Patent

The Regional District is led by a Board of eighteen Directors, eight rural and ten urban, although it is anticipated that 2018 will see one of our eight electoral areas split to create a ninth. The eight current electoral areas, each have one elected director and of the six municipal members, Penticton appoints 4 Directors, Summerland appoints two Directors and Osoyoos, Oliver, Keremeos and Princeton each appoint one. The rural Directors are elected to a four-year term³ while the urban members are appointed by their councils annually. The Act also provides that the authority and power to govern the municipality is vested in the Board as a whole⁴.

Establishment Bylaws

Where authority to provide a service was initially established in the Letters Patent, changes to the Municipal Act in 1989 made it possible for Regional Districts to provide services with the adoption of a service establishment bylaw. The service can be for all or part of the Region, but only the people receiving the service contribute to its cost.

¹ The Constitution Act 1867 to 1982, Section 91, Part VI, Department of Justice Canada, (Ottawa, Ontario: Minister of Supply and Services Canada, 1983).

² Ibid, Section 92(8) of Part VI

³ Municipal Act, Chapter 19, Revised Statutes of British Columbia, 1998

⁴ Ibid, Section 167

Vote Allocation

To fairly represent the population that makes up the Regional District at the Board, the Supplementary Letters Patent have identified that 1 voting unit = 1800 people. 1 director may carry a maximum of 5 votes.

# of Members/ Representing	Weighted Votes
Electoral Area "A"	2
Electoral Area "B"	1
Electoral Area "C"	3
Electoral Area "D"	5
Electoral Area "E"	2
Electoral Area "F"	2
Electoral Area "G"	2
Electoral Area "H"	2
Town of Osoyoos	3
Town of Oliver	3
City of Penticton	19
District of Summerland	7
Village of Keremeos	1
Town of Princeton	2
Total Votes Allocated	54

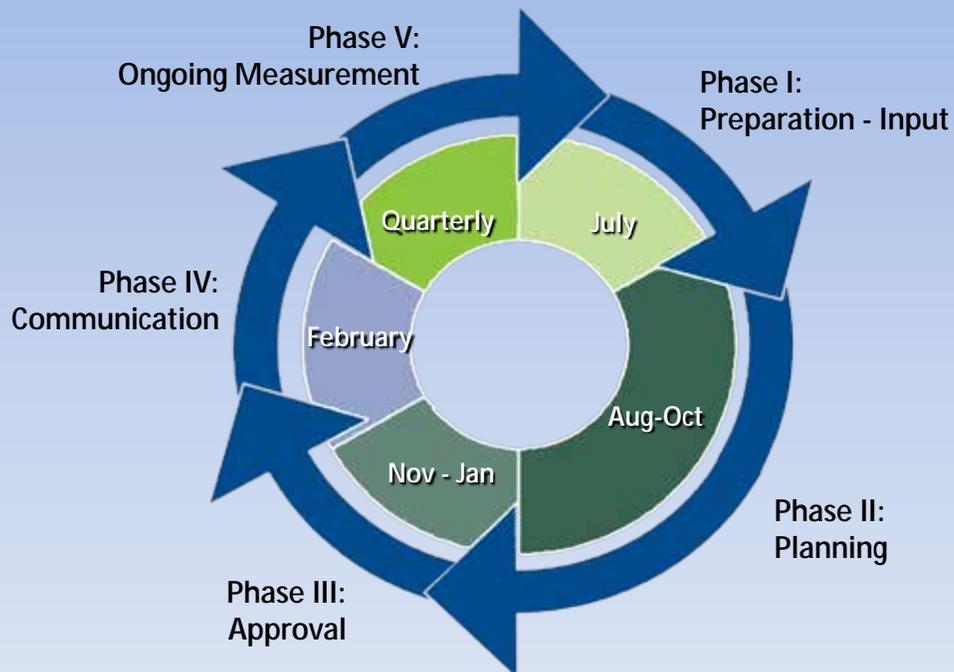
Jurisdiction	Unweighted Votes	Weighted Votes
Similkameen Valley	5	8
Okanagan Valley	13	46
Municipal Votes	10	35
Rural Votes	8	19

RDOS subscribes to a corporate culture and operating philosophy where measurable results against specific objectives that support the mission and vision are important. In these tight economic times, it becomes a matter of clearly identifying what it is we intend to do so we can focus our resources, both human and financial, on those issues most important to our success.

RDOS ANNUAL PLANNING CYCLE

RDOS relies on a structured business planning framework to set the overall direction for the regional district and to guide its operation. Fundamental elements for guiding our strategic development are the RDOS's Vision and Mission, Values and Key Success Drivers. The Corporate Business Plan delineates what we plan to work on in that given year and outlines how we intend to proceed to achieve our goals through the 2014 – 2018 term of office.

Annual Planning Cycle



2018 Corporate Objectives

Summary of Key Success Drivers (KSDs), 5-Year Goals, 2017 Corporate Objectives, Performance Indicators and Point Weightings

KSD #1 – HIGH PERFORMING ORGANIZATION		
(3 Goals; 4 Objectives; 15 pts.)		
2018 Objectives	Performance Indicator	Points
Goal 1.1 To be an effective, fiscally responsible organization		
1.1.1 By providing the Board with accurate, current financial information	Provide the Board with a Management Discussion and Analysis Report, including comparative metrics	1 point
	Receipt of an unqualified audit for the 2017 calendar year	1 point
	Successfully meet budget in 95% of established services	1 points
1.1.2 By being an effective local government	Complete phase 2 (Water Facilities) of the Business Continuity Plan	1 point
	Develop a Naming and Donation Policy for RDOS properties	1 point
	Develop an e-communication plan	1 point
		Sub Total = 6
Goal 1.2 To be a healthy and safe organization		
1.2.1 By implementing the 2018 joint occupational health and safety action plan	Complete the 2018 phase of the Safe Work Procedures Plan	2 points
	Keep the RDOS injury rate below the average for our WorkSafeBC classification unit	1 point
	Establish and support a Fire Services OH&S Committee to meet Regulatory Requirements	2 points
		Sub Total = 5
Goal 1.3 To Cultivate a High Performing Organizational Culture		
1.3.1 By implementing an Organizational Development Program	Conduct an internal organizational review	3 points
	Show improved results on the 2018 perception survey over 2017	1 point
		Sub Total = 4
KSD #1 Total = 15		

KSD #2 – FOCUS ON THE CUSTOMER EXPERIENCE		
(2 Goals; 5 Objectives; 20 pts.)		
2018 Objectives	Performance Indicator	Points
Goal 2.1 To elevate customer use of RDOS Services		
2.1.1 By promoting regional district facilities and services	· Promote Local Government Awareness Week	1 point
	· Implement the 2018 phase of the 2017 citizen survey recommendations	2 point
2.1.2 By engaging our citizens in the development and improvement of our programs	· Develop a social media plan and present it to the Board for discussion	1 point
	· Conduct a benchmarking program to determine public engagement best practices	1 point
	· Investigate web-casting technology for Board meetings	1 point
		Sub Total = 6
Goal 2.2 To meet public needs through the continuous improvement of key services		
2.2.1 By continuously improving bylaws, policy and process within the organization	Transfer all irrigation district bylaws to RDOS format	2 points
	Implement the actions identified in the 2017 Subdivision Referral Process Kaizen.	1 point
	Implement the actions identified in the 2017 Building Permit Process Kaizen.	2 point
	By investigating the business case on having one engineering firm on retainer rather than going out for proposals	1 point
	Review Best Practices for bylaw enforcement, identify gaps and prepare revised procedures and policies for Board consideration	2 points
2.2.2 By submitting an intervention to the BCUC into the 2017 FortisBC Rate Structure Application	Review FortisBC Rate Structure application to determine position on Residential Conservation Rate	1 point
	Advocate with the Provincial Government to rescind the Residential Conservation Rate	1 point
2.2.3 By implementing the regional transit future plan	Undertake a Transit Ridership Satisfaction Survey for future marketing and route planning	1 point
	Develop a transit marketing strategy based on survey results	2 point
	Conduct a feasibility study into the establishment a Penticton – Kelowna Multi-Regional shared transit service	1 point
		Sub Total = 14
KSD Total = 20		

KSD #3 – BUILD A SUSTAINABLE REGION		
(3 Goals; 19 Objectives; 50 pts.)		
2018 Objectives	Performance Indicator	Points
3.1 To develop a socially sustainable region		
3.1.1 By implementing the regional fire service master plan	By Developing a Firefighter Training Program for each Fire Dept. that meets Regulatory Requirements	2 points
	By reviewing the records management software program and develop that includes all RDOS Fire Departments	2 points
3.1.2 By establishing a Naramata Fire Service Satellite Fire Hall	Acquire an appropriate site for the satellite fire hall	1 point
	Finalize building site design and contract for construction	1 point
3.1.3 By developing the Erris Volunteer Fire Department	Implement the service establishment process for the proposed Erris Fire Service Area	1 point
	Provide Erris Fire Department Members with an RDOS orientation	1 point
3.1.4 By reviewing and updating the emergency management program	Review and update the emergency program bylaw	1 point
	Review and update the emergency response plan	2 points
	Enhance Community partnership opportunities by establishing reporting framework with member municipalities and the Board of Directors	1 point
	Implement two emergency response plan exercises	2 points
3.1.5 By implementing the regional trails program	Assist the Province with a critical habitat inventory management plan for the KVR trail from Vaseux Lake to Osoyoos	1 point
	Obtain Provincial tenure for the KVR trail – Area A, C and D	1 point
	Establish a partnership with OIB and PIB for the completion of the KVR trail	1 point
3.1.6 By implementing the 2018 Phase of the Parks Program	Implement the service establishment process for an Electoral Area H parks service	1 point
	Undertake a complete parks and trails signage inventory and replacement process	1 point
	Develop an RDOS parks, facilities, trails and programs online GIS storybook	1 point
3.1.7 By providing public recreational opportunities	Participate in the South Okanagan Aquatic Facility and Similkameen Recreation Commission Aquatic Facility feasibility studies	1 point
	Introduce a recreation programming component to the Similkameen Recreation Commission service area	1 point
	Implement a Regional approach to recreation via the Plan H Grant	1 point
		Sub Total = 23

2018 Objectives	Performance Indicator	Points
Goal 3.2 To develop an economically sustainable region		
3.2.1 By developing an Asset Management Plan	Development of Phase 3 or the Asset Management Plan	2 points
3.2.2 By investigating the Business Case to Acquire Authority to issue business licenses	Research and present a Business Case to the Board on the benefit and process to apply for authority to issue Business Licenses	2 points
		Sub Total = 4

2018 Objectives	Performance Indicator	Points
Goal 3.3 To develop an environmentally sustainable region		
3.3.1 By completing the Electoral Area "F" Official Community Plan update	Complete a robust public engagement process	1 point
	Present the draft/final plans to the Board for review	1 point
3.3.2 By implementing the 2018 Phase of the Solid Waste Management Plan	Evaluate options and develop a plan to construct a regional organics facility	2 points
	Complete the leachate collection project at CMLF	2 points
	Complete the Bio-cover methane mitigation pilot project at CMLF and submit substituted requirements application to MoE for approval.	2 points
3.3.3 By enhancing the Okanagan Falls Waste Water Treatment System	Implement the operations and closure plan for the Keremeos landfill	2 points
	Completing a Water Quality and Sediment Assessment on Vaseux Lake	1 point
	Design & Commence Construction on the Wetland Project	2 points
3.3.4 By enhancing Regional District water system delivery	Design and establish a Service for the Skaha Estates Waste Water Collection System.	2 points
	Implement recommendations from the 2017 AGLG Water Audit, including the Cross Connection Control Bylaw and the Regional Water Use Regulation and Conservation Bylaw	2 points
3.3.5 By addressing recreational marijuana legalization	Investigate water system acquisitions, including Missezula Lake, Tulameen and Sage Mesa	2 points
	Review legislation from Province and Federal, when released	1 point
3.3.6 By investigating the benefit of establishing land use controls for docks	Gap analysis on Electoral Area Zoning Bylaws	1 point
	Liaise with provincial representative to determine current regulations on dock development	1 point
		Sub Total = 23
		KSD Total = 50

KSD #4 – GOVERNANCE and OVERSIGHT in a REPRESENTATIVE DEMOCRACY		
(2 Goals; 3 Objectives; 15 pts.)		
2017 Objectives	Performance Indicator	Points
Goal 4.1 To execute a Well-Defined Strategic Planning Cycle		
4.1.1 By executing the Strategic Planning and Enterprise Risk Management Programs.	Development of the 2019 Corporate Business Plan	3 points
	Update the Enterprise Risk Management Register and present to the 2018 – 2022 Board of Directors	2 points
		Sub Total = 5
Goal 4.2 To Promote Board Effectiveness		
4.2.1 By assisting the Board to operate in an effective manner	Plan and implement a Board orientation program for the 2018 – 2022 Board of Directors	5 points
4.2.2 By conducting a legislatively compliant General Local Election	Develop and present the 2018 election bylaws and process	2 points
	Conduct the 2018 election	3 points
		Sub Total = 10
		KSD Total = 15

2018 CORPORATE OBJECTIVES - WORKSHEETS

KEY SUCCESS DRIVER 1 – HIGH PERFORMING ORGANIZATION

- Goal 1.1 To be an effective, fiscally responsible organization
 Objective 1.1.1: By providing the Board with accurate, current financial information.

Description

The citizens of the Regional District of Okanagan Similkameen expect their elected officials and staff to provide leadership for the efficient and effective fiscal planning and operation of the 150 services provided by the corporation. The services offered by the regional district are diverse, ranging through regional, sub-regional, inter-jurisdictional and local. By law, only those citizens receiving a service, pay for it.

Ownership

- § Office of Prime Interest (OPI): Manager of Financial Services
- § Offices of Collateral Interest (OCI): Senior Management Team; Finance Department

The Activity

The Regional District has a legislative requirement to develop and submit a Five-Year financial plan (the “Plan”) each year. Staff submits the Plan to Budget Committee each November for the subsequent calendar year, with projections rolling forward for the next five-year period. The Board is obligated to adopt a budget by March 31st of each year. The Public has full access to budget meetings and a wide citizen engagement process is offered each year prior to budget adoption. The Board provides oversight on the budget against actuals on a quarterly basis throughout the year.

Typically, administration uses a narrative variance report to present to the Corporate Services committee each quarter. In 2018, the intent is to move to a more robust Management Discussion and Analysis of our financial status that should provide the Board better oversight of our financial position.

Measurements

The Regional District of Okanagan Similkameen has a sound financial management system and has established rigorous controls to ensure Administration provides exemplary financial oversight, fulfills the fiduciary trust the Board places on them to use taxpayer dollars wisely; and, that the Board receives the information they need to provide financial direction.

Department Managers review financial statements monthly and employ a TimeTracker data base to ensure expenses are applied to the right Service to ensure we maintain a fair balance between urban and rural participants in regional services.

Weighting (3 points of 15 for the KSD)

- 1 point for the development and production of a Management Development and Analysis Report for presentation to the Corporate Services Committee in Q1.
- 1 point for obtaining an unqualified audit from an independent auditor for the 2017 calendar year.
- 1 point for successfully achieving the 2018 budget targets for 95% of our services.

Goal 1.1: To be an effective, fiscally responsible organization

Objective 1.1.2: By being an effective local government

Description

The Regional District of Okanagan Similkameen understands that the success of our organization depends on all Board and staff members working together to achieve our goals; all with the intent of providing effective service to our citizens. To do this, we need to keep a lean, flat organizational structure. The Management Team meets weekly to discuss corporate and interdepartmental issues and we have our business planning process, budget process, performance management system and interdependency workshops to ensure our front line staff has the information necessary to keep citizens informed.

Ownership

- § Office of Prime Interest (OPI): Office of the CAO
- § Offices of Collateral Interest (OCI): Senior Management Team

The Activity:

While we cover a large geographical area, the hub of our operation is at 101 Martin Street. In 2017 we examined the risk of losing our corporate office and how we could continue to operate our business efficiently. In 2018 the RDOS will develop a Business Continuity Plan for our water systems and commence implementation in a phased manner.

The Regional District has many prominent facilities throughout the Okanagan and Similkameen Valley's and we want to work with our business community and citizens to leverage that interest to assist in funding current or new facilities. We started on a Property Naming & Donation Policy in 2017 and will complete it and implement in 2018.

Further, we understand that we have an opportunity to make better use of the internet to communicate with our citizens. We intend to explore those opportunities in 2018.

Measurement

Success on this activity will be based the completion of the 2nd Phase of our Business Continuity Plan, completion of the Naming & Donation Policy and development of an e-communication plan.

Weighting (3 points of 15 for the KSD)

- 1 point for development of Phase 2 of the Business Continuity Plan
- 1 point for completion of the Naming & Donation Policy; and,
- 1 point for the development of an e-communication plan

Goal 1.2: To be a healthy and safe organization

Objective 1.2.1: By implementing the 2018 joint occupational health and safety action plan

Description

The Regional District of Okanagan Similkameen takes its responsibility for the safety of its employees very seriously. We have always complied with provincial legislation, but in 2009, RDOS aspired to achieve the standard set by the BC Municipal Safety Association and applied under the Certificate of Recognition (CoR) Program. In fact, we applied under two programs; one for their Health and Safety Program and one for their Return to Work Program. In 2010, 2011 and 2012 we were awarded both. In 2013, our Joint Health and Safety Committee determined to continue in-house due to the cost and onerous reporting requirements for the provincial certification. We continue to have trained in-house auditors and conduct an annual safety audit, which forms the basis for our Safety Action Plan.

Ownership

§ Office of Prime Interest (OPI): Manager of Human Resources

§ Offices of Collateral Interest (OCI): Workplace Health & Safety Committee; Department Managers

The Activity

The Regional District Joint Health and Safety Committee annually audits the Regional District work places and they'll be implementing the actions identified in the Workplan for 2018. The Audit indicated that we weren't compliant with OH&S standards with our Fire Departments. That outreach will be a focus in 2018 and we'll establish the Fire Department Safety Committee and overall, we'll continue to work away at our Safe Work Procedures.

Measurement

The RDOS has used "Total Recorded Incident Ratio" as a measurement in the past, but in 2017 we moved to benchmarking on the injury rate identified by WorkSafe BC for our classification unit. Even though we didn't achieve our goal in 2017, we will continue to use that metric in future years.

Weighting (5 points of 15 for this KSD)

- 2 points for completing the 2018 phase of safe work procedures for all departments within the organization
- 1 point for keeping the RDOS injury rate below the average for our WorkSafe BC classification unit.
- 2 points for establishing a Fire Services OH&S Committee

- Goal 1.3: To cultivate a high-performing organizational culture**
Objective 1.3.1 By Implementing an Organizational Development Program

Description

The Regional District of Okanagan Similkameen has a recognized cultural change program. We identified eight characteristics that we want our organization to resemble and we steadfastly measure our progress against those characteristics by an annual staff perception survey. Each year, when we produce the results from our survey we create an employee committee to develop a plan to make some sort of intervention into the organization.

Ownership

- § Office of Prime Interest (OPI): Manager of Human Resources
- § Offices of Collateral Interest (OCI): Senior Management Team

The Activity

The field of Organizational Development is huge and so important to the success of an organization. In addition to the support we offer to our own employees, we offer HR support to our smaller member municipalities

Many organizations will identify their employees as their most important resource, their competitive advantage, yet few are able to identify and implement the programs necessary to treat employees well and leverage their expertise. The Regional District firmly believes in the Customer Service Linkage Model, which purports that the most effective methodology to improve customer service is to increase the climate strength of the organization.

Local governments need productive, engaged, knowledgeable employees to be successful; but they also need to provide them with the tools. Our employees are telling us that we need to look at our organizational structure, capacity and space in 2018 to create an environment for success.

Measurement

The High Performance and Innovation Committee promotes the eight characteristics of high-performing organizations and has an annual cycle they follow to entrench this cultural change. The eight characteristics are presented to each Board and Staff member in November, at which time we also conduct our staff perception survey to measure our organization against these characteristics. The survey results produce quantitative and qualitative data upon which we can measure our progress. Measurement tools also include the development of the Organizational Development Plan.

Weighting (4 points of 15 for this KSD)

- 3 points for conducting an organizational review
- 1 point for improved results on the 2018 Survey over 2017 Survey

KEY SUCCESS DRIVER 2 – FOCUS ON THE CUSTOMER EXPERIENCE

Goal 2.1 **To elevate customer use of RDOS services**

Objective 2.1.1: **By promoting regional district facilities and services**

Description

Our citizen surveys clearly indicate that the majority of our citizens don't have a good idea of what services we offer, so it's no wonder that they're unsure if they're getting good value for their taxes. The Regional District of Okanagan Similkameen believes strongly that we need to consult with our citizens to determine if we're meeting their expectations with regard to services, but we also need to keep them informed about the services we offer.

Ownership

§ Office of Prime Interest (OPI): Manager of Legislative Services

§ Offices of Collateral Interest (OCI): Senior Management Team

The Activity

The Regional District already devotes a significant effort to customer service and improving the customer experience. In 2016, we developed an inventory of our facilities and properties so that we can properly brand them and in 2017 we intend to host open houses in a number of Electoral Areas during local government week, leverage partnerships with some of our member municipalities and develop a response to the suggestions we received in the 2017 citizen survey.

Measurement

This is an activity based objective, but administration will report on our progress to the Board with our quarterly activity reports and our quarterly report on the Business Plan.

Weighting (3 points of 20 for this KSD)

- 1 point for participating in Local Government Awareness Week
- 2 points for implementing the 2018 phase of recommendations from the 2017 citizen survey

Objective 2.1.2: By engaging our citizens in the development and improvement of our programs

Description

With the large geographic area encompassing the Regional District of Okanagan Similkameen, we need an outreach program to interact with our citizens and make it easy for them to engage with us. We know from previous surveys that 60% have limited contact with our staff or our office. We need to close that gap.

Ownership

§ Office of Prime Interest (OPI): Manager of legislative Services

§ Offices of Collateral Interest (OCI): Senior Management Team

The Activity

If our citizens don't come to us, we need to develop a strategy to go to them. We have a great opportunity to leverage the internet to engage our citizens and, even if we trend to a higher than average seniors population, social media presents an interesting option. We need to investigate what's working for other local governments using social media and how they're engaging. We also have an opportunity to look at getting our Board Meetings up on a webcast so our citizens can see what their elected officials are working on.

Measurement

The measurement of success of this objective will be based on the following:

Weighting (3 points of 20 for this KSD)

- 1 point for developing a social media plan and presenting it to the Board
- 1 point for conducting a benchmarking program to determine public engagement best practices
- 1 point for investigating web-casting technology for Board Meetings.

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

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

Description

The Regional District of Okanagan Similkameen is always interested in improving the customer experience. The "Lean Management" program initiated by the regional district in 2015 is in full swing. It's all about improving service and efficiency, without spending more money, using management practices developed in leading private companies and public sector institutions. Processes are improved, decisions are streamlined and employees are more engaged. Service gets faster and better.

Ownership

- § Office of Prime Interest (OPI): MHR
- § Offices of Collateral Interest (OCI): Senior Management Team

The Activity

While we've been focusing on process mapping over the past two years, the 2018 focus will be on our bylaws. We've been aggressively acquiring water systems over the past few years and, while the operation is fine, our 2017 Water Systems Audit by the Auditor General for Local Government pointed out that we need to be in better shape with our regulations, record keeping and policies. In 2018 we need to land a few of the planes that we took off with in past years, like Water System Bylaws; implementing the recommendations from our 2017 Lean Kaizens and Bylaw

Measurement

The measurement will be based on the following milestones:

Weighting (7 points out of 20 for this KSD)

- 2 points for transferring all water system bylaws to RDOS standards
- 2 points for implementing the recommendations from our two Kaizen's in 2017
- 1 point for developing a business case for retaining an engineering firm to conduct all engineering contracts rather than competing each one separately
- 2 points for identifying gaps in our Bylaw Enforcement policies

Objective 2.2.2: **By submitting an intervention to the BCUC into the 2017 FortisBC Rate Structure Application**

Description

The Regional District, based on concerns expressed by low-income citizens, has taken a stand against the Residential Conservation Rates (RCR) currently employed by FortisBC since its inception. Over the years, the Board has sent motions of opposition to SILGA and UBCM, met with Ministers of the Crown, sent letters to the Premier, partnered with local First Nations and expressed concern to FortisBC representatives. The technical merit of the RCR has been investigated by the BCUC and, with the change in government, it seems there is a political will to address the social impact of the two-tiered residential rate.

Ownership

- § Office of Prime Interest (OPI): CAO
- § Offices of Collateral Interest (OCI): Manager of Legislative Services

The Activity

The Regional District of Okanagan Similkameen would participate in the FortisBC 2017 Rate Design Application by acting in support for the Anarchist Mountain Community Society (AMCS) Intervention.

Measurement

The measurement will be based on the following milestones:

Weighting (2 points out of 20 for this KSD)

- 1 point for reviewing the FortisBC Rate Structure application to determine its position on Residential Conservation Rate
- 1 point for advocating with the Provincial Government to rescind the Residential Conservation Rate

Objective 2.2.3: By implementing the Regional Transit Future Plan

Activity:

BC Transit, in collaboration with the Regional District of Okanagan Similkameen, completed a 25-year Transit Future Plan for the region in 2015. The Transit Future Plan envisions what the transit network should look like 25 years from now and describes what services, infrastructure and investments are needed to get there. The plan is designed to support local community goals and objectives, such as strengthening the link between transportation and land use in order to support sustainable growth. It also describes the transit service, fleet and facility changes required to transition existing transit systems to the proposed vision, including identifying improvements that provide an immediate, positive impact, and providing recommendations on priorities and phasing.

Ownership

- § Office of Prime Interest (OPI): Manager of Community Services
- § Offices of Collateral Interest (OCI): Rural Projects Coordinator

The Activity

The Regional Transit Future Plan includes some exciting projects for our Transit Service in 2018. Our Community Services Department will reach out to our customers to determine how satisfied they are with our routes, start marketing our services aggressively and reach out to Peachland, West Kelowna and the Central Okanagan Regional District to establish a partnership to get our Penticton Service up to Kelowna and, eventually, up to the North Okanagan.

Measurement

This objective will be activity based and progress will be measured continuous progress against the Transit Future Plan.

Weighting (4 points of 20 for KSD 2)

- 1 point for undertaking a Transit Ridership Satisfaction Survey for future marketing and route planning
- 1 point for developing a transit marketing strategy based on survey results
- 1 point for conducting a feasibility study into the establishment of a Penticton – Kelowna Multi-Regional shared transit service

KEY SUCCESS DRIVER 3 – BUILDING A SUSTAINABLE REGION

There are three recognized pillars of community sustainability; being social, economic and environmental.

Goal 3.1: To develop a socially sustainable region

Objective 3.1.1: By implementing the regional fire service master plan

Description:

The British Columbia Office of the Fire Commissioner released the 'Structure Firefighters Competency and Training Playbook' in 2015 and that changed the platform for local government responsibility with regard to fire departments. The "Playbook" establishes a new fire training standard for all Fire Departments in B.C., pursuant to section 3 of the Fire Services Act. An internal review of the new standards, including our seven Regional District fire departments in 2017 clearly indicates that all seven of our Fire Departments are qualified for exterior structure fires and, we need to up our game with training and records management to comply with that standard. Further, the Regional District must provide better support for our Firefighters.

Ownership

§ Office of Prime Interest (OPI): Manager of Community Services

§ Offices of Collateral Interest (OCI): Fire Services Coordinator

The Activity

In 2017, the Regional District retained Mitchell & Associates to conduct a review of our compliance with provincial legislation, including;

- roles and responsibilities
- gaps in service
- management and administration
- training requirements
- human resource management; and,
- fire and life safety inspection requirements for electoral areas.

In 2018, we need to attack some our gaps, especially with regard to training, safety and records management.

Measurement

This objective will be measured by development of a Firefighter Training Program and certification of our Officers and Members. We'll also up our game with regard to a practical records management software and records management plan.

Weighting (4 points of 23 for this Goal)

- 2 points for developing a Firefighter Training Program for each Fire Dept. that meets Regulatory Requirements
- 2 points for reviewing the records management software program and develop a standard for all RDOS Fire Departments

Objective 3.1.2: By establishing a Naramata Fire Service Satellite Fire Hall

Description:

Bylaw No. 1619, 1995 established a service for fire prevention and suppression on certain properties within a designated portion of Electoral Area "E", in a piecemeal manner, leaving gaps within the area. Over time, many of the properties which were not included in the original adoption of the fire service area bylaw have petitioned in. With the application by several owners of properties outside the existing service area it proved beneficial to incorporate all remaining properties within the boundaries of the existing service area which were not originally included in the service at the same time.

Ownership:

§ Office of Prime Interest (OPI): Manager of Community Services

§ Offices of Collateral Interest (OCI): Emergency Preparedness Coordinator

The Activity:

Bylaw No 2733, 2016 completing the inclusion of all properties within the existing service area and expanding it by incorporating several properties to the north of Naramata received public assent in 2016. By including these properties into the existing fire service area, through taxation they share the costs, and become eligible for the service if/when an emergency occurs.

A benefit of coming into a fire service area is typically a reduction in insurance rates, but for that to be of full force, the homes must be within 8 Km. of a fire hall. The RDOS will investigate the development of a satellite fire hall for Area E in 2018.

Measurement:

The success of this objective will be measured by the construction of a satellite fire hall and bringing it into operation in 2018.

Weighting (2 points of 23 for this Goal)

- 1 point for acquiring a site
- 1 point for the design and construction of a satellite fire hall

Objective 3.1.3: By developing the Erris Volunteer Fire Department**Description:**

Erris is a small hamlet in Electoral Area "H" that has developed a fire brigade with good participation from community volunteers, but they aren't eligible for subsidization until a Fire Service is established. They're doing well, and have received grants for capital purchases, but they are to the point now where a tax-based fire department seems the best option.

Ownership:

- Office of Prime Interest (OPI): Manager of Community Services
- Offices of Collateral Interest (OCI): Fire Services Supervisor

Activity:

There is a regulatory process required for the establishment of a service in a regional district. The Fire Underwriters Association conducted a study in 2017 to determine if a fire department would lower insurance rates. RDOS will wait for the Fire Department to consult their public and then conduct the process to establish a service. We would ensure that volunteers are trained to the standard required for a Fire Department.

