



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, March 01, 2018
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

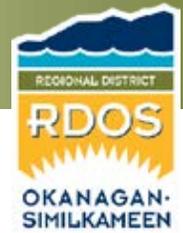
9:00 am	-	9:30 am	Corporate Services Committee
9:30 am	-	10:45 am	Environment and Infrastructure Committee
10:45 am	-	12:00 pm	Protective Services Committee
12:00 pm	-	12:30 pm	Lunch
12:30 pm	-	3:00 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

March 15, 2018	RDOS Board/OSRHD Board/Committee Meetings
April 05, 2018	RDOS Board/Committee Meetings
April 19, 2018	RDOS Board/OSRHD Board/Committee Meetings
May 03, 2018	RDOS Board/Committee Meetings
May 17, 2018	RDOS Board/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, March 01, 2018

9:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of March 1, 2018 be adopted.

B. SHARED SERVICE OPPORTUNITIES: PHASE 3 FINAL REPORT – For Information Only

1. Report – January 29, 2018

To participate in a pilot project with other government agencies to determine where opportunities for shared services may exist.

C. SOUTHERN INTERIOR LOCAL GOVERNMENT ASSOCIATION (SILGA) PRESENTATION

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: March 1, 2018

RE: Shared Service Opportunities – Phase 3 Final Report

For Information Only

Purpose:

To participate in a pilot project with other government agencies to determine where opportunities for shared services may exist.

Reference:

Evaluation of Shared Services Opportunities – Phase 3 Report. (attached)

Business Plan Objective:

KSD #1 – Be a High Performing Organization.

KSD #2 – Optimize the Customer Experience.

KSD #4 – Governance and Oversight.

Background:

In June 2016, the Board of Directors was advised of an opportunity, led by the City of Penticton which would see a study conducted to look for economies of scale and other cost-saving measures by partnering with other public agencies, including but not limited to, the City of Penticton, SD #67, Penticton Indian Band and the District of Summerland with respect to sharing of services.

The Province had agreed to facilitate this type of study and committed to fund up to 50% of these pilot projects. The study was estimated at \$100,000.00, leaving \$50,000.00 to be raised from the participants. The RDOS resolved to participate in the study, and committed \$12,500 along with the City of Penticton, District of Summerland, and School District 67. The group procured the services of consultants Raymond Chabot Grant Thornton to assist with the pilot project.

Analysis:

The consultants met with senior managers and other other stakeholders to discuss the structure, services and functions within each of the four government partners. Existing processes, service delivery options and staffing / operational levels were assessed and an inventory of 43 potential opportunities for shared services was developed. Ten core assessment criteria were applied to ensure a consistent means to evaluate the identified opportunities, resulting in prioritization to the top ten, and then to a final two opportunities. The top two identified were opportunities which all four partners could most reasonably be expected to participate in; one being Fleet Repairs and Maintenance and the second being Information Technology.

Using an Implementation Roadmap as a guide, participants in the two pilot projects were to identify and work through various phases to a conclusion which would determine the feasibility of the projects and potentially go-live with the initiative.

An evaluation of the results of the two pilot projects indicated a varying degree of success and ultimately the Fleet Repairs & Maintenance pilot is unlikely to proceed, although discussions continue with respect to joint purchase of new vehicles and equipment. The Information Technology pilot reported an estimated 25% to 35% potential for savings and is on track for successful implementation and go-live a little later than originally anticipated.

A significant number of existing shared services were acknowledged, including:

- Heritage
- Fire and Emergency Services
- Transit
- Telephony
- Solid Waste
- Development Services (Planning/Building Inspection)
- Purchasing (bulk office supplies agreement – includes various other member municipalities and other valley Regional Districts)

Of the original 43 potential opportunities for shared services, many were discarded because they could not reasonably be expected to work for all four participants. Many of those opportunities; however, will work for two or three of the participants and could have the potential for significant cost savings for the public, including:

- Asset Management
- Health and Safety
- Staff training
- Legal
- Grant Writing
- Custodial
- Purchasing (clothing, stationery, equipment)
- Economic Development

The consultants report provides various recommendations for discussion by the Board / Council of the four participating governments. One recommendation, to employ a shared service resource to provide guidance, oversight and single point of accountability, may simply accomplish the same goals as the existing shared services working group meeting quarterly to discuss additional opportunities for shared services.

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

SOUTH OKANAGAN

EVALUATION OF SHARED SERVICES OPPORTUNITIES – PHASE 3 FINAL REPORT

January 29th, 2018



Structure of Report

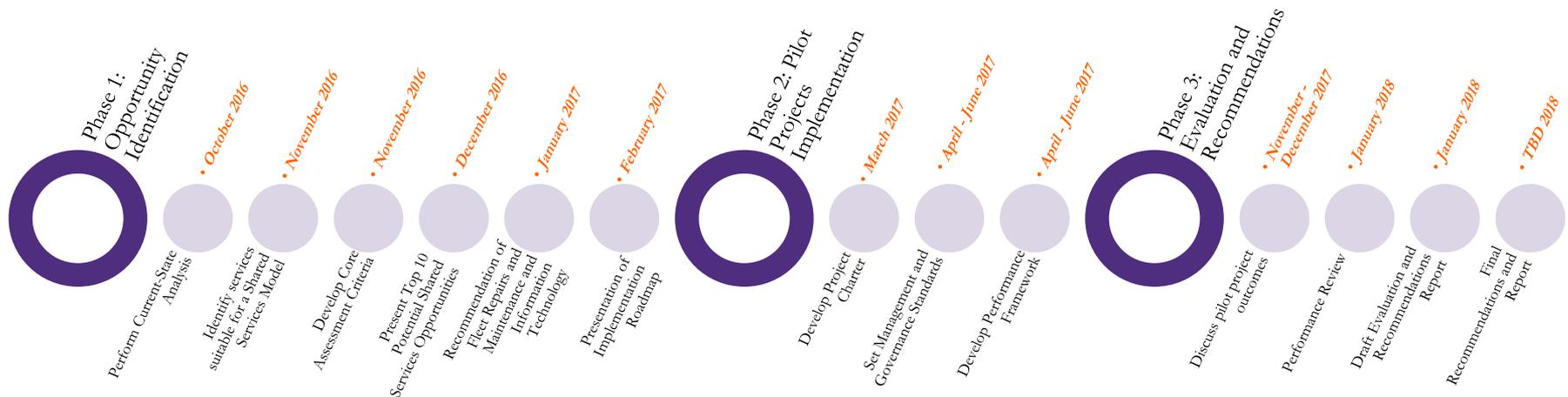
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1.0 Executive Summary



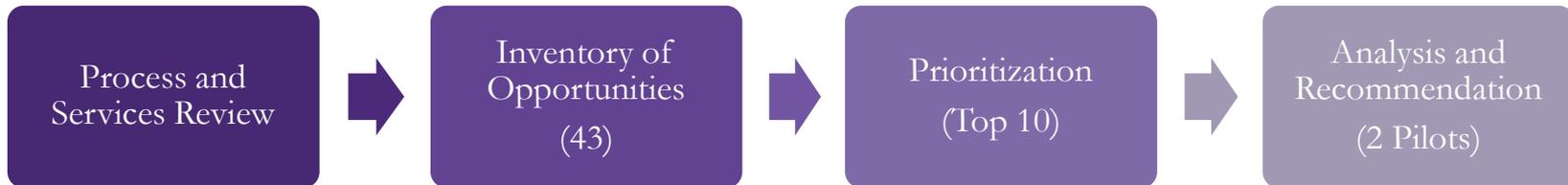
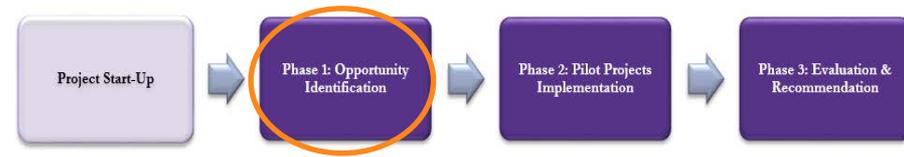
1.1 Background and Context

- A three phase initiative was undertaken to identify possible shared services opportunities, implement pilot projects and undertake a post-implementation review of the pilot projects
- Working in conjunction with the South Okanagan Local Authorities¹, Raymond Chabot Grant Thornton Consulting Inc. (RCGT) identified possible Shared Services opportunities within the corporate and operational functions that could render benefits to all parties
- Some key activities undertaken since October 2016 with the Local Authorities are displayed in the timeline below:

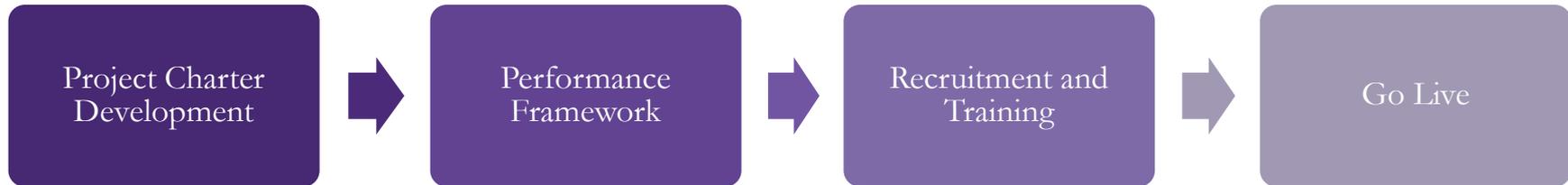
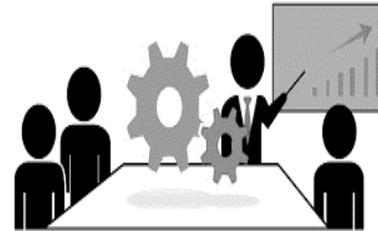
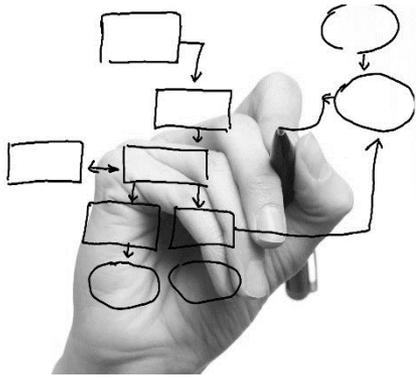
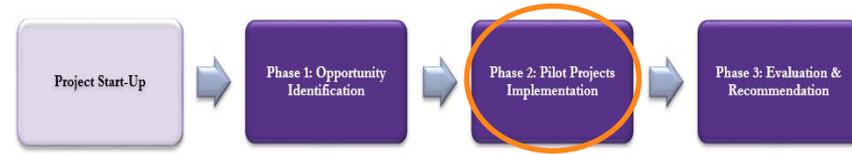


1 – The City of Penticton, School District #67, the Regional District of Okanagan Similkameen (RDOS), and the District of Summerland

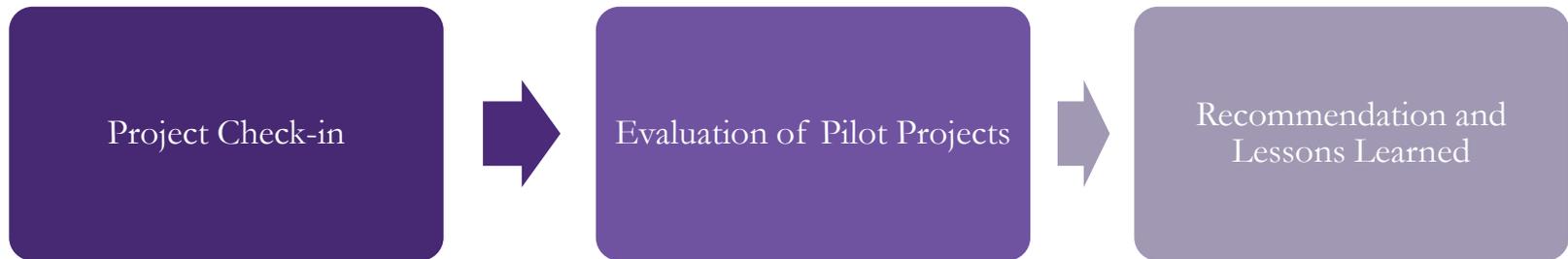
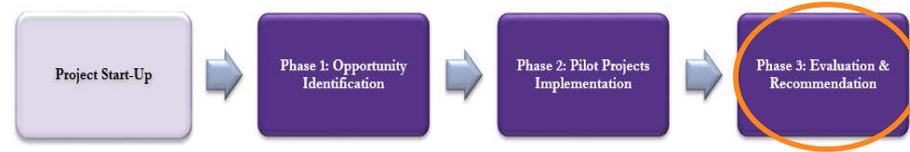
1.2 Approach and Methodology: Phase 1



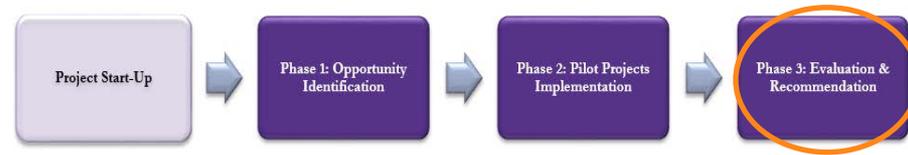
1.2 Approach and Methodology: Phase 2



1.2 Approach and Methodology: Phase 3



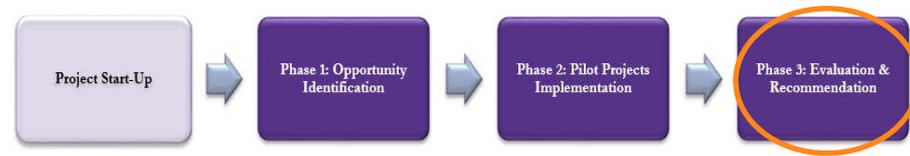
1.3 Evaluation of Pilot Projects



The two Pilot Projects’ progress was evaluated against the Performance Framework and is summarized in the table below.

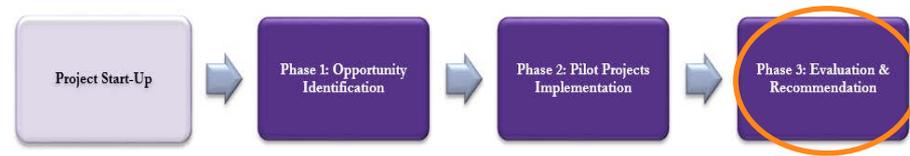
Areas of Improvement	Pilot Project #1 - Fleet Repairs and Maintenance	Pilot Project #2 - Information Technology
Financial Analysis	<ul style="list-style-type: none"> Cost/Benefit analysis was not completed Long-term value of shared service model not realized 	<ul style="list-style-type: none"> Although operation vs capital costs were not outlined specifically, general anticipated cost saving to pilot project was determined
Project Schedule	<ul style="list-style-type: none"> Project schedule not outlined Time necessary to lead project was not dedicated 	<ul style="list-style-type: none"> Project schedule was outlined and though milestones were delayed, they have been achieved
Communications Plan	<ul style="list-style-type: none"> Draft Project Charter and draft Communication plan were developed by RCGT and provided to working group 	<ul style="list-style-type: none"> Project progression documented and followed by working group members
Procurement		<ul style="list-style-type: none"> Project team appointed, third-party firm recruited to support with project execution

1.4 Recommendations



- Improve upon project management knowledge, skills, and competencies
- Capitalize on forty-three (43) identified shared services opportunities by employing a shared senior resource to provide guidance, oversight, and single point of accountability
- Either discontinue pilot project or assign non-operational resources to lead Fleet Repairs and Maintenance pilot project planning activities
- Although Fleet Repairs and Maintenance project may not proceed, opportunities for cost savings may exist through joint purchasing of vehicles
- Define cost/benefits (financial and non-financial) for Information Technology shared services pilot project to qualify and quantify realizable benefits
- Define milestone based schedule for Information Technology shared services pilot project
- Recommend that steering committee continue to meet on a quarterly basis to continue communications and explore additional opportunities

1.5 Lessons Learned



- A significant level of success, observed momentum and a willingness to partner for shared services activities across the stakeholder groups
- Twenty-two (22) previous shared services initiatives² were observed
- Previously significant efforts given by all stakeholders to implement shared services initiatives
- Some opportunities for a suitable pilot project could not be considered, as a criteria for determining possible shared services pilot was that the initiative needed to render a benefit for all four stakeholder groups
- Professional project management resources should have been used to support and guide pilot projects
- Pilot projects should have formally reported to the steering committee on progress

2 – The full list of previous Shared Service Activities can be found in Appendix VII

2.0 Detailed Report



2.1 Background, Objectives and Purpose

Background		<ul style="list-style-type: none">▪ The City of Penticton, along with the School District #67, the Regional District of Okanagan Similkameen (RDOS), and the District of Summerland (“the Local Authorities”) sought the professional services of RCGT to assist in identifying opportunities for Shared Services , to pilot two (2) Shared Services projects and evaluate the pilot projects
Objective and Scope		<ol style="list-style-type: none">1. Identify an inventory of potential shared service opportunities for the Local Authorities2. Identify which two (2) shared service opportunities that can be used as pilot projects3. Develop monitoring mechanisms to evaluate the pilot projects4. Complete a final evaluation once pilot projects are fully implemented
Purpose of Report		<ul style="list-style-type: none">▪ Provide end-to-end overview of engagement▪ Consolidate findings and observations obtained during working group meetings▪ Evaluate pilot projects against the Performance Framework,▪ Provide future recommendations

Phase 1



2.2 Approach and Methodology

As part of the Phase 1 Approach and Methodology³, RCGT developed and employed processes to determine the two (2) Shared Services pilot projects. This phase included the following activities:

- Conducted a detailed documentation and materials review (over 75 documents reviewed across all local authorities)
- Planned and coordinated stakeholder interviews (over 40 interviews conducted across all Local Authorities)
- Assessed governance organizational structures and management spans of control
- Reviewed high level mapping of current processes (internal and external), if they existed
- Assessed service delivery and coordination
- Conducted analysis of current staffing and workload/operational levels
- Determined baselines of current service levels and performance
- Reviewed high level benchmarking of current service costs with comparable cities
- Created an inventory of Shared Services opportunities (43) which were then prioritized to top ten (10)
- Identified and analyzed advantages and disadvantages of potential Shared Services models
- Identifying two (2) possible Shared Services pilot projects

3 – A detailed Approach and Methodology can be found in Appendix I

2.2 Approach and Methodology (cont'd)

To provide for a systematic evaluation of the identified opportunities, ten (10) core assessment criteria were established as a uniform means to evaluate, categorize, compare and prioritize the identified Shared Services opportunities. These were:



For each identified initiative, a score of one to five (1-5) with five being the highest, was then applied to each criteria to render an overall score. This systematic evaluation approach supported categorizing the opportunities into three groups based on their relative likelihood for success:

- A: Highest likelihood of success over a short period of time (Top 10)⁴
- B: Medium likelihood of success over a short period of time
- C: Lowest likelihood of success over a short period of time

⁴ The Top 10 initiatives have been identified in Appendix II The comprehensive list can be found in Appendix III

2.3 Pilot Projects Recommended in Phase 1

Rationale for Pilot Project	Pilot #1 - Fleet Repairs and Maintenance	Pilot #2 - Information Technology
Pilot Description:	<ul style="list-style-type: none"> Central management and oversight of the fleet vehicle repairs and maintenance for all stakeholders led by the City of Penticton 	<ul style="list-style-type: none"> Implementation of an Information Technology pilot⁶ that would provide improved efficiency, performance and service
Value Propositions:	<ul style="list-style-type: none"> Shared⁵ staff and resources Standardized maintenance, routines and technology Insource functions previously outsourced (SD #67) Single management and oversight function Relative ease of implementation 	<ul style="list-style-type: none"> Shared staff and resources Reduced service and maintenance activities across multiple platforms Standardization to render efficiency Single management and oversight function
Context:	<ul style="list-style-type: none"> Prior success seen through City of Penticton supporting this service for RDOS 	<ul style="list-style-type: none"> Prior successes observed through previous IT/IS services provided to stakeholders by SD #67
Expected Output:	<ul style="list-style-type: none"> Improvements in efficiency Cost savings Standardization of services 	<ul style="list-style-type: none"> Improvements in efficiency Cost savings Standardization of services Reduce IT infrastructure/assets

5- During the pilot project planning both centralized and decentralized models for the Shared Services were considered

6- The specific scope of the pilot was determined during the detailed planning phase

Phase 2



2.4 Approach and Methodology

As part of the Approach and Methodology⁷, to facilitate the implementation of the pilot projects, RCGT developed and provided a high-level Implementation Roadmap⁸ to assist and guide the Local Authorities with the planning and implementation activities. The following activities were proposed to Pilot Project working groups:

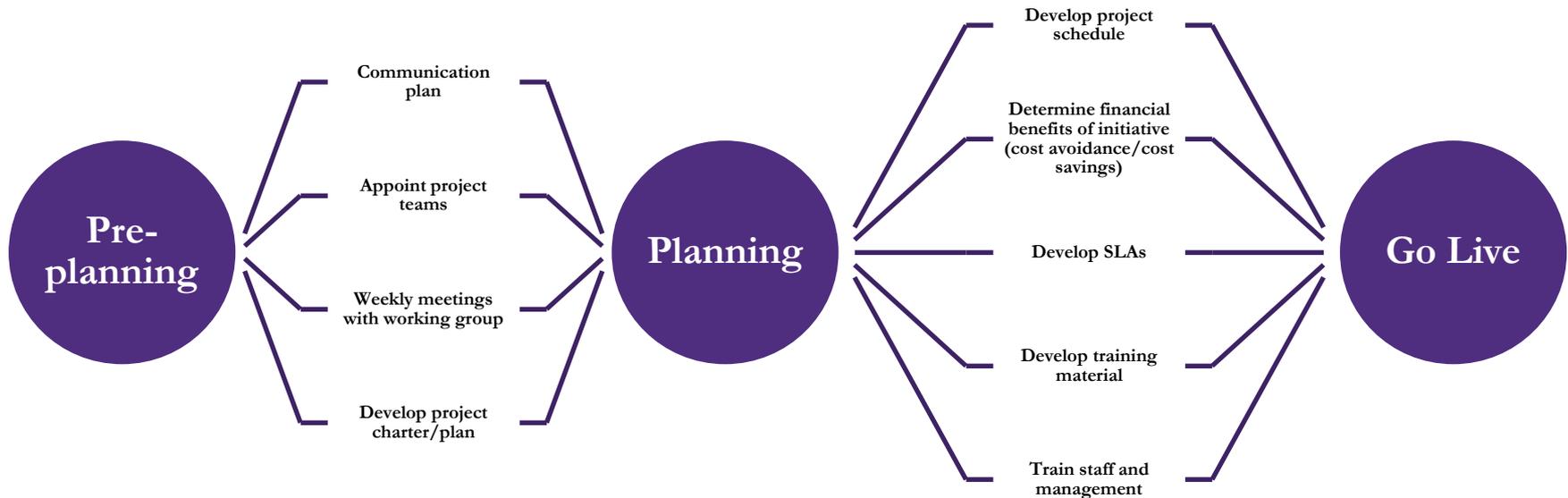
- Appoint Project Team and Develop a Management and Governance Structure
- Establish formal KPIs to be used in evaluating the key processes that were identified
- Identify current cost of services and potential cost savings
- Map future processes and develop SLAs
- Develop a recruitment plan and training material
- Go Live with pilot

7 – A detailed Phase 2 Approach and Methodology can be found in Appendix V

8 – The Activity Based Implementation Roadmap can be found in Appendix IV

2.5 Pilot Project Performance Framework created at Phase 2

To support the implementation of the pilot projects, the Local Authorities were provided with an Activity Based Implementation Roadmap. This Roadmap is the basis for the development of the Pilot Project Performance Framework. Each pilot project was evaluated against the activities depicted below.



Phase 3



2.6 Approach and Methodology

As part of the Phase 3 Approach and Methodology⁹, the following key activities were conducted:

- Conducting evaluation and analyzing results of two pilot projects
- Reviewing high-level pilot project outcomes
- Meeting with key implementation team members to discuss positive/negative outcomes and lessons learned of each pilot project
- Analyzing successes from pilot projects for potential application to other service areas
- Providing recommendation on future cost savings and service delivery improvements
- Preparing Evaluation Results and Future Recommendations
- Preparing and finalizing Report

9 – A detailed Approach and Methodology can be found in Appendix VI

2.7 Phase 3 Evaluation of Pilot Projects: Overview

The Pilot Projects' progress was evaluated against the Performance Framework. The table below details the progress and execution of the recommended tasks:

Performance Evaluation Framework	Pilot Project #1 - Fleet Repairs and Maintenance	Pilot Project #2 - Information Technology
Communication plan	<ul style="list-style-type: none"> RCGT developed draft Communication plan 	<ul style="list-style-type: none"> RCGT developed draft Communication plan
Appoint project teams	<ul style="list-style-type: none"> Project team appointed 	<ul style="list-style-type: none"> Project team appointed
Weekly meetings with working group	<ul style="list-style-type: none"> Although working group initially held weekly meetings, no regular meetings have occurred Project progression is currently suspended 	<ul style="list-style-type: none"> Working group holds regular meetings with representatives from each stakeholder group This has supported project progression
Develop project schedule	<ul style="list-style-type: none"> Project schedule not outlined 	<ul style="list-style-type: none"> Although initial pilot project milestones were not achieved as planned, project schedule was developed
Develop project charter/plan	<ul style="list-style-type: none"> Draft Project Charter was developed and provided by RCGT No further actions were taken by working group 	<ul style="list-style-type: none"> Draft Project Charter was developed and provided by RCGT No further actions were taken by working group
Determine Financial Benefits of initiative (cost avoidance/cost savings)	<ul style="list-style-type: none"> Overall Cost/Benefit analysis was not completed by the working group for each stakeholder group involved 	<ul style="list-style-type: none"> General cost/benefit to pilot project was determined Operation vs Capital costs were not outlined specifically
Develop SLAs	<ul style="list-style-type: none"> SLAs were not developed 	<ul style="list-style-type: none"> SLAs were not developed
Develop training material	<ul style="list-style-type: none"> Training material not yet developed 	<ul style="list-style-type: none"> Training material not yet developed
Train staff and management	<ul style="list-style-type: none"> Staff and management have not been trained for Go Live 	<ul style="list-style-type: none"> Staff and management have not been trained for Go Live
Go live with pilot	<ul style="list-style-type: none"> Pilot project unlikely to proceed 	<ul style="list-style-type: none"> Pilot project will go live later than anticipated

	<i>Not executed</i>
	<i>Partially executed</i>
	<i>Executed successfully</i>

2.7 Phase 3 Evaluation of Pilot Projects: Fleet Repair and Maintenance

Based on discussions with working groups and independent observations, there were many constraints that hindered the pilot project's successful planning and subsequently its implementation. It is believed that the tasks detailed in the Performance Framework were not executed in full by the **Fleet Repairs and Maintenance group** due to the following reasons:

Summer 2017 Wildfires	Working groups were lead by Operations Resources	Long-term value of shared service model not realized	Capital Funding Framework
<ul style="list-style-type: none">▪ The Wildfires lead to operational and scheduling difficulties, specifically for the progression of the Fleet and Repairs Maintenance pilot project	<ul style="list-style-type: none">▪ Although these resources have hands-on field knowledge, due to other work priorities, the time necessary to fulfill the demands of leading the projects could not be dedicated▪ This initiative could also be seen as a possible threat to some staff tasked with supporting it	<ul style="list-style-type: none">▪ Due to the potential costs of moving vehicles to the City of Penticton for maintenance, and since a decentralized¹⁰ shared service model was not considered by the working group, the District of Summerland did not believe the overall initiative would be financially beneficial▪ School District 67 previously partnered with a local shop for their fleet maintenance needs. Though not bound by contract, the School District preferred to maintain their current fleet maintenance agreement with the local shop	<ul style="list-style-type: none">▪ School District 67 operates on a Run-to-fail life cycle model – the access to working capital is easier to attain than incremental funding

10 – During pilot project planning, both centralized and decentralized Shared Services models were recommended for consideration. A centralized Shared Services model is defined as the control of all services (i.e. repairs and maintenance) at one site. Conversely, a decentralized Shared Services model is defined as the overall management of services at multiple sites (i.e. repairs and maintenance at sites in the City of Penticton and in the District of Summerland).

2.7 Phase 3 Evaluation of Pilot Projects: Information Technology

Although the Information Technology pilot project has not gone live, it is on track for a successful implementation and acceptance. Based on discussions with working groups, there have been many successes thus far. Some key milestones and strengths realized by the **Information Technology group** are detailed below.

Cost Savings Estimated	Appointed Project Team	Milestones defined and realized
<ul style="list-style-type: none">▪ Though not defined and documented, the IT working group reports an anticipated 25-35% savings as a result of implementing the pilot project	<ul style="list-style-type: none">▪ The working group has worked with a third-party to assist in the expansion of services	<ul style="list-style-type: none">▪ The IT working group has documented progress over the past year▪ Multiple product testings were completed▪ Potential additional vendors to be found

2.8 Recommendations

General	Fleet Repairs and Maintenance	Information Technology
<ul style="list-style-type: none"> As a lack of both capacity and knowledge to support project initiation and planning activities was observed, it is recommended that project management knowledge, skills and competencies be improved upon for both pilot projects 	<ul style="list-style-type: none"> As this initiative has struggled to gain momentum and traction it is recommended that the project be reconsidered by the steering committee and either: <ul style="list-style-type: none"> a) formally discontinued or b) re-approached using non-operational resources for the project planning aspects 	<ul style="list-style-type: none"> A business case approach should be used to define all project investments, costs and benefits (both financial and non-financial) to provide management and the leadership a clear understanding of the intended project outcomes and products
<ul style="list-style-type: none"> To capitalize on the opportunities it is recommended that a shared dedicated senior level (Director of Shared Services) resource be retained to provide guidance, planning support, oversight, monitoring and reporting supports for planning and implementing a portfolio of shared service projects 	<ul style="list-style-type: none"> Although Fleet Repairs and Maintenance project may not proceed, opportunities for cost savings may exist through joint purchasing of vehicles 	<ul style="list-style-type: none"> Project progress should be formally reported against approved base lines (cost, scope, schedule and risks) at regular intervals (bi-weekly)
<ul style="list-style-type: none"> To continue communications and explore additional opportunities, the steering committee should continue to meet on a quarterly basis 		<ul style="list-style-type: none"> A revised project charter and milestone based schedule should be developed to track project progression

2.9 Lessons Learned

General	Fleet Repairs and Maintenance	Information Technology
<ul style="list-style-type: none"> ▪ Twenty-two (22) shared services initiatives were previously observed 	<ul style="list-style-type: none"> ▪ Previously significant efforts given by all stakeholders to implement shared services initiatives 	<ul style="list-style-type: none"> ▪ Pilot project benefits and outcomes should be defined and approved prior to detailed planning activities
<ul style="list-style-type: none"> ▪ Forty-three (43) other opportunities were identified that could render improvements with both efficiency and effectiveness for all stakeholder groups 	<ul style="list-style-type: none"> ▪ Pilot project should have been formally reported to the Steering Committee 	
<ul style="list-style-type: none"> ▪ Since a criteria for determining possible shared services pilot was that the initiative needed to render a benefit for all four stakeholder groups, some opportunities which would could have been beneficial for some stakeholders (3 of the 4) were not considered 	<ul style="list-style-type: none"> ▪ Appointing of operational resources can significantly constrain a project's ability to progress 	

Appendices



Appendix I – Phase 1 Detailed Methodology (1 of 4)

The following methodology was used in the first two phases of the engagement completed to date.

