

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

**THURSDAY, FEBRUARY 19, 2015
RDOS BOARDROOM**

9:00 am	-	9:45 am	Environment & Infrastructure Committee
9:45 am	-	10:15 am	Planning & Development
10:15 am	-	11:00 am	Community Services Committee
11:00 am	-	12:00 pm	Protective Services Committee
12:00 pm	-	1:00 pm	Lunch and Board Photos
1:00 pm	-	3:00 pm	RDOS Regular Board Meeting
3:00 pm	-	3:30 pm	OSRHD Board

"Mark Pendergraft"

Mark Pendergraft
RDOS Board Chair

Advance Notice of Meetings:

March 5	RDOS Board/Committee Meetings
March 19	RDOS/OSRHD Board/Committee Meetings
April 2	RDOS Board/Committee Meetings
April 16	RDOS/OSRHD Board/Committee Meetings
May 7	RDOS Board/Committee Meetings
May 21	RDOS/OSRHD Board/Committee Meetings
June 4	RDOS Board/Committee Meetings
June 18	RDOS/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Services Committee

Thursday, February 19, 2015

9:00 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. DELEGATIONS

1. Dr. Anna Warwick Sears, Ph.D., Executive Director – Okanagan Basin Water Board

Dr. Sears will be addressing the Board to provide a high level overview about what they do and answer questions about ongoing projects.

2. ADJOURNMENT

MEMORANDUM

To: Chair and Directors of the Regional District of Okanagan-Similkameen
From: Anna Warwick Sears, OBWB Executive Director
Date: February 19, 2015
Subject: **OBWB Overview for Fiscal Year 2015-16**

Background: The Okanagan Basin Water Board (OBWB) was founded in 1970 to promote the shared water interests of Okanagan communities. The board has representatives from the three Okanagan regional districts, the Okanagan Nation Alliance, the Water Supply Association of BC and the Okanagan Water Stewardship Council – a volunteer stakeholder group that provides independent science advice on water issues.

The OBWB's terms of reference and legislation are laid out in the Okanagan Basin Water Board Governance Manual, adopted by all three Okanagan regional districts in February, 2010.

Programs: The OBWB has three program areas.

Water Management – Assisting Okanagan local governments by defining and promoting solutions to water issues with basin-wide significance. The program includes water science to support decision making, public education and communication, water conservation and quality grants, and advocacy to senior government on Okanagan issues. This program meets the mandates set in our 1970 legislation, and was reinstated in 2006.

Sewage Facilities Grants – Providing matching funds for the cost of municipal projects that upgrade wastewater treatment plants or extend community sewers. This program was formally established by legislation in 1975.

Eurasian Watermilfoil Control – Keeping public beaches and boating areas free from invasive aquatic weeds. After cooperating with the province throughout the 1970s, this became formally established in our legislation in 1981.

2015-16 Requisition: OBWB programs are supported through property tax assessments on lands in the Okanagan watershed, and through funding transfers from senior governments. The budget year begins April 1, and for 2015-16 has the following features:

- The overall OBWB requisition is \$3,444,375;
- This is a zero increase to the requisition budget compared to the previous year, and the fourth year in a row without an increase;
- As a percentage of assessments, the requisition is 5.9 cents/\$1,000.

The budget includes base funding for OBWB's three programs, and a requisition of \$100,000/yr for the 5th payment of a 5-year commitment to support a Water Research Chair position at UBC Okanagan, as requested by the three regional districts, (leveraging \$1,500,000 in grants from the Province and the Real Estate Foundation of BC).

Recent Highlights: There have been many recent successes and some new challenges for Okanagan Water.

Water Management – The following are some highlights of recent successes, current projects, and plans for the coming year.

- In Summer 2015, the OBWB is partnering with BC Ministry of Ag to update the Land Use Inventory of the South Okanagan, that provides estimates of current and future water demand. These data will be available to RDOS in Winter 2015;
- In 2013-14, OBWB received \$166,000 in senior government funding, and assisted RDOS to receive a grant for \$90,000 for water conservation education from the RBC Blue Water Project, which they are delivering in all three regional districts.
- In 2014, the Make Water Work water conservation program leveraged more than \$120,000 in support from local industry and media organizations. Local partners received \$170,000 in value for their contributions of \$2,000-\$3,000. This value is above and beyond the work by RDOS on the RBC Blue Water Project grant.
- OBWB is continuing the successful “Don't Move a Mussel” program in 2015, with local partners and the Invasive Species Council of BC. Last year, we received more than \$144,000 in in-kind support from industry for this program. The highlight of the year was to have federal legislation passed to stop importation into Canada.
- The Okanagan Wetland Strategy is in its second phase, in partnership with Environment Canada, the Okanagan Nation Alliance, Ducks Unlimited, local environmental organizations and fish and game clubs. Currently, three wetlands are being identified for restoration in each of the three regional districts.
- We are developing a database to store locally-collected water flow information, and working with partners to install more surface and groundwater monitoring stations;
- Since 2006, \$2,900,000 of Water Conservation and Quality Improvement grants have been given to 179 projects by local governments, irrigation districts and NGOs;
- The OBWB is working with UBC Okanagan and RDOS staff on endocrine disrupter research to identify risks and opportunities with the Okanagan Falls wastewater treatment plant discharge to the Okanagan River.
- In partnership with the IJC and the Osoyoos Lake Board of Control, we will be co-hosting an Osoyoos Lake Water Science Forum on October 7th-9th, in the town of Osoyoos, highlighting research and planning on both sides of the border that affect the health of Osoyoos Lake. We are also helping the Washington State Department of Ecology to produce a movie about cross-border collaboration for Osoyoos Lake.

Sewage Facilities Grants – This program complements special water quality regulations for the Okanagan, making it easier for our municipalities to upgrade sewage systems.

- Over 30 years, upgrades have reduced phosphorus pollution in Okanagan waterways by more than 90%.
- In 2011, program underwent an internal review, auditing each grant award, and updating the terms of reference.

- While the demand for the program is gradually decreasing, OBWB is continuing to issue new grants, especially for sewer extensions in old neighborhoods.

Eurasian Watermilfoil Control – This is a year-round program with summer harvesting and winter rototilling, based out of our workshop in RDNO.

- While we continue to work with government to reduce harm to the “endangered” Rocky Mountain Ridged Mussel, we have a 5-year permission to continue our work in priority areas that do not have known mussel colonies.
- The OBWB is reaching out to municipalities to protect foreshore access for our weed control equipment.

The Year Ahead: There is much work ahead to reduce risks of future water shortages, protect and restore clean water supplies, and keep up with changing conditions. All of this work requires information on the status of water resources, and monitoring water flows through time. It will also take integrated valley-wide planning, water agreements and harmonized policies. Initiatives are underway in the following areas:

Water Assessments: The Okanagan Water Supply and Demand Project, a multi-year partnership of more than 10 senior government agencies, universities, and industry stakeholders, has given us key information for water supply planning. OBWB is making this information available for local government planners and engineers. The results will also be used to develop a better process for water licensing by FLNRO staff, in preparation for changes related to the new Water Sustainability Act.

Building on Information: The OBWB is a hub of information resources, increasing the efficiency of projects and programs, and communicating with the community. Specific projects include valley-wide public education program on water conservation and invasive zebra and quagga mussels (Okanagan WaterWise); the web-based BC Water Use Reporting Centre to track how much water is taken out of streams and lakes by water utilities; and we are expanding groundwater and stream flow monitoring networks. OBWB works closely with senior government agencies to raise awareness about Okanagan water issues, and to secure greater financial support for water projects in valley communities.

Valley-wide Water Strategy: Looking ahead, more valley-wide water agreements will be needed to link community water needs. Many of the biggest water concerns can be addressed by coordinating how communities respond to shortages, implement water conservation strategies, and regulate large groundwater extractions. In 2014, I conducted interviews with local government and irrigation district staff to discuss the state of their water infrastructure, monitoring, and planning. We will use this information to make recommendations on how the valley can create a more coordinated approach.

I look forward to working with RDOS and the South Okanagan municipalities in the coming year.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Development Services Committee

Thursday, February 19, 2015

9:45 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. DELEGATIONS

1. **Ms. Bryn White, Manager – South Okanagan Similkameen Conservation Program**
Ms. White will be addressing the Board to discuss the Regional Conservation Bylaw.

C. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: **Conservation Fund Proposal**

Recommendation:

That the Board add \$65,000.00 to the General Government 2015 Budget to process the direction to investigate the development of a conservation fund.

Reference:

Keeping Nature in Our Future

Board Resolution, B212/14 THAT the Board of Directors provides approval in principle of establishing a “Conservation Fund” and direct staff to obtain public opinion on the concept and further develop fund details.

History:

In September 2013 the Board accepted “*Keeping Nature in Our Future*” as a guiding document, then provided direction for staff to work with SOSCP to undertake immediate priorities. One of the priorities was to: **Improve and expand methods for financing conservation.**

An option identified to increase funding and capacity for conservation and protection of important ecological values unique to the South Okanagan Similkameen, is through the establishment of a local conservation fund.

- Local conservation funds focus on projects that don’t fall within the mandate of other levels of government.
- Local governments have the legal authority to establish and operate a conservation fund as a service, just like fire protection, water supply, recreation and waste management. The fund can be financed through a property tax, parcel tax, local area service tax or fees.
- Successful examples are being drawn from the East and West Kootenay (\$1 M since 2008) and Cowichan Valleys and Central Okanagan Regional District. Each regional district custom designs the conservation fund to address local environmental priorities and dovetail with existing planning and decision-making.

In July 2014 the Board approved in principle the establishment of a “Conservation Fund” and directed staff to obtain public opinion on the concept and further develop fund details.

This update highlights the progress and proposed work plan directing SOSCP and RDOS staff in partnership for this project for the next 12 months, as well as estimated costs for conducting public opinion assessment, outreach/education, public assent, and establishing the new bylaw.

SOSCP and RDOS are proposing to share costs and generate additional outside funding support related to the public engagement, opinion assessment, outreach and education, advertising for public assent aspects of the project.

Conservation Fund

The goal of the Conservation Fund is to raise between \$250,000 to \$500,000 per year on a region-wide service basis. The costs of establishing the service is comprised of in-kind staff time and actual costs. At present SOSCP has \$10,000 in funding to conduct public opinion polling and undertake public engagement. Fund raising for the Alternative Approval Process and/or Referendum will be undertaken. See attachment for a summary of the Conservation Fund concept.

Based on a preliminary cost analysis, to meet the goal of raising \$250-500,000 per year the cost to every household in the RDOS, including municipalities, is \$4.62 - \$9.25 per year. There are other funding formulas for specific areas, where the costs per households are increased.

The proposed process to establish a Conservation Fund and obtain public input is outlined below:

PHASE I

February – June 2015 (Q1 – Q2)

- **Board / Municipal Council, Stakeholder & Public Opinion Assessment:** Evaluating awareness, perception and views regarding conservation priorities and the fund concept.
- **Development of the Fund Concept:** Choosing the desired legal approach to establishing and financing the fund.

Cost: RDOS staff time / SOSCP staff and partner time

Tasks: Formal delegations to every municipality, informal focus groups, information and education campaign (Advisory Planning Commissions, Chambers of Commerce, stakeholder groups), formal opinion analysis (online and telephone surveys).

Estimated additional costs: advertising (\$2,000), surveys (\$6,000-\$7,000)

PHASE 2

June – October 2015 (Q2 – Q3)

- **Assessing public and stakeholder opinion results** and making adjustments to the proposed bylaw wording. Finalizing the Conservation Fund bylaw process, including approval of draft bylaw by senior agencies and selection of public assent process; information campaign leading to assent process.
- **Establishing the bylaw servicing wording, approvals and referendum or AAP process.** Identify criteria and processes for inviting, approving and evaluating projects, and establish efficient, transparent procedures for fund management and administration.

- **execute public assent process.**

Cost: RDOS staff time / SOSCP staff and partner time

Tasks: Formal delegations to stakeholder groups, information and education campaign, advertising, and public assent process.

Estimated additional costs: public engagement/outreach and advertising (\$2,000), public assent process (AAP \$10 – 15,000 for advertising; referendum \$4,000 per 10 stations = \$40,000).

PHASE 3 October – December 2015 (Q4)

- **Approval** (first to third reading) and implementation to 2016 budget cycle; communication of new bylaw.

Cost: RDOS staff time / SOSCP staff and partner time

Tasks: Communication of new bylaw.

Estimated additional costs: nil.

Costs In Summary:

- Total anticipated hard costs for the establishment of the bylaw up to \$65,000 if a referendum is required.
- Staff time commitments of Development Services, Office of CAO and Finance Departments
- Estimated in-kind contributions from SOSCP and partners

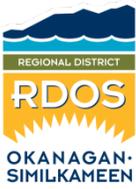
Respectfully submitted:

Bryn White

SOSCP Coordinator

Donna Butler

Development Services Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, February 19, 2015

10:15 am

REGULAR AGENDA

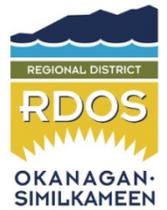
A. APPROVAL OF AGENDA

B. REGIONAL ECONOMIC DEVELOPMENT SERVICE

1. Discussion Paper
2. Grant-in-Aid Discussion Paper

C. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Community Services Committee
FROM: Bill Newell, CAO
DATE: 19 February 2015
RE: Regional Economic Development Service – For Information Only

ISSUE:

At their meeting of 5 February 2015, the Board of Directors requested a discussion paper on the creation of a Regional Economic Development Service. The intent of the Service would be to seek public assent for the raising and expenditure of funds on economic development related programs, projects or activities, such as the grant towards the Film Commission; and,

Further, that administration bring forward the Grant-in-Aid Policy and a terms of reference for the creation of a Regional Economic Development Service.

HISTORY:

The Regional District of Okanagan Similkameen has adopted the 2015 – 2019 Strategic Plan. Goal 3.2 provides that the Board will pursue Economic Sustainability, which would include the development of policy to provide guidance in sustaining and supporting economic diversity, maintaining and attracting a dynamic mix of businesses, establishing baseline data to monitor trends over time and encouraging the development of a regional economic development plan. Only through achieving economic sustainability can the Regional District achieve the other two pillars of community sustainability, being social and environmental.

Regional Districts are a federation of local government jurisdictions within a defined geographic area. Within the boundaries of the Regional District of Okanagan Similkameen, there is a significant interest in economic development and tourism at a local, sub-regional and regional level. The Board identified the investigation of a Regional Economic Development Strategy as a corporate priority in the 2013 Business Plan and a workshop exploring the possibilities were facilitated in cooperation with the Ministry of Jobs. We completed a Regional Tourism Strategy in 2014 with the support of Destination BC. There are several economic development programs in the Regional District, but for the most part, each operates in isolation, while some services remain dormant.

Current Economic Development Services

Local/ Sub-Regional

Town of Osoyoos/ Area A (Bylaw 1166)
Town of Oliver/ Area C (Bylaw 1978)
Electoral Area D (Bylaw 2447)
City of Penticton
District of Summerland
Keremeos; Areas B, G & H (Bylaw 2361)

Other Players

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ECONOMIC DEVELOPMENT BROADLY DEFINED:

Economic development has been defined as “the process by which a community creates, retains, and reinvests wealth and improves the quality of life”. Economic development, in the main part, has focussed on the recruitment of industrial employers to a region. Research has shown that business retention and expansion, small business and entrepreneurial development, tourism and employee attraction are more representative of a strong local or regional economy.

The ultimate goal of economic development is to improve the quality of life for the people who live in a community or region by facilitating prosperity. Quality of life is an important site selection criterion for many employers. Companies are attracted to, and want to stay in, communities that are good places to live, work, and conduct business. Educational opportunities, access to medical care, diverse recreational opportunities, community infrastructure and amenities that contribute to quality of life are integral components of economic development.

THE ECONOMIC DEVELOPMENT SERVICE

The creation of a (Sub) Regional Economic Development service may be undertaken under section 796(1) of the *Local Government Act*. The Board of Directors, on 17 July 2003, did establish a Regional Economic Development Service. Bylaw 2196, being a bylaw of the Regional District of Okanagan Similkameen, provided the authority to promote economic development, including without limitation the promotion of tourism and grants for the promotion of economic development. The maximum annual amount to be requisitioned was \$100,000.00 and the Bylaw expired on December 31, 2003.

A Regional Economic Development Service could be re-established if all member municipalities and Electoral Areas agree to participate. Previous experience, however, would seem to indicate a lack of support for creating and financing a regional economic development service.

Although it is considered “best practice” to provide economic development services regionally, there are a variety of factors that make implementation a challenge in jurisdictions throughout British Columbia. Some of these include:

- Perceived lack of local benefits from individual participants in regional economic development.
- Loss of control and decision making on economic development matters at the local level.
- Lack of a shared and unified vision for regional economic development; and, perhaps
- Mistrust amongst funding partners.

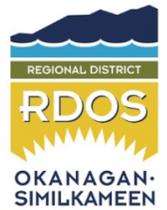
Advantages

- A (sub) regional vision and approach to economic development;
- The ability to develop and implement a (sub) regional economic development plan; and
- Ability to fund dedicated staff and financial economic development resources.

Disadvantages

- The Regional District has not historically been able to provide an acceptable regional or sub-regional governance model for an economic development service;
- A regional economic development service establishment bylaw would be required. All participants would have to agree on a single regional vision and approach to economic development that benefits all participating communities and electoral areas.

- There is currently no mechanism for the Regional District to partner on a regional program, project or activity, although we have funded the film commission from General Government, and we did put a lump sum into an economic development reserve that has been used to fund economic-development related activity.



TERMS OF REFERENCE:

As the region, country and globe continues to grapple with economic challenges, the question is raised as to what we can do at the local level from an economic development perspective. What can we do to assist the existing and growing business base with enhancement related activities and programs which address needs and challenges, attract new investment in the form of human and business capital into an expensive marketplace, and thirdly what larger policy and infrastructure issues must be addressed to allow the region to meet its economic potential. This in essence is what economic development is and where the regional focus would need to be established.

1. Identify where gaps exist within current or desired service levels and how different approaches to regional economic development could fill those gaps.
2. Identify where there may be redundancies or where overlaps may exist in service delivery levels within their jurisdictions and how this may be addressed using a regional economic development perspective.
3. Identify where regional synergies may be created if different, more regional economic development perspectives were employed.
4. Identify how access to programs, education or other resources on a regional basis could help their current client base
5. Receive input, from a local and regional perspective, on the following functional areas or business development issues:
 - a. employee training or retraining,
 - b. management training,
 - c. financing,
 - d. market research,
 - e. educational resources,
 - f. public agency access
 - g. dealing with “red tape” or regulatory requirements.

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: **FOR DISCUSSION** : Grant Policies Review

History:

Our existing grant policies (drafted in 1992) are out of date and require updating. In addition, with the introduction of new eligibility criteria for Community Works Funds, we have identified a need for new policy regarding the use of these funds.

Before new policy is drafted, Administration is looking for direction and input on some key elements to be addressed in the proposed new policies. Discussion points for each policy will be addressed individually below.

Regional Grant in Aid Policy P1850.00-02

The policy states: "Organizations requesting a regional grant in aid should be advised that the district does not fund any regional grant requests."

As you are aware, our practice has been to provide regional grant in aid.

The rationale behind the policy is unknown but I would suggest that the thinking behind it may have been that Regional grants are not needed as Electoral Areas have discretionary grant funds available through established grant in aid services and municipalities have the option to grant within their own municipal budgets.

The enforcement of the existing policy not to issue regional grants is an option. However, assuming that the Board does wish to provide regional grant in aid, we would be looking for direction on some key elements of a new policy. Those elements are:

1. Should "regional" be defined? (ie must be demonstrated to benefit entire region vs benefit two or more individual municipality/electoral areas).
2. Should RDOS maintain the grant process or partner with an outside organization (ie Community Foundation) to administer the grant process?
3. Should there be a minimum dollar value eligible to bring for discussion? (ie greater than \$5,000). If the amount fell below the minimum it would be re-directed to the applicable electoral areas for consideration.
4. Should there be a maximum dollar value applicable to any one application? (ie \$25,000).

5. Should there be a maximum number of times an applicant can receive funding? (ie not more than twice in a four year period). The goal being to promote sustainability without government support.
6. Should there be limitations on the eligibility of applicants? (ie only registered not for profit organizations). For example, would schools, religious organizations, hospital/health organizations be eligible?
7. Should there be defined scope of services that would be supported and/or excluded? (ie cultural, recreational, sports, tourism, economic development)
8. Should there be defined types of applications eligible and/or excluded? (ie operational, start up, special event)
9. Should the type of expenses eligible for grant be limited? (ie cannot be used for remuneration, debt repayment, scholarships/bursaries)

In addition to addressing the above in drafting a new policy, Administration would also like to discuss the potential of separating the regional grant process from the budget process. To do so would require the Board to commit to a level of support (dollar value only) during the budget process. This is the process used for establishing electoral area grant in aid budgets.

Once the level of support was determined, the allocation of funds to applicants could be administered in many different ways including allowing for more than one intake per year (ie applications in by March with spring dispersal and second intake in September for fall dispersal). This could help alleviate some of the time crunch issues of budget deliberations as well as provide more opportunities to make a request (2 intakes vs 1 intake) and a more relevant timeframe for applicants to make requests (in the year of the event vs several months before).

Electoral Area Grant in Aid Policy 1850.00-01

During the budget cycle, a dollar value only is established for each electoral grant in aid.

There is an established deadline for submissions but in practice, applications are received throughout the year and approval of the electoral area grant in aid is at the discretion of the individual Director.

The current policy and guidelines supports 3 types of grants (establishment, operational and special projects).

In revisiting this policy, we are looking for feedback on whether refinements should be brought forward to provide some standardized parameters of how these grants are distributed.

Administration would suggest considering some of the same items as outlined for the Regional grants above.

1. Should there be a maximum dollar value limit per application? (ie \$5,000).

2. Should there be a maximum number of times an applicant can receive funding? (ie not more than twice in a four year period). The goal being to promote sustainability without government support.
3. Should the type of expenses eligible for grant be limited? (ie cannot be used for remuneration, debt repayment, scholarships/bursaries)
4. Should there be more than one intake per year with defined/enforced cut off dates? This could provide Directors with more complete information in making allocation decisions while still allowing applicants ample opportunity to apply for grants. This approach would also allow for the opportunity to bring the recommendations back to the Board for approval. This process would record the approved allocations in the minutes providing more transparency.

Community Works Gas Tax Funding (CWF)

Currently, CWF gas tax monies are put into reserves for the individual electoral areas and the approval of projects, providing they meet CWF criteria, is at the discretion of the individual Directors.

The new Community Works Gas Tax agreement approved in 2014, has opened up the aim of the program from primarily environmentally sustainable initiatives, to supporting projects that promote productivity and economic growth; a clean environment and strong cities and communities.

The new agreement also broadened the types of eligible projects and removed the requirement for infrastructure/assets to be owned by the Regional District.

The changes are important steps to allowing communities to utilize the monies to best meet their individual needs. However, the availability of funding to flow through to not for profit organizations create some issues that we would like to bring forward for discussion.

The flow through of funding will put pressure on funds available for RDOS services and infrastructure. Grant funds are limited resources and dispersing to outside organizations removes the funds from use in RDOS strategic plans and to meet future RDOS infrastructure needs.

It also creates problems in oversight and reporting. Without direct RDOS involvement with the asset, it is difficult to ensure the appropriate use of funds. Even though we can put agreements in place to require the recipient to comply with CWF criteria, we do not have the resources available to ensure they are compliant. Regardless of the final recipient of funds, the RDOS is still responsible for the annual reporting of the use of those funds to UBCM. This will cause additional workload issues in collecting/maintain that data from outside organizations that often have changing administration manned by volunteers.

There could also be some areas of concern with long term care and control of assets. If the asset is not owned by the RDOS, we have no means to ensure it is properly maintained and / or held publicly in the long term.

An overall Community Works Gas Tax policy could provide a framework to ensure use of funds consistent with overall RDOS strategic plans and long term objectives.

The two main elements to consider in a CWF policy would be:

1. Should projects only be considered for assets owned by the RDOS or another local government? (ie. in a shared arrangement)
2. Should there be a minimum dollar value per application? (ie \$25,000). The intent would be to ensure funds are made available to projects larger in scope

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, February 19, 2015

11:00 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. 911 PRIMARY SAFETY ANSWERING POINT (PSAP) MUNICIPAL INSURANCE ASSOCIATION (MIA)

1. Service Provider Agreement – RDOS

As this item is time sensitive, the recommendation, if approved by committee, will be forwarded to the Board meeting scheduled for the afternoon of this day.

C. MAJOR PLANNED EVENTS

1. Major Planned Events Guidelines

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: 911 PSAP MIABC Insurance

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen (RDOS) authorizes the Municipal Insurance Association of British Columbia (MIABC) to add the Regional District of Central Okanagan (RDCO) as an “Associate Member” to the RDOS policy for liability insurance purposes and authorizes its signing officer(s) to execute the Service Provider Agreement associated with the administration of the E-Comm 9-1-1 Contract.

History:

For 24 years the 911 Primary Safety Answering Point (PSAP) has been provided by the Regional District of Central Okanagan (RDCO) through a partnership contract with 7 other Regional Districts. The original service providers were RDCO employees operating within the Central Region RCMP Dispatch Centre. Three years ago the RDCO felt it was economically and functionally viable to phase out the RDCO employed call takers and combine the services of the Primary 911 call taking and RCMP Dispatching.

The Province of BC signed a contract with the RCMP in Ottawa that increased costs of RCMP services in British Columbia. As a result of the contract changes, cost increases were passed onto the attached co-located 911 PSAPs. In order to remain fiscally responsible, Regional District partners in the PSAP service began a process to investigate less expensive alternatives to providing this public safety service. Both the Regional District of Fraser Fort George (RDFFG) and Regional District of Central Okanagan (RDCO), which collectively represent 12 Regional District partners, have now successfully moved their 911 services from their respective RCMP Dispatch Centers to 911 E-Comm in Burnaby BC.

Analysis:

In order for all of the 911 PSAP partners with the E-Comm 911 contract to obtain liability insurance through MIABC, RDCO must first be classified as an “Associate Member” by MIABC.

It is a common business practice to ensure General Liability Insurance is in place to provide protection against any unforeseen circumstances during normal everyday operations. The cost is estimated at \$250.00 annually.

Respectfully submitted:

Dale Kronebusch

D. Kronebusch, Emergency Services Supervisor



SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this ____ day of February, 2015 by and between the Regional District of Okanagan Similkameen (the “Local Government”) and the Regional District of Central Okanagan (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

1. The Service Provider will enter into and administer the E-Comm Contract (the “Contract”) pursuant to and in accordance with the signed Emergency Services Communication (9-1-1) Agreement between the Local Government and the Service Provider dated July 1st, 2014;
2. The Service Provider will arrange regular meetings with the Local Government and its seven (7) other 9-1-1 PSAP Partners to review and discuss such things as annual budgets, operational issues associated with the “Telus” and “E-Comm” agreements, and any changes to these agreements that are deemed necessary by the parties.

The term of this Agreement is from the ____ day of February, 2015 and expires on the 17th day of November, 2019.

While providing the agreed service, the Service Provider agrees to comply with all applicable federal and provincial laws, rules and regulations that pertain to this Agreement.

The Local Government agrees to obtain general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Associate Member entitled to full coverage with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Local Government agrees to have MIABC designate the Service Provider as an “Associate Member” under its Liability Protection Agreement 2015 and be responsible for payment of the policy premiums and all deductible amounts including any claim expenses incurred.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF <LOCAL GOVERNMENT>

ON BEHALF OF <SERVICE PROVIDER>

Name:

Name:

Title:

Title:

Signature:

Signature:

Date:

Date:

END OF DOCUMENT

ADMINISTRATIVE REPORT



TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Major Planned Events

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen (RDOS) adopt the “British Columbia Major Planned Events Guidelines” version 1.0 in its entirety as the foundation document for the approval or endorsement of such events within the boundaries of the RDOS; and,

THAT the RDOS encourage all other governing boards and councils of our member Municipalities and First Nations within the boundaries of the RDOS to do the same.

Reference:

“British Columbia Major Planned Events Guidelines – version 1.0”

History:

A Major Planned Events Working Group was formed in 2012 to address a perceived gap in guidance for local authorities, event organizers and other public agencies that have an interest and/or influence in planning for major events. The Working Group membership was made-up of representatives of first responders (Police, Fire, and Ambulance), first nations, local authorities, regional districts and Government.

After initial discussions, it was concluded that events were not as successful as they could be, due to a lack of coordination and planning. The goal of the Working Group was to promote safe, successful major planned events throughout British Columbia.

Alternatives:

1. Offer copies of the guideline and recommend voluntary compliance
2. Implement only a portion of the recommendation
3. Disregard the guidelines in their entirety.

Analysis:

In 2014 outdoor music festivals became a point of focus for the B.C. Government after 2 unfortunate fatalities occurred at the Pemberton Music Festival in Pemberton and the Boonstock Music and Arts Festival in Penticton.

As a result, the “British Columbia Major Planned Events Guideline” was recently adopted by the Province of B.C. and is intended to compliment any existing emergency plans, policies or regulations. The guideline can also be used as an overview or reference tool for local authorities, communities,

event organizers and other groups with a vested interest in major planned events.

The primary purpose is focused on “Success”. Success for the communities, success for the event sponsors and safety for the event participants. The guidelines are comprehensive but easy to understand by defining “what is a planned event” and who needs to be involved in developing a plan for a successful event. The guideline starts by providing 5 steps on basic risk assessment and transitions to guidance in writing your plan.

“The Plan” outline identifies the plan event, planning considerations and relevant agencies or organizations involved. The guideline then identifies how to:

- test your plan
- provide tips on communications and social media
- provide guidance on cancelling an event (if for any unforeseen circumstances)
- follow the Incident Command System and the BC Emergency Response Management System
- follow to build an Event Management System with a focus on “After Action” or “Hot Wash” reporting to improve for future events

Attached as part of the guidelines is:

Annex A - Risk Assessment Form Template

Annex B – Example of Special Event Permitting Bylaw and

Annex C – After Action Checklist Template

Respectfully submitted:

“Dale Kronebusch”

D. Kronebusch, Emergency Services Supervisor

British Columbia Major Planned Events Guidelines



*A resource towards safe,
successful Major Planned
Events in British Columbia*

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Executive Summary

The Major Planned Events Guidelines are a resource toward safe, successful special events for the use and benefit of everyone throughout British Columbia. The Guidelines observe current best practices where they exist, and follow the British Columbia Emergency Response Management System (BCERMS) Response Goals. These guidelines are intended as a starting point for Major Planned Events in British Columbia and are not intended to replace or supersede any existing legislation or emergency management procedures. They are intended to complement existing emergency plans, policies and regulations, and to be used as an overview and reference tool for Local Authorities, communities, event organizations (including producers/planners) and other groups with a vested interest in major planned events.

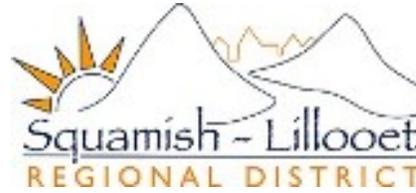


Acknowledgements

The Major Planned Events Committee would like to acknowledge the contribution and participation of the following members in preparation of this document.



Emergency
Management **BC**



St. John Ambulance

SAVING LIVES
at work, home and play



HEMBC
Health Emergency
Management

THOMPSON RIVERS  UNIVERSITY

Tourism Management





North Shore Emergency Management Office

City of North Vancouver • District of North Vancouver • District of West Vancouver

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About the Major Planned Events Working Group

The Major Planned Events Working Group was formed in 2012 to address a perceived gap in guidance for Local Authorities and event organizers and other public agencies that have an interest and/or influence planning for Major Planned Events (MPEs) in British Columbia. These events can bring added risk to communities, including impacts on emergency services, local health systems, and infrastructure.

The goal of the Working Group is to promote safe, successful MPEs throughout British Columbia.

The purpose of the Working Group is to identify, discuss, minimize and mitigate the risks associated with Major Planned Events, identify best practices and protective factors associated with well-run events and provide context around operational requirements, developing tools and resources for Local Authorities and event organizers and to potentially promote recommendations for future legislation.

The Major Planned Events Working Group is a multi-stakeholder committee comprised of representatives from all parts of British Columbia, and includes health, fire, police, ambulance, First Nations, Local Authorities, Regional Districts, universities, government ministries and agencies, event organizations, and others. Membership has been voluntary and has drawn in representatives from both rural and urban communities, collaborating in the interest of safe and successful major planned events.



What is a Major Planned Event?

A Major Planned Event (MPE) is any planned event in the Province of British Columbia whose nature, expected attendee level, duration, or location challenges the normal response capability of a community (local first responders and/or Local Authorities) and requires special planning by one or more agencies to mitigate impact to public health and safety.

Major Planned Events Guidelines for British Columbia – Why?

The Major Planned Event Guidelines (“the Guidelines”) have been created to assist Local Authorities and event organizers to plan safe and successful events. MPEs are important to BC; they help drive local economies, give residents exposure to their favourite artists and athletes, and allow communities to gather and celebrate together. It seems like there are more events every year, and some events create challenges for the host communities.

The Guidelines are designed to provide relevant information and considerations to Local Authorities, communities, event organizers (including producers and planners), emergency managers, provincial representatives, various levels of government, and any other groups involved in planning for MPEs. The Guidelines provide an approach for understanding and navigating MPE planning considerations, mitigating potential threats and hazards, and to share positive best practices. The Guidelines can be applied to any MPE to:

- Identify, discuss, minimize and mitigate risks associated with MPEs
- Provide considerations and recommendations for operational requirements
- Promote the importance of establishing multi-stakeholder relationships and sharing information early in the process
- Conduct pre-planning activities to assess and mitigate risks (i.e. use of risk assessments)
- Provide a starting point to develop a plan and work toward continuous improvement through best practices, tools and strategies (from beginning to end)
- Incorporate an After Action Process and identify lessons learned for future implementation and benefit
- Reduce impacts on host communities.



Major Planned Events – Who is involved and what do they do?

In British Columbia communities of all sizes, there are a surprising number of groups and agencies involved in planning and conducting safe, successful MPEs. This section of the Guidelines addresses groups and agencies and describes a little about what they do before, during, and after events. Depending on where in the province your event is taking place, there might be more or fewer groups involved. Later in the Guidelines, we will cover tasks for consideration of the groups below, and what accountabilities each organization might have relating to MPEs. The Guidelines look at the groups involved from two perspectives: the event functions/roles, and the host community functions/roles.

Event Functions/Roles

- Event Organizers
- Event Planners
- Event Entertainers/Performers
- Event Medical Team
- Event Security
- Event Communications
- Event Transportation Management
- Event Waste Management
- Volunteers
- Suppliers/Vendors
- Specialist Skills
- Spectators/Public

Host Community Functions/Roles

- Local Authority
- Emergency Management British Columbia
- First Nations
- Public Health
- Healthcare
- BC Ambulance Service
- Police
- Fire
- Search and Rescue
- Conservation Officer Service
- Liquor Control and Licensing Branch
- Agricultural Land Commission
- BC Safety Authority
- Environment Canada
- Ministry of Transportation and Infrastructure

The Event Perspective

The event perspective incorporates activities essential to conduct a safe and successful MPE. This means planning, organization, and execution of a host of tasks. Although, not all groups are required for a safe and successful event, they represent essential roles and functions that should be in place.

Event Organizers

Event organizers are those groups or individuals that arrange an event or activity. They are responsible for ensuring the safety, well-being, and enjoyment of their event staff, attendees, and visitors, and for managing the services required at their event site. Event organizing leadership teams should work closely with the surrounding community to ensure a safe, successful event. Sometimes, event organizers are full-time professionals associated with a large production company or sports organization. Often, they are well-meaning volunteers or community leaders who are embarking on hosting a major planned event for the first time. The latter group may have little experience or incomplete knowledge of the many stakeholders who may be impacted by a MPE in their community. Occasionally, they are employees of a Local Authority who are charged with a special task, like managing a parade or a memorial service. Whatever their experience level, it is their job to work with the other groups identified in their local community, and to fulfill any legal requirements identified by laws, by-laws, or regulations.