Measurement:

Success on this objective would be the establishment of the Service.

Weighting: (2 points of 25 for this Goal)

- 1 point for establishing the service
- 1 point for successfully training Erris volunteers to RDOS standards

Goal 3.1: To develop a socially sustainable region

Objective 3.1.4 By reviewing and updating the emergency management program

Description:

The Regional District has successfully operated a regional emergency management program for several years. 2017 was a rough year for disasters. Starting with regional flooding in May and immediately transitioning into wildfire response right through to September. The cleanup, financial administration and debriefings extended that out. We found out that we have some work to do.

Ownership:

§ Office of Prime Interest (OPI): Manager of Community Services

§ Offices of Collateral Interest (OCI): Emergency Services Coordinator

Activity:

We'll start 2018 by orienting our new Emergency Services Supervisor and then start immediately reviewing our legislation and emergency response plan. We have an opportunity to work more closely with our Member Municipalities and other Regional Districts in the Valley. By the end of the year we want to be into full-out training and exercising our Plan

Measurement:

We'll have lots of milestones to display as we work through a review of our documents, get out to meet with our colleagues and offer our training programs and exercises.

Weighting: (6 points of 23 for this Goal)

- 1 point for reviewing and updating the emergency program bylaw
- 2 points for reviewing and updating the emergency response plan
- 1 point for enhancing Community partnership opportunities by establishing a reporting framework with member municipalities and the Board of Directors
- 2 points for implementing two emergency response plan exercises

Objective 3.1.5: By implementing the Regional Trails Program

Description

The Regional District of Okanagan Similkameen developed a robust Trails Master Plan in 2012 and is continually striving to enhance both the quality and quantity of developed trail.

Ownership

§ Office of Prime Interest (OPI): Manager of Community Services

§ Offices of Collateral Interest (OCI): Parks Coordinator

Activity

In addition to continuing our work to improve our KVR trails in the south Okanagan and our Similkameen trails, the Regional District will plan to acquire tenure, design and construct additional trail in the south Okanagan and Similkameen valleys. To do this we need to work with senior levels of government and our First nation governments to move our projects forward.

Measurement

This is an activity based objective and progress will be measured against trail constructed.

Weighting (3 points of 23 for this Goal)

- 1 point for assisting the province with a critical habitat inventory management plan for the KVR trail from Vaseux Lake to Osoyoos
- 1 point for securing provincial tenure for the KVR in Electoral Areas “A”, “C” and “D”
- 1 point for establishing a partnership with OIB and PIB for the completion of the KVR trail

Goal 3.1: To develop a socially sustainable region

Objective 3.1.6: By undertaking the 2018 Phase of the Parks Program

Activity

The Regional District of Okanagan Similkameen has a Regional Parks & Trails Service, but the majority of work done in parks is through local service areas. Greenways and blueways play a significant role in a high quality of life for our citizens and we’re continually upgrading our inventory of parkland and the quality of parks on an annual basis.

Ownership

§ Office of Prime Interest (OPI): Manager of Community Services

§ Offices of Collateral Interest (OCI): Parks Supervisor

The Activity

In 2018, the Regional District will continue with their park improvement program and to implement the recommendations from the Parks Master Plan developed in 2017.

Measurement

This objective will be measured by the successful completion of the Plans.

Weighting (3 points out of 23 for this Goal)

- 1 point for establishing an Area “H” parks service
- 1 point for completing a parks and trails signage inventory and replacement process
- 1 point for developing an RDOS parks, facilities, trails and programs online GIS storybook

Goal 3.1: To develop a socially sustainable region

Objective 3.1.7 By providing public recreational opportunities

Description:

The Regional District of Okanagan Similkameen realizes that recreation is a foundation for quality of life in our rural areas. We have been actively growing our recreation programming opportunities throughout the regional district in 2017 and look forward to enhancing those programs in 2018

Ownership

§ Office of Prime Interest (OPI): Manager of Community Services

§ Offices of Collateral Interest (OCI): Rural Projects Coordinator

Activity

The Regional District was awarded a Plan H Grant in 2017 to implement a regional approach to recreation and we'll pursue that in 2018. In addition we'll work with our recreation commissions to provide a better service to all of our citizens and look at the feasibility for some exciting new facilities.

Measurement

We'll measure our progress against adding resources for recreation programming into the Similkameen, progress on our regional recreation approach project and working with partners to study the feasibility or new aquatic facilities.

Weighting (3 points out of 23 for this Goal)

- 1 point for participating in the South Okanagan Aquatic Facility and Similkameen Recreation Commission Aquatic Facility feasibility studies
- 1 point for introducing a recreation programming component to the Similkameen Recreation Commission service area
- 1 point for implementing a regional approach to recreation via the Plan H Grant.

Goal 3.2: To develop an Economically Sustainable Region

The second pillar of community sustainability is to develop an economically sustainable region. This pillar focusses on economic development in the Region, but also includes being fiscally responsible as an organization and by ensuring that we are good stewards of the assets of the Regional District.

Objective 3.2.1: By developing an asset management plan

Description

The Regional District, as have all public agencies, has complied with the Public Service Accounting Board and produced a Tangible Capital Assets Register. The Province of British Columbia has determined that it would be beneficial for all local governments to develop an Asset Management Plan, with the intent to deliver sustainable services by extending and deepening asset management practices. Asset Management is defined as an integrated process bringing together planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory

levels of service to community users in a socially, environmentally and economically sustainable manner.

The Regional District initiated investigation into the development of an asset management plan in 2016 with the assistance of a grant made available through UBCM. Our Phase I and Phase II Asset Management Plans are complete and we are hopeful that we'll receive a grant in 2018 to finish off with Phase III which will help us choose and implement the right software program

Ownership

§ Office of Prime Interest (OPI): Manager of Public Works

§ Offices of Collateral Interest (OCI): Manager of Financial Services

The Activity

The next step in our process would be to investigate options for asset management systems which would be appropriate for the Regional District.

Measurement

Success on this objective will be measured by the engagement of a consultant to conduct the next step in 2018.

Weighting (2 points of 4 for this Goal)

- 2 points for development of Phase III of the asset management plan.

Goal 3.2: To develop an Economically Sustainable Region

Objective 3.2.2: By investigating the business case to acquire authority to issue business licenses

Description

The Local Government Act provides a restricted authority for regional districts compared to those offered incorporated communities under the Community Charter. One of those powers not enabled is for a regional district to issue business licenses. This a tool that the Board of Directors believes would be beneficial and we intend to investigate the process and probability of approval should we ask for an Order in Council to grant us that authority.

The Board is especially interested in possibly using it in the control of recreational marijuana, once legalized in 2018.

Ownership

§ Office of Prime Interest (OPI): Manager of Development Services

§ Offices of Collateral Interest (OCI): Manager of Legislative Services

Activity:

In 2018, the Regional District will complete the business case for pursuing authority to issue Business Licenses.

Measurement:

Success would be completion of the research necessary to determine if the RDOS would benefit by successfully applying for this addition power.

Weighting (2 points of 4 for this Goal)

- 2 points for researching and presenting a Business Case to the Board on the benefit and process to apply for authority to issue Business Licenses.

Goal 3.3: To develop an environmentally sustainable region

The third pillar of community sustainability is to develop an environmentally sustainable community.

Objective 3.3.1: By completing the Electoral Area "F" official community plan update**Description**

An Official Community Plan (OCP) is the vision a community has for its future. It contains goals and policies that will shape future land use in a way that reflects the community's vision. These goals and policies form a framework used by the Regional District staff, other agencies and the community to guide their decisions about future land use.

Under the Local Government Act, an OCP must include certain information, such as:

1. Residential development;
2. Commercial, industrial, and industrial land uses;
3. Land subject to hazardous conditions or environmentally sensitive to development;
4. Major road, sewer and water systems;
5. Housing policies related to affordable housing, rental housing, and special needs housing;
6. Public facilities, including schools, parks, and waste treatment and disposal sites; and
7. Greenhouse gas emission policies, targets, and actions.

Beyond this, an OCP may also consider other community priorities such as heritage protection, food security, water quality, economic development or transportation and mobility.

The plan process will be conducted in accordance with the *Local Government Act* which specifies purpose, required content, and adoption procedures of the OCPs.

This project commenced in 2017 and will complete in 2018.

Ownership

§ Office of Prime Interest (OPI): Manager of Development Services

§ Offices of Collateral Interest (OCI): Planning Supervisor

Activity

The 2018 activity will complete the robust public engagement process started in 2017 and present a final plan to the Board for consideration.

Measurement

This will be an activity-based objective for 2018, culminating in the production of the OCP for the Board.

Weighting (2 points of 23 for this Goal)

- 1 point for completing the community engagement program
- 1 point for presenting the Final OCP to the Board.

Goal 3.3: To develop an environmentally sustainable region

Objective 3.3.2: By implementing the 2018 phase of the Solid Waste Management Plan

Description

Guiding Principles for Development of Solid Waste Management Plan

- Reduce the amount of waste requiring disposal to the greatest extent possible;
- Be cost effective, considering both short and long term cost implications; establish objectives and targets that are clear and measurable;
- Engage and involve all sectors of the community;
- Reduce environmental impacts of solid waste management to air, water and land;
- Establish programs, policies and objectives that are efficient, flexible and simple;
- Encourage and support options that develop local socio-economic opportunities, such as the development of new businesses, and the creation or expansion of employment through waste management activities;
- Develop and deliver services through effective partnerships with member municipalities, private and non-profit agencies, neighbouring regional districts, other levels of government and First Nations; and
- Plan for and secure future disposal capacity for the region, recognizing the capacity limits of the current disposal system.

The SWMP is a regulatory document approved by province and is a Regional Service.

Ownership

§ Office of Prime Interest (OPI): Manager of Public Works

§ Offices of Collateral Interest (OCI): Engineering Supervisor

Activity

An updated RDOS Solid Waste Management Plan was adopted by the Board in September 2012. Based on the Guiding Principles stipulated above, the Plan calls for the implementation of over 80 projects and directives over a 5-year period. Unfortunately, we're behind on several key projects and we're into catch-up mode. We've also had significant projects imposed by

regulation that we didn't initially have in the SWMP that have huge implications we're trying to conclude as well.

We're having difficulty siting the proposed regional organics facility. The 2018 activity will include the re-evaluation of the regional organics siting study, we'll conclude our pilot program on active gas capture at Campbell Mountain Landfill, implement the leachate collection and retention system at CMLF and start implementation on the Keremeos Landfill closure plan.

Measurement

This objective will be measured by completion of the identified plans and compliance with the SWMP Checklist.

Weighting (6 points of 20 for this Goal)

- 2 points for completing a review of siting options for the regional organics processing facility
- 2 points for completing the leachate collection and retention facility at CMLF
- 2 points for implementing the Keremeos Landfill Operations/Design/Closure Plan
- 2 points for completing the pilot of a Bio-cover methane mitigation project and submission of the final report to Environment to achieve approval for substituted requirements permit.

Objective 3.3.3: By enhancing the Okanagan Falls Waste Water Treatment System

Description

The Electoral Area "D" Liquid Waste Management Plan was developed in 2008 as we commenced the construction of the new plant. The Plant has been in operation since 2012 and its time to do some of the collateral projects, such as review the impact on Vaseux Lake, the development of the wetlands and extending the collection system to collection and treatment for Kaleden and Skaha Estates. The Okanagan Falls Waste Water Treatment Plant was oversized to accommodate effluent from these areas and the Regional District was awarded a Building Canada II Grant in 2017 to commence Phase I, being Skaha Estates. We have yet to determine a service area, but it could include approximately 180 lots in Skaha Estates.

Ownership:

§ Office of Prime Interest (OPI): Manager of Public Works

§ Offices of Collateral Interest (OCI): Manager of Legislative Services

Activity:

The 2018 activity will include completion of the Vaseux Lake Assessment, the Wetlands and the detailed design and costing for Phase I of the Collection System extension; and if assent is achieved, creation of a Service.

Weighting (5 points of 23 for this Goal):

- 1 point for completing a Water Quality and Sediment Assessment on Vaseux Lake
- 2 points for designing and commencing construction of the Okanagan Falls Wetland Project
- 2 points for designing and establishing a Service for the Skaha Estates Waste Water Collection System.

Objective 3.3.4: By enhancing Regional District Water System Delivery

Activity

The Regional District owns or operates nine water systems over five electoral areas. As infrastructure ages and volunteers or owners of private and public systems change, there is more interest in divesting systems to the Regional District. Also, the Auditor General for Local Government audited three of the Regional District Water Systems and provided a number of recommendations that the Regional District needs to work away at.

Ownership:

- Office of Prime Interest (OPI): Manager of Public Works
- Offices of Collateral Interest (OCI): Engineering Supervisor

Activity:

In 2018, the Regional District will commence implementation of recommendations from the AGLG Audit and also investigate acquisition of three new systems.

Measurement

This objective will be measured by the establishment of a service. Work is dependent on receiving a Building Canada II grant in 2017.

Weighting (4 points of 23 for this Goal)

- 2 points for drafting and approving the Cross-connection Control Bylaw and the Regional Water Use Regulation and Conservation Bylaw
- 2 points for investigating the acquisition of Missezula Lake, Tulameen and Sage Mesa water systems.

Objective 3.3.5: By addressing recreational marijuana legalization

Activity:

The Government of Canada has announced that use of marijuana will become legal in July 2018. Provincial Governments are establishing frameworks for the sale, use and enforcement in their jurisdictions. Local Governments are now left to determine if additional rules will be required, such as land use, business licenses, etc.

Ownership:

- Office of Prime Interest (OPI): Manager of Development Services
- Offices of Collateral Interest (OCI): Bylaw Enforcement Coordinator

Activity:

The Regional District of Okanagan Similkameen will need to get informed of what the senior levels of government come up with in 2018 for control of recreational marijuana, what other local governments are doing and, generally, becoming more informed on the implications for citizens in the Regional District.

Measurement:

This will be an activity based objective, success determined by our familiarization with rules created by senior levels of government and the impact on local government.

Weighting (2 points of 23 for this Goal)

- 1 point for reviewing legislation from the Federal and Provincial Governments
- 1 point for conducting a gap analysis on Zoning Bylaws to accommodate recreation marijuana

Objective 3.3.6 By investigating the benefit of establishing use controls for docks**Description:**

The Regional District is well served by a multitude of lakes and rivers for a variety of purposes, one of which is tourism. To this point, except for Area F, the Regional District has left regulation of private docks to the senior levels of government. In 2017, a commercial dock was constructed on Osoyoos Lake to accommodate float planes attending at a winery. This use may impose on other residents or users of the lake and we must determine if we should be involved in future developments.

Ownership:

- Office of Prime Interest (OPI): Manager of Development Services
- Offices of Collateral Interest (OCI): Bylaw Enforcement Coordinator

Activity:

In 2018, the Regional District needs to become more familiar with rules already in place at senior levels of government and then we can determine if we need to enhance those rules in the appropriate land use bylaw.

Measurement:

This objective will be measured by submission of a report to the Board of Directors identifying what's in place and options for a local government to become involved in the regulation of private docks on waterways.

Weighting: (2 points out of 23 for this Goal)

- 1 point for liaising with the provincial government to determine current regulations on dock development.
- 1 point for evaluating the benefit of including regulations on docks in Okanagan Valley Zoning Bylaws.

KEY SUCCESS DRIVER 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY

Goal 4.1 To execute a well-defined strategic planning cycle

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

Description

The Regional District has developed a robust strategic planning cycle and process. While we have well developed guiding principles composed of Vision, Mission, Values, Key Success Drivers and 5-year Goals, we focus mostly on the development of our Corporate Business Plan.

As well, the Regional District has developed an Enterprise Risk Management Program that supports our Strategic Plan and we want to maintain that and build on it as well.

Ownership

§ Office of Prime Interest (OPI): CAO/ Manager of Information Services

§ Offices of Collateral Interest (OCI): Senior Management Team

The Activity

This is a forward-looking Objective, anticipating that we will rigorously follow our Strategic Planning Cycle and Process. Regional District staff will commence the SWOT exercise for the update of the 2019-2023 Strategic Plan and the 2019 Business Plan in July of 2018, including a full review of our Enterprise Risk Management Plan. 2018 is an election year and this will have an impact on our typical schedule. In 2018, the Board will meet in November to give direction on any proposed changes to our Corporate Goals and to discuss 2019 Objectives.

Measurement

Compliance with the Strategic Planning Cycle and Process adopted by the Board.

Weighting (5 points of 15 for this KSD)

- 3 points for development of the 2019 Corporate Business Plan
- 2 points for review and update the Enterprise Risk Management Register

Goal 4.2: To promote Board and Chair Effectiveness

Objective 4.2.1: By assisting the Board to operate in an effective manner

Description

2018 is a local government election year and, historically, the Regional District experiences about a 50% turnover on our Board. In addition, the 2018 election will establish a 9th Electoral Area that will bring a 19th Member to the Board Table. The Regional District of Okanagan similkameen encompasses a diverse geographic area and that creates a diverse set of Members that all have to come together to best represent all of our 81,000 constituents over our 10,400 km.² area.

We have many processes that the 2018-2022 Board of Directors will have to become familiar with in a very short period of time, but we always start off with a Board Orientation.

Ownership

- § Office of Prime Interest (OPI): Office of the CAO
- § Offices of Collateral Interest (OCI): Senior Management Team

The Activity

The 2018 activity will be to organize an instructive legislative workshop/orientation, to begin the bonding process for our returning and new members, but also to bring all members up to a stable platform on how to carry out their responsibilities.

Measurement

This objective will be measured by successfully organizing and carrying out an orientation program following the 2018 election.

Weighting (5 points of 15 for this KSD)

- 5 points for planning and implementing an orientation workshop in October/November 2018.

Objective 4.2.2: By conducting a legislatively compliant General Local Election

Description:

The election calendar will commence in early 2018, including development and submission of the election bylaw, appointment of returning officers, dates for key milestones, etc. Getting ready for the election is a full-year activity.

Ownership:

- Office of Primary Interest: Manager of Legislative Services
- Office of Secondary Interest: Senior Management Team

Measurement:

This objective will be measured by compliance with the British Columbia legislation for holding local government elections.

Weighting (5 points of 15 for this KSD)

- 2 points for developing and presenting the 2018 election bylaws and process
- 3 points for conducting a successful 2018 election

2018 FINANCIAL PLAN

The 2018 Financial Plan for the RDOS will be inserted following adoption by the Board in March.

RISKS AND MITIGATIONS

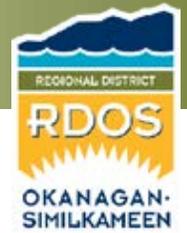
Risk Identification and Mitigation

The Regional District of Okanagan Similkameen 2018 Business Plan includes assessments and assumptions for the next year. The following represents the top risks to the Regional District in achieving its business plan and maintaining its operations.

The purpose of ERM is to ensure that risk identification, assessment and prevention are incorporated into the management oversight and processes of the Regional District and to assist in identifying priorities set forth in RDOS's business plan. The intent being to manage the uncertainties we incur in our current operations and our future plans.

The 2017/18 Enterprise Risk Management Plan identifies many threats, but only three make our top risk standard based on our pre and post mitigation rating:

- **Man-made or Natural Disaster** – RDOS implements its Emergency Plan and opens the Emergency Operations Centre numerous times each year. We have a significant organization that manages our response, with the support of the Province, and we continually train our people. Nevertheless, we're in a region that is susceptible to natural and man-made threats and this is a moderate risk.
- **Landfill Gas Regulation Contravention** – The RDOS is currently in contravention with the Provinces regulations regarding methane off-gassing at the Campbell Mountain Landfill. It received approval from MoE to experiment with a biocover pilot project. If the pilot project does not work the RDOS may have to implement an active gas capture system at a great expense.
- **Regional Organics Site** – The RDOS has conducted a study to find a suitable site for a regional organics facility. The two highest ranking sites have been dropped for various reasons. The threat is a suitable site will not be found, jeopardizing landfill lifecycles and our compliance with the Landfill Gas Management Regulation.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, January 18, 2018

10:30 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

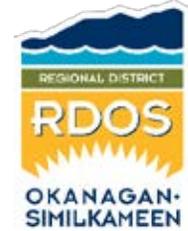
RECOMMENDATION 1

THAT the Agenda for the Community Services Committee Meeting of January 18, 2018 be adopted.

B. 2017 FOURTH QUARTER ACTIVITY REPORT – For Information Only

C. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Community Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: Fourth Quarter Activity Report – For Information Only

COMMUNITY SERVICES DEPARTMENT

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

Activities Completed for Q4 2017

Parks, Recreation and Trails

- Completed the KVR trail resurface project from Road 21 to Osoyoos Lake
- Began the construction of the Road 22 KVR trail boardwalk
- Facilitated the Wharf Park - First Street closure public input survey
- Winterized park irrigation systems and public washrooms
- Completed Phase 1 of the Heritage Hills Park development plan – grading, seeding
- Installed Bench and Table pads Osoyoos Lake Park
- Completed base grading work for Similkameen Trail along Hwy 3
- Installed new doors and automated locks for Manitou Park washrooms
- Replaced the Manitou Park play slide
- Completed major irrigation repairs and pump replacement for Kobau Park (Cawston)
- Recreation Programs in Okanagan Falls, Kaleden and Naramata - over 1,535 participants
- Transition to Recreation Registration software (Book King) for Ok Falls, Kaleden, Naramata and West Bench
- Regional Approach to Recreation - new branding logo, task force established, sponsorship secured
- West Bench recreation programs scheduled for Winter (January to March)
- New Explorer Program in Ok Falls, Kaleden, Naramata and West Bench to start in 2018
- 2018 project planning and budget meetings with Parks and Recreation Commissions
- Working with School District 67 to establish a School Use agreement with West Bench Elementary
- Similkameen Rail - Trail adjacent to Hwy 3 – Keremeos and Cawston

Electoral Area “D” Community Service Office

- McLean Creek Pedestrian Corridor Class C Estimate received and distributed to MOTI
- Submitted Rural Dividend grant for Area “D” Boat Launches
- Secured \$136,510 in recreation grant funds

Transit

- Completed collection of GPS data for transit infrastructure inventory
- Met with BC Transit and Transit Operator to monitor Over-Capacity issues
- Implemented seasonal service for South Okanagan Transit System
- Distributed 2018 transit fare products with local government partners and pass outlets
- Researched and produced set of RDOS-specific transit performance indicators

Heritage and Culture

- Drafted Sub-License Agreement for Community Groups
- Drafted MOU for Granite Creek Heritage Signage Project
- Presented See Ya Later Ranch Barn for inclusion to Community Heritage Register
- Continued work with South Okanagan Naturalist Club to finalize terms of partnership agreement
- Updated BC Registry of Historic Places to bring into compliance with Heritage Conservation Act
- Worked with Oliver Theatre Society to submit final project report to Cultural Spaces Fund for Frank Venables Theatre improvements
- Assisted Osoyoos Museum Society with supporting documentation towards grant application
- Design interpretive signage for Granite Creek Townsite and Cemetery
- Received License of Occupation for Fairview Heritage Townsite

Rural Projects

- Assisted Hedley Seniors' Centre in successful grant application to SOS Community Foundation for funds in amount of \$5,591 towards kitchen upgrades
- Drafted Corporate Donations/Naming Policy
- Completed Area "G" Survey, including report of results

Planned Activities for Q1 2018

Parks, Recreation and Trails

- Complete construction of KVR trail Boardwalk at Rd 22
- Apply for Crown land tenure at Kaleden on Skaha Lake
- Install bench concrete pads at Osoyoos Lake Park
- Undertake building design and site plan for Osoyoos Lake Washrooms
- Attend Annual General Meetings for Parks and Recreation Commissions
- Finalize Creek Park land acquisition, commence subdivision and re-zoning application (Naramata)
- Continue with the KVR/Okanagan River Channel trail development planning for Areas A&C
- Develop Regional Rec Approach project charters for strategies, seek sponsorship, purchase trailer (PAT) and begin implementing programs in regional communities
- Coordinate programming recreation guide for Winter Recreation Ok Falls, Kaleden and West Bench programs

Area "D" Community Service Office

- Assist with Regional Recreation facility mapping and creation of a GIS Storybook
- Continue to support regional recreation strategies
- Support Area "D" projects – proposed division, sewer expansion, town centre recommendations, apex waste transfer

Transit

- Work with local government partners and BC Transit in evaluation of RFP for Operating contract
- Complete 2018 Transit Marketing Plan
- Work with BC Transit and local government partners towards MOU and action plan for Penticton Kelowna expansion

Heritage and Culture

- Revise Community Heritage Register Nomination Process
- Complete Community Heritage Guide
- Finalize agreement with Granite Creek Preservation Society towards completion of heritage signage
- Finalize agreement with the South Okanagan Naturalists Club towards development of natural heritage aspect of the Heritage program
- Continued work on completion of Statements of Significances identified in 2017 workshops

Rural Projects

- Present a draft Corporate Donations/Naming policy to Board

Respectfully submitted:



M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, January 18, 2018

10:45 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Protective Services Committee Meeting of January 18, 2018 be adopted.

B. 2017 FOURTH QUARTER ACTIVITY REPORT – For Information Only

C. BYLAW 2792, BEING THE REGIONAL FIRE SERVICES BYLAW

1. Bylaw No. 2792, 2017
2. Bylaw 2792, 2017 – Inventory
3. Letter from Anarchist Mountain Fire Department dated January 2, 2018

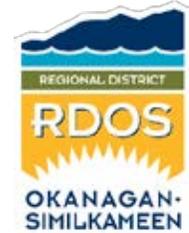
RECOMMENDATION 2

THAT Bylaw 2792, 2017, being the Regional Fire Services Bylaw be read a first, second and third time and be finally adopted.

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: Fourth Quarter Activity Report – For Information Only



Fire Services, Emergency Management, Policing, 911

Activities Completed in Q4 2017:

- Appointed the Willowbrook and Okanagan Falls Fire Chief positions
- Completed the Emergency 911 Telecommunications system audit
- Continued consultation with the Regional Fire Departments for 2018 operational planning, budgeting, Office of the Fire Commissioner's (OFC) Playbook requirements and bylaw updates
- Re-established the Regional Joint Chiefs Committee for the purpose of connecting, collaborating and supporting each other on ongoing opportunities and issues
- Participated in a Kaleden Fire Smart community open house
- Applied for Provincial grant funding under the UBCM Emergency Preparedness program
- Reviewed the RDOS Fire Fighter remuneration policy and discussed with the Board
- Hired a new Regional Emergency Management Coordinator

Planned Activities for Q1 2018:

- Present the RDOS/City of Penticton Fire Service Agreement to the Board for renewal
- Undertake a Request for Quotes for '911 Emergency Telecommunications Equipment maintenance'
- Facilitate a Regional Fire Radio User Group meeting
- Present the Board with an updated Fire Mutual Aid Agreement
- Continue with land acquisition and building planning process for the Naramata satellite Fire Hall
- Continue to support the Kaleden Fire Volunteer Department training site development
- Complete the Sasquatch Pond Park water retention project
- Present the Board with a Fire Department Apparatus and Equipment policy for consideration
- Finalize a 2018 Regional Emergency Preparedness training schedule
- Present Bylaw 2792, being the revised Fire Services Bylaw

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'M. Woods', is written over a light blue horizontal line.

M. Woods, Manager of Community Services

ADMINISTRATIVE REPORT

TO: Protective Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Bylaw 2792, 2017, being the Regional Fire Services Bylaw

Administrative Recommendation:

THAT Bylaw 2792, 2017, being the Regional Fire Services Bylaw be read a first, second and third time and be finally adopted.

Reference:

Bylaw 2566, 2011

Background:

Bylaw No. 2566, passed in 2011, is the master “operational” bylaw for our seven Fire Departments. It has been amended twice: once in 2013 to clarify some administrative matters (including making the Manager of Community Services responsible for administering the bylaw) and again in 2014 to authorize the provision of Medical First Responder (“FMR”) services by the Anarchist Mountain Fire Department. Among other things, Bylaw 2566:

- Specified certain administrative matters including:
 - o Fire Chief appointment by the CAO
 - o Officer appointments by the Fire Chief
- Specified the situations in which a Department is permitted to undertake extra-jurisdictional responses
- Adopted the British Columbia Fire Code
- Set out the authority of the Fire Chief and his or her responsibilities
- Set out the powers of the Departments to operate; and
- Sought to specify liability limitations and extended RDOS indemnity coverage to members of the Departments

The revised Bylaw 2792 was tabled at Committee on December 7, 2017 and referred back to Administration for circulation to the Fire Chiefs for comment.

Alternatives:

1. Status Quo
2. Adopt Bylaw 2792

3. Refer 2792 back to Administration for further amendment

Analysis:

Since this bylaw was passed in 2011, the Office of the Fire Commissioner has introduced new training standards in the form of the Playbook, and a new *Fire Safety Act* may soon be coming into force. The 2017 Fire Services master Plan recommended that Bylaw 2566 should be revised and updated, both to address these regulatory changes as well as to reflect recommendations in the report.

Bylaw 2792 endeavours to address not only the changing legislation but also the recommendations out of the 2017 Fire Services Master Plan, including, but not limited to:

- The direct reporting lines of the Fire Chiefs
- The names of each of the Departments should be corrected
- Clarifies the language which authorizes an incident commander to deal with a matter outside of the Department's service area and provides additional flexibility
- The new *Fire Safety Act*, when in force, may cause an amendment to Section 33, which grants a Fire Chief the power to order an evacuation in response to an Incident. The new Act carries broader powers for evacuation power.
- Department members are recognized as "employees" of the RDOS for the purposes of section 738 of the *Local Government Act*.
- 2792 addresses indemnification for Fire Department employees the same as other RDOS employees and officers.
- The Bylaw delegates authority to the CAO to authorize what functions each Department is authorized to provide. This will be done in conjunction with the Budget process.
- Sections 30 – 33 authorize Fire Chiefs to deal with immediate hazards that are identified within their respective fire service areas. These sections will need to be reviewed against the new fire inspection regime and authorities which is to be implemented through the new *Fire Safety Act*.
- We specifically address the training requirements imposed by the Playbook, standardization and support for records management.
- It more clearly addresses the incident command system.

**REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN
BYLAW NO. 2792, 2017**

A bylaw to provide for the administration and operation of fire departments and for the prevention of fires, the prevention of the spread of fire, and for the preservation of life and property within the Regional District of Okanagan-Similkameen.