PROJECT START-UP	
Objectives	<ul style="list-style-type: none"> ■ Confirm the scope, objectives, timelines, and working relationships with the Project Authority ■ Validate Project Work Plan/Methodology and Schedule
01 Conduct project kick-off meeting	<ul style="list-style-type: none"> ■ Review terms of reference, seek clarifications, and ensure objectives of the review are clearly understood ■ Identify key stakeholders and means of communication ■ Discuss stakeholder availability to support the review ■ Review proposed methodology and work plan ■ Identify and address any relevant Quality Assurance (Active Oversight) procedures & protocols
02 Review background information	<ul style="list-style-type: none"> ■ Review background documentation and information to familiarize ourselves with The City’s current state
03 Validate and finalize work plan	<ul style="list-style-type: none"> ■ Based on the review in the kick-off meeting, update the work plan level of effort, milestone schedule, distribution of effort, and/or activities as needed
04 Identify the needs and sources for additional detailed information	<ul style="list-style-type: none"> ■ List types of information and documentation required for the entire engagement such as existing services, organizational structure, processes and resource levels
05 Prepare and submit document/data request list	<ul style="list-style-type: none"> ■ Review information provided and identify any gaps in documentation ■ Request any additional information necessary
06 Formalize and approve Project Charter	<ul style="list-style-type: none"> ■ Document the confirmed scope, objectives, and timelines ■ Document communication protocol with the Project Authority and other City stakeholders
Outcomes/Deliverables	<ul style="list-style-type: none"> ■ Approved Work Plan and Project Charter ■ Document/data request list

Appendix I – Phase 1 Detailed Methodology (2 of 4)

PHASE 1 :	OPPORTUNITY IDENTIFICATION
Objectives	<ul style="list-style-type: none"> ■ Assess the current state of the Department’s operations ■ Identify an inventory of potential Shared Services opportunities ■ Select two pilot projects ■ Launch two pilots
10 Detailed documentation and material review	<ul style="list-style-type: none"> ■ Collect and review the following information: documents relating to resource allocation, Financial/operational performance assessments/reports and available expenditure data to facilitate financial analysis, Human resource documentation, including a listing of key personnel, current job descriptions, organizational charts, etc... Any outstanding reports on past assessments completed, including, community surveys, program management reports, other service/operational reviews, etc..., Documentation regarding policies/mechanisms in place to ensure quality of services, Services provided by the City, Strategic planning/priority documentation, Information relating to the City’s current challenges and issues
11 Plan and coordinate stakeholder interviews	<ul style="list-style-type: none"> ■ Determine key stakeholder roles and influences ■ Obtain information on stakeholder availability ■ Create draft interview schedule and obtain feedback from Project Authority ■ Finalize interview schedule
12 Conduct stakeholder interviews and record discoveries	<ul style="list-style-type: none"> ■ Conduct interviews with key subject matter experts to discuss current state activities, understand dependencies, and identify constraints and challenges (pain points) as well as gaps in the existing delivery models
13 High level mapping of current processes (internal and external)	<ul style="list-style-type: none"> ■ Obtain an enriched view of the current state of the organization’s priorities and challenges through a high-level mapping of current state activities including internal (HR, IT, procurement, finance) and external (bylaw, permitting, public works maintenance) services

Appendix I – Phase 1 Detailed Methodology (3 of 4)

PHASE 1 :	OPPORTUNITY IDENTIFICATION (CONT'D)
14 Assess governance organizational structures and management spans of control	<ul style="list-style-type: none"> ■ Conduct an analysis of the City’s current governance structures to assess: Management span of control, Workflow processes for organizational and administrative work, Authority and approval processes and levels, Volunteer involvement, Mechanisms/policies in place to ensure staff engagement and the provision of high quality services
15 Assess service delivery and coordination	<ul style="list-style-type: none"> ■ Conduct an analysis of the City’s current service delivery model: Create and inventory of services currently provided, Assess services priorities and community needs, Review service utilization information, Financial analysis of the usage of services
16 Conduct analysis of current staffing and workload/operational levels	<ul style="list-style-type: none"> ■ Develop or obtain current organizational chart ■ Identify roles and responsibilities of each staff member ■ Assess whether roles are clear between staff members ■ Assess over-usage and under-usage of human resources
17 Determine baselines of current service levels and performance	<ul style="list-style-type: none"> ■ Review current service levels and performance monitoring processes for areas such as time, cost, resources, scope, quality, actions, safety, etc.. ■ Determine expected baselines for each ■ Review any historical performance results
18 High level benchmarking of current service costs with comparable cities	<ul style="list-style-type: none"> ■ Identify criteria for benchmarking such as population size, population density, budgets, number of departments, technologies, etc.. ■ List comparable cities for benchmarking ■ Perform benchmarking on selected cities
190 Process Leaning for Efficiency and Effectiveness	<ul style="list-style-type: none"> ■ Identify any duplication of effort, administrative burden, re-work, service delays, other areas of community member dissatisfaction, unnecessary costs, and idle time ■ Using the Lean/Six Sigma SIPOC (Suppliers, Inputs, Processes, Outputs and Customers) method will be used to illustrate a broader understanding of the details of processing Using our Project Leader’s certification in Lean Six Sigma will be of immense value to the City

Appendix I – Phase 1 Detailed Methodology (4 of 4)

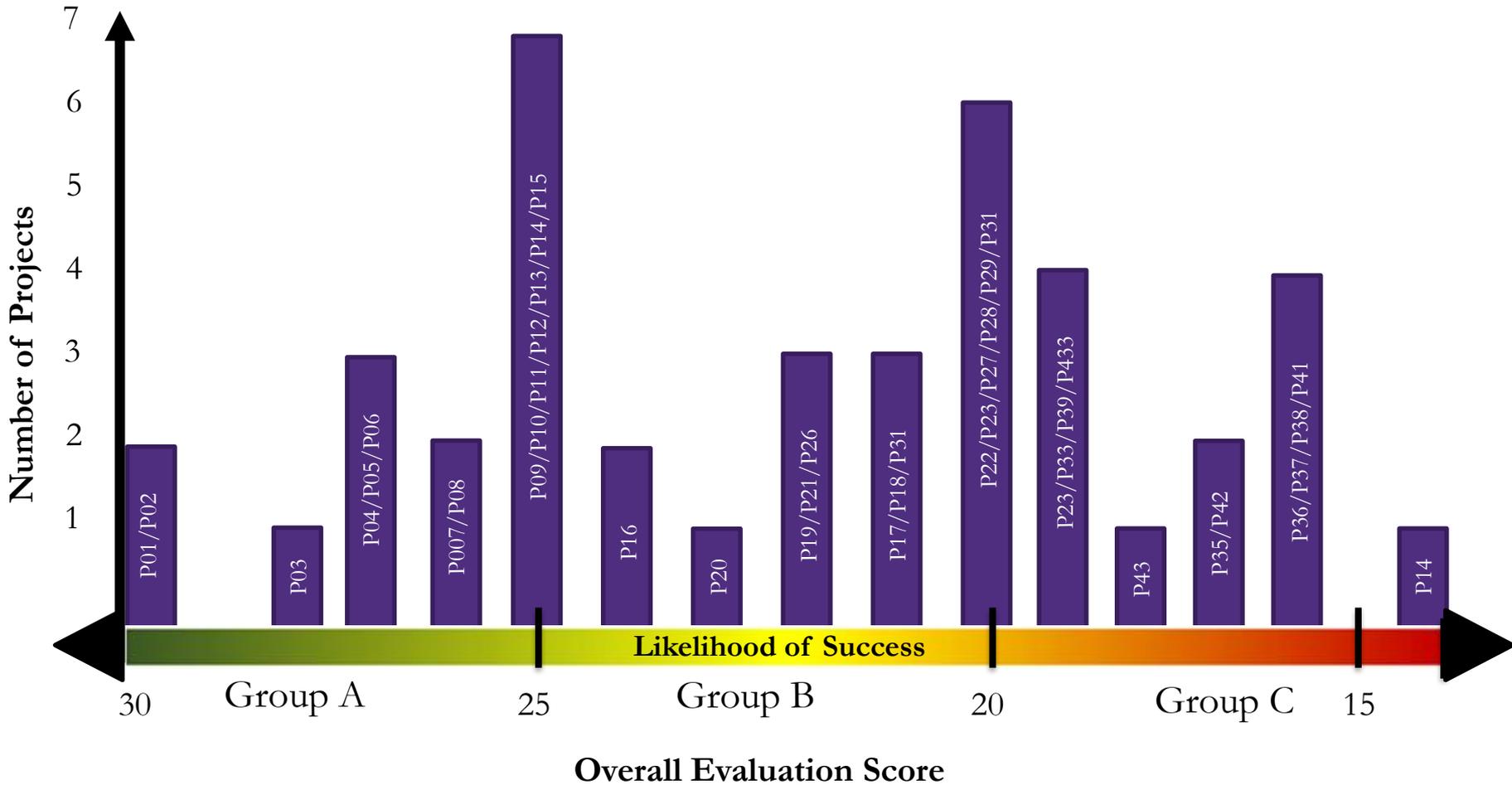
PHASE 1 :	OPPORTUNITY IDENTIFICATION (CONT'D)
110 Inventory of Shared Services opportunities	<ul style="list-style-type: none"> ■ Identify services currently offered by all involved regions ■ Using our experience in municipal reviews, identify potential successful shared service opportunities
111 Identify and analyze advantages and disadvantages of potential shared service model	<p>The project team will perform options analysis and cost benefit analysis for each of the potential changes in order to determine priority Specifically, the following tools will be used to assess each change:</p> <ul style="list-style-type: none"> ■ Impact assessment ■ Feasibility assessments (technical and financial) ■ Risk analysis <p>Dependencies review with other initiatives will also be conducted to understand key constraints and dependencies</p> <p>Identify critical priorities with the City in order to effectively prioritize services and obtain feedback on analysis results</p>
112 Develop Final Recommendations	<ul style="list-style-type: none"> ■ Make recommendation on best two Shared Services options Analysis and City feedback will be used to determine pilot options
113 Shared Services Strategy Workshop (optional) – Effort TBD	<ul style="list-style-type: none"> ■ If this option is desired, our team will prepare a workshop to inform key stakeholder of strategy and prompt further feedback to confirm pilot projects
114 Report and Implementation Roadmap	<ul style="list-style-type: none"> ■ Prepare draft report detailing analysis, strategies, feedback, recommendations and high-level implementation roadmap ■ Internal Quality Assurance Review ■ Distribute to the City Project Authority and key stakeholders for comments ■ Incorporate comments into report and distribute final report
Outcomes/Deliverables	<ul style="list-style-type: none"> ■ Inventory of potential Shared Services opportunities ■ Analysis of opportunities and recommendations on two areas to commence pilot projects ■ Draft Report and Final Report

Appendix II – Prioritization of Opportunities

#	Shared Service Opportunities ¹	Descriptions	Value to Stakeholder Group				
			Penticton	Summerland	RDOS	SD #67	Evaluated Score
P01	<u>Procurement/ Purchasing</u>	The consolidation of procurement, contracts to leverage bulk purchasing power	X	X	X	X	30
P02	<u>Parks/School Grounds Maintenance</u>	The centralization and sharing of parks maintenance staff, machinery, and warehouses	X	X	X	X	30
P03	<u>Fleet Maintenance</u>	The centralization of the maintenance of fleets, including all trades workers and technical staff	X	X	X	X	28
P04	<u>Data Centers</u>	The consolidation of multiple data centers into one (or many)	X	X	X	X	27
P05	<u>IT Strategy</u>	The creation of a consolidated IT strategy across both IT hardware, and software, including applications	X	X	X	X	27
P06	<u>Telephony</u>	The consolidation and support of the telephony systems, including internet, cable, etc.	X	X	X	X	27
P07	<u>Centralized Facility Booking</u>	The centralization of an online booking tool, including facilities, parks, and schools	X	X	X	X	26
P08	<u>Facilities Operations</u>	The centralization of the facilities management, including all trades workers and technical staff	X	X	X	X	26
P09	<u>Health and Safety</u>	The consolidation of health and safety functions	X	X	X	X	25
P10	<u>Training</u>	The centralization of a training administration including; leadership, certification, and development training	X	X	X	X	25

1- Ten evaluation criteria were developed by the RCGT Project Team and the South Okanagan Working Group- See page 14 of this report for details

Appendix II – Identified Opportunities



The forty-three (43) identified Shared Services opportunities cataloged in three groups based on the likelihood of success for implementation, with Group A being the most likely See Appendix II for the detailed list of possible projects

Appendix III – Inventory of Shared Services Opportunities (1 of 6)

Group A - Highest likelihood of success over a short period of time				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P01	<u>Procurement/ Purchasing</u>	The consolidation of procurement contracts (i.e. SharePoint, credit cards, and security), and bulk purchasing power. This also includes a central contract and vendor management system	To consolidate vendor contract to create synergies, and to increase purchasing power through economies of scale (i.e. office supplies, vehicles, IT'). Synergies will also be created by mainstreaming the administrative burden to maintain these activities	<ul style="list-style-type: none"> • Significant track record of savings in Penticton • Resourcing needs to be considered • This recommendation crosses over multiple areas, as many services deal with Procurement and Purchasing
P02	<u>Parks/ School Grounds Maintenance</u>	The centralization and sharing of parks maintenance staff, machinery, and warehouses	To achieve synergies in the maintenance of parks and grounds, consolidating machinery, decommissioning/selling duplicate equipment	<ul style="list-style-type: none"> • Consider the School Board absorbing Penticton and Summerland staff and generating efficiency
P03	<u>Fleet Maintenance</u>	The centralization of the maintenance of fleets, including all trades workers and technical staff	Opportunity to have City expand current Shared Services to incorporate needs of School Board	<ul style="list-style-type: none"> • Previously outsourced services could be insourced
P04	<u>Data Centers</u>	The consolidation of multiple data centers into one (or many)	To share current data centers, and decommission old/unused data centers, achieving savings in rental space, heating, cooling, and maintenance	<ul style="list-style-type: none"> • Reducing number of servers (management and maintenance) in region • Currently, the School Board is considering data centre options • Alternate locations may be considered (sub-grade may not be optional, spatial needs for future?)
P05	<u>IT Strategy</u>	The creation of a consolidated IT strategy across both IT hardware, and software, including applications	To create a single regional strategy for all of IT needs	<ul style="list-style-type: none"> • To enable significant change (non-incremental) a unified IT strategy should be developed to guide all technology requirements going forward

Appendix III – Inventory of Shared Services Opportunities (2 of 6)

Group A - Highest likelihood of success over a short period of time (cont'd)				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P06	<u>Telephony</u>	The consolidation of the telephony systems, including internet, cable, etc..	Add Penticton to current enterprise telephone system provided by School Board	<ul style="list-style-type: none"> • Similar to Procurement function
P07	<u>Centralized Facility Booking</u>	The centralization of an online booking tool, including facilities, parks, and schools	Suggest a single technology for efficiency and improve overall quality of services for residents	<ul style="list-style-type: none"> • A number of Local Authorities are already in progress with the purchasing of a tool
P08	<u>Facilities Operation</u>	The centralization of the facilities management, including all trades workers and technical staff	To achieve synergies in the maintenance of facilities	<ul style="list-style-type: none"> • Sharing of resources
P09	<u>Health and Safety</u>	The consolidation of health and safety duties	Opportunity to have a single point of responsibility for OH&S needs	<ul style="list-style-type: none"> • A detailed task level assessment is required to fully understand the potential for this recommendation
P10	<u>Training</u>	The centralization of a training administration, including leadership, certification, and development training	A single management approach for all training and development across all departments and functions	<ul style="list-style-type: none"> • School board may not be able to participate in all training, but they could lend facilities for the delivery of some courses
P11	<u>HR, Recruiting, Retention</u>	The consolidation of HR functionality, including recruiting, retention, and labour relations	To allow for a centralised HR department, creating technical expertise with dedicated resources	<ul style="list-style-type: none"> • School requirements unlikely to be met with this HR approach
P12	<u>Legal and Legislative</u>	The creation of centralized legal council	May be an opportunity to address core needs with internal council that is supported by external as required	<ul style="list-style-type: none"> • A detailed task level assessment is required to fully understand the potential for this recommendation
P13	<u>Electrical/Utilities Services</u>	The creation of a central electrical services unit	To create efficiency through amalgamation, of the two units today	<ul style="list-style-type: none"> • Currently two electrical service units in place

Appendix III – Inventory of Shared Services Opportunities (3 of 6)

Group A - Highest likelihood of success over a short period of time (cont'd)				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P14	<u>Building Inspections</u>	The amalgamation of Building Inspectors, including the oversight, and management of equipment required	To achieve synergies in the booking, planning, and resourcing of Building Inspections	<ul style="list-style-type: none"> • Standardizing policy • Creating consistency of technology and service
P15	<u>Building Permits</u>	The consolidation of administering building permits	To achieve synergies in the standardization and single office for administration of Permits	<ul style="list-style-type: none"> • Similar work required as Building Inspections

Group B - Medium likelihood of success over a short period of time				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P16	<u>Emergency</u>	The consolidation of emergency services, including paramedics, search and rescue , etc..	Opportunity to manage these services centrally, creating economies of scale and an increased labour pool	<ul style="list-style-type: none"> • This service is already centrally dispatched
P17	<u>Accounting, AP/AR</u>	The centralization of accounting systems, and transactions, including Accounts Payable, and Accounts Receivable	To create technical expertise in a centralised accounting department with dedicated resources	<ul style="list-style-type: none"> • Highly dependent on technology platforms
P18	<u>Payroll</u>	The consolidation of the Payroll function	To create technical expertise in a centralised payroll department with dedicated resources	<ul style="list-style-type: none"> • Highly dependant on technology platforms
P19	<u>GIS</u>	The consolidation of the GIS maintenance and management	To create efficiencies through single management point	<ul style="list-style-type: none"> • May have significant complexities given how the GIS has evolved and interoperability with other systems
P20	<u>Recreation</u>	The centralization of recreational facility management and bookings	To have a global view of all programs being booked through all local authorities, consolidating efforts, and achieving a more streamlined approach	<ul style="list-style-type: none"> • Perhaps deploying a single technology platform across all organizations

Appendix III – Inventory of Shared Services Opportunities (4 of 6)

Group B - Medium likelihood of success over a short period of time (cont'd)				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P21	<u>Solid Waste</u>	The consolidation of solid waste facilities, maintenance, and collection	To explore opportunities to further share contracting, etc..	<ul style="list-style-type: none"> Challenges with differences in programs may be difficult to overcome or require substantial investments (garbage containers etc..)
P22	<u>Water and Waste Water Treatment</u>	The consolidation of the water, and waste water treatment facilities	To create opportunities to share staffing resources	<ul style="list-style-type: none"> Challenge of the location of the facility, more investigation required
P23	<u>Water and Waste Water Infrastructure</u>	The consolidation of the maintenance of infrastructure	To create opportunities to share staffing resources	<ul style="list-style-type: none"> Challenge of the location of the facility, more investigation required
P25	<u>Planning</u>	The consolidation of the Planning function, including surveyors, municipal planners, etc..	To create efficiencies in in equipment/technology sharing	<ul style="list-style-type: none"> Could possibly be managed as a single department
P26	<u>Billing</u>	The consolidation of the creation and mailing of bills	To create efficiencies through a resource sharing and central expertise	<ul style="list-style-type: none"> Similar to tax receipt function
P27	<u>Custodial Services</u>	The centralization of the custodial services	To create synergies through a joint procurement/contract	<ul style="list-style-type: none"> Unlikely the School District requirements could be met with this approach
P28	<u>Grants</u>	The centralization of the management and application to Grants	To create a centralized and formalized program to improve on grant realization	<ul style="list-style-type: none"> Unlikely the School District requirements could be met with this approach
P29	<u>IBEW</u>	The centralization of IBEW	To centralize the management of multiple bargaining units	<ul style="list-style-type: none"> Could possibly be managed as a single contract (part of procurement)P
P30	<u>MMBC Rebate Program</u>	The centralization of this rebate program, including oversight and management	To create synergies and compliance oversight, reducing resources, and increasing awareness and expertise	<ul style="list-style-type: none"> Compliance with program needed by all municipalities in order to participate in rebates This program could render significant revenue

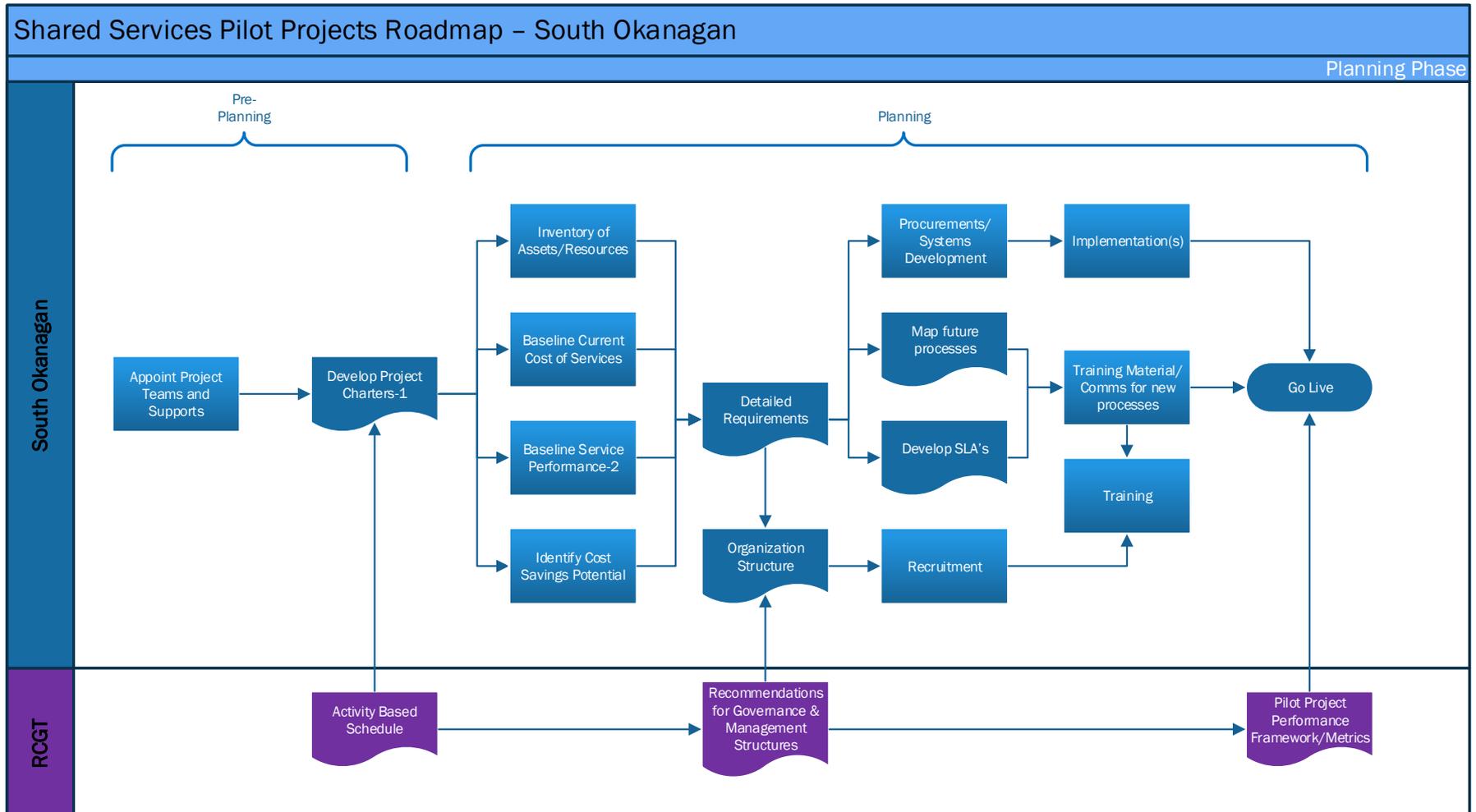
Appendix III – Inventory of Shared Services Opportunities (5 of 6)

Group B - Medium likelihood of success over a short period of time (cont'd)				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P31	<u>Land Administration</u>	The centralization of the Land Administration	To centralize the expertise of land administration to create efficiencies, and build a center of excellence	• May have technology dependencies
Group C - Lowest likelihood of success over a short period of time				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P32	<u>Fire</u>	The consolidation of Fire administration, oversight, and management of staff (full time and auxiliary)	To achieve economies of scale in to reduce insurance rates in RDOS and Summerland, and to increase capacity of the Fire team for all Sharing of major equipment i.e. water craft etc..	• Large culture shift, and multiple equipment types; may not render efficiencies
P33	<u>Transit</u>	The sharing of Transportation services, and the consolidation of bus routes	To create synergies across regions, including the School Board, by incorporating school bus services into public transit	• Provincial involvement, highly complex opportunity
P34	<u>Climate Action Planning</u>	The consolidation of Climate Action Planning into a centralized area	To allow for a focused and dedicated resource(s) in Climate Action Planning, creating technical expertise	• Unlikely the School District requirements could be met with this approach
P35	<u>Facilities Space Planning/Management</u>	The centralization of space planning, work order management, booking, etc..	To create efficiencies through single management point, better use of assets, and portfolio perspectives to maximize performance	• The consideration of performance indicators in future (\$/sq. ft., occupants/sq. ft., vacancy, etc..)
P36	<u>Facilities Asset Management</u>	The creation of a single point of contact for asset performance, re-capitalization etc., including: storage, office, and special purpose spaces	To create a portfolio level planning solution to render efficiencies and performance improvements	• Unlikely the School District requirements could be met with this approach

Appendix III – Inventory of Shared Services Opportunities (6 of 6)

Group C - Lowest likelihood of success over a short period of time (cont'd)				
#	Shared Service Opportunities	Descriptions	Why is this Opportunity Important?	Issues and Considerations
P37	<u>Records Management</u>	The consolidation of a records management system, with separate domains for each local authority	To create a single strategy for a software solution (saving money), and possibly storage systems for hard and soft files)	<ul style="list-style-type: none"> Multiple Local Authorities currently looking at implementing SharePoint (or already started)
P38	<u>Asset Management (not facility)</u>	The creation of centralized asset management system	To create an opportunity to improve asset performance, utilization, management and controls	<ul style="list-style-type: none"> Need to determine best solution that will integrate with financials and inventory management
P39	<u>Economic Development</u>	The consolidation of economic development planning and action	To create and manage a master regional Economic Development Plan strategy, and execute for all authorities in mind	<ul style="list-style-type: none"> History of this not working in the past
P40	<u>Tax Receipt</u>	The consolidation and centralization of the tax receipt issuance function	To create efficiencies by using a centralized function and create expertise across resources	<ul style="list-style-type: none"> May require technology dependencies
P41	<u>Communications (External)</u>	The centralization of external communications (One Voice)	To create common messages and standards when communicating to citizens Centralizing this function will increase communication expertise	<ul style="list-style-type: none"> May require additional investigation on the varying types of communication outreach
P42	<u>Freedom of Information</u>	The centralization of the management of the Freedom of Information Act	To create synergies and increased expertise when dealing with the Freedom of Information Act	<ul style="list-style-type: none"> This may tie directly to the recommendation for legal and legislative services
P43	<u>By-Law</u>	The consolidation of the by-law departments, including the amalgamation of the by-laws across the local authorities	To standardize and merge to render effectiveness, staffing flexibility (vacations etc..)	<ul style="list-style-type: none"> This model may need to remain decentralized (considering all by-laws are different)

Appendix IV – Activity Based Implementation Roadmap



1- Project Charters to include: Project team information, implementation schedule, project reporting and communications
 2- If no data exists, a survey is likely best approach

Appendix V – Phase 2 Detailed Methodology (1 of 2)

PHASE 2:	PILOT PROJECT IMPLEMENTATION
Objectives	<ul style="list-style-type: none"> ■ Create detailed plan for implementation of pilot projects ■ Train City staff and management ■ Implement pilot projects
200 Stakeholders assessment and communication plan	<ul style="list-style-type: none"> ■ Identify relevant stakeholders in implementation phase and their responsibilities ■ Establish communication protocol within implementation team
210 Update Project Charter to include performance metrics and success criteria for implementation	<ul style="list-style-type: none"> ■ Establish formal KPIs to be used in evaluating the key processes that were identified ■ Key performance indicators will cover the following areas: cost revenue, citizen satisfaction, quality, quantities, incidents, cycle times, error rates, etc. ■ In order to effectively evaluate the pilot projects, successful implementation criteria will be identified at this stage
220 Detailed master schedule of activities	<ul style="list-style-type: none"> ■ All implementation milestones will be outlined and broken out into specific activities to be completed by the appropriate resources
230 Create new management/governance structures as required	<ul style="list-style-type: none"> ■ Our team will evaluate current successful management and governance practices and list options for improvements based on the benchmarking results and best practices research among similar organizations

Appendix V – Phase 2 Detailed Methodology (2 of 2)

PHASE 2:	PILOT PROJECT IMPLEMENTATION
240 Establish pilot project performance framework	<ul style="list-style-type: none"> ■ Establish monitoring criteria, methodology and process, and frequencies based on best practices from the Project Management Body of Knowledge
250 Map new business processes and create procedures/work instructions as needed	<ul style="list-style-type: none"> ■ Create new business processes mapping for two pilot shared services projects ■ Prepare Standard Operating Procedures for new business processes detailing activities, relevant resources, and desired outcomes
260 Training material development	<ul style="list-style-type: none"> ■ Develop manuals, presentations, and instructions to train staff and management of new shared services model This can include areas such as updated roles and responsibilities, authority levels, governance and management structures, technologies, procedures and other relevant areas
270 Train staff and management as required	<ul style="list-style-type: none"> ■ Provide in-person training workshops for key staff and management, electronic reference materials and a question period
280 Go live with pilots	<ul style="list-style-type: none"> ■ Inform all affected parties of ‘Go live’ date & begin to use new shared services
Outcomes/ Deliverables	<ul style="list-style-type: none"> ■ Create and implement the proposed governance and management structure and operating practices ■ Establish monitoring mechanisms

Appendix VI – Phase 3 Detailed Methodology

PHASE 3: EVALUATION AND RECOMMENDATIONS	
Objectives	<ul style="list-style-type: none"> ■ Conduct evaluation and analyze results of two pilot projects ■ Recommend next steps
300 Evaluation Planning and Coordination	<ul style="list-style-type: none"> ■ Discuss high-level pilot project outcomes ■ Prepare evaluation timelines and determine stakeholder availabilities
310 Performance Review – Interviews or Workshops	<ul style="list-style-type: none"> ■ Meet with key implementation team members to discuss positive/negative outcomes and lessons learned of each pilot project ■ Interviews may involve internal customers, council, staff, management, and other stakeholders
320 Citizen/Internal customer survey	<ul style="list-style-type: none"> ■ Prepare success evaluation survey to be used by appropriate implementation team members as determined by the Project Authority
330 Information consolidation and analysis	<ul style="list-style-type: none"> ■ Map feedback and comments to lines of inquiry matrix to analyze trends, themes, and outliers
340 Develop final recommendations and report	<ul style="list-style-type: none"> ■ Determine if pilot projects met success criteria ■ Analyze successes from pilot projects for potential application to other service areas ■ Provide recommendation on future cost savings and service delivery improvements
Outcomes/Deliverables	<ul style="list-style-type: none"> ■ Completed Evaluation Results and Future Recommendations ■ Draft Report and Final Report

Appendix VII – List of Previous Shared Services Activities

Already Existing Shared Services			City of Penticton	District of Summerland	Regional District of Similkameen	School District 67	Other
1	Sub-Regional	Heritage Planning	X	X	X		X
2	911	Contract through E-Con	X	X	X		X
3	Fire Dispatch	Through a Kelowna Contract	X	X	X		X
4	Emergency Planning	Legislated	X	X	X		X
5	Transit	Transit Planner - OSOYOOS to Penticton	X		X		X
6	KVR Trail	Regionally managed - municipally maintained	X	X	X		X
7	HR Support	Recruiting, Enterprise Unit, HR support, Labour Relations		X	X		X
8	Benefits - bargaining	OMMLRA - Okanagan Mainland Municipal Labour Relations Association	X	X	X		X
9	Surveys	Compensation Surveys, any surveys out of Region	X	X	X		
10	Fiber Optics		X	X		X	
11	Telephony	Phone, internet		X	X	X	
12	IT Support	High Bandwidth Opp, i.e. 911 operators, towers, (contracts exist)		X	X	X	
13	Environmental Planner	Shared, that everyone pays in to	X	X	X		
14	Event Planner			X	X		
15	Policing		X	X	X		
16	Solid waste	Contracted garbage pickup and landfill (Sewer Sludge)	X	?	X		
17	Facilities	Summerland schools' rentals		X		X	
18	Skatepark	On School Property		X		X	
19	Water Treatment Plant	Penticton plant operators monitors West Bench's facilities (SCADAs)	X				X
20	Fleet Maintenance	Penticton doing Fleet Maintenance btw RDOS, Fire, RCMP	X		X		X
21	Dog Control	Pound and catchers	X	X			
22	Dispute process	RDOS and Penticton (Summerland doesn't really get Disputes)	X		X		

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Thank you!