Event Planners

Event planners are on the event organizer's team. They create the event plan, and work with outside agencies, sub-contractors and community service providers. Their job starts long before the event date, and requires meetings and communication with other stakeholders. Event planners create event schedules (also referred to as a production plan), arrange for site infrastructure, supplies and security, plan for safety and emergency response, and identify ways to make the event more successful for all involved. Some of these functions are specialized and/or require specific credentials or licensing (i.e. security, first aid and/or medical, etc), and may be contracted out to community volunteer and/or private service providers to ensure compliance with local regulations.

Event Medical Team

When people get together in large groups, there is often the potential for injuries or accidents. MPEs happen at various venues such as in arenas, outside, or in remote locations. Often, there are serious injury or illness presentations and occasionally there are larger than expected numbers of patients, resulting in mass casualty incidents. These situations can arise through a number of means including stage collapse, sudden weather changes, drug overdose, violence, etc. The event medical team responds on behalf of the event organizer to provide the highest level of care possible immediately, and works with BC Ambulance and other first responders to ensure that follow-on care is provided if needed. Event medical care is sometimes provided by a private contractor or by volunteers. Ensuring that the event medical team is trained and certified, and has planned with local health and emergency response officials is vital to a safe, successful

event. Later on in these Guidelines, we will address the specific tasks and plans recommended for the event medical team.

Event Security

Some events require professional security. In British Columbia, security personnel are licensed by the Ministry of Justice. At MPEs, the event security team ensures that attendees and the public are following the rules established for events. They are there to help resolve conflicts, to assist with the enforcement of laws and regulations around liquor service, and to liaise with the police if required. Volunteers may assist the event security team by watching for, and alerting them to, problems in and around the event location. However, all security specific work must be performed by a properly licensed professional.

Event Communications

Event communications handle most of the public information about events. Their job is to inform the public attending the event regarding event schedules, activities, rules, and expectations.

The event communications team handle event promotion and media relations, as well as working with the Local Authorities to inform the host community about the event, and how to avoid inconvenience during the event window.

An important aspect of communications is the operational and emergency response communications established pre-event and on-event. Pre-scripted messaging and a robust communications plan including a social media component to address unexpected or unintended issues is essential.

Event Transportation Management

The event transportation management group is there to move people and goods safely and efficiently into, around, and out of the event site. They work closely with the host community and the BC Ministry of Transportation and Infrastructure to ensure that transportation routes are planned and effective, and that transportation safety measures are in place. There is often a professional traffic engineer involved with the event transportation management team, and they can help produce a Traffic Management Plan for the approval of the host community and/or BC Ministry of Transportation and Infrastructure. This group also handles parking arrangements, and sometimes the logistics of supplying the event site with signage, barricades, etc.

Event Waste Management

The event waste management team have a dirty job. They handle arrangements for garbage disposal, site clean-up, and recycling. Sometimes they are a professional waste management provider, and sometimes waste management is handled by volunteers. Where necessary, the event waste management team ensures garbage and other solid waste is stored appropriately to reduce human-wildlife conflict. Event waste management works closely with the host community waste management specialist, the regional health authority (water and sewer), and the BC Conservation Officer Service.

Volunteers

Volunteers are a vital part of many event organizers' teams. They could be skilled volunteers, such as first aid attendants, course marshals, food and beverage servers, child-minders, or they might be unskilled, and help with tasks such as bike parking or site clean-up. If volunteers are doing skilled jobs, it is important that the event organizer ensures they have the appropriate certifications required by regulation. It is also important to ensure that volunteers are covered by event insurance policies. Volunteers are usually managed by someone from the event organizing team.

Suppliers/Vendors

Suppliers and vendors are a big part of any MPE. They might be supplying food for attendees and staff, offering goods for sale, providing accessible communications, or performing waste management services. During MPEs, suppliers and vendors must comply with the regulations that govern their specific industry, as well as their agreements with the event organizer. Regardless of the service they provide, they are an integral part of the event organizer's team.

Specialist Skills

The specialist skills group refers to the wide array of specialty staff that may work for an event. We include in this group professionals who look after fireworks, water safety professionals for MPEs in a marine environment, communications specialists who work with radio and telephone systems, etc. People on the specialist skills team are generally professionals, or amateurs with a great deal of experience in their particular domain. Often, they are licensed for the tasks they perform.

Spectators/Public

An MPE would not be possible without members of the public. They may simply be there for the spectacle, they may be participants or athletes, or they may be members of a cultural or social group marking a significant day. Spectators and attendees come to major planned events with certain expectations in mind. Often, their principle desire is to have a good time, and enjoy a memorable occasion with friends and family. They expect that the event will be safe and secure, that services will be provided in terms of basic needs for food, drinking water, and sanitation, and that they will be taken care of as they are in the wider community. They might be local, or they might have come just for the event. They expect to have good information about the event before they arrive, and access to important instructions and information while they are at the event site. They want to know about parking, transportation, medical assistance, site-specific safety, site layout, security, schedules, and any hazards that might exist or affect their overall enjoyment and well-being. Spectators and the public also expect that the event organizer and the Local Authority have worked together to address any issues that might arise during the MPE.

The Host Community Perspective

The host community is the physical and socio-cultural location where an MPE is being held. It could be a First Nation, a municipality, a district, or a regional district. It might be urban or rural, small or large. This perspective is represented by all those local, regional, and provincial organizations and agencies who have a regulatory responsibility for portions of the MPE plan, who issue permits related to MPEs, and who can offer assistance and advice to event organizers and their teams.

Local Authority

The Local Authority is responsible for MPE permitting, and for ensuring minimum disruption to services for the community. Quite often, the Local Authority will produce a bylaw that governs requirements for MPEs, and will issue a permit to event organizers who meet those requirements. Local Authority participation in MPEs might involve Parks and Recreation staff, Utilities and Public Works, and the Planning department. The Local Authority waste management specialist will also likely be involved.

The Local Authority is also able to coordinate the agencies and organizations in the host community, and provide local knowledge to event organizers. The Local Authority also employs an emergency manager, or someone with emergency management responsibilities. The Local Authority Emergency Manager is a key player in MPEs, and can link event organizers to first responders, and provide both local hazard information and risk management advice.

Emergency Management British Columbia

Emergency Management British Columbia (EMBC) protects and improves public safety in British Columbia through the four phases of emergency management and by engaging Local Authorities, First Nations and other stakeholders in their area of jurisdiction. EMBC seeks to support advanced planning opportunities and learn from Major Planned Events as well as assist local jurisdictions where appropriate in the facilitation and coordination of response activities to an emergency or disaster according to the *Emergency Program Act*.

BC Coroners Service

Occasionally, despite the best plans and risk management practices, a death may occur at a Major Planned Event. If this occurs, it is important that the event organizers recognize the role of, and if necessary, know how to contact the BC Coroners Service, the agency which has the responsibility for investigating all sudden, unexpected or non-natural deaths in BC as well as all deaths of persons under the age of 19 years. The *Coroners Act* specifically states that no one must move or disturb a body or the scene immediately surrounding it without permission from the Coroner. Coroners are on call in all major communities in BC 24 hours a day, 365 days a year.

First Nations

Where MPEs take place on First Nations land, the Band Council and Administration set the criteria for event organizers to follow. Though different regulations may apply which requires further consultation with Aboriginal Affairs and Northern Development Canada, the same effect is often created. The Band Council and Administration work with event organizers to ensure that appropriate plans for security, transportation, communication, safety and medical response, and waste management are in place. Event organizers planning MPEs on First Nations land should consult the Band Council and Administration as to which other agencies should be involved. Those agencies may include the First Nations Health Authority, tribal police, and others.

Public Health

In British Columbia, public health services are delivered by regional Health Authorities. Environmental Health Officers (EHOs), on behalf of the regional Health Authority, are responsible for permitting temporary potable water and waste water systems, for issuing permits to food vendors, and for ensuring that facilities used by the public are safe and hygienic. Environmental Health Officers are also concerned with reducing the risk of food or water borne illnesses. Currently, Health Authorities take no position on the recommendations, planning, evaluating or auditing of the provisions of on-site first aid or medical plans for an event. In the context of a major international event public health is often involved in considerations regarding the potential spread of infectious diseases (i.e. Olympic Games, etc).

Health Care

Health care is represented by the health services and facilities that exist in the host community. These might be hospitals, health centres, clinics, diagnostic facilities or any combination thereof. Public health care is a service delivered by regional Health Authorities in BC, and is an important factor in considering MPEs. Hospitals need to understand what kinds of activities are involved in MPEs (Are they high risk? Is there potential for a surge in patients?), how local health care facilities might be impacted (Are there issues with access to facilities? Will extra staff be required?), and benefit from interacting and pre-planning directly with the event organizers and event medical team leaders.

Health Emergency Management BC (HEMBC) is responsible for emergency planning within regional health authorities, and HEMBC Emergency Managers can serve as a bridge between Event Organizers, the Local Authority, and the regional health authority.

BC Ambulance Service

The BC Ambulance Service (BCAS) is responsible for emergency medical first response and transportation in BC. BCAS works with the event medical team to ensure that an appropriate level of care is being provided at the MPE, that risk assessments have been completed, and that there are sufficient resources to serve the host community during the MPE window.

BCAS also has a Special Operations Branch that is available to event organizers under contract, and is there to augment the Event medical team with trained paramedics and emergency transportation capabilities. It is important to note that only BCAS may legally transport an emergency medical patient on provincial roads in the Province of British Columbia.

Police

Police are responsible for maintaining order, and for ensuring that MPEs are both safe and legal. In BC, municipalities with a population over 5,000 people are responsible for providing police services (either through an RCMP municipal police unit or an independent force). Municipalities with a population under 5,000 people and unincorporated areas are policed by the RCMP Provincial force. Local police resources have a duty to ensure public safety in and around MPEs for local residents, as well as MPE attendees and staff.

If the MPE is taking place within the boundaries of a municipality with a population over 5,000 people, the municipality is responsible for entering into an agreement with the promoter to address the additional costs of policing associated with the MPE. If the MPE is taking place outside of those areas, the Province is responsible for entering into an agreement with the promoter to address the additional costs of policing associated with the MPE.

It's important to note, Police Services Division staff at the Ministry of Justice can assist event promoters in identifying the appropriate level of government responsible based on the proposed event location.

Local police deal directly with the event security team to approve security plans, liquor service arrangements, and to ensure that traffic has been managed appropriately for public safety.

It is important to remember that police are not security guards and do not work for the event organizer. Local police are meant to ensure adequate police presence that takes into account the MPE, as well as the surrounding host community, with necessary resources determined based on various factors such as the MPE sites, demographics, security plan, etc. Local police are governed by the scope of their policing duties and are present to enforce the rule of the law, while security guards enforce the rules of the event. In addition to any responsibilities related to MPEs, police must still maintain the security of the host community, and respond as normal to public safety emergencies.

Fire

Local Fire Departments are key players in MPEs. Within urban areas, they are concerned with fire safety at the event site, for making sure fire personnel and equipment can access the site if required, and for addressing any added risks like pyrotechnics or fireworks. If an event has a marine element, especially around rivers, it is often the Fire Department who has the capability to perform water rescue.

In rural or interface areas, or outside defined fire protection boundaries, the BC Wildfire Management Branch (WMB) works with event organizers to reduce the risk of wildfire, and to ensure site access for WMB crews should a fire start. They also work with event organizers to enforce any fire bans that may be in place during the spring, summer, and autumn.

Search and Rescue

Search and Rescue (SAR) is a service performed by professional volunteers in many BC communities. In relation to MPEs, SAR responds to lost members of the public, and often volunteers or is contracted to perform SAR-related duties for backcountry events like mountain bike races or cross country marathons.

Conservation Officer Service

The Conservation Officer Service (COS) is part of the BC Ministry of Forests, Lands, and Natural Resource Operations. Where MPEs are concerned, the COS is interested in working with event organizers to ensure that the risk of human-wildlife conflict is reduced, that garbage and other waste is stored appropriately so as not to attract wildlife, and that natural areas are

not polluted by MPE activities. The COS often works directly with event organizers, and responds to event sites when human-wildlife issues become a concern to the public.

Liquor Control and Licensing Branch

The Liquor Control and Licensing Branch (LCLB) are responsible for the regulation of liquor sales and service in British Columbia. If liquor is being served, or is available at an MPE, the local liquor inspector will work directly with the event organizer, and often with the local police, to ensure that all vendors and premises are appropriately licensed and trained. The liquor inspector also oversees that liquor service areas, such as beer gardens, have the requisite physical layout, and an approved security plan. MPEs are subject to Special Occasion Licensing requirements.

Ministry of Justice - Security Programs Division of the Police Services and Security Programs Branch

The Security Programs Division of the Police Services and Security Programs Branch provide compliance through education. Their mission is to present regulatory oversight of the Security Industry through awareness, education, compliance and enforcement and conduct investigations for non-compliance with regards to regulatory responsibilities. Regulations include the *Security Services Act*, *Body Armour Control Act*, *Armoured Vehicle and After-Market Compartment Control Act* and *Metal Dealers and Recyclers Act*. The Security Programs Division outlines the benefits of licensing and promotes public confidence when hiring licensed and regulated businesses. They provide forms and guides, access to Acts, Regulations and Security License Process and License Conditions Policies, complains process and other information. Please refer to the links section for additional information.

Agricultural Land Commission

The Agricultural Land Commission (ALC) is responsible for approving the use of Agricultural Land Reserve (ALR) lands for MPEs, and issues event organizers with a temporary use permit in consultation with the Local Authority.

BC Safety Authority

BC Safety Authority is an independent, self-funded organization mandated to oversee the permitting, safe installation and operation of technical systems and equipment. They work directly with event organizers when the MPE includes special electrical systems, or things like elevating devices used in stage shows.

Environment Canada

Environment Canada has two Preparedness and Warning Meteorologists working in BC. Though their services are not available to the general public, Local Authorities can request specific local weather forecasts to aid MPE organizers.

In some cases, events include real-time meteorology tracking as part of their plan. This is a consideration observed in many large events, such as the New York Marathon.



Putting the “Plan” in Major Planned Events

This section of the Guidelines is designed to stimulate discussion and questions regarding MPE planning considerations for two groups: event organizers and Local Authorities.

For event organizers, there is structured guidance on what plans may be required, the suggested content and headings within those plans, who the plans should be shared with, and some basic processes around event management systems and risk assessment.

For Local Authorities, this section of the Guidelines addresses recommendations for Special Event Permitting Bylaws and Permits, and discusses several options for assisting event organizers in planning safe and successful MPEs.

Not all planning considerations apply to all major planned events – it is up to Local Authorities, host community agencies, and event organizers to arrive at those elements required for specific events.



Putting the “Plan” in Major Planned Events: For Event Organizers

It can be a daunting task to organize a major planned event. As the event organizer, you are responsible for making the event safe and successful for your employees, vendors/suppliers, the public, as well as any agencies or first responders that may need to assist you. Additionally, there are a number of regulatory requirements that you must comply with in order to make your event legal. In putting these Guidelines together, the Major Planned Events Committee developed some key principles which may assist event organizers:

- Contact the Local Authority for the jurisdiction in which you plan to hold your event early. Suggested timelines for most Local Authorities is 8-12 months prior to your event date. Confirm requirements for planning your event including permitting and insurance requirements as well as which municipal departments and external partners need to be involved in your planning
- Communicate early and often with the agencies named in your plans, and the agencies responsible for authorizing your event
- Give yourself more time than you think you will need to plan you event, especially if it is a first time event
- Use the resources of the Local Authority to assist you.
- Communicate with Local Authorities and other agencies/organizations named in your plans a minimum of 8-12 months prior to your event date, especially for first time events
- Confirm the requirements and steps (i.e. permitting, insurance, etc) for planning your event with the agencies/organizations responsible for authorizing your event
- Determine which municipal departments and external partners need to be involved in your planning
- Utilize the relationships and partnerships you establish with the Local Authority and other stakeholders to assist you through the processes
- Establish a regular meeting schedule to review progress and follow-up on action items, as necessary.

Keep these key principles in mind as you move through the advice offered in this section of the Guidelines.

Initial Considerations

In the earliest stage of considering a major planned event, take the following factors into account:

Event Type

- What kind of event is it?

Location

- Where do you want your event to be?
- Is it one site, or many, or is it a route?

Personnel

- What are the skills, expertise, and resources of your team?

Size, Scope and Scale

- What is your “hard cap” for attendance?
- Many event organizers are uncomfortable with instituting a “hard cap” on attendance, but most of the agencies and organizations that regulate and approve MPEs can’t work without maximum number of attendees being set.

Process and Permits

- Is there a Local Authority Special Event Permitting Bylaw or a permit process in place?
- Are there other processes or protocols required?

Costs

- What will be your anticipated costs?
- How are these costs being recovered – admission fees, donations, registration fees?

If this is the first event you have planned, conduct background research. Reach out to others who have planned events of a similar nature and ask if they can share examples, templates or advice with you. The more you know about your event going in, the easier the planning process will be. The better the plan, the more likely you are to have a safe and successful event.

Risk Assessments

Once you have answered the basic questions above, gather your team and conduct an event risk assessment. There are many models of risk assessment, with varying degrees of detail and complication. The one presented here is a simplified model that requires no special training or resources, and is used in many parts of the United Kingdom for MPEs. If you are an experienced event organizer, you may have a different model you prefer.

A risk assessment is simply a careful examination of what, at your event, could cause harm to people, so that you can assess whether you have taken enough precautions or should do more to prevent the likelihood of incidents.

Hazard

- This is anything that has the potential to cause harm (it could be chemicals, traffic, electricity, obstacles, crowds, food) natural and human-caused.

Risk

- This is the chance that someone could be harmed by the hazards you identify. This risk can be low, medium or high.

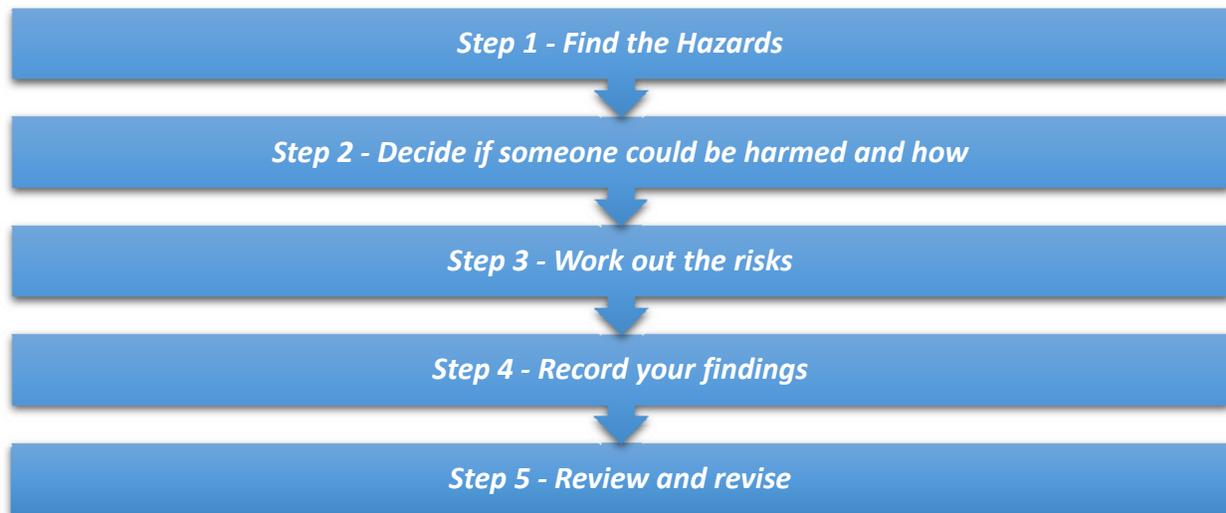
The important thing is to decide whether the hazard is significant and whether you have taken adequate measures to make the risk of the hazard low. This is exemplified in the following example:

Electricity can kill so it is a hazard - however if the live components are insulated and metal casings properly earthed then the risk of harm is low.

A full risk assessment should be carried out for all events. This may be a bylaw requirement in some circumstances, or you may be completing an assessment as a part of your usual planning process.

Basic Risk Assessment – Five Steps

There are five steps to successfully completing a risk assessment for your event using this model. These steps are detailed below:



Step 1 - Find the Hazards

Plan your event on paper. Then think about the hazards relating to the individual activities and any equipment required. A hazard is something with the potential to cause harm. Make note of hazards that could result in significant harm. The following should be taken into account:

- Any slipping, tripping or falling hazards
- Any vehicles driving onto the site
- Poor lighting, heating or ventilation
- Hazards relating to fire risks or fire evacuation procedures
- Electrical safety e.g. use of any portable electrical appliances
- Any possible risk from specific demonstrations or activities
- Any chemicals or other substances hazardous to health e.g. dust or fumes
- Manual handling activities
- Traffic control
- Moving parts of machinery
- High noise levels
- Crowd intensity and pinch points
- Security Incidents
- Severe Weather.

This list is by no means exhaustive so you should consider what hazards will be presented at your event and/or consider contacting your Local Authority for assistance or advice.

Step 2 - Decide if someone could be harmed and how

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Vendors, suppliers, exhibitors and performers
- Potential trespassers
- Employees
- Members of the public
- Expectant mothers
- Volunteers
- Disabled persons
- Local residents
- Contractors
- Children and elderly persons.

Risk Assessment - Things to consider:

- Type of event
- Crowd control, capacity, access and egress
- Fire, security and cash collection
- Potential major incidents, including any natural hazards that may impact the site (forest fire, flood, landslide, etc.)
- Provision for the emergency services
- Health and safety issues
- Site hazards including car parks
- Provision of first aid
- Exhibitors and demonstrations
- Types of attendees such as children, elderly persons and the disabled
- Provision of facilities
- Amusements and attractions
- Structures
- Waste management.

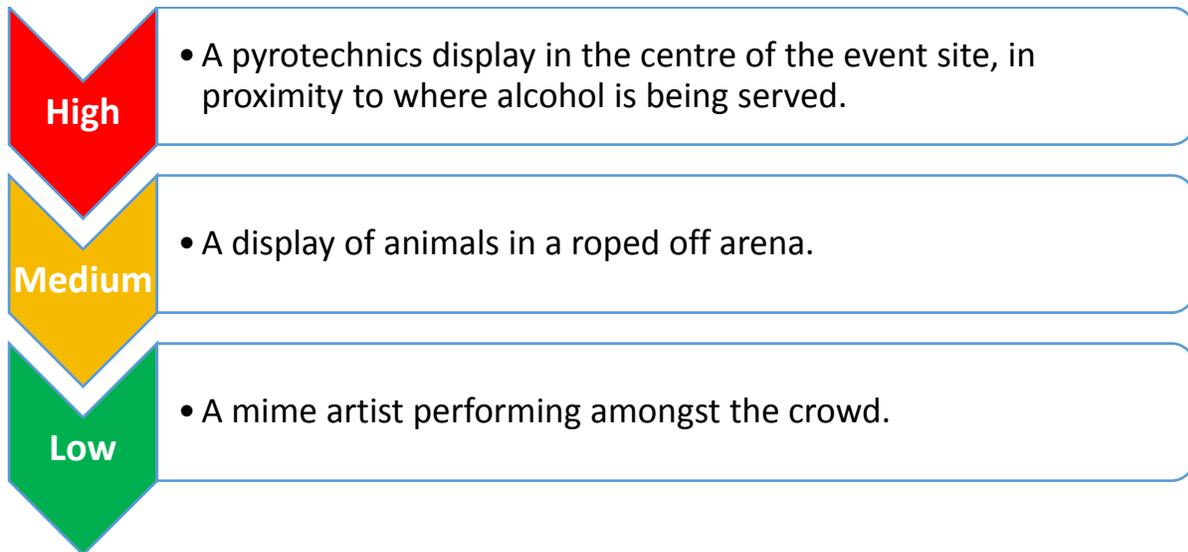
Step 3 - Work out the risks

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved
- Compliance with legislation, regulation, and professional standards

- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Classify risks into high, medium and low. Examples of risks falling into these categories are as follows:



For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Consider the following:

- Removal of the hazard
- Preventing access to the hazard e.g. by guarding dangerous parts of machinery
- Implementing procedures to reduce exposure to the hazard
- The use of personal protective equipment
- Finding a substitute for that activity/machine etc.

Step 4 - Record your findings

Using the Risk Assessment Form in Annex A of the Guidelines, record all significant hazards, the nature and extent of the risks, and the action required to control them. Consider sharing this document with the Local Authority Emergency Manager and other relevant agencies/organizations as required – they may be able to offer advice or assistance with mitigating any risks you have uncovered, and can provide information on risks that exist in, on, or around the event site.

Step 5 - Review and revise

If the nature of risks changes during the planning of the event, the risk assessment will need to be reviewed and updated.

Writing the Plan

Once you have completed your risk assessment, and answered the basic questions about what sort of MPE you are dealing with, it is time to write your plan. For a major planned event, your event master plan will likely need to contain several sub-plans (or plan elements), each or several of which will need to be shared with regulating and approving agencies. How you choose to structure your plan is up to you. Below is a basic outline of an event master plan and relevant plan elements, planning considerations for each, along with which agency or organization(s) the plan should be shared with. Depending on your jurisdiction, certain elements of the plan may require official approval.

Plan Element	Planning Considerations	Relevant Agency/Organization
<p><i>Event Description</i></p> <p>Describes the details, scope and scale of your event</p>	<ul style="list-style-type: none"> ✓ Type of event (sporting, political, cultural, etc.) ✓ Duration ✓ Location ✓ Expected attendance level ✓ Attendee demographics ✓ Schedule of activities ✓ Load in, load out details ✓ Peak activity windows ✓ Warm start information <i>(warm starts are activities designed to reduce load in pressure at an event site by attracting a percentage of participants to arrive early)</i> 	<p>Share with:</p> <ul style="list-style-type: none"> • All agencies
<p><i>Event Organizer Team</i></p> <p>Details who is responsible for what event function</p>	<ul style="list-style-type: none"> ✓ Organizational chart ✓ Key contacts and areas of responsibility ✓ Phone and email contact list 	<p>Share with:</p> <ul style="list-style-type: none"> • All agencies
<p><i>Master Site Plan</i></p> <p>Visual map(s) of all event infrastructure</p>	<ul style="list-style-type: none"> ✓ Access and exit routes ✓ Parking ✓ Vendor areas ✓ Stages/ key structures <ul style="list-style-type: none"> ○ Bleacher Seating ○ Cell Towers ✓ Start/finish lines ✓ Event routes ✓ Event perimeter ✓ Staff areas ✓ VIP areas ✓ Media areas 	<p>Share with:</p> <ul style="list-style-type: none"> • All agencies

	<ul style="list-style-type: none"> ✓ Controlled access/out-of-bounds areas ✓ Liquor service areas ✓ Event medical layout ✓ Event security layout ✓ Staging/storage areas ✓ Washrooms ✓ Water system layout ✓ Camping areas ✓ Disability access and exit ✓ Accessible facilities ✓ Waste management locations/storage 	
<p><i>Event Medical Plan</i></p> <p>Describes measures the event organizers will take regarding medical incidents</p>	<ul style="list-style-type: none"> ✓ Medical Team Lead <ul style="list-style-type: none"> ○ Name ○ Level of qualification ○ Certifications and licenses ✓ Personnel <ul style="list-style-type: none"> ○ Numbers ○ Levels of certification and licenses, contract or volunteer ✓ Complete medical equipment list and sources ✓ Map of medical and site Infrastructure <ul style="list-style-type: none"> ○ Main Medical Tent ○ Aid Station ○ Fixed Resources ○ Medical Personnel Deployment ✓ Personnel deployment schedule and locations ✓ On-site medical transport protocol (transport to a medical facility, on-site) ✓ Emergency medical transport protocol (transport to hospital or clinic) – Ground/Air/Marine ✓ Non-emergency medical transport protocol – Ground/Air/Marine ✓ Spectators calling 911 without notifying event organizers/staff protocol ✓ Medical team communications protocol and equipment (on-site) ✓ Communications protocol – off-site and BC Ambulance ✓ Documentation protocol - reporting, maintaining records 	<p>Share with:</p> <ul style="list-style-type: none"> • Regional Health Authority • BC Ambulance Service • Local Authority • Ministry of Transportation and Infrastructure <p>Approved by:</p> <ul style="list-style-type: none"> • Regional Health Authority • BC Ambulance Service • Local Authority • Ministry of Transportation and Infrastructure

	<ul style="list-style-type: none"> ✓ Insurance for event medical team 	
<p>Event Security Plan</p> <p>Describes the measures the event organizers will take regarding safety and security incidents, including lost child policy, site security, and police protocols</p>	<ul style="list-style-type: none"> ✓ Security team lead <ul style="list-style-type: none"> ○ Name ○ Level of Qualification ○ Certifications and Licenses ✓ Personnel <ul style="list-style-type: none"> ○ Numbers ○ Levels of Certification and Licenses ✓ Map of security and site Infrastructure <ul style="list-style-type: none"> ○ Checkpoints ○ Screening locations ○ Fixed Personnel Location ○ Security Patrol Personnel Deployment ✓ Personnel deployment schedule and locations ✓ On-site security protocol (regular operations) ✓ Emergency security protocol and risk assessment/contingencies ✓ Spectators calling 911 without notifying event organizers/staff protocol ✓ Security team communications protocol and equipment (on-site) ✓ Communications protocol – off-site and local police ✓ Documentation protocol - reporting, maintaining records ✓ Insurance for event security team 	<p>Share with:</p> <ul style="list-style-type: none"> • Local police • Liquor Control and Licensing Branch • Local Authority <p>Approved by:</p> <ul style="list-style-type: none"> • Local police • Liquor Control and Licensing Branch
<p>Public Health Plan</p> <p>Details event arrangements for water and waste water systems, sewerage, and food service</p>	<ul style="list-style-type: none"> ✓ Food vendors – licenses and facilities ✓ Food storage – locations and equipment, cold chain power sources ✓ Water/waste water system technical drawing ✓ Waste water/sewerage contractor ✓ Waste water/sewerage disposal location ✓ Porta-potty locations and numbers 	<p>Share with:</p> <ul style="list-style-type: none"> • Regional Health Authority Environmental Health Officer • Conservation Officer Service • Local Authority waste management specialist

	<ul style="list-style-type: none"> ✓ Accessible facilities locations and numbers ✓ Hand wash station locations and numbers ✓ Potable water sources and distribution locations/equipment ✓ Map of showers, washrooms, porta-potties, hand wash stations, garbage receptacles, garbage storage locations ✓ Bear Aware garbage and food storage protocol ✓ Human-wildlife interaction guidance for attendees/public ✓ Solid waste disposal and recycling arrangements ✓ Site clean-up arrangements ✓ Water and food vending permits from Regional Health Authority 	<p>Approved by:</p> <ul style="list-style-type: none"> • Regional Health Authority Environmental Health Officer • Local Authority waste management specialist
<p><i>Event Fire Safety Plan</i></p> <p>Provides details of the measures to prevent or respond to fire and associated hazards</p>	<ul style="list-style-type: none"> ✓ Event fire safety lead – name, qualifications and certification ✓ Fire safety crew – numbers and deployment of personnel, qualifications and training ✓ Map of fire safety equipment locations, evacuation routes, locations of pyrotechnics/flammables ✓ Fire response protocol ✓ Fire safety crew emergency communications protocol ✓ Fire safety crew communications equipment ✓ Communications with off-site or external agencies (fire department/Wildfire Management Branch) ✓ Fire safety guidance for attendees/public ✓ Site evacuation protocol including activation and management ✓ Copies of burn permit authorizations 	<p>Share with:</p> <ul style="list-style-type: none"> • Fire Department OR • Wildfire Management Branch • Local Authority Emergency Manager <p>Approved by:</p> <ul style="list-style-type: none"> • Fire Department OR • Wildfire Management Branch
<p><i>Event Communications Plan</i></p>	<ul style="list-style-type: none"> ✓ Event Communications Lead – name, contact information ✓ Event attendee messaging 	<p>Share with:</p> <ul style="list-style-type: none"> • All agencies

<p>Describes how the event organizers will communicate information to event attendees and participants, as well as the host community at large</p>	<p>and release schedule/mechanism</p> <ul style="list-style-type: none"> ✓ Traffic management messaging and release schedule/mechanism ✓ General public/host community messaging and release schedule/mechanism ✓ Event safety messaging and release schedule/mechanism ✓ Media relations/access arrangements ✓ Social Media engagement ✓ Pre-scripted messaging for: <ul style="list-style-type: none"> ○ delay of event ○ cancellation of event ○ evacuation 	<p>Approved by:</p> <ul style="list-style-type: none"> • Ministry of Transportation and Infrastructure • Local Authority
<p><i>Event Traffic Management Plan</i></p> <p>Describes how the event will manage traffic and communicate information to the public</p>	<ul style="list-style-type: none"> ✓ Traffic engineer – name, contact information ✓ Traffic control contractor – name, contact information ✓ Route selection and information ✓ Emergency response and route clearing protocols ✓ Numbers and deployment of traffic control persons (TCPs) ✓ Schedule of traffic control persons ✓ Police traffic assistance – locations and deployment ✓ Route signage and signal light arrangements ✓ Parking arrangements ✓ Map showing routes, signage, TCPs ✓ Traffic Management Communications Plan ✓ Ministry of Transportation and Infrastructure Special Events Permit (provincial roads only) 	<p>Share with:</p> <ul style="list-style-type: none"> • All agencies <p>Approved by:</p> <ul style="list-style-type: none"> • Ministry of Transportation and Infrastructure • Local police • Local Authority Public Works
<p><i>Event Liquor Control Plan</i></p> <p>Covers how event organizers intend to control, sell or distribute liquor at the event</p>	<ul style="list-style-type: none"> ✓ Site plan with liquor service and camping areas delineated ✓ Secure liquor storage and distribution mechanism ✓ Liquor service security deployment and protocols ✓ Guidance for attendees regarding event liquor policies 	<p>Share with:</p> <ul style="list-style-type: none"> • Liquor Control and Licensing Branch • Local police • Local Authority building inspector • Fire Department

	<ul style="list-style-type: none"> ✓ Special Occasion License 	<p>Approved by:</p> <ul style="list-style-type: none"> • Liquor Control and Licensing Branch • Local police • Local Authority building inspector • Fire Department
<p><i>Other Event Plans & Other Contingency Plans</i></p> <p>Describes any other arrangements to mitigate risks and hazards, or address outstanding issues</p>	<ul style="list-style-type: none"> ✓ Lost child/adult protocol ✓ Disability access arrangements ✓ Fireworks, pyrotechnics, other hazards ✓ Animal management ✓ Extreme weather protocols ✓ Evacuation Plan <ul style="list-style-type: none"> ○ procedures for staff/volunteers ○ routes & muster points ○ accountability protocols for staff/volunteers ○ key messaging ○ site map (alternatively, can be included on general site map) ✓ Delay of Event protocol ✓ Cancellation of Event protocol <p>Protocols for stopping/re-routing linear events (e.g. marathons & parades)</p>	<p>Share with:</p> <ul style="list-style-type: none"> • All agencies

Insurance and Liability

There are tangible risks associated with organizing an MPE. In order to address liability, it is always recommended that MPE organizers consult with an insurance professional to determine what sort, and what amount of coverage should be obtained (I.E. General Liability, Errors and Omissions, Professional Malpractice, etc). In some cases, insurance is required as a condition of receiving a Local Authority special event permit. Additionally, insurance should always be carried by certain event staff, such as medical and security contractors.

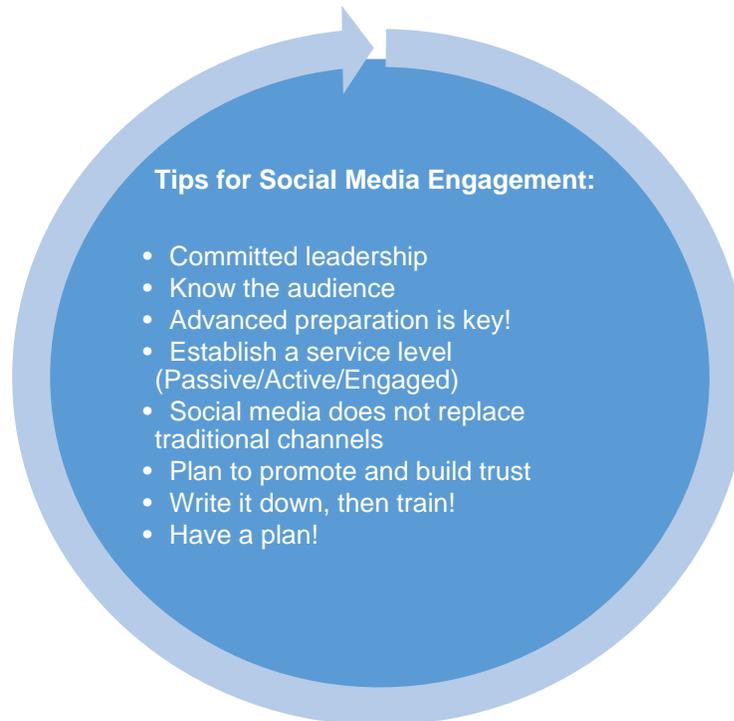
Testing Your Plan

Education, training and exercise are three key elements to consider when addressing any plan. Conducting a tabletop exercise is a useful method for event organizers, Local Authorities and agencies who are involved to validate the planning, preparation and coordination of the activities required pre-event. Exercises further provide an opportunity to refine plans, if necessary.