WHEREAS the Local Government Act enables regional districts to establish and operate services for the benefit of service area residents; and

WHEREAS the Regional District of Okanagan-Similkameen has established various service areas or specified areas for the purpose of providing Fire Protection and other emergency response, and/or is authorized to provide such services by Supplementary Letters Patent; and

WHEREAS the Board deems it expedient to regulate the operation of the Fire Departments in connection with the provision of Fire Protection and emergency services within the Regional District of Okanagan-Similkameen;

NOW THEREFORE, the Board in open meeting assembled enacts as follows:

Citation

1. This bylaw may be cited as the "**Regional Fire Services Bylaw No. 2792, 2017**".

Definitions

2. In this bylaw, including in the recitals hereto, unless the context otherwise requires, the following bolded terms have the following respective meanings:
 - (a) "**Auto Extrication Services**" means a rescue service using various methods and equipment to extricate a trapped victim from a vehicle following a motor vehicle or industrial incident;
 - (b) "**Board**" means the Board of Directors of the RDOS;
 - (c) "**CAO**" means the Chief Administrative Officer for the RDOS, or a designated representative;
 - (d) "**Dangerous Goods**" means any product, substance or organism which is of highly combustible and flammable, or explosive nature, all as set out in the Transportation of Dangerous Goods Act, RSBC 1996, c. 458, or any other material which, because of its toxic or other inherent characteristics constitutes a fire hazard or a hazard to life, safety or health, as amended from time to time;
 - (e) "**Designated Officer**" means an employee of the RDOS designated in writing by the CAO to administer this bylaw, or sections of this bylaw;
 - (f) "**Emergency Equipment**" means any vehicle, firefighting apparatus, tools and equipment providing a service to the Fire Department;

- (g) **“Emergency Medical First Responder Program”** means pre-ambulatory care by a Member trained by a recognized accredited agency and licensed by the BC Ministry of Health – Emergency Medical Assistant Licensing Branch;
- (h) **“Emergency Program Act”** means RSBC 1996, c. 111;
- (i) **“Fire Chief”** means the officer in charge of a Fire Department as appointed by the CAO from time to time, or his designate,
- (j) **“Fire Department”** means the established fire department for a given Fire Protection Service Area;
- (k) **“Fire Protection”** means all aspects of fire safety including, but not limited to: fire prevention, fire suppression, pre-fire or pre- emergency planning, fire investigation, fire recovery, public education and information, and fire administration
- (l) **“Fire Protection Service Area”** means each service area as established by the relevant Service Establishment Bylaw of the RDOS, as amended from time to time;
- (m) **“Fire Service”** means, collectively, each Fire Department that has been, or which may be, established by the RDOS in each Fire Protection Service Area;
- (n) **“Fire Services Act”** means the *Fire Services Act*, R.S.B.C. 1996, c. 144;
- (o) **“Functions”** means specific services delivered by individual Fire Departments including, but not limited to: fire suppression, Auto Extrication, First Responder Programs, Fire inspections and Rescue.
- (p) **“Incident”** means a situation to which a Fire Department has responded or would ordinarily respond, including but not limited to:
- where a fire or explosion has occurred, or has the potential of being imminent;
 - a motor vehicle or other transportation incident;
 - where Dangerous Goods may reasonably be expected to present a danger to persons, property or the environment; and,
 - other classes of emergencies as designated herein;
- (q) **“IC”** means the incident commander, being the Member on scene designated to be in charge of an Incident in accordance with the Operational Guidelines;
- (r) **“ICS”** means Incident Command System, being a standardized at-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries;
- (s) **“Local Government Act”** means the *Local Government Act*, R.S.B.C. 2015, c. 1 and, where relevant, includes any predecessor statutes;
- (t) **“Member”** means, subject to applicable RDOS policy and guidelines, any person appointed by the Fire Chief as a member of a Fire Department and includes without limitations the Officers, firefighters, and administrative staff of the Fire Department;

- (u) “**Officer**” means, subject to applicable RDOS policy and guidelines, a Member appointed by the Fire Chief as an officer of the Fire Department, but nothing in this bylaw makes such persons officers for the purposes of s. 233 of the Local Government Act;
- (v) “**Operational Guidelines**” means the operational guidelines developed in accordance with this bylaw, applicable to the operations and emergency responses of each Fire Department;
- (w) “**Playbook**” means the mandatory minimum training standards set under paragraph 3(3)(b) of the *Fire Services Act* by the Office of the Fire Commissioner and approved by the Attorney General, entitled *British Columbia Fire Service Minimum Training Standards: Structure Firefighters – Competency and Training Playbook*, as same may be amended, revised or replaced from time to time;
- (x) “**Rescue**” means any situation where a person or persons are saved by quick and forceful action from immediate or threatened danger such as death or injury;
- (y) “**RDOS**” means the Regional District of Okanagan-Similkameen;
- (z) “**Service Establishment Bylaw**” means, in respect of each Fire Protection Service Area and related Fire Department, the service establishment or specified area bylaw, or Supplementary Letters Patent, as the case may be, which creates the relevant service area and authorizes the provision of fire protection and emergency response services;
- (ab) “**Service Level**” means, in relation to each Fire Department, the service level, as contemplated by the Playbook, which each Fire Department is authorized to provide by the Authority Having Jurisdiction;
- (ac) “**Supplementary Letters Patent**” mean the Supplementary Letters Patent of the RDOS dated 16 March 1976, which established the function of Division XXXIII – Fire Protection, with the Village of Keremeos and defined portions of Electoral Areas B and G of the RDOS as participating members in the service; and
- (ad) “**Workers Compensation Act**” means the Workers Compensation Act, R.S.B.C. 1996, c. 492, as amended or re-enacted from time to time, including all regulations thereto.

Interpretation

3. In this bylaw:
 - (a) wherever the singular or the masculine is used in this bylaw, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the bylaw requires; and
 - (b) any reference in this bylaw to a statute, regulation, ministerial order or other bylaw, means such statute, regulation, ministerial order or other bylaw as updated, amended, revised or replaced, unless otherwise specifically noted.
4. This bylaw does not contemplate or extend in its purpose, to any of the following:
 - (a) the protection of any person from economic loss;

- (b) a guarantee or warranty by the RDOS or any of its agents, as to the service level expectations of any Fire Department under this bylaw, or any other applicable codes, enactments, agreements or standards; or
 - (c) providing to any person a warranty with respect to the Functions of any Fire Department or with respect to the certainty of timely responses. The list of Functions does not, of itself, mean that each Fire Department provides such services or will, in relation to any particular Incident, be able to deliver such services.
5. In relation to the exercise of operational authorities or powers by the Fire Department at or in connection with an Incident, any reference in this bylaw to the Fire Chief or IC includes any Member designated by the Fire Chief or IC, as the case may be.

Designated Officer

6. The operation of the Fire Service shall be administered and overseen by the Designated Officer.
7. The Designated Officer shall manage the Fire Service subject to the provisions of this bylaw, any policies of the Board and the direction of the CAO.

Fire Department Continuation

8. This bylaw applies to the Fire Services listed in Schedule A (as same may be amended from time to time), each of which has been established by the RDOS under and in accordance with the Local Government Act and/or the Supplementary Letters Patent, as applicable. The Fire Departments identified in Schedule A that have been established to provide Fire Protection and other emergency response functions under the Service Establishment Bylaws are hereby continued, and shall be known by the names set forth in Schedule A.

Limits of Jurisdiction

9. The jurisdiction of each Fire Department, and powers granted to such Fire Department and its Fire Chief and Members under this bylaw, are restricted to the boundaries of the Fire Department's particular Fire Protection Service Area. A Fire Department shall not respond to any calls for Incident response under this bylaw outside of the boundaries of its Fire Protection Service Area except as follows:
- (a) when, in the opinion of the IC, an Incident that occurred in the Fire Protection Service Area has spread outside such area, or which has started outside the Fire Protection Service Area but is considered to be a threat to persons or property within the Fire Protection Service Area; or
 - (b) when a mutual or automatic aid agreement is in place permitting assistance to be provided, in which case, the response shall be restricted to the area covered by the mutual or automatic aid agreement; or
 - (c) in accordance with the terms of a fire service agreement with a municipality, another regional district, an improvement district, a First Nations band or other person; or

- (d) when there is a conscription of apparatus and personnel during declaration of a provincial or local emergency under the Emergency Program Act; or
 - (e) when authorized to leave the Fire Protection Service Area under a task number or authorization provided by Emergency Management British Columbia, or at the direction or request of the Wildfire Service in connection with a wildfire or interface fire; or
 - (f) when authorized by the Designated Officer or CAO.
10. A Fire Department providing mutual aid or automatic aid to another Fire Department has the operational powers and authorities provided in this bylaw. Where a fire department (an “External Department”), which is not governed or established under this bylaw, provides emergency response services within a Fire Protection Service Area under a mutual aid or automatic aid agreement with the RDOS, the External Department, in relation to any particular Incident:
- (a) shall be authorized to exercise the powers and authorities specified in the relevant mutual aid agreement or automatic aid agreement, as the case may be; or
 - (b) where the relevant mutual aid agreement or automatic aid agreement does not expressly address the issue of powers and authority, shall be entitled to exercise the same powers and authority as a Fire Department under this Bylaw.

Administration and Operation of the Fire Service

11. The Board shall designate by policy the Service Level for each Fire Department in accordance with the Playbook. The Board may revise, amend or change the Service Level of any Fire Department by revision to the relevant policy, and may provide in such policy that the Service Level may be temporarily restricted or changed by the CAO where appropriate to do so.
12. Subject to any necessary budget approvals or directions from the Board, and subject to reporting on same to the Board, the CAO may establish, add to, change or restrict the authorized Functions for any Fire Department, provided that each Fire Department shall always provide Fire Protection services. The Functions currently approved for each Fire Department are set out in Schedule B, but may be amended by the CAO in accordance with this section.
13. The Designated Officer is authorized to establish an appropriate training program for the Fire Service and ensure Members are qualified to safely perform the scope of work authorized by this bylaw and Functions to be performed by each Fire Department. The training program shall comply with the requirements of the Playbook and the *Workers Compensation Act*, and shall be appropriate to the chosen Service Level and authorized Functions of each Fire Department.
14. The Designated Officer is authorized to design and implement standards for the Fire Service with regard to Emergency Equipment, Fire Protection, Emergency Medical First Responder Programs and other authorized Functions.

15. The Designated Officer shall develop a set of Operational Guidelines which cover the authorized Functions of each Fire Department, including matters such as:
 - (a) minimum training and proficiency requirements for each position within the Fire Departments (including for Fire Chief and Officer positions);
 - (b) an incident command system compliant with the current version of the British Columbia Emergency Management System, including a process for determining which Member at an Incident will be considered the IC;
 - (c) all necessary guidelines for principal or expected emergency response activities, including, where relevant, IC assessment and size up before entry is conducted in a burning building or structure;
 - (d) the management of mutual and automatic aid responses and other extra-jurisdictional responses;
 - (e) any matters required by the *Workers Compensation Act* or the Playbook to be covered by such Operational Guidelines; and
 - (f) such other matters as the Designated Officer and Fire Chiefs may consider appropriate or necessary for the proper operation and administration of the Fire Departments.
16. The Designated Officer shall, with the assistance of the Fire Chiefs and Fire Departments, develop and implement compliant occupational health and safety programs, including covering matters such as joint committees and worker representative systems, use of self-contained breathing apparatus and workplace hazardous materials information systems.
17. The Fire Chiefs shall report to the Designated Officer on the state of operations of their respective Fire Departments, with such frequency and containing such detail as may be considered by the Designated Officer as necessary or appropriate. The CAO shall be responsible for reporting regularly (and, in any event, not less than annually) to the Board regarding the Fire Service, including on operational issues, administrative and financial matters, and the state of each Department's statutory and regulatory compliance.
18. Notwithstanding the Service Level or authorized Functions approved for any of the Fire Departments, in relation to any particular Incident response, each Fire Department shall undertake only those emergency response activities for which its responding Members are properly trained and equipped. The IC may, in his or her sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Emergency Equipment available to them

Authority of the Fire Chief and IC

19. The Fire Chief shall be appointed by the CAO in accordance with RDOS policies and requirements and, once appointed, shall have operational responsibility and authority over the Fire Department, subject to the administrative direction and control of the Designated

Officer. For certainty, the individuals who are Fire Chiefs as at the date this bylaw comes into force, are confirmed and ratified in their respective positions.

20. Without limiting section 19 hereof, the Fire Chief of each Fire Department shall be responsible for:
 - (a) implementing or managing all necessary training programs and occupational health and safety programs for the particular Fire Department which, in each case, meets all statutory and regulatory requirements, including those required by the Playbook and the *Workers Compensation Act* and regulations made thereunder;
 - (b) ensuring that the particular Fire Department maintains all required records, including those relating to training and occupational health and safety matters;
 - (c) developing, in consultation with the Designated Officer, the annual budget and five-year financial plan for the particular Fire Department in accordance with, and subject to the guidelines established by, the CAO and subject to approval by Board;
 - (d) enquiring into, investigating and recording the cause of all fires in the particular Fire Protection Service Area in accordance with the *Fire Services Act* or as otherwise deemed appropriate by the Fire Chief or directed by the Designated Officer;
 - (e) care, custody and control of all assets, Emergency Equipment, buildings, and other equipment in the care and control of the particular Fire Department.
21. The Fire Chief shall follow all applicable bylaws, policies, regulations and procedures of the RDOS.
22. The Fire Chief is authorized to recruit Members to the Fire Department and to appoint Officers in accordance with the RDOS Fire Department structure. Officers must be appointed through open competition and in accordance with the specifications in the job description, including the proficiency and training requirements specified for such position in accordance with section 15(a) hereof.
23. The CAO may request that a Fire Chief be designated by the Fire Commissioner as the local assistant to the Fire Commissioner ("LAFC") under the *Fire Services Act*. Upon such designation, the Fire Chief is responsible for carrying out the functions and fulfilling the responsibilities of an LAFC as provided in the *Fire Services Act*.
24. The IC shall have control, direction and management of all Emergency Equipment and Members assigned to an Incident.
25. In connection with an Incident, the IC, or any Member under the direction of the IC, is authorized to take measures to prevent and suppress fires, or to mitigate the Incident. The IC is empowered to cause any building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things or otherwise necessary to mitigate an Incident.
26. The IC, together with Members and Emergency Equipment, may enter at any time, buildings, premises, structures or property in connection with an Incident.

27. A Fire Department may, at any time enter, remain on, or pass through or over buildings, premises, structures or property to gain access to or to protect any person or property in connection with an Incident.
28. Each Member shall be considered a “local public officer” of the RDOS within the meaning of that term in section 738 of the *Local Government Act*, as either a volunteer firefighter of the RDOS or an employee of the RDOS, as applicable in the circumstances.
29. Members and former Members of each Fire Department, in relation to the performance of their duties as contemplated by this bylaw, are deemed to be covered by the provisions of the current version of the *Regional District of Okanagan-Similkameen Public Officers Indemnification Authorization Bylaw*.

Correction of Immediate Hazards

30. Whenever the Fire Chief finds combustible or explosive material, flammable liquids or hazardous chemicals being used, stored or kept in such a manner as to constitute a threat to persons or property, the Fire Chief may, verbally or in writing, order the owner, tenant, occupant or agent responsible to remove the combustible or explosive material, flammable liquid, or hazardous chemical immediately from the building or premises.
31. Whenever the Fire Chief finds a building, structure or premise or part thereof which is unoccupied and which, in the opinion of the Fire Chief, is not being kept in a safe condition to guard against fire or the risk of fire or other dangerous risk or accident, the Fire Chief may order the owner, tenant, occupant or agent responsible to remedy the dangerous condition and to secure the building, structure or premise or part thereof in such a manner as to prevent any unauthorized use by any person while it is unoccupied.
32. In the event of an immediate hazard, if the owner, tenant, occupant or agent responsible refuses or neglects to comply with the order of the Fire Chief to remedy the hazardous condition, or if the owner, tenant, occupant or agent responsible for the building or area cannot be located, the Fire Chief may take such action as is appropriate, without notice and at the expense of the owner, and the RDOS shall recover the expense thereof with costs, in a like manner as property taxes.
33. Without limiting the generality of the foregoing, when immediate measures must be taken to avoid imminent danger of fire or risk of accident, the Fire Chief may cause the evacuation of any building or area, he may order that the building or area remain evacuated until the hazard is removed, and the Fire Chief may direct the RCMP and other municipal officials to assist in this regard.

Offences

34. No person at an Incident shall obstruct, hinder or delay a Member or other person assisting or acting under the direction of the IC.
35. No person shall drive any vehicle over any Emergency Equipment, including fire hose, without the permission of the IC.

36. No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any Incident, fire hydrant, cistern, or any connections provided to a fire main, pipe, standpipe, sprinkler system or any body of water designated for firefighting purposes.
37. No person shall damage or destroy, or obstruct, impede or hinder the operation of any emergency equipment.
38. No person shall falsely represent himself as a Fire Department Officer or Member.
39. No person shall enter the boundaries or limits of an area prescribed as off limits to persons not authorized to enter by the Fire Chief or IC.

Bylaw Enforcement

40. The Designated Officer may enforce this bylaw within any Fire Protection Service Area in the RDOS. In relation to any particular Fire Protection Service Area, the Fire Chief in such area shall be responsible for the enforcement of the provisions of this bylaw. Subject to the Operational Guidelines and any direction from the Designated Officer, the Fire Chief may designate other Members to enforce this bylaw or any portion thereof.
41. Any person authorized to enforce this bylaw in a particular Fire Protection Service Area, may inspect any building or premises in such area for compliance with the requirements of this bylaw. In relation to any entry onto property or into premises, other than in connection with an Incident, the entry shall be made subject to and in accordance with:
 - (a) the provisions of section 16 of the Community Charter SBC, 2003, c. 26; and/or
 - (b) the provisions of the Fire Safety Act, SBC 2016, c. 19 and the regulations made thereunder,
 - (c) as determined to be appropriate in circumstances by the Fire Chief or his designate.
42. The Fire Chief may order any person who contravenes this bylaw to take such measures as are specified in the order to forthwith remedy the non-compliance with this bylaw.
43. The Fire Department is not required to provide an authorized service if, in the absolute discretion of the Fire Chief or IC, there is insufficient apparatus and/or trained Members to deliver such authorized service safely in accordance with applicable standards, including those set out in the Fire Services Act and Workers Compensation Act.
44. A person who commits an offense may, in addition to any other penalty, be removed from the scene of an incident by a peace officer, Fire Chief or IC.

Information in an Order

45. An order issued pursuant to this bylaw shall contain at least the following information:
 - (a) The name and address of the person upon whom the order is served;
 - (b) The day on which the offence is alleged to have been committed;
 - (c) The address of the premises under consideration;

- (d) Reasonable particulars of this bylaw with respect to which the noncompliance is alleged;
- (e) A requirement that the person served shall remedy the non-compliance; and
- (f) A prescribed time frame during which the non-compliance must be remedied.

Right to Appeal

46. All orders may be appealed to the CAO.

Penalties

47. Every person commits an offence who:

- (a) Fails to comply with an order issued pursuant to this bylaw; or,
- (b) Fails to provide information or assistance as required by this bylaw; or,
- (c) Knowingly states anything false in information delivered or furnished to the Fire Chief or any Member of the Fire Department in relation to a matter governed or covered by this bylaw; or,
- (d) Obstructs or interferes with an inspection under this bylaw.

48. Nothing in this bylaw shall restrict the RDOS from utilizing any other remedy that would otherwise be available to the RDOS at law.

49. Each day's continuance of an offence under this bylaw constitutes a new and distinct offence.

50. A person commits an offence who violates any provision of this bylaw and shall be liable, on conviction:

- (a) to a fine in the maximum amount of Ten Thousand Dollars (\$10,000.00) or to imprisonment; for no more than Six (6) months, or both; and
- (b) in case of a continuing offence, to a further penalty for each day during which the offence continues as provided by the Offence Act, BSBC 1996, c. 338.

The penalties hereunder shall be in addition to and in substitution for any other penalty or remedy available under this bylaw, the Local Government Act, other Bylaw of the RDOS, the Fire Services Act, the Wildfire Act, SBC 2004, c. 31 or law.

51. Notwithstanding any section of this bylaw, where a person upon whom an order has been served fails to comply with the order and has not appealed from the order, or has appealed from the order and a decision has been rendered against him, the Board may take the necessary action to perform the work required by the order, and the Board may recover the expenses thereof with costs, in a like manner as property taxes pursuant to the provisions of the Local Government Act, s. 645.

Severability

52. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the portion so severed.

Superiority Clause

53. Wherever this bylaw sets out regulations with respect to Fire Departments and other such RDOS bylaws contain similar or contradicting regulations, this Bylaw is deemed to prevail.

Coming into Force

54. This bylaw shall come into full force and effect upon final passage thereof

Repeal of Bylaws

55. Upon this bylaw coming into force, the following bylaws, including all amendments thereto, are hereby repealed:
- a. Emergency Services Bylaw No. 2566, 2011
 - b. Anarchist Mountain Volunteer Fire Department Establishment Bylaw No. 2335, 2005, and all amendments thereto.
 - c. Kaleden Volunteer Fire Department Establishment Bylaw No. 1572, 1995 and all amendments thereto.
 - d. Keremeos & District Volunteer Fire Department Establishment Bylaw No 2094, 2001 and all amendments thereto.
 - e. Naramata Fire Department Establishment Bylaw No. 1652, 1995 and all amendments thereto.
 - f. Okanagan Falls Volunteer Fire Department Establishment Bylaw No. 1571, 1995 and all amendments thereto.
 - g. Tulameen & District Fire Department Establishment Bylaw No. 1580, 1995 and all amendments thereto.
 - h. Willowbrook Volunteer Fire Department Establishment Bylaw No. 1579, 1995 and all amendments thereto.

Regional District of Okanagan Similkameen

Bylaw No. 2792, 2017

Schedule "A"

Fire Protection Services

As at the date this bylaw was adopted, the following Fire Protection Service Areas have been established by the RDOS and served by the corresponding Fire Departments listed below:

Fire Services Establishment	Fire Department
Bylaw 2334	Anarchist Mountain Fire Department
Bylaw 1238	Kaleden Fire Department
Bylaw 2178	Keremeos Fire Department
Bylaw 1619	Naramata Fire Department
Bylaw 1310	Okanagan Falls Fire Department
Bylaw 1574	Tulameen Fire Department
Bylaw 1388	Willowbrook Fire Department

The RDOS may establish or create additional Fire Protection Service Areas from time to time. Upon their creation and the establishment of the corresponding Fire Department, the Fire Service shall be deemed to be added to this Schedule A, and the Fire Department and Fire Protection Service Area covered by this bylaw.

The assistance to be provided by the Fire Department is restricted to the level of service for which each Fire Department and individual firefighter is qualified to provide.

Regional District of Okanagan Similkameen

Bylaw No. 2792, 2017

Schedule "B"

The following Fire Departments are authorized to provide the following Functions in accordance with this bylaw:

Fire Suppression

All Fire Departments

Auto Extrication

Anarchist Mountain Fire Department
Kaleden Fire Department
Naramata Fire Department
Okanagan Falls Fire Department
Keremeos and District Fire Department

Emergency Medical First Responder

Kaleden Fire Department
Naramata Fire Department
Okanagan Falls Fire Department

Fire Inspection

Okanagan Falls Fire Department
Keremeos and District Fire Department

Still Water Rescue

Naramata Fire Department
Kaleden Fire Department
Okanagan Falls Fire Department

Low Angle Rescue

Anarchist Mountain Fire Department
Kaleden Fire Department
Keremeos and District Fire Department
Naramata Fire Department
Okanagan Falls Fire Department

The assistance to be provided by the Fire Department in each identified function is restricted to the level of service for which each Fire Department and individual firefighter is certified to provide.

Anarchist Mountain Fire Department
115 Grizzly Road
Osoyoos, BC
V0H 1V6

2 January 2018

Emergency Services Supervisor
Regional District Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Thank you for the opportunity to comment on the proposed RDOS Bylaw 2792 which is intended to replace Bylaw 2566, 2011. The 2017 consultant review and resulting Fire Master Plan did recommend an eventual amendment to the current bylaw in order to design a more structured and standardized Fire Service. The Anarchist Mountain Fire Department (AMFD) supports the intent of the Fire Master Plan, but there are concerns regarding the new bylaw which must be addressed prior to its approval. It is anticipated there will be a joint approach to the re-drafting of the bylaw.

There is no apparent reason for the bylaw to be rushed through the approval process with minimal consultation with the Fire Chiefs. The new Fire Safety Act has not been passed by the Legislature, so the bylaw will have to be amended as soon as the Act comes into effect. Additionally, a RDOS Fire Service governance framework must be promulgated to the Fire Departments so the command and staff, and operational and bureaucratic responsibilities, accountabilities and liabilities are clearly identified.

Below are the major elements of the bylaw which should be addressed:

1. Paragraphs 6-7 state the Designated Officer will administer, oversee and manage the Fire Service. Not stated is whether any of the liability borne by the Fire Chief will now be attributed to the Designated Officer. The Fire Chief must have the flexibility to respond to the specific needs, circumstances and public interest of his community. For example, wildfires from lightning strikes and motor vehicles are more numerous and of greater risk to the Anarchist Mountain community than structure fires, so a significant amount of the limited training time must be allocated to interface firefighting.
2. Paragraphs 13-16 read like the justification for the establishment of an additional RDOS staff position rather than the content and intent of a bylaw. The Designated Officer's required qualifications, job description and Terms of Reference should be promulgated soonest and certainly prior to the submission for approval of the bylaw.
3. Paragraph 17 states 'The Fire Chief shall report to the Designated Officer..., with such frequency and containing such detail as may be considered by the Designated Officer as necessary or appropriate'. This is an imperious statement and not appropriate in a bylaw.

4. Paragraph 18 - the phrase ' the IC may, in his or her sole discretion' over-rides the authority of the Fire Chief who is operationally responsible.
5. Paragraph 19 states the Fire Chief shall have operational responsibility and authority over the Fire Department, subject to the administrative direction and control of the Designated Officer. Bylaw 2792 definitions do not outline the authority and liability of 'administrative direction and control'. Bylaw 2566, 2011 gave 'the Fire Chief complete operational responsibility and authority ... subject to the administrative direction and control of the CAO, or his designate'. There is a definite shift in accountabilities which should be clearly defined in the bylaw.
6. Paragraph 21 - the second part of the sentence after 'RDOS' should be removed as 'without limitation' is officious and redundant.
7. Paragraphs 24-26. This bylaw changes the authorities in these paragraphs from the Fire Chief (Bylaw 2566) to the Incident Commander (IC), and could cause jurisdictional confusion at an incident. IC is defined in Bylaw 2792 paragraph 2 m (the second m which with corrected numbering should be r), but in a complex incident the IC may not be a member of the Fire Department. The Local Government Act 303, 2 states 'The authority of the fire chief under a bylaw under subsection (1) may be exercised by a person under the authority of the fire chief ...'. Therefore, the paragraphs should state 'The Fire Chief or his designate' or words to that effect to clarify that Fire Department personnel and resources remain under operational command of the Department.
8. Paragraph 40 is confusing. It states the 'Designated Officer may enforce this bylaw', yet the Fire Chiefs 'shall be responsible for the enforcement ...'.
9. Paragraphs 47-50 Penalties. A bylaw gives legal stature to its directives, and anyone who contravenes the bylaw can be charged with a criminal offence. This bylaw has numerous statements outlining the authority of the Designated Officer over the Fire Chiefs. Technically these paragraphs could be applied to any Fire Chief who does not or cannot comply with the direction of the Designated Officer and therefore, a definite disincentive to accepting a Fire Chief position.
10. The Fire Master Plan agrees with the AMFD Establishment Bylaw which identifies the requirement for the RDOS to consult with the AMFD regarding the appointment of the Fire Chief. This consultation was a condition of the transfer of AMFD assets to the RDOS and thus, cannot be deleted from subsequent bylaws.
11. As an employer and the Authority Having Jurisdiction (AHJ), the RDOS clearly has supervisory responsibilities. However, the tone of this bylaw regarding the role of the Designated Officer is overly authoritarian and reads more like a Borg manifesto than the collaborative coordination relationship recommended in the Fire Master Plan. Most of the Plan's recommendations included '... in consultation with the Fire Chiefs'. There are only two instances in the bylaw that indicate the Fire Chiefs may have input in the requirements and standards.

12. A bylaw provides legal guidelines for an organization, and is the foundation for subsequent expanding documents. There are numerous statements in this bylaw outlining the authority and tasks of the Designated Officer, many of which would be more appropriate in a Fire Service policy or standard operating procedure, and would thus, remove the Fire Chief's legal liability and the potential penalties in a situation of poor job performance.

The small Anarchist Mountain community does not have the tax base or the expertise required to meet the career fire department standards stipulated in the Playbook, but member and community safety are always the AMFD's first priority. The BC Community Charter 2 (b) states ' the Provincial government must not assign responsibilities to municipalities unless there is provision for resources required to fulfill the responsibilities'. It is reasonable to expect the intent of this statement must also apply to regional districts. The numerous responsibilities consigned to the AHJ are expensive, so the Province should provide the necessary resources and support to implement the Playbook.

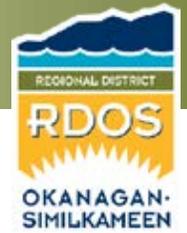
The Fire Master Plan recommended the RDOS provide assistance to the Fire Departments, which could include streamlining the regulatory, training and administrative processes. For example, most of the retired members of the AMFD are highly educated and experienced leaders in industry and government services. Their knowledge and training should result in granted equivalencies towards qualifications for Officer and Chief positions. The Playbook training plans and exams require vast improvements to become useful tools, and on-line distributed learning is not available. As the AHJ, the RDOS has the power and influence to generate supportive action from the agencies that can produce these solutions to the problems and remove the barriers to success.

There must be significant changes to this bylaw before it can be endorsed by the AMFD. It is recommended that Bylaw 2792 be held in abeyance pending a thorough consultation process and endorsement by the Fire Chiefs, and the approval of the Fire Safety Act.