Southern Interior Local Government Association



Lillooet Lake

SILGA Mission Statement

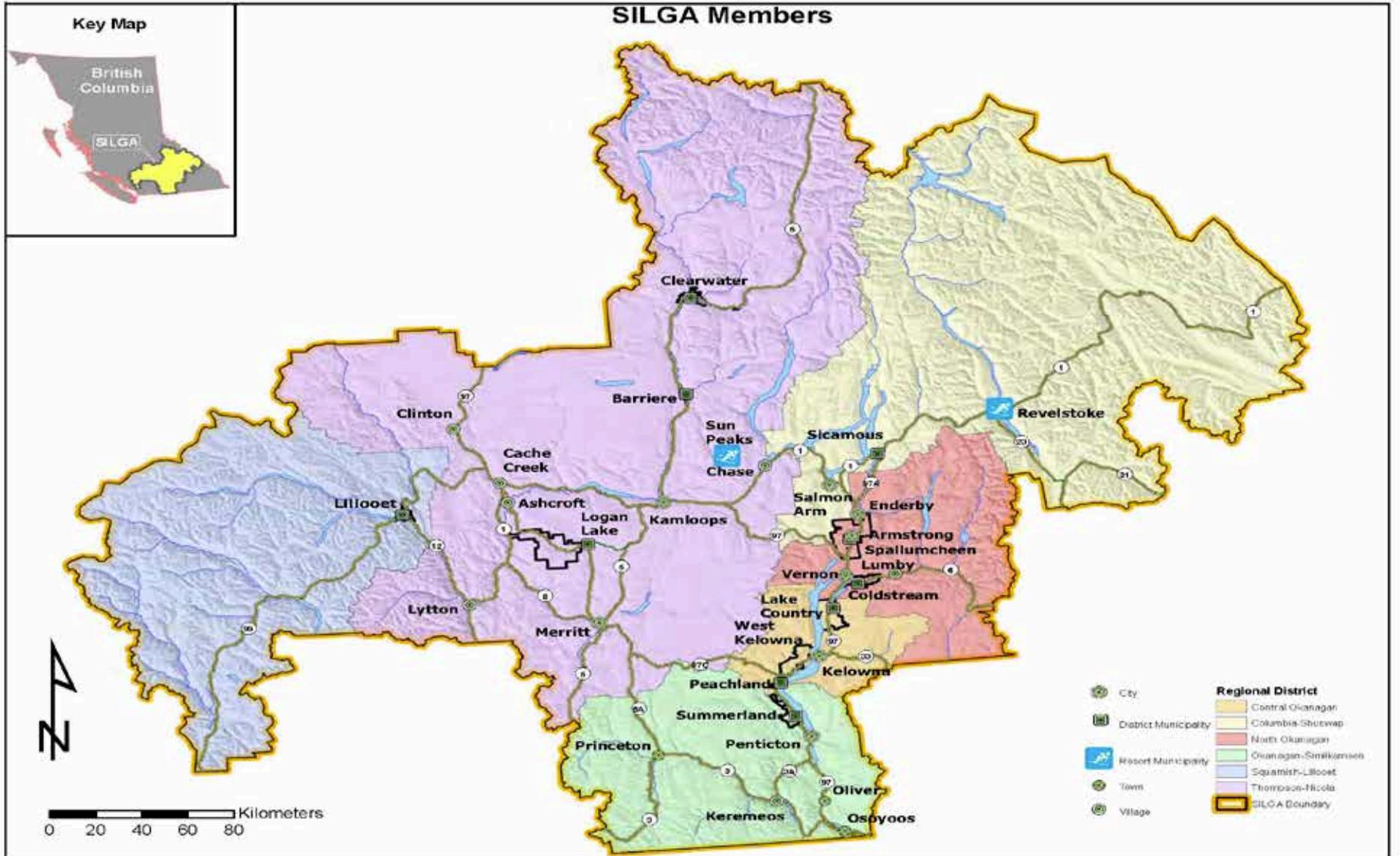
- **SILGA works to represent each community within the BC Southern Interior Region to provide a strong and effective voice on common issues and regional initiatives.**
- **SILGA meets on average 6 times a year; the meeting location varies between SILGA communities.**
- **If your council or board would like SILGA to schedule a meeting in your community, please let us know.**



2017-2018 SILGA Executive

President	Councillor Shelley Sim, <i>Clearwater</i>
Past President	Councillor Chad Eliason, <i>Salmon Arm</i>
1st Vice President	Director Patty Hanson, <i>RD Central Okanagan</i>
2nd Vice President	Councillor Lori Mindnich, <i>Lumby</i>
Director at Large	Councillor Toni Boot, <i>Summerland</i>
Director at Large	Councillor Charlie Hodge, <i>Kelowna</i>
Director at Large	Councillor Helena Konanz, <i>Penticton</i>
Director at Large	Councillor Tim Lavery, <i>Salmon Arm</i>
Director at Large	Director Mike Macnabb, <i>RD North Okanagan</i>
Director at Large	Councillor Keith Thom, <i>Peachland</i>
Electoral Area Rep	Director Karla Kozakevich, <i>RD Okanagan Similkameen</i>

SILGA Geographical Area



SILGA Members

City of Armstrong

City of Enderby

City of Kamloops

City of Kelowna

City of Merritt

City of Penticton

City of Revelstoke

City of Salmon Arm

City of Vernon

District of Barriere

District of Clearwater

District of Coldstream

District of Lake

Country

District of Lillooet

District of Logan Lake

District of Peachland

District of Sicamous

District of Summerland

District of West Kelowna

Town of Oliver

Town of Osoyoos

Town of Princeton

Township of

Spallumcheen

Village of Ashcroft

Village of Cache Creek

Village of Chase

Village of Clinton

Village of Keremeos

Village of Lumby

Village of Lytton

Sun Peaks Resort Municipality

Central Okanagan RD

Columbia Shuswap RD

North Okanagan RD

Okanagan Similkameen RD

Squamish Lillooet RD

Thompson Nicola RD

What is our purpose?

- To speak as **ONE** voice for regional local government issues of our members
- To promote and advance to the UBCM proposed changes in legislation, regulations or government policy
- To coordinate communication between all levels of government and other government associations



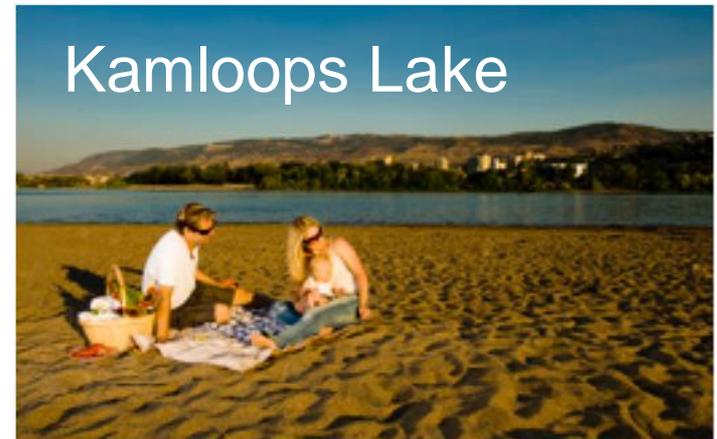
What are SILGA's Goals?

- To identify common issues that affect our members and to champion these issues to UBCM and senior governments.
- To strive to have the best educated elected officials in BC by providing professional development and education.
- To encourage communication and sharing of best practices within our SILGA members



How will we achieve our goals?

- **Meet with all of the SILGA membership prior to the annual convention.**
- **Engage our membership on issues affecting them.**
- **Encourage our members to submit resolutions for the annual SILGA convention for discussion and support at the UBCM convention.**
- **Continue to increase communication with senior levels of government.**



2017 SILGA Initiatives

- **Maintained pressure with the Provincial Government on the Quagga and Zebra Mussel fight.**
- **Continued to work with IHA and Provincial Government for the recruitment of doctors and nurse practitioners and other medical professionals in our area**
- **Lobbied for the review of education funding, especially in regard to small communities and retention of schools.**



2018 Strategic Plan Goals

- **Housing challenges**
- **Infrastructure – both natural (waterways) and services (sewers)**
- **Marijuana legalization**



2018 SILGA Convention Revelstoke

Tours

1. BC Hydro Dam
2. Railway Museum
3. Walking tour of Revelstoke

Breakout Sessions – to name a few

1. CAO Performance Review
2. Speechwriting and Campaigning
3. Invigorating your Community with Art and Lighting
4. Business Licensing for Electoral Areas
5. The Possibilities of Tech and Innovation



2018 SILGA Convention Keynote

**David Allison – market motivation
speaker**



**Ivan Coyote - Storyteller, writer,
and LGBT advocate**



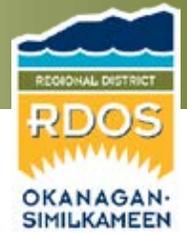
2018 SILGA Convention in Revelstoke

What are the benefits of attending the convention?

- § Resolution Debate
- § Thought provoking and educational speakers
- § Networking with your peers



For more information on the convention and to register,
go to www.silga.ca



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, March 01, 2018

9:30 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of March 1, 2018 be adopted.

B. DELEGATION – Ministry of Transportation and Infrastructure

1. Steve Sirett – District Program Manager, Okanagan-Shuswap District Office

Mr. Sirett will address the Board to present an update on ongoing projects.

C. DELEGATION – BC Grapegrowers Association

1. Tyrion Miskell – Program Administrator, Starling Control Program
 - a. Presentation

Ms. Miskell will address the Board to present an update of the Starling Control Program.

D. ADJOURNMENT

The Okanagan Similkameen Starling Control Program



Outline

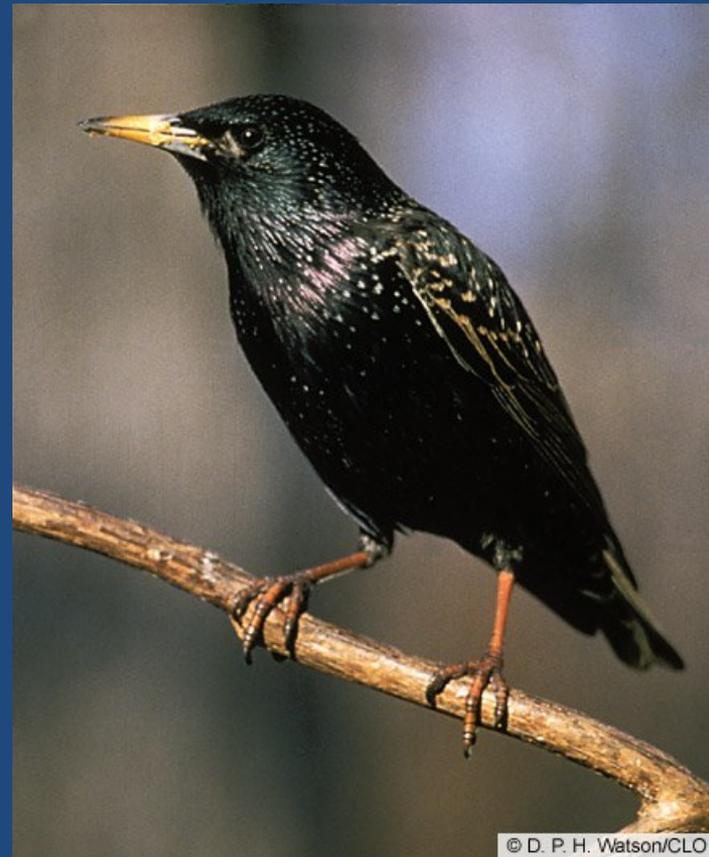
- Introduction & Background
- Trapping
- Starling Aware
- Research Outcomes
- Moving Forward
- Questions



Sturnus Vulgaris

Invasive Species

- Not native to ecosystem
- Negative environmental Impact
 - large murmurations
 - forcing out native species
- Negative economic Impact
 - 10% loss of fruit crops



Why so many starlings?

- Roost in urban/suburban areas
- Feed on the ripening fruit
- Resident population that winters in the Okanagan
- Prolific breeders- 10 babies

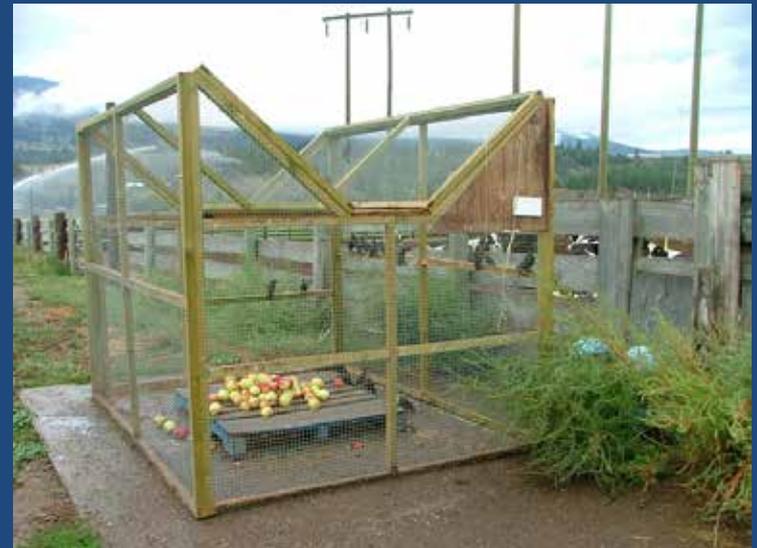


Control Program

- Trapping for 15 years
- 2007 established funding through agricultural commodity groups and from the three Okanagan-Similkameen Regional Districts.
- Aim: reduce loss and damage to agriculture
 - Trapping
 - Education/Prevention
 - Research

Trapping

- 4 trappers working throughout Okanagan – Similkameen
- Trap year-round
- Starlings trapped and euthanized
- Birds are sold to falconers, given to raptor recovery centers
- By-catches released
- Support of the naturalists and conservation society



Bird Counts 2003 - 2017

	<i>Okanagan Similkameen</i>	<i>Central Okanagan</i>	<i>North Okanagan</i>		<i>Totals</i>
2003	15,369	-	-		15,369
2004	26,197	7,359	8,878		42,434
2005	22,249	17,686	7,431		47,366
2006	25,206	14,247	1,915		41,368
2007	21,930	10,591	1,510		34,031
2008	18,129	21,471	2,129		41,729
2009	19,336	16,638	17,276		53,250
2010	31,923	20,246	36,121		88,290
2011	27,713	21,366	29,281		78,360
2012	17,637	17,081	20,130		54,848
2013	16,144	13,047	17,708		46,899
2014	23,069	19,339	29,513		71,921
2015	20,553	18,705	33,071		72,329
2016	11,166	14,250	32,786		58,202
2017	17,374	12,243	24,490		54,107
Totals	313,995	224,269	262,239		800,503

Starling Aware

- Public awareness campaign
- Value of the trapping program
- Encourage the reduction of nesting sites on private properties



Research Question

Where are the starlings originating?

- Identifying chemical finger print
- Matching to geographic areas



Research Outcomes

- Born and bread in the Okanagan – defined area
- 80% come from the North Okanagan/Shuswap
- Migrate up and down the valley with the fruit

Moving Forward

- Focus on trapping in the North Okanagan
- New trapping tool
 - Barns
 - Increase trapping in the winter
 - Very portable
- Feedlots and dairy farms
- Increase birds captured by 15-20% annually

Funding for the Control Program 2016

Instead of this:



We have this:



Questions?

Thank you!



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, March 01, 2018

10:45 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Protective Services Committee Meeting of March 1, 2018 be adopted.

B. EMERGENCY PREPAREDNESS UPDATE – For Information Only

C. DELEGATION – RCMP

1. Ted De Jager – Detachment Commander, South Okanagan-Similkameen Regional Detachment
 - a. Quarterly Report – October to December 2017

Superintendent De Jager will present the quarterly report for the period of October to December 2017.

D. CLOSED SESSION

RECOMMENDATION 2

THAT in accordance with Section 90(1)(f) of the *Community Charter*, the Board close the meeting to the public on the basis of law enforcement, if the Board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

E. ADJOURNMENT

RCMP·GRC



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

PENTICTON SOUTH OKANAGAN SIMILKAMEEN
REGIONAL DETACHMENT

QUARTERLY REPORT

October-December 2017

Open Report



Royal Canadian Mounted Police
Gendarmerie royale du Canada

Canada

PENTICTON SOUTH OKANAGAN SIMILKAMEEN REGIONAL DETACHMENT QUARTERLY REPORT

July - Sept 2017 Open

Message from the Officer in Charge

Thank you for taking the time to read this final quarterly report of 2017. This has been a busy year for the detachment with some significant calls for service such as the forest fire response and significant restructuring to meet changing needs in our communities. Our Community Support and Enforcement Team headed by Corporal Laurie Rock is up and running and has already made progress in building relationships in the community and with our partners. Our Mental Health Liaison officer will join the team in early 2018 to bring it to full strength.



During the year we worked hard to bring the Regional Detachment up to full strength. Our provincial areas are now at over 85 percent strength with new members designated to fill positions in the near future. Penticton and Summerland are on track to be at full strength by March 2018. Keeping these areas staffed is vital in order to meet the needs of our respective communities, although our regional model provides some flexibility in times where we are in transition. We have expanded the mandate of our Targeted Enforcement Team and General Investigation Section to cover the whole region in order to tackle the most prolific offenders and the most complex files. This concept will expand as we seek to modernize and regionalize our overall response in the South Okanagan.

Our 2018 priorities will build on the successes of this year, with a particular focus on social disorder and property crime. Property crime continues to hit our communities throughout the region showing an 8 percent increase over 2016. While this is not as high as expected in some quarters, due to targeting of prolific offenders and support of social chronic offenders, it is still in the wrong direction. Particularly hard hit were our smaller communities and provincial areas which experienced the displacement of our more prolific criminals due to enforcement efforts in larger centers. The correlation between drug use and social disorder to our property crime rate is measurable, so we will

Open Report | 1/26/2018



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continue to work with our partners to increase wellness in our communities. Once again, over the last quarter, our single biggest property crime type was theft from vehicles, the majority of which were unlocked with valuables clearly visible. While the police will continue to do their part, we hope that you will all pass on the message to secure valuables and lock your doors.

Despite the increase in property crime, targeted efforts against higher level criminals and prolific offenders have led to a regional reduction in violent crime of 6 percent. In Penticton that reduction reached 18 percent. Our priorities in the coming year will seek to increase that trend while having similar success with property crime. To aid in that goal, our Compstat (Comparative Statistics) program has expanded to cover the entire region so that we can target the people who cause the majority of crime. We need you all to be a part of this program by being our eyes and ears so that we can put policing resources in the right place at the right time.

Listed below are our current priorities which strive to reduce the effect of crime on our community, in particular property crime. These priorities will continue into March 2018 when we will plan our next Community Policing Forum so that all of our residents can be part of setting our direction.

Annual Performance Plan Priorities

- Crime Reduction
 - Property Crime
 - Prolific Offenders
 - Drug Prevention and Enforcement
 - Serious Crimes
 - Neighborhood Disputes
 - Restorative Justice
- Domestic Violence and Prevention
 - Prevention
 - Reporting
 - Supporting Victims
- Road Safety
 - Traffic Education
 - Distracted Driving
 - Off Road Vehicle Act
 - School Zones
- Community Engagement
 - Reporting
 - Connecting
- Our People
 - Supervision
 - Development and Training

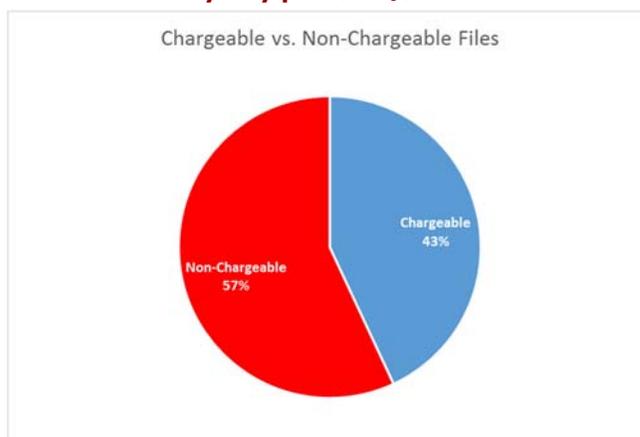
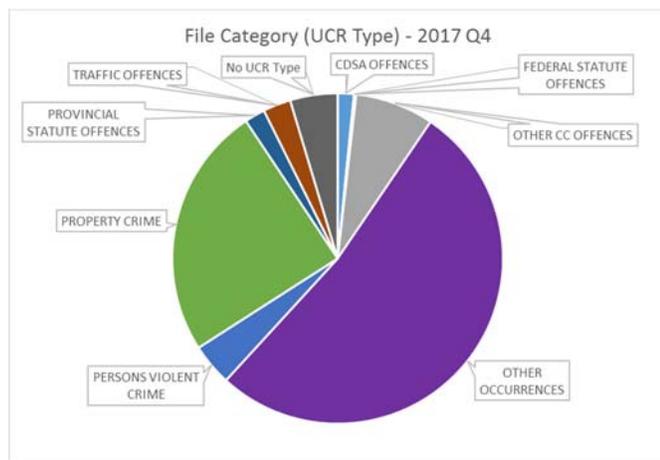


PSOSRD Overall Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	122	125	2%	113	125	11%	393	445	13%
BREAK & ENTER-BUS	72	68	-6%	85	68	-20%	320	272	-15%
BREAK & ENTER-OTH	69	96	39%	49	96	96%	197	269	37%
BREAK & ENTER-RES	53	88	66%	68	88	29%	240	279	16%
MENTAL HEALTH ACT	272	267	-2%	325	267	-18%	1173	1230	5%
THEFT FROM VEHICLE	262	245	-6%	257	245	-5%	905	1008	11%
PERSONS VIOLENT CRIME (DV)	62	54	-13%	77	54	-30%	276	230	-17%
PERSONS VIOLENT CRIME	181	192	6%	253	192	-24%	831	784	-6%
PROPERTY CRIME	1258	1308	4%	1511	1308	-13%	5022	5419	8%

PSOSRD Total Calls for Service (YTD) – 34,073

PSOSRD Overall File Breakdown by Type (Q4)



Examples of "Other Occurrences"

- FALSE/ABANDONED **911**
- BREACH OF PEACE
- FALSE ALARMS
- IMPAIRED OPERATION MOTOR VEHICLE
- MISSING PERSONS
- MOTOR VEHICLE INCIDENTS
- MUNICIPAL BYLAW
- OTHER GENERAL OCCURRENCE
- OTHER TRAFFIC OFFENCES
- QUERY TO LOCATE
- SUSPICIOUS OCCURENCES
- UNSPECIFIED ASSISTANCE

Crime Drivers

Over all there has been an increase throughout the region in property crime. This is particularly associated to vehicles, including theft of and from those vehicles. Break and enter other is usually to out buildings and construction containers. A rash of these types of crimes was perpetuated by several known offenders in November and December which accounts for a large part of the overall year to date increase. They were apprehended by the Targeted Enforcement Unit with assistance from all detachments and units in the Regional Detachment. Prolific offenders continue to account for the majority of property theft in our communities.

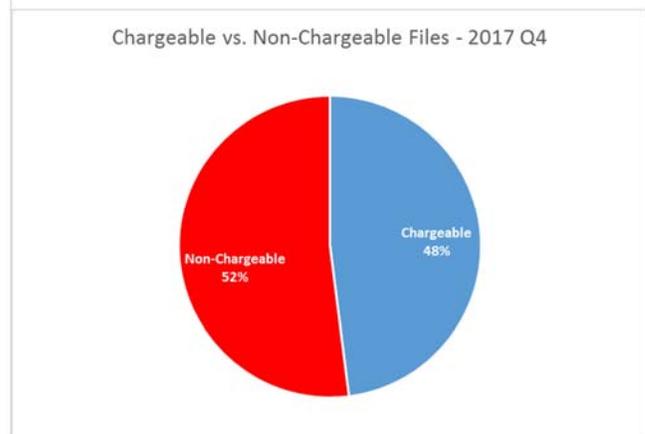
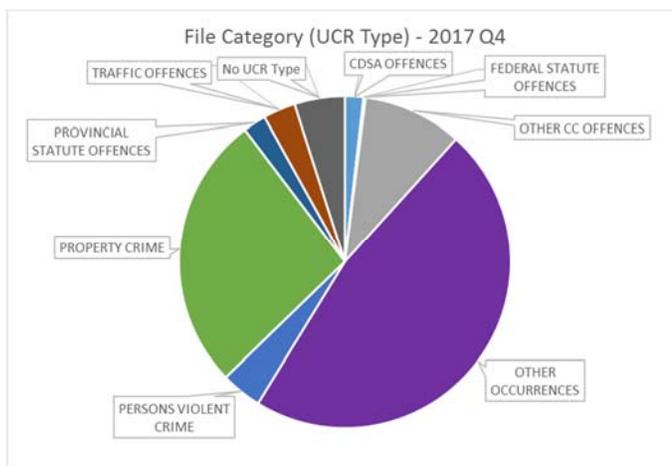


Penticton Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	70	49	-30%	63	49	-22%	236	240	2%
BREAK & ENTER-BUS	46	36	-22%	42	36	-14%	181	162	-10%
BREAK & ENTER-OTH	30	63	110%	29	63	117%	99	177	79%
BREAK & ENTER-RES	30	36	20%	38	36	-5%	159	154	-3%
MENTAL HEALTH ACT	177	153	-14%	204	153	-25%	756	741	-2%
THEFT FROM VEHICLE	180	160	-11%	184	160	-13%	653	740	13%
PERSONS VIOLENT CRIME (DV)	33	29	-12%	30	29	-3%	150	107	-29%
PERSONS VIOLENT CRIME	99	96	-3%	121	98	-19%	482	393	-18%
PROPERTY CRIME	796	776	-3%	971	776	-20%	3356	3563	6%

Penticton Total Calls for Service (YTD) – 19,789

Penticton File Breakdown by Type (Q4)



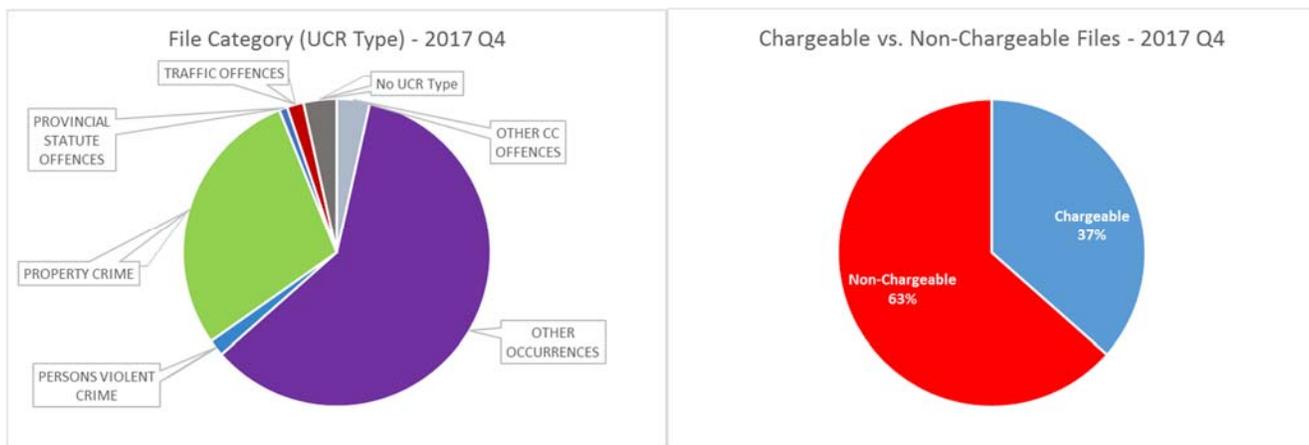
- Violent Crime in Penticton accounts for approximately **4 %** of total calls for service. Over half of the violent crime is either domestic violence or known offender crime due to lifestyle.
- Theft from vehicle remains the single greatest crime type in Penticton, the majority of which are from unlocked vehicles or those with visible valuables.
- Violent crime in Penticton is **down 18%** compared to 2016
- Domestic Violence in Penticton is **down 29%** compared to 2016
- Property crime in Penticton is **up 6%** compared to 2016



Okanagan Falls Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	2	6	200%	6	6	0%	12	16	33%
BREAK & ENTER-BUS	4	3	-25%	1	3	200%	8	6	-25%
BREAK & ENTER-OTH	2	2	0%	4	2	-50%	9	13	44%
BREAK & ENTER-RES	3	0	-100%	3	0	-100%	14	6	-57%
MENTAL HEALTH ACT	8	4	-50%	8	4	-50%	25	30	20%
THEFT FROM VEHICLE	12	7	-42%	6	7	17%	46	32	-30%
PERSONS VIOLENT CRIME (DV)	2	0	-100%	3	0	-100%	10	4	-60%
PERSONS VIOLENT CRIME	4	1	-75%	4	1	-75%	16	12	-25%
PROPERTY CRIME	44	30	-32%	41	30	-27%	180	156	-13%

Okanagan Falls File Breakdown by Type (Q4)



Significant percentage increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

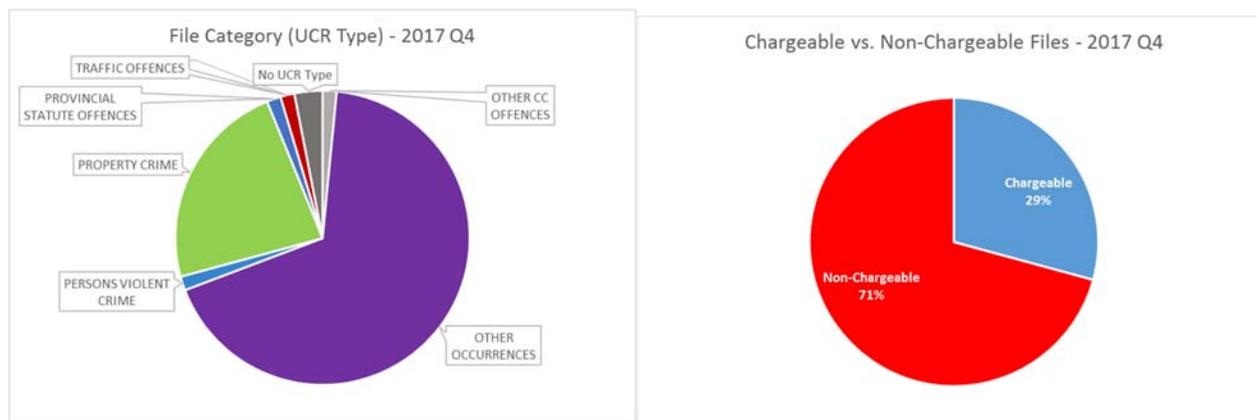
- Violent crime in Okanagan Falls is **down 25%** compared to 2016
- Domestic Violence in Okanagan Falls is **down 60%** compared to 2016
- Property crime in Okanagan Falls is **down 13%** compared to 2016



Naramata Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	4	3	-25%	0	3	N/C	10	8	-20%
BREAK & ENTER-BUS	1	1	0%	1	1	0%	1	2	100%
BREAK & ENTER-OTH	0	0	N/C	0	0	N/C	5	4	-20%
BREAK & ENTER-RES	0	2	N/C	2	2	0%	3	5	67%
MENTAL HEALTH ACT	0	2	N/C	4	2	-50%	3	9	200%
THEFT FROM VEHICLE	1	1	0%	3	1	-67%	14	12	-14%
PERSONS VIOLENT CRIME (DV)	1	1	0%	2	1	-50%	2	3	50%
PERSONS VIOLENT CRIME	2	1	-50%	2	1	-50%	5	4	-20%
PROPERTY CRIME	16	14	-13%	16	14	-13%	63	58	-8%

Naramata File Breakdown by Type (Q4)



Significant percentage increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

- Violent crime in Naramata is **down 20%** compared to 2016
- Domestic Violence in Naramata is **up 50%** compared to 2016
- Property crime in Naramata is **down 8%** compared to 2016