Consider using partnerships to become familiar with exercises and how they are conducted. Many Local Authorities have experience in this area.

Communication and Social Media

Social media is increasingly a preferred way of sharing information quickly, and with a wide, interactive audience. Both event organizers and host Local Authorities should consider how social media can contribute to a safe, successful event before, during, and after the event period. Considerations might include messaging policies, monitoring of social media, and dedicated resources to manage the social media presence of a major planned event.



Cancelling Your Event – Unforeseen Circumstances

There is a difference between cancelling an event and an event not being permitted or supported by the Local Authority. In emergency management, there is an adage that says “open for the best, plan for the worst”. Sometimes, it is necessary to cancel an event at the last moment. This might be due to weather, an unforeseen hazard or accident that makes the event location inaccessible or unsafe, or for some other reason. Whatever the reason, event organizers should plan in advance how they would communicate a cancellation to the public, to suppliers and vendors, to partner agencies, and to their staff as part of their communication plan.

A note about Event Management Systems, ICS, and the British Columbia Emergency Response Management System

Event Management Systems are a subset of the Incident Command System (ICS). ICS is a standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used by all first responder agencies in the province of BC to manage emergency incidents, and can be used equally well for both small and large situations.

The British Columbia Emergency Response Management System (BCERMS) is an adaptation of ICS used by emergency managers in BC. It is used in all Local Authorities to manage emergencies and disasters, and is based around the following response goals:

- Provide for the safety and health of all responders
- Save lives
- Reduce suffering
- Protect public health
- Protect government infrastructure
- Protect property
- Protect the environment
- Reduce economic and social losses

Event organizers who take the time to familiarize themselves with the language and management systems of Local Authorities and other first responders (such as ICS and BCERMS, which is widely recognized within the emergency management community), will have an easier time understanding the acronyms, language, and structures, should an emergency occur on the event site, or during an MPE. Additionally, event organizers who adopt an Event Management System based on ICS may discover and benefit from operational efficiencies in day-to-day MPE activities.

The After-Action Debrief

If you have been involved in executing a safe and successful major planned event, you know the feeling of satisfaction and pride (and maybe a little relief!) that comes after all the work is done. Once an MPE wraps up, the event organizer's team deserves to take a break, and to celebrate their success. However, before the team breaks up, the event organizer should ensure that they conduct an after-action debrief (also commonly referred to as a "Hot Wash").

The After Action Debrief is an opportunity to talk about what went well, what was a challenge, and what to do differently next time around. Additionally, the event organizer should attend the Local Authority after-action debrief, and invite a Local Authority representative to attend their event after-action.

After Action Debriefs are a reliable way to establish best practices for a particular event, and the implementation of lessons learned ensures that events improve year after year.

After Action Debrief Tips:

- Appoint a note taker
- Assign responsibility for action items
- Apply deadlines to your action items
- Capture the successes you wish to repeat and the steps needed to achieve them
- Note any challenges and possible solutions
- Revise and apply changes to your plans
- Share and disseminate to others as needed (i.e. Local Authorities, first responders, vendors, etc.)
- Schedule any follow-up calls, meetings, etc. to address any outstanding issues or specific matters.



Putting the “Plan” in Major Planned Events: For Local Authorities

Local Authorities are responsible and accountable for the activities that take place within their jurisdictions, including major planned events. Currently, there is not overarching provincial or federal legislation that mandates the degree to which event organizers must plan for events, or a mechanism to compensate Local Authorities when things go wrong. In some cases, Local Authorities experience impacts from major planned events, including public disorder, impeded access to services, litter, and a frustrated local population. Large MPEs can increase the population of a Local Authority by several times, and increase demand on local first responders and health facilities to a similar degree. Without a plan in place to welcome events and event organizers into a host community, the experience can become negative very quickly.

In this section, the Guidelines offer some advice to local authorities on the measures that can be instituted to ensure that MPEs are not just safe and successful, but accountable to local government as well.

The Special Event Permit Bylaw

If your jurisdiction does not have a Special Event Permit Bylaw in place, it is the recommendation of the BC Major Planned Events Committee that you develop and institute one in the absence of regulations governing MPEs. It is the simplest way for Local Authorities to work with event organizers to establish minimum standards of accountability and preparedness as Local Authorities don't have control over provincial agencies that provide services within their jurisdictions.

For example, Health Authorities are regional entities, while policing can be a municipal or provincial resource; BC Ambulance is a provincial resource as are Wildfire Management Branch staff, and although Local Authorities cannot control staffing levels or response times, through a Special Event Permit Bylaw, they can take a pivotal role in guaranteeing that all first responders and service providers are aware of upcoming MPEs, and have considered the impacts that MPEs could have on the system as a whole.

A good Special Event Permit Bylaw is one that is tailored to your jurisdiction, one that meets the needs of your residents and your community. However, there are a number of common features that are found in many existing Special Event Permit Bylaws across British Columbia:

Defining what constitutes a “Special Event”

In a major urban centre, a gathering of 200 people in a park wouldn't be unusual, and might not qualify as a special event. However, in a village of 150 people, a 200 person gathering could definitely qualify as out of the ordinary, and may challenge the capacity of that village to cope. A Special Event Permit Bylaw should categorize what constitutes a “Special Event” for your jurisdiction. Many local authorities break events into Classes.

For instance, an event 200 – 500 people would be a Class I, an event with 500 – 1,000 people would be a Class II, Class III – 1,000 people plus and so on.

Setting deadlines

A Special Event Permit Bylaw allows local authorities to set deadlines for event organizers. Those deadlines could be for submission of an application, or for submission of a particular MPE plan element. Setting a deadline allows the Local Authority the time to address any outstanding issues with the event organizer.

Charging a fee

There is a lot of Local Authority staff time that goes into assisting event organizers, and into managing applications. An application fee helps to offset the cost to the taxpayer. A commensurate fee can be charged based on attendee level, or event class. Alternately, the Local Authority may choose to waive their fee for a charitable event or worthy cause.

Influencing the planning of the MPE

Through a Special Event Permit Bylaw, the Local Authority can require that the event organizer complete certain event plans. A sample of those requirements might include:

- Event description
- Event risk assessment
- Event organizer team diagram
- Event medical plan
- Event security plan
- Event public health plan
- Event traffic management plan
- Event fire safety plan
- Event liquor control plan
- Event communications plan
- Master site plan.

A duty to consult

Though Local Authorities may not control provincial assets and services in their jurisdiction, they can require event organizers to consult with, and seek approval from, provincial agencies with a regulatory responsibility. Before granting a Special Event Permit to an MPE, many Local Authority bylaws call for written approval from various outside organizations, like:

- Regional Health Authority
- BC Ambulance Service
- Agricultural Land Commission
- BC Ministry of Transportation and Infrastructure
- BC Ministry of Forests, Lands, and Natural Resource Operations
- Local Police
- Liquor Control and Licensing Branch
- Fire Department
- BC Safety Authority

Indemnification of liability and a requirement for insurance

A Special Event Permit Bylaw can contain clauses that indemnify the Local Authority from certain liabilities related to MPEs, and also clause that demand a minimum level of insurance be proven by the event organizer.

A security deposit

Sometimes, there are unexpected costs following an MPE in a host community. The Special Event Permit Bylaw can impose a security deposit on the event organizer, to be returned following the MPE – provided nothing goes wrong, and there are no unexpected costs borne by the Local Authority.

The ability to say “No”

A Special Event Permit Bylaw, if carefully written, can provide the Local Authority a mechanism for refusing a particular event in their community. This should be done in careful consultation with legal counsel.

Build a Major Planned Events Network

Safe and successful major planned events demand a high level of cooperation and collaboration amongst various levels of government, and across agencies. Local authorities are ideally positioned to coordinate those different organizations and agencies around MPEs. An approach that has seen marked success in some areas of BC is the establishment of a “Major Planned Event Network” within a Local Authority, or a region. Since the same agencies and organizations are called on over and over to approve or permit MPEs, there is some value in formalizing that relationship. Membership in the Network, built around the Local Authority, might include the following “usual suspects”:

- Police
- Fire
- Ambulance
- Event Organizer(s)
- Regional Health Authority (HEMBC or similar)
- BC Ministry of Transportation and Infrastructure
- Local Authority Emergency Management
- Local Authority Public Works
- Local Authority Communications
- BC Ministry of Forests, Lands, and Natural Resource Operations (as needed)

By including the event organizer in the group and by meeting face-to-face a couple of times, personal relationships are formed, and a level of personal accountability is introduced into the MPE planning process. Every agency has the opportunity to state their requirements, to offer suggestions, and the event organizer receives a clear message about what is expected.

Establish a Single Point of Contact

For event organizers, dealing with Local Authority procedures can be both frustrating and exhausting. For international event organizers, the Canadian regulatory environment can be downright baffling. One step that Local Authorities can take to reduce the frustration and

confusion for event organizers is to establish a single point of contact for MPEs. Depending on what works for your jurisdiction, this may be a dedicated special event staff, a staff member who deals with special events in addition to other responsibilities, or even an entire committee and/or department. Because MPEs carry the potential for adverse public safety impacts to the community, and because there is a requirement for frequent consultation with first responder agencies, many Local Authorities have had good results making special events the responsibility of their Emergency Manager. Regardless of who is chosen the single point of contact should have some expertise in assessing MPE plans, and good connections to the rest of the Major Planned Events Network.

Managing Risk

At the time these Guidelines were being written, there was very little scientific evidence to indicate what type, size, location, or duration of MPE carried the most risk for host communities. However, recent experience across Canada and around the world has demonstrated that MPEs carry some degree of inherent risk, whether that risk is generated by the MPE itself, or subject to some external hazard. Local Authorities should conduct their own risk assessments for MPEs, using historical knowledge of similar events in the community, and similar events in similar communities. The risk assessment should draw in a host community's Hazard, Risk, and Vulnerability Assessment, along with the observations and contributions of partner agencies.

Risks should be mitigated where and when they are identified. Mitigation can include transferring responsibility to event organizers through the introduction of planning accountabilities. In other situations, the Local Authority must determine what an acceptable risk threshold is, and manage accordingly.

Activating an Emergency Operations Centre

Many Local Authorities struggle with the decision to open an Emergency Operations Centre (EOC) during MPEs. It should be noted that Emergency Management BC, in its interpretation of the Emergency Program Act, does not consider MPEs to be "emergencies". Therefore, EOC costs incurred during MPEs will be borne by the Local Authority – unless something goes wrong. Ultimately, the decision to open an EOC during an MPE should be based on the Local Authority's risk assessment, its resources, and the scale and scope of potential public safety impacts that could occur.

At a minimum, though, a Local Authority should be prepared to open an EOC, if required. Prior to the commencement of the MPE, Local Authority emergency managers should assess the readiness of the EOC facility, check that resources are in place should they be needed, and evaluate the availability of trained EOC staff during the MPE window. Communities that will be hosting MPEs can also create emergency management training exercises based on MPE scenarios.

MPE After Action Debrief

Local Authorities should take the opportunity to conduct an After Action Debrief following an MPE in their community. Much like the After Action Debrief following an emergency, an MPE

After action allows the Local Authority to turn a lens on itself and examine what went well, what could be improved, and changes to be made in policy and planning for the next MPE. The event organizer should be encouraged to attend the Local Authority After Action Debrief, and their lessons learned should be incorporated into the assessment of the success of the event. Contributions should be solicited from the Major Planned Events Network members, and particular attention should be paid to incidents that required multi-agency coordination. Individual plan elements should be discussed, and examined both independently and as a whole.

The After Action Debrief and the inclusion of lessons learned into the requirements of future MPEs, will assist in identifying solutions and efficiencies and over time increase a Local Authority's capacity to address safe and successful MPEs. Additionally, the information gathered through the After Action Debrief can assist Local Authorities in lobbying for more inclusive and comprehensive provincial regulations for major planned events. An After Action Checklist is available Annex C.

Conclusion

This Guideline should be considered as the start of a conversation about major planned events, which builds on the work of many Local Authorities, provincial agencies, and event organizers. However, much more work is still needed to ensure a uniform approach that promotes safety, security, and allows event organizers and local communities to share the many benefits of Major Planned Events. As the conversation continues, academic research in BC and around the world will inform changes to the Guidelines through evidence-based approaches. Policy discussions between government agencies at all levels may result in regulation or legislation changes. This Guideline is a first step towards safe, successful events in all areas of British Columbia.



Glossary

AAR- After Action Review

AAD – After Action Debrief

ALC – Agricultural Land Commission

ALR – Agricultural Land Reserve

BCAS – British Columbia Ambulance Service

BCERMS – British Columbia Emergency Response Management System

COS – Conservation Officer Service

EC – Environment Canada

EOC – Emergency Operation Centre

EMBC – Emergency Management British Columbia

EHO(s) - Environmental Health Officers

HA(s) - Health Authorities

HEMBC – Health Emergency Management British Columbia

ICS – Incident Command System

LCLB – Liquor Control and Licensing Branch

MPE(s) - Major Planned Event(s)

SAR – Search and Rescue

WMB – Wildfire Management Branch

References

The Major Planned Events Committee would like to recognize the following references toward the photography utilized within the document.

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[http://www.aema.alberta.ca/documents/ema/2013_Mass_Gathering_Guidebook-final\(1\).pdf](http://www.aema.alberta.ca/documents/ema/2013_Mass_Gathering_Guidebook-final(1).pdf)

Events - Risk Assessment. (2014). Retrieved November 5, 2014, from Swale Borough Council:
<http://www.swale.gov.uk/events-risk-assessment/>

Links

After Action Checklist and Case Study

- www.alnap.org/pool/files/aar_case_study.pdf

BC Coroners Service

- To contact the coroner on call, phone 1-855-207-0637

Emergency Management British Columbia

- <http://www.embc.gov.bc.ca/em/index.htm>

Liquor Control and Licensing Branch

- <http://www.pssg.gov.bc.ca/lclb>
- Special Occasions Licensing Manual
<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb208-policy-specialoccasion.pdf>

Mass Gathering Medicine Interest Group

- <http://www.mgmcanada.ca>
- <http://mgm.med.ubc.ca/>

Mass Gathering Medicine Registry

- <https://www.ubcmgm.ca/registry>

Ministry of Forests, Lands and Natural Resource Operations

- <http://www.sitesandtrailsbc.ca/default.aspx>
- <http://www.frontcounterbc.gov.bc.ca/locations/>

Ministry of Justice – Security Programs Division

- www.pssg.gov.bc.ca/securityindustry/

Mobile Medical Unit

- <http://bcmmu.ca>

Squamish Lillooet Regional District

- <http://www.slrd.bc.ca/services/special-events>
- <http://www.slrd.bc.ca/sites/default/files/pdfs/special-events/Special%20Events%20Application%20Form.pdf>

UK Events - Risk Assessment

- <http://www.swale.gov.uk/events-risk-assessment/>

Annex A

Risk Assessment Form Template

Instructions	<p>The following Risk Assessment Form intends to provide Local Authorities, event organizers, and participants involved in a Major Planned Event, a starting point to assess risks, identify potential hazards and impacts. Each participant is encouraged to fill out the form, meet and compare results to ensure hazards, event plans, processes and notifications, etc are identified in addition to any action items within an appropriate time frames to be determined by the parties involved.</p> <p>This form does not supersede any existing processes, documents or policies and is not an exhaustive list. Please refer as appropriate to the Major Planned Events Guidelines.</p>				
Assessor Information	Date:		Time of report:	Name of Assessor:	
	MM DD YYYY	0:00 AM PM		First Last	
	Assessors Contact #		Event Organizer:	Assessors Organization/Agency:	
	() - () -	First Last			
Event and Hazard Information	Event Name:		Type of Venue: (Indoor/Outdoor/Mixed)		
	Event Date(s): (MM/DD/YYYY)		What areas COULD be impacted? (Transportation, Site, Camps)		
	From:				
	To:				
	Who COULD be harmed? (List by group – Public, Volunteers)		What are the potential hazards? (Floods, Severe Weather)		
	Impacts:		Description:	Risk: (H – High, M – Medium, L – Low)	
	Safety People Infrastructure Property Environment Economy Government Other				
	Things to consider:			Overall risk consideration?(Select)	
	<ul style="list-style-type: none"> ➤ Type of event ➤ Location ➤ Types of attendees ➤ Number of attendees ➤ Capacity/Crowd Control ➤ Personnel ➤ Access/Egress ➤ Costs ➤ Other Events/Incidents 			<ul style="list-style-type: none"> ➤ Health and Safety ➤ Medical/First Aid ➤ Structures/Facilities ➤ Food/Water ➤ Amusements/Attractions ➤ Waste Management ➤ Process/Permits ➤ Number/Type of Vendors 	
				<div style="text-align: center;"> High Medium Low </div>	
			Note: Consider adding the number of Highs, Mediums and Lows in addition to the overall form to determine your organizations overall risk consideration.		

	Who Requires Notification?	When? (MM/DD/YYYY)	What decisions are needed?
	Event Organizer		
	Local Authority		
	Provincial Ministries		
	Vendors/Suppliers		
	Volunteers		
	First Responders		
	Agencies/Organizations		
	Other		
Capacity	Internal capacity (Select)	Existing agreements (Select)	Additional capacity (Select)
	Sufficient	Sufficient	Not required
	Low potential to be exceeded	Low potential to be exceeded	Low potential to be required
	High potential to be exceeded > 24 hours	High potential to be needed > 24 hours	High potential to be needed > 24 hours
	High potential to be exceeded 12-24 hours	High potential to be needed 12-24 hours	High potential to be needed 12-24 hours
	Exceeded or imminent	Exceeded or imminent	Needed or imminent
Outlook	Situation (Stable, Improving, Gaps Identified, Complete)		Plans Required: (name type of plan required)
	Short-Term Situation:		Short-Term:
	Mid-Term Situation:		Mid-Term:
	Long-Term Situation:		Long-Term:
	Actions to mitigate issues: (i.e. hazards, capacity, notification)		Are there any public information needs?
			Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>
			Explain:
Additional Information	Other Considerations: (Please use additional space/forms as necessary)		
Sign-Off	Name:		Signature:
	First		
	Last		

Annex B

Example Special Event Permitting Bylaw

**(Name of Jurisdiction)
BYLAW NO.**

A bylaw of the (Name of Jurisdiction) to provide for the regulation of special events.

WHEREAS it is deemed advisable to provide adequate health, sanitation, vehicle control and security for persons attending special events, and for the adequate protection of the quiet, peace, rest, enjoyment, comfort and convenience of the general public;

AND WHEREAS the (Local Authority) may regulate a function, gathering, or entertainment;

AND WHEREAS the (Local Authority) may impose a permit charge for any function, gathering, or entertainment for which a fee is intended to be charged;

AND WHEREAS the (Local Authority) may require as a condition of issuance of such a permit, the posting of security by the owner, occupier, or the person or persons promoting the function, gathering, or entertainment in such form and amount as may be stipulated for the reimbursement of any costs incurred by the (Local Authority) because of and as a consequence of the function, gathering, or entertainment;

NOW THEREFORE, the (Board/Council) of the (Name of Jurisdiction), in open meeting assembled, enacts as follows:

SECTION 1 APPLICATION

1.1 This bylaw applies to Special Events held in all the areas of the (Name of Jurisdiction).

SECTION 2 DEFINITIONS

2.1 For the purpose of this bylaw, the following words or expressions are defined:

“(Board/Council)” means the (Board/Council) of the (Name of Jurisdiction).

“Class I Special Event” means a Special Event having an attendance of two hundred (200) or more people and less than five hundred (500) people, or any Special Event the (Local Authority) expects will have an attendance of two hundred (200) or more people and less than five hundred (500) people.

“Class II Special Event” means a Special Event having an attendance of five hundred (500) or more people and less than one thousand (1,000) people, or any Special Event the (Local Authority) expects will have an attendance of five hundred (500) or more people and less than one thousand (1,000) people.

“Class III Special Event” means a Special Event having an attendance of one thousand (1,000) or more people, or any Special Event the (Local Authority) expects will have an attendance of one thousand (1,000) or more people.

“Fee” means any consideration paid, transferred, exchanged, assigned, or acknowledged, or to be paid, transferred, exchanged, assigned, or acknowledged.

“Medical Health Officer” means a person designated as a medical health officer under the *Public Health Act*, S.B.C. 2008, c. 28.

“Permit” means a permit issued by the (Local Authority).

“Permit Holder” means a person holding a permit issued by the (Local Authority).

“(Local Authority)” means the (Name of Jurisdiction).

“Special Event” means any public assembly, show, exhibition, carnival, fair, concert, rave, vehicular race, parade, sporting event, performance or other event attended by, or which may reasonably be expected to be attended by, more than 200 people, and which may occur on one day or on consecutive days.

“Special Event Permit” means a permit granted by the (Local Authority) pursuant to the provisions of this bylaw.”

SECTION 3 GENERAL

- 3.1 If the (Local Authority) has reason to believe that more than two hundred (200) people are expected to attend at any location with respect to a Special Event within the (Local Authority), the (Local Authority) may give notice in writing to any or all of the owners or occupiers of the lands upon which the Special Event is to be held, or the promoters of the Special Event, requesting any or all of them to apply for a Special Event Permit to hold a such Special Event and to comply with the provisions of this bylaw.
- 3.2 Notwithstanding section 3.1 and the definition of Special Event, an application may be made for a Special Event Permit for an event not expected to exceed 200 people and upon application to the (Local Authority), the event shall be deemed to be a Class I Special Event herein for the purposes of this bylaw, to which all provisions of this Bylaw, including section 4.1 vii) a), shall be applicable. Nothing herein requires any such Special Event to be granted a Special Event Permit.
- 3.3 Non-consecutive dates shall constitute separate Special Events.

SECTION 4 APPLICATION REQUIREMENTS

- 4.1 An application, in writing, for a Permit to hold a Class I, II, or III Special Event shall be made to the (Local Authority) office not less than Sixty (60) days, nor more than Two Hundred and Seventy (270) days, before the first day on which such a Special Event is to be held. An application for a Class I, II, or III Special Event permit shall:

- i) state the legal description of the property (or properties) at which the Special Event is to occur
- ii) state the name, address and telephone number of the promoter of the Special Event and the name, address, and telephone number of the owner or occupier of the property (or properties) at which the Special Event is to take place
- iii) the dates of the Special Event including setup and teardown
- iv) the total number of expected spectators and participants including volunteers
- v) include a sketch plan of the property showing the following:
 - a) the location and use of existing structures
 - b) the location and use of any temporary structures proposed for the Special Event including any temporary seating arrangements which may be proposed
 - c) the location and size of parking areas
 - d) the location, number and arrangement of washrooms and other sanitation facilities
 - e) the location, size, and nature of garbage disposal, recycling, and composting containers
 - f) the location, size, and nature of domestic water dispensing facilities
 - g) the location of cooking facilities and other food and drink preparation, if such are proposed
 - h) the location of first aid sites and equipment
 - i) the location of any water body within 30 metres of the proposed site
 - j) where a Special Event is to occur on more than one property, a sketch plan showing a) to i) above is required for each property
- vi) be accompanied by a statement describing the proposed arrangements for the following:
 - a) access and egress to and from the Special Events site(s)
 - b) security and crowd control
 - c) fire protection, this shall include a copy of the applicant's letter and fire plan as sent to the Provincial Wildfire Management Branch
 - d) first aid
 - e) water supply systems as defined by the Drinking Water Protection Act
 - f) sanitary facilities
 - g) garbage, recycling, wastewater, and organics collection and removal, and consideration of Bear Smart guidelines
 - h) food premises including offsite storage of food and food related equipment, cold storage and ice trucks
 - i) emergency medical facilities
 - j) source of heat for cooking facilities (if any)
 - k) power to support all of the above
 - l) land disturbance, dust and sediment control
 - m) noise control to protect the quiet, peace, rest, enjoyment, comfort and convenience of neighboring residents and the general public

- vii) if the applicant, or the owner or occupier of the lands on which the Special Event is intended to take place, intends to charge a Fee, directly or indirectly, for persons to participate in or attend the Special Event, the application must be accompanied by a payment of:
 - a) \$100 for a Class I Special Event
 - b) \$200 for a Class II Special Event
 - c) \$300 for a Class III Special Event
 - 1) plus \$100 for every one thousand (1,000) participants or any part thereof between two thousand (2,000) participants and ten thousand (10,000) participants.
 - 2) plus \$200 for every one thousand (1,000) participants or any part thereof between ten thousand (10,000) participants and twenty thousand (20,000) participants.
 - 3) plus \$300 for every one thousand (1,000) participants or any part thereof over twenty thousand (20,000) participants.
- viii) comply with any requirements, permits or approvals from the (name of jurisdiction) Building Department, the BC Safety Authority, the Liquor Control and Licensing Branch of the Provincial government and the B.C. Agricultural Land Commission, if applicable.

4.2 All applications for a Class I, II, or III Special Event shall be accompanied by the following:

- i) written approval from the registered owner and occupier of the land(s) upon which the Special Event is to be held;
- ii) written confirmation from the Medical Health Officer responsible for the area in which the Special Event is to be held, that he or she is satisfied with arrangements relating to public health;
- iii) written undertaking by the applicant to indemnify and save harmless the (Local Authority) and its directors, officers, servants, agents, employees, contractors, subcontractors, and others from and against all costs, losses, damages, compensation, claims, demands, actions, judgments and expenses, including actual legal expenses of every kind, description and nature whatsoever, in any way connected with or arising from the Special Event, in whole or in part, including but not limited to, any death or injury to persons or property loss or damage resulting from any acts or omissions of the Permit Holder, its directors, officers, servants, agents, employees, contractors, subcontractors and others, or that would not have occurred but for the use or occupation of the property by the Permit Holder;
- iv) where an event is multi-jurisdictional, confirmation of extra-jurisdictional approval(s).

4.3 In addition to the requirements of Section 4.1 and 4.2, applications for Class II and III Special Events shall be accompanied by the following:

- i) written confirmation from the Royal Canadian Mounted Police (RCMP) officer or designate in charge of the area(s) in which the Special Event is to be held, stating that they are satisfied with arrangements relating to public order and security;
- ii) written confirmation from the Ministry of Transportation & Infrastructure stating that they are satisfied with arrangements relating to access to the Special Events site(s);

- iii) if access will be from a forest service road, then written confirmation from the Ministry of Forests, Lands, and Natural Resource Operations stating that they are satisfied with arrangements relating to access to the Special Events site(s).

SECTION 5 SECURITY

- 5.1 The (Local Authority) will require as a condition of granting a Class II or III Special Event Permit, the posting of a security by the owner or occupier of the premises, or by the person or persons holding the Special Event.
- 5.2 An application must be accompanied by a security deposit in the form of cash or a standby irrevocable letter of credit in the amount of:
 - i) \$5,000.00 for a Class II Special Event
 - ii) \$10,000.00 for a Class III Special Event.
- 5.3 The (Local Authority) may set a higher or lower amount for the security required in subsection 5.2 if the (Local Authority) believes that the scope, scale, and nature of the proposed Special Event creates an increased or decreased risk of damage to persons, land and property.
- 5.4 Subject to section 5.5, the (Local Authority) will hold any security deposit for a maximum of 30 days following the conclusion of the Special Event, at which time the (Local Authority) shall return the security or such portion of the security not returned under subsection 5.5.
- 5.5 If, in the opinion of (Local Authority), the Special Event causes damage or results in the (Local Authority) incurring financial costs and expenses for the cleanup, repair, reconstruction or replacement of any public place or (Local Authority) property which is not remedied immediately upon demand, the (Local Authority) may from time to time draw down on the security posted to the extent of any cost incurred or expected to be incurred by the (Local Authority) in connection with the cleanup, repair, reconstruction, or replacement, including but not limited to legal costs on a solicitor and own client basis.
- 5.6 For the purposes of Section 5, damage caused by the Special Event includes, but is not limited to, damage caused by a participant or spectator at the Special Event.

SECTION 6 INSURANCE

- 6.1 As a condition of granting a Class I, II, or III Special Events Permit, the (Local Authority) will require proof of insurance to cover the agreement to indemnify and save harmless the (Local Authority), as follows:
 - i) A. Class I: Commercial General Liability of \$2,000,000 minimum per occurrence in Canadian funds;
B. Class II & III: Commercial General Liability of \$5,000,000 minimum per occurrence in Canadian funds;
 - ii) the document must include a cross liability clause;

iii) the following must be “named insured” included in the coverage:
(Name of Jurisdiction);

iv) 30 days prior written notice of cancellation or material change.

6.2 If the (Local Authority) believes the nature of the proposed Special Event creates an increased risk of injury or death to participants or spectators, or an increased risk of damage to property, the (Local Authority) may require the applicant to provide additional insurance coverage.

SECTION 7 COSTS, CHARGES AND EXPENSES

7.1 All costs, charges and expenses whatsoever incurred in meeting the requirements of this bylaw shall be borne by the applicant.

SECTION 8 POWERS OF THE (LOCAL AUTHORITY)

8.1 Where the (Local Authority) considers that because of the nature of the proposed Special Event, including but not limited to, considerations as to the:

- i) small number of participants;
- ii) small number of spectators;
- iii) minimal need for traffic control, crowd control, security or parking;
- iv) minimal need for emergency services and personnel;
- v) few anticipated community impacts;
- vi) proposed dates and times of the Special Event; or
- vii) proposed route and use of public places.

An applicant may be exempted from providing some or all of the information and materials prescribed in Sections 4, 5, or 6 of the bylaw.

8.2 In addition to the requirements set out in sections 4, 5 and 6 of this bylaw, the (Local Authority) may impose one or more of the following conditions as part of the Special Event Permit:

- i) A. the form, content, means and extent of notice to potentially affected owners and occupiers surrounding the Special Event property including, without limiting the generality of the foregoing, any one or more of the following:
 - 1. highway signage at or near the entrance to the lands on which the proposed Special Event is to be held, indicating the dates and times of the Special Event;

2. copies of the Special Event Permit, or the application therefore, or both, to be posted at or near:

(a) the entrance to the lands on which the Special Event is to be held;

(b) any other public place designated by the (Local Authority) within the area in which the Special Event is to be held;

3. where the applicant has a website, publishing the details of the proposed Special Event on such website;

4. publication of the Special Event Permit, or the application therefore, or both, on the website of the (Local Authority);

5. mailing copies of the Special Event Permit, or the application therefore, or both, to potentially affected owners and occupiers surrounding the Special Event property; and

6. such further and other reasonable notice to potentially affected owners and occupiers surrounding the Special Event property as may, in the opinion of the (Local Authority), be reasonable in the circumstances.

B. the permitted venue(s) or route(s), or both, of the Special Event;

ii) A. the maximum permitted number of days on which the Special Event may be held;

B. the permitted dates and times of the Special Event, including restrictions or conditions placed on any planned activities of the Special Event within the dates and times specified and in accordance with this section;

iii) the maximum permitted number of participants or spectators or both;

iv) the procedures required to be in place to address access and egress to and from the Special Event for participants, spectators, event personnel, and emergency medical, police, and fire vehicles, equipment and personnel;

v) the number and qualifications of emergency medical personnel and equipment that must be available during the Special Event;

vi) the number and qualifications of traffic control and security personnel and equipment that must be available during the Special Event;

vii) the procedures required to be in place to address traffic control, traffic direction and safety concerns;

viii) the procedures required to be in place to address crowd control and security concerns;

- ix) limitations on noise permitted during the Special Event, including limitations on noise permitted and limitations on planned activities which may produce noise during any specified times of the Special Event;
 - x) such reasonable terms and conditions as are, in the opinion of the (Local Authority), reasonably necessary to protect the safety, health, welfare and property of the participants and spectators of the Special Event and the safety, health, welfare, property, quiet, peace, rest, enjoyment, comfort and convenience of the general public.
- 8.3 The (Local Authority) upon being satisfied as to compliance with the provisions of this bylaw, including any Special Event specific conditions imposed by the (Local Authority), may issue a Special Event Permit for the holding of a Special Event and may stipulate that such Permit is contingent upon receipt of any outstanding documents or approvals required by this bylaw.
- 8.4 The (Local Authority) may refuse to issue a Special Event Permit if:
- i) the applicant has not submitted all the information and the written confirmation required in Sections 4, 5, and 6;
 - ii) the applicant has submitted false or misleading information;
 - iii) the issuance is prohibited by, or contrary to, another bylaw, act, or regulation, or applicable authorizing agency;
 - iv) the applicant is not in compliance with all the provisions of this bylaw;
 - v) the quiet, peace, rest, enjoyment, comfort and convenience of neighboring residents cannot be adequately protected by the applicant's proposed arrangements pursuant to section 4.1(vi)(m) herein, nor by any conditions that may be imposed by the (Local Authority) pursuant to section 8.2 of this bylaw; or
 - vi) the nature of the proposed Special Event creates an increased risk of injury or death to participants or spectators, or an increased risk of damage to property which cannot be adequately addressed for the (Local Authority) by way of additional insurance coverage from the applicant pursuant to section 6.2 of this bylaw.
- 8.5 Where the (Local Authority) considers that an applicant for a Special Event Permit is unlikely to be able to meet the requirements of this bylaw or the specific conditions of a Special Event Permit imposed pursuant to sections 5.3, 6.2 and 8.2, or any of these sections, or has breached the conditions of this bylaw or the conditions of a current or previous Special Event Permit, the (Local Authority) may refuse to issue, or may revoke, the Special Event Permit.
- 8.6 The (Board/Council) delegates to the Chief Administrative Officer of the (Local Authority) the authority, on behalf of the (Local Authority), to:

- i) exempt an applicant from having to provide some or all of the information and materials prescribed in sections 4, 5 or 6 of the bylaw, pursuant to section 8.1 of this bylaw;
- ii) impose specific conditions for a Special Event Permit pursuant to sections 5.3, 6.2 and 8.2, or any of these sections;
- iii) approve applications for Special Event Permits pursuant to section 8.3 of this bylaw;
- iv) amend at any time Special Event Permits granted pursuant to this bylaw;
- v) refuse to issue a Special Event Permit pursuant to any of the grounds enumerated in sections 8.4 and 8.5 of this bylaw; and
- vi) revoke Special Event Permits pursuant to section 8.5 of this bylaw;

provided that the Chief Administrative Officer must consult with the appropriate Electoral Area Director(s)/Councillor(s) for the area(s) in which the proposed Special Event is to be held before exercising this authority.

SECTION 9 INSPECTIONS

- 9.1 Bylaw enforcement officers, other (Local Authority) staff and members of the Royal Canadian Mounted Police are hereby authorized to enter, at all reasonable times, on any property subject to this bylaw, to ascertain whether this bylaw is being observed.

SECTION 10 PENALTIES

- 10.1 Any person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw, is guilty of an offence and
- (a) pursuant to the *Local Government Act* or the *Offence Act* or both shall be liable on summary conviction to:
 - (i) a fine not exceeding two thousand dollars (\$2,000.00), imprisonment of not more than 6 months, or both,
 - (ii) the costs of prosecution, and
 - (iii) any other penalty or remedy imposed or permissible pursuant to an enactment;
 - (b) the penalties and remedies imposed under subsection (a) shall be in addition to and not in substitution for any other penalty or remedy imposed by or permissible under this bylaw or any other enactment; and
 - (c) each day that a violation is caused or allowed to continue constitutes a separate offence under this bylaw.

SECTION 11 PROHIBITIONS

11.1 Every person commits an offense contrary to the provisions of this bylaw who:

- i) organizes or holds a Special Event, unless the (Local Authority) has issued a valid Special Event Permit for such an event
- ii) obstructs the entry of any person or persons charged with the administration or enforcement of this bylaw
- iii) allows a Special Event to take place contrary to the terms of a valid Special Event Permit or other written approval issued pursuant to this bylaw.