Sincerely,

Urs Grob
AMFD Fire Chief
250-689-0140

Brandy Maslowski Emergency Services Supervisor
Mark Pendergraft Area 'A' Director
Tony Trovao Chair RDOS Fire Chiefs



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, January 18, 2018

11:15 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of January 18, 2018 be adopted.

B. 2017 FOURTH QUARTER ACTIVITY REPORT – For Information Only

C. SITING OF ORGANIC MANAGEMENT FACILITIES – For Discussion

1. Letter from District of Summerland dated November 23, 2017
2. Siting of Compost Facilities Presentation

This item was deferred from the January 4, 2018 Environment and Infrastructure Committee Meeting.

RECOMMENDATION 2

THAT administration be directed to re-engage first two options, being Marron Valley and Summerland.

D. CANADA 150 COTTONWOOD PROJECT

1. Eva Antonijevic – Program Coordinator, Fresh Outlook Foundation

Ms. Antonijevic will address the Board to present an update on the Canada 150 Grant First Nations Collaborative Cottonwood Project.

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Fourth Quarter Activity Report – For Information Only



ACTIVITIES COMPLETED IN Q4 2017:

SOLID WASTE

- Apex Mountain Transfer Station – Design is 95% complete. Crown Statutory Right-of-Way for the power was completed and accepted by the Surveyor General's Office, and is now registered. Amendment to Solid Waste Management Plan regarding capital costs sent to Minister of Environment.
- Curbside Collection Contract – Contract awarded to Waste Connections of Canada (current service provider) for 7 years.
- Organic Feasibility Study – Letter received from the District of Summerland denying access to carry out further site assessment for a facility.
- Campbell Mountain Landfill Biocover Pilot – November test round completed; next sampling event is in January 2018.
- Campbell Mountain Landfill Drainage and Leachate – Construction of the drainage collection and pond storage system is nearing completion. Work will continue into early 2018.
- Keremeos Landfill Closure Plan – Closure plan finalized and submitted to the Ministry of Environment for review and approval. Waiting for feedback.
- Keremeos Transfer Station – Contracts awarded for Site Operations and Bin Operations to Dutchies Transfer (2005) Ltd. and Smithrite Disposal Ltd. respectively.
- Landfill lifecycle cost for Oliver and Okanagan Falls Landfills – Project complete, Final Report received.
- The WildSafeBC program has been ongoing throughout all four quarters, in all 8 regions and municipalities with presentations at schools, local Guides and Scouts, SPCA, youth groups, and kindergarteners, reaching 559 children and adults. There were many radio interviews and articles in local media. The extreme dry conditions this summer has generated about a 10% increase in calls to the program causing an uptick in calls for presentations this fall.
- Business and Multi-Family Recycling Consultation – GreenStep Solutions, hired by the RDOS, conducted business audits and a survey to identify barriers and potential programs to increase recycling.
- Request for Proposals was issued for Landfill Emergency Response Plans.

WATER

- Olalla Water System Upgrades Phase 2 – Construction has been completed on the Phase 2 watermain replacement project. Minor Landscaping deficiencies to be completed in the spring. This project has been completed under budget.

- Regional Water Use Regulation and Conservation Bylaw – In October summary of the project was given to the Environment Committee along with six (6) open houses for RDOS Water Users. The final draft of the bylaw is currently being edited and sent for legal review. This project will continue until the spring of 2018.
- Regional Water Conservation Strategy – In October summary of the project was given to the Environment Committee along with six (6) open houses for RDOS Water Users. The final draft was completed and presented to the Environment Committee on December 7th, 2017 for approval by the Board.
- Cross Connection Control Implementation – In October summary of the project was given to the Environment Committee along with six (6) open houses for RDOS Water Users. The final draft of the bylaw is currently being edited and sent for legal review. This project will continue until the spring of 2018.
- Missezula Lake Water Works District – Draft report on assessment of water system and operations received. Comments were sent to consultant and updated final report is pending.
- Naramata Standby Generators – Project complete.
- Naramata Water System Rehabilitation Project – Construction has been completed on the Hayman Road, Stonehouse, Naramata Road and Side Road projects. Continuous communications have been occurring with residents and businesses of Naramata. Deficiencies will continue into the spring of 2018. It is expected that these projects will be on budget.
- Mill Road Watermain Replacement and DFA Application – work resulting from cover being washed away during the 2017 flooding. DFA application submitted to the Province and currently under review. Construction complete, patch paving to be completed in the spring of 2018.
- Sun Valley Water System – Request for Proposals completed for SCADA and communications system upgrade. Additional gas tax was allocated to the system for other upgrades so a review and update of the RFP scope is underway if needed.
- Willowbrook Water System – Crown Land Tenure application continuing for road access to the reservoir site. Request for Proposals completed for SCADA and communications system upgrade. Additional gas tax was allocated to the system for other upgrades so a review and update of the RFP scope is underway if needed.

SEWER

- Okanagan Falls sewer liftstations – Request for Proposals completed for SCADA and communications system upgrade. Project is getting underway for the alarming and communications to three liftstations and selected manholes near the lakeshore.
- Skaha Estates Sewer Expansion – Request for Proposals was released and selected proponent was identified.

OTHER PROJECTS/PROGRAMS

- Similkameen Watershed Plan – Final report presented to the Board in Q4.
- Mosquito Program – the program is complete for the year.
- OBWB Drought and Flood Risk Mitigation and Management Plan Phase 2: the Draft Gap Analysis was completed and was presented to the Board in Q4. Work has begun on the Plan(s) component of the project – Phase 3.
- RBC Blue Water Project Grant: Protecting our Natural Assets - 8 Riparian workshops, videos, and material deliverables are completed and final report has been submitted to funder.

- Heritage Canada – Canada 150 grant Cottonwood restoration project with ONA, Enowk'n Centre, the four local Indian Bands and 2 School Districts has completed. The Board will be presented with a final wrap up report and presentation Jan 18, 2018.
- The annual OBWB "Make Water Work" program, and "Don't Move A Mussel" program launched at the end of Q2 and the RDOS has completed all outreach objectives related to the programs.
- Asset Management Investment Plan (AMIP) – Waiting for feedback on grant submission.
- Vaseux Lake Land Use and Water Quality Assessment – Request for Proposals completed and a consultant was retained. Meeting was held with Vaseux Lake Stewardship Society to address concerns.
- Shinish Creek Diversion – Review underway for determining future required work. Project will carry forward to 2018.

SUBDIVISION

Subdivision Referrals

- 19 referrals received for 2017
- 40 referrals ongoing and pending applicants' action

Ongoing Major Subdivisions:

- Naramata Benchlands
 - Phase 3, Developer in zoning amendment process
- Kettle Ridge
 - Phase 3A, 17 fee simple lots, under construction
 - Phase 3B, 20 fee simple lots, pending Phase 3A completion
- Reflection Point
 - Phase 2, Proposed bare land strata – pending developer
- Twin Lakes Golf Resort
 - OCP and Zoning amendment for a 50 unit building strata development (first phase) and consideration for other existing land use designations to be relocated.

Other Projects:

- Fire Flow Responsibility and Authorities
 - In discussions with Okanagan Falls Irrigation District
- Service Area Petitions
 - Gallagher Lake water and sewer – Avro Oil
- Planning development application referrals, on-going
- Naramata DCC and Capital Plan
 - Confirm direction with Province
- (Subdivision) Works and Services Bylaw
 - Pending, Project again going out to RFP for new consultant in 2018
- Village of Keremeos
 - Subdivision review, Preliminary Layout Approval provided for 1 application

ACTIVITIES PLANNED FOR Q1 2018:

SOLID WASTE

- Development of educational brochures and campaign to reduce contamination of recyclables and divert materials from landfills.
- Launch of 2018 compost bin sale and compost education campaign.
- Apex Mountain Transfer Station – Awaiting approval from Ministry of Environment in regard to amendment to Solid Waste Management Plan to allow project to proceed. Bring methodology for cost recovery to meeting at Apex.
- Organic Feasibility Study – To bring forward to Board for direction.
- Campbell Mountain Landfill Biocover Pilot – Monitoring of biocover test plots will continue over Q1 2018.
- Campbell Mountain Landfill Drainage and Leachate – Construction of drainage system and leachate pond will be completed. One leachate extraction well will be brought into service. Analysis will begin on leachate flowrate and final design needed for additional wells, electrical and piping needs for the leachate extraction system.
- Keremeos Landfill Closure Plan – Waiting for plan approval from Ministry of Environment. Once approval is received, final design of works will be completed followed by the release of a tender to carry out the closure works.
- Waste Management Services Regulatory Bylaw to be brought forward to the Board.
- RDOS WildSafeBC continues to be active throughout the winter with outreach and collaboration. A WildSafeBC - BCCF grant application for a subsidized Canada Summer Jobs student has been submitted.
- Business and Multi-Family Recycling Consultation - GreenStep Solutions to provide initial consultation report regarding improving recycling from businesses and multi-family units.
- Request for Proposals to be prepared for Landfill Commercial Recycling Collection.

WATER

- Regional Water Use Regulation and Conservation Bylaw and Cross Connection Control Bylaw Draft Bylaws to be amended, as required, based on public feedback received during open houses. Have legal review of the draft Bylaws completed, then bring both Bylaws to the Board for first and second reading.
- Naramata Water System Rehabilitation Project – Complete outstanding deficiencies from all projects that had to wait until the spring. Communications will be ongoing with residents and businesses of Naramata.
- Mill Road Watermain Replacement and DFA Application – Complete outstanding deficiency (patch paving) that had to wait until the spring. Follow up on DFA approval.
- Olalla Water System Upgrades Phase 2 – Complete outstanding deficiencies from the project that had to wait until the spring. Communications will be ongoing with residents of Olalla.
- Sun Valley Water System – Contractor will be hired and work will commence on SCADA and communications system. Work will also commence with the allocated gas tax funds.
- Willowbrook Water System – Crown Land Tenure application continuing for road access to the reservoir site. Contractor will be hired and work will commence on communications system. Work will also commence on required system upgrades with the allocated gas tax funds.

- Missezula Water – Completion of condition assessment is anticipated for Q1. Report will be brought to the Board in Q1 2018.

SEWER

- Okanagan Falls sewer liftstations – Work will commence on upgrades to the communication system for the liftstations and selected manholes.
- Skaha Estates Sewer Expansion – Predesign work to be initiated in Q1.

OTHER PROJECTS/PROGRAMS

- Asset Management Assessment and Improvement Plan – Waiting for approval from the grant application.
- OBWB Drought and Flood Risk Mitigation and Management Plan Phase 3 – Work will continue on plan development.
- Water Conservation Outreach will continue in Q1 with planning for outreach activities in 2018, and annual grant application activities and final reports submitted on existing grants.
- The West Bench Leak Detection Program is continuing in Q1. Leaks have been reducing in numbers as the program continues; coordinated educational inserts into utility bills.
- A Heritage Canada, Canada 150 grant of \$45,000 was awarded to the RDOS in 2017 Q2. The project proved to be an outstanding success, and excellent collaboration with ONA, Enowk'n, LSIB, PIB, and USIB. The riparian rehabilitation work included using the First Nations keystone species Black Cottonwood as inter-generational student inspired planting projects; which far exceeded expectations. The program completes by March 2018.
- The RDOS will continue to be on the oversight committee and in-kind partner with the BC Climate Adaptation for Agriculture Initiative until completion in Q1. Five Provincially funded projects totalling \$360,000 targeting on farm water management are still underway. A presentation from the Climate Action Secretariat office, on the projects will be provided to the Board in Q1/2, 2018
- Annual OBWB WQWI grants opportunities will be identified and submitted in Q1.
- Vaseux Lake Land Use and Water Quality Assessment –Work will continue with the assessment process on the lake.
- Shinish Creek Diversion – Plans for future work and budget implications will continue to be investigated.

SUBDIVISION

Subdivision Referrals

- 40 referrals ongoing and pending applicants' action

Ongoing Major Subdivisions:

- Naramata Benchlands
 - Phase 3, No subdivision application yet, Developer in zoning amendment process
- Kettle Ridge
 - Phase 3A, 17 fee simple lots, under construction
 - Phase 3B, 20 fee simple lots, pending Phase 3A completion
- Reflection Point
 - Phase 2, Proposed bare land strata – pending developer

- St Andrews - Phase 4 - 25 bare land strata lots
 - Existing Land Use Contract development, issued revised Letter of Requirement (LoR)
- Twin Lakes Golf Resort
 - OCP and Zoning amendment for a 50 unit building strata development (first phase) and consideration for other existing land use designations to be relocated
- Willow Beach
 - Proposed 80 unit development, current zoning amendment waiting on applicant

Other Projects:

- Planning development application referrals, on-going
- Fire Flow Responsibility and Authorities
 - In discussions with Okanagan Falls Irrigation District
- Service Area Petitions
 - Gallagher Lake water and sewer – Gallagher Lake Resort (Parkbridge Development)
 - Naramata Street Lighting (subdivision)
 - Heritage Hills Street Lighting (subdivision)
- Naramata DCC and Capital Plan
 - Review and revise consultant report
 - New DCC Bylaw
- (Subdivision) Works and Services Bylaw
 - Pending, Project going out to RFP for new consultant

Respectfully submitted:

Janine Dougall

J. Dougall, Public Works Manager

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 4, 2018

RE: Siting of Organic Management Facilities Discussion Paper

Purpose:

To continue the process of identifying a site for the potential development of a Regional Compost Facility and work with communities that generate wastewater treatment sludge to explore options for composting this material.

Reference:

[RDOS Solid Waste Management Plan](#)

Business Plan Objective:

KSD #3 – Build a sustainable region: Goal 3.3 – To develop an environmentally sustainable region
Objective 3.3.4 – Complete site analysis of the new organics processing facility

Background:

The 2012 Solid Waste Management Plan (SWMP) calls for the development of facilities to allow for the diversion of food waste and other organics from local landfills. The SWMP also calls for upgrading of wastewater treatment sludge composting operations as required. While the SWMP is not a regulatory document in nature, it contains directions to consider that were agreed at the Regional level.

The Regional District undertook an extensive, multi-year Organic Management Facility Feasibility Study. Numerous public and private sites were considered with six sites brought forward for Triple Bottom Line analysis that included designs, costs and odour modelling. Two sites were selected as being technically superior and brought to public consultation. The RDOS Board selected the Summerland Landfill as the preferred location for a Regional compost facility however the District of Summerland Council decided not to support this proposal. The second site, the Marron Valley location, was not supported by the Board of Directors.

The Oliver Landfill was brought forward to public consultation as only a small residential food waste compost site. In general, there was no opposition to the placement of a well run compost facility at the Oliver Landfill that received only residential food and yard waste from Oliver, Osoyoos, Electoral Area 'A' and Electoral Area 'C'. The feasibility study did not investigate the option of a larger Regional Compost facility at the Oliver Landfill that would take waste from the entire Region. A Regional compost facility at the Oliver Landfill was not considered during the 2017 public consultation process.

Analysis:

Six sites were [analysed in terms of criteria for siting](#). The analysis included transportation, odour, GHG emissions and overall cost. Two sites, the Summerland Landfill and Marron Valley location, were found to be preferable and brought to public consultation. The other four have significant challenges associated with development as a Regional Compost site.

Oliver Landfill

A small scale turned windrow compost site could potentially be incorporated into the long term build out of the Oliver Landfill. The facility could take organics from Area A, Area C, Oliver and Osoyoos. A good example for this model would be the small scale compost site currently operational at the Osoyoos Landfill. The site uses a relatively inexpensive membrane and dry well to handle all leachate concerns.

A Regional Compost site is much larger. Even removing the wastewater treatment sludge as a feed stock, a Regional food waste compost site would be very large for the small Oliver Landfill property. A large space would be needed to compost and cure materials as well as store additional yard waste chips for blending with commercial food waste. Any impermeable base would most likely need to be concrete based due to wear and tear; raising the costs to move. A structure would be needed to contain odour.

It is likely that a Regional Compost site would impact the longevity of the Oliver Landfill by restricting access to the western section of the landfill and impeding future operations. At this time, there does not appear to be an opportunity to lease or purchase adjacent land.

The Oliver Landfill is also the furthest site considered from the population centroid of the RDOS. Waste will have to be hauled a further distance than other sites. A transfer station for collection trucks in Penticton and Summerland would likely be required to better handle this greater distance of travel and would increase the overall costs to operate the facility.

Further investigation into the use of Oliver Landfill as a regional site would include the following activities:

- Any feasibility study for a Compost site would need to be dove tailed with a Design, Operations and Closure Plan for the Oliver landfill to gauge potential effects.
- A Solid Waste Management Planning exercise including public consultation would be required for a large scale Regional compost site.
- A detailed transportation study would need to be completed showing the location and costs of any potential transfer stations. The transfer station expense was only estimated broadly in existing documents. If a transfer station cannot be located, then it would be an issue for residential collection trucks (split trucks are not efficient in hauling long distances) accessing the site.

Senkulmen Business Park

A private compost firm, called Golden Mile Organics, proposed to develop a full Regional compost site at the Senkulmen Business Park near Gallagher Lake. The sites are fully serviced and available for lease through the Osoyoos Indian Band Development Corporation. A conservative odour model conducted by our consultant showed that this site would impact the highest number of homes, and Highway 97, in the event of moderate odour conditions as compared to all other sites considered.

The Business Park is also the second furthest site considered from the population centroid of the RDOS. The feasibility study also determined the need to set up a transfer station for residential collection trucks in Penticton and Summerland to better handle this greater distance of travel. As with the Oliver Landfill, this greatly increases the costs to operate the facility.

Campbell Mountain Landfill

Various feasibility studies were conducted for this site. The Design, Operations and Closure Plan was also recently updated showing the intended fill plan.

Challenges with this site include the following items:

- With the application of a biocover, there will be limited space for a compost site.
- The development of a Regional facility would entail a massive blasting and earth moving exercise due to the steep topography and spurs of bedrock along Spiller Rd and the start of Greyback Mountain Rd.
- The area is within the ALR.

Although the Campbell Mountain Landfill is centrally located there does not seem to be adequate space at the site for a Regional Compost facility. A smaller wastewater treatment sludge compost site may be feasible above Spiller Rd.

Penticton Advanced Waste Water Treatment Plant Co-Digestion

A stand alone feasibility report was completed on co-digestion of waste water and food waste at the Penticton Advanced Waste Water Plant.

- Costs estimated at \$327 to \$382 per tonne for food waste.
- Even with a 65% grant the cost per tonne is at least \$135 a tonne.
- The estimated costs for composting was \$85 per tonne at other sites without any grants.
- Not financially viable. A maximum of \$120 a tonne at Campbell Mountain for disposal.

Wastewater Treatment Sludge

The following table outlines the wastewater treatment sludge generators, estimated annual wet tonnages produced and current receiving locations for the wastewater treatment sludge in the RDOS. The need to upgrade facilities currently handling wastewater treatment sludge has been identified.

Table 1: Local Government Wastewater Treatment Sludge Compost Sites

Wastewater Sludge Generator	Estimated Annual Wet Tonnes	Current Receiving Location
City of Penticton	5000	Penticton Compost site at Campbell Mountain Landfill
District of Summerland	1066	Summerland Landfill
Village of Keremeos	90	Okanagan Falls Landfill
Okanagan Falls	-	Included in City of Penticton Tonnage

Given the challenges in identifying a site suitable for a Regional Compost Facility and the need to upgrade existing wastewater treatment sludge sites, discussions have been initiated with the generators of wastewater treatment plant sludge to determine what alternative composting options are available and to explore potential joint sites for composting just wastewater treatment sludge. Having communities work together has the potential to decrease costs for all parties as compared to several sites in different communities handling waste water treatment sludge.

Failure to Develop Food Waste Composting

Food waste diversion is a major goal of the Regional Solid Waste Management Plan. The consequences of not developing food waste composting include organic materials continuing to go to local landfills. This will cause landfills to fill up faster and generate more methane than if food waste is diverted.

The Regional District applied for substituted requirements for the Campbell Mountain Landfill to use a biocover rather than constructing a landfill gas capture system as required by the Province. This application included the Regional District banning all organics, including food waste, from disposal at this facility to reduce total methane emissions. This application is presently under review by the BC Ministry of Environment.

Next Steps:

If a site is selected for consideration, conduct another feasibility study looking at just composting food waste as well as the option of co-siting with a wastewater treatment sludge facility.

Communication Strategy:

Continue to work with Municipal Staff to review options for wastewater treatment plant sludge composting.

Respectfully submitted:

Respectfully submitted

Cameron Baughen

Janine Dougall

C. Baughen, Solid Waste Management Coordinator

J. Dougall, Public Works Manager



CAO ✓
PW —

Administration Department

13211 Henry Ave. Box 159, Summerland, BC V0H 1Z0
Phone: 250 494-6451 Fax: 250 494-1415
www.summerland.ca

November 23, 2017

Bill Newell, CAO
RDOS
101 Martin Street
Penticton, BC V2A 5J9

RECEIVED
Regional District

NOV 30 2017

101 Martin Street
Penticton BC V2A 5J9

Dear Mr. Newell:

RE: Proposed Regional Compost Facility

At a Regular meeting of Council on November 14th, 2017, Council passed the following resolution regarding the proposed RDOS Regional Organics Facility:

THAT the Regional District of Okanagan Similkameen be informed that the District of Summerland Council is not interested in exploring the Summerland Landfill site for the proposed compost facility any further.

Regards,

A handwritten signature in black ink, appearing to read "L. Tynan", followed by a period.

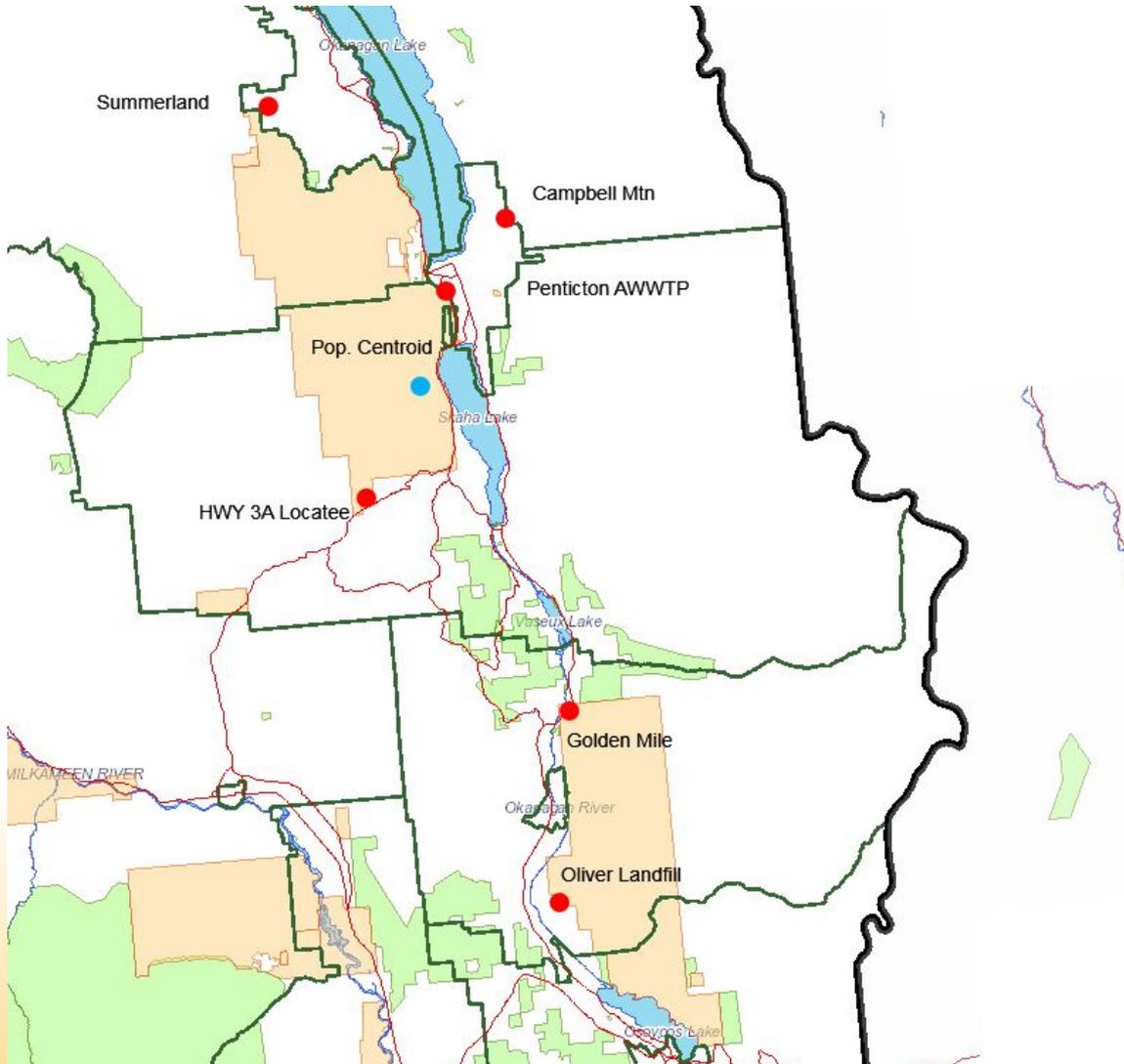
Linda Tynan, BBA, CPA, CGA
Chief Administrative Officer



Regional District of Okanagan-Similkameen

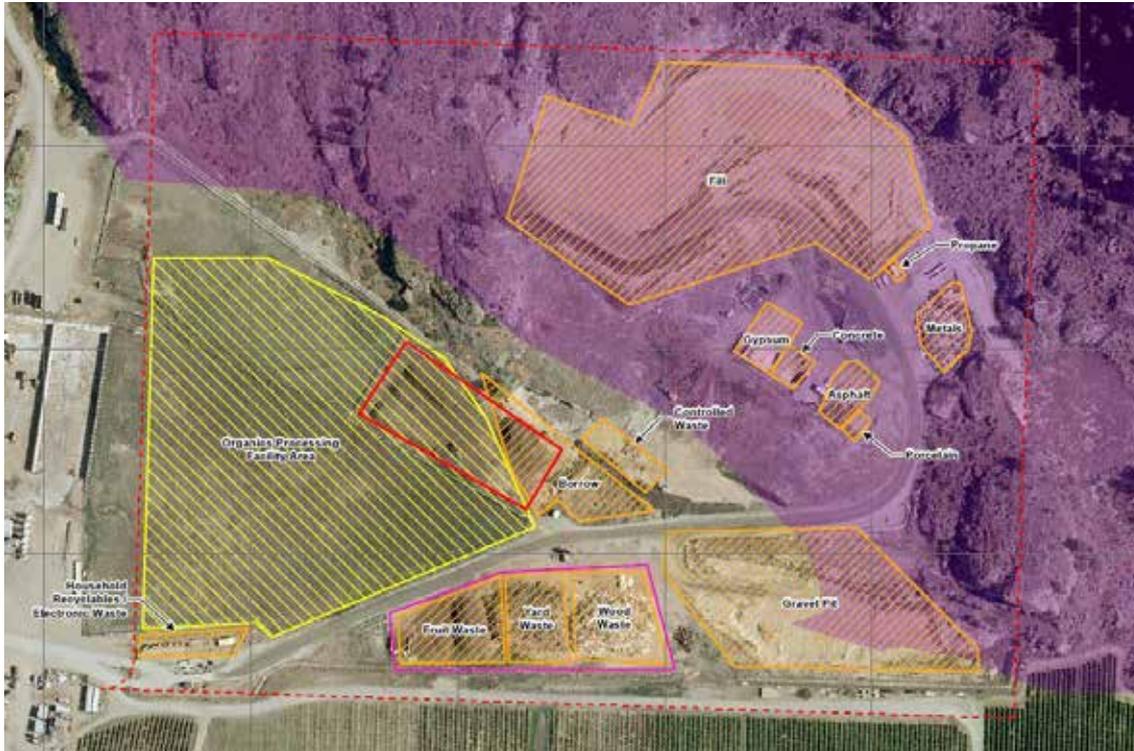
Siting of Compost Facilities

Organics Feasibility Study



- Two sites considered through public consultation
- Four sites were also considered with serious impediments
- Blue dot = population centroid

Oliver Landfill



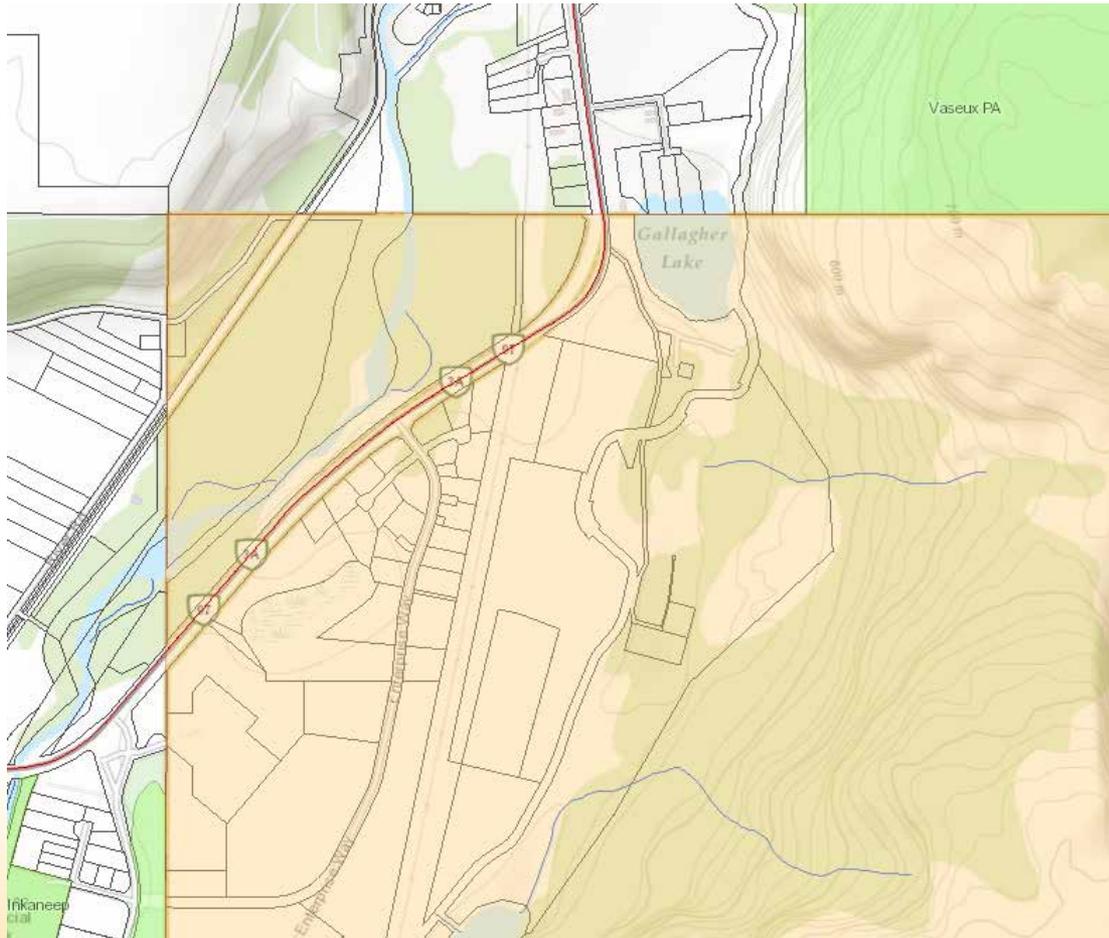
- A large Regional Compost site would significantly impact landfill life
- Revised Design, Operations and Closure Plan required along with Feasibility Study
- Solid Waste Management Plan / Public Consultation for where waste would go
- Adjacent land owner contacted for potential of leasing or buying land
- Need transfer station residential food waste from Penticton and Summerland raising costs

Oliver Landfill



- Potential for taking residential food/yard waste from homes in Oliver, Osoyoos, Area 'A' and 'C' to turned windrow system at Oliver Landfill
- Public consultation showed no opposition to siting of small residential only facility
- Much smaller site, lower capital costs, easier to move than Regional site
- Could be considered as part of build out of landfill without impacting life
- Would require upgrades to site including water
- Commercial food waste would go to central facility if constructed

Senkulmen Business Park



- Presented by a Private Compost group
- Fully serviced lots
- Adjacent to Hwy 97 and near Gallagher Lake
- Shown to be highest risk of odour event
- Consultants believe would require construction and operation of transfer station for Penticton and Summerland materials which raises cost to operate

Campbell Mtn Landfill



Area Needed for Regional Compost Site in yellow at Campbell Mountain Landfill

- The area needed for a Regional Organics Processing Facility Area in yellow
- Would require massive earth and road moving to create space
- Other areas would take up space needed for landfill
- Potential for City Waste Water Treatment Sludge Composting to be moved above Spiller Rd

Penticton Advanced WWTP



- Study conducted to look at potential food waste co-digestion of food waste and waste water treatment sludge
- Costs estimated at \$327 to \$382 per tonne for food waste.
- Not financially viable compared to a maximum of \$120 a tonne at Campbell Mountain or \$85 per tonne for composting.