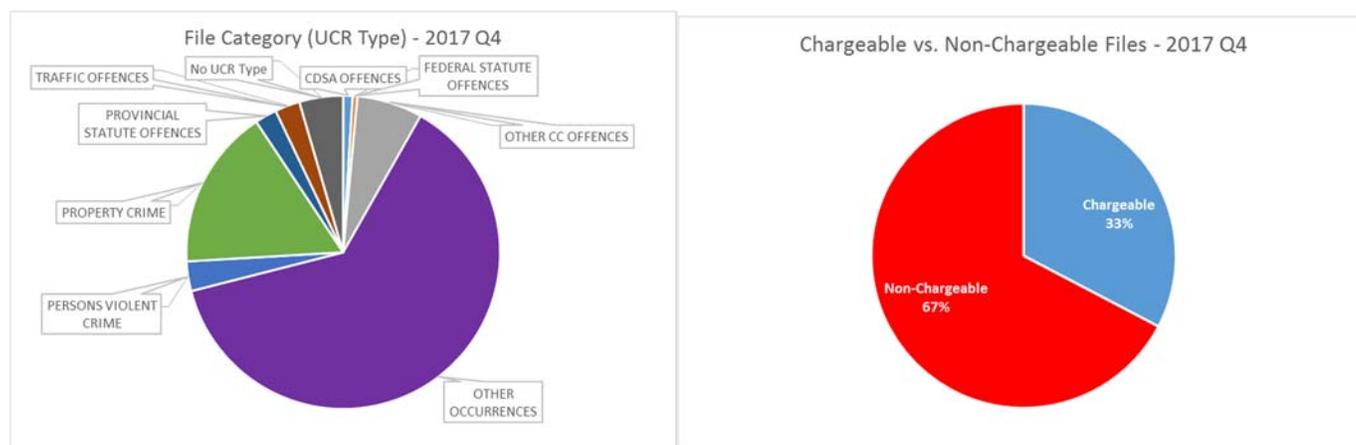


Summerland Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	14	12	-14%	9	12	33%	33	39	18%
BREAK & ENTER-BUS	8	5	-38%	15	5	-67%	27	32	19%
BREAK & ENTER-OTH	7	6	-14%	4	6	50%	23	17	-26%
BREAK & ENTER-RES	9	7	-22%	12	7	-42%	22	29	32%
MENTAL HEALTH ACT	22	28	27%	35	28	-20%	118	145	23%
THEFT FROM VEHICLE	41	14	-66%	13	14	8%	101	66	-35%
PERSONS VIOLENT CRIME (DV)	5	4	-20%	9	4	-56%	25	24	-4%
PERSONS VIOLENT CRIME	17	19	12%	25	19	-24%	61	75	23%
PROPERTY CRIME	164	94	-43%	136	94	-31%	448	478	7%

Summerland Total Calls for Service (YTD) – 3191

Summerland File Breakdown by Type (Q4)



Significant increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

- Violent crime in Summerland is **up 23%** compared to 2016
- Domestic Violence in Summerland is **down 4%** compared to 2016
- Property crime in Summerland is **up 7%** compared to 2016

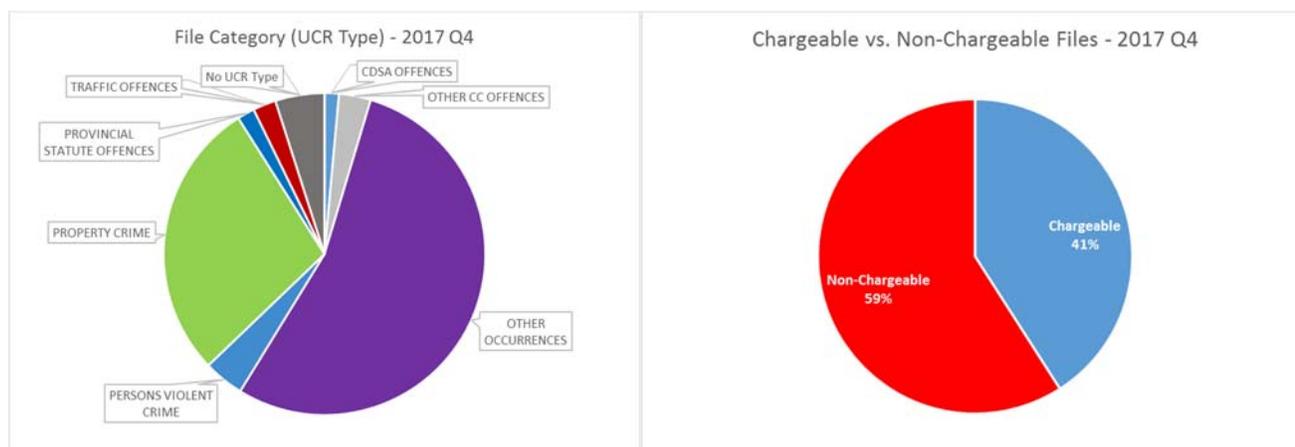


Oliver Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	19	34	79%	12	34	183%	42	76	81%
BREAK & ENTER-BUS	7	10	43%	12	10	-17%	35	33	-6%
BREAK & ENTER-OTH	9	7	-22%	6	7	17%	23	19	-17%
BREAK & ENTER-RES	4	16	300%	7	16	129%	13	30	131%
MENTAL HEALTH ACT	27	34	26%	33	34	3%	119	130	9%
THEFT FROM VEHICLE	20	27	35%	21	27	29%	66	75	14%
PERSONS VIOLENT CRIME (DV)	8	5	-38%	5	5	0%	32	21	-34%
PERSONS VIOLENT CRIME	23	26	13%	31	26	-16%	86	98	14%
PROPERTY CRIME	125	179	43%	138	179	30%	447	534	19%

Oliver Total Calls for Service (YTD) – 3784

Oliver File Breakdown by Type (Q4)



Significant increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

- Violent crime in Oliver is **up 14%** compared to 2016
- Domestic Violence in Oliver is **down 34%** compared to 2016
- Property crime in Oliver is **up 19%** compared to 2016

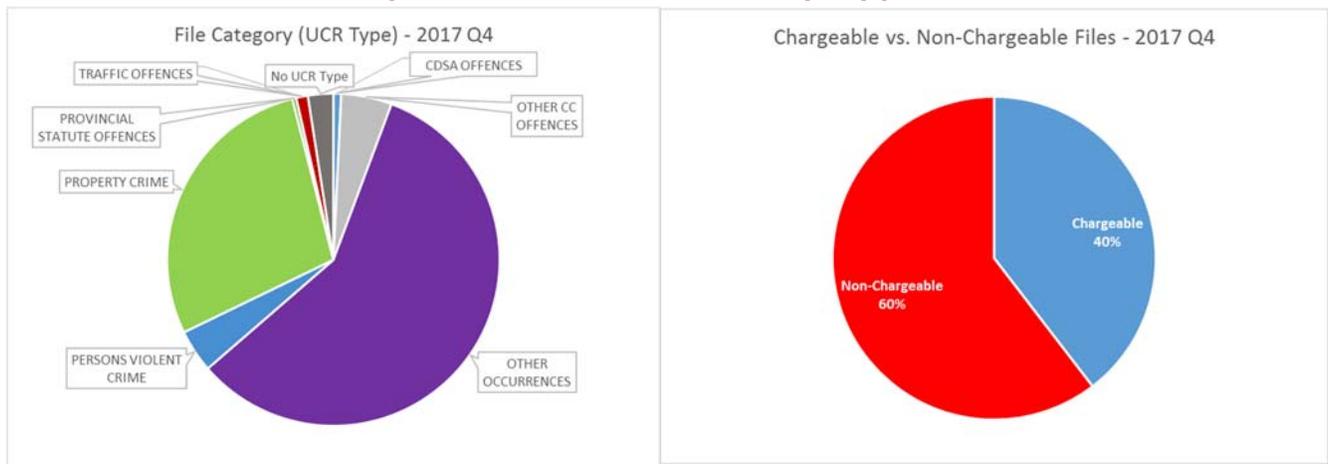


Osoyoos Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	10	15	50%	16	15	-6%	43	43	0%
BREAK & ENTER-BUS	8	14	75%	4	14	250%	38	27	-29%
BREAK & ENTER-OTH	9	13	44%	5	13	160%	26	35	35%
BREAK & ENTER-RES	4	15	275%	6	15	150%	12	29	142%
MENTAL HEALTH ACT	15	13	-13%	25	13	-48%	75	76	1%
THEFT FROM VEHICLE	8	27	238%	21	27	29%	43	71	65%
PERSONS VIOLENT CRIME (DV)	1	6	500%	13	6	-54%	23	29	26%
PERSONS VIOLENT CRIME	10	19	90%	32	19	-41%	66	81	23%
PROPERTY CRIME	75	139	85%	145	139	-4%	359	439	22%

Osoyoos Total Calls for Service (YTD) – 3269

Osoyoos File Breakdown by Type (Q4)



Significant increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

- Violent crime in Osoyoos is **up 26%** compared to 2016
- Domestic Violence in Osoyoos is **up 25%** compared to 2016
- Property crime in Osoyoos is **up 22%** compared to 2016

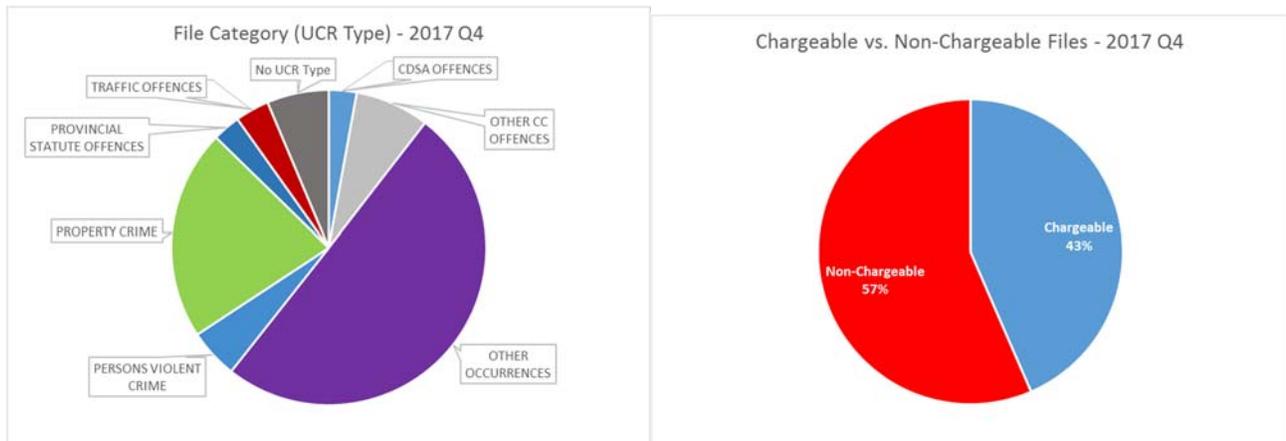


Keremeos Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	3	11	267%	7	9	29%	15	27	80%
BREAK & ENTER-BUS	2	2	0%	2	2	0%	12	6	-50%
BREAK & ENTER-OTH	3	3	0%	3	3	0%	8	8	0%
BREAK & ENTER-RES	2	5	150%	3	5	67%	15	16	7%
MENTAL HEALTH ACT	18	20	11%	10	20	100%	48	65	35%
THEFT FROM VEHICLE	8	7	-13%	5	7	40%	15	16	7%
PERSONS VIOLENT CRIME (DV)	5	4	-20%	8	4	-50%	24	17	-29%
PERSONS VIOLENT CRIME	13	11	-15%	21	11	-48%	68	49	-28%
PROPERTY CRIME	45	63	40%	53	63	19%	164	180	10%

Keremeos Total Calls for Service (YTD) - 1684

Keremeos File Breakdown by Type (Q4)



Significant increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

- Violent crime in Keremeos is **down 28%** compared to 2016
- Domestic Violence in Keremeos is **down 29%** compared to 2016
- Property crime in Keremeos is **up 7%** compared to 2016

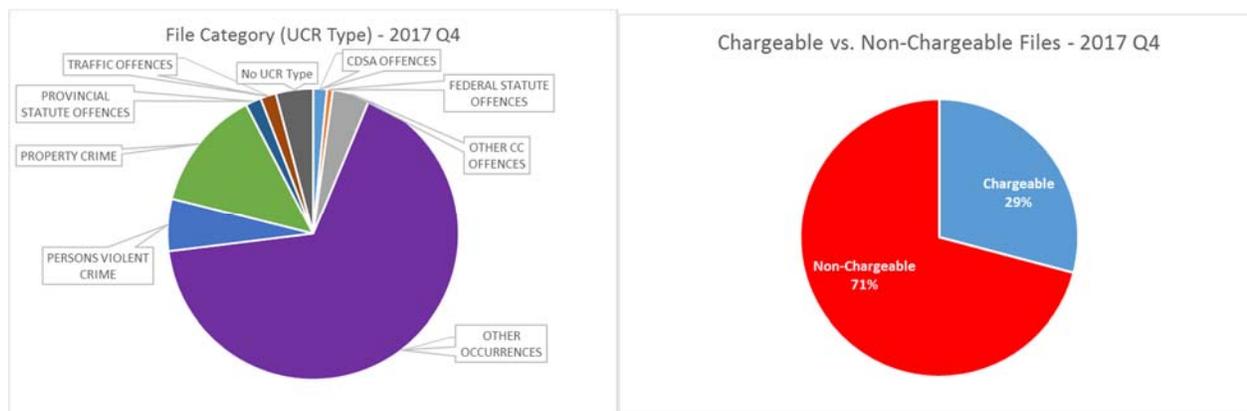


Princeton Dash Board

Offence Type	Q4 2016	Q4 2017	%Change Q4 2016 to Q4 2017	Q3 2017	Q4 2017	% Change Q3 - Q4 2017	Q4 YTD 2016	Q4 YTD 2017	% Change YTD Q4 2016 - YTD Q4 2017
AUTO THEFT	6	4	-33%	6	4	-33%	24	20	-17%
BREAK & ENTER-BUS	1	1	0%	10	1	-90%	27	12	-56%
BREAK & ENTER-OTH	11	4	-64%	2	4	100%	18	13	-28%
BREAK & ENTER-RES	4	9	125%	2	9	350%	19	21	11%
MENTAL HEALTH ACT	13	19	46%	18	19	6%	57	73	28%
THEFT FROM VEHICLE	5	10	100%	13	10	-23%	27	40	48%
PERSONS VIOLENT CRIME (DV)	10	6	-40%	12	6	-50%	22	32	45%
PERSONS VIOLENT CRIME	19	21	11%	23	21	-9%	68	88	29%
PROPERTY CRIME	53	57	8%	68	57	-16%	246	225	-9%

Princeton Total Calls for Service (YTD) - 2244

Princeton File Breakdown by Type (Q4)



Significant increases in smaller communities may be due to a relatively low comparator. For instance, a 500 percent increase is due to a particular file type rising from 1 to 5, usually due to one prolific offender committing a rash of that crime type in a small community. When this occurs, our analyst tracks the behavior and the Target Enforcement Team is deployed to determine what is occurring.

- Violent crime in Princeton is **up 29%** compared to 2016
- Domestic Violence in Princeton is **up 45%** compared to 2016
- Property crime in Princeton is **down 7%** compared to 2016



Data Qualifiers

All data pulled from the Police Records Information Management Environment (PRIME) between 2018-01-15 and 2018-01-17. PRIME data is live and subject to change. All numbers accurate as of the date they were pulled. Dashboards include only founded, primary scored files (except in the case of Mental Health Act files). Data was exported to Excel and collated. Charts include all files that occurred in each area. Penticton Detachment figures also include Naramata and Okanagan Falls. Chargeable files include CDSA offences, federal statute offences, other Criminal Code offences, persons violent crime, property crime, provincial statute offences, and traffic offences. Non-chargeable files include other occurrences and files with no UCR type (assistance, prevention, unfounded, unsubstantiated and Mental Health Act files).

The density map includes all primary-scored Criminal Code files (UCR codes 1000 through 3999, covering persons violent crime, property crime, and other Criminal Code offences) that were reported within Penticton city limits from 2017-10-01 to 2017-12-31. Areas that do not have a colour corresponding to them in the legend had negligible amounts of crime reported over the quarter.

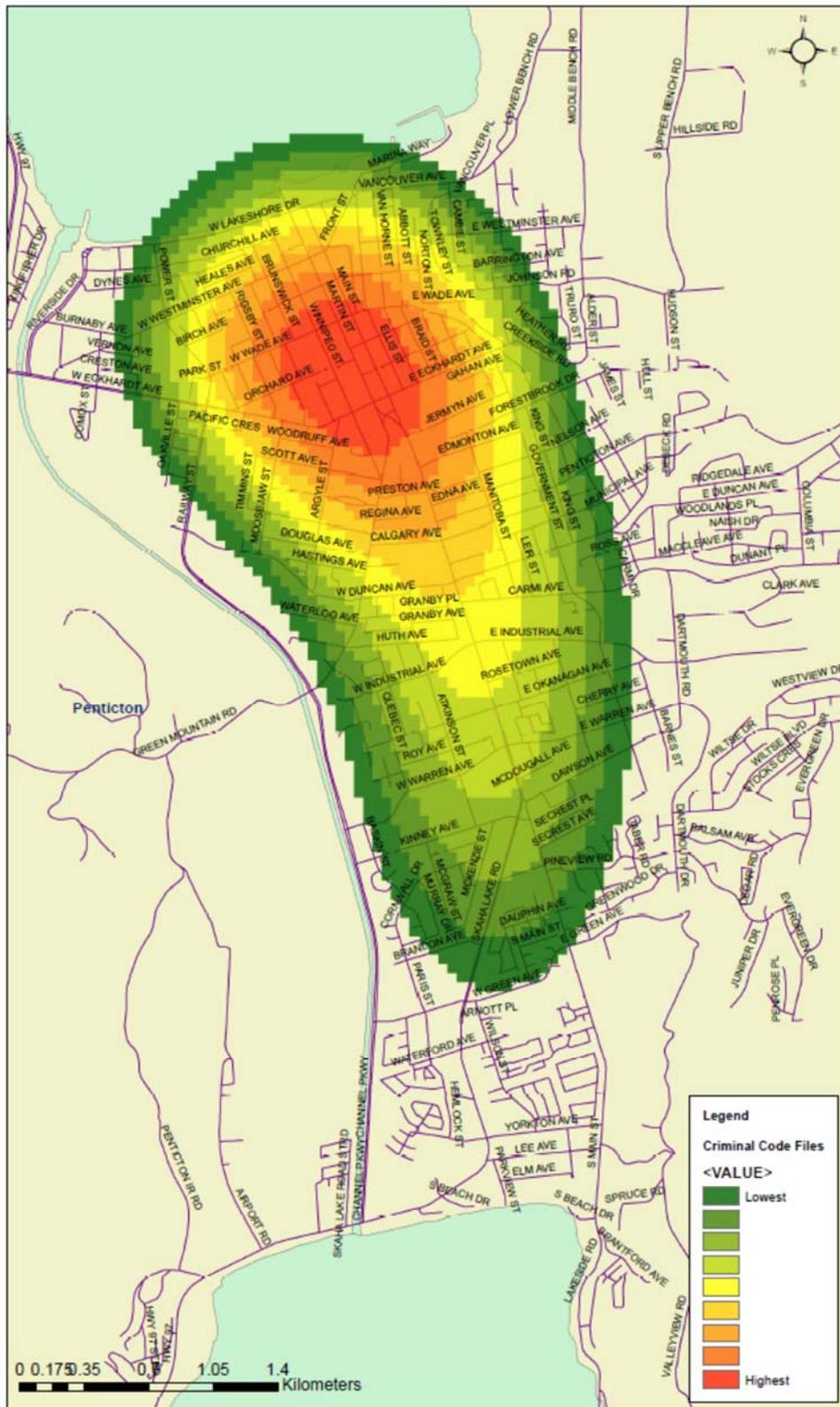
Volunteers

Community Policing Volunteers actively participated in Citizens on Patrol, Lock Out Auto Crime, Speed Watch, Bike patrol and other community events. The volunteer program has been reorganized in this quarter to focus on an overall volunteer approach to community safety and policing support. Each volunteers will be trained to the same standard and assigned to specific duties and events. The primary focus will be on support to detachment policing priorities, including patrols, block watch, and community events. Volunteer hours are recorded and indicate their continuing support of the programs. New uniform shirts and vests have been purchased in order to give a standardized look and feel to the volunteer program. On shift volunteers will be easily recognizable by their clearly marked volunteer vests.



General Occurance Map by Quarter

Density of PSOSRD General Occurrence Files in Penticton for Q3



Open Report| 1/26/2018



Royal Canadian Gendarmerie royale
 Mounted Police du Canada



Crime Reduction

Major Investigations and Initiatives

Reduce Theft of and from Motor Vehicle

Prolific Auto Thieves – Auto theft is a continuing concern throughout the region. Stolen and uninsured vehicles are the primary mode of transport for most prolific offenders. By simply locking vehicle doors and using anti-theft devices such as ignition immobilizers, the public can be part of the solution in reducing crime throughout the region. In late December a group of prolific criminals targeted the Ford F-250/350 series of pick-up trucks to use for a rash of break and enters to wineries, commercial properties and vehicles. Most of these vehicles did not have passive ignition immobilizers. Their crime spree went from West Kelowna through to Oliver and then into Keremeos and Osoyoos. The offenders drove recklessly whenever they saw police and placed the lives and safety of the motoring public in jeopardy every day of their criminal operations. Through coordinated response, information sharing, advanced techniques and old fashioned heads up observation, police were able to locate the suspects and bring them before the courts. Despite the significant damage and loss inflicted by this group and the fact that they were well known, it took considerable resources and time to track them down. Property crime and theft of these vehicles has dropped dramatically since their arrest, which is an indication of the impact prolific offenders have on our community when they are at large. Our regional approach was key in removing these offenders from the streets.

Stolen and Returned – A 2014 Kawasaki Ninja motorcycle was stolen from a residence in Cawston. The motorcycle was recovered in Oliver and returned to the owner. This is a good example of the communication that occurs between detachments in the South Okanagan region.

Right Place, Right Time - The PSOSRD Targeted Enforcement Unit was patrolling a downtown hotspot when they received a complaint that a stolen van had been observed on Ellis St in Penticton. The caller stated two males had just exited the vehicle and departed on foot. Members located two males matching the suspect description, who were arrested for possession of stolen property. The keys for the stolen van and drugs were located in their possession.

Reduce Break and Enter

Break and Enter Increases – Break and enters have increased over the last quarter and continue to be the focus of our targeted enforcement. Most break and enter suspects are known prolific offenders who usually target smaller items and unprotected property. As part of our public education campaign in 2018, we will seek to support communities with safety talks to build understanding in how to protect property. In order to support these initiatives, our volunteers will



increase regular patrols and work towards building a Block Watch program throughout the South Okanagan.

Break and Enter Decreases – On November 25, Osoyoos RCMP responded to a residential break and enter on 2nd Avenue. The subsequent investigation lead them to a hotel room where a search warrant was conducted and a large amount of stolen items were seized. Many of the items seized had been stolen over the preceding few days during other residential break and enters as well as thefts from vehicles. A firearm was also seized from the room. A 21 year old male Osoyoos resident was charged with one count of break and enter, eight counts of possession of stolen property under \$5000, two counts of fraud under \$5000, one count of possession of a firearm without a permit and one count of unsafe storage of a firearm.

Target Prolific Offenders

Multiple Files, Multiple Charges – A prolific property offender was arrested with the assistance of the PSOSRD Targeted Enforcement Unit in Oliver. In all, thirteen charges were approved including two counts of Dangerous Operation of a Motor Vehicle, Possession of Stolen Property Over \$5000, two counts of Obstruction, two counts of Theft Under \$5000, Theft Over \$5000, Fraud, Theft of Credit Card, two counts of Prohibited Driving, and Possession of a Controlled Substance CDSA. The male remains in custody, but during the time of his previous release his crime spree single handedly contributed to the rise in property crime in Oliver. Since his arrest, there has been a measurable reduction in this type of crime in the area.

Good Eye, Great Result - A Penticton Detachment member attended a minor noise complaint on Forestbrook Drive. A short time later while familiarizing herself with her Watch's Compstat target, she realized that she may have observed the target in the background at the residence she just attended. She proceeded to review file information and photos, and concluded the male she had observed in the background at the residence was in fact the Compstat target. She engaged her partners and created a plan to attend the residence again in the hope of arresting the target. The result was the safe and successful arrest of the target male, who had four outstanding unendorsed warrants.

That Dog DOES Hunt – Another prolific property offender from Oliver was arrested and remains in custody after committing two break and enters into occupied residences. After stealing the second victim's purse, he fled into an orchard prior to police arrival. He was located hiding in an outhouse and refused to exit until strongly encouraged by Police Service Dog Harro. During the track, Harro and his handler recovered several pieces of the suspect's clothing and the victim's purse. PSOSRD Forensic Identification Services definitively linked the suspect to both break and enters.



Nowhere to Hide - On October 31, members of the Osoyoos RCMP assisted by Oliver RCMP, Police Dog Services and the PSOSRD Targeted Enforcement Unit converged on a house on Alden Road off of Mt. Baldy Road to arrest a male who was at large and wanted on five outstanding warrants. The 41 year old male had been staying at the home while evading police. The male was taken into custody without incident. During the arrest, officers found the home was primarily being used to house an illegal marihuana grow operation. Police obtained a search warrant and dismantled the marihuana grow operation and seized numerous stolen items including a Ford F350, ATVs and firearms. This particular male is a frequent candidate on our Compstat top five prolific offender list.

Target Illegal Drug Operations

That Dog DON'T Hunt – A member from Keremeos Detachment attended a home for a break and enter investigation. While there, he noted a dog bowl filled with marihuana. In order to identify the suspect who had the marihuana he wrote an impression warrant based upon the scene exam of the break and enter. It was a positive hit and should result in charges.

Target Violent Criminals

Removing Predators – The PSOSRD General Investigation Section undertook three investigations into child pornography in this quarter. These investigations are very technical in nature and are often international. Despite the cost and time invested, the identification and prosecution of those involved in this type of exploitation is a priority for our experienced investigators.

Settling a Contract the Wrong Way - Initially reported as a vehicle fire, investigators learned that the arson was related to an ongoing issue with a contract and money owed. The investigation suggested possible ties to organized crime and required coordination with police across Canada, resulting in the arrests of the accused parties. The investigation continues as the matter is prepared for court.

Violence off the Street – A male who was being held in custody at the Okanagan Correctional Centre stabbed two other inmates resulting in further charges. He was being held for trial after being accused of shooting a local Oliver resident in April 2017.

Supporting Detachment Operations – The PSOSRD General Investigation Section took on multiple large investigations in support to the General Duty watches and units including two sudden deaths, later determined to be not suspicious, shots fired without injury, two robberies which were solved and a sexual assault. The coordination between support sections and frontline patrol ensures all initial aspects of an investigation are covered off in a timely manner. All of these files remain under



active investigation and take a significant amount of time to investigate, even if the result of that investigation indicates there was no foul play.

Serious Crime Investigations – The PSOSRD Serious Crime Unit continues to investigate three homicides which occurred in Penticton in 2017. Another homicide occurred in 2017 in the provincial area of Penticton Detachment and is under investigation by the Southeast District Major Crime Unit. Homicide investigations take a considerable amount of time in terms of initial investigation, interviews, and preparation for court, even when the suspect is known.

Reduce the Impact of Social Disorder

Seeking Attention, Serious Consequences – A student from Oliver high School made online threats to "shoot up the school". The student was arrested and put on conditions following the development of a safety plan with the school. Charges were not pursued as the student was dealt with through close partnership between police and school staff, resulting in appropriate intervention.

Domestic Violence – Police attended a report of an assault in the Cawston Area. The suspect was only recently released from a custodial sentence and returned to his ex-spouse and assaulted her. A thorough investigation was conducted and the male was arrested and charged with assault and breaching his probation order. The male was held in custody and sentenced to 111 days jail.

Helping those in Crisis – Members from Penticton Detachment responded to a call of a suicidal female in Okanagan Falls, who stated she was loading a firearm to harm herself. The members set up safely around the residence which was beside a school, necessitating the need to place it in a "secure and hold" condition. The members took their time and exhausted all means to communicate with the female until their only option was to breach the door and conduct a search. They located the female safe in her apartment with another male who was taken into custody for an unrelated matter.



Road Safety

Aggressive driving behaviors such as speeding and tailgating, coupled with distracted and impaired driving are the leading cause of collisions in the region. All of these behaviours put the motoring public at risk every single day. The loss of life, injury and damage to property can be avoided through safe driving practices, attention to the task of driving and the use of designated drivers and public transportation. Significant driving incidents over the last quarter include:

- Fatal MVI - Keremeos members responded to a fatal collision on Hwy 3. A 15 year female passenger from Abbotsford died in the single vehicle accident. The 20 year old driver suffered serious injuries. Members conducted the investigation and provided support to the parents who were travelling in another vehicle nearby when the accident occurred.
- Serious MVI - A motorcyclist was struck from behind on October 17 in Summerland and seriously injured while stopped at the traffic light at Hwy 97 and Johnson.
- Fatal MVI - A rented vehicle travelling south down Summerland hill on October 23 in the northbound lane struck a northbound vehicle head-on, resulting in the death of a 29 year old woman who was the passenger in the struck vehicle. The drivers of each vehicle were seriously injured. Summerland RCMP was supported by South Okanagan Traffic Services.
- Single vehicle MVI - A contract employee of the Summerland landfill lost control of his truck on ice and went over an embankment on Bathville near the water treatment plant. The vehicle rolled several times before coming to a rest. Summerland RCMP members worked in coordination with the Summerland Fire Dept. and BC Ambulance. An Air Ambulance landed at the site as part of the operation.

Always in Service – An off duty member of the Princeton RCMP was the first emergency responder to arrive at the scene of a significant rockslide on Highway 3. No one was injured in the slide, which caused two separate vehicle accidents and slowed traffic on the highway west of Hedley for several hours. The member and civilians at the scene assisted in slowing traffic to ensure no further accidents, as the incident occurred on a bend in the highway.



Community Engagement

Major Investigations and Initiatives

Cram That Cruiser – Police officers, Victim services and Public Service Employees from Keremeos conducted a Cram the Cruiser event in December gathering significant donations for the food bank and over \$1000 in cash. Members also collected donations for a local family in need who have 3 young children, including a newborn. The efforts were well received by the community.

Dirty Cops - Heavy snow fall caused havoc on Highway 3 just east of Osoyoos. Semi-tractor trailer units attempting to travel east up Anarchist Mountain became stuck on the steep hill blocking traffic. Two members from the Osoyoos Detachment went into overdrive and assisted a semi driver by installing his tire chains for him as he had been struggling to install them on his own. The quick assistance of the members helped the trucks get moving again and as a result the highway was quickly opened. Their hands and uniforms did not fare so well.

Supporting the Community – Oliver RCMP Members enjoyed time with their community in this last quarter. Some of the highlights included:

- A community walk through of the downtown core with the focus on local businesses
- A Seniors Safety talk at the Legion. Discussions revolved around elder abuse and home safety
- Grade 8 Healthy Fun Fair - Grade 8 students rotated around in small groups for the morning participating in 'Ted Talk' type presentations. Oliver RCMP spoke to students about on-line safety and bullying
- Assisted Oliver High School in taking high school students trap shooting at the Oliver range

In a Time of Need - The wife of a retired RCMP Member attended the office and advised her husband had hours to live, and asked if it would be possible for a member to attend the hospital to visit him. A municipal employee sought out a member in the office willing to attend. The member attended the hospital to spend some time with the retired member who passed away a short time later. The compassion shown to the deceased was very much appreciated by his family.

Supporting Victims – A member of Osoyoos Victim Services was recognized for doing an amazing job with victim management. She dealt with a number of high risk files over the last few months with dedication and caring. The service and support that she offered to victim and their families was recognized by members, employees and the public and is an integral part of our investigations.



Moving Forward

Increased Accountability

Our Annual Performance Plan holds us accountable to the communities we serve. Elements of the plan will be assigned to every supervisor in the detachment to ensure they are integral to developing solutions and maintaining accountability. PSOSRD is developing a new business plan that seeks increased engagement with our communities and agencies in the region. Significant progress has been made in terms of communication and expectations, which will lead into an exciting third quarter.

Community Safety and Wellness Committee

The implementation of this committee was delayed with the intent of having it in place in February to developed policing priorities for 2018 and 2019. This fits into the RCMP performance planning cycle and will help in meeting the expectations of our communities with respect to policing operations. Letters will be going out in early February 2018 to community leaders, concerned citizens and partner agencies to staff up the Community Safety and Wellness Committee. The first meeting is planned for the end of February or early March and will focus on issues such as property crime and social disorder. The committee will be chaired by members of local government and made up of residents, business leaders and stakeholders to promote and guide public safety initiatives with support from emergency and community services.

General Duty Staffing Analysis Committee

Penticton has been selected by the BC RCMP Operations Strategy Branch for the next phase of analysis. This is an important step in ensuring we are staffed to the correct levels for our communities. Traditional deployment models see police officers starting their shifts en-mass at scheduled start times. GDSAC seeks to determine when the majority of calls for service occur, to enable the detachment to have the right amount of resources in place for peak periods and events. It has also been instrumental in other detachments in determining police resourcing need into the future.