SECTION 12 SEVERABILITY

12.1 If any section, subsection, sentence, clause, or phrase in this bylaw is for any reason held to be invalid by a decision of any court of competent jurisdiction, the decision shall not affect the validity of the remaining portions of the bylaw.

SECTION 13 REPEAL

13.1 _____ are repealed and replaced by this bylaw.

SECTION 14 CITATION

14.1 This bylaw may be cited for all purposes as the “(Name of Jurisdiction) Special Events Bylaw No. (insert # here).”

READ A FIRST TIME this _____ day of _____

READ A SECOND TIME this _____ day of _____

READ A THIRD TIME this _____ day of _____

ADOPTED this _____ day of _____

First Name Last Name
Chair

First Name Last Name
Secretary

(Name of Jurisdiction) Special Events Bylaw No. xxxx-year, as amended by (Name of Jurisdiction) Special Events Bylaw No. xxxx-year, Amendment Bylaw No. xxxx-year-and (Name of Jurisdiction) Offences Amendment Bylaw No. xxxx-year.

Note: *This is an example only; any Bylaws written will need to conform to the conventions and practices of the end user jurisdiction.*

Annex C

After Action Checklist Template

Before the AAR Event

- Schedule the AAR as close as possible to the event.
- Ensure that everybody who was involved in the event can attend.
- Recruit a facilitator as early as possible. The facilitator should be an independent and neutral party but with some familiarity of the issues.
- Check through results of past AARs to identify any lessons that might be useful to the current AAR.
- Identify objectives for the AAR in a participatory manner, to ensure participant buy-in and commitment to the AAR process.
- Prepare 'guide' or 'trigger' questions to stimulate discussion and reflection. Disseminate to participants before start of the AAR.
- Identify and appoint a note taker to record the proceedings.

During and After the AAR Event

- Record recommendations and action points in sufficient detail to enable follow-up. Identify who is responsible for what. Give clarity to expected outcomes. Set deadlines for completion.
- Create a written record of the AAR. Use a standard format so that results can be compared across different AAR events.
- Ensure the names, titles (areas of responsibility or involvement) and contact details of all participants are fully recorded. Other interested parties may wish to get in contact.
- Elicit feedback from participants. Make sure that the AAR record represents a true and accurate reflection of the AAR.

Disseminating AAR Event Findings

- Archive the AAR record as a permanent and accessible document – both electronic and hardcopy. Make sure that everyone has access to the document on an ongoing basis.
- Ensure that decision-makers have been informed.
- Publicise the results via internal staff distribution list, bulletin boards, discussion lists, staff notice boards, newsletters, website and staff meetings etc.
- Disseminate AAR outcomes to internal and external stakeholders who have an interest in the findings.

AAR Monitoring and Follow-up

- Monitor follow-up on recommendations and action points. Report back to participants and stakeholders on progress made in follow-up.
- Conduct periodic review and analysis of the historic record left by previous AAR exercises. Identify significant trends, lessons not learned, recurring issues and lessons truly learned (i.e. when issues no longer appear in subsequent AAR exercises).

AAR Development Activities

- User analysis – find out who uses the results of the AAR? How often? For what purpose? What types of benefits are achieved? Use the analysis to make AAR more productive.
- Build awareness, promotion and advocacy for the AAR process. Support other people in achieving the widespread adoption and adaptation of AAR methods.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, February 19, 2015

1:00 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

That the Agenda for the RDOS Board Meeting of February 5, 2015 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – February 5, 2015

THAT the Minutes of the February 5, 2015 Corporate Services Committee be received.

b. Planning and Development Committee – February 5, 2015

THAT the Minutes of the February 5, 2015 Planning and Development Committee be received.

c. RDOS Regular Board Meeting – February 5, 2015

THAT the minutes of the February 5, 2015 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 Variation Permit (DVP) Application – Gill, 243 Miller Road, Electoral Area “C”

i. Permit

Recommendation

THAT the Regional District of Okanagan-Similkameen Board of Directors approve Development Variance Permit No. C2014.130-DVP subject to the registration of a statutory covenant on Lot 229, Plan KAP1789, District Lot 2450S, SDYD (5478 Sumac Street) restricting the maximum parcel coverage for “all other buildings” to 2.3%.

RECOMMENDATION 3 (Unweighted Participants Vote – Simple Majority)

That the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Building Inspection**1. Building Violations****a. 147 Mountain View Road, Electoral Area “F”**

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 695 Notice on Title, pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot 3, Plan KAP78375, District Lot 2893, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

b. 8101 Princeton-Summerland Road, Electoral Area “F”

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 695 Notice on Title, pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot A, Plan KAP91208, District Lot 2983, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

c. 1906 Estates Place, Electoral Area “F”

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 695 Notice on Title, pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot 5, Plan 33471, District Lot 4947 ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

d. **3215 Pine Hills Drive, Electoral Area “F”**

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 695 Notice on Title, pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot A, Plan KAP45722, District Lot 5076 & 5087, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

C. **DEVELOPMENT SERVICES – Rural Land Use Matters**

1. **Development Variance Permit (DVP) Application F2014.148 – Klamut, 3861 Solana Crescent, Electoral Area “F”**

a. Permit

RECOMMENDATION 8 (Unweighted Participant Vote – Simple Majority)

THAT the Regional District of Okanagan-Similkameen Board of Directors deny Development Variance Permit No. F2014.148-DVP

2. **Zoning Amendment – Electoral Area “E”, 126 Robinson Avenue, Naramata**

a. Bylaw No. 2459.16, 2015

b. Comments

RECOMMENDATION 9 (Unweighted Participant Vote – Simple Majority)

THAT Bylaw No. 2459.16, 2015, Electoral Area “E” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)

AND THAT the holding of the public hearing be delegated to Director Kozakevich or delegate;

AND THAT staff schedule the date, time, and place of the public hearing in consultation with Director Kozakevich;

AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

D. PLANNING SERVICES**1. Regional Growth Strategy Snapshot 2013**

- a. PowerPoint Presentation
-

E. COMMUNITY SERVICES – Recreation Services**1. Kaleden Lake Hill Road Pedestrian Corridor - Construction Award**

RECOMMENDATION 11 (Weighted Corporate Vote –Majority)

THAT the Board receive the February 10, 2015 Aplin Martin tender evaluation report and recommendations for award of the “Construction of Lake Hill Pedestrian Corridor”; and,

THAT the Board award the “Construction of Lake Hill Pedestrian Corridor” project to Grizzly Excavating LTD. in the amount of \$508,865 excluding GST, with the full understanding that the funds are identified in the unapproved 2015 Budget; and,

THAT the Board authorize the Chair and Chief Administrative Officer to execute the contract

2. Three Blind Mice Trails – Letter of Support

- a. Report
- b. Request for support
- c. Map of trail network

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors provide a letter of support for the Penticton and Area Cycling Association’s Crown Land Section 57 application to operate a mountain bike trail network, known as the ‘3 Blind Mice’.

F. FINANCE**1. Amendment Bylaw 2675.01, Electoral Area “G” Gas Tax Reserve Fund Expenditure Bylaw**

- b. Bylaw 2675.01

RECOMMENDATION 13 (Weighted Corporate Vote – 2/3)

THAT Amendment Bylaw No. 2675.01, 2015 Electoral Area “G” Community Works Gas Tax Reserve Fund Expenditure Bylaw be read a first, second and third time, and be adopted.

2. Bylaw 2688, Area “B” Community Works Gas Tax Expenditure – Fairview Heights Irrigation District Well Installation

a. Bylaw 2688

RECOMMENDATION 14 (Weighted Corporate Vote – 2/3)

THAT Bylaw No. 2688, 2015 Electoral Area “B” Community Works Gas Tax Reserve Fund Expenditure Bylaw be read a first, second and third time, and be adopted

G. OFFICE OF THE CAO

1. Advisory Planning Commission (APC) Appointments

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the following as members of the Electoral Area “C” Advisory Planning Commission until October 31, 2018:

Bill Michael	Sara Bunge	David Janzen
Ed Machial		

and,

That the Board of Directors appoint the following as members of the Electoral Area “G” Advisory Planning Commission until October 31, 2018:

Jeff Rowe	Gary Lawrence	Brad Clifton
Neil MacLeod	Walter Despot	Gary Ross
Robert Quaedvlieg	Don Bartlet	

2. Naramata Parks and Recreation Commission Appointments 2015/2016

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

THAT the District Board of Directors re-appoint the following people as members of the Naramata Parks and Recreation Commission for the periods indicated:

THAT a letter be forwarded to Charmaine Hardardt thanking her for her contribution to the Naramata Parks and Recreation Commission.

Name	Term	Expires
Dennis Smith	2 years	February 31, 2017
Deborah Linton	2 years	February 31, 2017
Jeff Gagnon	2 years	February 31, 2017
Darren Rettie	2 years	February 31, 2017

The following members continue to serve the Naramata Parks & Recreation Commission.

Name	Expires
Lyle Resh	February 31, 2016
Maureen Balcaen	February 31, 2016
Jim Pearmain	February 31, 2016

3. Olalla Local Community Commission Appointments

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the following to the Olalla Local Community Commission for a four year term ending with the next local government election in October, 2018:

Daniel Banman	Kevin Connard Hoffman
Stanley David Bobowski	Georgianne Sanders

4. Similkameen Parks and Recreation Commission Appointment of Members 2015/2016

RECOMMENDATION 18 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors re-appoint the following as members of the Similkameen Parks & Recreation Commission for the periods indicated:

Name	Term	Expires
Jodie Carter	1 Years	December 31, 2015
Peggy Boucher	1 Years	December 31, 2015
Marnie Todd	2 Years	December 31, 2016
Charlene Cowling	2 Years	December 31, 2016
Marie Marven	2 Years	December 31, 2016

5. Regional District Okanagan-Similkameen Fees and Charges Bylaw No. 2680, 2015

RECOMMENDATION 19 (Unweighted Corporate Vote – Simple Majority)

THAT Bylaw No. 2650, 2015 Regional District of Okanagan-Similkameen Fees and Charges Bylaw be read a first time.

- a. Bylaw No. 2680 (Cleaned Up at 1st)
- b. Bylaw No. 2680 (Marked Up)

6. Southern Interior Local Government Association (SILGA) Resolution

Fortis rate increase and Two Tier Structure

(This item was tabled at the February 5, 2015 meeting)

RECOMMENDATION 20 (Unweighted Corporate Vote – Simple Majority)

THAT the following resolution be forwarded to SILGA for consideration at the annual conference:

WHEREAS FortisBC rate increases are causing significant hardship to people in areas where there is no access to natural gas as they are seeing huge increases in power bills.

AND WHEREAS The two tier billing system of tier one up to 1,600 kilowatt hours (9.093 cents) and tier two over 1,600 kilowatt hours (13.543 cents) is unrealistic for consumers;

AND WHEREAS due to the challenge customers face with rising energy costs, heating and electricity have become a luxury for some British Columbia residents, especially in the Okanagan-Similkameen;

THEREFORE BE IT RESOLVED that the Regional District of Okanagan-Similkameen ask that the Southern Interior Local Government Association and the Union of BC Municipalities request that the Provincial government review utility rate increases by the British Columbia Utilities Commission with a view to limit the financial impact on consumers.

Forwarded from Protective Services Committee meeting of February 19, 2015

7. 911 PSAP MIA Insurance

RECOMMENDATION 21 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District of Okanagan-Similkameen (RDOS) authorizes the Municipal Insurance Association of British Columbia (MIABC) to add the Regional District of Central Okanagan (RDCO) as an “Associate Member” to the RDOS policy for liability insurance purposes and authorizes it’s signing officer(s) to execute the Service Provider Agreement associated with the administration of the E-Comm 9-1-1 Contract.

H. CAO REPORTS

I. OTHER BUSINESS

1. Chair’s Report

2. Board Representation

- c. Chair’s Report
 - d. Municipal Finance Authority (MFA)
 - e. Okanagan Basin Water Board (OBWB)
 - f. Okanagan-Kootenay Sterile Insect Release Board (SIR)
 - g. Okanagan Regional Library (ORL)
 - h. Okanagan and Similkameen Invasive Species Society (OASISS)
 - i. Okanagan Film Commission (OFC)
 - j. Southern Interior Beetle Action Coalition (SIBAC)
 - k. Southern Interior Municipal Employers Association (SIMEA)
 - l. Southern Interior Local Government Association (SILGA)
 - m. Starling Control
-

3. Directors Motions

4. Board Members Verbal Update

J. ADJOURNMENT



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, February 5, 2015

9:33 am

Minutes

MEMBERS PRESENT:

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

Director B. Coyne, Electoral Area "H"
Director R. Hovanes, Town of Oliver
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 T. Styffe, Alt. Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Siddon, Electoral Area "D"
Director J. Sentes, City of Penticton

Director H. Konanz, City of Penticton

STAFF PRESENT:

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

T. Bouwmeester, Manager of Information Services
S. Croteau, Manager of Finance

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda for the Corporate Services Committee Meeting of February 5, 2015 be adopted. - **CARRIED**

B. DELEGATIONS

1. [Loree Gray, Lean Practice](#)

Ms. Gray addressed the Board regarding First West Credit Union's experience with the "Lean" program.

Director Jakubeit entered the Boardroom at 10:30 a.m.

2. Tim Bouwmeester, RDOS Information Services Manager

Mr. Bouwmeester addressed the Board regarding the RDOS Mapping system.

3. Barb Sheppard, 2015 Coordinator, Okanagan Similkameen Healthy Living Fair Society

Ms. Sheppard addressed the Board regarding the status of their grant request, and the possibility of collaboration.

4. Jon Summerland, Film Commissioner, [Okanagan Film Commission](#)
Mr. Summerland addressed the Board regarding funding for the film commission.
-

C. ADJOURNMENT

By consensus, the Corporate Services Committee meeting concluded at 12:08 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
Corporate Services Committee Chair

B. Newell
Chief Administrative Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Services Committee

Thursday, February 5, 2015

9:01 am

Minutes

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Director A. Jakubeit, City of Penticton
Director J. Sentes, City of Penticton

Director H. Konanz, City of Penticton
Director T. Siddon, Electoral Area "D"

STAFF PRESENT:

B. Newell, Chief Administrative Officer
G. Cramm, Administrative Assistant

D. Butler, Manager of Development Services
L. Walton, Building Inspection Services Supervisor
A. Wolf, Building Inspector

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Planning and Development Committee meeting of February 5, 2015 be adopted – CARRIED

B. KENNEDY LAKE UPDATE

Staff provided an update on the enforcement issues at Kennedy Lake.

C. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of February 5, 2015 adjourned at 9:32 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 12:30 pm Thursday, February 5, 2015 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

Director 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 T. Styffe, Alt. Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Siddon, Electoral Area "D"

STAFF PRESENT:

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

D. French, Manager of Public Works
S. Croteau, Manager of Finance
M. Woods, Manager of Community Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Agenda for the RDOS Board Meeting of February 5, 2015 be adopted as amended to add D2b - **CARRIED**

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – January 22, 2015

THAT the Minutes of the January 22, 2015 Corporate Services Committee be received.

b. Community Services Committee – January 22, 2015

THAT the Minutes of the January 22, 2015 Community Services Committee be received.

c. Environment and Infrastructure Committee – January 22, 2015

THAT the Minutes of the January 22, 2015 Environment and Infrastructure Committee be received.

- d. Planning and Development Committee – January 22, 2015
THAT the Minutes of the January 22, 2015 Planning and Development Committee be received.
- e. Protective Services Committee – January 22, 2015
THAT the Minutes of the January 22, 2015 Protective Services Committee be received.
- f. RDOS Regular Board Meeting – January 22, 2015
THAT the minutes of the January 22, 2015 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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

B. ENGINEERING SERVICES

- 1. Okanagan Basin Water Board Water Conservation and Quality Improvement Grant Application

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors forward a letter of support to the Okanagan Basin Water Board for the following applications to the 2015 OBWB Water Conservation and Quality Improvement Grant program:

- Regional Water Use Regulation and Conservation Bylaw – Phase 2
- Okanagan-Similkameen Drought and Flood Mitigation Plan- Phase 1
- Greater Twin Lakes Area Stewardship Society and Lower Nipit Improvement District – Source Water Protection Plan Assessment
- Shuttleworth Creek Fish Passage
- Kaleden Irrigation District – Source Water Protection Study

CARRIED

- 2. RBC Blue Water Project Leadership Grant Application

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors support the application to the RBC Blue Water Project Leadership Grant for the Okanagan Aquatic Invasive Species Prevention Program in the amount of \$100,000. - **CARRIED**

C. FINANCE

1. Bylaw 2687, 2015 Security Issuing Bylaw - West Bench Water System Capital Upgrades
 - a) Bylaw 2687

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2687, 2015 Regional District Okanagan Similkameen Security Issuing bylaw be read a first, second and third time and be adopted. - **CARRIED**

D. OFFICE OF THE CAO

1. Apex Mountain Resort – Temporary Change to a Liquor License (Gunbarrel Pub)

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors advise the Liquor Control and Licensing Branch that it will not provide comment on the Apex Mountain Resort (Gunbarrel Pub) application for a temporary extension of liquor service hours for the dates March 8 through March 10, 2015. - **CARRIED**

2. Southern Interior Local Government Association (SILGA) Resolution Topics

- a. Fortis Rate Increase and Two Tier Structure – tabled

The Board was advised that reports in the media indicate that the BC Utilities Commission may be reverting to the previous rate structure in the coming year, and staff was directed to research this prior to bringing forward the SILGA resolution on Fortis Rate Increase and Two Tier Structure.

It was MOVED and SECONDED

THAT the resolution regarding Fortis and two-tier rate structure be brought back to the February 19 Board meeting for review.

- b. Rural Business Licensing

It was MOVED and SECONDED

THAT the following resolution be forwarded to SILGA:

“WHEREAS municipalities have the statutory authority under Section 8 (6) of the Community charter to enact “regulations in relation to business”;

THEREFORE BE IT RESOLVED that Regional Districts be provided the same statutory authority to develop a rural business license program.”

- **CARRIED**

3. Naramata Water Advisory Commission Appointment

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors appoint Tim Watts as a member of the Naramata Water Advisory Commission; and,

THAT the Board of Directors rescind the appointment of Peter Simonsen as a member of the Naramata Water Advisory Commission; and,

THAT a letter be forwarded to Mr. Simonsen thanking him for his contribution to the Naramata Water Advisory Commission. - **CARRIED**

4. Oliver Parks and Recreation Society Appointments

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors endorse the following appointments to the Oliver Parks and Recreation Society:

Petra Veintimilla	Town of Oliver
Jack Bennest	Town of Oliver alternate
Rick Knodel	Electoral Area “C” alternate

- **CARRIED**

E. CAO REPORTS

1. Verbal Update

- a. Transport Canada
 - b. Valleywide CAO/CEO meeting
 - i. First Nations Relations
 - ii. Medical Marijuana Zoning Regulations
 - iii. Air Quality
 - iv. Trail Development
 - v. Fortis two-tier rate
 - vi. Biosolid processing facility
 - vii. Additional SILGA RDs
 - viii. Urban deer management
-

F. OTHER BUSINESS

1. Chair’s Report

2. Directors Motions

a. Regional Economic Development – Director Brydon

Staff was asked to investigate and report to next Corporate Services meeting on the feasibility of a regional economic development service.

Director Konanz entered the Boardroom at 1:15 p.m.

b. Three Blind Mice trail enhancements

Staff was asked to research the feasibility of enhancements and signage on the trail, and to report to the Board for a letter of support.

3. Board Members Verbal Update

4. The Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training, and Minister Responsible for Labour; and the Honourable Norm Letnick, Minister of Agriculture, met with the Board of Directors in a question and answer session. (1:30 – 2:15 p.m.)
-

G. CLOSED SESSION

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(e) of the *Community Charter*, the Board close the meeting to the public on the basis of the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality and Section 90(1)(g) litigation or potential litigation affecting the municipality. - **CARRIED**

The meeting was closed to the public at 2:15

The meeting was opened to the public at 2:49

H. ADJOURNMENT

By consensus, the meeting adjourned at 2:49 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer

Site Context:

The subject property is approximately 4.76 ha in area and is situated along Miller Road and Ryegrass Road, approximately 5 km south of the Town of Oliver. The property contains a fruit orchard, several farm buildings, and a single detached dwelling. There are no greenhouses on the property. Surrounding land uses are predominantly agricultural.

The other property at 5478 Sumac Street (proposed to be subject to a restrictive covenant) is approximately 4.57 ha and situated between Sumac Street and Chokecherry Lane approximately 1 km south of the Town of Oliver and 4 km north of the subject property. The property contains a fruit orchard, a small spray shed, and one single detached dwelling with a detached a garage. There are no greenhouses on the property. Surrounding land uses are predominantly agricultural.

Background:

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the subject property is zoned Agriculture One (AG1), wherein "single detached dwellings" and "agriculture" are permitted principal uses and "additional dwelling for farm labour" is a permitted secondary use.

At Section 10.2.8 of the Zoning Bylaw, the maximum parcel coverage for parcels greater than 0.8 ha and less than 10.0 ha is 600 m² for "residential footprint" and 70% for "greenhouses". The maximum parcel coverage for "all other buildings" is 3.0%.

At Section 4.0 (Definitions) of the bylaw, "parcel coverage" is defined as meaning "the sum of the areas covered by all buildings and structures on a parcel, expressed as a percentage of the total parcel area."

Although the property is located within the Agricultural Land Reserve (ALR), Section 2.2(c) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* establishes a "farm use" as constituting the "storage, packing, product preparation or processing of farm products, if at least 50% of the farm product being stored, packed, prepared or processed is produced on the farm."

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Friday February 13, 2015.

Alternatives:

1. THAT the Regional Board approve Development Variance Permit No. C2014.130-DVP;
2. THAT the Regional Board deny Development Variance Permit No. C2014.130-DVP; or
3. THAT the RDOS Board defers making a decision and directs that the proposal be considered by the Electoral Area "C" Advisory Planning Commission (APC).

Analysis:

When assessing variance requests in an agricultural zone a number of factors are generally taken into account and these include the intent of the zoning; the presence of any potential limiting physical

features on the subject property; and whether the proposed development will have a detrimental impact upon the agricultural use of the subject property and/or any adjoining agricultural operations.

Maximum parcel coverage provisions in the AG1 Zone are generally established to encourage the preservation of agricultural land and prevent its conversion to non-agricultural uses.

In considering this proposal, Administration is concerned that the proposed retention of the existing dwelling will require the alienation of approximately 231.7 m² of land that is currently under agricultural production and that this will also increase the maximum parcel coverage of the site by 23% above the limit established by the Zoning Bylaw (i.e. from 3.0% to 3.7%).

Conversely, Administration recognises that the applicant is claiming that this parcel comprises part of a larger “farm” unit and that the existing packing and storage facilities and proposed farm labour dwelling unit will support the operation of this farm; that they are amenable to registering a statutory covenant on a separate parcel which comprises part of the “farm” in order to effectively “transfer development rights” from one parcel to another; and that they are generally clustering development around the existing built-up part at the Miller Road frontage. For these latter reasons, Administration supports the proposed variance.

Respectfully submitted:



T. Donegan, Planning Technician

Endorsed by:



C. Garrish, Planning Supervisor

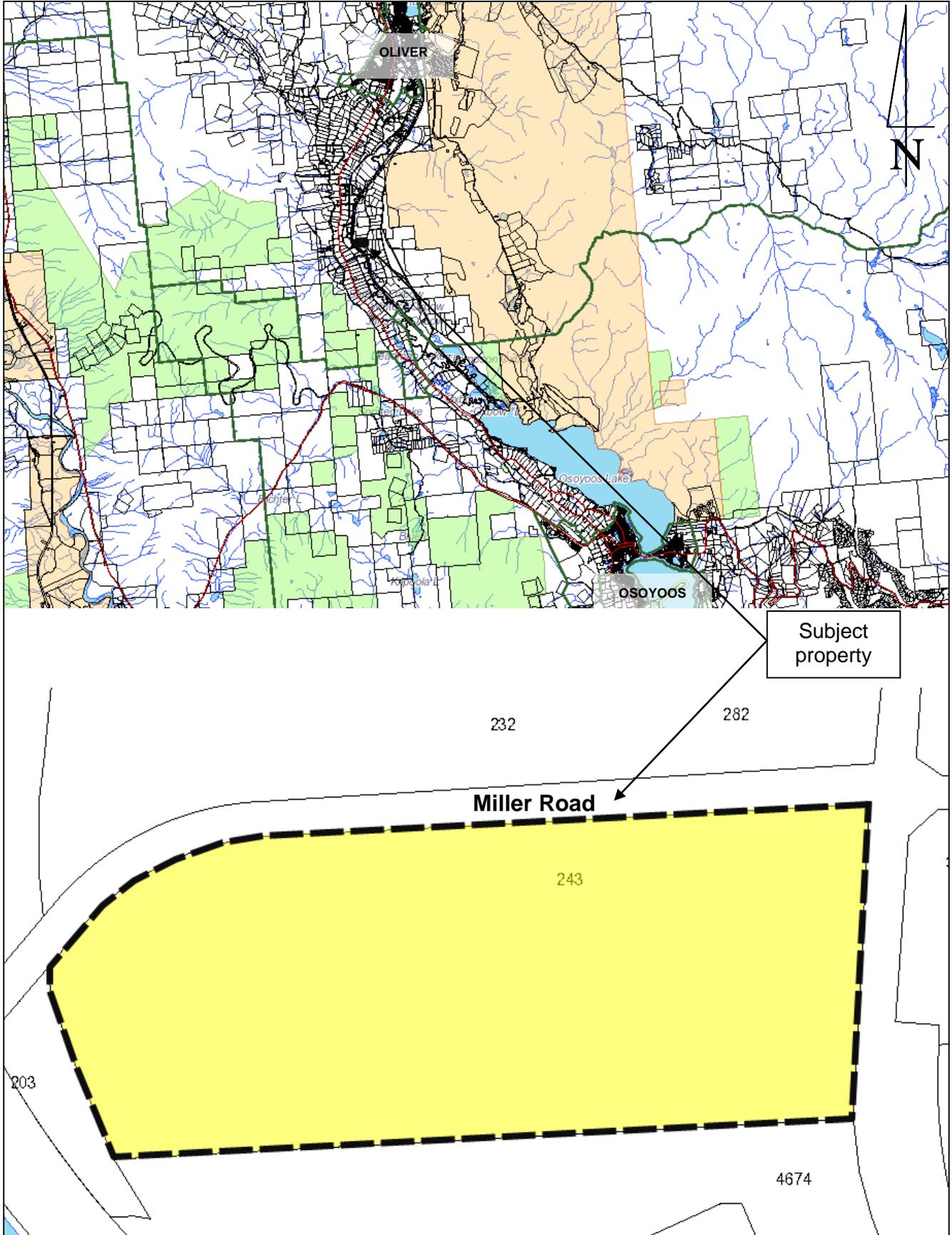
Endorsed by:



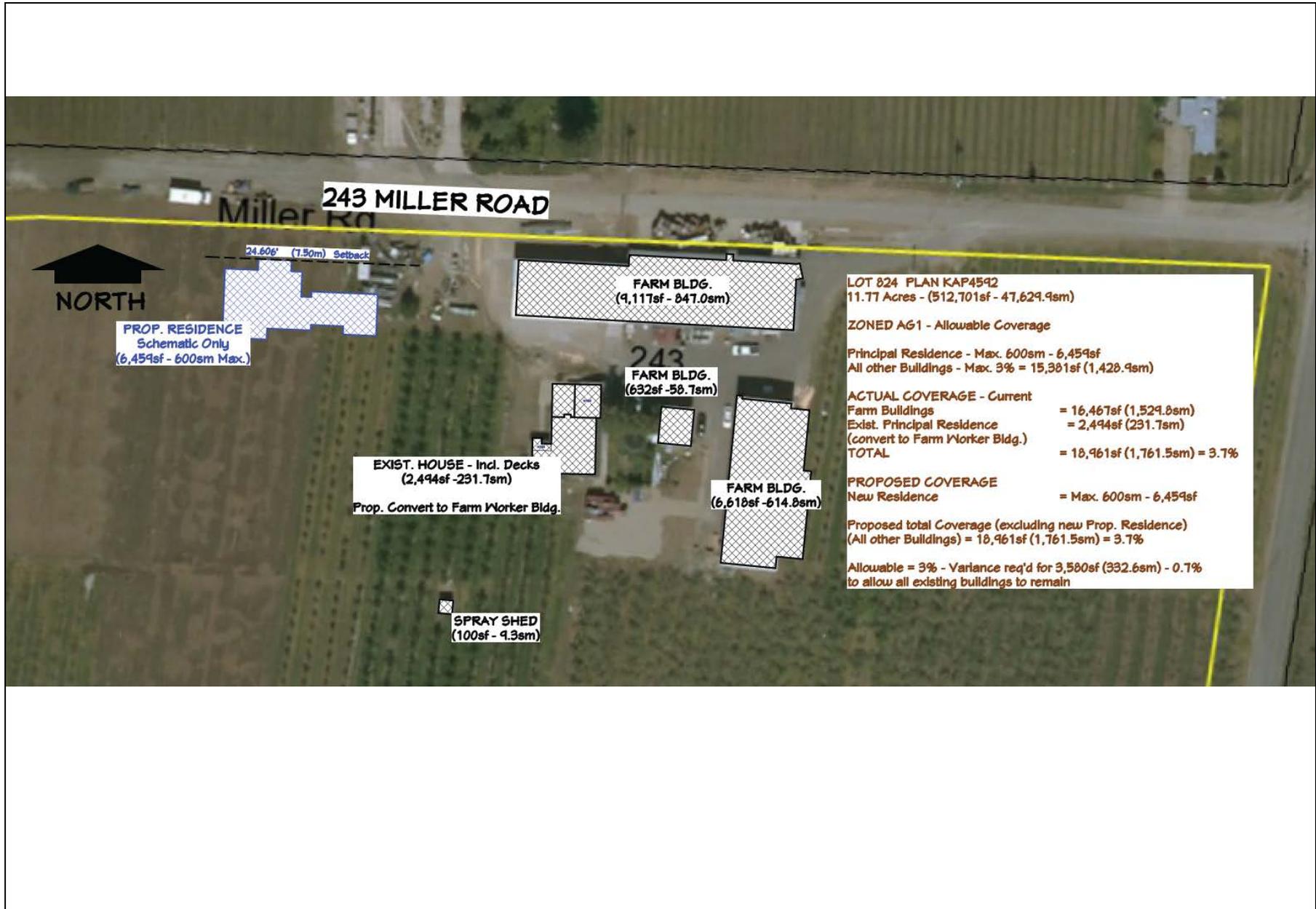
D. Butler, Development Services Manager

Attachments: No. 1 – Context Maps
 No. 2 – Applicant’s Site Plan
 No. 3 – Street View (Google Earth)

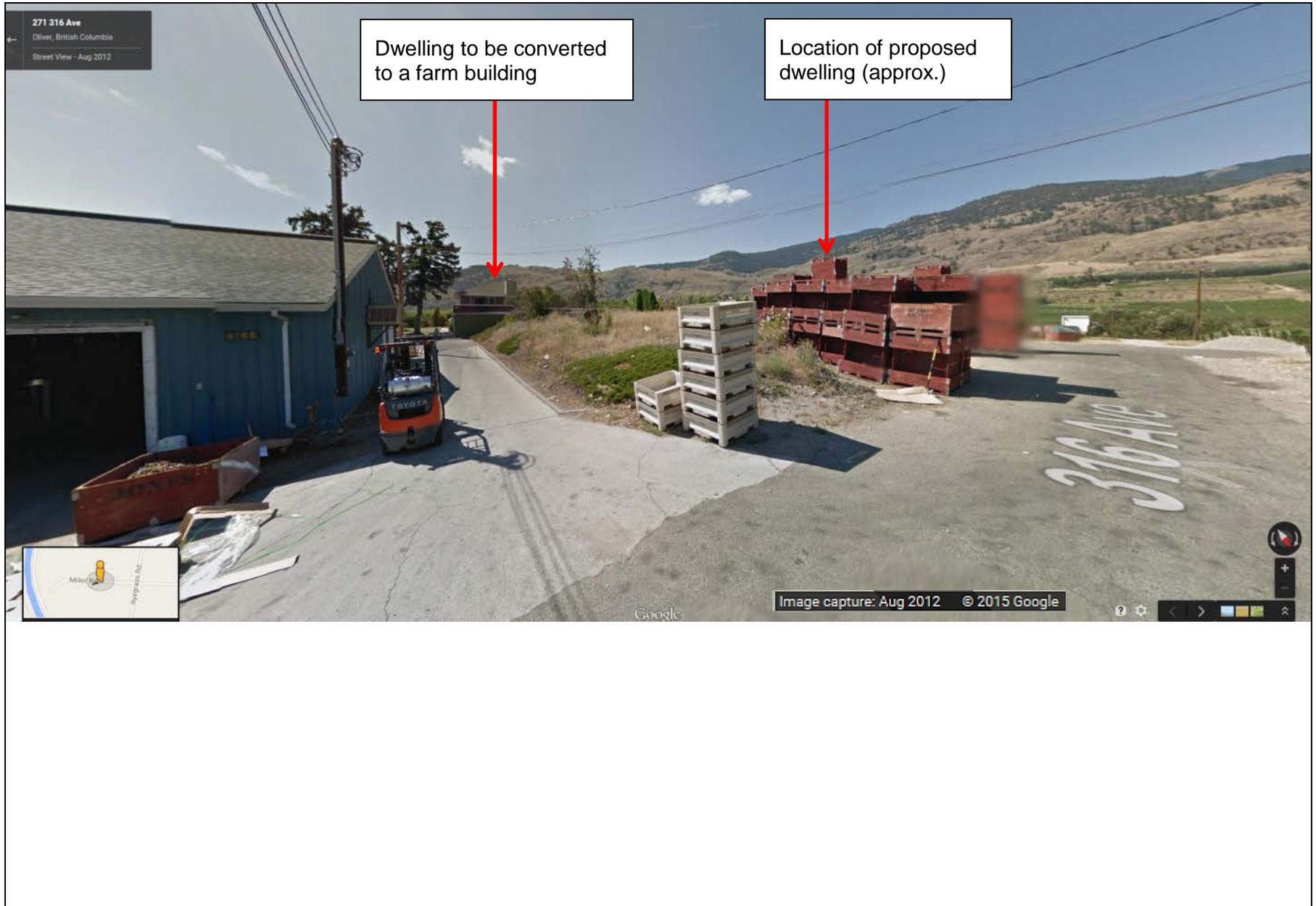
Attachment No. 1 – Context Maps

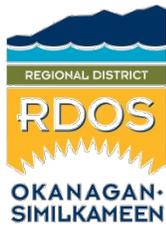


Attachment No. 2 – Applicant’s Site Plan



Attachment No. 3 – Street View (Google Earth)





Development Variance Permit

FILE NO.: C2014.130-DVP

Owner: Balraj and Kuljit Gill
243 Miller Road
Oliver, BC V0H 1T1

Agent: Balpreet Gill
243 Miller Road
Oliver, BC V0H 1T1

ADMINISTRATION

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 permit and permit drawings and/or figures, the permit figures stand.
4. This Development Variance Permit is not a Building Permit.

APPLICABILITY

5. This Development Variance Permit applies to, and only to, those lands, including any and all buildings, structures and other development thereon, within the Regional District as shown on Schedules 'X-1' and 'X-2', and described below:

Legal Description: Lot 824, Plan KAP4592, District Lot 2450S, SDYD
Civic Address: 243 Miller Road, Oliver
Parcel Identifier (PID): 004-365-861 Folio: 714 06558.000

CONDITIONS

6. **Development Variance**
 - a) The maximum parcel coverage for "all other buildings", as prescribed at Section 10.2.8 of the Electoral Area "C" Zoning Bylaw No. 2453, 2008, in the Regional District of Okanagan-Similkameen, is varied as follows:
 - i) from: 3.0%
 - to: 3.7%, and as shown on Schedule 'X-2'.

7. **Covenant**

The property owner shall register a statutory covenant under Section 219 of the *Land Title Act* on the land described as Lot 229, Plan KAP1789, District Lot 2450S, SDYD (5478 Sumac Street) in order to restrict the maximum parcel coverage for all buildings and structures, other than residential and greenhouses, to 2.3%.