Removal of Waste Water Sludge

- The Solid Waste Management Plan recognizes that existing facilities receiving waste water treatment plant (WWTP) sludge need improvement
- Public consultation showed WWTP sludge was major focus of opposition to siting
- RDOS Staff have advised Penticton, Summerland and Keremeos Staff that a Regional site for waste water treatment plant sludge may not be an option
- Municipalities advised to budget for analysis of WWTP sludge options for their community including potential of working together for solutions in 2018
- Food waste only scenarios to be considered in any future feasibility studies

Wastewater Sludge Generator	Estimated Annual Wet Tonnes	Current Receiving Location
City of Penticton	5000	Penticton Compost site at Campbell Mountain Landfill
District of Summerland	1066	Summerland Landfill
Village of Keremeos	90	Okanagan Falls Landfill
Okanagan Falls	-	Currently Added to City of Penticton Tonnage

Consequences of Not Moving Forward

- Food waste diversion is identified in Solid Waste Management Plan
- Implications on diversion rate and longevity of local landfills
- Food waste diversion was included as part of biocover application for Campbell Mountain Landfill

Questions

BOARD of DIRECTORS MEETING

Thursday, January 18, 2018

1:15 p.m.

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 18, 2018 be adopted.

B. MINUTES

1. OSRHD Board Meeting – October 19, 2017

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the October 19, 2017 Okanagan-Similkameen Regional Hospital District Board Meeting be adopted.

2. OSRHD Board Meeting – November 2, 2017

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the November 2, 2017 Okanagan-Similkameen Regional Hospital District Board Meeting be adopted.

C. DELEGATION

1. Rae Samson, Administrator, Practice, Quality and Substance Use Services – Interior Health Authority
2. Karin Goodison, Medical Health Officer – Interior Health Authority

Ms. Samson and Dr. Goodison will address the Board to present an update on overdose deaths.

D. LEGISLATIVE ISSUES**1. Interior Health Board Chair/CEO Site Visit – For Information Only**

The newly appointed Interior Health Board Chair, Doug Cochrane, and the CEO, Chris Mazurkewich, will be touring the South Okanagan and will be in Oliver on Friday, February 2, 2018. They would like to meet with elected officials.

When: Friday, February 2, 2018

Time: 8:45 – 9:15

Where: SOGH Conference Room

OIB Chief Clarence Louie, Jackie McPherson

Mayors Sue McKortoff & Ron Hovanes

MLA Linda Larson

RDOS Mark Pendergraft & Terry Schafer

E. FINANCE**1. Okanagan-Similkameen Regional Hospital District 2018-2022 Five Year Financial Plan Bylaw No. 165, 2018**

a. Interior Health Capital Funding Request

b. Bylaw No. 165, 2018

c. Schedule A

RECOMMENDATION 4 (Weighted Corporate Vote – Majority)

THAT Bylaw No. 165 2018-2022 Okanagan Similkameen Regional Hospital District 2018-2022 Five Year Financial Plan be read a first and second time.

F. ADJOURNMENT

BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Okanagan-Similkameen Regional Hospital Board (OSRHD) of Directors held at 1:00 pm on Thursday, October 19, 2017, 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 M. Doerr, Alt. Town of Oliver

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

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

Director S. McKortoff, Town of Osoyoos

STAFF PRESENT:

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

A. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board Meeting of October 19, 2017 be adopted as amended to add Vice Chair's verbal report.

CARRIED

B. MINUTES

1. OSRHD Board Meeting – June 15, 2017

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Minutes of the June 15, 2017 Okanagan-Similkameen Regional Hospital District Board Meeting be adopted. - **CARRIED**

C. DELEGATION

1. Carey Bornn, Executive Director, South Okanagan-Similkameen Medical Foundation

Mr. Bornn addressed the Board to present an update on the Penticton Regional Hospital Foundation.

[Presentation](#)

D. FINANCE

1. 2016 Audited Financial Statements
 - a. Consolidated Financial Statements – December 31, 2016

Auditors from White Kennedy Chartered Professional Accountants presented the 2016 Audited Financial Statements.

RECOMMENDATION 3 (Weighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the 2016 Audited Financial Statements of the Okanagan-Similkameen Regional Hospital District as of December 31, 2016 be received; and,

THAT the OSRHD Board adopt all reported 2016 transactions as amendments to the 2016 Final Budget.

CARRIED

2. Verbal Report from the Vice Chair
Director Sentes provide an update on the Interior Health biannual meeting.
-

E. ADJOURNMENT

By consensus, the meeting adjourned at 1:29 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
OSRHD Board Chair

B. Newell
Corporate Officer

Minutes are in DRAFT form and are subject to change pending approval by the Regional District Board
BOARD of DIRECTORS MEETING

Minutes of the Inaugural Board Meeting of the Okanagan-Similkameen Regional Hospital Board (OSRHD) of Directors held at 2:30 pm on Thursday, November 2, 2017, 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 A. Martin, City of Penticton

Director M. Pendergraft, Electoral Area "A"

Director S. McKortoff, Town of Osoyoos

Director T. Schafer, Electoral Area "C"

Director T. Styffe, Alt. Electoral Area "D"

Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Siddon, Electoral Area "D"

STAFF PRESENT:

B. Newell, Chief Administrative Officer

C. Malden, Manager of Legislative Services

A. CALL TO ORDER

Chief Administrative Officer Newell called the meeting to order and advised of the order of business.

B. OSRHD CHAIR 2017 ANNUAL YEAR-END REPORT

Director Brydon, OSRHD Chair for 2017 presented the Chair's Annual Report.

C. ELECTION OF 2018 OSRHD BOARD CHAIR AND VICE CHAIR

C.1 OSRHD Board Chair

It was MOVED and SECONDED

THAT Christy Malden and Gillian Cramm be appointed scrutineers. - **CARRIED**

Chief Administrative Officer Newell called for nominations for the position of OSRHD Board Chair.

Nomination: Director Bush nominated Director Brydon.

CAO Newell called two more times for nominations. No further nominations were put forward.

By consensus, the nominations for Board Chair were closed.

CAO Newell declared Director Brydon was elected by acclamation as OSRHD Chair for the ensuing year.

C.2 OSRHD Board Vice Chair

Chief Administrative Officer Newell called for nominations for the position of OSRHD Board Vice Chair.

Nomination: Director Jakubeit nominated Director Sentes.

CAO Newell called two more times for nominations. No further nominations were put forward.

By consensus, nominations for Board Vice Chair were closed.

Nominees were given an opportunity to provide a brief speech.

CAO Newell declared Director Sentes was elected by acclamation as OSRHD Vice Chair for the ensuing year.

D. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Inaugural Board Meeting of November 2, 2017 be adopted. - **CARRIED**

E. 2018 OSRHD SCHEDULE OF MEETINGS

To establish, by resolution, a schedule for regular Hospital District Board Meetings for 2018.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the 2018 Okanagan-Similkameen Regional Hospital District (OSRHD) Board Schedule of Meetings, as provided in the November 2, 2017 report from the Chief Administrative Officer, be approved. - **CARRIED**

F. 2018 OSRHD SIGNING AUTHORITY**RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Board of Directors appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2018 year:

OSRHD Board Chair Brydon
OSRHD Board Vice Chair Sentes

CARRIED

G. ADJOURNMENT

By consensus, the meeting adjourned at 2:39 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
OSRHD Board Chair

B. Newell
Corporate Officer

Interior Health Illicit Drug Overdose Response Update

Dr. Silvina Mema, Medical Health Officer, Interior Health Authority
Rae Samson, MHSU Administrator Interior Health

Okanagan-Similkameen Regional Hospital District (OSRHD)
January 18, 2018



Interior Health
Every person matters.

Outline

- * Epidemiology of fatal overdoses in British Columbia and Interior Health
- * Enhanced Surveillance
- * Interior Health Response
- * Response Work-plans and Activities
- * Uptake and Utilization of Services
- * Questions and Discussion



Key messages:

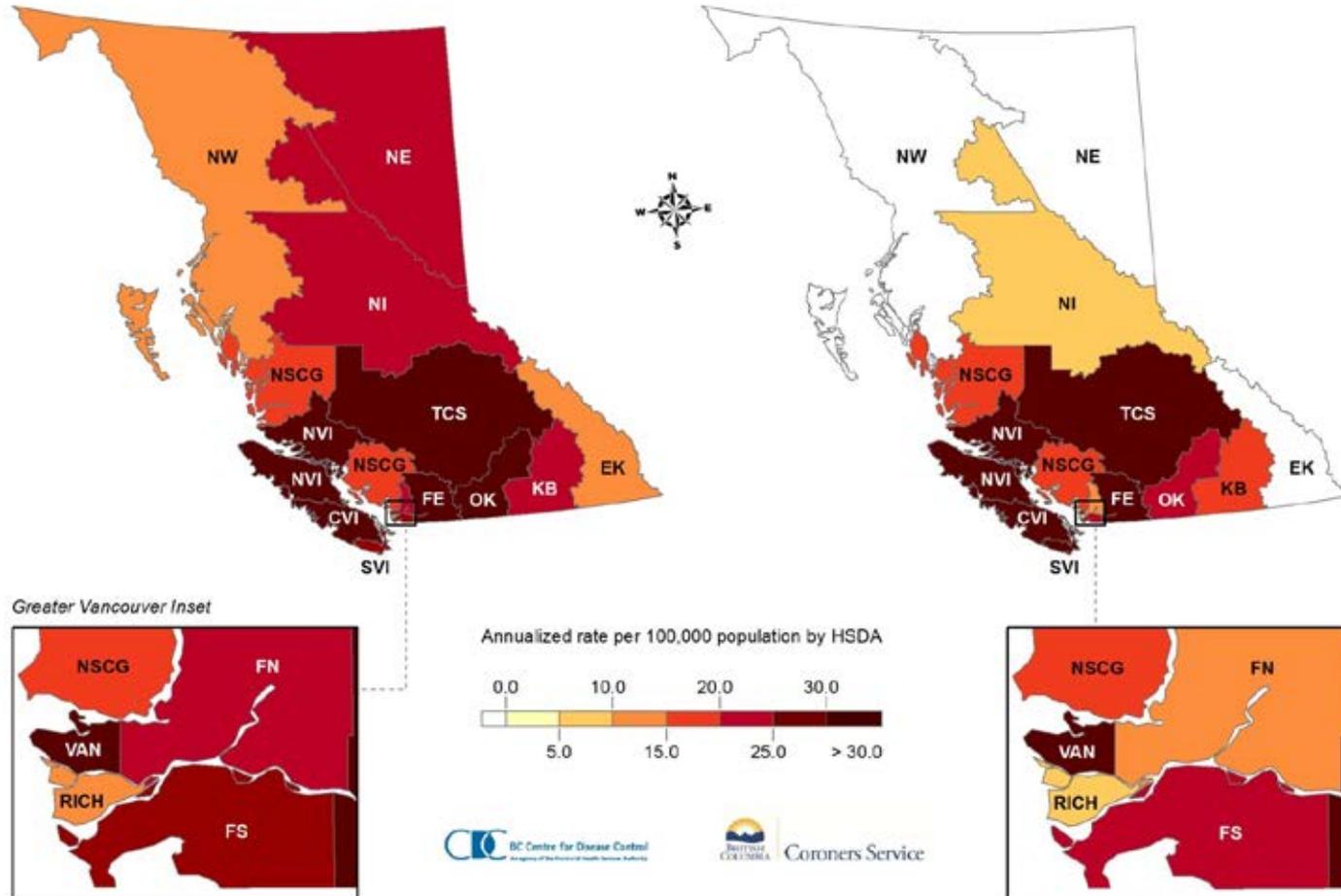
1. IH RHA has the second highest rate of illicit drug overdose deaths per population, after Vancouver HSDA
2. Fentanyl is considered the causal agent or 'poison' overwhelming the illicit drug supply
3. Opportunities/barriers continue to be stigma, capacity, and multi-stakeholder approach

Epidemiology of OD Crisis in IH

Geographic Distribution of Illicit Drug Overdose Deaths by Health Service Delivery Area

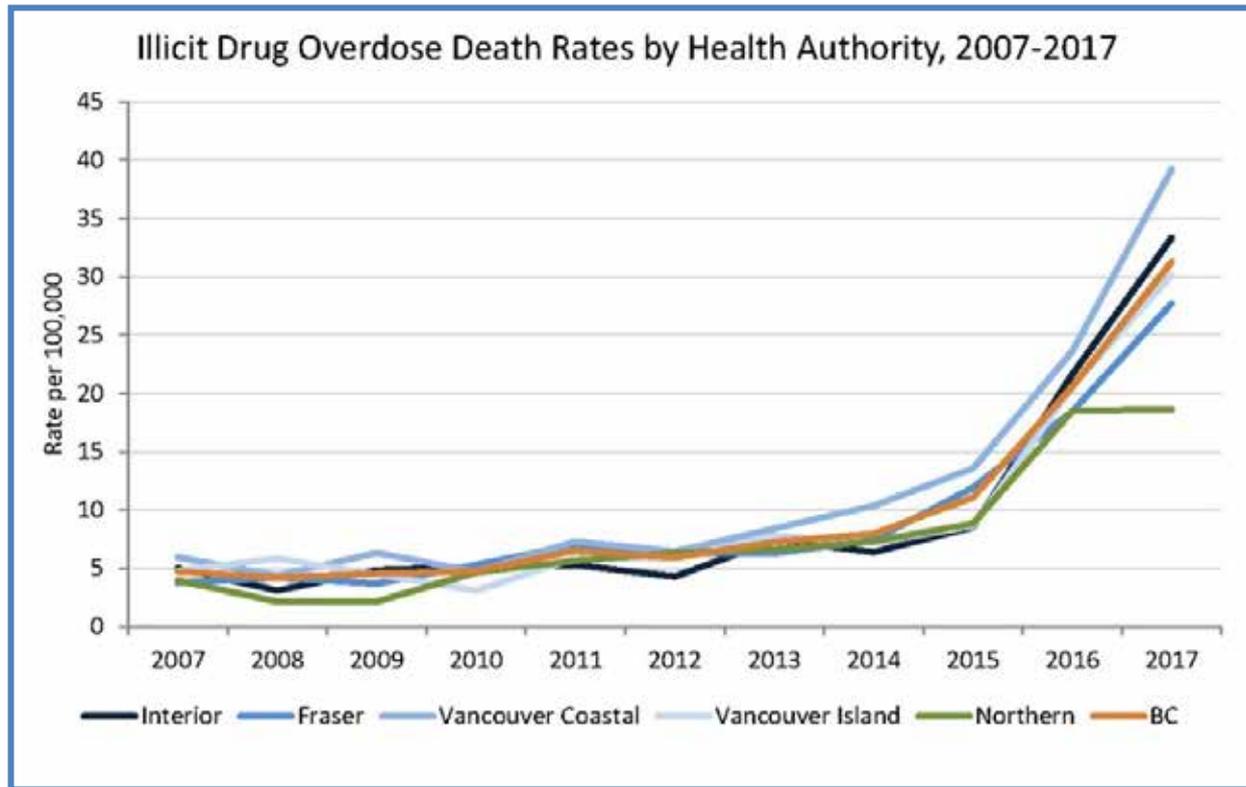
Cumulative 12 Months: November 2016 to October 2017

Most Recent Month: October 2017



Epidemiology of OD Crisis in IH

BC Coroner Service Rates Jan - Oct 2017



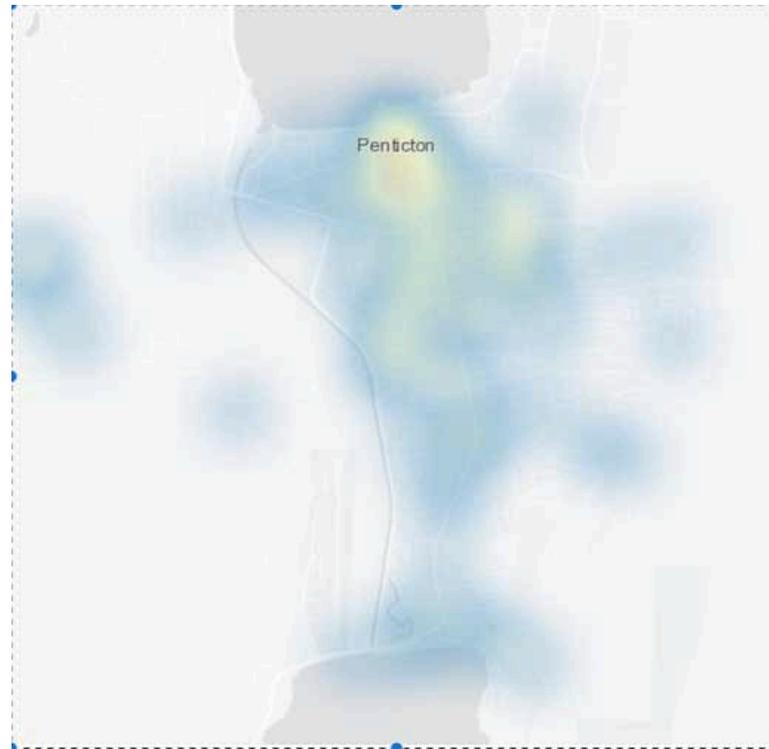
Epidemiology of OD Crisis in IH

BC Coroner Service Deaths Jan - Oct 2017

Illicit Drug Overdose Deaths by Health Services Delivery Area, 2007-2017^[2,4,6]											
HSDA	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
East Kootenay	2	2	1	0	1	2	4	4	2	13	6
Kootenay Boundary	4	0	2	3	4	4	2	3	6	9	14
Okanagan	13	9	15	18	28	16	33	27	42	77	126
Thompson Cariboo	16	11	17	16	5	9	15	13	13	64	55

Ambulance Dispatches

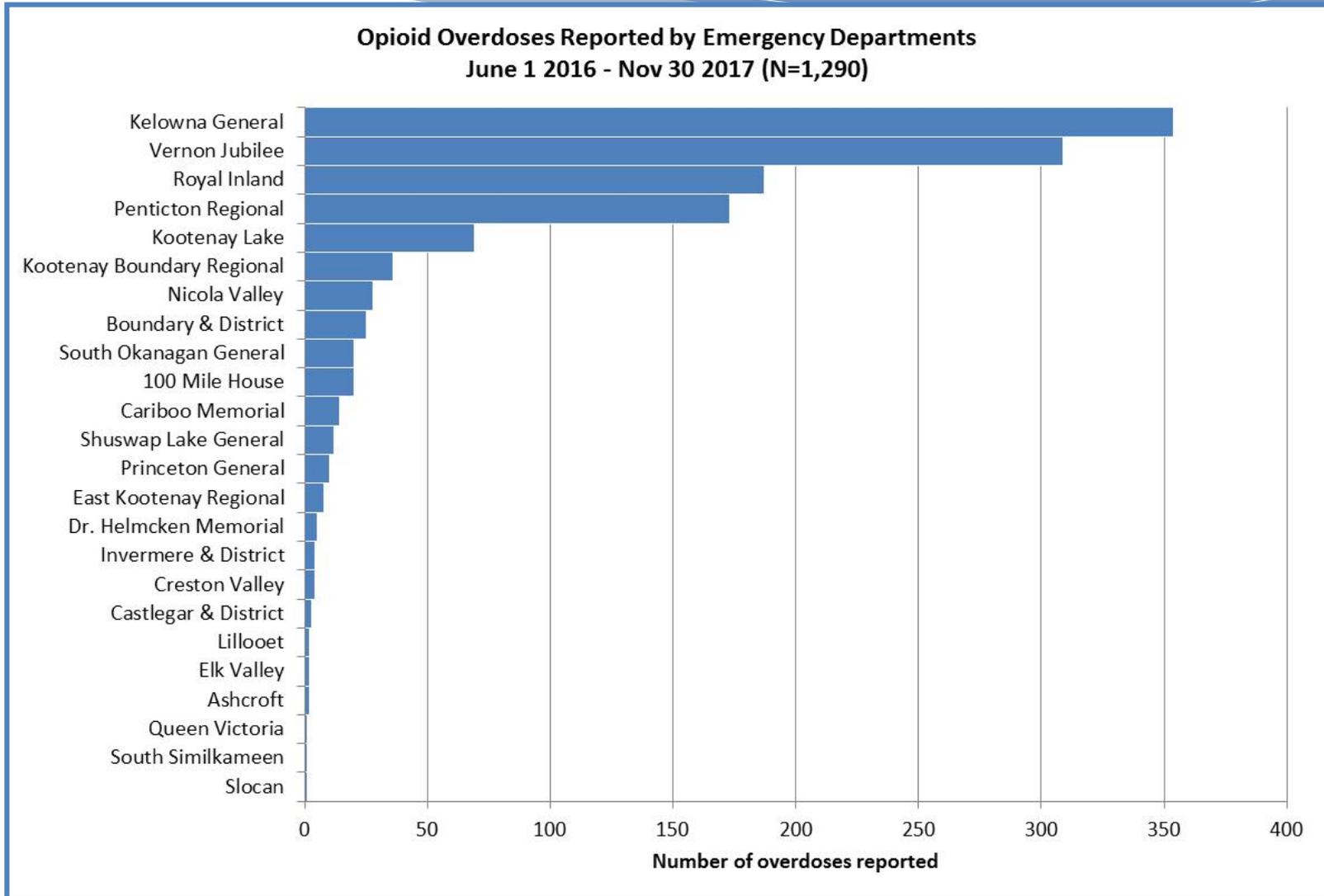
Heat Maps of Paramedic Attended Illegal Drug Overdoses, April 8 – October 7, 2017



Maps provided with permission of the BC Centre for Disease Control
Data source: BC Emergency Health Services, BC Ambulance Service, Patient Care Reports

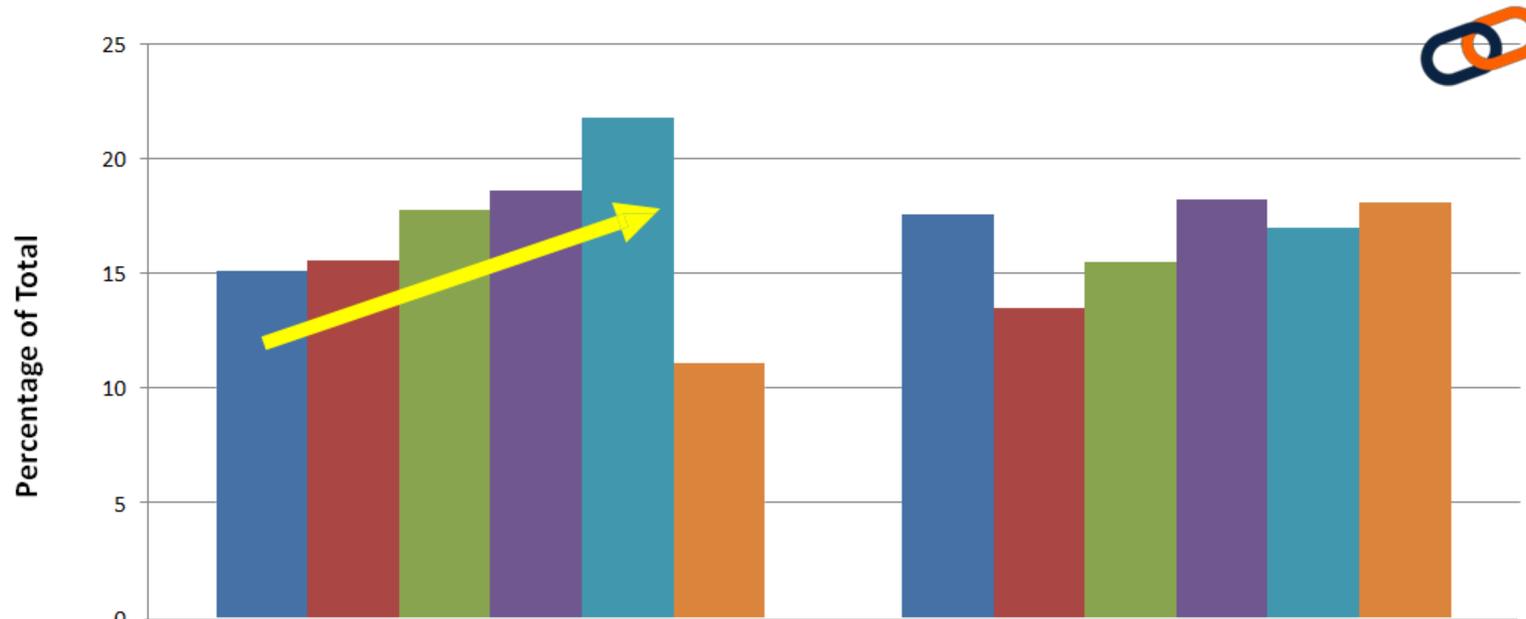
Every person matters

Suspected Opioid OD ED Visits



Quintile Income Distribution

Material Quintile Distribution, Fatal and Non-Fatal Overdose Cases, BC, 2015-2016



	Fatal	Non-Fatal
■ Q1	15.1	17.6
■ Q2	15.6	13.5
■ Q3	17.8	15.5
■ Q4	18.6	18.2
■ Q5	21.8	17.0
■ Unknown Quintile	11.1	18.1

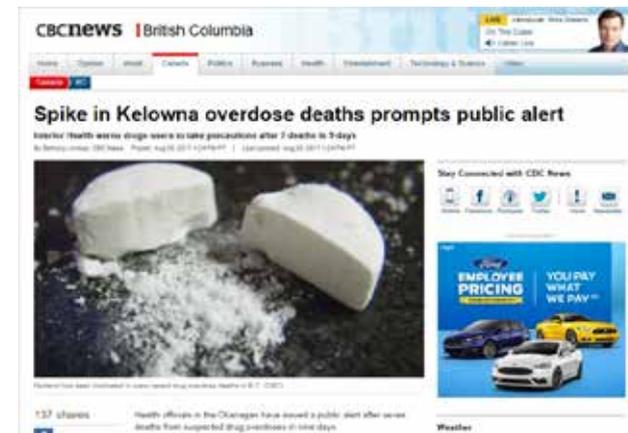
Community OD Profiles for Kelowna & Kamloops

How many people are dying?

- * Kelowna
 - * 66 deaths from Jan 1 to Oct 31, 2017
 - * 2017 deaths projected to be **70% higher than** 2016 (n=47)
- * Kamloops
 - * 37 deaths from Jan 1 to Oct 31, 2017
 - * 2017 deaths projected to equal 2016 (n=43)

Who is overdosing?