Comparative Statistics (COMPSTAT)

In addition to normal patrols, it is vital that police are focused on the most pressing areas of concern in our communities. Penticton South Okanagan Similkameen Regional Detachment utilizes the Compstat model to determine who is causing the most concern for public safety and where it is occurring. This is driven by proactive hotspot patrols, complaints from the community and calls for



service ranging from suspicious activity to the observation of crimes in progress. The success of Compstat requires the support of the community. Every suspicious activity should be called in so that we gain a better understanding of emerging issues. Compstat has now expanded to the entire region, since most of our prolific offenders are not bound by city limits.





REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, March 01, 2018
12:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of March 1, 2018 be adopted.

1. Consent Agenda – Corporate Issues

a. Oliver Parks & Recreation Society Appointment

THAT the Board of Directors appoint Tamela Edwards as a Director representing the Town of Oliver on the Oliver Parks & Recreation Society.

b. Okanagan Falls Parks & Recreation Commission Annual General Meeting – January 11, 2018

THAT the Minutes of the January 11, 2018 Annual General Meeting of Okanagan Falls Parks & Recreation Commission be received.

c. Okanagan Falls Parks & Recreation Commission – January 11, 2018

THAT the Minutes of the January 11, 2018 Okanagan Falls Parks & Recreation Commission be received.

d. Kaleden Recreation Commission – February 6, 2018

THAT the Minutes of the February 6, 2018 Kaleden Recreation Commission be received.

e. Corporate Services Committee – February 15, 2018

THAT the Minutes of the February 15, 2018 Corporate Services Committee be received.

f. Environment and Infrastructure Committee – February 15, 2018

THAT the Minutes of the February 15, 2018 Environment and Infrastructure Committee be received.

THAT the Board request the Minister of Environment intercede in the decision of RecycleBC to ban customer supplied containers and blue bags by July 2020.

g. Planning and Development Committee – February 15, 2018

THAT the Minutes of the February 15, 2018 Planning and Development Committee be received.

THAT staff be directed to not refer zoning bylaw amendments related to the preparation of an Okanagan Valley zoning bylaw to the applicable Electoral Area Advisory Planning Commission until a single consolidated bylaw is ready for Board consideration.

h. RDOS Regular Board Meeting – February 15, 2018

THAT the minutes of the February 15, 2018 RDOS Regular Board meeting be adopted.

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

2. Consent Agenda – Development Services

a. Development Variance Permit Application – 537 Dagur Way, Electoral Area “H”

- i. Permit No. H2017.177-DVP
- ii. Letters Received

To vary the maximum height of a fence in a residential zone.

THAT the Board of Directors approve Development Variance Permit No. H2017.177-DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)
THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Agricultural Land Commission Referral (Subdivision) – 388 Wrights Ranch Road, Electoral Area “H”

To facilitate the subdivision of the subject property into three (3) new parcels.

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)
THAT the Board of Directors “not authorize” the application to undertake a three lot subdivision at 388 Wrights Ranch Road (District Lot 386, YDYG, Except Plan 29426) in Electoral Area “H” to proceed to the Agricultural Land Commission.

C. PUBLIC WORKS**1. Resolution Request for 2018 OBWB Water Conservation and Quality Improvement Grant Program**

- a. Letter from Kaleden Irrigation District dated February 14, 2018

The OBWB requires that all WCQI grant applications be accompanied by a resolution of support from the organization's local government council or board (this includes projects submitted by staff of local government; all projects must receive support from their council/board).

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors forward a resolution of support to the Okanagan Basin Water Board for the following application to the 2018 OBWB Water Conservation and Quality Improvement (WCQI) Grant program:

- **Source Assessment of Skaha Lake Kaleden Irrigation District Intake**
-

D. COMMUNITY SERVICES – Rural Projects**1. Provincial License of Occupation Application – Kaleden Foreshore**

- a. Parcel Map
- b. Kaleden Parks Concept Plan
- c. Kaleden Foreshore Management Plan

To enhance the public lakefront amenities in Kaleden by acquiring tenure of Crown parcels and extending RDOS maintenance and oversight.

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support application to the Province of British Columbia for a License of Occupation (LOO) over 54 crown parcels in Kaleden for 30 years as described on the parcel map attached to the RDOS Administrative Report titled “Provincial License of Occupation Application – Kaleden Foreshore” dated March 1, 2018.

E. CAO REPORTS**1. Verbal Update**

F. OTHER BUSINESS

1. Chair’s Report

2. Directors Motions

3. Board Members Verbal Update

G. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: March 1, 2018

RE: Oliver Parks & Recreation Society Appointment

Administrative Recommendation:

THAT the Board of Directors appoint Tamela Edwards as a Director representing the Town of Oliver on the Oliver Parks & Recreation Society.

Reference:

Town of Oliver Resolution dated February 13, 2018

Background:

The Regional District and the Town of Oliver are partners in the provision of recreation services to the citizens of the Town and Electoral Area "C". A Society was created to provide oversight to, among other things:

"Manage all elements of (but not limited to) the Oliver & District Ice Arena, the Oliver Community Pool, the community parks including the Oliver Community Park, Kinsmen Playground, Rotary Beach and Lions Park, the Oliver Community Centre and recreation programming."

Analysis:

The Oliver Parks & Recreation Society Bylaw #1 provides that the Members of the Society shall be limited to two appointees of the Regional District and two appointees of the Town of Oliver. The Bylaw also creates a Board of Directors with the stipulation that there shall be eight directors and two alternates appointed by the Regional District with the following requirements:

- (1) the Regional District Electoral Area "C" Director or an unelected member of the public as the Board of the Regional District may appoint from time to time.
- (2) the Regional District Electoral Area "C", Alternate Director.
- (3) the Town Municipal Director to the Regional District or an unelected member of the public as the Town may appoint from time to time.
- (4) the Town Alternate Municipal Director to the Regional District or such other Town councilor as recommended by the Town Council.

- (5) a School Trustee recommended by School District No. 53 (Okanagan Similkameen).
- (6) the Band Chief or Band Councilor recommended by the Osoyoos Indian Band.
- (7) an unelected member of the public appointed by the Regional District on recommendation of the Electoral Area "C" Director.
- (8) an unelected member of the public appointed by Regional District on recommendation of the Town.
- (9) an unelected member of the public recommended by the Electoral Area "C" Director in the event that either of the directors specified in Paragraph (1) or (2) are unable to attend a meeting of directors.
- (10) a member of Town council on recommendation of the Town in the event that either of the directors specified in Paragraph (3) or (4) are unable to attend a meeting of directors.

All members serve at the pleasure of the Regional District, without term, although elected officials are limited to their term of office.

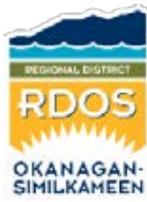
The current Board Members are:

- (1) Sheila Lange
- (2) Rick Knodel
- (3) vacant
- (4) Larry Schwarzenberger
- (5) Rachel Allenbrand
- (6) Vacant
- (7) Dennis Magoffin
- (8) Helene Urcullu
- (9) Vacant
- (10) Petra Veintimilla

Tamela Edwards, if appointed, will fulfill the position previously held by the late Larry Clarke as an unelected member of the public appointed by the Town of Oliver (Position (3) above)

Communication Strategy:

The Town of Oliver will be advised of the Regional District Board's decision.



MINUTES
Annual General Meeting
Okanagan Falls Parks & Recreation Commission
Thursday January 11, 2018 – 7:00 pm
Okanagan Falls Community Center



Members Present: Don Clark, Alf Hartviksen, Kevin Tom, Matt Taylor, Ron Obirek, Brian Jackson, Carole Barker
Absent: Tom Siddon
Staff: Shona Schleppe, Justin Shuttleworth, Janet Black
Recording Secretary: Shona Schleppe

Call to Order: 7:00 pm

1. APPROVAL OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Okanagan Falls Parks & Recreation Annual General Meeting of January 11, 2018 be adopted and all presentations and reports be accepted. CARRIED

2. APPROVAL OF LAST AGM MINUTES

RECOMMENDATION

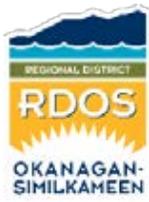
IT WAS MOVED AND SECONDED

That the minutes for the Okanagan Falls Parks & Recreation Annual General Meeting of January 12, 2017 be adopted. CARRIED

3. CHAIRS ANNUAL REPORT

Don Clark provided 2017 highlights.

- Donation to Music in the Park
- Set up Task Force for Heritage Hills Park development.
- Agree to continue Lamb Property lease.
- Kevin became treasurer and involved in the Okanagan Falls Commission financials.
- RDOS communication with Sun and Sand/Grey Condos.
- RDOS agreement with Short Ray Aster – signs installed in the Fall.
- Commission letter to RDOS re. Sun and Sand repair to foreshore structures.
- Contracted night time patrols in Okanagan Falls.
- Homeowner's Association applied for Capital Gaming grant for HH Park Development.
- Community Futures and Homeowner's Association sponsored HH Park opening in October.
- Boat launch removed and RDOS submitted a grant to Rural Dividend for Area "D" Boat launches.
- New member – Carole Barker and resignation of Don as Chair.



MINUTES
Annual General Meeting
Okanagan Falls Parks & Recreation Commission
Thursday January 11, 2018 – 7:00 pm
Okanagan Falls Community Center



4. Director's calls for nominations for chairperson.

Don makes motion to appoint Justin as elector in the Director's absence.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That Alf Hartviksen be appointed as Chair of the Okanagan Falls Parks & Recreation Commission as per Bylaw 2732,2016. **CARRIED**

5. Chairs calls for nominations of discretionary commission positions.

5.1 Vice Chair

RECOMMENDATION

IT WAS MOVED AND SECONDED

That Carole Barker be appointed as Vice Chair of the Okanagan Falls Parks & Recreation Commission. **CARRIED**

5.2 Treasurer

RECOMMENDATION

IT WAS MOVED AND SECONDED

That Kevin Tom be appointed as Treasurer of the Okanagan Falls Parks & Recreation Commission. **CARRIED**

5.3 Secretary

RDOS staff to continue to take the minutes.

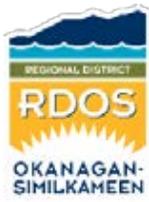
6. ADJOURNMENT

RECOMMENDATION

IT WAS MOVED

That the meeting be adjourned at 7:22 pm.

Recreation Commission Chair



MINUTES
Annual General Meeting
Okanagan Falls Parks & Recreation Commission
Thursday January 11, 2018 – 7:00 pm
Okanagan Falls Community Center



Recording Secretary



MINUTES

Okanagan Falls Parks & Recreation Commission

January 11, 2018
Okanagan Falls, Community Centre



Members Present: Alf Hartviksen (Chair), Kevin Tom, Ron Obirek, Brian Jackson
Carole Barker, Matt Taylor

Regrets: Tom Siddon

RDOS Staff: Janet Black, Shona Schleppe, Justin Shuttleworth

Guests: Don Clark

Recording Secretary: Shona Schleppe

1.0 CALL TO ORDER

The meeting was called to order at 7:25 p.m.

2.0 ADOPTION OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for January 11, 2018 be adopted.

CARRIED

3.0 APPROVAL OF PREVIOUS MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes of December 14, 2017 be approved.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

- 4.1 Fees and Charges – presentation from Janet, fees to be proposed in 2019.
- 4.2 Lamb property options – Impact of new landlord and tenant act. Access to foreshore in lease? Development of pathway a priority for Commission in 2018.

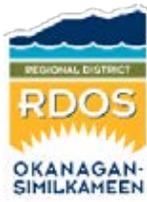
5.0 CORRESPONDENCE/DELEGATIONS

6.0 COMMISSION MEMBER REPORTS

- 6.1 Chair – report for 2017 provided by Don Clark at preceding Annual General Meeting.
- 6.2 Treasurer Report – Kevin Tom
 - o Report received as presented.
- 6.3 Committees: Heritage Hills – Ron Obirek
 - o Report received as presented.

7.0 RDOS STAFF REPORTS

- 7.1 Parks Report – Justin Shuttleworth
 - o Report received.



MINUTES

Okanagan Falls Parks & Recreation Commission

January 11, 2018
Okanagan Falls, Community Centre



7.2 Recreation Report – Janet Black

- Report as received.
- Highlights: Website managed by staff, Online registration by spring, Cdn 150 event, Sing for your Life, What's on Wed, Paint Nights, Teen Nights, Regional Recreation approach – PAT. Challenges of enrollment in school, instructor attrition. 2018 – CPRA certification for Janet, soft launch to Book King registration, new programs, New Horizon funding for Seniors Play in the Park.

8.0 RDOS DIRECTOR REPORT

No report received.

9.0 NEW BUSINESS ARISING

9.1 Boat launch

10.0 ADJOURNMENT

RECOMMENDATION

IT WAS MOVED

That the meeting be adjourned at 9:00 pm.

Recreation Commission Chair

Recording Secretary



MINUTES

Kaleden Recreation Commission

Tuesday, February 6, 2018

Kaleden Community Hall



Members Present: Doug King, Jaynie Malloy, Randy Cranston, Neal Dockendorf, Jen Charlish, Subrina Monteith, Tom Siddon

Absent: Gail Jeffery, Jennifer Strong, Wendy Busch

Staff: Shona Schleppe

Recording: Shona Schleppe

Call to Order: 7:02 pm

1. APPROVAL OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Kaleden Parks and Recreation Meeting of February 8, 2018 be adopted. **CARRIED**

2. APPROVAL OF MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Kaleden Parks & Recreation Meeting of January 16, 2018 be adopted. **CARRIED**

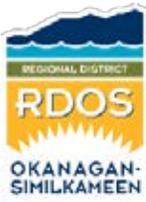
3. CORRESPONDENCE/DELEGATIONS

4. RDOS STAFF REPORTS

4.1 Recreation Coordinator Report – received and discussed.

4.2 Park Coordinator – Kaleden Capital Budget and Project description document relates to 6.1 and 7.4 related to park capital improvement plan.

5. COMMISSION MEMBER REPORTS



MINUTES

Kaleden Recreation Commission

Tuesday, February 6, 2018
Kaleden Community Hall



6. RDOS DIRECTOR REPORT

6.1 Budget and Fees – Board process and overview

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the 2018 Budget Tax Requisition be increased by \$3,311 to \$134,751 and to decrease the Hall Rental Revenue by the same amount (\$3,311) to \$11,514. **CARRIED**

6.2 Ratification of 2018 Fee and Charges Schedule

RECOMMENDATION

IT WAS MOVED AND SECONDED

That lines 3.2.1.1, 3.2.1.1.1 and 3.2.2 in the Fee and Charge Schedule be amended as set out in the attached revised schedule. In addition, the discount for Kaleden residents will remain at 25%. **CARRIED**

7. BUSINESS ARISING

7.1 Janitorial – Meeting scheduled for Friday, Feb. 9 at 4:00 pm.

7.2 Nordic Walking – April 21 course

7.3 Kitchen Licensing – Meeting with IH to be arranged – in progress.

7.4 Capital Expenditures for Park – the meeting confirmed the amount of money budgeted for Pioneer Park. The Park Committee will work closely with RDOS staff regarding design, costing and implementation of the project.

8. ADJOURNMENT

IT WAS MOVED AND CARRIED

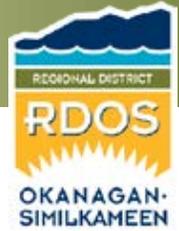
That the meeting be adjourned at 8:42 pm.

NEXT REGULAR MEETING:

Tuesday, March 6, 2018 at 7:00 pm
Kaleden Community Hall

Recreation Commission Chair

Recording Secretary



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, February 15, 2018

9:03 a.m.

Minutes

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair M. Bauer, Village of Keremeos
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director R. Mayer, Alt. 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 R. Barkwill, Alt. District of Summerland

MEMBERS ABSENT:

Director P. Waterman, District of Summerland
Director G. Bush, Electoral Area "B"

Director E. Christensen, Electoral Area "G"

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 February 15, 2018 be adopted. - CARRIED

B. 2018 ORGANIZATIONAL REVIEW – For Information Only

The Committee discussed the Terms of Reference for the Internal Organizational Review Project.

C. ADJOURNMENT

By consensus, the meeting adjourned at 9:32 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Committee Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, February 15, 2018

10:40 a.m.

Minutes

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair T. Siddon, Electoral Area "D"
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director R. Mayer, Alt. Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director A. Jakubeit, City of Penticton
Director R. Hovanes, Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director R. Barkwill, Alt. District of Summerland

MEMBERS ABSENT:

Director P. Waterman, District of Summerland

Director E. Christensen, Electoral Area "G"

STAFF PRESENT:

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

J. Dougall, Manager of Development Services
C Baughen, Solid Waste Management Coordinator

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Environment and Infrastructure Committee Meeting of February 15, 2018 be adopted. - **CARRIED**

B. BANNING OF BLUE BAGS BY RECYCLEBC

1. Presentation

To ensure the stability of the RDOS curbside recycling program.

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the Board request the Minister of Environment intercede in the decision of RecycleBC to ban customer supplied containers and blue bags by July 2020. - **CARRIED**

C. ADJOURNMENT

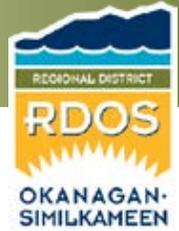
By consensus, the Environment and Infrastructure Committee meeting adjourned at 11:25 a.m.

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, February 15, 2018

9:33 a.m.

Minutes

MEMBERS PRESENT:

Chair M. Brydon, Electoral Area "F"
Vice Chair G. Bush, Electoral Area "B"
Director M. Bauer, Village of Keremeos
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director R. Mayer, Alt. 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 R. Barkwill, Alt. District of Summerland

MEMBERS ABSENT:

Director P. Waterman, District of Summerland

Director E. Christensen, Electoral Area "G"

STAFF PRESENT:

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

B. Dollevoet, Development Services Manager
C. Garrish, Planning Supervisor
K. Taylor, Planning Technician

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was **MOVED** and **SECONDED**

THAT the Agenda for the Planning and Development Committee Meeting of February 15, 2018 be adopted as amended by adding Item E Discussion on Non-Medical Cannabis. - **CARRIED**

B. ZONING BYLAW CONSOLIDATION AMENDMENTS – APC CONSIDERATION

The Committee discussed the level of consultation to be undertaken with Advisory Planning Commissions (APCs) as part of on-going work related to the preparation of a consolidated zoning bylaw for the Okanagan Electoral Areas.

RECOMMENDATION 2

It was **MOVED** and **SECONDED**

THAT staff be directed to not refer zoning bylaw amendments related to the preparation of an Okanagan Valley zoning bylaw to the applicable Electoral Area Advisory Planning Commission until a single consolidated bylaw is ready for Board consideration. - **CARRIED**

Director Konanz vacated the Boardroom at 9:46 a.m.

C. LEAN KAIZEN UPDATE: LAND USE BYLAW AMENDMENTS – For Information Only

The Committee was provided an update of the recently completed Lean Kaizen related to the land use bylaw amendment (rezoning) process.

Director Jakubeit entered the Boardroom at 10:05 a.m.

D. DELEGATION – Ministry of Forest, Lands, and Natural Resource Operations

Patrick Tobin – Regional Manager, Compliance and Enforcement

Mr. Tobin was unavailable to address the Committee today.

Director Konanz entered the Boardroom at 10:20 a.m.

E. DISCUSSION ON NON-MEDICAL CANNABIS

[PowerPoint](#)

F. ADJOURNMENT

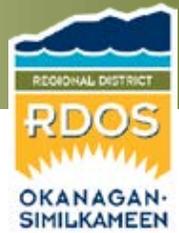
By consensus, the Planning and Development Committee meeting adjourned at 10:25 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 12:46 p.m. Thursday, February 15, 2018 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair M. Bauer, Village of Keremeos
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director R. Mayer, Alt. 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 J. Sentes, City of Penticton
Director T. Schafer, Electoral Area "C"
Director T. Siddon, Electoral Area "D"
Director R. Barkwill, Alt. District of Summerland

MEMBERS ABSENT:

Director P. Waterman, District of Summerland

Director E. Christensen, Electoral Area "G"

STAFF PRESENT:

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

M. Hayter, Manager of Finance

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of February 15, 2018 be adopted.

CARRIED

1. Consent Agenda – Corporate Issues

- a. Kaleden Recreation Commission Annual General Meeting – January 16, 2018
THAT the Minutes of the January 16, 2018 Annual General Meeting of Kaleden Parks & Recreation Commission be received.
- b. Kaleden Parks & Recreation Commission Orientation Meeting – January 16, 2018
THAT the Minutes of the January 16, 2018 Orientation Meeting of Kaleden Parks & Recreation Commission be received.
- c. Similkameen Recreation Commission – January 23, 2018
THAT the revised Minutes of the January 23, 2018 Similkameen Recreation Commission be received.
- d. Naramata Parks & Recreation Commission Annual General Meeting – January 22, 2018
THAT the Minutes of the January 22, 2018 Annual General Meeting of Naramata

Parks & Recreation Commission be received.

- e. Naramata Parks & Recreation Commission – January 22, 2018
THAT the Minutes of the January 22, 2018 Naramata Parks & Recreation Commission be received.

- f. Community Services Committee – February 1, 2018
THAT the Minutes of the February 1, 2018 Community Services Committee be received.

THAT the Board support the nomination of Hedley War Memorial Cenotaph for inclusion on the RDOS Community Heritage Register.

- g. Corporate Services Committee – February 1, 2018
THAT the Minutes of the February 1, 2018 Corporate Services Committee be received.

- h. Environment and Infrastructure Committee – February 1, 2018
THAT the Minutes of the February 1, 2018 Environment and Infrastructure Committee be received.

That the Board of Directors provide a letter of support for the Ecommunity Place Floodplain Re-engagement project submission to Okanagan Basin Water Board.

THAT the Board of Directors endorse the Crown Land Tenure Application for Renewal of Existing Access over Crown Land - File 3410928 associated with Shinish Creek Diversion Infrastructure.

- i. RDOS Regular Board Meeting – February 1, 2018
THAT the minutes of the February 1, 2018 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. 2016 Regional Growth Strategy “Snapshot” – For Information Only
a. South Okanagan Regional Growth Strategy, Volume 8, 2016
-

C. PUBLIC WORKS

1. Waste Management Service Regulatory Bylaw No. 2796, 2018
 - a. Bylaw No. 2796, 2018

To update and refine the Waste Management Service Regulatory Bylaw by repealing Bylaw No. 2535 and adopting Bylaw No. 2796, 2018.

RECOMMENDATION 3 (Weighted Participant Vote – Majority)

Participants: Village of Keremeos, Town of Oliver, City of Penticton, Electoral Areas "B", "C", "D", "E", "F", and "G"

It was MOVED and SECONDED

THAT Bylaw No. 2796, 2018 Regional District of Okanagan-Similkameen Waste Management Services Regulatory Bylaw be adopted. - **CARRIED**

D. COMMUNITY SERVICES – Protective Services

1. Community Emergency Preparedness Fund – Emergency Operations Centre (EOC)

To secure provincial funding for equipment, material and training in the operation of our EOC within the RDOS Emergency Management Program.

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

THAT the Board of Directors support the application to the Community Emergency Preparedness Fund (CEPF) - Emergency Operations Center (EOC) Application.

CARRIED

2. UBCM 2018 FireSmart Grant Program

The general goal of the FireSmart program is to encourage communities and citizens to adopt and conduct FireSmart practices to mitigate the negative impacts of wildfire to assets on community and private property (Source: UBCM).

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

THAT the Board of Directors support the grant applications for the 2018 UBCM FireSmart Program for up to three communities, including Kaleden, Twin Lakes, and Missezula Lake. - **CARRIED**

E. FINANCE

1. RDOS 2018-2022 Five Year Financial Plan Bylaw No. 2791, 2018
 - a. 2018-2022 Five Year Financial Plan – Appendix A
 - b. 2018-2022 Five Year Financial Plan – Appendix B
 - c. Bylaw No. 2791, 2018
 - d. Bylaw No. 2791, 2018 - Schedule A
[Schedule of Changes since Second Reading](#)

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

THAT Bylaw No. 2791, 2018 Regional District of Okanagan Similkameen 2018-2022 Five Year Financial Plan be read a third time.

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

THAT Bylaw No. 2791, 2018 Regional District of Okanagan Similkameen 2018-2022 Five Year Financial Plan be amended as proposed in the Five Year Financial Plan Changes since Second Reading Document. - **CARRIED**

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

THAT Bylaw No. 2791, 2018 Regional District of Okanagan Similkameen 2018-2022 Five Year Financial Plan be read a third time as amended and finally adopted.
CARRIED

2. Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure
 - a. Bylaw No. 2799, 2018
 - b. Grant In Aid Application Form

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

THAT Bylaw No. 2799, 2018, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted.
CARRIED

3. Q4 2017 Budget Variance Analysis Report – For Information Only

To provide oversight on the financial position of the corporation. In addition to the development and approval of the annual business plan and budget, is a quarterly review of the variance between the Income Statement and the Budget. Administration provides this to the Board in a narrative format with forecasts for year-end.

4. 2017-2021 Five Year Financial Plan Amendment Bylaw No. 2767.01
 - a. Bylaw No. 2767, 2017
 - b. Bylaw No. 2767.01, 2018
 - c. Bylaw No. 2767.01, 2018 - Attachment 1
 - d. 2017-2021 Five Year Financial Plan Schedule A

RECOMMENDATION 9 (Weighted Corporate Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2767.01 2017-2021 Five Year Financial Plan Amendment Bylaw be read a first, second and third time and be adopted. - **CARRIED**

F. LEGISLATIVE SERVICES

1. RDOS Fees and Charges Bylaw No. 2787, 2018
 - a. Bylaw No. 2787, 2018 (Marked-Up Copy)
 - b. Bylaw No. 2787, 2018 (Clean Copy)

RECOMMENDATION 10 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2787, 2018 Regional District of Okanagan-Similkameen Fees and Charges Bylaw be read a third time, as amended after second reading. - **CARRIED**

RECOMMENDATION 11 (Weighted Corporate Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2787, 2018 Regional District of Okanagan-Similkameen Fees and Charges Bylaw be adopted. - **CARRIED**

2. SILGA Resolutions

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors support the following resolution to be forwarded to the 2018 SILGA convention for consideration:

“WHEREAS:

- thousands of British Columbia residents face life threatening conditions which can trigger imminent death if not treated immediately, such as allergic reactions, asthma and type 1 diabetes, creating a hardship for many families that must choose between meeting their basic needs and paying for these lifesaving medications;
- Naloxone and other drug overdose reversing medications are covered free of charge by the Province.

NOW THEREFORE BE IT RESOLVED that the Provincial Government develop an equitable system which would make available, free of charge, all medications which could halt immediate death.”

CARRIED

It was MOVED and SECONDED

THAT the Board of Directors support the following resolution to be forwarded to the 2018 SILGA convention for consideration, with the addition of a third recital addressing the different needs in rural communities:

“WHEREAS:

- The Regional District of Okanagan-Similkameen has determined that the use of clear bags and other customer supplied containers allows for the most efficient collection of residential recycling in their existing collection areas by increasing ease of use, increasing the volume of materials collected, reducing total program costs, reducing contamination as compared to cart collection, limiting windblown litter and protecting recycling from rain and snow;
- RecycleBC intends to require that all participating local governments ban the use of clear bags and other customer supplied containers for their residential recycling by July 2020.

NOW THEREFORE BE IT RESOLVED that the Ministry of Environment intervene with RecycleBC in allowing clear bags and other customer supplied containers to remain an option for existing local government collection programs.”

CARRIED

It was MOVED and SECONDED

THAT Administration be directed to draft a SILGA resolution with respect to a review of the *Local Government Act*.

DEFEATED

Opposed: Directors Pendergraft, Boot, Brydon, Bauer, Kozakevich, Sentes, McKortoff, Hovanes, Schafer, Konanz, Armitage

G. CAO REPORTS

1. Verbal Update
-

H. 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*
 - a) February Report
 - f. Okanagan Film Commission (OFC) – *Jakubeit*
 - g. Okanagan Regional Library (ORL) – *Kozakevich*
 - h. Okanagan Sterile Insect Release Board (SIR) – *Bush*
 - i. Okanagan-Similkameen Healthy 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 – *Konanz*
-

3. Directors Motions

Alberta Ban on British Columbia Wine

It was MOVED and SECONDED

THAT the Regional District of Okanagan Similkameen forward a letter to the Premiers of BC and Alberta as well as the Prime Minister, expressing concern about the impacts of the Alberta ban on British Columbia Wine.

CARRIED

Opposed: Directors Martin, Siddon, Brydon, Boot, Bauer

4. Board Members Verbal Update

I. CLOSED SESSION

RECOMMENDATION 30 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT in accordance with Section 90(1) of the *Community Charter*, the Board close the meeting to the public to receive minutes of previous In-Camera meetings; and,

THAT in accordance with Section 90(1)(i) of the *Community Charter*, the Board close the meeting to the public on the basis of the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and,

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

CARRIED

The meeting was closed to the public at 3:10 p.m.

The meeting was opened to the public at 3:45 p.m.

J. ADJOURNMENT

By consensus, the meeting adjourned at 3:45 p.m.

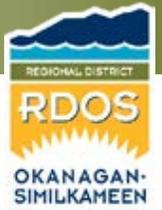
APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: March 1, 2018
RE: Development Variance Permit Application — Electoral Area “H”

Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. H2017.177-DVP

Purpose: To vary the maximum height of a fence in a residential zone.

Owners: Maria Bella Folio: H00606.045

Civic: 537 Dagur Way, Princeton Legal: Lot 9, DL 1 and 3528, SDYD, PLAN KAP56749

OCP: Low Density Residential (LR) Zone: Residential Single Family One (RS1) zone

Variance Request: To vary the maximum fence height from between 1.2 m to 1.83 m and 1.8 m to 2.74 m.

Proposed Development:

This application seeks to increase the maximum fence height along various sections of fence around the entirety of the property. Multiple height variances are being requested with requests from between 1.2 metres to 1.83 metres and 1.8 metres to 2.74 metres as measured from finished grade. On three of the four property lines the fence is constructed on top of a concrete lock block retaining wall.

In support of the requested variance, the applicant has stated that “the request does not defeat the intent of the bylaw or significantly depart from planning principle because the property is located on uneven, sloping ground” with the lot created between two other lots at a higher and lower elevation respectively. “The retaining walls provide solution to uneven, sloping ground” and addresses falling rock hazards. The fence and retaining wall on the highway side also acts as a fire, trespass, wildlife, noise and dust barrier.

The applicant further advises that the property has seen a high number of trespassers and wandering wildlife. Other measures including a chain across the front of the property, “no trespassing” signs, and cameras were attempted but the chain and signs were ignored and the cameras stolen.

Site Context:

The subject property is approximately 2,301 m² in area and is located on the southern side of the Dagur Way cul-de-sac and is to the north of Highway 3, approximately 4.32 kilometres to the east of the Town of Princeton. The surrounding pattern of development is predominantly low density residential with similarly sized and zoned lots with an undeveloped Large Holdings lot on the south side of highway 3.

Background:

The subject property was created by a subdivision deposited at the Land Title Office in Kamloops on April 16, 1996, and available Regional District records indicate that a building permit was issued for a single family dwelling in June 2005.

Under the Electoral Area "H" Official Community Plan (OCP) Bylaw No. 2497, 2012, the property is designated Low Density Residential (LR).

Under the Electoral Area "H" Zoning Bylaw No. 2498, 2012, the property is zoned Residential Single Family One (RS1) Zone, and the bylaw establishes a maximum height for fences in the residential zones of 1.8 metres from finished grade, which reduces to 1.2 metres within the required front setback area.

At its meeting of February 20, 2018, the Electoral Area "H" Advisory Planning Commission (APC) resolved to recommend to the Regional Board of Directors that Development Variance Permit No. H2017.177-DVP be approved.

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting.

Analysis:

When assessing variance requests a number of factors are generally taken into account. These include the intent of the zoning; the presence of any potential limiting physical features on the subject property; established streetscape characteristics; and whether the proposed development would have a detrimental impact upon the amenity of the area and/or adjoining uses.

While fences provide many benefits to home owners and often enhance properties by defining ownership, creating privacy and providing security, the intent of zoning regulations governing height is to help ensure that fences do not degrade livability (i.e. overshadowing), become a safety hazard (i.e. by limiting vehicle site distances) or a source of friction between neighbours.

In this context, Administration recognises that the applicant is seeking over-height fencing in order to address security issues with their property, and that the greatest increase in height will occur along the rear parcel line (adjacent to Highway 3) and is unlikely to have an adverse impact on the operation of the highway (i.e. it will not impact the site distance of vehicles).