8. **Security**

Not Applicable

9. **Schedule**

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

- (a) In accordance with Section 926 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 variance permit can be submitted.

Authorising resolution passed by the Regional Board on _____, 2015.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

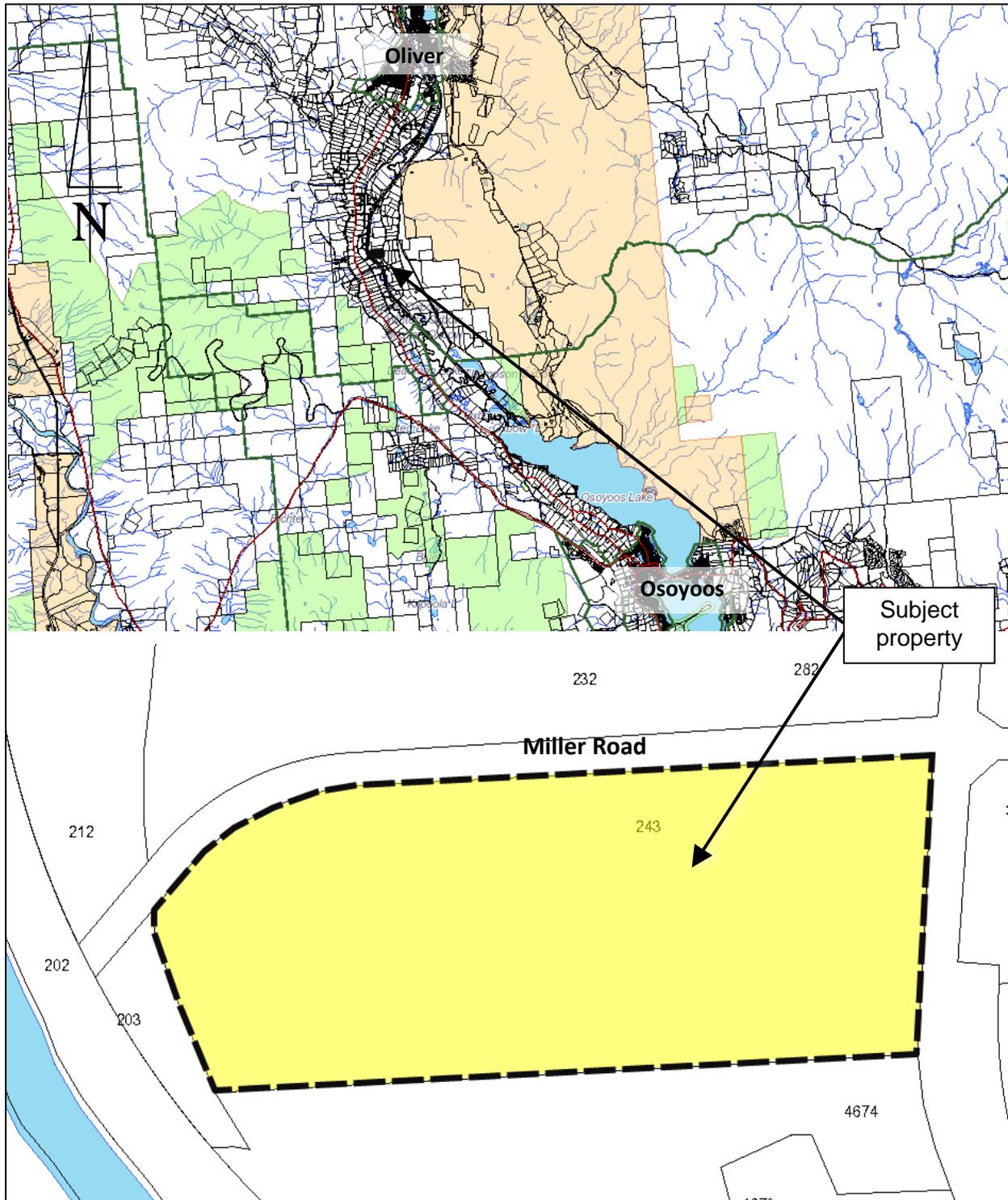
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. C2014.130-DVP

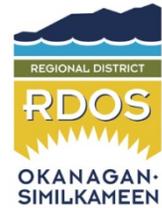
Schedule 'X-1'



Schedule 'X-2'



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Building Violation
Folio: F1-07241.078 Lot: 3 Plan: KAP78375 DL: 2893, ODYD
Civic Address: 147 Mountain View Road (Permit #17395)

Administrative Recommendation:

THAT a Section 695 Notice on Title, pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot 3, Plan KAP78375, District Lot 2893, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333.

History:

The Contravention of Building Regulations Report dated June 25, 2014 from the Building Official indicates that a building permit has expired without being completed.

Building Permit No. 15518 was issued January 31, 2006, expired January 31, 2008 and was extended to January 31, 2010. Building Permit No. 17395 to complete the original permit was issued October 12, 2010, expired October 12, 2012 and was extended to October 12, 2013. Pursuant to department policy a further extension of the permit cannot be issued.

An inspection was done on March 22, 2013 which identified several items which needed to be addressed prior to obtaining full occupancy approval including completion of health & safety items, floor & wall finish, installation of principal and kitchen exhaust. Since that time, no further inspections have been called for to verify completion of the noted items.

The required inspections are limited to the new foundation portion of the relocated residence. The upper portion residence was pre-existing.

In order to close the permit file a Deficiency Inspection Permit will be required to complete the work and a final inspection must be approved.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property is attached.

Alternatives:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 695 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 695 Notice on title and seek compliance through injunctive action.

Analysis:

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 695 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

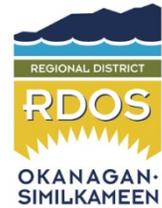
Respectfully submitted:

“L. Walton”

Laura Walton, Building Inspection Services Supervisor



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Building Violation
Folio: F1-07241.114 Lot: A Plan: KAP91208 DL: 2893, ODYD
Civic Address: 8101 Princeton-Summerland Rd (Permit #17757)

Administrative Recommendation:

THAT a Section 695 Notice on Title, pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot A, Plan KAP91208, District Lot 2983, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333.

History:

The Contravention of Building Regulations Report dated June 25, 2014 from the Building Official indicates that the building permit has expired and required inspections have not been completed.

Permit #16525 was issued on June 26, 2008. This permit was issued for a single family dwelling. That permit expired on June 26, 2011 and a new Permit #17757 was issued on September 11, 2011 to complete the work remaining.

An inspection was done on September 6, 2011 which identified that the insulation and vapour barrier was approved for the two upper levels but not the basement level. Since then, no further inspections have been called for.

The permit has expired without required inspections. It is unknown whether there are health & safety related deficiencies.

In order to close the file a new building permit is required to complete the work and a final inspection must be passed to verify that all health and safety items are completed.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and a photo of the building is attached.

Alternatives:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 695 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 695 Notice on title and seek compliance through injunctive action.

Analysis:

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 695 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

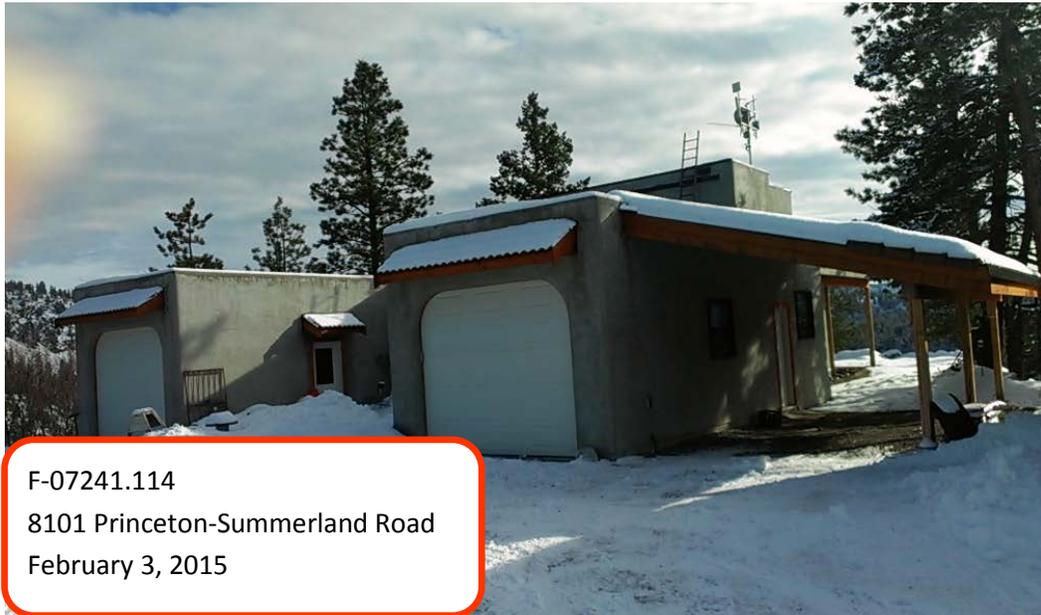
Respectfully submitted:

“L. Walton”

Laura Walton, Building Inspection Services Supervisor

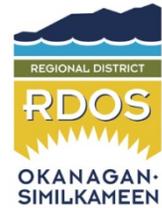


8101 Princeton-Summerland Road, Faulder



F-07241.114
8101 Princeton-Summerland Road
February 3, 2015

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Building Violation
Folio: F3-07298.174 Lot: 5 Plan: 33471 DL: 4947, ODYD
Civic Address: 1906 Estates Place (Permit #17616)

Administrative Recommendation:

THAT a Section 695 Notice on Title, pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot 5, Plan 33471, District Lot 4947 ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333.

History:

The Contravention of Building Regulations Report dated June 24, 2014 from the Building Official indicates that the building permit has expired and required inspections have not been completed.

Building Permit No. 16113 for a two storey garage was issued May 14, 2007, expired May 14, 2009 and was extended to May 14, 2011. Building Permit No. 17616 to complete the original permit was issued May 16, 2011 and expired May 16, 2013. Pursuant to department policy a further extension of the permit is not allowed.

The most recent inspection was the insulation and vapour barrier inspection which was undertaken and approved on June 12, 2012. Since that time no further inspections have been called for despite correspondence and conversations with the owner.

As no final inspection has been undertaken it is unknown whether health & safety related deficiencies exist. Further, anonymous complaints indicate that there may be a suite located in the loft area of the workshop which contravenes the zoning bylaw.

Letters dated July 17, 2013, October 2, 2013, November 27, 2013 and January 28, 2014 have been sent to the owners in an attempt to resolve this file. In a conversation on October 17, 2013, in response to the 2nd letter which was sent, the owner advised that the garage still needs cladding, the upper deck has temporary guards and no roof membrane had been installed. He advised that he would finish the project within a minimum of 3 month time frame and pay for a re-inspection fee. No inspection has been called for since that time.

In order to close the permit file a Deficiency Inspection Permit with a limited time frame will have to be obtained and final inspection approved.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and a photograph of the infraction are attached.

Alternatives:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 695 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 695 Notice on title and seek compliance through injunctive action.

Analysis:

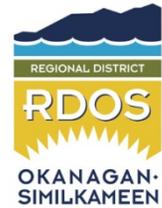
Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 695 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Respectfully submitted:

“L. Walton”

Laura Walton, Building Inspection Services Supervisor

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Building Violation
Folio: F-07299.100 Lot: A Plan: KAP45722 DL: 5076 & 5087, ODYD
Civic Address: 3215 Pine Hills Drive (Permit #18405)

Administrative Recommendation:

THAT a Section 695 Notice on Title, pursuant to Section 695 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 695 of the LGA), be filed against the title of lands described as Lot A, Plan KAP45722, District Lot 5076 & 5087, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333.

History:

The Contravention of Building Regulations Report dated January 9, 2015 from the Building Official indicates that the contravention dates back to October 24, 2012 when it was noticed that a roof had been constructed over the deck on the clubhouse. A building permit (#18405) was finally issued on June 5, 2013. On July 5, 2013 the Building Official attended the site for an inspection and determined that the construction was deficient and represented a potential safety hazard. The owner stated that he did not plan to make corrections as the deck was for private use only. The deck is attached to the clubhouse of a public golf course. Regardless of the proposed use, construction must meet Code requirements.

A letter was sent to the owner on July 16, 2013 listing the deficiencies which include non-code compliant stairs, insufficient guards and handrails on stairs and inadequate roof support. A further letter was sent June 25, 2014 advising that the permit has been revoked pursuant to Section 15.4.2. of the Building Bylaw and that the matter would be forwarded for enforcement action.

In order to close the file, the deck roof and stairs must be removed (returned to original condition) or a new permit must be obtained and work completed to bring the project up to the building code.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and photos of the infraction are attached.

Alternatives:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 695 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 695 Notice on title and seek compliance through injunctive action.

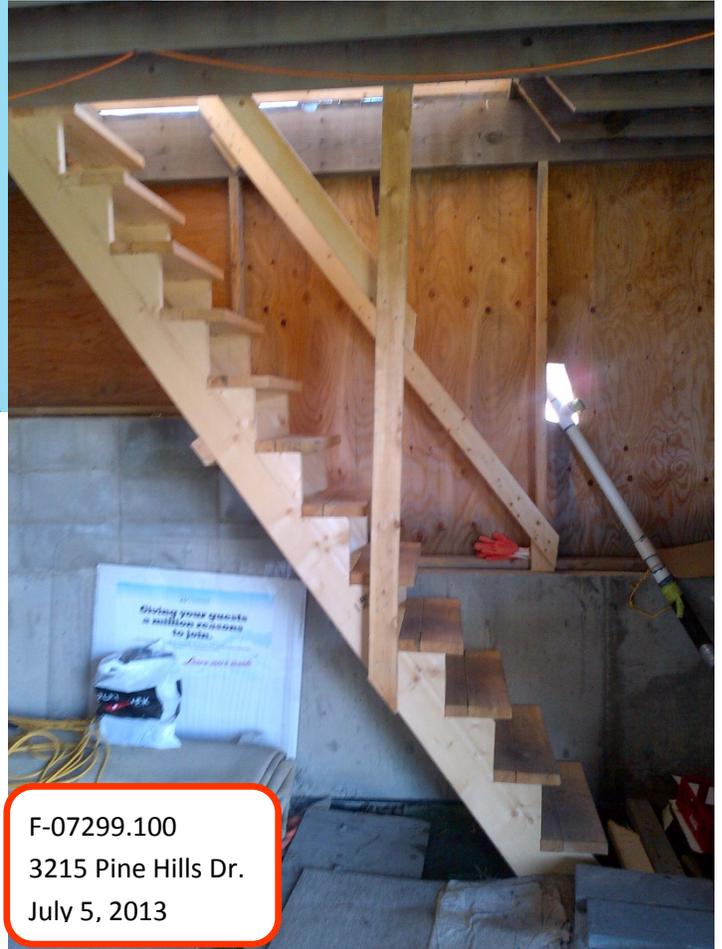
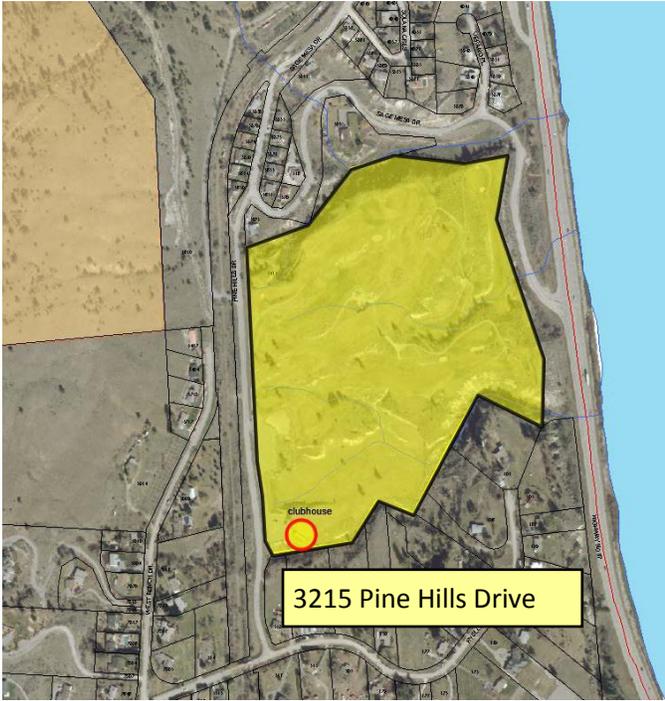
Analysis:

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 695 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Respectfully submitted:

“L. Walton”

Laura Walton, Building Inspection Services Supervisor



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Development Variance Permit Application — Electoral Area “F”

Administrative Recommendation:

THAT the Regional Board deny Development Variance Permit No. F2014.148-DVP.

Purpose: To allow for the development of a new principal residential building within the front setback.

Owners: Kerry Klamut Agent: NA Folio: F-06611.085

Civic: 3861 Solana Crescent Legal: Lot 17, DL 2497, ODYD, Plan 13181

OCP: Low Density Residential (LR) Zone: Residential Single Family One Site Specific (RS1s)

Requested Variance: To vary the front parcel line setback from 7.5 metres to 4.5 metres.

Proposed Development:

This application is seeking to reduce the minimum front parcel line setback for a principal residential building (garage) from 7.5 metres to 4.5 metres, measured to the outermost projection.

The proposed 139 m² building comprises a 93 m² garage and a 46 m² storage area above the garage.

In support of the proposal, the applicant states that “in the future, if any or all of this garage is modified to an approved residence, then a septic system would be required. Any possible septic system would incorporate the south side of the property; therefore it is best to maximize space which would allow for a greater distance for a septic system from the embankment to the south.”

Site Context:

The 1,135 m² subject property is situated on the south side of Solana Crescent, near Sage Mesa Drive, approximately 1.9 km north of the City of Penticton boundary and 280 metres west of Okanagan Lake. Adjacent properties are characterized as being low density residential properties typical of a suburban neighbourhood.

The property is within a community water system, but is not connected. The property is not within a community sanitary system and not serviced by a septic system. A restrictive covenant on the property prohibits building construction within 3.0 metres of the northerly interior side parcel line.

There are no buildings or structures on the subject property, except for a small shed at the rear. At the rear is also a steep embankment.

Background:

At its meeting of January 8, 2015, the Regional Board adopted Bylaw No. 2461.07, 2014, which permits a “residential building” which is defined as meaning a structure used or intended to be used for sheltering vehicles, boats, equipment and storage of household goods” as a principal use on the subject property.

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Friday February 13, 2015.

Alternatives:

1. THAT the Regional Board deny Development Variance Permit No. C2014.130-DVP; or
2. THAT the Regional Board approve Development Variance Permit No. C2014.130-DVP; or
3. THAT the RDOS Board defers making a decision and directs that the proposal be considered by the Electoral Area “F” Advisory Planning Commission (APC).

Analysis:

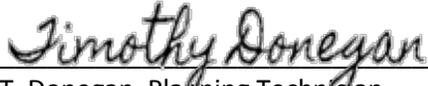
When assessing a variance request to a setback, a number of factors are generally taken into account and these include the intent of the zoning; the presence of any potential limiting physical features on the subject property; established streetscape characteristics; and whether the proposed development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

The intent behind the Zoning Bylaw’s use of setbacks is varied, however, in the context of a residential front setback it is generally to provide a physical separation between the road and residential dwellings; to improve traffic and pedestrian safety; to maintain an attractive streetscape by ensuring a uniform building line and discouraging encroachments (which could adversely affect overshadowing and privacy on adjacent parcels) and providing opportunities for openness and landscaping.

In considering this proposal, Administration recognises that use of the proposed garage is consistent with zoning, that the garage is unlikely to result in a loss of amenity at adjacent properties, and that there is one instance of a carport within the front setback on Solana Crescent (located on the adjacent property to the north).

Conversely, allowing for the development of a garage within a front setback is considered to represent poor streetscape design and is generally not representative of other development found on Solana Crescent (NOTE: proposed garage is to be built forward of the adjacent dwelling owned by the applicant); other options are available to the property owner (i.e. a smaller structure); reducing the front setback could create an expectation and/or perception that the Board will support other structures being developed within the front setback on this street; the 4.5m setback from the street to the garage door does not provide adequate depth to park a vehicle; and it has not been demonstrated that the embankment at the rear of the property precludes the siting of the garage at least 7.5 metres from the front parcel line or the as yet unknown scope of potential residential development “in the future”. For these latter reasons, Administration does not support the proposed variance.

Respectfully submitted:



T. Donegan, Planning Technician

Endorsed by:



C. Garrish, Planning Supervisor

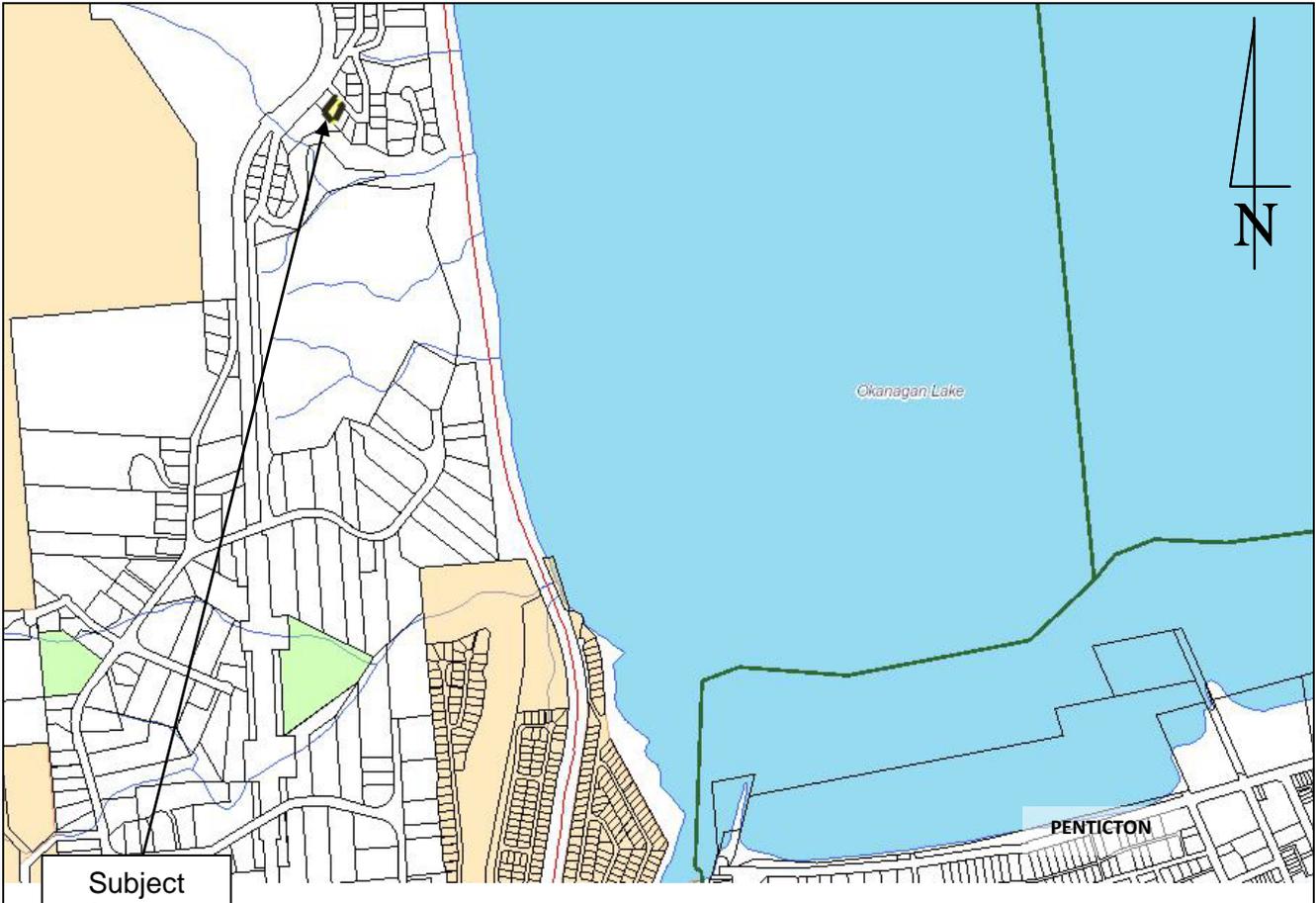
Endorsed by:



D. Butler, Development Services Manager

- Attachments: No. 1 – Context Maps
No. 2 – Applicant’s Site Plan
No. 3 – Applicant’s Elevation Plan
No. 4 – Street View (Google Earth)

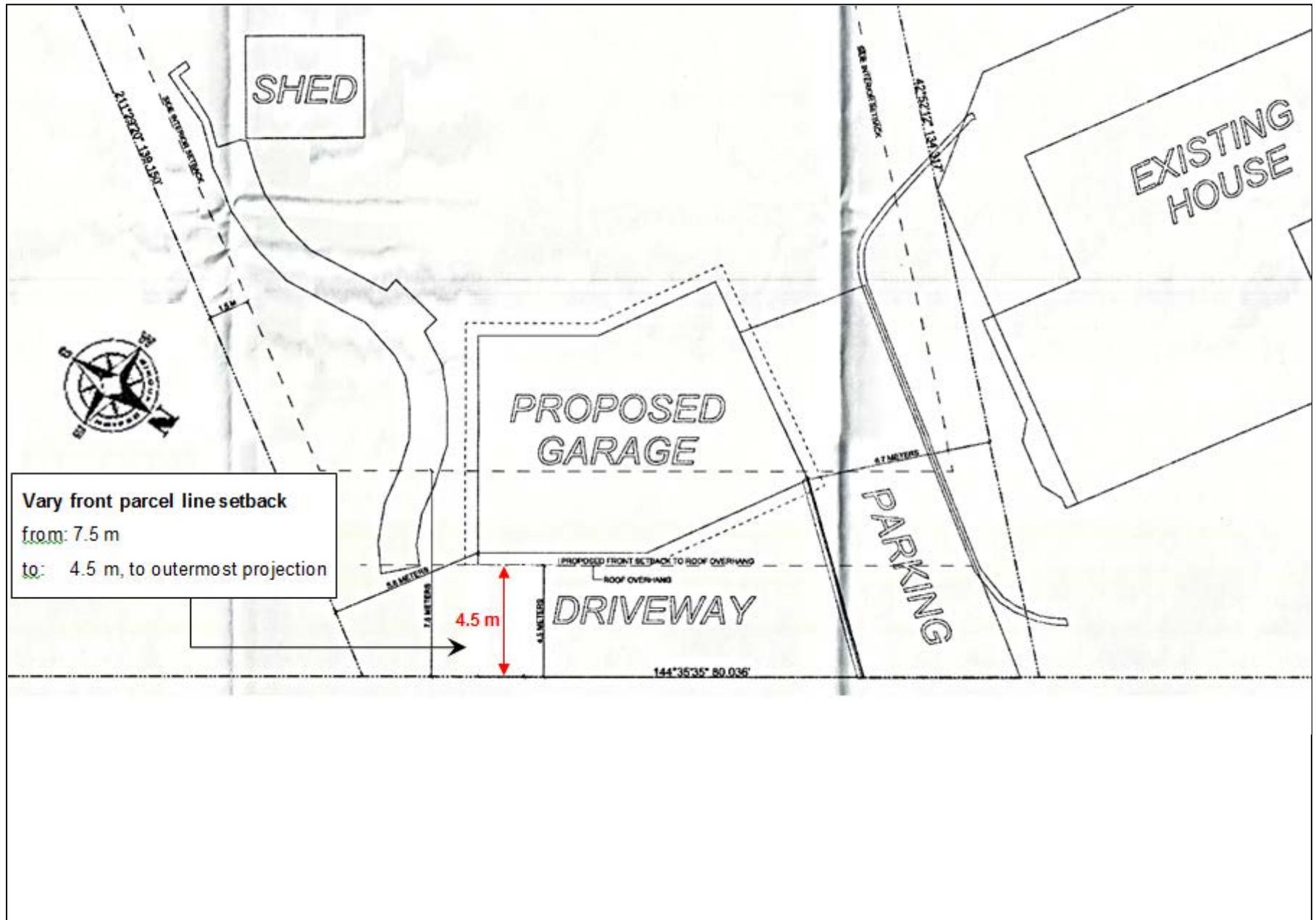
Attachment No. 1 – Context Maps



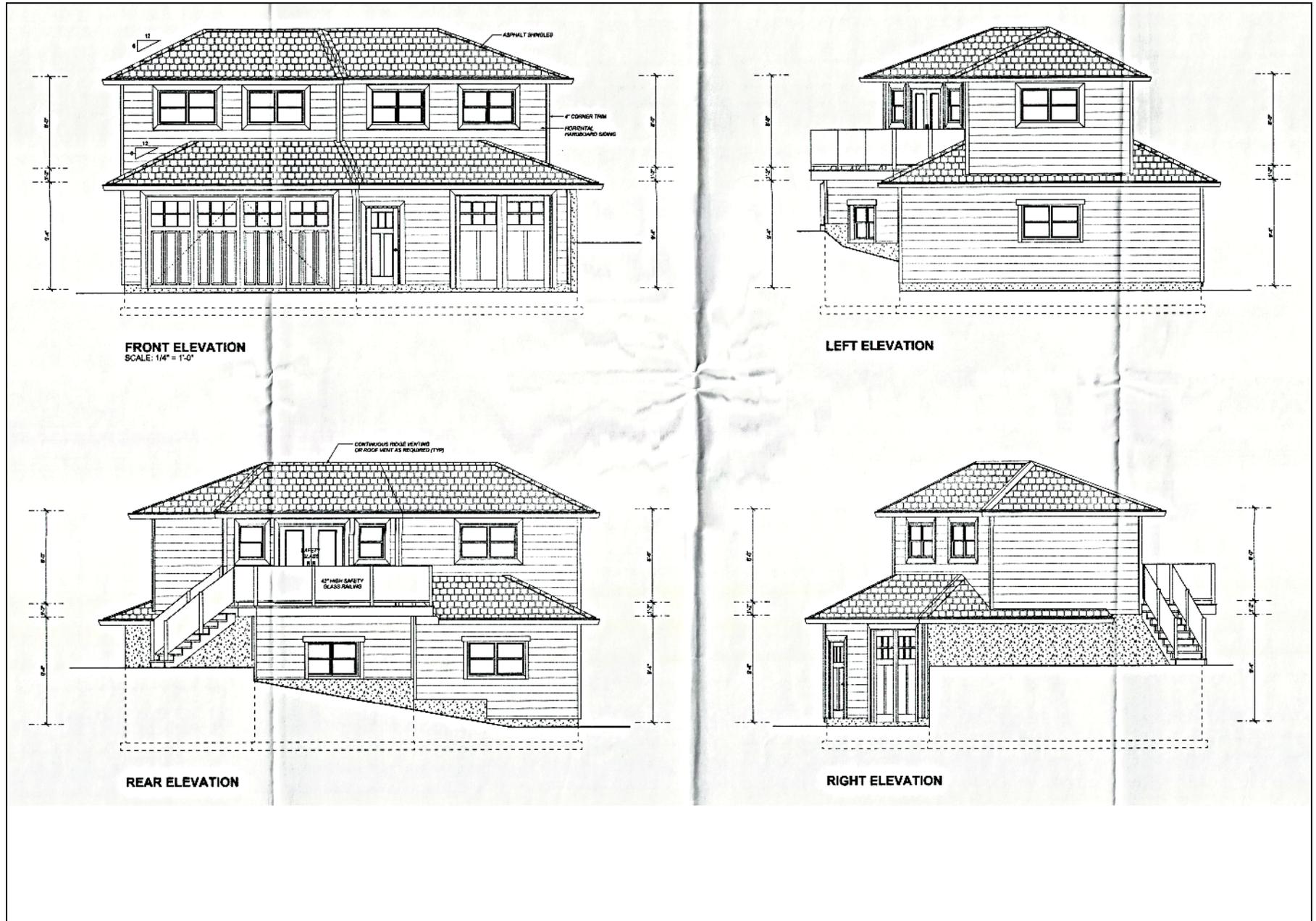
Subject Property



Attachment No. 2 – Applicant's Site Plan



Attachment No. 3 – Applicant's Elevation Plan



Attachment No. 4 – Street View (Google Earth)





Development Variance Permit

FILE NO.: F2014.148-DVP

Owner: Kerry Klamut
3857 Solana Crescent
Penticton, BC V2A-9A4

ADMINISTRATION

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 permit and permit drawings and/or figures, the permit figures stand.
4. This Development Variance Permit is not a Building Permit.

APPLICABILITY

5. This Development Variance Permit applies to, and only to, those lands, including any and all buildings, structures and other development thereon, within the Regional District as shown on Schedules 'X-1', 'X-2', 'X-3', and 'X-4' and described below:

Legal Description: Lot 17, Plan 13181, District Lot 2497, ODYD
Civic Address: 3857 Solana Crescent, Area "F"
Parcel Identifier (PID): 002-668-467 Folio: 715 06611.085

CONDITIONS

6. **Development Variance**
 - a) The minimum front parcel line setback for a principal building, as prescribed at Section 11.1.6.(a)(i) of the Electoral Area "F" Zoning Bylaw No. 2461, 2008, in the Regional District of Okanagan-Similkameen, is varied as follows:
 - i) from: 7.5 metres
 - to: 4.5 metres, as measured from the outermost projection, and as shown on Schedule 'X-2'.

7. **Covenant** Not Applicable

8. **Security** Not Applicable

9. **Schedule**

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

- (a) In accordance with Section 926 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 variance permit can be submitted.