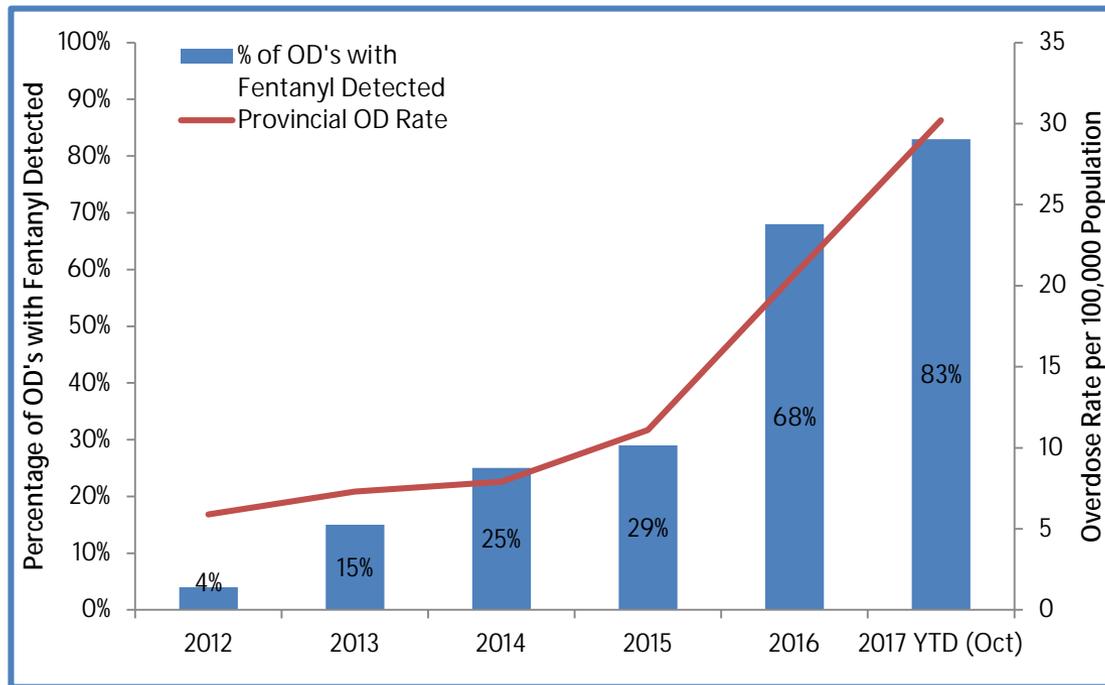
- * ODs disproportionately affect
 - * Males aged 20-49
 - * 67% of all OD deaths vs 17% of total population
 - * Aboriginal population
 - * FN 3x more likely to die of OD compared to non-FN
 - * Persons indoors vs outdoors
 - * 47% own home, 40% other indoors, 13% outdoors



Cause of opioid crisis

Why are people overdosing and dying?

- * Fentanyl is considered the causal agent of this 'epidemic' or overdose crisis
- * Substance use disorder is the primary underlying health condition
- * Comorbid mental health disorder and chronic pain are significant contributors



Source: BC Coroner's Service

Interventions

Integration Across the Continuum



Interior Health
Every person matters.

IH Addiction Service Continuum



IH Response Action

- * Harm reduction
 - * 3,800 Take Home Naloxone kit distributed
 - * 12,000+ client visits at mobile Supervised Consumption Services.
- * Treatment
 - * Assertive community follow up during and after ED presentations;
 - * Intensive case management and out-patient addiction services
 - * Opioid Agonist Therapy programs in 16 communities across the health authority (patients on Suboxone doubled between 2015/16 and 2016/17)
 - * Injectable iOAT strategy under development - prototyping Kelowna March 2018
- * Establishment of Awareness / Anti-stigma campaigns and education for staff and physicians
- * Multi-stakeholder Community Action Plans including prevention programs, city planning, enforcement, etc.

Utilization Data

Services and Supplies provided and Overdose Events Reported	Kelowna Mobile Outreach, Nov 2017	Kamloops Mobile Outreach, Nov 2017	Kelowna Total Apr 23 – Nov 30, 2017	Kamloops Total Apr 23 – Nov 30, 2017
Client visits to site	1589	393	9059	3068
Client contacts through outreach	360	922	5813	4706
Monthly number of client visits to mobile per 100 hours	602	249	-	-
Used substances (inside site)	166	61	1057	225
First visit to site	18	33	698	318
Nursing services provided*	16	23	185	176
Client visits with harm reduction supplies provided†	1745	911	9484	5908
THN kits distributed (including through outreach)	289	270	1916	1679
Referrals: Opioid Agonist Therapy (OAT)	3	20	22	146
Referrals: Other‡	186	171	1263	800
Overdose events attended (including outreach)	8	2	37	25

* New indicator Aug 1 2017.

† Includes harm reduction supplies provided through outreach beginning Aug 1 2017.

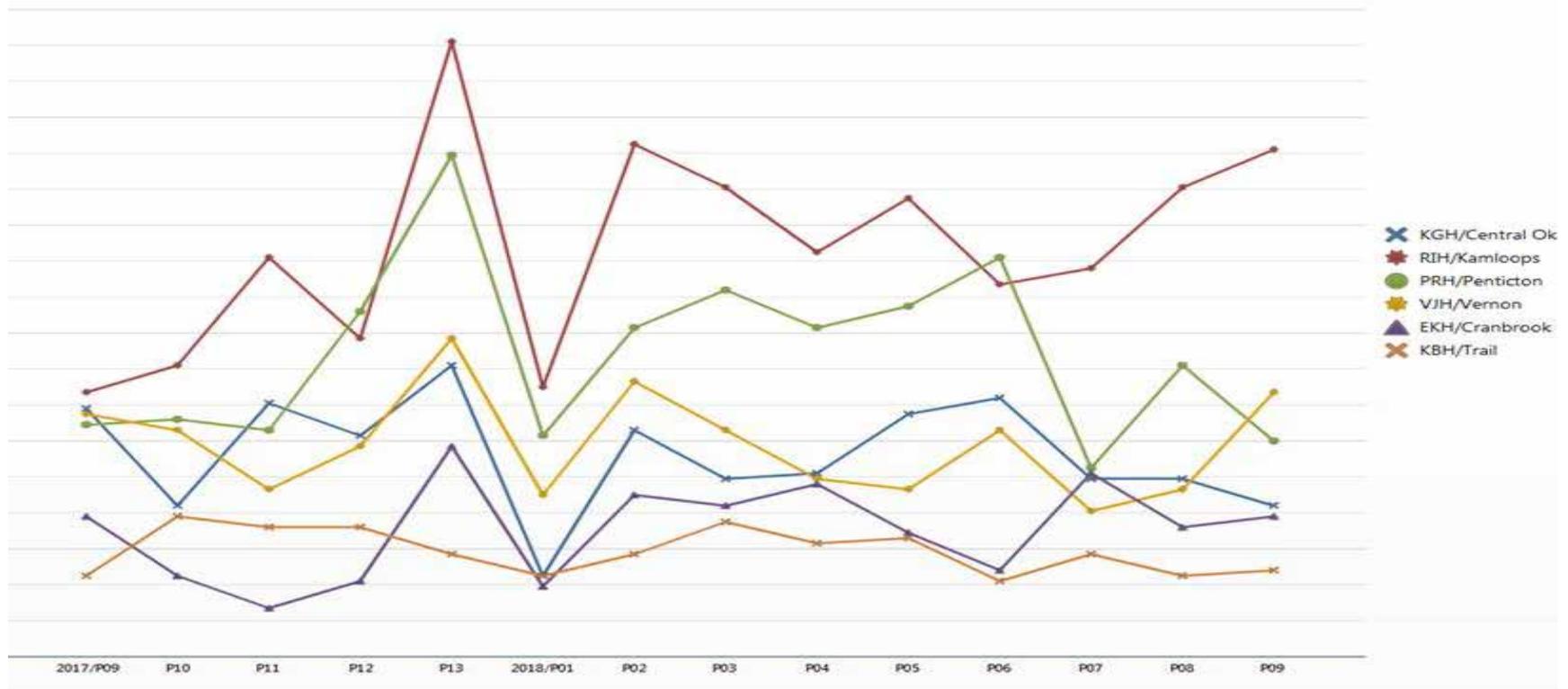
‡ Any referral other than OAT, including ODPS, MHSU, Withdrawal Mgmt, Residential Treatment, Shelter, Food, etc.

ED to Community Follow Up

ONAL HOSPITALS
D 09 2017/18 (30 Nov 2017)

Table View

**ED Visits with Community MHSU f/up within 72 hrs Post-Discharge
Period Trend Detail**



#StopOverdose

Interior Health
Published by Lesley Coates [?] · October 18 at 12:10pm · 🌐

#StopOverdose Hero - Kristi is part of the team providing services from the mobile supervised consumption unit in Kamloops. In addition to supervising the consumption of substances, Kristi and the rest of the team monitor people for signs of overdose and respond quickly to save lives in the event of an overdose. They also connect clients to treatment and other health care services.

Kristi feels one of the best things about the mobile units is they offer a safe, non-judgmenta... [See More](#)



8,185 People Reached

454 Reactions, Comments & Shares

311 Like	80 On Post	231 On Shares
60 Love	15 On Post	45 On Shares
1 Wow	0 On Post	1 On Shares
1 Sad	1 On Post	0 On Shares
39 Comments	14 On Post	25 On Shares
43 Shares	39 On Post	4 On Shares

911 Post Clicks

141 Photo Views	0 Link Clicks	770 Other Clicks ⓘ
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NEGATIVE FEEDBACK

8 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts



Discussion and Questions

Debra Paulhus

Subject: IH Board Chair / CEO Site Visit - SOGH Feb 2, 2018

From: Dorion, Karen [mailto:Karen.Dorion@interiorhealth.ca]

Sent: January 8, 2018 2:17 PM

To: Dorion, Karen <Karen.Dorion@interiorhealth.ca>

Cc: Linda Schultz <lschultz@oliver.ca>; Info <info@rdos.bc.ca>

Subject: IH Board Chair / CEO Site Visit - SOGH Feb 2, 2018

*The newly appointed Interior Health Board Chair, Doug Cochrane and the CEO, Chris Mazurkewich will be touring the South Okanagan and will be in **Oliver on Friday February 2nd 2018.***

They would like to meet with elected officials. Hoping you are available to meet in Oliver at the South Okanagan General Hospital.

When: Friday FEB 2, 2018

Time: 8:45 – 9:15

Where: SOGH Conference Room

OIB	Chief Clarence Louie, Jackie McPherson
Mayors	Sue McKortoff & Ron Hovanes
MLA	Linda Larson
RDOS	Mark Pendergraft, Terry Schafer

Please RSVP to advise whether you are available and plan to attend.

Thank you in advance,

M. Karen Dorion • Administrative & Medical Administrative Assistant

Interior Health -SOGH 911 McKinney Road, Oliver BC VoH 1T3

Direct Phone: 250-498-5051 | karen.dorion@interiorhealth.ca

ADMINISTRATIVE REPORT

TO: Okanagan-Similkameen Regional Hospital Board

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Okanagan Similkameen Regional Hospital District 2018-2022 Five Year Financial Plan Bylaw No. 165, 2018

Administrative Recommendation:

THAT Bylaw No. 165 2018-2022 Okanagan Similkameen Regional Hospital District 2018-2022 Five Year Financial Plan be read a first and second time.

Reference:

1. Bylaw No.165 including Schedule A (attached)
2. Interior Health 2018 Capital funding request letter (attached)

Background:

The Draft 2018-2022 Five Year Financial Plan has been reviewed by the Budget Committee. The information presented at the time was based on the 2017 revised Assessment Roll. The budget being presented reflects the change in assessments from the 2018 completed assessment roll.

During the 2014 budget process, the 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 with the average residential property increasing from approximately \$106 to \$111 for 2018. This is the final year for such an increase.

It is anticipated that requisitions will be maintained at a level to support completion of the hospital project and then sustain debt servicing after the project is complete in 2020. Nominal increases would still be expected for other factors affecting the financial plan such as inflation and changed to Interior Health's annual capital funding requests.

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

Analysis:

- There is a \$241,380 requisition increase over 2017.
- Overall, the average residential property tax assessment increases to approximately \$111 from \$106.

- The capital funding requested by IHA and detailed in the attached letter is \$2,582,300.
- Includes a carry forward of IHA capital project requests prior to 2017 that have not been claimed for in the amount of \$3,030,000.
- The transfer to capital reserve is budgeted at \$2.7M for 2018.
- Penticton Regional Hospital Project
 - Ø Overall project cost estimated at \$117M
 - Ø Funding completion slated for 2020
 - Ø Five Year Financial Plan assumes debt taken over course of the project remains in short term with only debt interest paid annually
 - Ø Current estimated total long term debt required is \$63M (approximated 54% of project cost)

The requisition amounts appearing in Schedule "A", as attached to the bylaw are based on 2018 Completed Assessment Roll data and thus are considered preliminary and subject to change before final adoption.

A summary of the requisitions is as follows:

	<i>(2018 Completed Roll)</i> 2018 <u>REQUISITION</u>	<i>(2017 Revised Roll)</i> 2017 <u>REQUISITION</u>	\$ <u>CHANGE</u>
PENTICTON	\$2,602,570	\$2,488,960	\$113,610
SUMMERLAND	861,750	824,588	37,162
PRINCETON	183,311	195,633	-12,322
OLIVER	298,288	285,425	12,863
OSOYOOS	525,913	509,464	16,449
KEREMEOS	68,336	70,511	-2,175
PENTICTON INDIAN BAND	77,929	85,230	-7,301
ELECTORAL AREA A	182,235	166,894	15,341
ELECTORAL AREA B	44,365	45,601	-1,236
ELECTORAL AREA C	237,791	225,940	11,851
ELECTORAL AREA D	557,607	538,520	19,087
ELECTORAL AREA E	252,355	219,503	32,852
ELECTORAL AREA F	158,068	153,171	4,897
ELECTORAL AREA G	88,740	92,135	-3,395
ELECTORAL AREA H	238,582	234,885	3,697
TOTAL	\$6,377,840	\$6,136,460	\$241,380

Communication Strategy:

The draft Okanagan Similkameen Regional Hospital District 2018-2022 Five Year Financial Plan will be provided to the municipalities for their comment and posted on the RDOS website prior to final adoption. It will also be included in the electronic budget presentations for each electoral area.

Respectfully submitted:

“Maureen Hayter”

M. Hayter, Finance Manager



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

December 12, 2017

Dear Mr. Newell:

RE: CAPITAL FUNDING REQUEST FOR THE 2018/19 FISCAL YEAR

Please accept this annual funding request letter for consideration and approval. Regional Hospital Districts (RHDs) enable Interior Health (IH) to continue to provide high quality health-care services to our patients, clients and residents by funding prioritized capital items. IH is truly grateful for the support the RHDs provide.

For the 2018/19 fiscal year we are requesting funding for the following projects and equipment:

1. Construction Projects Over \$100,000

a. Various Infrastructure Modifications related to the Patient Care Tower Project Phase 2 at Penticton Regional Hospital, Penticton

The existing site has an aged infrastructure that is in need of upgrading. The modifications are specifically considered in order to allow the facility to meet minimum requirements expected upon handover of the maintenance of the existing facility to the P3 partner. These upgrades were staged to proceed over two years and carry an overall budget of \$3.5 million.

This second phase will address the remaining heating, ventilation and air conditioning systems which have exceeded their life expectancy. This portion of the project will continue the improvements made from the first phase that was approved last year and ensure the reliability of several air handlers and chillers on the campus serving critical care areas of the facility. The remaining funds will be used to upgrade and modernize elevator components which have also exceeded their life expectancy. This upgrade will ensure the elevators' reliability, operational longevity and provide more efficient patient transportation.

b. Renovation of Emergency Department (ED), ED Triage and Admitting at South Okanagan General Hospital, Oliver

The lack of a dedicated triage area at this facility results in this task either not being performed, being performed by non-clinical staff, or conducted in a public area. Provision of this space will facilitate triage being performed in a confidential manner by appropriate staff reducing risk to the organization. Locating admitting services near the ED is a LEAN concept for reducing traffic between two high volume departments. The scope of work will be phased to allow for renovation of administration spaces, development of a new waiting and triage area and separate public ED entrance. The project also includes new exterior signage to improve wayfinding to the ED.

2. Construction Projects under \$100,000

a. Main Sanitary Sewer Line Replacement (Phase 2) at Princeton General Hospital, Princeton

This facility's 56 year old sanitary system piping is aged and has been temporarily repaired in some sections where the piping has collapsed. In 2017/18 during Phase 1 piping was replaced in the kitchen and community programs area in the basement of this facility. Phase 2 encompasses new sewer line and flooring in the basement hallway from storage room to laundry area and connecting to outside sewer which requires concrete work with removal of slab, excavation and replacement of sewer line. The basement hallway floor tile contains asbestos and must be removed and replaced. This will mitigate risk to the site ensuring reliable, safe and clean outflow of sanitary waste.

b. Flooring Replacement at South Okanagan General Hospital, Oliver and Summerland Health Centre, Summerland

Current flooring in the acute care patient rooms are starting to lift which could create a tripping hazard for patients and staff. With these sections lifting and other areas shrinking causing gaps which are hard to clean it is now an infection control issue. The carpeted flooring at the public health offices and staff areas at Summerland Health Centre is showing signs of wear and difficult to clean therefore they require replacement with clinical appropriate flooring.

c. Bulk Oxygen System Upgrade at South Okanagan General Hospital, Oliver

The volume demand for oxygen is beyond the design of the current manifold supplied system. Scope of work is to remove existing manifold system and replace with a new bulk oxygen system which will be installed outside this facility next to the secondary loading dock. Concrete slab, posts and fencing around bulk tanks will be required.

3. IH-Wide Information Management Information Technology (IMIT)

In alignment with its IMIT strategy, IH is committed to taking a large leap to advance its digital platform and infrastructure to support health service operations, enable key strategies, improve quality and patient safety, and incorporate innovation to improve effectiveness and efficiency. As emphasis continues on primary and community care transformation, the IH digital platform will support exchange of information between providers to support both team-based and continuity of care. This also includes extending MyHeathPortal features and capabilities for patients to be more involved in their care. The digital platform will also focus on more advanced analytics to assist with planning, decision making and every day management functions.

This IMIT project is an IH-wide initiative costing approximately \$19 million. The project's benefits are distributed equally across IH regions; therefore the cost allocation to each of the seven RHDs is based upon population using the PEOPLE 2017, BC Statistics. The Okanagan Similkameen RHD's percentage ratio is approximately 11%. Claims on this project will be calculated using this percentage for the actual cost distribution.

4. IMIT under \$100,000

Vocera Expansion and Integration at Trinity Care Centre, Penticton

This system will provide staff members with a Vocera wearable hands free 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 to support Workplace Health & Safety requirements, and will assist in improving patient care. The scope will include deploying badges to staff and integration with the telephone system. Due to immediate safety concerns this project will commence in 2017/18.

5. Equipment Over \$100,000

General Radiographic System for South Similkameen Health Centre, Keremeos

A General Radiographic System is an x-ray system which includes a table, x-ray tube, wall stand and control panel. The system will use a computed radiography cassette as part of a separate digital system so that the electronic image can be imported directly into the Picture Archiving and Communication System network. This is replacing a 1998 machine in the Diagnostic Imaging department.



6. 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 \$2,582,300.

IH has noted a significant increase in construction cost escalation in recent months. Detailed cost estimates are being made obsolete within months and in some cases weeks of their creation. The main driver of this escalation appears to be scarcity of qualified sub-trades and increasing raw material costs. IH is meeting regularly with our cost estimators to ensure escalation rates are being accurately estimated, however the volatility of the construction market is making this very challenging. Please be aware during these periods of market volatility we may be put in the unfortunate situation of requesting additional funding for projects, in particular those projects with extended procurement timelines. Alternatively we may need to revisit the scope of a project(s) to fit within available funding. We will keep you apprised in the event that we face substantive changes.

Although the 2018/19 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 will be providing you with information regarding notional government funding and a high level estimate for your planning purposes of the three year funding requirement, as well as a listing of IH's major prioritized items under separate cover.

It would be appreciated if you could submit our request for funding for these items to your Board for approval. Please apprise us of the meeting date when funding will be discussed and whether you would like to have IH representatives attend to answer questions that 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 Dan Goughnour or myself directly.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Lommer". The signature is written in a cursive style.

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

/at

Encl. Appendix 1 ~ Summary of Regional Health District Funding Request for 2018/19

cc: Michael Brydon, Chair, OSRHD
Maureen Hayter, Finance Manager, OSRHD
Carl Meadows, Acute Health Service Administrator, South Okanagan
Dan Goughnour, Director, Business Support
Lorne Sisley, Corporate Director, Facilities Management and Operations
Birgit Koster, Director Business Support, Capital Planning

Interior Health
Okanagan Similkameen
Summary of Regional Hospital District Funding Request
for 2018/19

Facility	Location	Equipment/Project Description	Total Budget	RHD Share	Previous RHD Approval		2018/19 Funding Request
					Amount	B/L #	
		<u>Construction Projects over \$100,000</u>					
Penticton Regional Hospital	Penticton	Various Infrastructure Modifications (Phase 2)	\$ 3,500,000	\$ 1,400,000	\$ 800,000	164	\$ 600,000
South Okanagan General Hospital	Oliver	Renovation of Emergency Department, ED Triage and Admitting	970,000	388,000			388,000
		<u>Construction Projects under \$100,000</u>					
Princeton General Hospital	Princeton	Main Sanitary Sewer Line Replacement (Phase 2)	95,000	38,000			38,000
South Okanagan General Hospital	Oliver	Flooring Replacement	95,000	38,000			38,000
Summerland Health Centre	Summerlan	Flooring Replacement	75,000	30,000			30,000
South Okanagan General Hospital	Oliver	Bulk Oxygen System Upgrade	58,000	23,200			23,200
		<u>IH-Wide IMIT</u>					
Regional		Various	2,081,000	832,400			832,400
		<u>IMIT under \$100,000</u>					
Trinity Care Centre	Penticton	Vocera Expansion and Integration	90,000	36,000			36,000
		<u>Equipment over \$100,000</u>					
South Similkameen Health Centre	Keremeos	General Radiographic System	511,000	204,400			204,400
		<u>Equipment Under \$100,000 (Global Grant)</u>					
All Facilities		Equipment between \$5,000 and \$100,000	980,750	392,300			392,300
Total			\$ 8,455,750	\$ 3,382,300	\$ 800,000		\$ 2,582,300

OKANAGAN-SIMILKAMEEN REGIONAL HOSPITAL DISTRICT

BYLAW NO. 165, 2018

A bylaw to adopt the 2018-2022 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 2018-2022 Five Year Financial Plan Bylaw No 165, 2018”

2 Interpretation

2.1 In this bylaw:

(a) Schedule “A” attached hereto and forming part of this bylaw is the 2018-2028 Five Year Financial Plan for the Okanagan-Similkameen Regional Hospital District for the year ending December 31, 2018

READ A FIRST AND SECOND TIME this _____ day __, 2018

READ A THIRD TIME AND ADOPTED this _____ day of _____, 2018

OSRHD Chair

Corporate Officer

SCHEDULE A
Okanagan-Similkameen Regional Hospital District
2018 - 2022 Annual Budget & 5 Year Financial Plan

	3.934%	1.079%	1.258%	1.356%	1.246%	
	2017	2018	2019	2020	2021	2022
	Annual	Annual	Annual	Annual	Annual	Annual
Revenue	Budget	Budget	Budget	Budget	Budget	Budget
Tax Requisition	6,136,460	6,377,840	6,446,640	6,527,740	6,616,255	6,698,720
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	100,000	200,000	200,000	250,000	250,000
MFA Debt Surplus	-	-	-	-	-	-
Transfer from Reserves - Capital Improvement Projects	-	-	-	-	-	-
Transfer from Reserve - PRH Patient Care Tower - Construction Phase	18,650,000	-	-	-	-	-
Transfer from Reserves - CWFD of Capital Improvement Projects	500,000	3,030,000	-	-	-	-
Debt Proceeds	22,638,000	26,640,000	9,168,000	5,635,000	3,613,000	4,035,000
Total Revenue	48,204,460	36,177,840	15,844,640	12,392,740	10,509,255	11,013,720

Expenditures

Regional Hospital District Debt - Sec. 23 (1) (a)

Debt Payments - Principal	60,000	60,040	60,040	60,040	35,210	2,418,695
Debt Payments - Interest	60,000	36,100	36,100	36,100	13,345	2,211,225
Debt Payments - Short-Term Interest	452,760	1,050,000	1,700,000	2,125,000	2,255,000	-
Total Non-Shareable Debt	572,760	1,146,140	1,796,140	2,221,140	2,303,555	4,629,920

Administration Expenses - Sec 17 (2)

Salaries & Wages (OCAO & Finance Department)	53,000	54,000	55,000	56,000	57,000	58,000
Board Remuneration	14,000	14,400	14,400	14,400	14,400	14,400
Audit	5,000	5,000	5,100	5,200	5,300	5,400
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)	78,000	79,400	80,500	81,600	82,700	83,800

Expenditure under Sec. 20(4)

Minor Equipment Global Grant - IHA Requests	403,700	392,300	400,000	405,000	410,000	415,000
Capital Improvement Projects - IHA Requests	3,133,000	2,190,000	1,500,000	1,500,000	1,500,000	1,500,000
Capital Projects - PRH Patient Care Tower - Construction Phase	41,288,000	26,640,000	9,168,000	5,635,000	3,613,000	4,035,000
CWFD of Capital Improvement Projects	500,000	3,030,000	-	-	-	-
Transfer to Capital Reserve	2,229,000	2,700,000	2,900,000	2,550,000	2,600,000	350,000
Total Section 20(4)	47,553,700	34,952,300	13,968,000	10,090,000	8,123,000	6,300,000
Total Expenditures	48,204,460	36,177,840	15,844,640	12,392,740	10,509,255	11,013,720

Total Surplus (Deficit)

-	-	-	-	-	-
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	2017	2018	Difference
Tax Rate / \$1000 for residential property	0.3108	0.2844	-0.0264
Average Tax Bill per residential property	\$106.15	\$111.05	\$4.90

Transfer to Reserve is operating surplus plus amount of debt reduction

	2017	2018	2019	2020	2021	2022
Capital Reserve Balance - Sec 20(4)						
Opening Balance	19,199,933	14,158,011	13,828,011	16,728,011	19,278,011	21,878,011
Contributions	5,145,791	2,600,000	2,700,000	2,350,000	2,350,000	100,000
Contributions - MFA Investment Gains (Losses)	59,902	100,000	200,000	200,000	250,000	250,000
Reductions	(10,247,615)	(3,030,000)	-	-	-	-
Ending Balance	14,158,011	13,828,011	16,728,011	19,278,011	21,878,011	22,228,011



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, January 18, 2018
2:00 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of January 18, 2018 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – January 4, 2018

THAT the Minutes of the January 4, 2018 Corporate Services Committee be received.

b. Community Services Committee – January 4, 2018

THAT the Minutes of the January 4, 2018 Community Services Committee be received.

THAT the Regional District write a letter to the Minister of Transportation and Infrastructure confirming the urgent need in rural areas for public transportation access to larger centres; and that a resolution regarding public transportation access to larger centres from rural areas be drafted and submitted to SILGA.

THAT the Regional District of Okanagan Similkameen participate in the FortisBC 2017 Rate Design Application by acting in support for the Anarchist Mountain Community Society (AMCS) Intervention, as opposed to as an intervener.

THAT the Board direct administration to redact all personal information from the collected Residential Conservation Rate (RCR) Impact Testimonials and release the redacted Testimonials to the Anarchist Mountain Community Society for use in the 2017 FortisBC Rate Design Application Intervention before the BC Utilities Commission.

c. Environment and Infrastructure Committee – January 4, 2018

THAT the Minutes of the January 4, 2018 Environment and Infrastructure Committee be received.

d. Planning and Development Committee – January 4, 2018

THAT the Minutes of the January 4, 2018 Planning and Development Committee be received.

THAT the Board of Directors maintain the current practice of accepting land use applications without the requirement of Registered Professional Planner oversight.

e. RDOS Regular Board Meeting – January 4, 2018

THAT the minutes of the January 4, 2018 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Consent Agenda – Corporate Issues be adopted.

B. COMMUNITY SERVICES – Protective Services**1. Fire Protection Agreement Renewal – City of Penticton/RDOS (West Bench)**

- a. Agreement
- b. Westbench Fire Protection – Schedule “A”

To renew the outstanding fire service agreement between to the RDOS ans the City of Penticton to provide Fire Suppression Services and Medical First Responder Services to the area less formally known as West Bench.

RECOMMENDATION 3 (Weighted Corporate Vote – Majority)

THAT the Board of Directors approve the renewal of the Fire Protection Agreement between The Corporation of the City of Penticton (the “City”) and the Regional District Okanagan-Similkameen (the “Regional District”) for a 5-year period ending December 31, 2022.

C. FINANCE**1. Bylaw No. 2795, 2018 Security Issuing Bylaw – Naramata Water System Back-Up Power**

- a. Bylaw No. 2795, 2018

RECOMMENDATION 4 (Weighted Corporate Vote – 2/3 Majority)

THAT Bylaw No 2795, 2018 Regional District Okanagan Similkameen Security Issuing bylaw be read a first, second and third time and be adopted.

D. LEGISLATIVE SERVICES

1. SILGA Resolution

To support Greyhound Canada Transportation ULC in their proposal to the Ministry of Transportation and application to the Passenger Transportation Board to create a “Connecting Communities Fund” to ensure that BC residents in rural and remote locations continue to have access to viable and sustainable transportation options.

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors submit the following resolution to Southern Interior Local Government Association (SILGA) in support of Greyhound Canada Transportation ULC:

WHEREAS:

- Greyhound Canada Transportation ULC has seen a significant decline in ridership over the past several years, which has resulted in a decline of services provided to many small, rural and remote communities across BC;
- There exists a need for a socially-mandated intercity bus transportation program to provide essential transportation services for small, rural and remote citizens.

Therefore be it resolved that the Provincial Government initiate a “Connecting Communities Fund”, made available to eligible municipalities, to address significant transportation challenged for citizens and taxpayers who reside in small, rural or remote communities with a view of providing them with access to transportation hubs located on primary transportation corridors.

2. Appointment of Election Officials

To fulfill the requirement of the *Local Government Act* sec. 58(1) to appoint a Chief Election Officer and a Deputy Chief Election Officer.

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

THAT Christy Malden be appointed as Chief Election Officer and Gillian Cramm be appointed as Deputy Chief Election Officer for the 2018 General Local Election.

3. Election Procedure Bylaw No. 2798, 2018**a. Bylaw No. 2798, 2018**

To ensure that the Regional District election bylaw conforms to Provincial legislation.

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

THAT Bylaw No. 2798, 2018 Regional District of Okanagan-Similkameen Election Procedure Bylaw be read a first, second and third time and be adopted.

4. Election Officials Remuneration Policy**a. Election Officials Remuneration Board Policy**

To provide direction for the remuneration of local government election officials during local government elections, by-elections and assent voting opportunities.

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors adopt the Election Officials Remuneration Policy.

5. South Okanagan Conservation Fund – Technical Advisory Committee Recommendations for Funding

This recommendation was supported at the January 4, 2018 Environment and Infrastructure Committee, but cannot be included on the consent agenda due to alternate voting for conservation matters.