Despite the low density residential zoning (i.e. RS1) of this neighbourhood, Administration further recognises that the size of parcels on Dagur Way are not characteristic of those found in other low density residential areas (i.e. Coalmont and Tulameen townsites where parcel sizes can range between 500 m² to 600 m²) and are generally not less than 2,020 m² in area. Accordingly, the impact of an over-height fence in this neighbourhood *could* be less than in other, more "dense" neighbourhoods as there is greater spacing between dwellings.

Conversely, Administration also recognises that fencing of this height is not characteristic of Dagur Way, particularly along the front setback, and that along the front setback an over-height fence will contribute to a "hardening" of the Dagur Way streetscape as its method of construction could be seen to be far too industrial in a residential area.

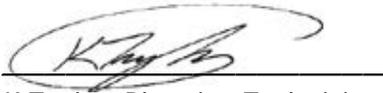
The Board is asked to be aware that it is a general planning practice to encourage lower fence heights along a front setback as openness and visibility contribute to safety and amenity by enabling casual surveillance of the street by residents while also improving pedestrian comfort.

In summary, while the proposed fence heights, particularly along the front setback, are not something that Administration would normally support on an RS1 zoned property, there are seen to be mitigating circumstances in this instance, not least of which is the size of surrounding properties and the fact that the subject property is situated on a cul-de-sac (meaning there is limited pedestrian activity).

Alternatives:

1. THAT the Board of Directors deny Development Variance Permit No. D2017.177-DVP.

Respectfully submitted



K. Taylor, Planning Technician

Endorsed by:



C. Garrish, Planning Supervisor

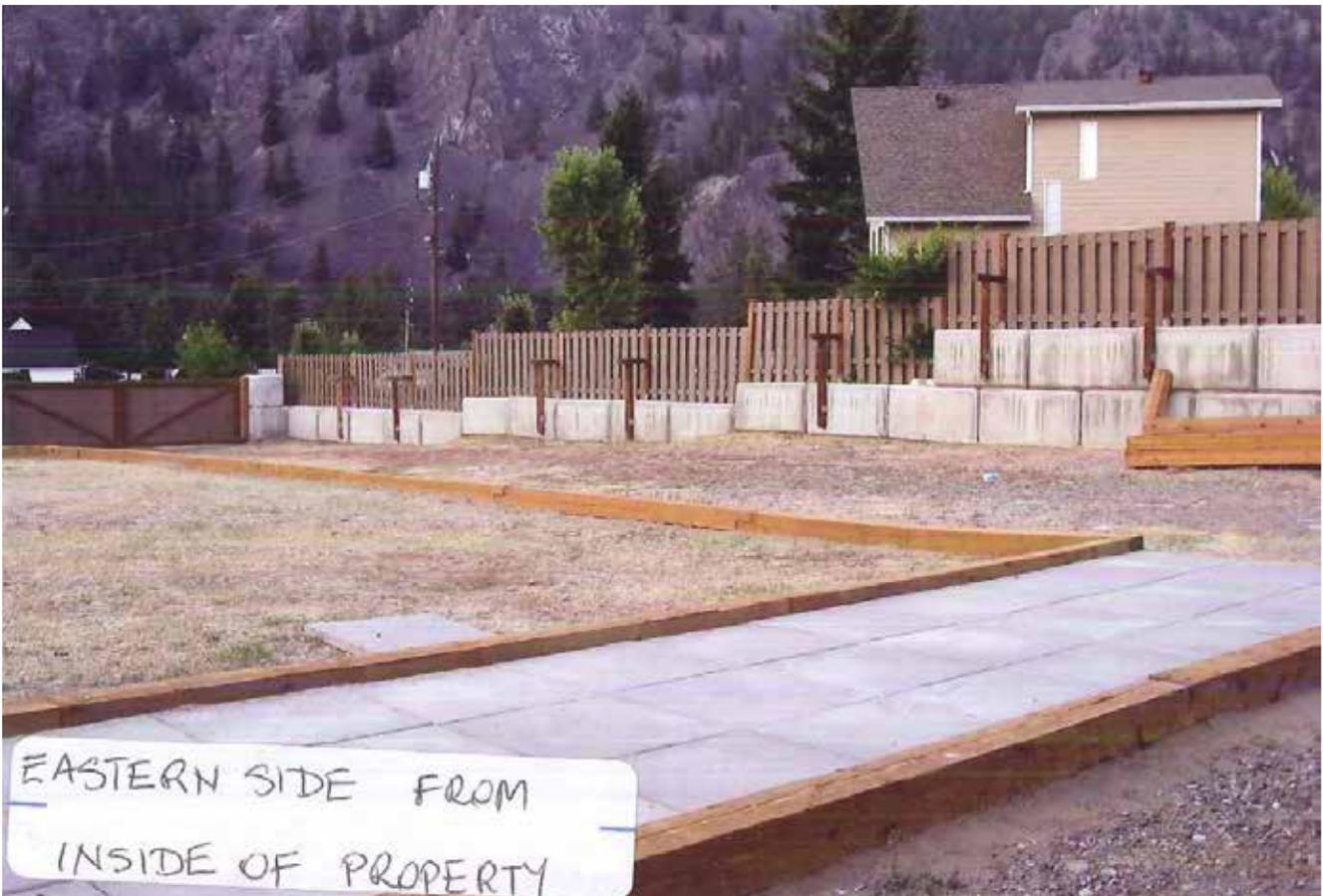
Endorsed by:

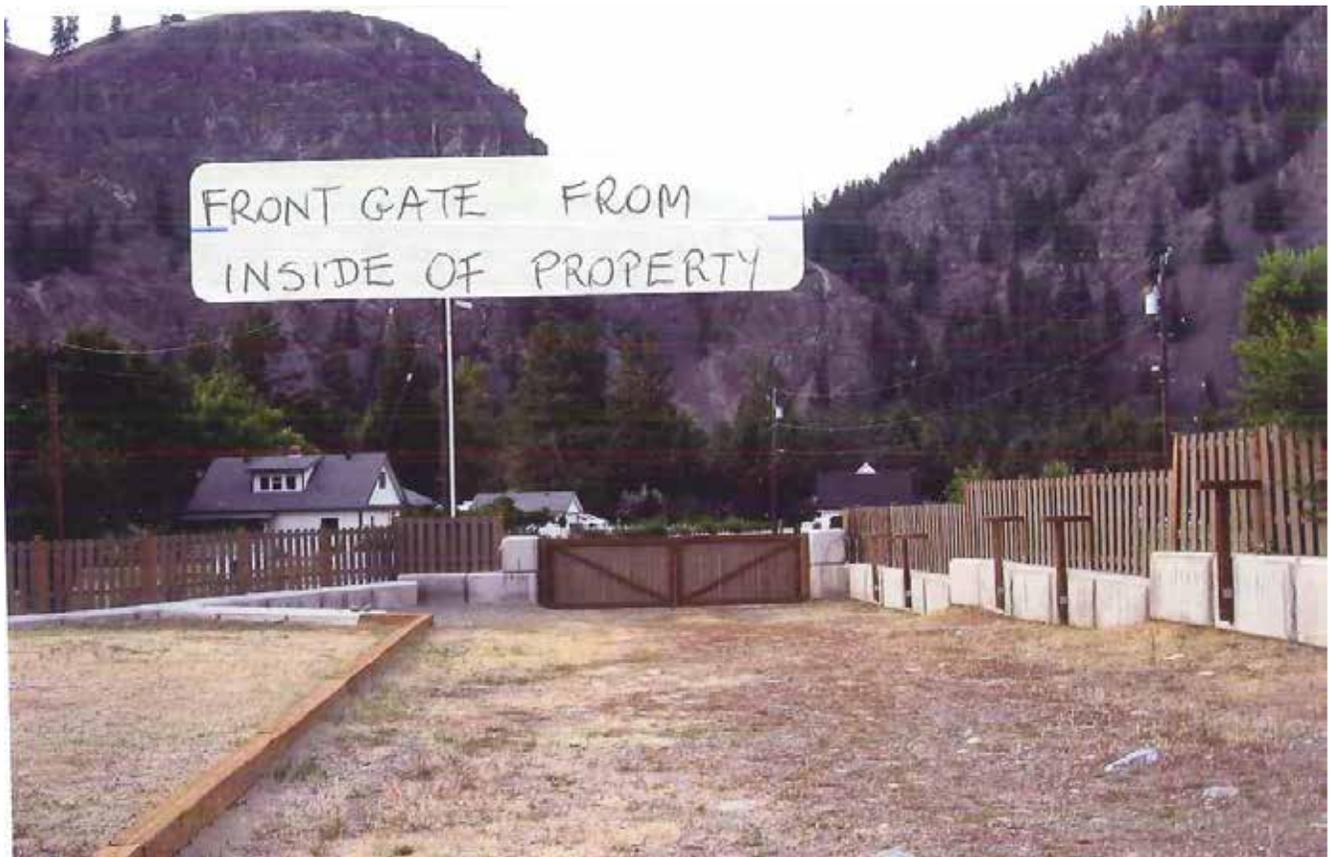


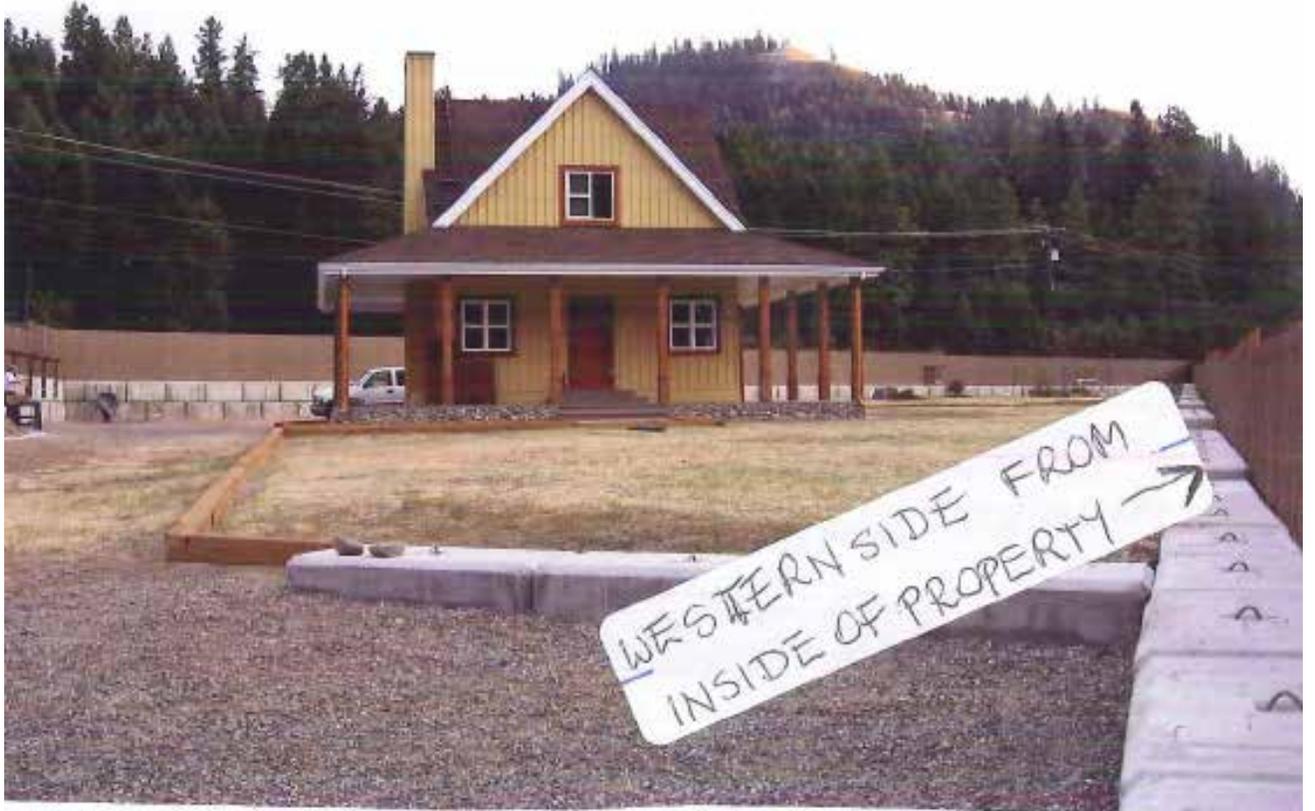
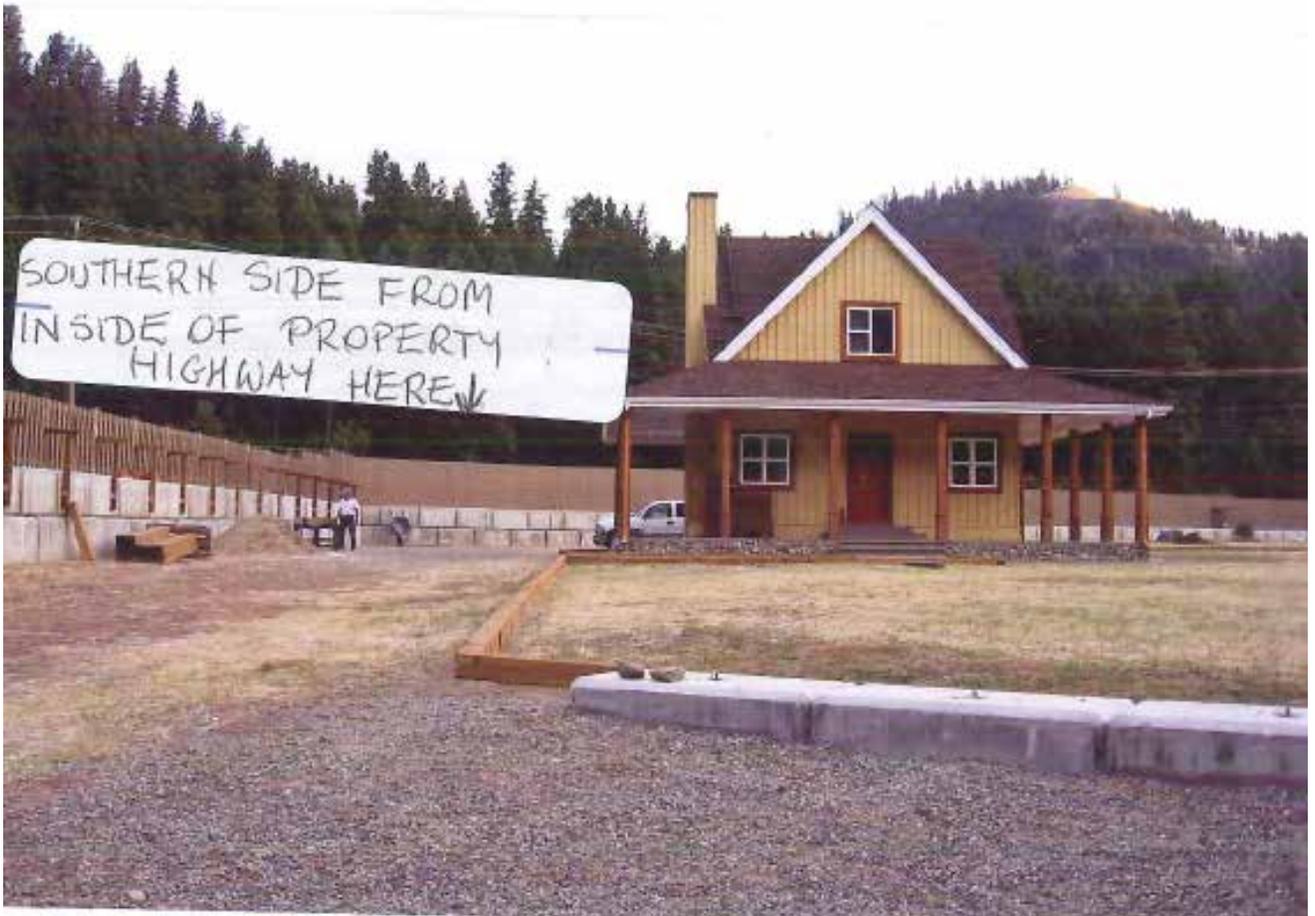
B. Dollevoet, Dev. Services Manager

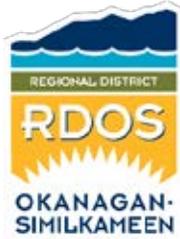
Attachments: No. 1 – Site Photos

Attachment No. 1 – Site Photos









Development Variance Permit

FILE NO.: H2017.177-DVP

Owner: Maria Bella
409-145 W Keith Road
North Vancouver, BC,
V7M 1L3

GENERAL CONDITIONS

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Regional District of Okanagan-Similkameen applicable thereto, except as specifically varied or supplemented by this Permit.
2. The land described shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit that shall form a part thereof.
3. Where there is a conflict between the text of the permit and permit drawings or figures, the drawings or figures shall govern the matter.
4. This Development Variance Permit is not a Building Permit.

APPLICABILITY

5. This Development Variance Permit is substantially in accordance with Schedules 'A', 'B', 'C', 'D', and 'E' and applies to and only to those lands within the Regional District described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 9, D.L. 1 and 3528, SDYD, PLAN KAP56749

Civic Address: 537 Dagur Way, Princeton

Parcel Identifier (PID): 023-412-623 Folio: H-00606.045

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "H" Zoning Bylaw No. 2498, 2012, in the Regional District of Okanagan-Similkameen:
 - a) the maximum fence height along the interior side (eastern) parcel line as prescribed at Section 7.6.1, is varied:
 - i) from: 1.8 metres.

- to: 2.0 metres, as shown on Schedule 'B'.
- b) the maximum fence height along the interior side (eastern) parcel line, and within the front setback as prescribed at Section 7.6.1, is varied:
 - i) from: 1.2 metres.
to: 1.37 metres, as shown on Schedule 'B'.
- c) the maximum fence height along the interior side (western) parcel line as prescribed at Section 7.6.1, is varied:
 - i) from: 1.8 metres.
to: 2.13 metres and 2.74 metres, as shown on Schedule 'C'.
- d) the maximum fence height along the interior side (western) parcel line, and within the front setback as prescribed at Section 7.6.1, is varied:
 - i) from: 1.2 metres.
to: 2.13 metres, as shown on Schedule 'C'.
- e) the maximum fence height along the rear (southern) parcel line as prescribed at Section 7.6.1, is varied:
 - i) from: 1.8 metres.
to: 2.47 metres, as shown on Schedule 'D'.
- f) the maximum fence height along the front (northern) parcel line, and within the front setback as prescribed at Section 7.6.1, is varied:
 - i) from: 1.2 metres.
to: 2.13 metres and 1.83 metres, as shown on Schedule 'E'.

7. COVENANT REQUIREMENTS

- a) Not Applicable

8. SECURITY REQUIREMENTS

- a) Not applicable

9. EXPIRY OF PERMIT

The development shall be carried out according to the following schedule:

- a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
- b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on _____, 2018.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

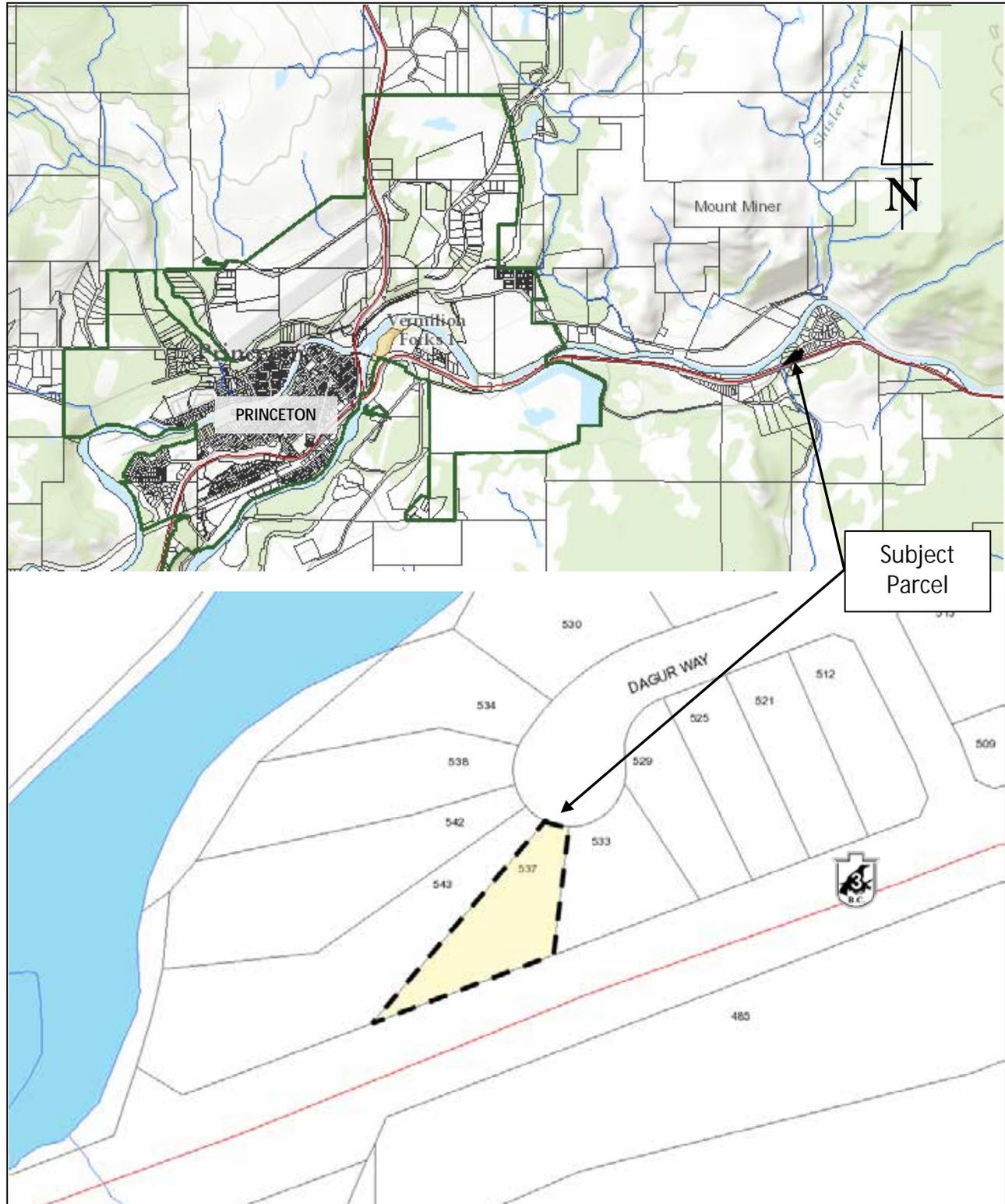
101 Martin Street, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

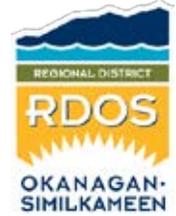
File No. H2017.177-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

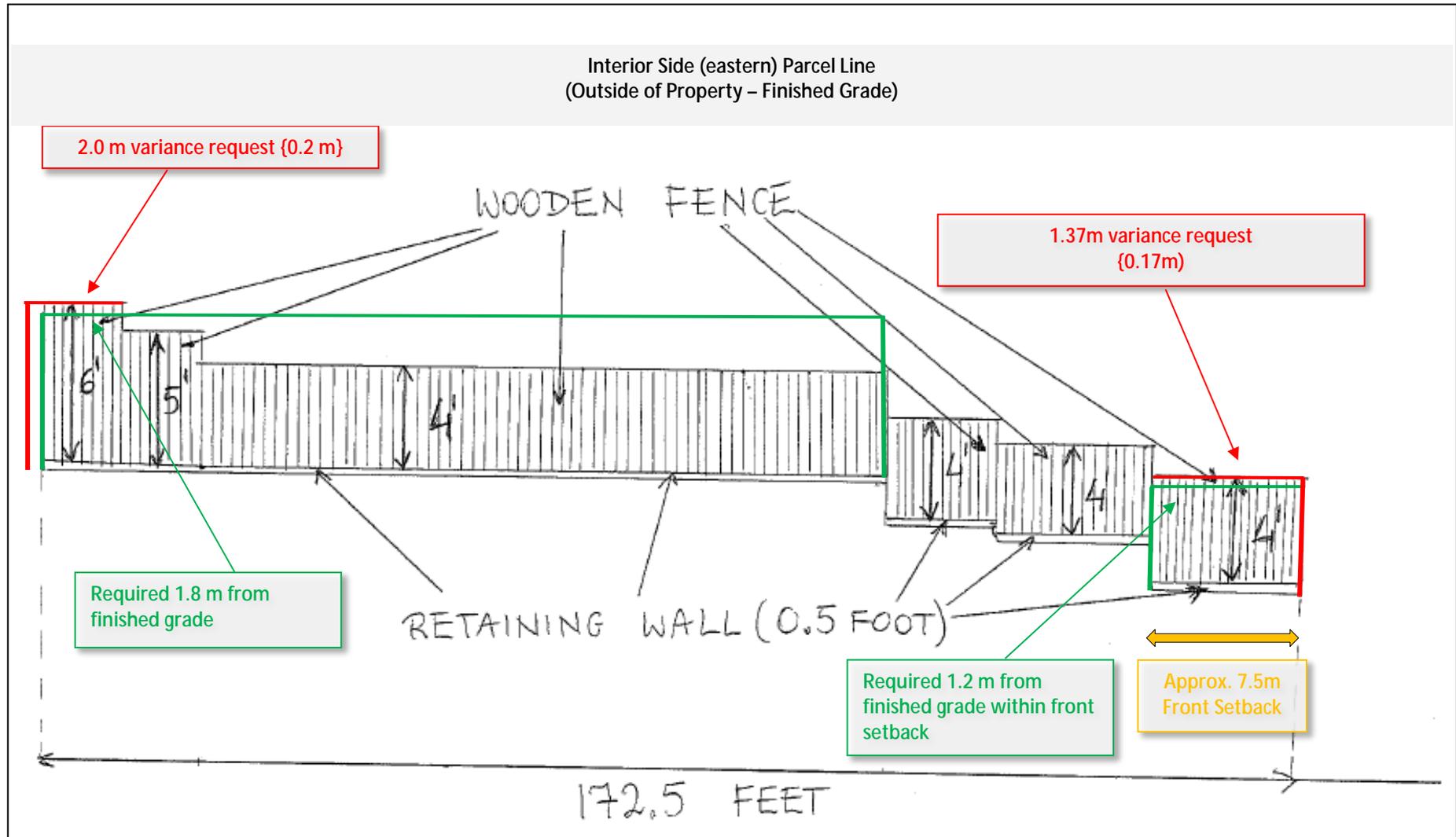
101 Martin Street, Penticton, BC, V2A-5J9
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Development Variance Permit

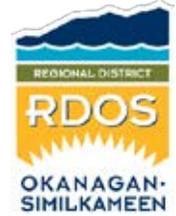
File No. H2017.177-DVP

Schedule 'B'



Regional District of Okanagan-Similkameen

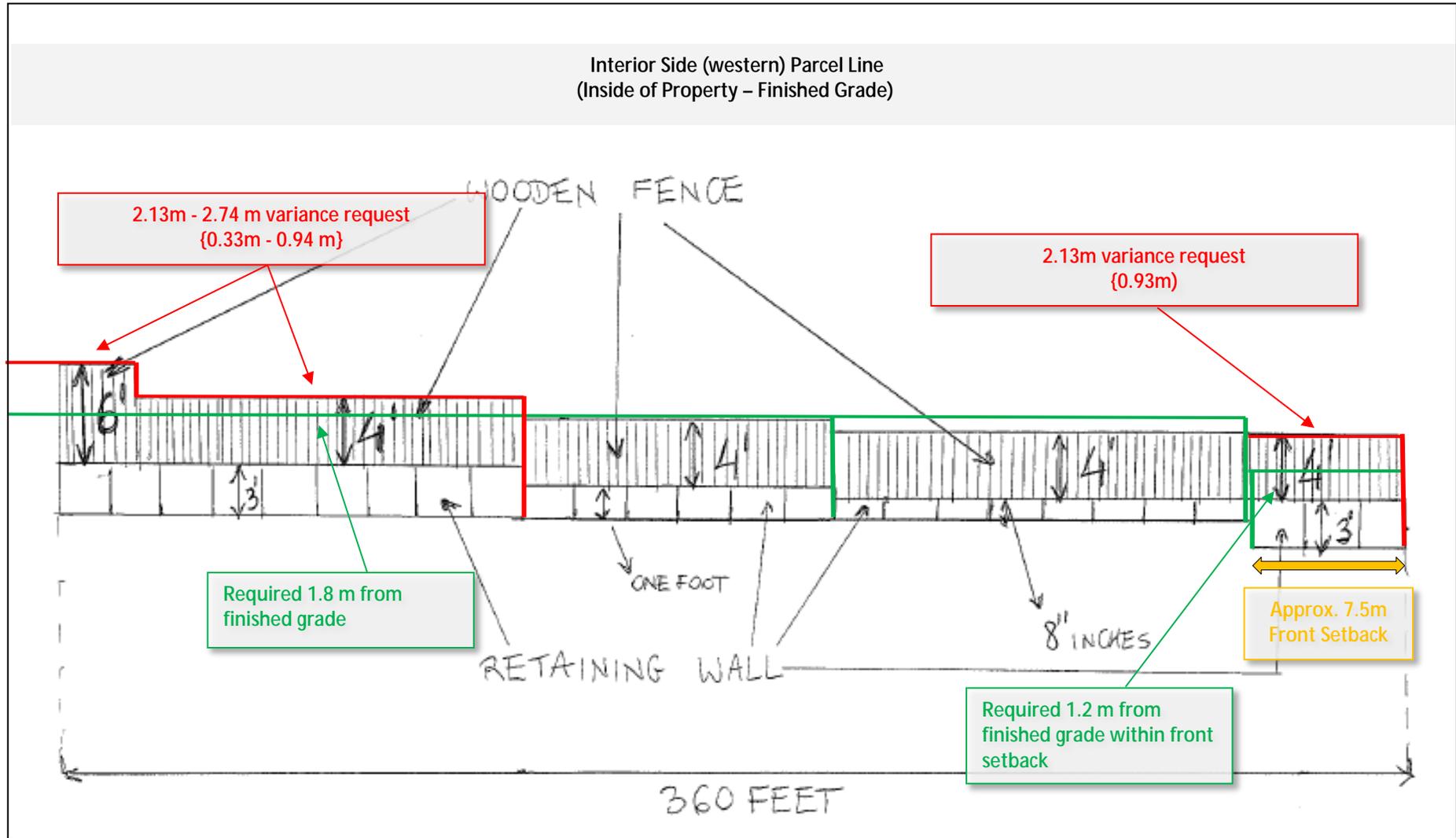
101 Martin Street, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

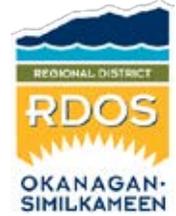
File No. H2017.177-DVP

Schedule 'C'