Authorising resolution passed by the Regional Board on _____, 2015.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

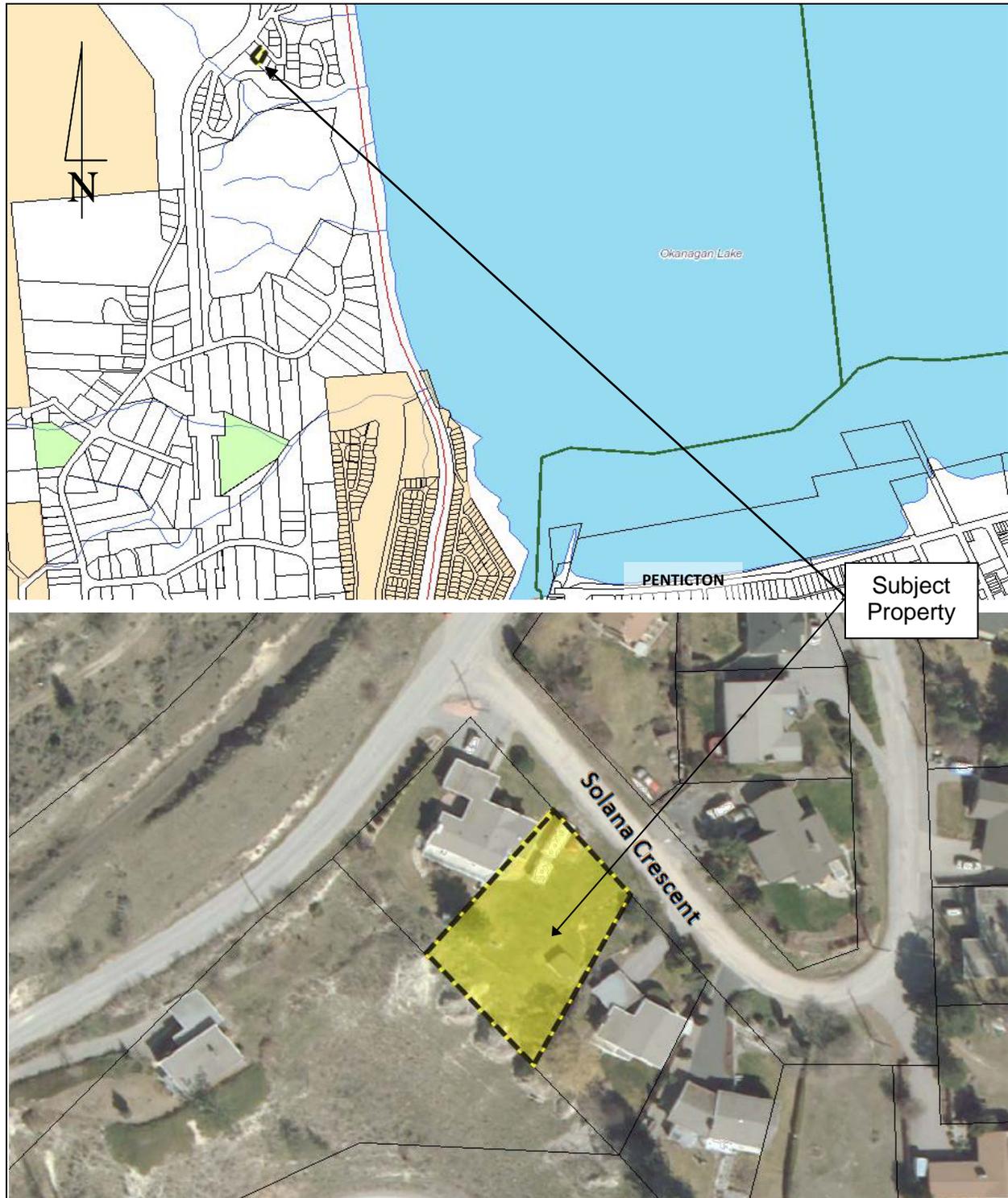
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

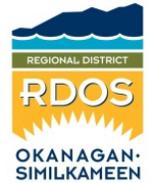
File No. F2014.148-DVP

Schedule 'X-1'



Regional District of Okanagan-Similkameen

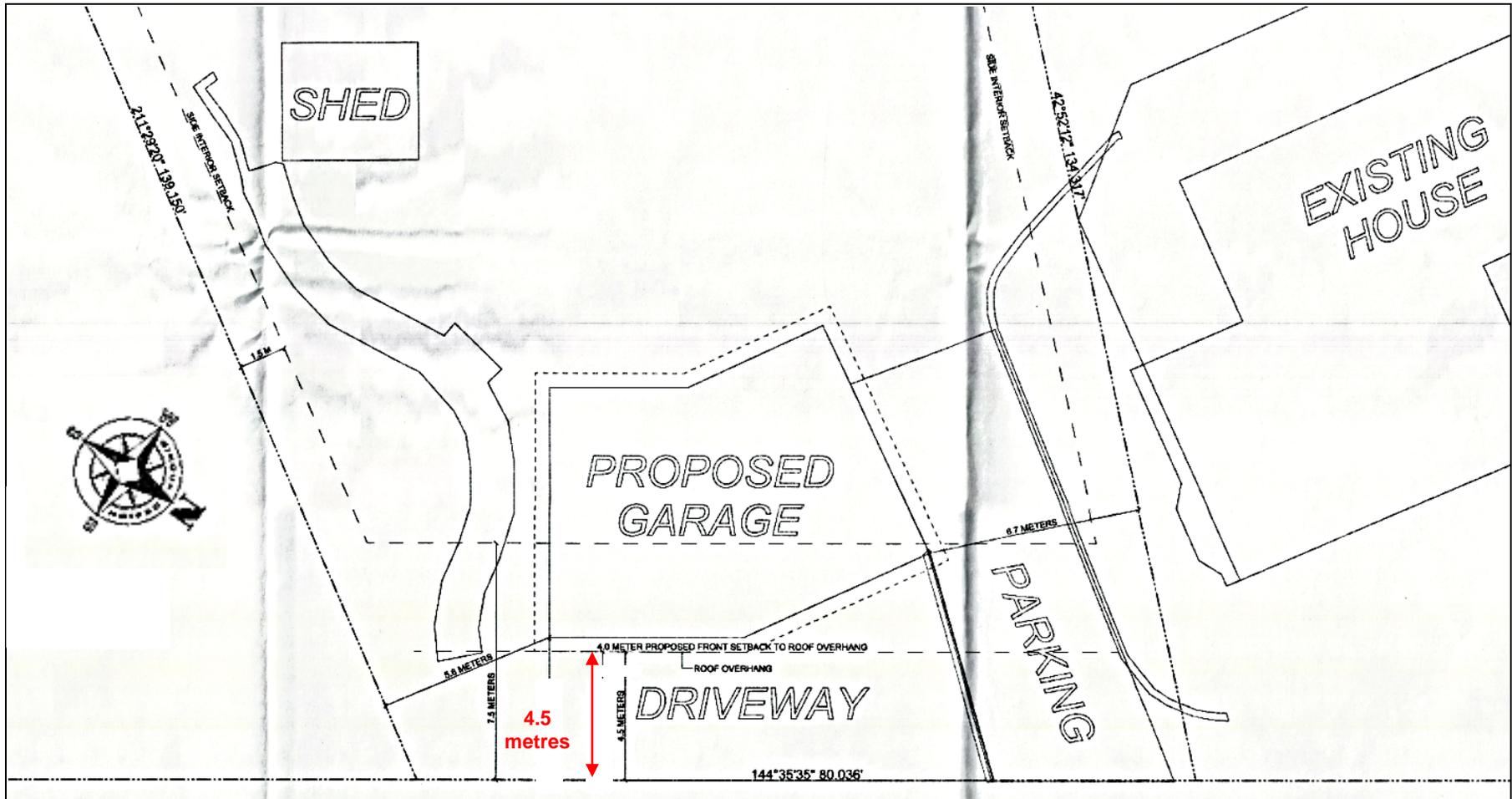
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2014.148-DVP

Schedule 'X-2'



Regional District of Okanagan-Similkameen

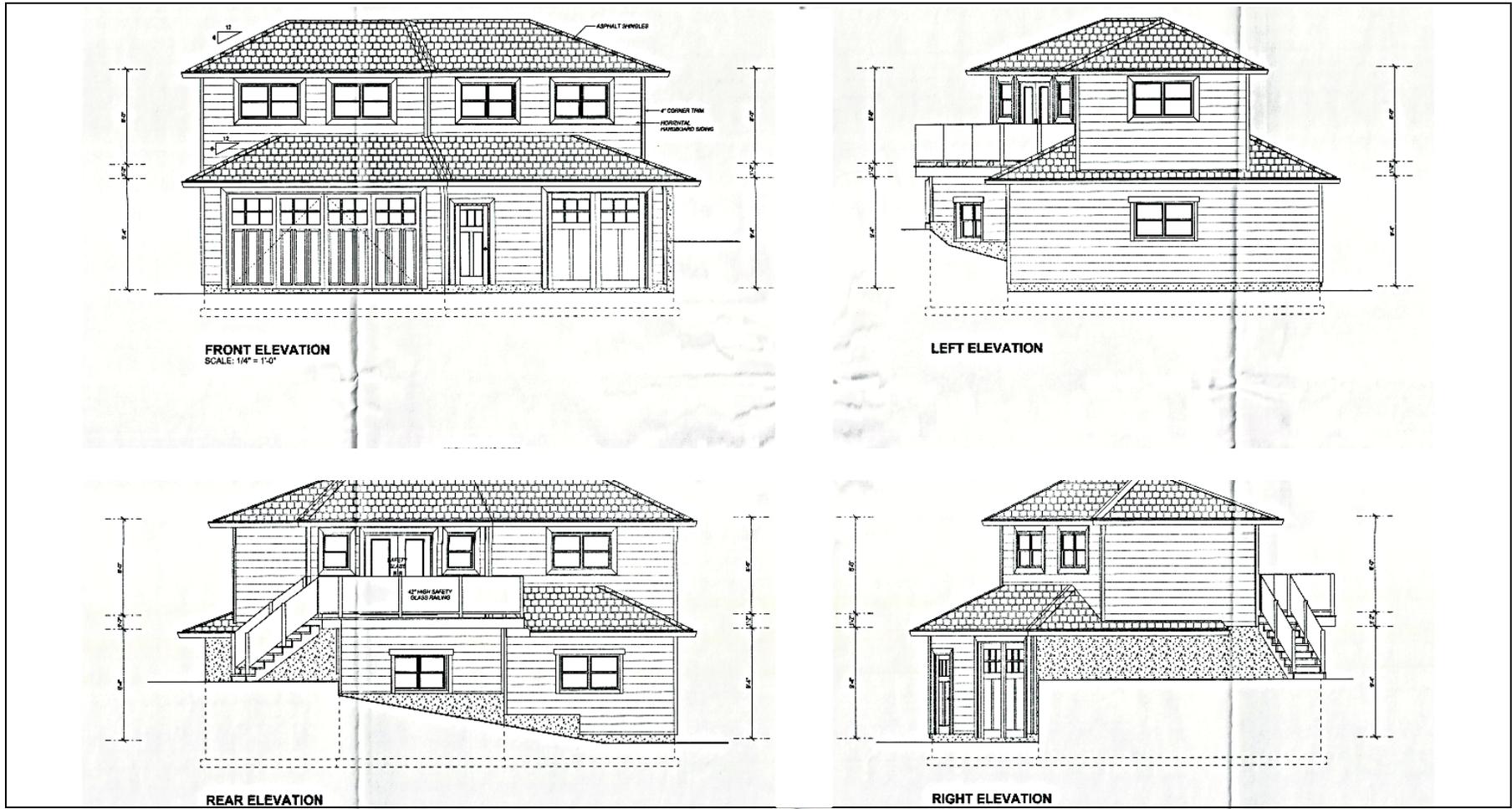
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2014.148-DVP

Schedule 'X-3'



Regional District of Okanagan-Similkameen

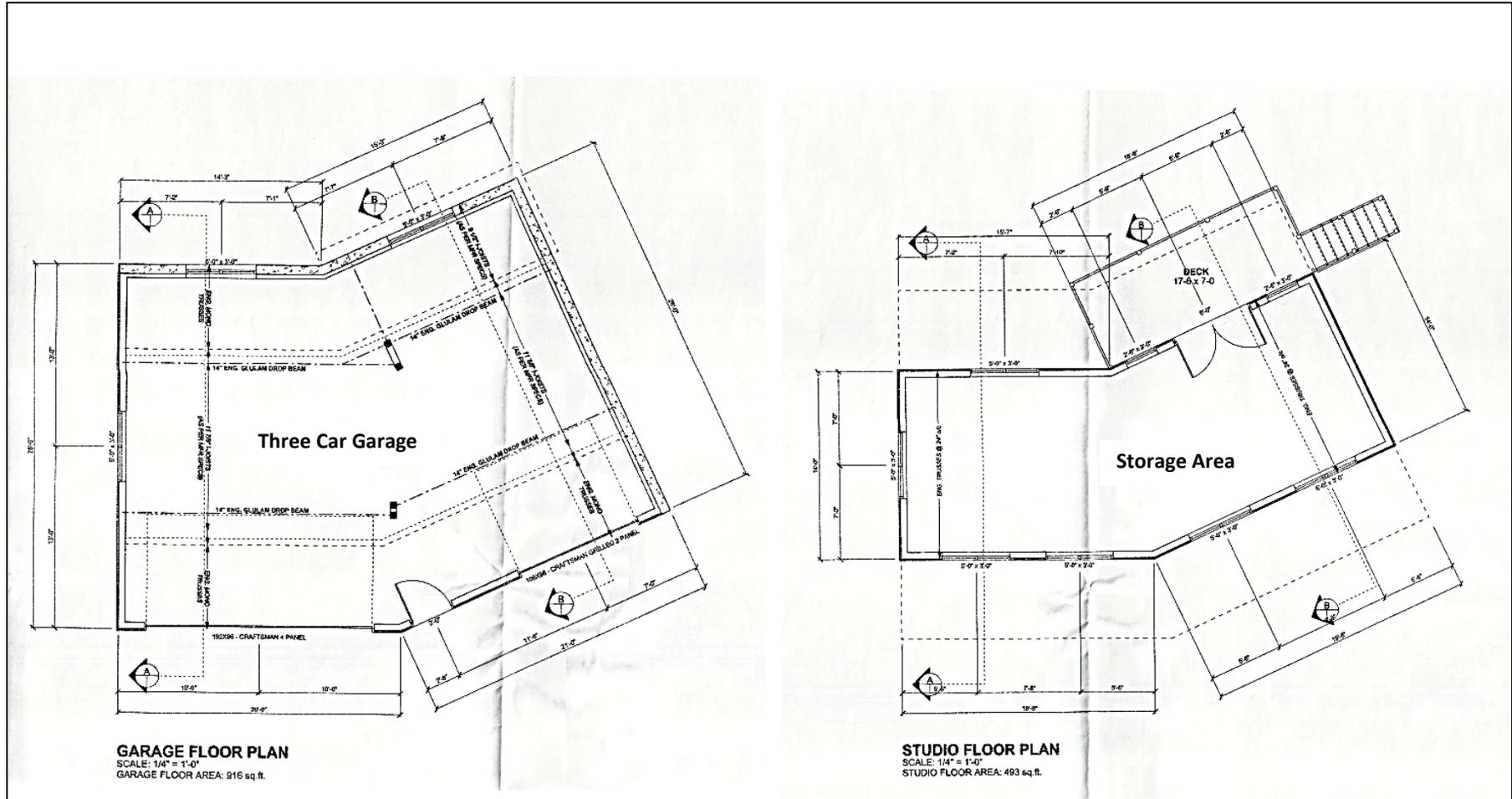
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2014.148-DVP

Schedule 'X-4'



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Zoning Bylaw Amendment — Electoral Area “E”

Administrative Recommendation:

THAT Bylaw No. 2459.16, 2015, Electoral Area “E” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the holding of the public hearing be delegated to Director Kozakevich or delegate;

AND THAT staff schedule the date, time, and place of the public hearing in consultation with Director Kozakevich;

AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

Purpose:

Administration is proposing that the Regional District Board resolve to initiate an amendment bylaw in order to address a potential issue with the zoning of the property at 126 Robinson Avenue (being Lot 6, Plan KAS540, District Lot 210, SDYD).

Specifically, when the Electoral Area “E” Zoning Bylaw was reviewed in 1995, it introduced a residential zoning to a property that had previously been zoned and developed for mixed-uses (i.e. commercial and residential). As a result, the commercial use of the site became legally non-conforming and subsequently lapsed in the intervening 20 years.

Recently, the property owner attempted to re-establish a commercial retail use at the site, and has advised that they were not aware that this was no longer permitted by the zoning bylaw.

Site Context:

The subject property is approximately 2,500 m² in area and is situated on the south side of Robinson Road in the Naramata Townsite. The property is seen to be comprised of a multi-unit townhouse development.

The surrounding pattern of development is characterised by a mix of commercial, residential and administrative uses given its location in the “heart” of the Naramata village.

Background:

Under the first zoning bylaw applied to Electoral Area “E” in 1972, the subject property was comprised in to separate parts (divided by an unmade laneway) with the western part zoned part Low Density Residential (R-1) and the eastern part General Business (C-3).

At its meeting of April 23, 1981, the Regional District Board adopted Amendment Bylaw No. 590, 1980, which changed the zoning of the western part of the property from R-1 to C-3 in order to

develop what was described as “a building for a number of general business uses with 8 dwelling units on the second floor” as this was consistent with the Settlement Plan then under preparation.

Following adoption, a Development Permit (No. 1-E-81) was issued on September 17, 1981, for a slightly modified plan which contemplated “the siting of two (2) offices and eight (8) residential suites on the ground floor with two (2) residential suites above and the front yard setback requirement [of] a minimum of five (5) feet ...”

When the Official Settlement Plan was replaced by the first Official Community Plan Bylaw in 1987, the Commercial (C) designation of the property was carried forward, however, when the OCP was again reviewed in 1993, the Commercial (C) designation was replaced by a Medium Density Residential (MR) designation.

When the 1972 Zoning Bylaw was subsequently reviewed and replaced in 1995, the zoning of the subject property was changed from C3 to Multiple Family 1 (RM1), which was carried forward at the time of the 2006 Zoning Bylaw review as well as the 2008 Repeal and Re-enactment process.

Referrals:

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required as the proposal is situated beyond 800 metres of a controlled area.

Alternative:

THAT Bylaw No. 2459.16, 2015, Electoral Area “E” Zoning Amendment Bylaw be denied.

Analysis:

It is unclear from Regional District files why the designation of the property was amended from Commercial to Medium Density Residential in 1993. In the absence of such files, it can only be surmised that this change was done for one of two possible reasons:

- to reflect how the site was being used at that time (i.e. commercial uses were no longer being undertaken); OR
- to reflect a new strategic direction endorsed by the Board (i.e. to encourage medium density development, or to reduce the amount of commercial space within the townsite).

Having set this new strategic direction, it is further surmised that the zoning of the subject property was subsequently changed to RM1 in 1995 in order to ensure compliance with the OCP.

In the intervening two decades, however, the OCP has been updated to include language supporting small-scale commercial development within the townsite as well as general commercial zoning in medium density residential areas “based on their contribution and impact to the general residential character of the area.”

It is also noted that the floor area of the two office/retail spaces are not each greater than 38 m², and would be accessory to the predominant residential use of the site (which represents approximately 814.2 m²). Accordingly, commercial uses are unlikely to adversely impact upon surrounding dwelling units and would be consistent with the commercial character of Robinson Road at this particular location.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

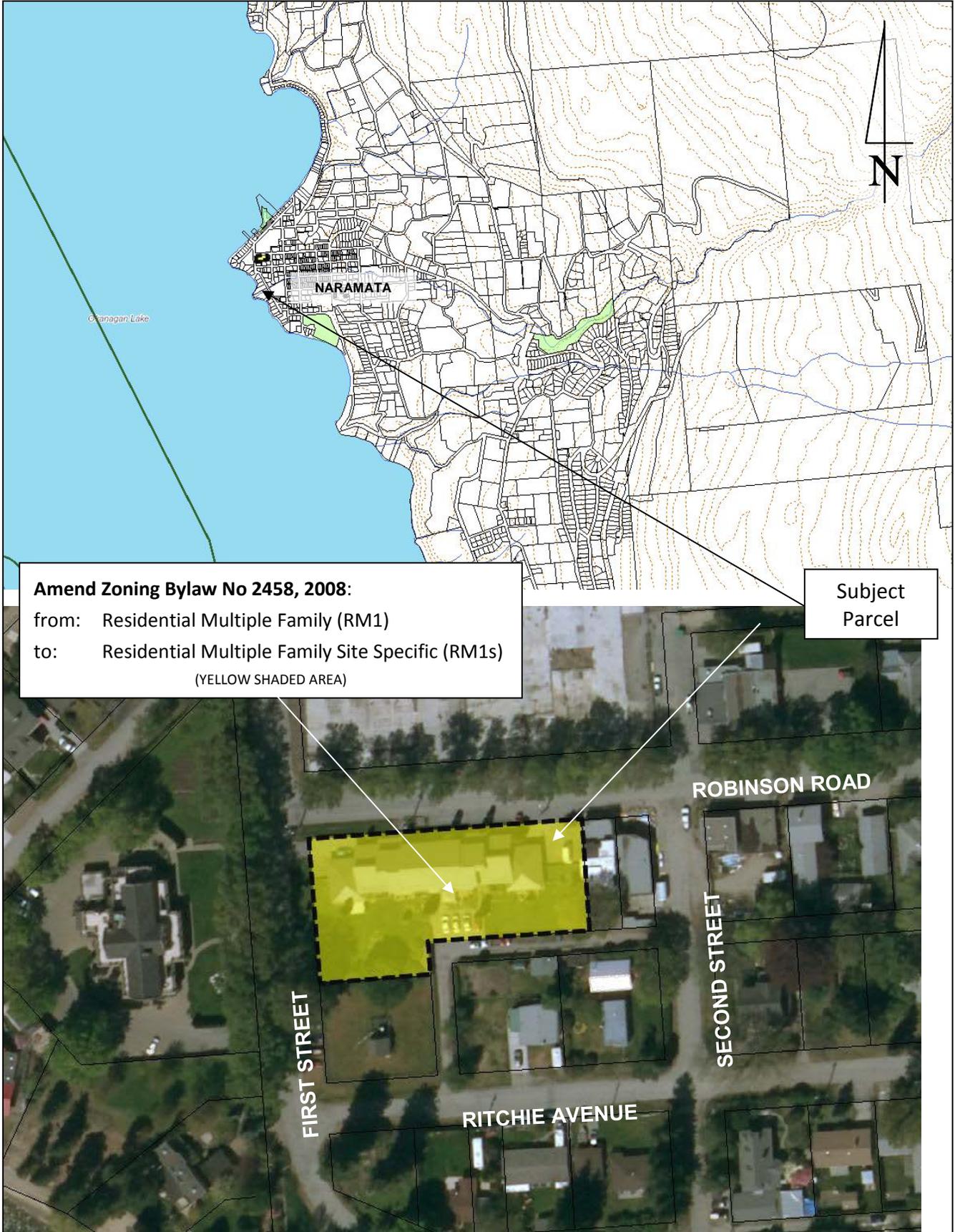
D. Butler

D. Butler, Development Services Manager

Attachments: No. 1 – Context Maps

No. 2 – Site Photo (Google Streetview)

Attachment No. 1 — Context Maps



Attachment No. 2 — Site Photo (Google Streetview)



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

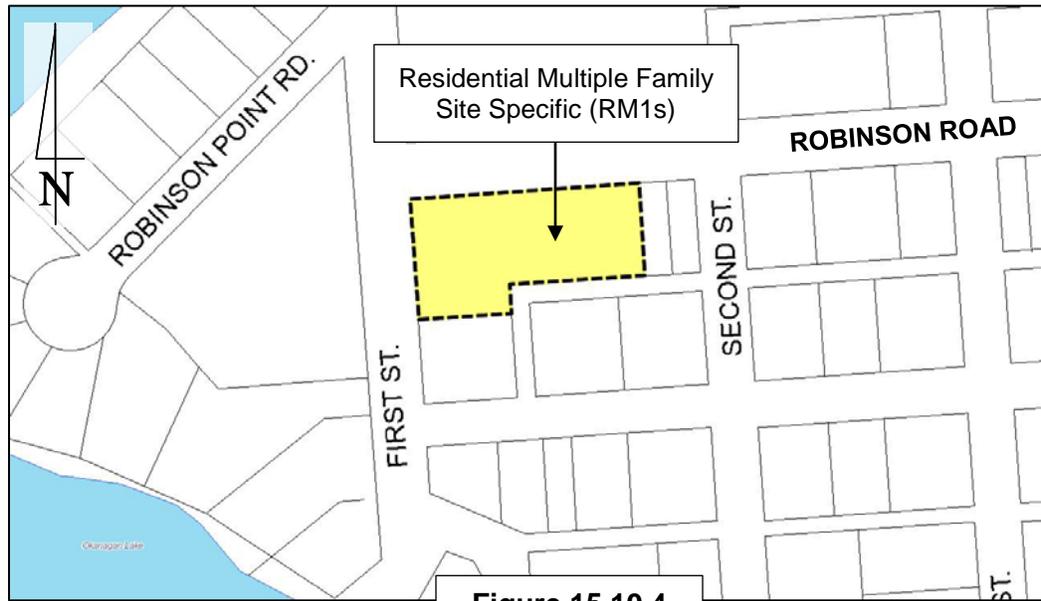
BYLAW NO. 2459.16, 2015

**A Bylaw to amend the Electoral Area “E”
Zoning Bylaw No. 2459, 2008**

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

1. This Bylaw may be cited for all purposes as the “Electoral Area “E” Zoning Amendment Bylaw No. 2459.16, 2015.”
2. The Zoning Bylaw Map, being Schedule ‘2’ of the Electoral Area “E” Zoning Bylaw No. 2459, 2008, is amended by changing the land use designation for the land described as Lot 6, Plan KAS540, District Lot 210, SDYD, and shown shaded yellow on the attached Schedule ‘Y-1’ (which forms part of this Bylaw) from Residential Multiple Family (RM1) to Residential Multiple Family Site Specific (RM1s).
3. The Electoral Area “E” Zoning Bylaw No. 2459, 2008, is amended by adding a new sub-section following Section 15.10.4, under “Site Specific Residential Multiple Family (RM1s) Provisions” to read as follows:
 - .4 In the case of land described as Lot 6, Plan KAS540, District Lot 210, SDYD, and shown shaded yellow on Figure 15.10.4:
 - i) the following principal uses shall be permitted on the land in addition to the permitted uses listed in Section 12.1.1:
 - a) “offices”; and

- b) “retail stores, general”.
- ii) the gross floor area of all “office” and “retail stores, general” uses occurring on the land shall not exceed 76 m².



READ A FIRST AND SECOND TIME this __ day of ____, 2015.

PUBLIC HEARING held on this __ day of ____, 2015.

READ A THIRD TIME this __ day of ____, 2015.

ADOPTED this __ day of ____, 2015.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

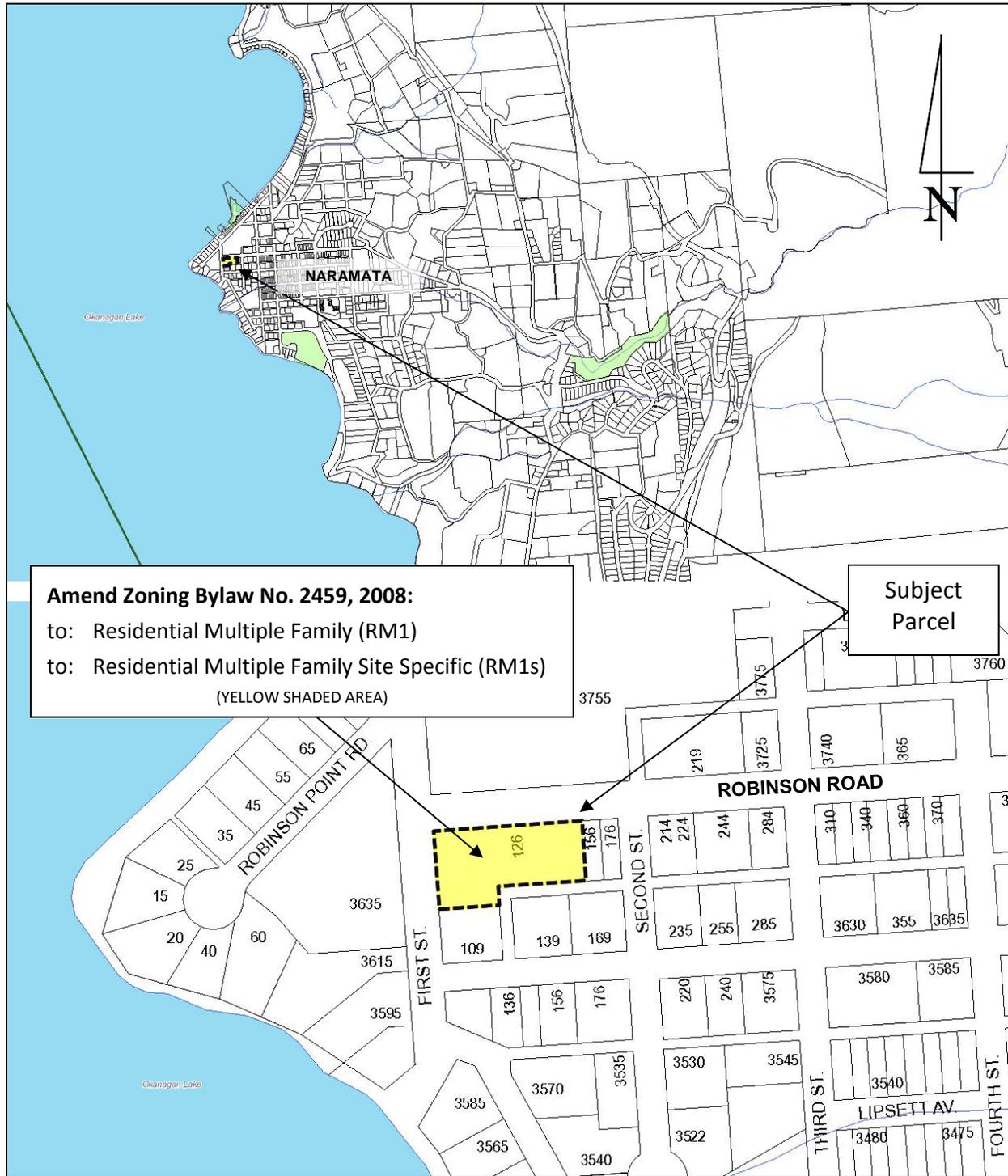
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2459.16, 2015

File No. E2014.144-ZONE

Schedule 'Y-1'



Lauri Feindell

From: Christopher Garrish
Sent: December-23-14 3:14 PM
To: Cooper, Diana FLNR:EX
Cc: Lauri Feindell
Subject: RE: Bylaw Referral - E2014.144-ZOEN - bylaw No. 2459.16

Thanks Diana,
Chris.

From: Cooper, Diana FLNR:EX [<mailto:Diana.Cooper@gov.bc.ca>]
Sent: December-23-14 3:13 PM
To: Planning
Subject: RE: Bylaw Referral - E2014.144-ZOEN - bylaw No. 2459.16

Hello Christopher,

Thank you for the referral regarding 126 Robinson Road, Naramata, PID 002-093-405, STRATA L 12 DL 210 SIMILKAMEEN DIVISION YALE DISTRICT STRATA PL K540 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPTN TO THE UNIT ENTITLEMENT OF THE STRATA L SHWN ON FORM 1. According to Provincial records there are no known archaeological sites recorded on the subject property. The property is in an area with potential to contain unrecorded archaeological sites however.

Archaeological sites (both recorded and unrecorded) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch. If any land-altering development is planned for the property, owners and operators should be notified that if an archaeological site is encountered during development, activities must be halted and the Archaeology Branch contacted at 250-953-3334 for direction.

Please review the screenshot of the property below (outlined in yellow). The high potential areas are denoted by the brown colour, the remainder is moderate potential.

If this does not represent the property listed in the referral please contact me.

Kind regards,

Diana



Diana Cooper | Archaeologist/Archaeological Site Inventory Information and Data Administrator

Archaeology Branch | Ministry of Forests, Lands and Natural Resource Operations
Unit 3 - 1250 Quadra St, Victoria BC V8W 2K7 | PO Box 9816 Stn Prov Govt, Victoria BC V8W 9W3
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>

From: Lauri Feindell [<mailto:lfeindell@rdos.bc.ca>]

Sent: Tuesday, December 23, 2014 2:44 PM

To: HBE@interiorhealth.ca; Cooper, Diana FLNR:EX; FBCLands@FortisBC.com; onareception@syilx.org; jpepper@syilx.org; Patsy Kruger (PKruger@pib.ca); Carrie Terbasket (CTerbasket@pib.ca); XT:Phillip, Joan Pentiction Indian Band EAO:IN

Cc: Christopher Garrish

Subject: Bylaw Referral - E2014.144-ZOEN - bylaw No. 2459.16

Please find attached a bylaw Referral along with Bylaw No. 2459.16. If you have any comments please forward to planning@rdos.bc.ca . Any questions can be directed to Christopher Garrish, at cgarrish@rdos.bc.ca.

Sincerely,



Lauri Feindell · Planning Administrative Assistant
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
p. 250.490.4107 · tf. 1.877.610.3737 · f. 250.492.0063
www.rdos.bc.ca · lfeindell@rdos.bc.ca

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Lauri Feindell

From: Beaupre, John <John.Beaupre@interiorhealth.ca>
Sent: January-21-15 2:34 PM
To: Planning
Subject: Zoning Amendment - RDOS File: E2014.144-Zone

Attention Christopher Garrish, MCIP RPP
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton BC
V2A 5J9

Dear Mr. Garrish:

Re: Proposed Zoning Amendment to Allow Limited Commercial Use
Lot 6, Plan KAS540, District Lot 210, SDYD
126 Robinson Road, Naramata

Thank you for the opportunity to provide comment on the above referenced proposed zoning bylaw amendment from the viewpoint of our policies and regulations governing wastewater and water supply.

This office has no objection to the proposed amendment to allow "offices" and "retail stores, general" as a permitted use with a limited gross floor area of these uses of not more than 76 square meters.

However it is recommended that prior to any change of use on the property the existing onsite sewage disposal system be assessed by an "Authorized Person" as defined in the Sewerage System Regulation to determine whether the existing disposal system(s) is adequate for sewage flows from the new use.

Please contact me with any questions you may have.

Thank you.

John C. Beaupre, C.P.H.I.(C)
Environmental Health Officer
Interior Health Authority
Penticton Health Protection
105 – 550 Carmi Avenue, Penticton, BC, V2A 3G6
Bus: (250) 770-5540
Direct: (250) 492-4000 Ext: 2744
Cell: (250) 809-7356
Fax: (250) 770-5541
Email: john.beaupre@interiorhealth.ca
Web: www.interiorhealth.ca

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Regional Snapshot 2013 - **For Information Only**

Background:

On April 1, 2010, the Board of Directors of the Regional District of Okanagan-Similkameen resolved unanimously to adopt the [Sub-regional Growth Strategy Bylaw No. 2421, 2007](#), known as the South Okanagan Regional Growth Strategy (RGS). With this accomplished, the focus of those involved with the RGS shifted from approval to implementation.

Once a Regional Growth Strategy is adopted, the *Local Government Act* (LGA) requires that ongoing monitoring be established to assess implementation and measure progress being made towards the stated objectives.

The RDOS committed to releasing a Regional Snapshot each year using a selection of the performance indicators. The data collected for this Snapshot was collected and analyzed by RDOS staff, through the use of the Information Service, Finance, Community Services and Planning Services.

2015 will mark five years since the RGS was adopted and therefore the Board will be asked at a future meeting on whether or not a full review of the RGS is warranted as mandated in the LGA. A cursory review of the RGS policies and data will be undertaken in 2015 by staff with input from member municipalities prior to the Board's consideration.

As part of orienting new members and reminding returning members of Councils and Directors on the impact of the RGS, a number of sessions are being planned in early 2015.

Alternative:

That the Board not receive the Regional Snapshot, Volume 5, 2013.

Analysis:

A region, such as the South Okanagan, is a complex system of interdependencies and relationships, politically, economically, socially and environmentally. The use of performance indicators has limitations, but over the long term, the data can be used to show certain trends or conditions. Fluctuations in data collected annually does not necessarily indicate a trend, per se, but may be a result of minor variations in data or variations that are insignificantly statistically. Long term collection of data is required in order to establish particular trends.

This is the fifth year that a Regional Snapshot has been produced. Establishing indicators with compatible and consistent data has been an ongoing challenge; however, for the most part, the ten key indicators used for the 2013 Snapshot now appear to be working well. Collection of energy data from Fortis has been problematic as their policies regarding data requests from local governments have changed. Future indicator information may need to be amended.

Some of the changes noted between 2012 and 2013 include: the overall estimated population has decreased slightly; no change to inclusions or exclusions of ALR lands; no change to land base for biodiversity and natural spaces; a slight decrease in the average home price, and an increase in housing starts for multi-family units; a continuing trend towards lower crime rate; and a downward trend in overall water consumption.

Respectfully submitted:



E. Riechert, Planner

Endorsed by:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

2013



REGIONAL
SNAPSHOT

SOUTH OKANAGAN REGIONAL GROWTH STRATEGY VOL 5 , 2013

2013 Report data collection and analysis credit: RDOS staff from Information Services, Finance and Planning Services.

Photo credits

Front cover Photo:
Google Earth



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Okanagan River oxbow (Mike Biden)



Naramata Benchlands (Mike Biden)



Burrowing Owl (Don Dabbs)



Introduction

Why and how indicators are being monitored

Indicators

Background

The south Okanagan region has been undergoing significant changes, from population growth and declines with associated development pressure, to a fundamental shift in agriculture brought on by the emergence of the wine industry in the valley

While these changes carry with them many positive benefits, such as economic growth and tourism, they also pose new challenges and force us to ask ourselves difficult questions about what the future should be for the south Okanagan.

The purpose of the south Okanagan Regional Growth Strategy (RGS) is to create a “big picture” vision for the south Okanagan over the next twenty years. In doing so, the RGS sets common social, economic and environmental objectives.

Once a RGS is adopted, the *Local Government Act* requires that ongoing monitoring be established to assess implementation and measure progress being made towards the stated objectives and an annual report on progress.

Indicators

In order to enable measurement of the progress being made in addressing the identified objectives, the RDOS created a set of Performance Indicators. In December of 2008, the RDOS released the RGS Baseline Study, which used the

established performance indicators to build a baseline picture of the region against which future measurement might be compared, using the baseline year of 2006 .

Each year, a snapshot report will be released that uses a selection of performance indicators to measure progress. In 2011 several adjustments were made to the data collected for the indicators that reflect the ongoing quality control of this project.

The following is the fifth of the annual reports on the state of the region which compares 2012 and 2013 data. Annual fluctuations and differences in data may indicate different values but it is important to realize that these may be insignificant statistically.