RECOMMENDATION 9 (Weighted Corporate Vote – Majority)

THAT the Board of Directors approve the South Okanagan Conservation Fund Technical Advisory Committee recommendations for funding South Okanagan Conservation Fund projects in 2018, as follows:

- Ø Locatee Lands Project Securement of CP 40-4, En'owkin/PIB – \$57,755
- Ø Fish Spawning Areas/Reconnection of Floodplain in Penticton Creek, ONA/PIB - \$40,260
- Ø Fish Passage at Ellis Creek sediment basin, ONA/PIB - \$50,000
- Ø Habitat Stewardship and Enhancement in the South Okanagan, OSSS - \$38,000
- Ø White Lake Basin Park Rill Creek East Property Securement, Nature Trust of BC - \$200,000
- Ø Invasive-Free Certification Program, OASISS - \$6,415
- Ø OSCA Eco-management Project, OSCA/OCBP - \$7,841.68

For a total of \$400,271.68

E. CAO REPORTS**1. Verbal Update**

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

2. Board Representation

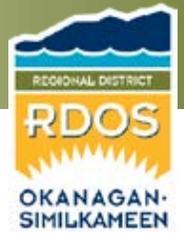
- a. Developing Sustainable Rural Practice Communities - *McKortoff*
 - b. Intergovernmental First Nations Joint Council - *Kozakevich, Bauer, Pendergraft*
 - c. Municipal Finance Authority (MFA) – *Kozakevich, Bauer*
 - d. Municipal Insurance Association (MIA) - *Kozakevich, Bauer*
 - e. Okanagan Basin Water Board (OBWB) – *McKortoff, Hovanes, Waterman*
 - f. Okanagan Film Commission (OFC) – *Jakubeit*
 - g. Okanagan Regional Library (ORL) – *Kozakevich*
 - h. Okanagan Sterile Insect Release Board (SIR) – *Bush*
 - i. Okanagan-Similkameen Health Living Coalition - *Boot*
 - j. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
 - k. Southern Interior Local Government Association (SILGA) – *Konanz*
 - l. Southern Interior Municipal Employers Association (SIMEA) – *Kozakevich, Martin*
 - m. Starling Control - *Bush*
 - n. UBCO Water Chair Advisory Committee – *Bauer*
-

3. Directors Motions

4. Board Members Verbal Update

G. ADJOURNMENT

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



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, January 04, 2018

11:10 a.m.

Minutes

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director E. Marven, Alt. 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 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:

Vice Chair M. Bauer, Village of Keremeos

Director G. Bush, Electoral Area "B"

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of January 04, 2018 be adopted. - **CARRIED**

B. BUILDING PERMIT APPLICATION KAIZEN

Staff presented the outcome of the recent Building Permit Kaizen and noted the next steps in the process.

C. 2017 PERFORMANCE PLAN

The Committee reviewed the 2017 Performance Plan.

D. 2018 CORPORATE ACTION PLAN

Due to time constraints, this item was deferred to the next Corporate Services Committee meeting.

E. 2018 BUSINESS PLAN

Due to time constraints, this item was deferred to the next Corporate Services Committee meeting.

F. ADJOURNMENT

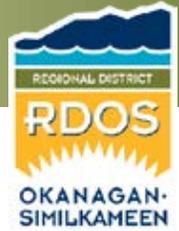
By consensus, the meeting adjourned at 12:04 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Committee Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, January 04, 2018

9:10 a.m.

Minutes

MEMBERS PRESENT:

Chair R. Hovanes, Town of Oliver
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director E. Marven, Alt. Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"
Director A. Jakubeit, City of Penticton

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 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:

Vice Chair M. Bauer, Village of Keremeos

Director G. Bush, Electoral Area "B"

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Community Services Committee Meeting of January 4, 2018 be adopted. - CARRIED

B. GREYHOUND

1. Letter from Greyhound to RDOS dated December 7, 2017
2. Letter from Greyhound to Ministry of Transportation and Infrastructure dated December 4, 2017

It was MOVED and SECONDED

THAT the Regional District write a letter to the Minister of Transportation and Infrastructure confirming the urgent need in rural areas for public transportation access to larger centres; and that a resolution regarding public transportation access to larger centres from rural areas be drafted and submitted to SILGA. - CARRIED

C. DELEGATION

1. Corey Sinclair – Regulatory Affairs Manager, FortisBC
2. Shelley Thomson – Community & Aboriginal Relations Manager, FortisBC

Mr. Sinclair and Ms. Thomson addressed the Board to present [an update](#) on the FortisBC Electric Rate Design application to the BC Utilities Commission.

D. FORTISBC BC UTILITIES COMMISSION INTERVENTION

1. Fortis Rate Design Intervener Status
2. Fortis FIPPA Opinion

To clarify the process for the RDOS involvement in the 2017 FortisBC Rate Design Application, and to obtain authority for release of documents to Anarchist Mountain Community Society (AMCS).

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the Regional District of Okanagan Similkameen participate in the FortisBC 2017 Rate Design Application by acting in support for the Anarchist Mountain Community Society (AMCS) Intervention, as opposed to as an intervener. - **CARRIED**

It was MOVED and SECONDED

THAT the Board direct administration to redact all personal information from the collected Residential Conservation Rate (RCR) Impact Testimonials and release the redacted Testimonials to the Anarchist Mountain Community Society for use in the 2017 FortisBC Rate Design Application Intervention before the BC Utilities Commission. - **CARRIED**
Opposed: Directors Konanz and Kozakevich

E. ADJOURNMENT

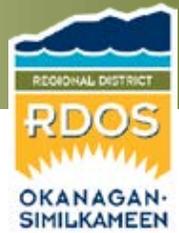
By consensus, the Community Services Committee meeting of January 4, 2018 adjourned at 11:01 a.m.

APPROVED:

CERTIFIED CORRECT:

R. Hovanes
Community Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, January 04, 2018

12:32 p.m.

Minutes

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair T. Siddon, Electoral Area "D"
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director E. Marven, Alt. Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director E. Christensen, Electoral Area "G"

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 A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director G. Bush, Electoral Area "B"

Director M. Bauer, Village of Keremeos

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was **MOVED** and **SECONDED**

THAT the Agenda for the Environment and Infrastructure Committee Meeting of January 4, 2018 be adopted. - **CARRIED**

B. DELEGATION

1. Lisa Scott – Coordinator, OASSIS

Ms. Scott addressed the Board to present a year-end update on OASSIS invasive species.

C. SITING OF ORGANIC MANAGEMENT FACILITIES – For Discussion

1. Letter from District of Summerland dated November 23, 2017
2. Siting of Compost Facilities Presentation

To continue the process of identifying a site for the potential development of a Regional Compost Facility and work with communities that generate wastewater treatment sludge to explore options for composting this material.

It was MOVED and SECONDED

THAT administration be directed to re-engage first two options, being Marron Valley and Summerland.

It was MOVED and SECONDED

THAT the motion be deferred to the next Environment and Infrastructure Committee meeting. - **CARRIED**

D. SOUTH OKANAGAN CONSERVATION FUND – TECHNICAL ADVISORY COMMITTEE RECOMEMNDATIONS FOR FUNDING

1. Recommendations
2. Appendix "A" – Additional Information Decision Support Information for Securement Projects

To approve funding for project applications to the Environmental Conservation Service (South Okanagan Conservation Fund) as recommended by the Technical Advisory Committee (TAC).

The following motion was deferred at the December 7, 2018 Environment and Infrastructure Committee meeting:

It was MOVED and SECONDED

THAT the submission regarding the White Lake Basin Park Rill Creek East Property Securement Project be removed from the list. - **DEFEATED**

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the Board of Directors approve the South Okanagan Conservation Fund Technical Advisory Committee recommendations for funding South Okanagan Conservation Fund projects in 2018, as follows:

- Ø Locatee Lands Project Securement of CP 40-4, En'owkin/PIB – \$57,755
- Ø Fish Spawning Areas/Reconnection of Floodplain in Penticton Creek, ONA/PIB - \$40,260
- Ø Fish Passage at Ellis Creek sediment basin, ONA/PIB - \$50,000
- Ø Habitat Stewardship and Enhancement in the South Okanagan, OSSS - \$38,000
- Ø White Lake Basin Park Rill Creek East Property Securement, Nature Trust of BC - \$200,000

Ø Invasive-Free Certification Program, OASISS - \$6,415
Ø OSCA Eco-management Project, OSCA/OCBP - \$7,841.68
for a total of \$400,271.68.

CARRIED

Opposed: Director Jakubeit

E. ADJOURNMENT

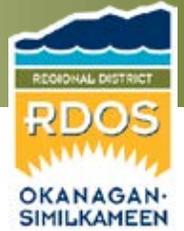
By consensus, the Environment and Infrastructure Committee meeting of January 4, 2018 adjourned at 2:16 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
Environment and Infrastructure Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, January 04, 2018

9:04 a.m.

Minutes

MEMBERS PRESENT:

Chair M. Brydon, Electoral Area "F"
Director E. Marven, Alt. Electoral Area "B"
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
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 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:

Vice Chair G. Bush, Electoral Area "B"

Director M. Bauer, Village of Keremeos

STAFF PRESENT:

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

B. Dollevoet, Development Services Manager
C. Garrish, Planning Supervisor

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Planning and Development Committee Meeting of January 04, 2018 be adopted. - **CARRIED**

B. LEAN KAIZEN REZONING PROCESS DISCUSSION – PROFESSIONAL PLANNER REQUIREMENT

To update the Board on the last implementation issue identified through the Lean Kaizen process review of rezoning applications; that being the requirement for all Official Community Plan Bylaw and Zoning Bylaw amendment applications be accompanied by a Registered Professional Planner's assessment report.

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the Board of Directors maintain the current practice of accepting land use applications without the requirement of Registered Professional Planner oversight.

CARRIED

C. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of January 4, 2018 adjourned at 9:10 a.m.

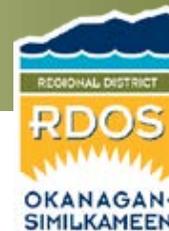
APPROVED:

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 the Regional District Board



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 2:16 p.m. Thursday, January 4, 2018 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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 T. Boot, District of Summerland	Director A. Martin, City of Penticton
Director M. Brydon, Electoral Area "F"	Director S. McKortoff, Town of Osoyoos
Director E. Marven, Alt. Electoral Area "B"	Director M. Pendergraft, Electoral Area "A"
Director E. Christensen, Electoral Area "G"	Director J. Sentes, City of Penticton
Director B. Coyne, Electoral Area "H"	Director T. Schafer, Electoral Area "C"
Director R. Hovanes, Town of Oliver	Director T. Siddon, Electoral Area "D"
	Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Vice Chair M. Bauer, Village of Keremeos	Director G. Bush, Electoral Area "B"
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STAFF PRESENT:

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

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 4, 2018 be adopted. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Electoral Area "A" Advisory Planning Commission – November 21, 2017
THAT the Minutes of the November 21, 2017 Electoral Area "A" Advisory Planning Commission be received.
- b. Electoral Area "C" Advisory Planning Commission – November 21, 2017
THAT the Minutes of the November 21, 2017 Electoral Area "C" Advisory Planning Commission be received.
- c. Electoral Area "D" Advisory Planning Commission – December 12, 2017
THAT the Minutes of the December 12, 2017 Electoral Area "D" Advisory Planning Commission be received.
- d. Olalla Local Community Commission Annual General Meeting – December 6, 2017
THAT the Minutes of the December 6, 2017 Annual General Meeting Olalla Local Community Commission be received.
- e. Naramata Parks & Recreation Commission – November 27, 2017

THAT the Minutes of the November 27, 2017 Naramata Parks & Recreation Commission be received.

- f. Similkameen Recreation Commission – November 28, 2017
THAT the Minutes of the November 28, 2017 Similkameen Recreation Commission be received.
- g. Community Services Committee – December 07, 2017
THAT the Minutes of the December 07, 2017 Community Services Committee be received.
- h. Corporate Services Committee – December 07, 2017
THAT the Minutes of the December 07, 2017 Corporate Services Committee be received.
- i. Environment and Infrastructure Committee – December 07, 2017
THAT the Minutes of the December 07, 2017 Environment and Infrastructure Committee be received.

THAT the Board of Directors accept as a guiding document, the “Regional Water Conservation Strategy” as attached to the December 7, 2017 Administrative Report.

- j. Protective Services Committee – December 07, 2017
THAT the Minutes of the December 07, 2017 Protective Services Committee be received.
- k. RDOS Regular Board Meeting – December 07, 2017
THAT the minutes of the December 07, 2017 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**

- 2. Consent Agenda – Development Services
 - a. Development Variance Permit Application – 110 Eastside Road, Electoral Area “D”
 - i. Permit No. D2017.174-DVP

To allow for the construction of a new single detached dwelling and swimming pool.

THAT the Board of Directors approve Development Variance Permit No. D2017.068–DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Consent Agenda – Development Services be adopted. - **CARRIED**

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Bylaw Notice Enforcement Bylaw Amendment No. 2507.07, 2018
 - a. Bylaw No. 2507, 2010
 - b. Bylaw No. 2507.07, 2018

To rescind the current schedule of fines that reference the rescinded Animal Control Bylaw 1838 and replace them with fines applicable to the current RDOS Dog Control Bylaw No. 2671, 2017 and the current Animal Control Bylaw No. 2763, 2017.

RECOMMENDATION 4 (Unweighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2507.07, 2018, be read a first time, a second time, a third time and be adopted. - **CARRIED**

2. OCP and Zoning Bylaw Amendments – 5580 Elderberry Street, Electoral Area “C”
 - a. Bylaw No. 2452.19, 2017
 - b. Bylaw No. 2453.33, 2017
 - c. Responses Received

To allow for a boundary line adjustment subdivision between two parcels.

RECOMMENDATION 5 (Unweighted Rural Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2452.19, 2017, and Bylaw No. 2453.33, 2017, Electoral Area “C” Official Community Plan and Zoning Amendment Bylaws be read a third time and adopted. **CARRIED**

3. Temporary Use Permit Application – 8715 Road 22, Electoral Area “A”
 - a. Permit No. A2016.109-TUP
 - b. Responses Received

To allow for the commercial outdoor storage of boats and recreational vehicles.

The Chair enquired whether the property owner was present to speak to the application. Brad Elenko, agent for the applicant, addressed the Board.

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board support a 3 year Temporary Use Permit for the purpose of boat storage only. - **CARRIED**

Opposed: Directors Marvin, Siddon, Christensen

4. Zoning Bylaw Amendment – 2128 Beaverdell Road, Electoral Area “D”
 - a. Bylaw No. 2455.31, 2017
 - b. Responses Received

To allow for the subdivision of three parcels.

The Chair enquired whether the property owner was present to speak to the application. Brad Elenko, agent for the applicant, addressed the Board.

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

It was MOVED (but not seconded)

THAT Bylaw No. 2455.31, 2017, Electoral Area “D” Zoning Amendment Bylaw be denied.

It was MOVED and SECONDED

THAT Bylaw No. 2455.31, 2017, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the holding of the public hearing be scheduled for the Regional District Board meeting of February 1, 2018;

AND THAT staff give notice of the public hearing in accordance with the requirement of the *Local Government Act*.

CARRIED

Opposed: Director Siddon

5. Review and Update of the Electoral Area “G” Zoning Bylaw
 - a. Bylaw No. 2781, 2017 – Area “G” Rural Keremeos
 - b. Bylaw No. 2781, 2017 – Schedule 2 Electoral Area “G” Zoning Map
 - c. Bylaw No. 2781, 2017 – Schedule 3 Electoral Area “G” Provincial Floodplain Map

Administration is proposing that the Regional District Board initiate an update of the Electoral Area “G” Zoning Bylaw.

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Regional District of Okanagan-Similkameen, Electoral Area “G” Zoning Bylaw No. 2781, 2017, be adopted. - **CARRIED**

6. Zoning Bylaw Amendments – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H” – Retaining Walls and Building Height Review
 - a. Bylaw No. 2773, 2017

To address consistency issues currently existing within the various Electoral Area zoning bylaws as they relate to the calculation of height and regulation of retaining walls.

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2773, 2017, Regional District of Okanagan-Similkameen Retaining Wall and Building Height Update Amendment Bylaw be adopted. - **CARRIED**

Opposed: Director Pendergraft

7. Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “C” & “D-1” – Dominion Radio Astrophysical Observatory (DRAO)
 - a. Bylaw No. 2777, 2017
 - b. Bylaw No. 2452, 2008 – DRAO RFI Schedule “A”
 - c. Bylaw No. 2453, 2008 – DRAO RFI Schedule “B”
 - d. Bylaw No. 2457, 2008 – DRAO RFI Schedule “C”

To amend the Electoral Area “C” Official Community Plan and Zoning Bylaws and Electoral Area “D-1” Zoning Bylaw as they relate to the Dominion Radio Astrophysical Observatory (DRAO) in order to ensure consistency of objectives, policies, regulations and mapping across those Electoral Areas to which DRAOs Radio Frequency Interference (RFI) Area applies.

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2777, 2017, Regional District of Okanagan-Similkameen Dominion Radio Astrophysical Observatory Official Community Plan and Zoning Amendment Bylaw be adopted. - **CARRIED**

8. Agricultural Land Commission Referral (Subdivision) – 313 Linden Avenue, Electoral Area “D”

To facilitate a boundary adjustment in order to provide legal access for Lot 62A.

RECOMMENDATION 11 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the RDOS Board “authorize” the application to undertake a subdivision (boundary adjustment) between Lot 62, Plan KAP719, District Lot 104S, SDYD, and Lot 62A, Plan KAP719, District Lot 105S, SDYD in Electoral Area “D” to proceed to the Agricultural Land Commission. - **CARRIED**

C. PUBLIC WORKS**1. Award of Predesign for Skaha Estates Sewer Expansion Project**

Retain a consultant to carry out professional services required to prepare the predesign and updated costing of the new sewer system to allow a referendum process to proceed for the establishment of the Skaha Estates service area. It is anticipated that a future report will come to the Board after a successful referendum for the award of continued consulting services.

This recommendation was supported at the December 7, 2017 Environment and Infrastructure Committee and is being brought forward.

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

THAT the Regional District proceed with the predesign for the Skaha Estates Sewer Expansion Project, at an estimated total cost of \$337,500. - **CARRIED**

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

THAT the Regional District award the contract for the Predesign of the “Skaha Estates Sewer Extension to Okanagan Falls” project to Tetra Tech Canada Inc. in the amount of \$337,500.00. - **CARRIED**

D. FINANCE

1. RDOS 2018-2022 Five Year Financial Plan Bylaw No. 2791, 2018
 - a. 2018-2022 Five Year Financial Plan dated December 14, 2017
 - b. Bylaw No. 2791, 2018

RECOMMENDATION 14 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2791, 2017 Regional District of Okanagan Similkameen 2018-2022 Five Year Financial Plan be read a first and second time. - **CARRIED**

Opposed: Director Christensen

2. Bylaw No. 2794, 2018 Electoral Area “F” Community Works Gas Tax Reserve Fund Expenditure
 - a. Bylaw No. 2794, 2018

The purpose of this Bylaw is to allocate \$20,000.00 of the Electoral Area “F” Gas Tax Fund to the Infrastructure Assessment Report that forms part of technical background work associated with the review of the Area “F” Official Community Plan.

RECOMMENDATION 15 (Weighted Corporate Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw 2794, 2018 Electoral Area ‘F’ Community Works Gas Tax Reserve Fund Expenditure Bylaw be read a first, second and third time, and be adopted.

CARRIED

E. LEGISLATIVE SERVICES

1. CAO Delegation Bylaw
 - a. Bylaw No. 2793, 2017

RECOMMENDATION 16 (Unweighted Corporate Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw 2793-2017, being a bylaw of the Regional District of Okanagan Similkameen for the establishment of Officers and delegation of authority, be read a first, second and third time and be adopted. - **CARRIED**

2. Gallagher Lake Sewer and Water Service Establishment Amendment Bylaw No. 2630.05
 - a. Bylaw No. 2630.05, 2017

To bring an additional property into the service area.

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2630.05 2017 Gallagher Lake Sewer and Water Service Amendment Establishment Bylaw be adopted. - **CARRIED**

3. Hedley Improvement District (HID) / Request for Community Works Funding
 - a. Community Works Gas Tax Funding Policy
 - b. Letters of Support

To consider a request from the Hedley Improvement District for a grant from the community Works Program.

RECOMMENDATION 18

(Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors maintain Community Works Gas Tax Funding Policy. - **CARRIED**

Opposed: Director Christensen

RECOMMENDATION 19

(Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board authorize a grant to the Hedley Improvement District from the Electoral Area "G" Community Works Fund in the amount of \$170,000.00 for water system improvements with a condition that the Hedley Improvement District must be the Ultimate Recipient. - **CARRIED**

Opposed: Director Konanz

-
4. Princeton/RDOS Recreation Contribution Agreement
 - a. Recreation Contribution Agreement

To renew the 2015 Recreation Contribution Agreement with the Town of Princeton.

RECOMMENDATION 20 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Regional District enter into agreement with the Town of Princeton to provide a contribution for use of Princeton services and facilities for residents of Area "H" in the Regional District. - **CARRIED**

-
5. Southern Interior Local Government Association (SILGA)
 - a. SILGA Convention – Call for Nominations 2018
 - b. SILGA Call for Resolutions for 2018 Convention

F. CAO REPORTS

1. Verbal Update
-

G. OTHER BUSINESS

1. Chair’s Report

2. Directors Motions

3. Board Members Verbal Update

H. ADJOURNMENT

By consensus, the meeting adjourned at 3:45 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT

TO: Protective Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Fire Protection Agreement Renewal – City of Penticton/RDOS (West Bench)

Administrative Recommendation:

THAT the Board of Directors approve the renewal of the Fire Protection Agreement between The Corporation of the City of Penticton (the “City”) and the Regional District Okanagan-Similkameen (the “Regional District”) for a 5 year period ending Dec. 31, 2022.

Purpose:

To renew the outstanding fire service agreement between to the RDOS ans the City of Penticton to provide Fire Suppression Services and Medical First Responder Services to the area less formally known as West Bench.

Reference:

Schedule A – Map

Background:

Our records indicate that The City of Penticton has provide fire protection services to the area since 1995. This existing 5 year service agreement expires Dec. 31, 2017.

Analysis:

1. The financial calculation formula was reviewed with minor changes relative to the service area.
2. There was an administrative charge change from 7% to 18% as per Penticton’s Bylaw.
3. A five (5) year capital plan was provided.
4. The agreement has been amended to allow the Penticton to adhere to their own Open Burning Bylaw.
5. There has been an addition to the service area of one (1) RDOS property. (We will complete the petition process for that property and expect to have a bylaw before the board as soon as possible.)

Alternatives:

The Board could choose not to accept the revisions and renew this service agreement.

Financial:

The service is funded by Electoral Area "F" – Fire Service Area budget. Penticton Fire Department, the City of Penticton and the Regional District finance department have reviewed the changes.

Communication:

1. There will be an RDOS Press Release.
2. This will be shared at the next Joint Chief's Committee Meeting.

Respectfully submitted:

Brandy Maslowski

B. Maslowski, Emergency Services Supervisor

THIS AGREEMENT dated for reference the _____ day of _____ 2018.

BETWEEN:

THE CORPORATION OF THE CITY OF PENTICTON,
171 Main Street, Penticton, BC, V2A 5A9

(the "**City**")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN,
101 Martin Street, Penticton, BC, V2A 5J9

(the "**Regional District**")

OF THE SECOND PART

WHEREAS:

- A. The Regional District has requested the City to provide first responder medical and rescue services ("First Responder Services") to supply and deploy fire fighting personnel and equipment for the prevention, extinguishment and containment of fires (the "Fire Suppression Services") in those areas within the Regional District outlined in heavy black on Schedule A (the "Schedule A Area")
- B. The City has, subject to the terms and conditions contained in this Agreement, agreed to provide the aforesaid services.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both the City and the Regional District, the City and the Regional District agree as follows:

1. FIRE PROTECTION

- 1.1 The City agrees to provide First Responder Services and Fire Suppression Services (collectively known as the “Services”) to the Schedule A Area
- 1.2 The City shall provide the Services at a level to that which the City’s fire department provides to properties located within the boundaries of the City but not at a greater level.
- 1.3 The Services to the Schedule A Area shall be subject to the following:
 - (a) the availability of its fire suppression equipment and personnel; and
 - (b) the sole and absolute discretion of the City to determine the priority of use of its fire suppression equipment and personnel as well as the allocation of fire suppression equipment to be employed in regards to providing any of the Services.
 - (c) Fire prevention measures such as fire bans or restrictions that are in effect within the City of Penticton will apply to the areas within the Regional District outlined on Schedule A. If the fire prevention measures are not followed, fire suppression services will be supplied at Actual Cost per fire related incident.
- 1.4 The City shall not be responsible or held liable for any personal injury or loss or damages of any kind to any building, modular home or unit improvement, chattel or chattels or other structures, including the contents thereof which may be sustained by the City while exercising its discretion in Section 1.3 herein.
- 1.5 If and whenever to the extent the City shall be prevented, delayed or restricted from providing any of the Services by reason of civil commotion, war-like operation, or like operation, invasion, rebellion, hostilities, sabotage, strike or work stoppage, or being unable to obtain any material, service, utility or labor required to fill such obligation, or reason by any statute, law, or regulation of, or inability to obtain any information from any governmental authority having lawful jurisdiction preventing, delaying or restricting such fulfillment, by reason of other unavoidable occurrence, the time for fulfillment of the Services shall be postponed or extended during the period in which such circumstances operate to prevent, delay or restrict the fulfillment thereof, and the other party to this agreement shall not be entitled to compensation for any inconvenience, nuisance or damages of any kind thereby occasioned.
- 1.6 The City shall not be obliged to provide water, pipeline, hydrant and similar facilities to the Schedule 1 Area otherwise known as the “Fire Protection Area”.

2. TERM

- 2.1 Subject to section 2.2 and 2.3 herein, the term of this Agreement shall commence on the 1st day of January, 2018 and end on the 31st day of December, 2023.
- 2.2 Notwithstanding anything herein to the contrary, either party to this Agreement may terminate this Agreement by delivering to the other party a written notice of termination before July 1st in any year during the term hereof and this Agreement shall terminate and be of no further force or effect as of December 31 of the year in which the said notice is delivered, save and except for sections 4.3 and 4.4 herein which shall survive the said termination.

3. PAYMENT FOR SERVICES

3.1 The City shall provide to the Regional District:

- (a) detailed operation and capital budgets for the City's Fire Department before the 31st of January in each year of this Agreement if approval by Council has been obtained;
- (b) for the first year of this Agreement the City shall provide the information required in subsection 3.1(a) prior to the execution of this Agreement;
- (c) an estimate of the costs of service in a dollar figure for the subsequent year by the 30th of November in each year of this Agreement. It is understood and agreed that the estimate will be based on an annualization of the year to date numbers which may include some inaccuracies; and
- (d) detailed operational and capital financial information for the previous year for the City's Fire Department before the 30th of June in each year of this Agreement.

3.2 For each year of this Agreement, the Regional District shall pay to the City an amount equal to:

$\{[(TAV_{EAF})_n (TAV_{EAF} + TAV_{CP} + TAV_{FSA})] \times TC\}$ where:

- (a) TAV_{EAF} is the total assessed value before exemptions, as determined by the British Columbia Assessment Authority of the Regional District Land and Improvements that are subject to this Agreement;
- (b) TC is the City's Fire Department's total cost of providing the Fire Services in the Fire Protection Areas within the boundaries of the City and elsewhere in the previous year;

- (c) TAV_{CP} is the total assessed value of all Land and Improvements within the City, after exemptions, as determined by the British Columbia Assessment Authority;
 - (d) TAV_{FSA} is the total assessed value of all Land and Improvements, as determined by the British Columbia Assessment Authority of all areas provided with Fire Services by the City pursuant to other agreements and specifically excludes TAV_{EAF}; and
 - (e) All assessment values herein shall be based upon the completed assessment rolls for the current taxation year.
- 3.3** For the purposes of subsections 3.2(b) and 3.2(c), the City's Fire Department's cost of operation for the previous year:
- (a) includes the City's standard administrative support service charge of 18 percent which includes costs for liability and fire insurance, as well as accounting, legal, data processing, personnel, and legislative services and must only be applied to operating costs, including depreciation of equipment; and
 - (b) includes the amortization and depreciation of fire services capital assets as defined by City of Penticton audited annual financial statements.
- 3.4** The City agrees to advise the Regional District, no later than July 31 of each year during the term of this Agreement, of the payment required for the current year.
- 3.5** The Regional District shall pay to the City the amount payable under this section no later than the first business day of October in each year during the term of this Agreement commencing in the year 2018.
- 3.6** The Regional District shall provide to the City, by the 1st day of September of each year of this Agreement, a list of all properties and Improvements in the Identified Lands for which the City is to provide the Fire Services, all related assessment data, and shall provide from time to time to the City an updated list and map(s) of Identified Lands or improvements thereon as and when necessary or requested by the City.

4. INSURANCE AND INDEMNITY

- 4.1** During the term of this Agreement, the Regional District shall, at its sole cost and expense, maintain comprehensive general liability insurance of at least \$5,000,000.00 against claims for personal injury, death, or property damage occurring on, off, in, or about the Fire Protection Area and arising out of or resulting from the negligence of the Regional District and its elected or

appointed officials, officers, servants, employees, members, and agents with respect to its obligations under this Agreement.