Regional District of Okanagan-Similkameen

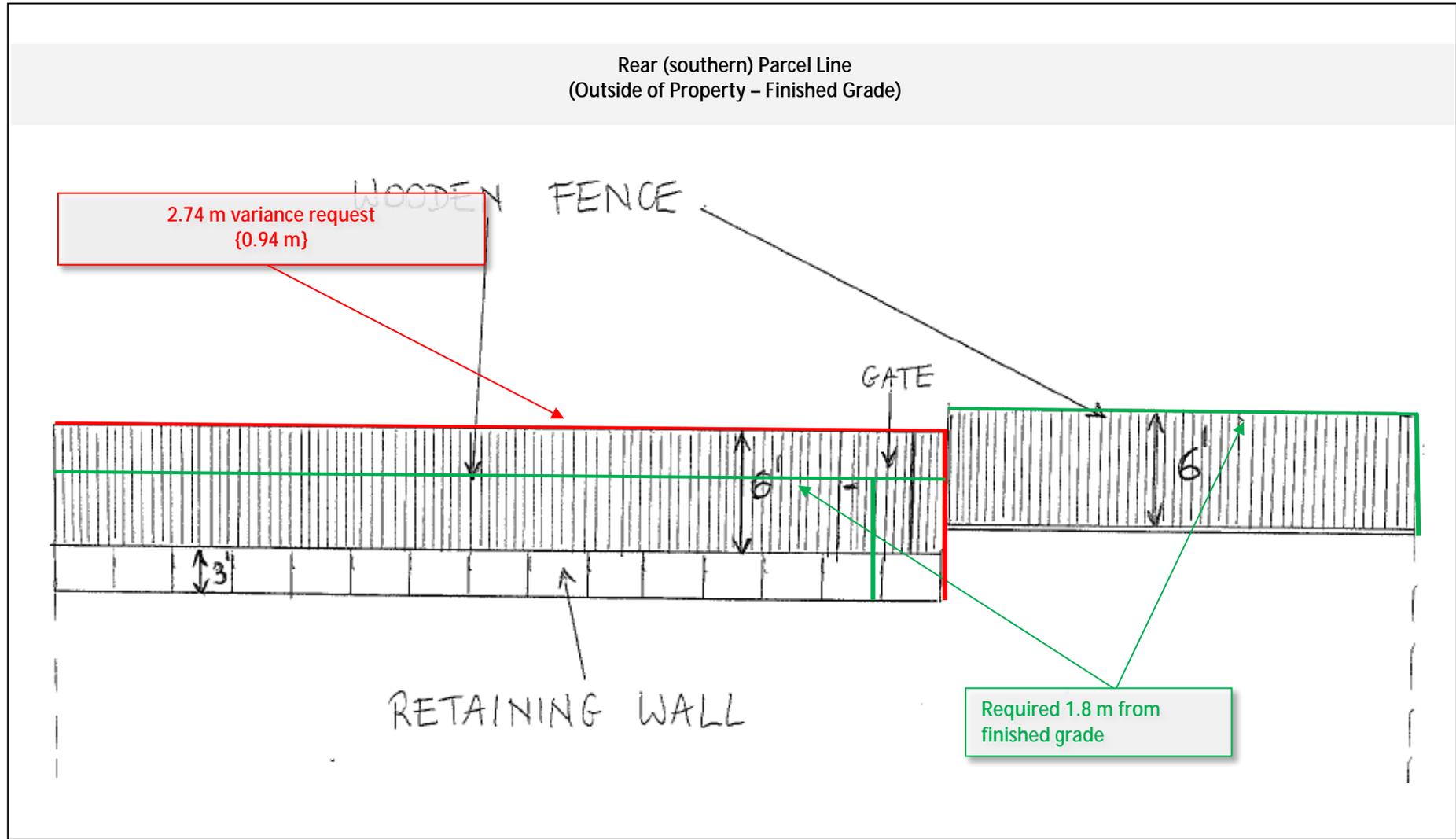
101 Martin Street, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

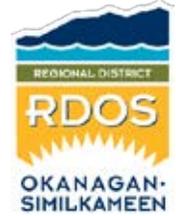
File No. H2017.177-DVP

Schedule 'D'



Regional District of Okanagan-Similkameen

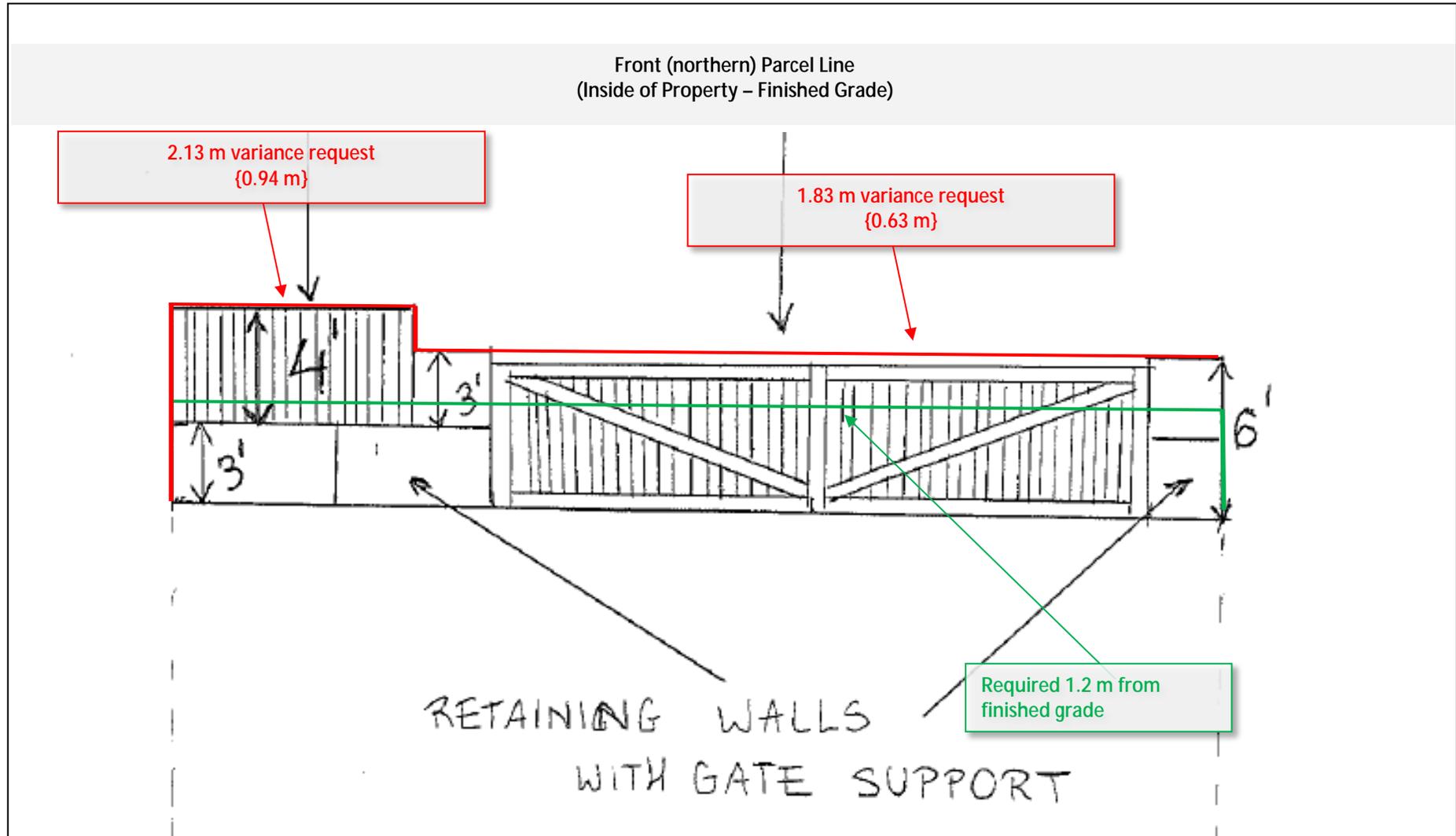
101 Martin Street, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. H2017.177-DVP

Schedule 'E'



Debra Paulhus

To: Kevin Taylor
Subject: RE: H2017.177-DVP - Feedback

From: Andy [<mailto:awhitmore@dccnet.com>]
Sent: February 19, 2018 9:59 AM
To: Kevin Taylor <ktaylor@rdos.bc.ca>
Subject: Fence Issue at 537 Dagur Way

Dear Sirs:

Regarding the fence issue at 537 Dagur Way in Princeton: Our own property at 542 Dagur Way is adjacent to the Bella's property. We are at the end of the Cul De Sac and look across from our Living Room window at their property, and the fence in question. The fence is well constructed and not unsightly. Since the Bella's have been building and upgrading their property, we have come to know them over the past dozen or so years as caring and friendly people, willing to help others if they are in need.

Steve and Maria have always told us of their plans for building and improving their property. They have sustained some damage to their bushes and trees due to Deer being able to hop the lower fences, and have raised the height to be of further deterrence (as many residents in the area do) to protect their gardens from deer.

We have never had any issue with the Bella's and their plans for building a fence of the current height, which we understand is an issue with their closest neighbour. From our viewpoint and perspective, their closest neighbour's main view from their house is either toward the Cul De Sac or toward the river, (not across the Bella's fence), and in our opinion is not impeded in any way by the fence in question.

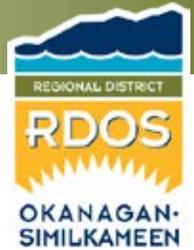
Regards,
Andy & Coleen Whitmore
542 Dagur Way, Princeton.

11751-74B Ave.
Delta. B.C. V4C 1H1
(604) 590-3997



Virus-free. www.avast.com

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: March 1, 2017
RE: Agricultural Land Commission Referral (Subdivision) – Electoral Area “H”

Administrative Recommendation:

THAT the RDOS “not authorize” the application to undertake a three lot subdivision at 388 Wrights Ranch Road (District Lot 386, YDYD, Except Plan 29426) in Electoral Area “H” to proceed to the Agricultural Land Commission.

Purpose: To facilitate the subdivision of the subject property into three (3) new parcels.

Owner: Robert and Kelly Nichols Agent: Robert and Kelly Nichols Folio: H-00716.000
Legal: District Lot 386, Except Plan 29426, YDYD Civic: 388 Wrights Ranch Road
OCP: Agriculture (AG) Zone: Agriculture Three (AG3)

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 21(2) of the *Agricultural Land Commission Act* (the Act) has been lodged with the Regional District in order to allow for subdivision within the Agricultural Land Reserve (ALR).

Specifically, the applicants are seeking to subdivide the 30.0 hectare (ha) property into three (3) new parcels of approximately 4.0 ha (Lot 1), 4.5 ha (Lot 2), and 21.5 ha (Lot 3) parcel.

In support of this proposal, the applicants have stated that:

the purpose of our subdivision is to divide off two additional parcels to accommodate one home each for our adult children ...

The size and shape of our property lends itself well to 3 different size parcels all with access to the public road ...

We feel that the Official Community Plan in combination with the agrologist's “Land Capability for Agriculture Assessment” report, and the benefits of supporting families in rural areas are all compelling reasons to allow this proposal.

Statutory Requirements:

Under Section 34 of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) applies wherein the Board has the ability to refuse to “authorise” an application.

In this instance, Section 25(3) is seen to apply as the property “is zoned by bylaw to permit [an] agricultural or farm use” and “requires, in order to proceed, an amendment to a zoning bylaw”.

If ALC permission to subdivide were granted, a zoning amendment would be necessary, as proposed Lot 1 (4.0 ha) and Lot 2 (4.5 ha) would fail to meet the 20.0 ha minimum parcel size requirement of the AG3 zone.

Site Context:

The subject property is approximately 30.0 ha in area and is located on Wrights Ranch Road, approximately 3.5 km southwest of the Town of Princeton.

The applicants have described the property as containing “1 residential house” with no “agricultural improvements” and “no agriculture”. The surrounding pattern of development is generally characterised by similar agricultural uses and undeveloped lands in the ALR.

Background:

While the creation of the subject property by subdivision is unknown, the current boundaries were created by a plan of subdivision deposited with the Land Titles Office in Kamloops on November 22, 1978, and which dedicated an approximately 0.6 ha area of land as road in order to facilitate the subdivision of the properties at 756 & 780 Wrights Ranch Road.

Available Regional District records indicate the issuance of one building permit for a “single family dwelling” in January 2006.

At its meeting of September 20, 1982, the ALC refused a two (2) lot subdivision of the property into approximately 35.0 ha parcels on the basis that subdivision would have a detrimental impact on the ranching activities of the region, as ranching requires a fairly large land base and that “any subdivision would set a precedent that could reduce the agricultural potential of the area.”

At its meeting of August 12, 1993, the ALC denied a separate two (2) lot subdivision application of the property into approximately 18.0 ha and 12 ha parcels on the basis that the “agricultural potential would be further reduced if it were to be subdivided, and its impact felt throughout the area”.

Under the Electoral Area “H” Official Community Plan (OCP) Bylaw, the subject property is designated as Agriculture (AG) and is zoned Agriculture Three (AG3) under the Electoral Area “H” Zoning Bylaw, which stipulates a minimum parcel size of 20.0 ha.

At its Board Meeting of November 16, 2017, the Board of Directors made the decision to “not authorise” this application to proceed to the ALC. However, due to insufficient notification, the applicant subsequently asked for a reconsideration.

At its Board Meeting of December 7, 2017, the Board of Directors carried the motion to reconsider the application subject to referral to the Electoral Area “H” APC.

At its Board Meeting of February 20, 2018, the Electoral Area “H” APC recommended that the Board “authorize” the application to proceed to the Agricultural Land Commission.

Analysis:

In considering this proposal, Administration notes that it is generally not considered good planning practice to encourage the fragmentation of agricultural land and that the OCP generally considers that the subdivision of agricultural parcels should not be smaller than 20.0 hectares.

The OCP further seeks to discourage this type of subdivision by supporting the consolidation of legal parcels that support more efficient agricultural operations and encourage the protection of agricultural lands and maximizing productive farm activity.

Administration is also concerned that the principle intent put forward in support of this subdivision — which appear to be family estate planning considerations — are not considered to be valid strategic planning rationale (as personal matters could be used to justify all manner of development proposals otherwise not supported by the Regional District’s land use bylaws).

Administration also notes that the ALC has been consistent in its support for larger parcel sizes on ranching and grazing lands (i.e. 42 ha to 60 ha) in the South Okanagan and Similkameen and have previously refused two subdivision proposals involving the subject property that sought to create larger parcels.

Finally, Administration considers that there is a large supply of land zoned for Large Holdings (LH) in Electoral Area “H”, that additional parcels are not needed from a growth management perspective, and that the proposed lots are not in the vicinity of services.

Conversely, to address some of these concerns, the applicant has provided a *Land Capability for Agriculture Assessment* completed by a Professional Agrologist, which concludes that any agriculture requiring irrigation, including forage or grazing, is not feasible on this property.

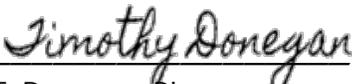
In summary, Administration considers the proposed subdivision of the subject property to be inconsistent with the direction provided by the OCP Bylaw and as potentially impeding the agricultural opportunities available in the long-term and that the property has more agricultural potential as single unit.

Should this proposal be “authorised” and ALC approval obtained, an amendment to the OCP and Zoning Bylaws in order to rezone the property to Large Holdings will be required in order to facilitate the subdivision.

Alternative:

1. THAT the RDOS Board “authorise” the application to undertake a three lot subdivision at 388 Wrights Ranch Road in Electoral Area “H” to proceed to the Agricultural Land Commission.
2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “H” Advisory Planning Commission (APC).

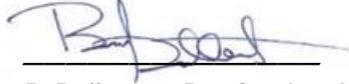
Respectfully submitted


T. Donegan, Planner

Endorsed by:

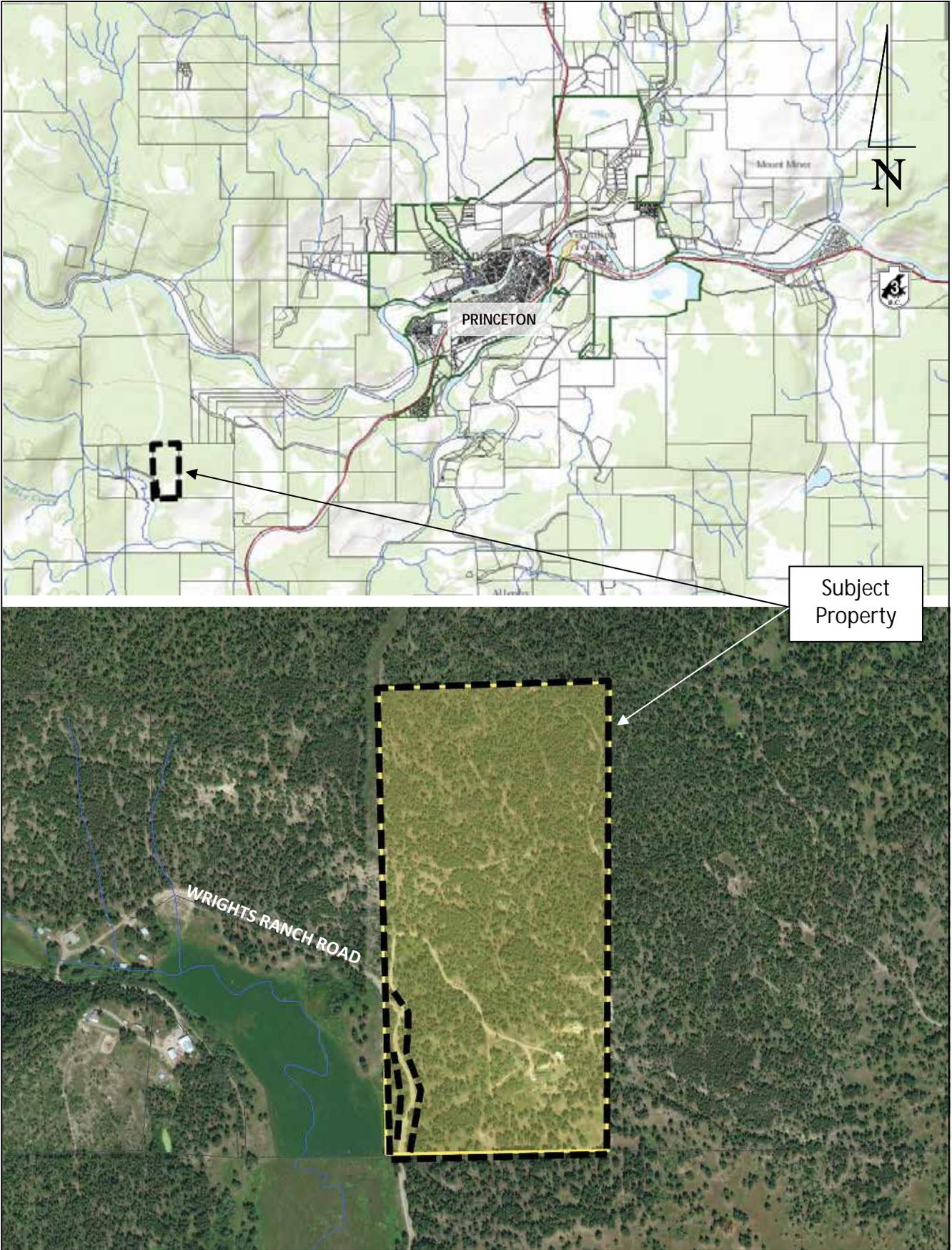

C. Garrish, Planning Supervisor

Endorsed by:

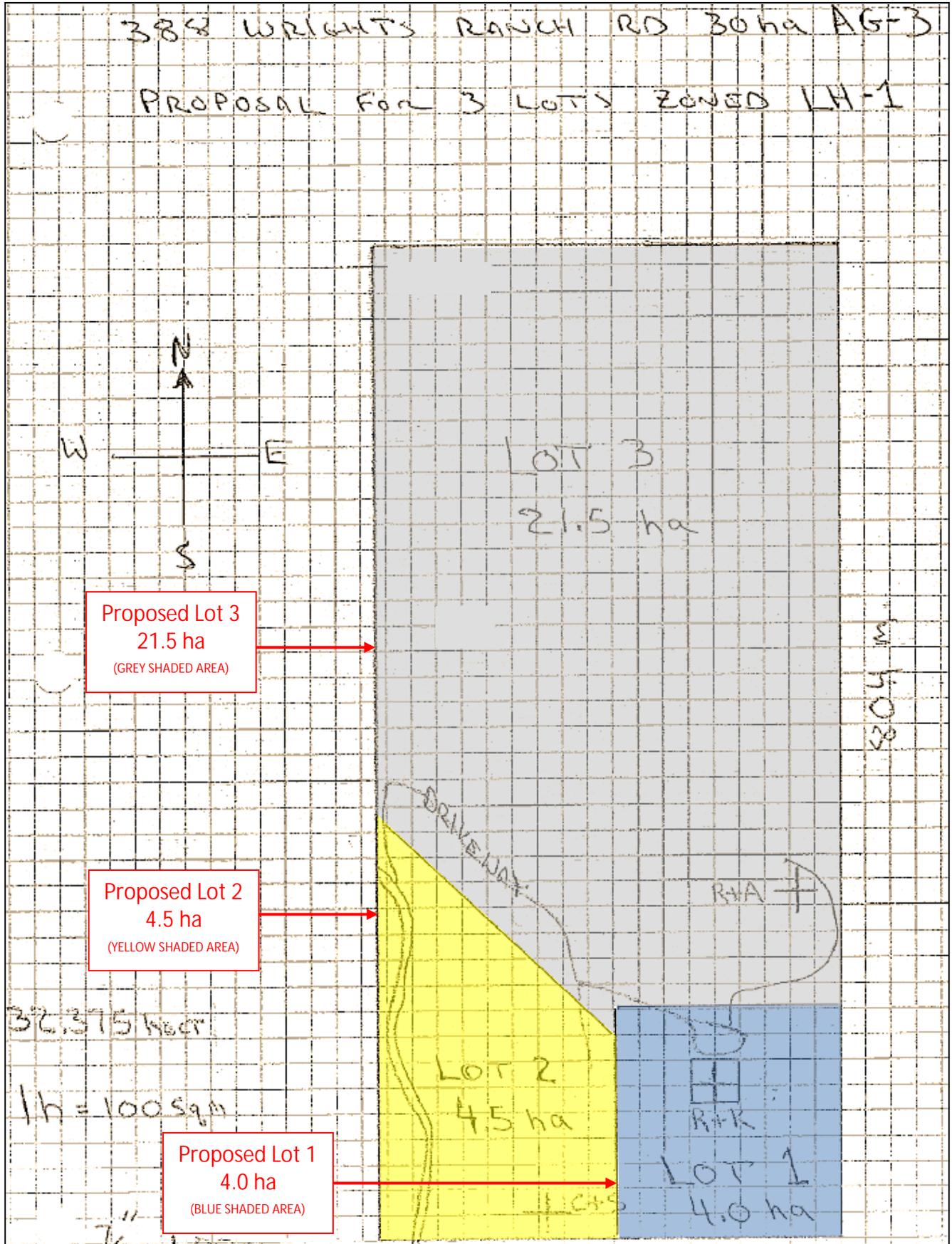

B. Dollevoet, Dev Services Manager

- Attachments: No. 1 – Context Maps
No. 2 – Applicant’s Subdivision Plan
No. 3 – Aerial Photo (Google Earth 2017)

Attachment No. 1 – Context Maps



Attachment No. 2 – Applicants Subdivision Plan



Attachment No. 3 – Aerial Photo (Google Earth 2017)



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: March 1, 2018

RE: Resolution Request for 2018 OBWB Water Conservation and Quality Improvement Grant Program

Administrative Recommendation:

THAT the Board of Directors forward a resolution of support to the Okanagan Basin Water Board for the following application to the 2018 OBWB Water Conservation and Quality Improvement (WCQI) Grant program:

- **Source Assessment of Skaha Lake Kaleden Irrigation District Intake**

Purpose:

The OBWB requires that all WCQI grant applications be accompanied by a resolution of support from the organization's local government council or board (this includes projects submitted by staff of local government; all projects must receive support from their council/board).

Reference:

Letter from Kaleden Irrigation District dated February 14, 2018

Background:

The Okanagan Basin Water Board (OBWB) has announced that applications will be received until 4:00pm on February 16, 2018 for the Water Conservation and Quality Improvement (WCQI) grant program. The OBWB have agreed to hold the application pending Regional District approval until the endorsement is obtained at the March 1, 2018 meeting. The WCQI program supports local organizations and government by providing funds to support initiatives that are innovative, tangible, addresses water issues and enhances the sustainable use of water within the Okanagan Valley.

Eligible applicants include the Regional District, Member Municipalities, Irrigation/improvement districts and Non-profit community organizations. All applications must include a resolution of support from the organization's local government council or board.

The Kaleden Irrigation District has requested a letter of support for their funding application.

Analysis:

Source Assessment of Skaha Lake KID Intake: \$10,500

The proposed study will involve compiling known data into the IHA Source Assessment format for use in identifying KID system strengths, liabilities and for planning of water quality protection and improvement. This study will be structured to satisfy IHA's condition on the KID permit to operate. In general, components will include assessment from a water quality perspective and how it affects infrastructure, operations and maintenance and financial capacity. The deliverable is expected to be one concise report detailing all available information for the KID system and will be completed by retained consultants. The estimated total cost to complete the study is \$21,013. The KID has allocated \$10,513 and is requesting matching funds for their project.

Alternatives:

The Board may choose to not provide a resolution for the project listed.

Communication Strategy:

The resolution letter will be provided to the OBWB and the respective applicant as part of their WCQI grant application.

Respectfully submitted:

"Lisa Bloomfield"

L. Bloomfield, Engineering Supervisor

"Janine Dougall"

J. Dougall, Public Works Manager



119 Ponderosa Ave. PO Box 107, Kaleden, BC V0H 1K0
P 250-497-5407 F 250-497-5407 Email: k.i.d@shaw.ca

February 14, 2018

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

Attention: Lisa Bloomfield

**Re: Application to the Okanagan Basin Water Board
Water Conservation and Quality Improvement Grant Program**

Dear Ms. Bloomfield

The Board of Trustees of the Kaleden Irrigation District request that support for the grant application to the Okanagan Basin Water Board for the 2018 year, be placed on the agenda for the March 1st, 2018 RDOS Board of Directors meeting, for their endorsement. We have submitted the application to the OBWB as the cutoff date is February 16th. The OBWB will hold the application pending RDOS Board approval. The Kaleden Irrigation District is applying for funding to complete the project entitled **Source Assessment of Skaha Lake KID Intake**. The estimated cost to complete the study is \$21,013, of which the District has allocated \$10,513, and would be applying for a matching grant contribution of \$10,500 from the OBWB.

Modules 1, 2, 7 & 8 have been completed earlier by Larratt Aquatic Consulting; this funding would enable the Kaleden Irrigation District to complete the remaining necessary modules 3,4,5 & 6 of the Source Protection Plan, as required by Interior Health Authority for our Operating Permit, and it would benefit other water purveyors who draw water from Skaha Lake as well.

If you require any additional information, please do not hesitate to contact our office at 250-497-5407.

Thank you, and we look forward to your response.

Yours truly,
KALEDEN IRRIGATION DISTRICT

Kevin R. Huey
Manager
KRH/ceh

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: March 1, 2018

RE: Provincial License of Occupation Application – Kaleden Foreshore

Administrative Recommendation:

THAT the Board of Directors support application to the Province of British Columbia for a License of Occupation (LOO) over 54 crown parcels in Kaleden for 30 years as described on the attached reference parcel map.

Purpose:

To enhance the public lakefront amenities in Kaleden by acquiring tenure of Crown parcels and extending RDOS maintenance and oversight.

Reference:

Parcel Map
Kaleden Parks Concept Plan
Management Plan

Business Plan Objective:

3 Key Success Driver
3.1 To develop a socially sustainable region
3.1.6 By implementing the 2018 phase of the parks program

Background:

The RDOS currently owns and operates 'Kaleden Hotel Regional Park' and 'Pioneer Park' on Skaha Lake in Kaleden. The parks are connected by the KVR trail, which is under an existing 3m wide Provincial LOO, held by the RDOS.

Pioneer Park is a hub for outdoor recreation in Kaleden, having multiple amenities, including beaches, playgrounds, tennis courts and a public boat launch. The Kaleden Hotel Regional Park is a separate, passive use park that features a regional heritage landmark, the abandoned Kaleden Hotel. This scenic destination site is frequently used as a venue for weddings and photo opportunities.

The surrounding lots are surveyed Provincial Crown parcels that made up the former CP Rail corridor. Aside from routine maintenance of the KVR trail, the Crown parcels have not seen the benefit of local oversight or maintenance. This has resulted in the degradation of land, riparian and foreshore areas. Some current issues include abandoned watercraft, invasive vegetation and illegal encroachment for exclusive use on the crown land.

In 2016, LA West Consulting was hired to develop a long-term vision for the waterfront in Kaleden. Lead by the consultant, the Parks and Recreation Commission and RDOS staff facilitated a park planning exercise and community engagement process to create the concept plan. Along with improvements to the existing parks spaces, the vacant Crown parcels were identified as an opportunity to enhance existing parks and trails assets, by providing a cohesive public waterfront recreation area in Kaleden.

Acquisition of tenure on the proposed Crown lands is the first step in carrying out the vision of the concept plan. The Kaleden Parks and Recreation Commission have endorsed the plan and are in support of the application for a Crown land LOO.

Analysis:

Obtaining a license of occupation from the Province would allow the RDOS to work towards the vision of the 2016 concept plan for the Kaleden waterfront. Increased maintenance and management of the sites could begin soon after the license is issued. Improvements to the lands would occur over the coming years as budget or grants are made available.

The RDOS Regional Trails Program and budget will continue to maintain the KVR trail under the existing Licence of Occupation. Improvements or increased maintenance beyond the trail width will be funded through the Kaleden Parks and Recreation Service Area.

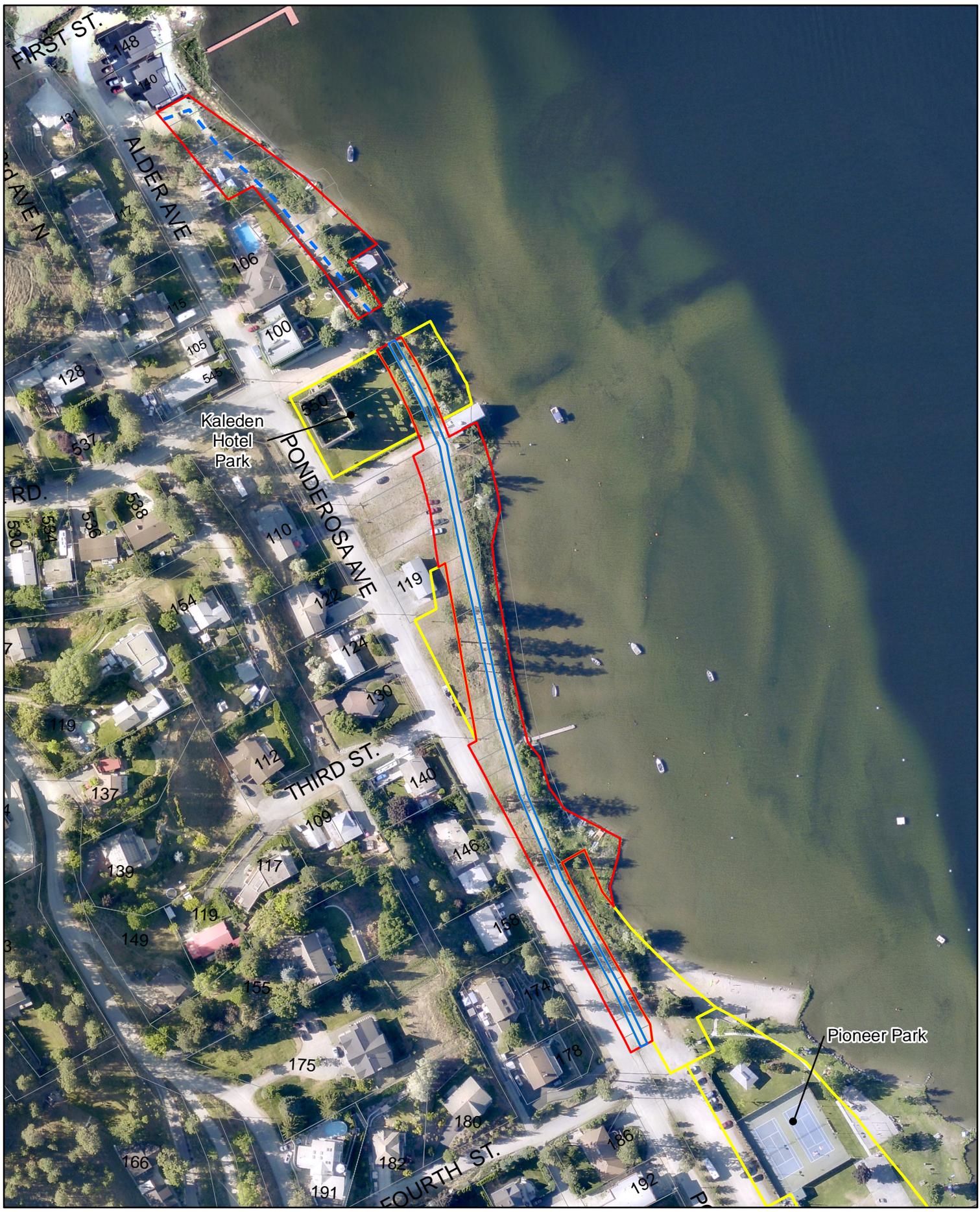
Alternatives:

That the Board not support application to the Province for a Licence of Occupation at this time.