Statistics and Indicators

Monitoring progress on implementing the RGS can be best accomplished with a long term perspective in mind. Annual fluctuations of data may perhaps be misleading from a statistical perspective and any trend information presented should be recognized as potentially insignificant.

“If you don’t measure results, you can’t tell success from failure”

- David Osborne & Ted Gaebler



SECTION 1.
**POPULATION
GROWTH**

INDICATOR: Population Growth in the RGS Study Area	
Estimated population	
2012: 70,027	2013: 69,959

What is being measured?

The 2011 population was based on Provincial Census data. The 2012 and 2013 numbers are based on population estimates that are calculated by BC Stats, the provincial statistical agency. This indicator estimates the respective population growth rate of member municipalities. Population projections are not calculated for Electoral Areas by BC Stats, but are estimated based on percentage of Electoral Area populations.

Why is it important?

Population growth brings both benefits and challenges to a community. A growing population is integral to building a strong local economy. As the population grows more jobs are created to meet the demand for housing, retail goods and services. The challenge of a changing population is managing the growth in such a way that the values and character of the community remain strong.



If unchecked, development can have serious consequences on the environment, infrastructure, and, ultimately, on quality of life.

What does the RGS say?

The RGS doesn't specify whether population growth should be encouraged or discouraged.

Instead, the RGS provides policy direction that promotes sustainable development, if growth occurs.

How are we performing?

Based on provincial population estimates for 2012 and for 2013, the South Okanagan has had a slight decrease of 68 people, which would indicate a stable population overall.

Presently, 77% of the population, or 53,749 people, of the RDOS live within south Okanagan municipalities. Projections show that population generally is declining in rural areas.

The population data does not take into account the number of people who live in the area part time, often referred to as the 'shadow population' that may also play a role in future developments and often in rural areas.

.....

Note: Population estimates show increases for Summerland, Oliver, Area "D", and Area "E"

.....



SECTION 2.

AGRICULTURE

INDICATOR:
Amount of Land included in the ALR

Inclusions: 0 ha		Exclusions: 0 ha	
2012	2013	2012	2013

What is being measured?

This indicator tracks the success of the protection of agricultural land by measuring the amount of land that has been added or removed annually from the Agricultural Land Reserve within the RGS study area. This is determined through ALC applications approved for either inclusion or exclusion each year.

NOTE: farming activities also occur on agricultural land that is not in the ALR, and land in the ALR may not be actively farmed.

Why is it important?

Only 5% of BC's land is suitable for farming, making farmland a valuable commodity. With the goal of protecting agricultural land, the Agricultural Land Reserve (ALR) recognizes the importance of agriculture as an economic driver, and an important local food source.



Wineries and vineyards now form an important component of the agriculture and agri-tourism industries in the south Okanagan.

Within the south Okanagan, farming forms and integral part of the local and regional histories and economies.

What does the RGS say?

One of the key directives in the RGS is the protection of farmland and the agriculture industry in the south Okanagan by promoting the retention of farmland and by directing development to established growth areas.

The RGS goes further, recognizing the right to farm and promoting the enhancement of a sustainable local agriculture industry.

How are we performing?

Between 2012 and 2013, there were no changes to the Agricultural Land Reserve land base in terms of either inclusions or exclusions.





SECTION 3.

BIODIVERSITY & NATURAL SPACES

INDICATOR:
Annual & cumulative area of parkland and protected areas

Percentage of land base

2012: 11.4	2013: 11.4
------------	------------

What is being measured?

This indicator measures the total amount and percentage of total land area of parks and protected natural areas in the South Okanagan Regional Growth Strategy area. It includes lands zoned as a park and lands owned by Natures Trust of BC, The Nature Conservancy, Ducks Unlimited and The Land Conservancy. Some minor data adjustments were made for the 2011 information and are now established for 2012 and 2013.

Why is it important?

The Okanagan Valley supports some of the most rare flora and fauna in Canada. Several species exist only here and nowhere else.

From an environmental perspective parks and protected areas provide habitat and support biological diversity. Generally, the larger the park, the greater the habitat value.

From a social perspective, parks and protected areas provide focal points for community recreation, enhance aesthetic values, foster civic pride and encourage outdoor activities that contribute to personal health and vitality.

What does the RGS say?

The RGS recognizes at a fundamental level the intrinsic value of all components of the natural environment. The Strategy further acknowledges the relationship between a healthy environment and the quality of life enjoyed by residents of the south Okanagan.



The Nature Trust of BC has secured a 809 ha swath of grassland in the South Okanagan (photo by Nature Trust)

The policies of the RGS strongly support the conservation, protection and enhancement of ecologically sensitive lands and the retention of open spaces, parks and large rural holdings.

How are we performing?

The amount of land protected remained the same between 2012 and 2013.

Ecologically important tracts of lands throughout the RGS area are owned by conservation organizations such as Nature Trust BC, The Land Conservancy and the Nature Conservancy of Canada.



SECTION 4.

AFFORDABLE HOUSING

INDICATOR:
 Housing starts by structural type & average house price

Average house price

2012: \$314,494 2013: \$299,456

What is being measured?

This indicator measures the percentage mix of new housing starts by structural type, that is the number of buildings that are single family and those as multi-family. The average annual housing price calculated from homes sales is also measured.

Why is it important?

The range of housing types found within the total number has the potential of indicating overall community sustainability.

Specifically, developing complete communities that are accessible to their residents requires a mix of housing types. Generally, multi-unit dwellings are more affordable than single detached dwellings.



New affordable housing units for seniors and persons with disabilities constructed in Naramata in 2012.

CPI adjusted: \$283,984 (2012: \$303,300)

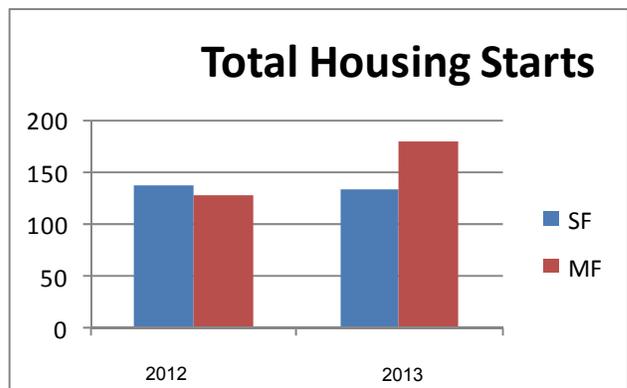
The Consumer Price Index (CPI) is an indicator in consumer prices experienced by Canadians. It is obtained by comparing, over time, the cost of a fixed good (eg Housing) using a constant base year cost. The base year used for the CPI is 2010.

What does the RGS say?

The RGS strongly encourages the development of compact, complete communities in the south Okanagan. In order to achieve this, the RGS promotes "accessible" housing, which addresses a number of barriers to housing, including affordability.

How are we performing?

Average house prices appear to have decreased in most areas within the RGS. The number of multi-family units have risen and are all located within member municipalities.





SECTION 5.
ENERGY USE

INDICATOR:
total energy consumption

Per Capita total consumption (GJs)

2012: 19.41 2013: unkown

What is being measured?

In the south Okanagan, the two primary sources for energy are electricity and natural gas. This indicator has been measuring the total amount of energy used in in the south Okanagan, both per capita and in total. One GJ is equal to 277.8 kWh of electricity or 26.1 m³ of natural gas, or 25.8 litres of heating oil.

This indicator averages the total amount of consumption of electricity and gas and divides that amount by the estimated population to obtain the per capita use.

Fortis has recently been reviewing its position and capacity to handle energy data requests, therefore the data previously used is unavailable for 2013.



Why is it important?

Residential building energy consumption shows how much energy residents of the south Okanagan consume. Total energy use would include all other activities such as industrial and commercial. The generation of energy is associated with environmental impacts to land, air and water resources. However, different sources of energy have different environmental impacts. For instance, natural gas results in significant greenhouse gas (GHG) emissions and other air emissions, while hydro-electric power generation may cause harm to water resources and to habitat.

What does the RGS say?

The RGS supports that efficient management of community energy use and carbon emissions is one aspect of building sustainable communities. The reliance on non-renewable fossil fuels poses serious challenges to our long term sustainability.

In addition, the Strategy encourages the efficient use of infrastructure to reduce the cost burden of constructing additional infrastructure services.

How are we performing?

Previous indicator reports showed that there does appears to be a slightly downward trend in overall energy consumption.

It appears that the per capita consumption is slightly higher for electricity users than those using natural gas. Electricity use per capita amounts to 21.92 and gas per capita use amounts to 16.90.

Future reports will most likely be using a slightly different energy consumption indicator.



One Gigajoule (GJ)

Of gas will cook over 2500 burgers, or , keep a 60 watt bulb lit continuously for six months



SECTION 6.

WATER MANAGEMENT

INDICATOR:

water consumption

Litres per capita (combined use)

2012: 849

2013: 742

What is being measured?

This indicator uses the data collected from eight water utilities of the South Okanagan. These utilities include: Penticton, Summerland, Osoyoos, Oliver (including rural Oliver), Faulder, Sage Mesa, West Bench, and Naramata.

Why is it important?

In the South Okanagan, water availability is a concern. With the population growth and increases in water demand for agriculture, there is a potential shortfall in supply relative to demand in the next decades.

Outdoor domestic use accounts for about 25% of water used in the Okanagan, indoor domestic 7%, agricultural irrigation accounts for approximately 55%, with commercial and other users making up the rest of consumptive water use. The shift to viticulture in many parts of the study area may use overall less water but relies heavily on water supplies in the early fall, a time when supplies are typically at their lowest level.



There have long been concerns that our water supply is over allocated; licenses have been given for more water than is actually available.

What does the RGS say?

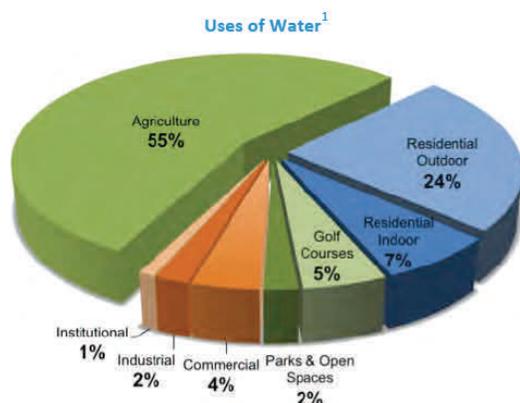
The RGS promotes water sustainability through conservation and related best practices. This policy includes 10 actions for communities, organizations and governments to work collaboratively to ensure that water remains available for all future uses.

How are we performing?

Starting in 2011, this indicator uses data from several water utilities. The new BC Water Use Reporting Centre developed by OBWB has assisted with the ability to collect consistent data information.

Residential use of water only amounts to approximately 269 litres / day per capita. The average domestic water use in Canada is 329 litres/day.

1. OBWB Okanagan Water Supply & Demand Project, 2011





SECTION 7.

MUNICIPAL SOLID WASTE

INDICATOR:

Municipal solid waste disposed per capita

Average daily waste (kg/person/day)

2012: 3.38 (1.39)

2013: 4.17 (1.37)

What is being measured?

This indicator provides data on the annual amount of municipal solid waste (MSW) disposed in landfills or incinerated by residential, commercial, institutional, demolition, land clearing or construction sources.

Total MSW includes both actual waste being landfilled and the amount being diverted.

More specifically, this indicator is measured in kilograms (kg) of solid waste per person per year and consists of measurements taken from the Campbell Mountain. Data does not include other diverted waste that includes propane tanks, tire, oil and oil filters, and oil containers.

Data is also shown for the amount of landfilled waste per capita. This amount is the waste going into the landfill after the diverted waste is taken into account.

Why is it important?

By taking measures to reduce waste, such as recycling, composting and diverting waste, we can reduce the environmental impact that solid waste represents.

In addition, reducing the volume of solid waste that goes to RDOS landfills extends the lives of the facilities, reducing the need for additional landfills and the associated capital costs.

What does the RGS say?

The Infrastructure section of the RGS speaks directly to reducing solid waste production by promoting and encouraging targets for waste reduction, by developing best practices and by supporting public awareness and action around waste management.

The growth strategy also addresses waste reduction by directing the efficient use of existing infrastructure over the development of new infrastructure.

How are we performing?

Data collected between 2012 and 2013 includes the amount of diverted waste and the amount of landfilled waste. Data shows that although the *total* amount of waste increased the amount of diverted waste also increased from 2.05 kg/person/day up to 2.80 kg/person/day.

In 2013, the amount of landfilled waste was 1.37 kg/pp/day This indicates that almost 70% of waste is being diverted from the landfill.





SECTION 8.
**SOCIAL, CULTURAL
& THE ARTS**

INDICATOR:
Crime rate

Crime rate per 1000 population
2012: 70.75 2013: 61.46

What is being measured?

This indicator measures the number of Criminal Code offenses (excluding traffic offenses) per 1,000 population. Criminal Code offences include property (e.g. break and enter, theft, fraud, mischief), violent (e.g. homicide, sexual and non-sexual assault, abduction, robbery) and other crimes (e.g. prostitution, gaming & betting, disturb the peace).

Data contained in 2013 data varies slightly from previous years and reflects the most accurate data. New for 2013 is data separated for Osoyoos and Oliver. For the south Okanagan, there are now five policing jurisdictions: Summerland, Penticton, Penticton Provincial (RCMP), Osoyoos, and Oliver.

Why is it important?

Crime rate statistics are used as an indicator of community safety, where the lower the crime rate is, the safer the community.



The RCMP patrols the entire RGS study area.

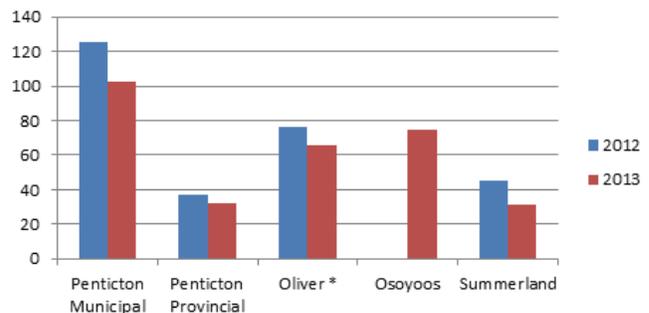
What does the RGS say?

One of the primary directives of the RGS is to establish “safe, culturally diverse and healthy communities.”

The RGS proposes to achieve this by supporting emergency planning and by supporting the local police authority in its awareness programs for crime reduction.

How are we performing?

Crime Rate per 1000 by Jurisdiction



Crime rates have generally stayed steady or decreased in most areas. This trend reflects the overall trend of decreasing criminal code offences since 2006 in the South Okanagan, and in BC generally.

Crime rates on average for the RGS area are lower than those of BC, where the average is 74.5 per 1000 for 2013.

In 2013, BC reached its lowest crime rate in more than two decades.

Trails (km)

2012: 1861 (total)

2013: 1861

What is being measured?

The total length of trails in kilometers and use: cycling, mixed, motorized, non-motorized.

Cycling: 313 km Mixed: 195 km

Motorized: 449 km Non-motorized: 904 km

Why is it important?

Well planned trails and greenway systems contribute to a livable community by connecting people to nature and providing connections between neighbourhoods and key destinations. Trails promote a healthy lifestyle and encourage alternative transportation choices. Trails can also provide an economic benefit by attracting visitors to the area and can strengthen awareness of the heritage and natural history of an area.

What does the RGS say?

The RGS supports the creation of walkable neighbourhoods and pedestrian & cycle networks that offer both recreational and alternative transportation opportunities.

How are we performing?

Data from the Regional Trails Master Plan (RTMP) was used for this indicator. It provides the definition of a trail as embracing the broad range of trails primarily used for recreation but also function as transportation/ commuting corridors and tourism and economic assets.

Implementing the RTMP in 2013 is being done in several stages. These include acquisition, management, and capital improvements.

The acquisition stage is the first step in the development of any new trails. Acquisition includes negotiation with land owners or first nations to secure trail routes. Current RDOS tenures include provincial License of Occupation, provincial management agreements, and provincial permit to construct within a Right of Way.

After a trail is acquired, an appropriate level of maintenance needs to occur to ensure that the trail meets RDOS trail standards for public safety.

Capital Improvements are required to make major improvements that will improve the Regional trail network over the next ten years and provide a world class trail network that connects the communities in the region and beyond.

Successes in 2013 include:

- License of Occupation for the KVR between Kaleden to OK Falls
- Kaleden to OK Falls resurfacing (4 km)
- Arawana Road to Little Tunnel resurfacing (6 km)
- First year for a summer Trails crew who worked on trail maintenance including brushing, signage, and minor bridge repairs.



The KVR trail over Naramata attracts a number of visitors every year.

SOCIAL, CULTURAL & THE ARTS

INDICATOR:

Public Funding for the Arts

Percentage (%) of budget

2012: 11.5

2013: 8.2

What is being measured?

This indicator measures the percentage of funding committed to the arts and culture allocated from local government's budget each year, *including* capital expenditures.

Why is it important?

Financial support for arts, culture, diversity and heritage indicates a commitment to building community and fostering civic pride. As well strong support for these activities may better position a community to attract and retain economic development.

Funding for Arts includes supporting a number of well known community facilities within the South Okanagan including the theatres, museums, art galleries and libraries.

What does the RGS say?

The RGS supports and encourages a strong arts community and encourages the identification and protection of important cultural places.

How are we performing?

The overall averages showed a general decrease in arts and recreation funding. A slight increase was noted in the RDOS arts and recreation expenditures; however, all the member municipality's budgets show a decrease for arts and recreation spending. Overall budgets for both the inclusion and exclusion of capital expenditures show a decrease.



Completion of the Frank Venables Theatre in Oliver

Penticton Museum 2013 exhibition:





Analysis & Summary

Indicators

This Regional Snapshot Report uses a number of performance indicators that enable us to measure the progress being made in addressing objectives contained within the Regional Growth Strategy (RGS). An indicator is a measure that reveals a condition, a trend, or an emerging issue. This report, which is the fifth annual 'Regional Snapshot' uses data collected for the year 2013 and compares it to 2012 data. The first 'Snapshot' combined the years 2006 through to 2009.

There are limitations to the use of indicators. A region comprises many subsystems with complex relationships and interdependencies. Many indicators are too crude to capture any type of site specific condition, they also rely on 'after the fact' data information. Data capture for indicators may also have inconsistencies. However, to be able to perceive any trends with information, monitoring indicators continues to be a worthwhile exercise, particularly over the long term.

Trends

Overall it appears that the South Okanagan was relatively stable in terms of the 10 indicators assessed in this report. A number of indicators seem to point towards a positive move in meeting objectives contained in the RGS. These include: decreasing housing price, increasing number of multi family starts, a decrease in water consumption and

decreasing crime rates. However, whether these indicators will prove to be consistent in the long term remains to be seen.

Data

RDOS staff continue to fine tune and collect data for each of the indicators to adjust for any inconsistencies. Other plans such as the Trails Master Plan also provides extra data that can be incorporated into a meaningful indicator. It is anticipated that data issues will continue to be addressed to provide more consistent collection in future years. Some indicators proved to be more challenging than others to obtain useful regional information. For example, the type of energy data that can be collected.

One of the newer positive data collection tools was the BC Water Use Reporting Centre. This Reporting Centre allows utilities to provide current water use data and access historical data for trending. Data is now collected from eight water utilities within the RGS area.

Water quality both for the 'out of the tap' water and for the ambient lake and stream water quality also proved to be challenging to collect. The Province categorizes any water system with two more users as a community system but there is no central water monitoring agency that collects water quality data.



Looking Ahead

Future Updates

The next Regional Growth Snapshot report will be prepared using 2014 data should be ready later in 2015 or early 2016. Data received from the 2011 census will be continue to be made available as different components are released. However, given the demise of the mandatory Stats Canada 'long form' much of the data traditionally collected will no longer be as accurate therefore new measures may need to be decided.

A number of data issues were resolved for the 2011 report, and appear to working well for the collection of data for 2012 and 2013.

Indicators may also evolve as better information becomes available. For example, new water use reporting tool to monitor many of the larger water utilities that has proven valuable for water data collection. This tool may be expanded to include smaller and private systems. Energy data will need to change in the future and possibly reflect overall GHG emissions.

Working with member municipalities to ensure that data can be measured consistently is part of the ongoing implementation of the RGS. For example, water consumption, solid waste and building permit statistics.

A number of projects within the RGS area by both the RDOS and municipalities will continue to shape the future of the South Okana-

gan. Some of these projects, such as the Bio-diversity strategy, (Keeping Nature in Our Future) is a direct result of implementing the RGS, while others, such as the Trails Master Plan and a Regional Transit Study melds nicely into the goals of the RGS.

In order to monitor the long term trends and results of decision making based, or not based, on the goals of the RGS, annual monitoring encompassing key indicators continue to play a vital role in measuring success.

The vision of the RGS is a long term commitment to manage growth that is rooted in sustainability. The RGS will help inform the shape, densities, location of future development and also informs communities on living more sustainability.



Rural, residential and natural landscape

G/Development Services/RGS/Monitoring/Snapshot 2013

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
Date: February 19, 2015
RE: Award for Construction Lake Hill Road Pedestrian Corridor

Administrative Recommendation:

THAT the Board receive the February 10, 2015 Aplin Martin tender evaluation report and recommendations for award of the “Construction of Lake Hill Pedestrian Corridor”; and,

THAT the Board award the “Construction of Lake Hill Pedestrian Corridor” project to Grizzly Excavating LTD. in the amount of \$508,865 excluding GST, with the full understanding that the funds are identified in the unapproved 2015 Budget; and,

THAT the Board authorize the Chair and Chief Administrative Officer to execute the contract.

Reference:

Aplin Martin Tender Evaluation Letter
Budget Bylaw

History:

Lake Hill Road is Kaleden’s main east/west thoroughfare that connects Highway 97 to Skaha Lake passing by community amenities such as a community hall, library, store and post office. The road is narrow and winds down steep grades with little or no room for safe passage of pedestrians. The Kaleden Community Association and Kaleden Parks and Recreation Commission noting increased pedestrian use, requested that RDOS staff explore the potential of providing safe passage for pedestrians on Lake Hill Road. Feasibility for a pedestrian corridor was assessed by conducting a class ‘c’ estimate by an engineering consultant in 2013. Using the same approach and experience gained from the West Bench Pedestrian Corridor project, it was determined that a 1.9km pedestrian corridor could be designed and constructed along Lake Hill Road for an estimated \$500,000.

The Province of British Columbia has committed to a financial contribution for the project in the amount \$250,000. The RDOS has proposed to match that contribution through the Electoral Area ‘D’ Community Gas Tax fund.

In March of 2014 the engineered design and construction management component of the project was awarded to Aplin Martin. Through Aplin Martin a final design was completed and a Permit to Construct was issued by the Ministry of Transportation and Infrastructure. During the design and approval process additional works were identified that were not part of the original class ‘c’ estimate. This delayed timelines to complete the construction drawings and have increased the overall project costs. The scope of work now includes land purchase, storm water infrastructure and a retaining wall.

Alternatives:

- Approve the contract award on the understanding that the RDOS contribution is in the 2015 Budget, but not yet approved.
- Award the contract at the reduced scope from Dogwood Ave to Ponderosa Ave for the amount of \$413,000.
- Not award the project.

Analysis:

The tender for construction of the Lake Hill Pedestrian Corridor upgrade work closed on January 30, 2015. Seven bids were received.

The following table provides the tender prices presented, excluding GST.

Contractor	Total Tendered Price
Grizzly Excavating Ltd.	\$508,865.00
Sierra Landscaping Ltd.	\$569,234.07
Triahn Enterprises	\$650,056.00
Copcan Civil Ltd.	\$699,027.00
Colmar Construction	\$713,956.75
Superior Excavating	\$816,690.00
Arterra Construction	\$864,164.82

All submissions received were over the \$500,000 total project budget and do not include the design, construction management fees, land purchase, storm drainage or other incurred costs.

The Provincial Government has committed to contribute additional funds to cover all, or parts, of the land purchase and other expenses. The Regional District funds will come out of the Area "D" Community Works Program and are identified in the 2015 Budget.

The tender document was structured to allow for flexibility in scope making the western most 400m from Dogwood Ave to Highway 97 an optional component. By eliminating the westerly most section of the project it reduces the construction amount by \$95,000 and brings the project back within the budgeted amount. Based on the reduced scope of the project the price from the low bidder is \$413,000 to complete 1.5 km of the Pedestrian Corridor.

Based on the short construction window and the commitment to the Funds for additional scope of work from the Electoral Area 'D' Community Gas Tax Funds and the Provincial Government, it would seem beneficial to exercise the economies of scale and construct the total project.

Respectfully submitted:

"Justin Shuttleworth"

J. Shuttleworth, Park/Facilities Coordinator

[Click here to enter text.](#)



February 10, 2015

A&M File: 14-602B
RDOS Project No. 2013-RDOS-11

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

Attention: Justin Shuttleworth – Parks and Facilities Coordinator

Dear Sir:

Re: Tender Evaluation
Roadway Pedestrian Corridors - Kaleden Tender

We have reviewed the seven tenders received on Friday, January 30th, 2015 for the Roadway Pedestrian Corridors in Kaleden, and provide you the following recommendation that this contract be awarded to Grizzly Excavating Ltd.

A. ACCURACY OF TENDER

Upon review, all seven (7) of the tenders are considered accurate as submitted.

B. COMPLETENESS OF TENDER

All tender submissions were complete.

C. CONSTRUCTION SCHEDULE

All tender submission identified a schedule with construction complete by May 31st, 2015.

D. PRICE EVALUATION

A spreadsheet of all unit prices tendered, including average is attached to this report. We consider the overall prices of the low bidder to be favorable to Grizzly Excavating Ltd.

Grizzly Excavating Ltd.	\$ 508,865.00
Sierra Landscaping Ltd.	\$ 569,234.06
Triahn Enterprises Ltd.	\$ 650,056.00
Colmar Construction Ltd.	\$ 713,965.75

PROJECT MANAGEMENT ■ ENGINEERING ■ PLANNING ■ SURVEYING

SURREY:
201-12448 82 Avenue
Surrey BC V3W 3E9
604-597-9058

VANCOUVER:
910-1111 West Hastings
Vancouver BC V6E 2J3
604-678-9434

KELOWNA:
454 Leon Avenue
Kelowna BC V1Y 6J3
250-448-0157

CALGARY:
9-2611 37 Avenue NE
Calgary AB T1Y 5V7
403-250-8199

general@aplinmartin.com
www.aplinmartin.com

Copcan Civil Ltd.	\$ 699,027.00
Superior Excavating Services	\$ 816,690.00
Arterra Construction Ltd.	\$ 864,164.82

Based on this information, **Grizzly Excavating Ltd.** has the lowest compliant bid of **\$508,865.00** excl. GST.

E. CONSULTANT'S FAMILIARITY WITH LOW BIDDER

Aplin & Martin Consultants Ltd. has direct working experience with Grizzly Excavating Ltd. and can confirm their acceptable corporate reputation and knowledge of the specifications.

F. RECOMMENDATION OF AWARD

We have reviewed the unit prices tendered and consider them favorable to Grizzly Excavating Ltd.

On the basis of their low bid, and in our opinion that the Contractor is competent and capable of performing the work, we recommend that the Regional District Okanagan-Similkameen award the Tender to Grizzly Excavating Ltd. The total amount including Optional items, \$508,865.00 excluding GST.

Yours truly,

APLIN & MARTIN CONSULTANTS LTD.

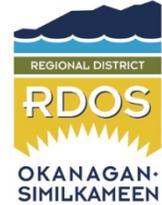


Cory Barker, P.Eng
Project Manager

CB

Enclosure

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Penticton Area Cycling Association – Three Blind Mice Trail Network

Administrative Recommendation:

THAT the Board of Directors provide a letter of support for the Penticton and Area Cycling Association's Crown Land Section 57 application to operate a mountain bike trail network, known as the '3 Blind Mice'.

Reference:

- Penticton and Area Cycling Association letter of request
- Map

History:

The 3 Blind Mice is a mountain bike and hiking trail network that covers approximately 4,300 acres of Provincial Crown and City of Penticton owned land. The trails were constructed over a number of years by recreational enthusiasts and recently, the Penticton Area Cycling Association (PACA) has taken a leadership role in formalizing the trail network.

Formalizing such a trail network includes receiving authorization from the land owners. In 2013 PACA signed a 5 year Licence to Use Agreement with the City of Penticton for 330 acres of municipal land which represents a portion of the trail network. In 2014 PACA applied for a Section 57 (formal licence) with the Province of B.C. which would allow PACA to operate a network of trails over the remaining portion of the trail network which covers approximately 4000 acres of Crown Land within Electoral Area E.

As a condition of the Provincial application, PACA was requested to undertake a Master Plan for the area. An International Mountain Bike Association (IMBA) consultant was hired to complete the plan. The plan provides the Province, PACA and stakeholders with a clear set of guidelines for the construction and safe operation of trails on Crown Land.

Alternatives:

1. That the Board not support the Penticton and Area Cycling Association's Crown Land Section 57 application to operate a mountain bike trail network, known as the 'Three Blind Mice'.

Analysis:

Respectfully submitted:

M. Woods, Manager of Community Services

February 11, 2015

Dear RDOS board members:

The Penticton & Area Cycling Association (PACA) is a non-profit organization that was formed in 2008 with the goal of providing the South Okanagan with a voice for cyclists. As such, the club has become a resource of information for local and visiting cyclists, and for local government and groups. The club works hard to advocate for cycling. Ultimately, PACA is dedicated to promoting both mountain and road biking in the Penticton area for all ages. The club is committed to forming networks of support in the community and to raise awareness of biking outdoors safely.

An exciting grassroots movement is underway in Penticton to develop the region as a world-class, adventure cycling destination. The proposed project includes the preparation of a Master Plan and development of fully authorized mountain bike trails in an area known as “3 Blind Mice” – this area is comprised of approximately 330 acres of City-owned land (already authorized with a Licence to Use Agreement as of September 2013) and 4,000 acres of provincially owned land. PACA is in the process of applying for a partnership agreement with the BC Ministry of Forests, Lands and Natural Resource Operations (Recreation Sites and Trails BC) to officially authorize use of the provincially owned portion.

It is anticipated that the 3 Blind Mice network will complement the community’s urban and rural trail systems, which connect to and include portions of the Trans Canada Trail and BC’s renowned Kettle Valley Rail Trail.

We request a letter of support for our application to Rec Sites & Trails BC to sanction various mountain bike trails in the 3 Blind Mice network. We have already begun this process by hiring Alpine Bike Parks to produce a Trail Master Plan.

Thank you for your support.

Penticton & Area Cycling Association



KVR

KVR

Little Tunnel

Rock Ovens Regional Park

Adra Tunnel

KVR

Naramata

Manitou Park

Creek Park

Electoral Area E

Three Blind Mice Trail Network

Okanagan Lake

KVR

City of Penticton

Campbell Mountain

Electoral Area D

Carmi



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Amendment Bylaw 2675.01 Electoral Area "G" Gas Tax Reserve Fund Expenditure Bylaw

Administrative Recommendation:

THAT Amendment Bylaw No. 2675.01, 2015 Electoral Area 'G' Community Works Gas Tax Reserve Fund Expenditure Bylaw be read a first, second and third time, and be adopted.

Reference:

Bylaw 2675, 2014

History:

The Board approved Bylaw 2675, 2014 at the October 16, 2014 Board meeting. The bylaw allowed the use of Area "G" Community Works money for an UV treatment system for the Olalla Water system.

Analysis:

There are two sections of water main on Main Street that have exceeded their life and need to be replaced. Once these sections have been replaced, a section of water main suspected of high leakage can be abandoned.

The upgrades to the distribution system are seen as a more pressing need than changes to the treatment system at this time. As such, it would be beneficial to broaden the scope of the expenditure bylaw to allow for various improvements and upgrades to be addressed within the Olalla Water system.

The Area G Community Works Gas Tax reserve fund had a balance of approximately \$497,000 as at December 31, 2014. The expenditure bylaw authorizes \$200,000 of this amount for the Olalla Water System.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2675.01, 2015**

**A bylaw to amend the Electoral Area 'G' Community Works (Gas Tax) Reserve
Fund Expenditure Bylaw 2675, 2014**

WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen established by Bylaw 2675, 2014 the expenditure of reserve funds for Olalla Water Ultra Violet treatment system;

AND WHEREAS the Regional Board wishes to amend the scope of expenditures from the Electoral Area "G" Community Works (Gas Tax) Reserve Fund in the bylaw;

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

CITATION

1. This bylaw may be cited for all purposes as the "Electoral Area "G" Community Works (Gas Tax) Reserve Fund Expenditure Amendment Bylaw No. 2675.01, 2015".

AMENDMENT

2. Section 1 of Bylaw 2675, 2014 is amended by:

Replacing "The expenditure of \$200,000 from the Electoral Area 'G' Community Works (Gas Tax) Reserve Fund is hereby authorised for the Olalla Water UV treatment system."

with

"The expenditure of \$200,000 from the Electoral Area G' Community Works (Gas Tax) Reserve Fund is hereby authorised for capital projects within the Olalla Water system."

READ A FIRST, SECOND AND THIRD TIME this ____ day of _____, 2015

ADOPTED this ____ day of _____, _____.

RDOS Board Chair

Chief Administrative Officer

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 19, 2015

RE: Bylaw 2688 Area "B" Community Works Gas Tax Expenditure – Fairview Heights Irrigation District Well Installation

Administrative Recommendation:

THAT [Bylaw No. 2688, 2015](#) Electoral Area "B" Community Works Gas Tax Reserve Fund Expenditure Bylaw be read a first, second and third time, and be adopted

History:

Fairview Heights Irrigation District (FHID) is a registered Improvement District with letters of patent (1951) located on the Cawston Bench in the Similkameen Valley south of Keremeos.

The service area involved is roughly 720 acres of irrigated lands with 190 residential units. The FHID maintain four wells, but one failed this past season and there is a need for increased capacity. The proposed funds will be utilized to drill and install a well to accommodate their needs.

Improvement and Irrigation Districts were previously eligible for Infrastructure Grants from Senior Levels of Government. The Province terminated that practice a few years ago, restricting infrastructure grant eligibility to local governments, one would assume, to encourage a reduction in the number of small water purveyors and for those systems to revert into the public domain. Whether it was an intention of the recently increased scope of Community Works Fund, it would seem that this application would contradict the Provincial direction on public water systems.

However, the new Community Works Fund agreement does allow for not-for-profit organizations to be the recipient of RDOS gas tax funding as long as they meet the new eligibility criteria, which is very broad as long as the funds are for public use or benefit. This project has been vetted by UBCM and deemed to qualify for gas tax funding.

Analysis:

The total project cost for the well installation is estimated at \$250,000. The Fairview Irrigation District is anticipating borrowing to fund half of the project and requesting up to \$125,000 of Community Works Gas Tax funding to support half of the total project costs.

The Area B Community Works Gas Tax reserve fund had a balance of approximately \$311,000 at December 31, 2014.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2688, 2015

A bylaw to authorize the expenditure of monies from the Electoral Area 'B' Community Works (Gas Tax) Reserve Fund for Fairview Heights Irrigation District well installation

WHEREAS Section 814(3) of the Local Government Act, R.S.B.C. 1996, c.323 and Section 189 of the Community Charter authorises the Board, by bylaw adopted by at least 2/3 of its members, to provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS the 'Electoral Area 'B' Community Works (Gas Tax) Reserve Fund' Expenditure has sufficient monies available for Fairview Heights Irrigation District well installation

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

1. This bylaw may be cited as the 'Electoral Area 'B' Community Works (Gas Tax) Reserve Fund Expenditure Bylaw No. 2688, 2015'

The expenditure of not more than \$125,000 from the Electoral Area 'B' Community Works (Gas Tax) Reserve Fund is hereby authorised for Fairview Heights Irrigation District well installation.

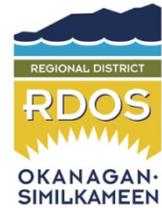
READ A FIRST, SECOND, AND THIRD TIME this day of ,2015

ADOPTED this day of , 2015

RDOS Board Chair

Chief Administrative Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Advisory Planning Commission (APC) Appointments

Administrative Recommendation:

THAT the Board of Directors appoint the following as members of the Electoral Area “C” Advisory Planning Commission until October 31, 2018:

Bill Michael	Sara Bunge
David Janzen	Ed Machial

and,

THAT the Board of Directors appoint the following as members of the Electoral Area “G” Advisory Planning Commission until October 31, 2018:

Jeff Rowe	Gary Lawrence	Brad Clifton
Neil MacLeod	Walter Despot	Gary Ross
Robert Quaedvlieg	Don Bartlet	

History:

Bylaw No. 2339, being a bylaw of the Regional District of Okanagan Similkameen, provides for the creation of Advisory Planning Commissions for each of our electoral areas.