- 4.2 During the term of this Agreement, the City must, at its sole cost and expense, maintain comprehensive general liability insurance of at least \$5,000,000.00 against claims for personal injury, death, or property damage occurring on, off, in, or about the Fire Protection Area and arising out of or resulting from the negligence of the City or its elected or appointed officials, officers, servants, employees, members, and agents in providing the Services under this Agreement.
- 4.3 The insurance referred to in sections 4.1 and 4.2 herein shall include the City or the Regional District as the case may be as an additional named insured with a cross-liability clause and shall protect the City or the Regional District in respective claims by the other as if the other were separately insured. The said policy shall contain a waiver of subrogation clause in favor of the other party as the case may be.
- 4.4 The City hereby releases and covenants to indemnify and save harmless the Regional District and its elected and appointed officials, officers, employees, servants, agents, successors and assigns from and against all claims, demands, losses, costs, damages, actions, suits, proceedings, fines, or assessments, including all legal fees and disbursements associated with same on a solicitor and own client basis, by whomever made, brought, or prosecuted and in any manner based on, arising out of, related to, occasioned by, or attributed to the breach of any provision of this Agreement to be performed by the City or the negligent acts or omissions, gross negligence or malicious or willful misconduct of the City, its elected or appointed officials, officers, servants, employees, agents, or contractors in providing the Services. Provided this indemnity shall be reduced where and to the extent the claim, demands, losses, costs, damages, actions, suits, proceedings, fines or assessments are caused or contributed by the Regional District or by those for whom the Regional District in law is responsible.
- 4.5 The Regional District hereby releases and covenants to indemnify and save harmless the City and its elected and appointed officials, officers, employees, servants, agents, successors and assigns from and against all claims, demands, losses, costs, damages, actions, suits, proceedings, fines, or assessments, including all legal fees and disbursements associated with same on a solicitor and own client basis, by whomever made, brought, or prosecuted and in any manner based on, arising out of, related to, occasioned by, or attributed to the breach of any provision of this Agreement to be performed by the Regional District or the negligent acts or omissions, gross negligence or malicious or willful misconduct of the Regional District, its elected or appointed officials, officers, servants, employees, agents, or contractors in providing the Services . Provided this indemnity shall be reduced where and to the extent the claims, demands, losses, costs,

damages, actions, suits, proceedings, fines or assessments are caused or contributed to by the City or by those for whom the City in law is responsible.

4.6 Sections 4.4 and 4.5 survive the termination of this Agreement.

5. NOTICES, DEMANDS AND OTHER COMMUNICATIONS

5.1 Where this Agreement requires or permits a notice, demand, or other communication to be given or served by either party to the other, the notice, demand, or other communication must be given or served in writing, personally delivered or forwarded by registered mail, and addressed as follows:

(a) to the City:

THE CORPORATION OF THE CITY OF PENTICTON
171 Main Street,
Penticton, B.C., V2A 5A9
Attention: Corporate Officer;

(b) to the Regional District:

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
101 Martin Street,
Penticton, B.C., V2A 5J9
Attention: Deputy Corporate Officer.

5.2 A party may change its address by giving the other party prior written notice of a change of address in accordance with sections 5.1 or 5.3.

5.3 If there is a postal strike or other postal disruption, a notice, demand, or other communication must be personally delivered rather than mailed to the:

Corporate Officer of the City at the offices of the City; or the

Deputy Corporate Officer of the Regional District at the offices of the Regional District.

5.4 A notice, demand, or other communication must be considered to be given or received by the party to whom it is addressed:

(a) on delivery, if delivered personally; or

(b) if mailed, on the second day after it is mailed.

6. GENERAL PROVISIONS

- 6.1 Time is of the essence in this Agreement.
- 6.2 The parties hereto acknowledge and agree that this Agreement is intended to be a contract for the Services only and does not create an employer/employee relationship, agency relationship, joint venture or partnership between them and at all times the City is and is intended to be an independent contractor.
- 6.3 No waiver of any term or condition in this Agreement or breach of any term or condition in this Agreement is effective unless it is in writing, and no waiver of a breach is to be construed as a waiver of any future breach.
- 6.4 This Agreement ensures to the benefit of and binds the parties to it and their successors and permitted assigns.
- 6.5 This Agreement is the entire agreement between the parties and supersedes all prior written and oral agreements, representations, and statements entered or exchanged by the parties.

IN WITNESS WHEREOF THE PARTIES HERETO have executed this agreement at Penticton, British Columbia, this _____ day of _____, 2018.

THE CORPORATION OF THE CITY OF PENTICTON, by its
authorized signatories

Mayor

Corporate Officer

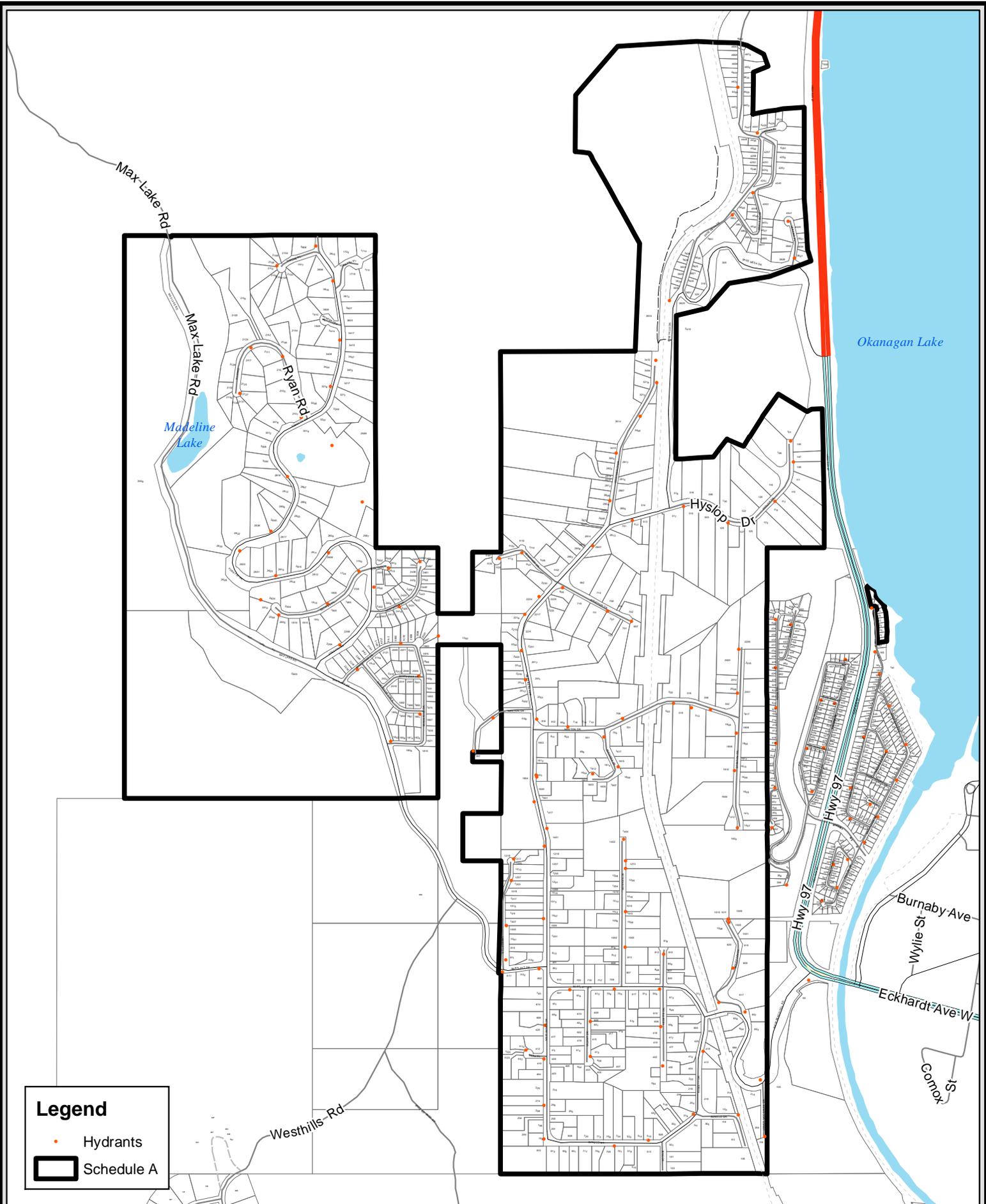
REGIONAL DISTRICT OKANAGAN-
SIMILKAMEEN, by its authorized signatories)

RDOS Board Chair

RDOS CAO

[https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2018/20180118/BoardReports/C.1.a.Agreement_Without Comments.docx](https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2018/20180118/BoardReports/C.1.a.Agreement_Without%20Comments.docx)

Fire Service



Legend

- Hydrants
- Schedule A

Westbench Fire Protection - Schedule 'A'



1:15,405



Date: 12/20/2017

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Bylaw 2795, 2018 Security Issuing Bylaw – Naramata Water System Back-Up Power

Administrative Recommendation:

THAT Bylaw No 2795, 2018 Regional District Okanagan Similkameen Security Issuing bylaw be read a first, second and third time and be adopted.

Reference:

Section 411 of the Local Government Act
Bylaw 2717, 2015 Naramata Water System Back-Up Power Temporary Borrowing Bylaw

Background:

In 2015, the Board approved temporary borrowing for the acquisition and installation of back-up power system for the Naramata water utility.

Analysis:

The acquisition and installation of the Naramata Water Back-up Power system is now complete at a total cost of \$1,250,000. The project was funded by \$300,000 from Community Works Gas Tax and the remaining \$950,000.00 by debt funding through temporary borrowing. The total loan authorization limit for this project was \$1,000,000; however, the full amount was not required. The temporary borrowing will be paid down with the funds drawn on the long-term debt. The security-issuing bylaw completes the borrowing process and allows conversion during the Municipal Finance Authority's (MFA) spring borrowing cycle. The issuance of long-term debt with the MFA includes fees of 1%, which is applied to the MFA debt reserve fund.

The security-issuing total is in the amount of \$950,000.00.

Respectfully submitted:

"Maureen Hayter"

M. Hayter, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2795, 2018

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Okanagan-Similkameen and the Municipal Finance Authority of British Columbia

WHEREAS the Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds there from to the Regional District on whose request the financing is undertaken;

AND WHEREAS under the provisions of section 411 of the Local Government Act, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the table contained in this bylaw is to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority:

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

Regional District Loan Authorization Bylaw

L/A Bylaw Number	Purpose	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
2696	Naramata Water – Backup Power System	\$1,000,000.00	\$0	\$1,000,000.00	20	\$950,000.00
Total		\$1,000,000.00	\$0	\$1,000,000.00		\$ 950,000.00

GRAND TOTAL: \$ 950,000.00

- 1 This Bylaw shall be cited as the Regional District of Okanagan-Similkameen Security Issuing Bylaw No. 2795, 2018.
- 2 The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, under further described in the Regional District Loan Authorization Bylaws table, at the sole cost of the Regional District not to exceed nine hundred and fifty thousand dollars (\$950,000.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar

equivalents so borrowed shall not exceed \$950,000.00 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

- 3 Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
- 4 The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 2 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
- 5 The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
- 6 The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
- 7 The obligations incurred under said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
- 8 During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Regional District Okanagan-Similkameen Loan Authorization bylaws, the anticipated revenues accruing to the Regional District from the operation of the relative service areas are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
- 9 The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

10 The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

READ A FIRST, SECOND, AND THIRD TIME this ___ day of ____, 20__

ADOPTED this ___ day of ____, 20__

RDOS Board Chair

Corporate Officer

SCHEDULE "A" to Bylaw No. 2780

C A N A D A
PROVINCE OF BRITISH COLUMBIA
A G R E E M E N T

Regional District of Okanagan-Similkameen

The Regional District of Okanagan-Similkameen (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of nine hundred and fifty thousand dollars (\$950,000.00) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the ___ day of _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this _____ day of _____, 20__

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 2795 cited as "Regional District of Okanagan-Similkameen Security Issuing Bylaw" This Agreement is sealed with the Corporate Seal of the Regional District of and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

Chair

Financial Administration Officer

Pursuant to the Local Government Act, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated _____ (month,day) 20_____

Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Principal and/or Sinking Fund Deposit	Interest	Total
	\$	\$	\$
	\$	\$	\$

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: SILGA Resolution

Recommendation:

THAT the Board of Directors submit the following resolution to the Southern Interior Local Government Association (SILGA) in support of Greyhound Canada Transportation ULC:

WHEREAS:

- Greyhound Canada Transportation ULC has seen a significant decline in ridership over the past several years, which has resulted in a decline of services provided to many small, rural and remote communities across BC;
- There exists a need for a socially-mandated intercity bus transportation program to provide essential transportation services for small, rural and remote citizens.

Therefore be it resolved that the Provincial Government initiate a “Connecting Communities Fund”, made available to eligible municipalities, to address significant transportation challenged for citizens and taxpayers who reside in small, rural or remote communities with a view of providing them with access to transportation hubs located on primary transportation corridors.

Purpose:

The purpose is to support Greyhound Canada Transportation ULC in their proposal to the Ministry of Transportation and application to the Passenger Transportation Board to create a “Connecting Communities Fund” to ensure that BC residents in rural and remote locations continue to have access to viable and sustainable transportation options.

Reference:

- Ø [Greyhound letter to MOTI dated December 4, 2017](#)
- Ø [Greyhound letter to RDOS dated December 7, 2017](#)

Business Plan Objective:

Although the Business Plan does not speak directly to Greyhound Canada Transportation ULC, this recommendation compliments Objective 2.2.3. Implementing the Regional Transit Future Plan.

Alternatives:

THAT the resolution not be submitted to SILGA for consideration

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: January 18, 2018
RE: Appointment of Election Officials

Administrative Recommendation:

THAT Christy Malden be appointed as Chief Election Officer and Gillian Cramm be appointed as Deputy Chief Election Officer for the 2018 General Local Election.

Purpose:

To fulfill the requirement of the Local Government Act sec. 58(1) to appoint a Chief Election Officer and a Deputy Chief Election Officer.

Reference:

Local Government Act

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

Objective 4.2.2 By conducting a legislatively compliant General Local Election.

Analysis:

Under the Local Government Act, the Board is required to appoint a Chief Election Officer and a Deputy Chief Election Officer for the 2018 General Local Elections to be held October 20, 2017.

Alternatives:

1. **THAT Christy Malden be appointed as Chief Election Officer and Gillian Cramm be appointed as Deputy Chief Election Officer for the 2018 General Local Election.**
2. **THAT the Board appoint other individuals as Chief Election Officer and Deputy Chief Election Officer for the 2018 General Local Election.**

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Election Procedure Bylaw No. 2798, 2018

Administrative Recommendation:

THAT Bylaw No. 2798, 2018 Regional District of Okanagan-Similkameen Election Procedure Bylaw be read a first, second and third time and be adopted.

Purpose:

To ensure that the Regional District election bylaw conforms to Provincial legislation.

Reference:

Local Government Act Part 3 and Part 4

[Election Procedure Bylaw No. 2661, 2014](#) (to be rescinded)

Business Plan Objective:

Objective 2.2.1 Continuously improving bylaws, policy and process within the organization

Objective 4.2.2 Conducting a legislatively compliant General Local Election

Background:

The Regional District of Okanagan-Similkameen Election Procedure Bylaw sets out the requirements with respect to conducting elections and assent voting opportunities with the Regional District.

Local Governments should review their Election Procedure Bylaw early in the year of election and when changes in relevant legislation occur. In addition to Provincial legislation, election bylaws from other local governments have been reviewed.

Analysis:

The existing Election Procedure Bylaw No. 2661 was adopted in 2014. In anticipation of the 2018 local election, the bylaw has been reviewed and the following changes are recommended:

- Updated reference to provincial legislation
- Inclusion of definition of assent voting
- Inclusion of reference to curbside voting
- Inclusion of reference to accessibility of nomination documents and disclosure statements
- Minor rewording of sections for increased clarity

Communication Strategy:

The adopted bylaw will be available on the Regional District website.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2798, 2018

A bylaw to establish various procedures for the conduct of elections and assent voting in the Regional District of Okanagan-Similkameen.

WHEREAS under the *Local Government Act*, the Board may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and assent voting;

AND WHEREAS the Board wishes to establish voting procedures and requirements under that authority;

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

1. CITATION

This Bylaw may be cited for all purposes as “Regional District of Okanagan-Similkameen Election Procedure Bylaw No. 2798, 2018.”

2. DEFINITIONS

In this Bylaw, except as provided below, all words, terms, and expressions used in this bylaw shall be interpreted in accordance with the definitions in the *Local Government Act*.

Automated vote counting system means a system that counts and records votes and processes and stores voting results, which includes:

- a. vote tabulating units, each of which rests on a ballot box; and
- b. portable ballot boxes.

Assent Voting means voting conducted for the Regional District on a bylaw of other matter for which assent of the electors is required; voting on a bylaw or other matter for which the Regional District is authorized by provincial legislation to obtain the assent of the electors; or voting on a referendum pursuant to provincial legislation.

Elector means a resident elector or non-resident property elector of an electoral area of the Regional District of Okanagan-Similkameen as defined in the *Local Government Act*

Voting Day means the general voting day for an election, a day on which an advance voting opportunity for the election is offered or a day on which a special voting opportunity for the election is offered.

Regional District means the Regional District of Okanagan-Similkameen.

3. VOTING DAY REGISTRATION ONLY

- 3.1 As authorized in the *Local Government Act*, registration of electors for all elections and assent voting is hereby limited to registration at the time of voting, including registration at the required advance voting opportunities, additional general voting opportunities and special voting opportunities.
- 3.2 Registration as an elector under 3.1 is effective only for the election or assent voting for which the voting is being conducted at that time.

4. ADDITIONAL GENERAL VOTING OPPORTUNITIES

- 4.1 In accordance with Section 106 of the *Local Government Act*, the Chief Election Officer is authorized to establish additional general voting opportunities for general voting day for each election or assent voting, as required, and to designate the voting places and set the voting hours, within the limits set out in the *Local Government Act* for such voting opportunities.
- 4.2 Curbside voting may be available at the voting place for those electors unable to enter the polling place at the time of voting.

5. ADVANCE VOTING OPPORTUNITIES

- 5.1 At least two advance voting opportunities shall be held for an election by voting,
- a. one on the 10th day before general voting day, and
 - b. the other on the Saturday immediately preceding general voting day.
- 5.2 As an exception to section 5.1 of this bylaw, and in accordance with Section 107(2) of the *Local Government Act*, the additional voting opportunity under 5.1.b. will not be held for those Electoral Areas within the Regional District with a population of less than 5,000.
- 5.3 Voting hours for an additional advance voting opportunity under 5.1 shall be from 9:00 a.m. to 3:00 p.m.

6. USE OF VOTING MACHINES

- 6.1 Elections and Assent Voting in the Regional District of Okanagan-Similkameen may be conducted using an automated vote counting system.
- 6.2 An election official at each voting opportunity shall, as soon as a person enters the voting place to vote and before a ballot is issued to the person, offer and, if requested, direct an election official to provide a demonstration of how to vote using an automated vote counting system.
- 6.3 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed to an election official responsible for registering electors and issuing ballots.

- 6.4 Once the requirements of section 125(1) and (2), as applicable, are met in respect of an elector, the responsible election official shall provide to the elector the ballot or ballots to which the elector is entitled and a secrecy sleeve if requested by the elector.
- 6.5 Upon receiving a ballot, and secrecy sleeve if requested, the elector shall immediately proceed to a voting compartment to mark the ballot.
- 6.6 In order for a mark to be accepted and counted as a valid vote for the election or assent voting, an elector may vote only by making an acceptable mark on the ballot:
- a. beside the name of the candidate of choice, in the case of an election; or
 - b. beside either 'yes' or 'no' in the case of an assent voting question.
- 6.7 Once the elector has finished marking the ballot, the elector shall place the ballot into the secrecy sleeve, if applicable, proceed to the vote tabulating unit and, under the supervision of an election official, insert the ballot, directly from the secrecy sleeve if applicable, into the vote tabulating unit.
- 6.8 If, before inserting the ballot into the vote tabulating unit, an elector unintentionally spoils a ballot or if the ballot is returned by the vote tabulating unit, the elector may obtain a replacement ballot by advising the election official in attendance and giving the returned or spoiled ballot to the election official.
- 6.9 Upon being advised of the replacement ballot request, the election official shall issue a replacement ballot to the elector and mark the returned or spoiled ballot "spoiled" and shall retain all such ballots separately from all other ballots for return to the chief election officer.
- 6.10 In the case of a returned ballot, if the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote tabulating unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote tabulating unit to count any acceptable marks.
- 6.11 Any ballot counted by the vote tabulating unit is valid and any acceptable marks contained on such ballots will be counted in the election or assent voting subject to any determination made under a judicial recount.
- 6.12 Once a ballot has been inserted into the vote tabulating unit and the unit indicates that the ballot has been accepted, the elector shall immediately leave the voting place.
- 6.13 During any period that a vote tabulating unit is not functioning, the election official supervising the unit shall insert all ballots delivered by electors during this time into a portable ballot box. If the vote tabulating unit:
- a. becomes operational, or
 - b. is replaced with another vote tabulating unit,
- the ballots in the portable ballot box shall, as soon as reasonably possible and under the supervision of the presiding election official, be removed by an election official and inserted into the vote tabulating unit to be counted.

- 6.14 Any ballots that are temporarily stored in a portable ballot box that are returned by the vote tabulating unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote tabulating unit to ensure that any acceptable marks are counted.
- 6.15 A sample ballot that may be used in an automated vote counting system is attached as Schedule "A" to this Bylaw.
- 6.16 At the close of voting at an advance voting opportunity, the presiding election official shall:
- a. ensure that any remaining ballots in a portable ballot box are inserted into the vote tabulating unit;
 - b. secure the vote tabulating unit so that no more ballots can be inserted;
 - c. ensure the register tapes in the vote tabulating unit are not generated;
 - d. ensure the memory card of the vote tabulating unit is secured; and
 - e. deliver the vote tabulating unit together with the memory card and all other materials used in the election or assent voting to the chief election officer.

AUTOMATED VOTING PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- 6.17 After the close of voting on general voting day at voting opportunities where a vote tabulating unit was used in the election or assent voting, each presiding election official shall:
- a. ensure that any remaining ballots in a portable ballot box are inserted into the vote tabulating unit;
 - b. secure the vote tabulating unit so that no more ballots can be inserted;
 - c. generate three copies of the register tape from the vote tabulating unit;
 - d. account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, into the election or assent voting materials transfer box along with one copy of the register tape;
 - e. complete the ballot account and place the duplicate copy in the election or assent voting materials transfer box;
 - f. seal the election or assent voting materials transfer box;
 - g. place the voting books, the original copy of the ballot account, one copy of the register tape, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
 - h. transport all equipment and materials to election headquarters.
- 6.18 At the close of voting on general voting day the chief election officer shall direct the presiding election official for each advance voting opportunity where vote tabulating units were used to proceed in accordance with section 6.17.
- 6.19 At the close of voting on general voting day all portable ballot boxes used in the election or assent voting will be opened under the direction of the chief election officer and all ballots shall be removed and inserted into a vote tabulating unit to be counted, after which the provisions of section 6.17, so far as applicable, shall apply.

Determination of Official Election Results

- 6.20 If a recount is required during the course of determining the official election results, it shall be conducted under the direction of the chief election officer using the automated vote counting system and generally in accordance with the following procedure:
- a. the memory cards of all or the applicable vote tabulating units will be cleared;
 - b. vote tabulating units will be designated for each voting place;
 - c. all ballots to be recounted will be removed from the sealed ballot boxes; and
 - d. all ballots to be recounted, except spoiled ballots, will be reinserted in the appropriate vote tabulating units under the supervision of the chief election officer.

7. MAIL BALLOT VOTING

- 7.1 Mail ballot voting shall be permitted in accordance with the provisions of the *Local Government Act*, and elector registration shall be permitted to be conducted in conjunction with the vote.
- 7.2 The only persons who may vote by mail ballot and register by mail in conjunction with mail ballot voting are:
- a. persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - b. persons who expect to be absent from the Regional District on general voting day and at the times of all advance voting opportunities; and
 - c. persons who reside in East Gate Manning Park of Electoral Area 'H' as it is remote from voting places at which electors in that area are entitled to vote.
- 7.3 Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*.
- 7.4 A person exercising the right to vote by mail under the provisions of the *Local Government Act* may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until 4:00 pm two days before general voting day.

8. ORDER OF NAME ON BALLOTS

- 8.1 The order of names of candidates on the ballot will be determined by lot in accordance with Section 117 [Order of names on ballot determined by lot] of the *Local Government Act*.

9. NOMINATION DOCUMENTS

- 9.1 Nomination documents shall be available for public inspection during regular office hours from the time of delivery at the Regional District office until 30 days after the declaration of the election results.

10. ACCESS TO DISCLOSURE STATEMENTS

- 10.1 As authorized under subsection 59(3) of the *Local Elections Campaign Financing Act*, a fee of \$0.25 per page may be imposed for providing a copy or other record of information referred to in subsection 59(1) of the *Local Elections Campaign Financing Act*.

11. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

- 11.1 In the event of a tie vote after a judicial recount, the tie vote will be determined by lot in accordance with Section 151 of the *Local Government Act*.

12. GENERAL

- 12.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 12.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

13. REPEAL

- 13.1 Bylaw No. 2661, 2014 and any amendments thereto are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this ___ day of ____, 2018.

ADOPTED BY AT LEAST 2/3 OF THE VOTES this ___ day of ____, 2018.

RDOS Board Chair

Corporate Officer

Schedule "A"

CITY OF NORTH RIVER
Municipal Election - November 13, 2000

To Vote:

Completely fill in the oval beside the candidate(s) of your choice.

Ballot for the office of:

MAYOR

You may vote for ONE (1) candidate for this office.

Alice BAKER

Marvin FOSTER

Charlie GRAY

Ballot for the office of:

COUNCILLOR

You may vote for SIX (6) candidates for this office.

Harold ARTHURS

Dorothy BAXTER

Bill CONNOLLY

Steve DEXTER

Mary EARLINGTON

Michael FENN

John GODFREY

Robert HARRIS

Stuart IRWIN

Richard JOHNSON

Bill KENNEDY

Walter LOWE

Louise MORRISSON

Barbara NORMAN

Patrick OLIVER

Ballot for the office of:

SCHOOL TRUSTEE

You may vote for THREE (3) candidate for this office.

June PETERS

Bill ROBERTSON

Gerry SAWYER

Arthur THOMPSON

Lois TIVERTON

Mario VALENTI

Tim WINTERS

Gail YOUNG

Do you believe Municipalities should be responsible for voter registration?

YES NO

Do you believe Ballot Accounting adds integrity to the election?

YES NO



FRONT Card 1 SEQ# 1

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: January 18, 2018

RE: Election Officials Remuneration Policy

Administrative Recommendation:

THAT the Board of Directors adopt the Election Officials Remuneration Policy.

Purpose:

To provide direction for the remuneration of local government election officials during local government elections, by-elections and assent voting opportunities.

Reference:

CivicInfo BC - survey of 2014 Election Administration

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

Objective 2.2.1 Continuously improving bylaws, policy and process within the organization.

Background:

While organizing and running the local government elections is the responsibility of the regional district, it has been determined that the work does not fall under the Collective Agreement for union staff. Therefore, any regional district staff, and any other members of the public retained for the purpose of working at the local election, have been paid at a rate of pay as determined by the Chief Election Officer.

Analysis:

Currently, the Regional District does not have a policy outlining how election staff is to be compensated for working at elections. A review of rates paid throughout the province in 2014, and current rates from North Okanagan, Central Okanagan, and Thompson Nicola Regional Districts, has been conducted. As a result, administration proposes the following remuneration rates:

Election Official (poll clerk)	\$24.50/hr	This rate is based on the entry level pay grade in the Collective Agreement and is comparable to mid-level of those benchmarked.
Alternate Presiding Election Officer (APEO)	\$385.00	This figure is based on the assumption that the APEO will spend approximately two hours in the role of PEO and the balance as an election official.
Presiding Election Officer (PEO)	\$500.00	This rate is based on the pay grade for Project Coordinators in the Collective agreement and assumes a 15 hour day on election day. The rate is comparable to mid-level of those benchmarked.
Deputy Chief Election Officer	\$900.00	This rate is based on the pay grade for an Administrative Assistant with overtime reflective of a 16 hour day. This position will be in transit all of election day and will rotate between polling stations.
Chief Election Officer	Three days lieu time	The Chief Election Officer can expect to work from 5:00 am to 11:00pm (18 hours) on election day, which is a Saturday. The Chief Election Officer will work additional hours at advance polls and training sessions, as well as attend polling stations for set up and compliance checks.

Sufficient funds have been set aside in the budget for remuneration of election officials.

Alternatives:

1. THAT the Board of Directors adopt the Election Officials Remuneration Policy.
2. THAT the Board of Directors adopt the Election Officials Remuneration Policy with the following changes:
3. THAT election staff continue to be paid on an ad hoc basis at rates set at the discretion of the Chief Election Officer.

Communication Strategy:

All Board policies are posted to the Regional District website. As well, staff will be advised of the policy through the internet.

Closer to the election date, ads will be placed in area newspapers seeking expressions of interest from those who desire to serve as an election official.

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

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

POLICY: Election Officials Remuneration

AUTHORITY: Board Resolution dated _____.

POLICY STATEMENT

The Regional District of Okanagan-Similkameen will compensate local government election officials at a rate that reflects both the time commitment and the importance of the election process.

PURPOSE

To provide direction for the remuneration of local government election officials during local government elections, by-elections and assent voting.

RESPONSIBILITIES

Chief Election Officer

The Chief Election Officer is responsible for the financial budget for the General Local Elections, and is responsible to approve all election related expenses, including all remuneration and expense claims for election staff.

Presiding Election Official

Presiding Election Officials shall ensure that all election officials at that Presiding Election Officials polling station complete and submit an accurate timesheet reflective of time worked with respect to the election.

PROCEDURES

1. Election officials appointed by the Regional District of Okanagan-Similkameen shall be remunerated as follows:

Position	Remuneration
Chief Election Officer	Three days lieu time
Deputy Chief Election Officer	\$900.00, \$40/hour after 16 hours
Presiding Election Official	\$500.00; \$33.50/hour after 15 hours
Alternate Presiding Election Official	\$385.00; \$24.50/hour after 15 hours
Other Election Officials	\$24.50/hour

2. Scrutineers (candidate representatives) shall not be compensated by the Regional District of Okanagan-Similkameen.
3. Meals shall be provided for all appointed election officials. If meals cannot be provided, election officials may submit a request for compensation in accordance with the current Regional District of Okanagan-Similkameen Remuneration, Expenses and Benefits bylaw.
4. Election officials who are approved by the Chief Election Officer to use their personal vehicle for local government election purposes may submit a request for compensation in accordance with the current Regional District of Okanagan-Similkameen Remuneration, Expenses and Benefits bylaw.
5. Overnight accommodation shall be provided for election officials who are required to drive in excess of an hour to reach their assigned poll location. Accommodation limits shall be in accordance with the BC Government Employees Business Travel Listing, under which the Regional District is an approved public sector entity.
6. Election training for election officials will be paid at the hourly rate outlined above in section 1.