Respectfully submitted:

"Justin Shuttleworth"

J. Shuttleworth, Park/Facilities Coordinator

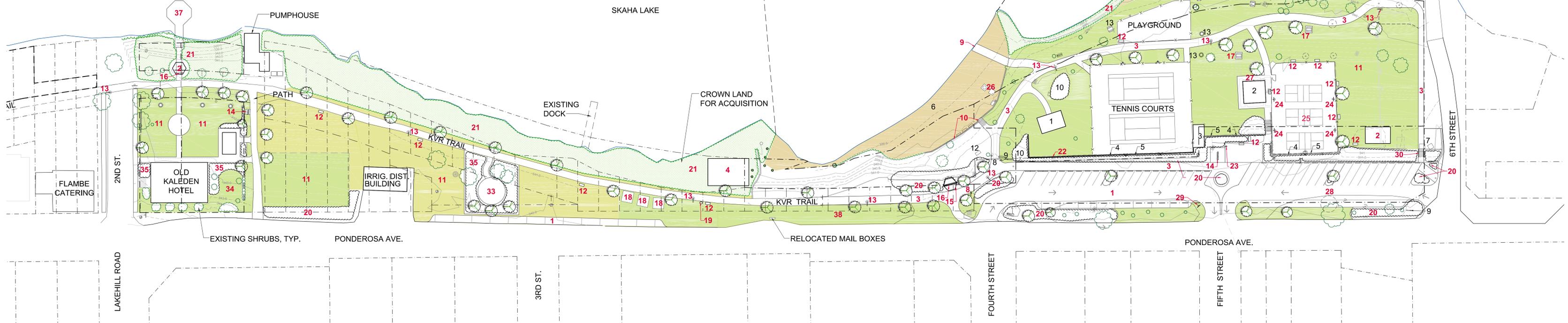
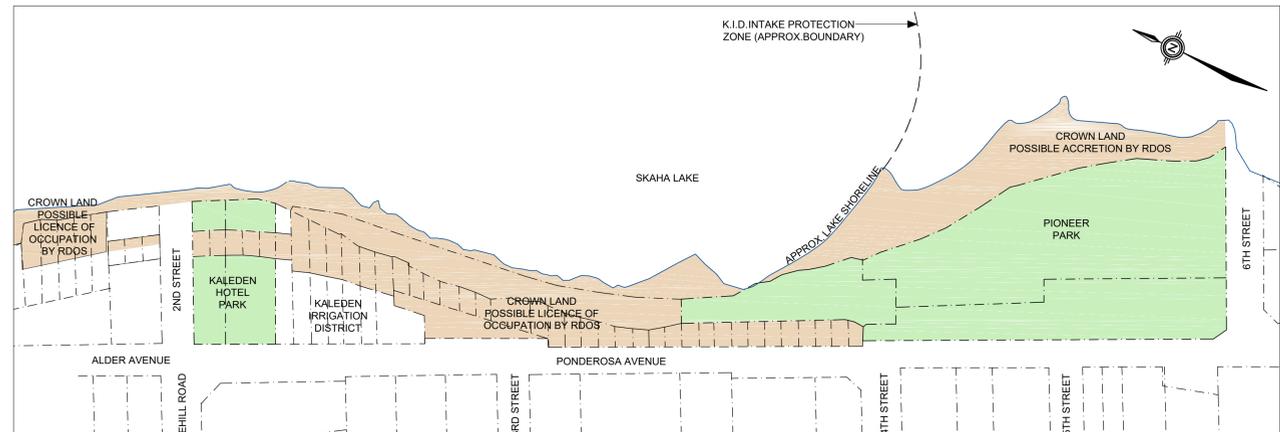


- Crown Application Area
- KVR License #346672
- Proposed Trail
- RDOS Parcels

Kaleden Lakeshore



Date: 2018-02-22



PROPOSED PARK FEATURES

- | | |
|---|--|
| 1 NEW PARKING LOT LAYOUT | 18 WASTE RECEPTACLE |
| 2 PICNIC SHELTER | 19 XERISCAPE STYLE PLANTING |
| 3 1.2m SIDEWALK | 20 RIPARIAN AREAS |
| 4 NON-MOTORIZED WATER CRAFT STORAGE | 21 HISTORICAL MURAL (BY OTHERS) |
| 5 BOAT DOCK WITH TEMPORARY TIE-UP | 22 DRINKING FOUNTAIN |
| 6 EXTENDED BREAKWATER | 23 BASKETBALL NET |
| 7 REGRADED AND RESURFACED BOAT LAUNCH | 24 MULTI-USE COURT WITH NEW LINES & HOOPS |
| 8 CYCLIST DISMOUNT SIGN | 25 NEW FIRE PITS |
| 9 UNIVERSAL ACCESS TO BEACH & LAKE | 26 NEW DRINKING FOUNTAIN INSTALLED ON WASHROOM |
| 10 REPLACE EXISTING STAIRS AND RETAINING WALL | 27 BOAT TRAILER PARKING |
| 11 OPEN TURF AREA | 28 ONE WAY ONLY SIGN |
| 12 BENCH | 29 NEW CONCRETE STAIRS |
| 13 PATHWAY LIGHTING | 30 KVR PATH MARKING |
| 14 BICYCLE RACK | 31 CROSSWALK |
| 15 INTERPRETIVE SIGN KIOSK | 32 TURF GRASS |
| 16 INTERPRETIVE SIGN | |
| 17 PICNIC TABLE | |

EXISTING PARK FEATURES (TO REMAIN)

- | |
|------------------------------------|
| 1 PICNIC SHELTER (ORCHARD STATION) |
| 2 WASHROOMS |
| 3 UTILITY BUILDING |
| 4 FENCE |
| 5 CONCRETE WALL |
| 6 BEACH |
| 7 GARBAGE BINS |
| 8 DECORATIVE ENTRY ARCHWAY |
| 9 SIGNS |
| 10 PLANTING TO REMAIN |
| 11 FLAG POLE |
| 12 BENCH |
| 13 PICNIC TABLES |

- EXISTING TREE (TO REMAIN)
- EXISTING TREE (TO BE REMOVED)
- PROPOSED SHADE TREE

NOTE: ALL PROPOSED PARK IMPROVEMENTS LOCATED IN SRW'S MAY REQUIRE APPROVAL FROM THE OWNER OR APPROVING AUTHORITY PRIOR TO INSTALLATION.

CONCEPT DRAWING- NOT FOR CONSTRUCTION

No.	DATE	DESCRIPTION	BY	APP.
1	JAN 13 2017	ISSUED FOR REVIEW	DL	SJ
ISSUES / REVISIONS				
CONSULTANT SEAL				



201 - 2079 Falcon Road • Kamloops BC • V2C 4J2
 Tel: 250.828.0881 • Fax: 250.828.0717
 info@truebc.ca

KALEDEN
 KALEDEN PARKS
 MASTER PLAN

AREA "D"
 KALEDEN PARKS
 CONCEPT
 PLAN
 Date: January 13, 2017

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

PARK MANAGEMENT PLAN

KALEDEN HOTEL + PIONEER PARK



Last Updated:
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1 BACKGROUND

1.1 PROJECT OVERVIEW

The Regional District of Okanagan-Similkameen (RDOS) is seeking tenure over 55 Crown land parcels adjacent to two existing parks for the purposes of enhancing existing public outdoor recreation and lake access opportunities in the community of Kaleden.

Situated on the west bank of Skaha Lake in the unincorporated community of Kaleden, the Hotel Park and Pioneer Park are connected by the Kettle Valley Rail-Trail (KVR Trail). The RDOS owns and manages the two parks and possesses tenure over the 3m wide linear park for the KVR Trail through an existing License of Occupation (LoO). The parks and the KVR Trail are maintained and managed by the RDOS through the Community Services Department's Parks and Trails Program. The two parks and KVR Trail are popular destinations and with existing amenities and are significant to Kaleden's history.

The RDOS is committed to providing strategic direction through good governance within the region. All site maintenance and improvements will be completed with best management practices, provincial legislation and community needs in mind. This document provides the overall management for the lakeshore area between 2nd Street and 6th Street in Kaleden B.C.

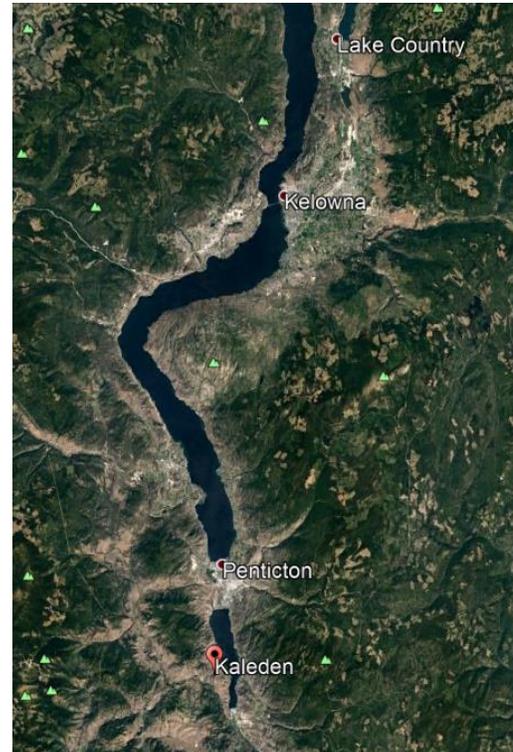


Figure 1 General Location Map

1.2 AUTHORIZATIONS, PERMITS OR APPROVALS

The RDOS will be making application to the Ministry of Forest, Lands and Natural Resource Operations (MFLNRO) for the proposed enhancement and protection of the riparian area within the parks. The RDOS will contract a Qualified Environmental Professional (QEP) to use the Riparian Areas Regulation (RAR) model to:

- Assess habitat and the potential impacts to habitat
- Develop mitigation measures
- Avoid impacts from development to fish and fish habitat, particularly riparian habitat
- Rehabilitate existing trespasses
- Assess land improvements

The surrounding lands are either owned and/or managed by the Regional District and no further permits or approvals are required.

1.2.1 GOVERNANCE

The Regional District of Okanagan Similkameen is a corporation officially established on March 4, 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 to fulfil its mandate of providing services to the citizens within its corporate boundaries.

Regional Boards are composed of elected Municipal and Electoral Area Directors. At present, the Regional District of Okanagan-Similkameen's Board is comprised of eighteen Directors. Ten Municipal Directors representing the City of Penticton, the District of Summerland, the Town of Osoyoos, the Town of Oliver, the Town of Princeton and the Village of Keremeos. Eight Electoral Area Directors representing Kaleden/Okanagan Falls, Naramata, Okanagan Lake West/West Bench, Keremeos Rural/Hedley, Cawston, Rural Princeton, Rural Oliver and Rural Osoyoos.

This unique representational scheme provides the necessary forum to promote co-ordination between the activities of municipalities and the rural areas of the region. The assumption of powers by individual Regional Districts is based upon continued negotiations and dialogue between the Board and the participating Municipalities and Rural Electoral Areas.

There are two RDOS service areas that will fund the resources needed to achieve the goals of the application for the Licence of Occupation:

- Kaleden Parks and Recreation Service Area is funded by the western half of Electoral Area 'D' ('D-1'¹) which oversees the maintenance of the RDOS parks assets on the west side of Sakha Lake.
- Regional Trails Service Area is funded by all jurisdictions in the region and maintains the KVR Trail through the existing LoO (#346672) at this location (the 3m LoO on the KVR Trail is maintained through this service area).

RELEVANT REGULATORY DOCUMENTS:

- Regional District of Okanagan-Similkameen Parks and Recreation Commission Establishment Bylaw No. 2732 (2016)
- Regional District of Okanagan-Similkameen Regional Parks Bylaw No. 704 (1982)
- Regional District of Okanagan-Similkameen Dog Control Bylaw No. 2671 (2017)

1.3 FIRST NATIONS

The Regional District of Okanagan-Similkameen is committed to building a common spirit of trust, transparency and cooperation with its neighbouring First Nation's governments. Toward this goal, the

¹ See APPENDIX 'A' for Official Area 'D-1' Service Area

Regional Districts' senior management meets monthly with First Nations' leaders in the region to discuss shared issues. The application area falls within the traditional lands of the Penticton Indian Band and it is the intention of RDOS staff to present the application for tenure to local representatives during the referral period for comment.

2 LOCATION

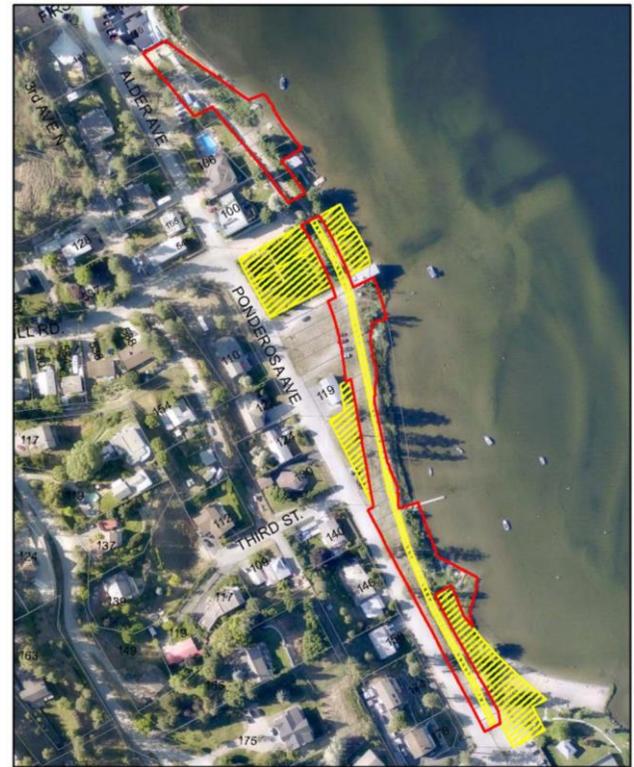
2.1 GENERAL DESCRIPTION

Kaleden is a small, unincorporated community located along the western side of Skaha Lake. Home to approximately 1,224 residents, Kaleden is the largest community in Electoral Area 'D-1' and is situated south of Penticton with access from Highway 97.

The application areas fall within one of the region's busiest public parks and adjacent to the KVR Trail², the backbone of the Regional Trails system.

Pioneer Park is a popular beachfront community park with well-established recreational amenities, including tennis and pickle ball courts, a washroom building, a children's playground, picnic areas and one of the two main boat launches in the whole of AREA 'D'.

Kaleden Hotel Park is primarily a passive regional park with a historic structure as its focal point³.



 Licence of Occupation Area
 RDOS Parcels

Figure 2 Application Area

² Lots 1 & 2 Plan KAP73042, District Lot 105S, Land District Similkameen Div of Yale AND Lot A, Plan KAP31530, Land District Similkameen Div of Yale, District Lot 105S 3182S.

³ Lots 15 & 18, Plan KAP763, Block 16, District Lot 105, Land District Similkameen Div of Yale, Except Plan A744, AND Lot 16, Block 16, Plan KAP763, District Lot 105S, Similkameen Div of Yale Land District, Except Plan A744, Lot 14, Block 16, Plan KAP763, District Lot 105S, Similkameen Div of Yale Land District, Except Plan A744.



Figure 3 Kaleden Hotel

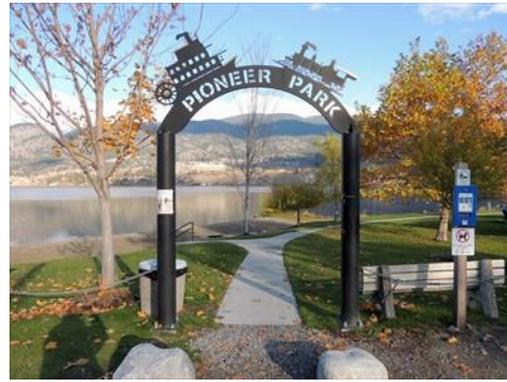
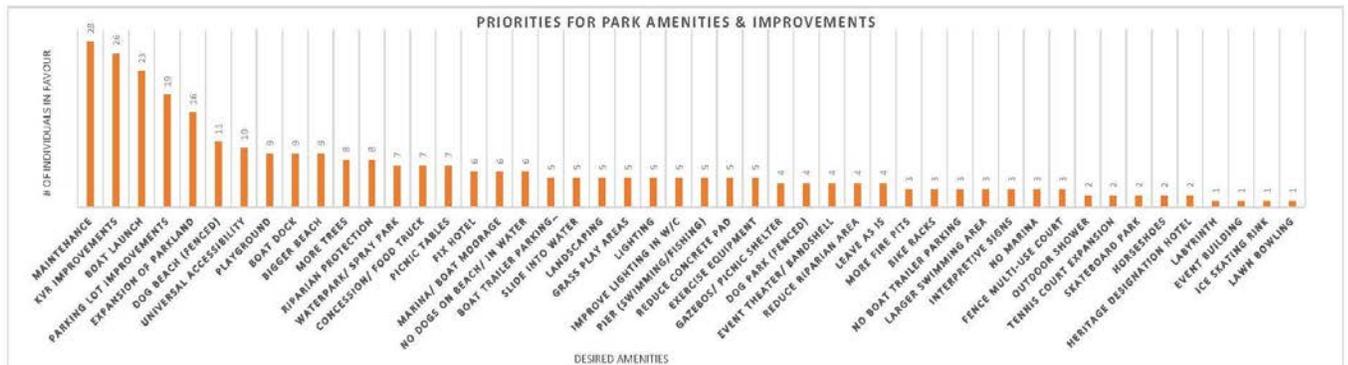


Figure 4 Pioneer Park

2.2 LOCATION JUSTIFICATION

In spring 2016, the RDOS commissioned L.A West Associates to guide long-term park planning in the region. One of the key priorities to come out of the process was to seek tenure over Crown parcels along the KVR Trail to connect Pioneer and Hotel Parks. The acquisition would not only enhance the existing parks but the entire waterfront along the KVR Trail, elevating the user experience in a high traffic area along the regional trail. The RDOS manages and maintains the KVR Trail through its Regional Trails program, while the maintenance of the Kaleden Hotel Park and Pioneer park is administered through an RDOS local service. During the park planning process, residents indicated that maintaining public access to Skaha Lake and the ongoing development and improvement of the KVR Trail as important community recreation and economic development⁴. The acquisition of the Crown parcels will give the Regional District authority to better manage the crown lakefront that currently has trespass structures, litter and abandoned watercrafts. According to the public consultation process, maintenance, KVR Trail improvements, lake access and parkland expansion are the top priorities for residents (see Table 1). The RDOS, Kaleden Parks & Recreation Commission and the public were integral in providing feedback and direction throughout the development of the park concept plans.



Note: This table was created by L.A. West Associates after receiving responses to Q4 Please list in order of importance the top 3-5 improvements, activities and amenities you would like to see in the park.

Table 1: Survey responses for park priorities

⁴ Area 'D-1' OCP (2016).

2.3 SEASONAL USE

While the climate in the South Okanagan allows for almost year-round use of the parks, the highest traffic occurs in the spring – late fall months as is demonstrated the survey on user feedback (Table 2, right).

3 INFRASTRUCTURE

3.1 NEW FACILITIES OR INFRASTRUCTURE

There are no plans for additional buildings on either of the application areas, however, several upgrades⁵ were identified through the community park planning process:

Response	Chart	Percentage	Count
Use the playground		47.5%	57
Picnic		71.7%	86
Nature watch		40.8%	49
Relax/hangout		81.7%	98
Use play courts		36.7%	44
Historical education		13.3%	16
Exercise or jog		31.7%	38
Walking		63.3%	76
Walk dog		50.0%	60
Sightseeing		20.0%	24
Swim		72.5%	87
Beach		76.7%	92
Boat launch		41.7%	50
Water sports		30.0%	36
Events		54.2%	65
Skating		23.3%	28
Hockey		12.5%	15
Volleyball		5.0%	6
Photography		15.0%	18
Biking		50.8%	61
Other		19.2%	23
Total Responses			120

Table 2: User survey

PROPOSED UPGRADE	AREA	PROJECTED COMPLETION DATE
Tree Planting	Along KVR Trail and Skaha Lake	2020
Riparian Restoration	Crwon	Ongoing
Parking Lot upgrades /KVR	Kaleden Hotel Park	2018
Labyrinth	Crown Pioneer Park	2020
Benches, Picnic Tables,	Kaleden Hotel Park Pioneer Park	Ongoing through Donation

Table 3: Proposed upgrades

3.2 ACCESS

The are two primary objectives of this application:

- To secure free and open access to one of the most valuable recreational assets in Area 'D'. Most of the Skaha Lake shoreline in Electoral Area 'D' is privately owned - the only land this is not private is the KVR Trail right-of-way and the public parks.

⁵ For more information, see APPENDIX C - Kaleden Park Planning report

- Manage public access to specific portions of the site to protect and enhance the riparian values along the west shore of Skaha Lake.

3.3 UTILITIES REQUIREMENTS AND SOURCES

Apart from minor upgrades indicated in the 2016 Parks Plan, existing facilities in the parks will continue to service the site.

3.4 WATER SUPPLY

There are existing water services into the parks that are sufficient for any increase in irrigation requirements. No new potable water connections are necessary.

3.5 WASTE COLLECTION, TREATMENT AND DISPOSAL

Park maintenance is already administered by the RDOS through a formal service establishment bylaw.

4 ENVIRONMENTAL

4.1 LAND IMPACTS

4.1.1 VEGETATION REMOVAL

A Riparian Assessment Report was completed in 2013 for the KVR Trail improvements along Skaha Lake. This assessment inventoried vegetation established SPEA for the application area. The RDOS has since contracted a preliminary review of the proposed improvements through a Qualified Environmental Professional (QEP). All works within the Stream Protection and Enhancement Area (SPEA) will be in accordance to Riparian Area Regulation. There are no plans to remove vegetation unless it is invasive or provides a risk to public safety. The RDOS would like to work with Provincial partners and the community to enhance the native vegetation where possible.

4.1.2 SOIL DISTURBANCE

While the parking lot will be the largest intervention on the site contributing to soil disturbance, there may be some related to other minor improvements. The RDOS will use best management practices to control ingress of invasive species and to minimize release of sedimentation from disturbed areas.

4.1.3 RIPARIAN ENCROACHMENT

Without local oversight, the shoreline ecosystem is at risk. The public has expressed concern about abandoned boats and trespass structures in the riparian area and has requested enforcement in the future. The RDOS, through Kaleden Parks and Recreation Commission, would like to explore the potential for onsite public boat storage to help prevent storage in the riparian area.



Figure 6 Boats in trespass

Riparian restoration was identified in the 2016 Park Planning process and will consist of invasive species monitoring and removal and enhancement of ecological functioning through planting native riparian species.

4.1.4 PESTICIDES AND HERBICIDES

RELEVANT REGULATORY DOCUMENTS:

- RDOS Pest Management Plan (2013)

Use of herbicides and pesticides are very limited in RDOS maintenance activities. If used it will be applied by certified applicators in accordance with the Integrated Pest Management (IPM) Act.

The RDOS administers a mosquito control program throughout the Regional District, within the framework of its Pest Management Plan (2013). The primary method of control is through the application of bacterial larvicides. As Skaha Lake is fish bearing, no mosquito control treatments will be undertaken in riparian areas having direct connection to Skaha Lake. Treatments may be undertaken in areas of standing water having no direct connections to Skaha Lake.

4.1.5 VISUAL IMPACTS

RELEVANT REGULATORY DOCUMENTS:

- Skaha Lake Management Plan (2008)

Based on the results of a survey done during development of the Skaha Lake Management Plan, the public feels strongly that Local Government should protect the character and scenery of the area, and specifically the view corridors up and down Skaha Lake⁶. No structures are being proposed that would alter existing sightlines. The RDOS is proposing to enhance user experience through maintenance practices, tree planting and low-profile park amenities such as benches,

⁶ Skaha Lake Management Plan (2008), p.53

tables and a walking labyrinth. The increase in parking is required to accommodate the park's use, however, a planted boulevard will help screen it from the road and adjacent buildings.

4.1.6 ARCHEOLOGICAL SITES

While there is no archeological information available for the site, the Kaleden Hotel is recognized on the Regional Districts Heritage Register. The Kaleden Hotel was built in 1910 as one of the cornerstone buildings of Kaleden, designed as one of the leading buildings in the interior of British Columbia. The Hotel was one of the first buildings to feature electric light, running water, private sleeping porches, and exclusive dining rooms.



Buggy at Kaleden Hotel Circa 1915.

Opened in 1911, the Hotel operated until the beginning of World War I when the economic bases of British Columbia communities collapsed. The building sat empty until the early 1940's when it was sold and dismantled. The shell of the building has since sat idle and was sold to the Regional District Okanagan-Similkameen 1982. The hotel is Kaleden's landmark and is a popular site for wedding photos.

4.1.7 CONSTRUCTION METHODS/MATERIALS

All works will be carried out in accordance with best management practices. Concept plans were completed as part of the parks planning process completed earlier this year.

4.2 ATOMOSPHERIC IMPACTS

4.2.1 SOUND, ODOR, GAS OR FUEL EMISSIONS

There will be no significant long-term impact on atmospheric conditions. The RDOS will communicate to residents via mail in advance of any disruptive construction activities.

4.3 RESTRICTIONS ON TENURING OF AQUATIC LANDS

4.3.1 DRAINAGE EFFECT

The proposed plans will not negatively affect current drainage in the area. The enhancements through management, landscaping, vegetation will provide additional infiltration of surface runoff before entering the lake.

4.3.2 PUBLIC ACCESS

Additional parking is being proposed near the Kaleden Hotel, which will improve access to the park and control vehicle access to crown land. There is no intention to change surrounding traffic patterns.

4.3.3 FLOOD POTENTIAL

There will be no change in flood potential due to the proposed and current use.

4.4 FISH AND WILDLIFE

4.4.1 DISTURBANCE TO WILDLIFE OR WILDLIFE HABITAT

The RDOS has undertaken revegetation initiatives to increase shade of the lake shore as part of ongoing enhancement and maintenance of the KVR Trail. The additional shade and tree canopies provide habitat for birds and other urban adaptors. However, since the site is already disturbed, the primary wildlife concern is fisheries. Significant initiatives on the lake include works by the Okanagan Nation Alliance to re-introduce sockeye salmon populations to areas where they historically occurred. Ongoing research by the Okanagan Nation Alliance is considered important and will continue to provide more information on fisheries in the lake⁷. The proposed works in the riparian areas will enhance wildlife habitat.



Figure 7 Zoning in application area

5 SOCIO-COMMUNITY

5.1 LAND USE

5.1.1 LAND MANAGEMENT PLANS AND REGIONAL GROWTH STRATEGIES

RELEVANT DOCUMENTS:

- Electoral Area “D-1” OCP Bylaw No. 2683, 2016
- South Okanagan Regional Growth Strategy Bylaw No. 2770, 2017
- Skaha Lake Management Plan Report, 2008

The application areas are all zoned as Park and Recreation zone (PR). Surrounding properties are zoned as Administrative and Institutional (AI), Tourist Commercial zone (CT1) with primarily single-family homes (RS1) on the opposite side of the street. Electoral Area ‘D-1’ OCP (Bylaw No. 2683, 2016) identifies access and completion of the KVR Trail as priorities in terms of land acquisition⁹.

The Regional District’s South Okanagan Regional Growth Strategy Bylaw designated Kaleden as a Rural Growth Area. With a planned sewer extension from a new wastewater treatment plant in

⁷ Skaha Lake Management Plan (2008), 35

⁹ Electoral Area ‘D-1’ OCP Bylaw No. 2683, 2016, p. 62

Okanagan Falls, there may be some capacity for the community to grow in the future, although this capacity will be limited by steep, hazard slopes and ALR land in the area.

5.2 SOCIO-COMMUNITY CONDITIONS

5.2.1 ADJACENT USERS OR COMMUNITIES

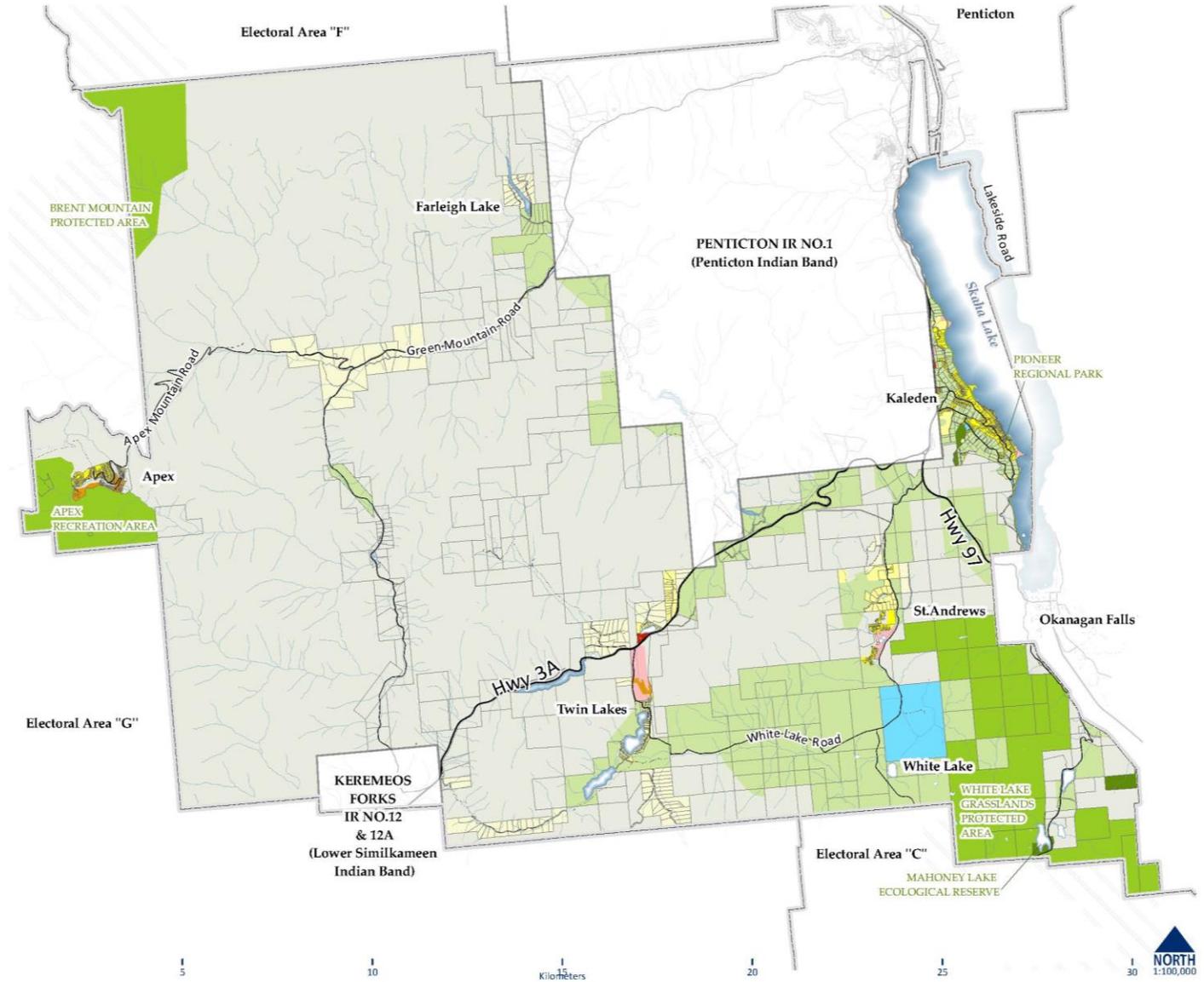
The four main communities within the Area 'D-1' are Kaleden, Twin Lakes, Apex and St. Andrews. The electoral area is also home to a number of smaller, settlement areas, including Farleigh Lake and along Green Mountain Road. Okanagan Falls is identified as a primary growth area in the Regional Growth Strategy. Kaleden and Skaha Estates are identified as existing developed areas.

5.2.2 EXISTING SERVICES

In addition to the parks and trails services in the area that directly apply to the application area. The RDOS is the lead local government authority for emergency management throughout the Okanagan-Similkameen region, including all of Area 'D'. Kaleden Volunteer Fire Department delivers fire protection services to the communities of Kaleden, as well as Twin Lakes, Kaleden Acres and St. Andrews (auto extrication service extends just past Twin Lakes); Okanagan Falls VFD serves the communities of Okanagan Falls, Vaseux Lake, Skaha Estates and Heritage Hills; and Willowbrook Volunteer Fire Department provides service to nine properties within Area 'D' on Green Lake Road, and to the Dominion Observatory through a service agreement with the Government of Canada. The cost of emergency planning is shared equally throughout the region, and the costs are raised primarily through property taxes based on assessed value (land and improvements).

6 APPENDIX 'A'

OFFICIAL AREA 'D-1' OCP MAP



7 APPENDIX 'B'

APPLICATION AREA



8 APPENDIX 'C'

KALEDEN PARKS PLAN

9 APPENDIX 'D'

KVR TRAIL RIPARIAN AREA REPORT