Section 3 of the Bylaw establishes that the role of the Commission is to provide recommendations to the Regional District on all matters referred to it by the Regional District or by its Electoral Area Director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw and permits under Divisions 2, 7, 9 and 11 of Part 26 of the *Local Government Act*.

Section 4 of the Bylaw provides for the appointment of members, requiring the Board, by resolution, to appoint members to each Commission on the recommendation of the respective Electoral Area Director.

At least two-thirds of the members of a Commission for an Electoral Area shall be residents of that electoral area and the members should represent a cross-section of the people and geographic zones in its jurisdiction.

Commission appointments shall be made by the Board for terms which run concurrent with the Board

term, and no term of appointment shall extend beyond term of the Electoral Area Director unless re-appointed by the Board.

An Electoral Area Director, Alternate Director, Regional District employee or officer are not eligible to be members of the Commission but may attend a meeting of the Commission in a resource capacity.

Analysis:

Directors Schafer and Christensen have requested that the above names be appointed as members of the Electoral Areas "C" and "G" Advisory Planning Commission.

Respectfully submitted:

"C. Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2675, 2014

A bylaw to authorize the expenditure of monies from the Electoral Area 'G' Community Works (Gas Tax) Reserve Fund for the Olalla Water UltraViolet treatment system

WHEREAS Section 814(3) of the Local Government Act, R.S.B.C. 1996, c.323 and Section 189 of the Community Charter authorises the Board, by bylaw adopted by at least 2/3 of its members, to provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS the 'Electoral Area 'G' Community Works (Gas Tax) Reserve Fund' Expenditure has sufficient monies available for Olalla Water UV treatment system.;

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

1. This bylaw may be cited as the 'Electoral Area 'G' Community Works (Gas Tax) Reserve Fund Expenditure Bylaw No. 2675 2014'

The expenditure of \$200,000 from the Electoral Area 'G' Community Works (Gas Tax) Reserve Fund is hereby authorised for the Olalla Water UV treatment system.

READ A FIRST, SECOND, AND THIRD TIME this 16th day of October, 2014

ADOPTED this 16th day of October, 2014


RDOS Board Chair


Chief Administrative Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Naramata Parks & Recreation Commission Appointments 2015/2016

Administrative Recommendation:

THAT the Board of Directors re-appoint the following people as members of the Naramata Parks and Recreation Commission for the periods indicated:

THAT a letter be forwarded to Charmaine Hardardt thanking her for her contribution to the Naramata Parks and Recreation Commission.

Name	Term	Expires
Dennis Smith	2 years	February 31, 2017
Deborah Linton	2 years	February 31, 2017
Jeff Gagnon	2 years	February 31, 2017
Darren Rettie	2 years	February 31, 2017

The following members continue to serve the Naramata Parks & Recreation Commission.

Name	Expires
Lyle Resh	February 31, 2016
Maureen Balcaen	February 31, 2016
Jim Pearmain	February 31, 2016

Reference:

Bylaw 2108, 2001 Naramata Parks & Recreation Commission Establishment Bylaw.

History:

It is the recommendation of the Naramata Parks and Recreation Commission to re-appoint the following members to the Commission. An invitation to submit names has been placed in the local newspaper inviting those interested in volunteering for the commission to apply for the 2 vacate positions.

Respectfully submitted:

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Olalla Local Community Commission Appointments

Administrative Recommendation:

THAT the Board of Directors appoint the following to the Olalla Local Community Commission for a four year term ending with the next local government election in October, 2018:

**Daniel Banman
Stanley David Bobowski**

**Kevin Connard Hoffman
Georgianne Sanders**

Reference:

Bylaw No. 1609, 1995

History:

In 1995, a bylaw was established to provide for the formation of the Olalla Local Community Commission (LCC). The powers and duties of the Olalla Local Community Commission shall include the delegation of administrative powers, by the Regional District with respect to the supply, treatment, conveyance, storage and distribution of water. The Commission is to consist of four elected commissioners, all of whom must reside in the local community, and the Electoral Area "G" director. Commissioners serve without remuneration but are entitled to reimbursement for expenses in connection to their duties.

The LCC has experienced some challenges recruiting members. Since 1999, the Regional District Board of Directors has had to appoint members to Commission. In 2012, as a result of insufficient interest expressed from those eligible to sit on the Commission, an Olalla Water Advisory Committee was formed as a temporary measure until a more permanent structure was determined.

Because no nominations for Commissioners were received for the last local election, the Board of Directors resolved the following at the December 11, 2014 Board meeting:

"THAT the Board of Directors appoint four qualified people to the Olalla Local Community Commission for a four year term ending with the next local government elections in 2018.

THAT, if a sufficient number of individuals are not appointed, the Board of Directors initiate the dissolution process for the Olalla Local Community Commission and establish an Advisory Committee in its place. – CARRIED"

Analysis:

Director Christensen has provided the names of four individuals who are willing and eligible to serve on the commission.

Respectfully submitted:

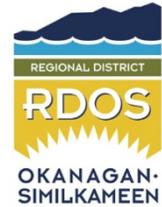
"Gillian Cramm"

G. Cramm, Administrative Assistant

Endorsed by:

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 19, 2015
RE: Similkameen Parks & Recreation Commission Appointment of Members
2015/2016

Administrative Recommendation:

THAT the RDOS Board re-appoint the following as members of the Similkameen Parks & Recreation Commission for the periods indicated:

Name	Position	Term	Expires
Jodie Carter	Member	1 Years	December 31, 2015
Peggy Boucher	Member	1 Years	December 31, 2015
Marnie Todd	Member	2 Years	December 31, 2016
Charlene Cowling	Member	2 Years	December 31, 2016
Marie Marven	Member	2 Years	December 31, 2016

Reference:

Bylaw 1649, 1996 Similkameen Recreation Commission Establishment Bylaw.

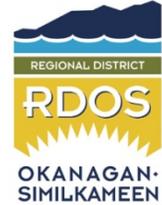
History:

It is the recommendation of the Similkameen Recreation Commission to re-appoint the following members to the Commission. An invitation to submit names has been placed in the local newspaper inviting those interested in volunteering for the commission to apply for the vacant position.

Respectfully submitted:

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 5, 2015
RE: RDOS Fees and Charges Bylaw No. 2680, 2015

Administrative Recommendation:

THAT Bylaw No. 2680, 2015 Regional District of Okanagan-Similkameen Fees and Charges Bylaw be read a first time.

Reference:

Local Government Act

Analysis:

Bylaw 2680 repeals Bylaw 2650, 2014 and provides the following changes in accordance with the 2015 budget.

Schedule 2 (Building Permit Fees) The amendments include:

- **New Section 9** – Health and Safety Inspection. This section has been added to allow for a fee for health & safety related inspections which may not be associated with a building permit. All subsequent sections have been renumbered accordingly.
- **Section 11.2 – File Searches and Comfort Letters.** This section has been amended to allow billing to customers for information readily available on Parcel Information Maps.
- **Section 14 – Legal Documents.** The amendment includes a separate line and fee for the title search in addition to the fee for the on-line document search.

Schedule 3 (Planning and Development Fees). The amendments include:

- **Section 3.1(b)** Extend reduced vacation rental fee opportunity to from July 1, 2015 to December 31, 2015.
- **Section 13.0** Legal Documents – The amendment includes the removal of the existing 13.2; and the increase in the State of Title Search
- **Section 16.0** – new fee proposed for the preparation of a Letter of Concurrence for a Cell/Communication Tower - \$400.00

Schedule 4 (Bylaw Enforcement Fees) Section 1 – The amendments include:

- **Section 1.3** the addition of a fee for Dangerous Dog maintenance
- **NEW Section 1.4** the ability to recoup veterinarian costs as invoiced
- **Section 2.0 and 3.0** general fee adjustments

Schedule 5 (Public Works and Engineering Services Fees). The amendments include.

- **Section 3 Water Systems** - Naramata Community Water System and Street Lighting;
- 1.5 Capital Charge – separating domestic & irrigation lines- fee removed in relation to dualling and amount has been incorporated into rates
- Overall Rates increased 3%

Section 3 Water Systems - Olalla Water System

- Overall rate decrease of 2.5%

Section 3 Water Systems West Bench Water System

- The restructuring of the fee schedules to address the capital and renewal fund changes will change overall fees.
- In 2014, an average residential bill included a basic single family dwelling charge, a capital charge, a renewal fund charge and an irrigation charge totalling on average, \$1,566.
- In 2015, the average single family dwelling charges will amount to approximately \$1,036. The overall decrease in the average bill of \$530 is offset by the addition of a parcel tax of \$548 for the debt servicing of the capital upgrade. The combined overall increase of new parcel tax and water rates is approximately \$18 or 1.15%.

Section 3 Water Systems - Gallagher Lake Water System

- The fees included in the 2014 fees and charges bylaw were incorrect. A single family dwelling charge showed \$366 and should have been \$631. The proposed 2015 rate remains unchanged at \$631.

Section 4 Sewer Systems - Gallagher Lake Sewer System

- The fees included in the 2014 fees and charges bylaw were incorrect. A single family dwelling charge showed \$233 and should have been \$434. The proposed 2015 rate remains unchanged at \$434.

Section 4 Sewer Systems - Okanagan Falls Sewer

- Overall fees decrease as debenture servicing costs have been finalized.
- A single family dwelling fee decreases from \$685 to \$653.

Section 4 Sewer Systems - Gallagher Lake Sewer System

- The fees included in the 2014 fees and charges bylaw were incorrect. A single family dwelling charge showed \$233 and should have been \$434. The proposed 2015 rate remains unchanged at \$434.

Section 6 – Curbside Solid Waste Collection and Drop off Service Fees

- Fees reduced as a result of payment of MMBC incentives for full 12 month period.

Section 7 – Sanitary Landfills

- New and adjusted fees, and amended definitions as noted in comments section of marked bylaw attached to this report

Schedule 6 (Community Services)

The amendment includes adjustments to the fees as detailed on the attached fees and charges bylaw for the following sections:

2.0 Okanagan Falls Parks and Recreation

4.0 Keremeos

Respectfully submitted:



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Fees and Charges Bylaw No. 2680, 2015

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Comment [CM1]: Sec 12 split out into Sec 12 – 16

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Comment [CM2]: New subsection added

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2680, 2015

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

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

AND WHEREAS in accordance with Section 363 [imposition of fees and charges] and Section 931 [fees related to applications and inspections] of the *Local Government Act*, the Regional Board wishes to establish fees and charges which reflect cost recovery for services and information provided;

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

Section 1 - Citation

1.1 This Bylaw shall be cited as the **Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2680, 2015**.

Section 2 – Fees and Charges

2.1 Wherever this Bylaw sets out fees and charges with respect to other Regional District bylaws and such other bylaws contain similar fees and charges, this Bylaw is deemed to prevail.

2.2 Wherever this Bylaw sets out fees and charges for work done or services provided to land or improvements, the Regional District may recover the costs of undertaking the work in the same manner and with the same remedies as property taxes.

2.3 The schedule of fees to be imposed for the provision of goods, services and information as specified in Appendix 'A' Schedules 1 to 6 attached hereto, and forming part of this bylaw, is hereby established.

Section 3 – Effective Date

3.1 This bylaw shall come into effect on April 15, 2015.

Section 4 - Repeal

4.1 Bylaw No. 2650, 2014 and amendments thereto are hereby repealed.

| **READ A FIRST TIME** this day of ., 2015.

READ A SECOND AND THIRD TIME this day of, 2015.

| **ADOPTED** this .day of,- 2015.

RDOS Board Chair

Corporate Officer

Schedule 1 – Corporate Services Fees

1.0 - Photocopies

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

2.0 - Finance Fees and Charges

2.1 Utility Search Fee \$20.00

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

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

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

3.0 - Mapping

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

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

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

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

4.0 - Digital Data

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

5.0 - GIS Services for Municipalities, Provincial and Federal Government

5.1 Access to existing RDOS internal internet mapping application will be \$2,540/year.

5.2 Creation of a municipal specific internet mapping application with functionality in addition to or different from the RDOS internal application as per Item 2.1 of Enterprise Unit Data and Services Policy will be available at a cost of \$4,431 per year.

5.3 Specific GIS services as per items 2.2 and 2.3 of Enterprise Unit Data and Services Policy will be available at a cost of \$50.85/hr for the GIS Technician, \$54.03/hr for GIS Analyst/Programmer and \$71.13/hr for IS Manager.

5.4 Services will be available at a cost of \$50.85/hr for the GIS Technician, \$54.03/hr for GIS Analyst/Programmer and \$71.13/hr for IS Manager.

6.0 - Human Resources Services for Municipalities

6.1 Human Resources services will be available to municipalities as per items 3.1 and 3.2 of Enterprise Unit Data and Services Policy. Services will be available at a cost of \$69.55/hr for the HR Manager and \$46.95/hr for HR Coordinator.

7.0 - IT Services for Municipalities

7.1 IT services will be available to municipalities as per items 4.1 and 4.2 of the Enterprise Unit Data and Services Policy will be available at a cost of \$47.93/hr for the Systems Administrator and \$40.26/hr for Network Analyst.

1.0 - Plan Processing Fee

- 1.1 The fee for plan processing shall be \$150.00

2.0 - Building Permit – to be determined as follows:

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

Table A-1

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

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

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

3.0 - Plan Review Fee

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

4.0 - Locating/Relocating a Building

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

5.0 - Demolishing a Building or Structure

- 5.1 The fee for a permit authorizing the demolition of a building or structure shall be \$500.00.

6.0 - Plumbing Permits

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

7.0 - Solid Fuel Burning Devices

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

8.0 - Re-inspection Fees

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

9.0 – Health and Safety Inspection

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

Comment [CM3]: Insert new Section 9 and renumber subsequent

10.0 - Transfer Fee

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

1011.0 - File Searches and Comfort Letters

- 4011.1 The fee for information recovery from archived files shall be \$20.00 payable in advance and shall be subject to the *Freedom of Information and Protection of Privacy Act*.

- 4011.2 The fee for provision of information contained on the Parcel Information Maps, information recovery from building permit files and property folio files which is routinely releasable and not subject to the Freedom of Information and Protection of Privacy Act shall may be \$7.50 charged at a rate of \$10 per ¼ hour billable after

Comment [CM4]: Amended to acknowledge those routinely releasable documents not subject to review or redaction under FOIPPA

Comment [CM5]: Fee increase from \$7.50 to \$10 per ¼ hr

~~the first ½ hour of time spent by a RDOS employee, and shall be subject to the Freedom of Information and Protection of Privacy Act.~~

~~11.3~~ The fee for comfort letters shall be \$100.00 per property.

~~112.0~~ - Deficiency Inspection Permit for Removal of Notice on Title

~~112.1~~ The fee for a deficiency inspection permit and subsequent removal of a Notice on Title shall be \$250.00. The fee for a deficiency re-inspection shall be \$100.00

~~123.0~~ - Permit Extension Fee

~~123.1~~ The fee for permit extension shall be \$100.00

~~1314.0~~ - Legal Documents

~~14.1~~ Title search \$ 15

~~1314.42~~ Title and on-line document search (including State of Title, Covenants, Right of Ways, Easements, Plans and similar documents (per document) Actual cost of document, not to exceed \$ 50

Non-Electronic Documents from Land Titles Office and Registry Services (per document) Actual cost of document, not to exceed \$ 100

~~13.2~~ Non On-line Document Search \$ 40

~~1415.0~~ - Covenants

~~1415.1~~ Preparation of a Covenant \$500

~~1415.2~~ Covenant Discharge \$250

Comment [CM6]: NEW subsection Title Search

Comment [CM7]: Deleted – covered above in Legal documents. Prices are reflective of LTSA fees

Schedule 3 – Planning and Development Fees

Bylaw 2500

1.0 Official Community Plan (OCP) amendment	
1.1 Application fee	\$1,000.00
1.2. Joint Zoning Bylaw Amendment fee	\$1,500.00
plus: i) \$25.00 per dwelling unit and/or parcel in excess of four (4)	
2.0 Zoning Bylaw or Land Use Contract (LUC) amendment	
2.1 Application fee	\$1,000.00
plus: i) \$25.00 per dwelling unit and/or parcel in excess of four (4)	
3.0 Temporary Use Permit	
3.1 a) Application fee	\$ 700.00
b) despite subsection a), application fee for a 'vacation rental' use submitted between July 1, 2014 and July 1, 2015 Dec 31, 2015	\$ 350.00
3.2 Renewal fee	\$ 350.00
4.0 Development Permit	
4.1 Application fee	\$ 600.00
4.2 Amendment to a Permit fee	\$ 300.00
4.3 Expedited Permit	\$ 300.00
5.0 Development Variance Permit	
5.1 Application fee	\$ 400.00
6.0 Board of Variance Appeal	
6.1 Application fee	\$ 500.00
7.0 Floodplain Exemption	
7.1 Application fee	\$ 400.00
8.0 Strata Title Conversion	
8.1. Application fee	\$ 150.00
plus: i) \$150.00 for each additional unit	
9.0 Campsite Permit	Bylaw 713
9.1 Application fee	\$ 150.00
plus: i) \$15.00 for each camping space	
9.2 Renewal fee	\$ 150.00
10.0 Mobile Home Park Permit	Bylaw 2597
10.1 Application fee	\$ 150.00
plus: i) \$30.00 for each mobile home space	
10.2 Renewal fee	\$ 150.00
11.0 Applications to the Agriculture Land Commission (ALC)	
11.1 Application fee	\$ 600.00

Comment [CM8]: Extended to Dec 31, 2015 due to unforeseen delays.

12.0 Other Development Fees	
12.1 Preparation of a Restrictive Covenant	\$ 500.00
12.2 "Comfort Letter" for compliance with bylaws or zoning	\$ 100.00
12.3 Information recovery from archived files	\$ 20.00
12.4 Information recovery from a property folio:	
 i) \$ 7.50 per ¼ hour billable after the first ½ hour of time spent by a RDOS employee.	
12.5 Covenant Discharge	\$ 250.00

12.6 Title and on-line document search (including State of title, Covenants, Right of Ways, Easements, Plans and similar documents	Actual cost of document, not to exceed	\$ 50.00
(per document)		
Non-Electronic Documents from Land Titles Office and Registry Services	Actual cost of document, not to exceed	\$ 100.00
(per document)		
12.7 Non on-line document search		\$ 40.00

Comment [CM9]: Section 12 housekeeping and broken out into 12-15 for ease of interpretation

12.0 File Searches (For routinely releaseable records only)

12.1 Information recovery from archived files	\$ 20.00
12.2 Information recovery from a property folio:	
i) first ½ hour of time spent	\$ 0.00
ii) each additional ¼ hour spent after first ½ hour of time	\$ 7.50

Comment [CM10]: Ensure compliance with FOIPPA

13.0 Legal Documents

13.1 Title and document search (including State of title, Covenants, Right of Ways, Easements, Plans and similar documents):	
i) State of Title Search	\$ 15.00
ii) Electronic search (per document)(up to)	\$ 50.00
ii) Non-Electronic search (per document).....(up to)	\$ 100.00

Comment [CM11]: Increase from \$12

14.0 Covenants

14.1 Discharge of a Statutory Covenant	\$ 250.00
14.2 Preparation or Amendment of a Statutory Covenant.....	\$ 500.00

15.0 Comfort Letters

15.1 "Comfort Letter" for compliance with bylaws or zoning	\$ 100.00
--	-----------

16.0 Letter of Concurrence for Communication Towers\$ 400.00

Comment [CM12]: NEW fee proposed for preparation of Letter of Concurrence for Cell/Communication Towers.

Note: The number of dwelling units and/or parcels referred to at Sections 1.2 and 2.1 shall be determined by either using the maximum density of dwelling units permitted per hectare of land in the proposed zone or designation, or by dividing the area of the land proposed to be re-designated or zoned by the minimum parcel size requirement of the proposed zone or designation, whichever yields the greatest number.

Schedule 4 – Bylaw Enforcement Fees

1.0 Animal Control Fees **Bylaws 1838, 1991, 1992**

- 1.1. Impoundment Fees – Dogs (other than Dangerous Dogs)
 - first impoundment in any calendar year \$ 50.00
 - second impoundment in any calendar year \$100.00
 - third impoundment in any calendar year \$250.00
 - each subsequent impoundment in any calendar year \$500.00
- 1.2. Impoundment Fees – Dangerous Dogs
 - each impoundment \$1,000.00

- 1.3. Maintenance Fees
 - each twenty-four (24) hour period, or part thereof ~~\$ 40.00~~ 20.00
 - Dangerous Dog \$30.00

1.4. Veterinary Costs Incurred costs as invoiced by Veterinarian

2.0 Dog Licensing Fees:

- 2.1. Intact Males and Non Spayed Females ~~\$30.00~~ 50.00
- Spayed Females and Neutered Males ~~\$40.00~~ 20.00
- Certified Guide or Assistance Dog no charge

2.2. notwithstanding 2.1, ~~any Dog that reaches the age of twenty four (24) weeks part way through a Licensing Year shall require a License upon payment of a portion of the \$10.00 fee pro-rated to a minimum amount of \$5.00~~ the licence fee for a dog that has reached 24 weeks in the same licencing year shall be prorated to a minimum amount of \$5.00

2.3. Where an owner presents proof that a dog was spayed or neutered in the same calendar year as the dog licence, the difference in licence fee shall be reimbursed for that calendar year, provided that the reimbursement is requested within the same calendar year as the licence.

3.0 Replacement of Lost, Destroyed or Mutilated Tags:

- 3.1 replacement of any lost, destroyed or mutilated tag ~~\$ 2.00~~ 5.00

4.0 Burning Permit Fees

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

Comment [CM13]: Fee adjusted from \$10 to \$20

Comment [CM14]: NEW Fee for 'Dangerous Dog' added

Comment [CM15]: New category added to enable cost recovery for veterinarian services

Comment [CM16]: Fee adjusted from \$30 to \$50

Comment [CM17]: Fee adjusted from \$10 to \$20

Comment [CM18]: Added for clarity

Comment [CM19]: Language adjusted for clarity

Comment [CM20]: Additional information on licencing fees in the same year as spay/neuter

Comment [CM21]: Fee adjusted from \$2 to \$5

Schedule 5 – Public Works and Engineering Services Fees

Section 1- Development Fees

Bylaw 2000

1.0 Examination Fees for the Subdivision of Land:

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

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

1.6 Review Fee

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

1.7 Inspection Fee

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

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

2.0 Water Meter Vault, Appurtenances and Installation Fees

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

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

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

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

Schedule 5 – Public Works and Engineering Services Fees

Section 2 - Development Cost Charges & Capital Expenditure Fees

1.0 Okanagan Falls Sewer Development Cost Charges	Bylaw 2486
1.1 Single detached dwelling per lot/per dwelling unit	\$9,500.00
1.2 Duplex per dwelling unit	\$9,500.00
1.3 Townhouse per dwelling unit	\$6,800.00
1.4 Apartment per dwelling unit	\$6,800.00
1.5 Commercial per m ² gross floor area	\$ 30.00
1.6 Industrial per m ² gross floor area	\$ 30.00
1.7 Institutional per m ² gross floor area	\$ 27.00
2.0 Naramata Water System Development Cost Charges and Capital Expenditure Charges	Bylaw 1804 NID Bylaw 443
2.1 Development Cost Charges Zone A	
2.1.1 Single Family Residential at Subdivision	\$5,700/parcel
2.1.2 Multi Family Residential at Building Permit	\$5,700/dwelling
2.2 Capital Expenditure Charges – Zone A, B & C	
2.2.1 Single Family Residential	\$5,700/service
2.2.2 Multi-Family Residential	\$5,700/lot
2.2.3 Cottage	\$5,700/service
3.0 Olalla Water System Capital Expenditure Charges	OID Bylaw 32
3.1 Mobile Home Capital Expenditure Charge	\$1,000/unit
3.2 Capital Expenditure Charge	\$ 800/parcel
4.0 Faulder Community Water System Development Cost Charges	Bylaw 1894
4.1 Single Family Residential	\$4,200/parcel
5.0 West Bench Water System Capital Expenditure Charge	WBID Bylaw 101
5.1 Capital Expenditure Charge	\$3,000/parcel
6.0 Gallagher Lake Water Connection Cost	Bylaw 2644
6.1 Each water service	\$1,500.00

7.0 Gallagher Lake Sewer Connection Cost

Bylaw 2645

7.1 Sewer – Single Family Equivalent Units (SFU)

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

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

Note: 1: RDOS' *Gallagher Lake & Vaseux Lake Areas Liquid Waste Management Plan*
2: The Ministry of Community, Sport of Cultural Development, *Provincial Best Practices for Development Cost Charges*

Schedule 5 – Public Works and Engineering Services Fees

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

1.0 Naramata Community Water System and Street Lighting	Bylaw 2377
1.1 Basic User Fee /house	\$ 801 – <u>960</u>
1.2 Grade A Domestic /acre	\$ 259 – <u>267</u>
1.3 Grade A Irrigation /acre	\$ 248 – <u>255</u>
If land is deemed to be non-irrigable, residents may apply for exemption based on an agrologist's report	
1.4 Grade B parcel	\$ 160 – <u>165</u> /
1.5 Capital Charge – separating domestic & irrigation lines parcel <u>no longer separate charge, part of basic user fee</u>	\$ 131 – <u>0</u> /
1.6 Street Lighting	\$ 84 / parcel
In addition to the above user fees, the following will also apply:	
1.7 each garage, service station, coffee shop, cafe, business office, beauty salon, dog kennel, neighbourhood pub, hobby shop, an annual charge of	\$ 192 – <u>333</u>
1.8 each farm winery and/or store and winery with restaurant, an annual charge of	\$ 384 – <u>530</u>
1.9 each Packing house an annual charge of	\$ 1,039 – <u>1205</u>
1.10 each school an annual charge of	\$ 4,310 – <u>4574</u>
1.11 each Naramata Centre an annual charge of	\$ 9,800 – <u>10229</u>
1.12 each guesthouse, summer cabin or picker's cabin an annual charge of /unit	\$ 160 – <u>300</u>
1.13 each residence where the owner has for year round use (or rental) living units, suites, guest cottages or cabins, an annual per unit charge of /unit	\$ 801 – <u>960</u>
1.14 each motel or auto court an annual charge of unit	\$ 142 – <u>281</u>
1.15 each resort an annual charge of /unit	\$ 142 – <u>151</u>
1.16 each bed and breakfast and annual charge of	\$ 283 – <u>426</u>
1.17 each tent and trailer court an annual charge of	\$ 743 – <u>900</u>
1.18 each multiple family dwelling, duplex, apartment block or condominium, an annual charge of /unit for each family unit, except that one such unit in each building shall be exempt.	\$ 801 – <u>960</u>
1.19 each bunkhouse an annual charge of	\$ 328 – <u>473</u>

1.20 each single irrigation service connection a charge in accordance with the following:

1.20.1	Three quarter inch (3/4")	\$ 84 <u>83</u>
1.20.2	One Inch (1")	\$ 84 <u>83</u>
1.20.3	One and One Quarter Inch (1 1/4")	\$ 84 <u>83</u>
1.20.4	One and One Half Inch (1 1/2")	\$ 84 <u>83</u>
1.20.5	Two Inches (2")	\$ 84 <u>83</u>

1.21 Hydrant Permit \$ 30/per day

1.22 Connection Charge \$350/connection

2.0 Olalla Water System

Bylaw 2381

2.1 User Fees

2.1.1	Single Family Dwelling	\$ 401 <u>391</u>
	/each	
2.1.2	Businesses	\$ 401 <u>391</u>
	/each	
2.1.3	Trailer Space	\$ 401 <u>391</u>
	/unit	
2.1.4	Motels	\$ 401 <u>391</u>
	/unit	
2.1.5	Apartments	\$ 203 <u>205</u>
	/unit	

3.0 Faulder Water System

Bylaw 1179

3.1 User Rates

By taxation

4.0 West Bench Water System User Rates

Bylaw 2555

4.1	Single Family	\$ 673 <u>767</u>
	/house	
4.2	Vacant Lot	\$ 673 <u>767</u>
	/parcel	
4.3	Multi Family	\$ 1,300 <u>1405</u>
	parcel	
4.4	Park	\$ 1,378 <u>1571</u>
	/parcel	
4.5	School	\$ 8,348 <u>8943</u>
	/parcel	
4.6	Farm	\$ 690 <u>787</u>
	/parcel	
4.7	Business	\$ 841 <u>956</u>
	/parcel	
4.8	Utility	\$ 690 <u>787</u>
	/parcel	
4.9	Grade A Irrigation	\$ 408 <u>123</u>
	/acre	

4.10 Grade B Non-Irrigable rate \$ ~~402~~ 116/flat

If a portion of land is deemed to be non-irrigable by an agrologist, the landowner may apply for exemption from the Grade A rate, based on the agrologist's report. The portion of land deemed non-irrigable will then be billed at a flat rate of \$~~402~~ 116.

4.11 Capital Assessment /parcel \$ ~~483~~ 93

4.12 Renewal Fund /parcel \$ ~~356~~ 115

5.0 Gallagher Lake Water System

5.1 Flat Rates

	Type of Use	Unit of Charge	Annual Rates
5.1.1	Residential		
5.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$366 <u>799631.00</u>
5.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$287 <u>574495.00</u>
5.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$139 <u>278240.00</u>
5.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$183 <u>366316.00</u>
5.1.2	Commercial		
5.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$462 <u>324279.00</u>
5.1.2.2	Motel or Hotel	per room	\$122 <u>244210.00</u>
5.1.2.3	Campground	per site	\$43 <u>8674.00</u>
5.1.2.4	Restaurant or Beverage Room:	less than 25 seats	\$349 <u>698602.00</u>
		25 to 49 seats	\$522 <u>1,044900.00</u>
		for each additional 25 seats or increment	\$174 <u>348300.00</u>
5.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$349 <u>698601.00</u>
5.1.2.6	Laundromat	per machine	\$406 <u>212183.00</u>
5.1.2.7	Car Wash	per wand	\$406 <u>212183.00</u>
5.1.2.8	Church	per unit	\$227 <u>454391.00</u>
5.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$227 <u>454391.00</u>
5.1.2.10	School	per classroom	\$227 <u>454391.00</u>
5.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$1,152 <u>23041,987.00</u>

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

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

5.2 Metered Rates

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

6.0 General Water Services

6.1	Hydrant Permit	\$ 30/per day
6.2	Connection Charge	\$ 350
6.3	Inspection & Administration Fee	\$ 100/each
6.4	Water Turn-On Fee	\$ 20
6.5	Valve Turn Request	\$ 20

Schedule 5 – Public Works and Engineering Services Fees

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

1.0 Okanagan Falls Sewer User Rates

Bylaw 1707

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

Category	Estimated Usage (m ³ /Day)	Factor	Annual Billing
Single Family Dwelling, Duplex or Townhouse per Single Family Unit	2.00	1.6	\$ 685 653
Apartment – per Dwelling Unit	1.5	1.2	\$ 513 490
Mobile Home Parks – per Mobile Home	1.5	1.2	\$ 513 490
Motel – per Unit	0.5	0.4	\$ 171 163
Hotel – per Unit	0.5	0.4	\$ 171 163
Restaurant	4.5	3.6	\$ 1,538 1469
Licensed lounge/pub	4.5	3.6	\$ 1,538 1469
Laundromat – per washer	0.9	0.7	\$ 299 286
Service Station	1.25	1	\$ 427 408
Coin operated car wash	7.5	6	\$ 2,562 2448
Stores, banks, small business, office buildings, (20 people or less, washroom facilities, major water use)	1.25	1	\$ 427 408
Supermarket	3.0	2.4	\$ 1,025 979
Churches, Community Halls & Drop-In Centres	1.25	1	\$ 427 408
Library	1.25	1	\$ 427 408
Schools per classroom	1.25	1	\$ 427 408
Industrial Plants (20 employees or less, washroom facilities, major water use)	1.25	1	\$ 427 408
Sani-dump – per station			\$ 171 163
Campgrounds – per site/pad			\$ 171 163
– per washroom facility			\$ 171 163

2.0 Gallagher Lake System

2.1. Flat Rates

	Type of Use	Unit of Charge	Annual Rates
2.1.1	Residential		
2.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$233 <u>486434.00</u>
2.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$482 <u>364339.00</u>
2.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$89 <u>478166.00</u>
2.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$416 <u>232216.00</u>
2.1.2	Commercial		
2.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$233 <u>466434.00</u>
2.1.2.2	Motel or Hotel	per room	\$174 <u>342318.00</u>
2.1.2.3	Campground	per site	\$30 <u>6056.00</u>
2.1.2.4	Restaurant or Beverage Room:	less than 25 seats	\$426 <u>852793.00</u>
		25 to 49 seats	\$636 <u>12721,184.00</u>
		for each additional 25 seats or increment	\$212 <u>424395.00</u>
2.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$424 <u>852789.00</u>
2.1.2.6	Laundromat	per machine	\$126 <u>252235.00</u>
2.1.2.7	Car Wash	per wand	\$126 <u>252235.00</u>
2.1.2.8	Church	per unit	\$247 <u>494460.00</u>
2.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$247 <u>494460.00</u>
2.1.2.10	School	per classroom	\$247 <u>494460.00</u>
2.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$1,168 <u>23362,174.00</u>

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

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

2.2.2 METERED RATES

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

2.2.2.1 Sewer users with an effluent or sewage flow meter shall be charged at the rate of \$0.78 per cubic metre of measured effluent.

2.2.2.2 For metered water users without effluent flow meters, the charge for use of the sewage system shall be calculated as 80% of the recorded volume of metered water used times a rate of \$0.78 per cubic metre.

3.0 General Sewer Services

3.1	Connection Charge	\$ 350.00
3.2	Inspection & Administration Fee	\$ 100/each

Schedule 5 – Public Works and Engineering Services Fees

Section 5 – Cemetery Fees

1.0 Naramata Cemetery	Bylaw 2023
1.1 PLOT RESERVATION LICENSE FEES:	
Burial Plot: resident (\$120 allocated to reserve)	\$495
Burial Plot non-resident (\$240 allocated to reserve)	\$660
Cremation Plot: resident (\$40 allocated to reserve)	\$165
Cremation Plot non-resident (\$80 allocated to reserve)	\$220
1.2 INTERMENT OPENING AND CLOSING FEES:	
Burial Plot: 240 cm depth or greater	\$660
Cremation Plot:	\$110
1.3 EXHUMATION OR DISINTERMENT OPENING AND CLOSING FEES:	
Burial Plot:	\$650
Cremation Plot:	\$150
1.4 OPENING OR CLOSING FOR INTERMENT/ EXHUMATION/DISINTERMENT OTHER THAN DURING NORMAL BUSINESS HOURS:	
Fee in addition to that applicable under item 1.2 or 1.3 above for burial plot:	\$220
Fee in addition to that applicable under item 2 or 3 above for cremation plot:	\$220
1.5 ISSUANCE OF LICENSE/PERMIT OTHER THAN DURING NORMAL BUSINESS HOURS, OR LESS THAN 24 HOURS PRIOR TO SCHEDULED INTERMENT:	
Fee in addition to that applicable under item 1, 2 or 4 above:	\$100
1.6 INSTALLATION OF MEMORIAL MARKER:	\$ 94
(\$10 allocated to reserve)	
1.7 GRAVE LINER:	\$275
1.8 PICTURE OF INTERRED FOR INTERNET	
one time charge (optional)	\$ 50
1.9 TEXT	
for interment to a maximum of 200 words, (optional)	\$ 50
1.10 SCATTERING GARDEN	
Fee for Scattering Garden Plaque	\$150
Fee for Scattering Gardens Care Fund	\$ 50

Schedule 5 – Public Works and Engineering Services Fees

Section 6 Curbside Solid Waste Collection and Drop-Off Service Fees Bylaw 2191

6.1	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “A”.	\$125 per premise per year	Comment [LA22]: 2013 \$150, 2014 \$135
6.2	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “B”.	\$115 per premise per year	Comment [LA23]: 2013 \$165, 2014 \$115
6.3	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “C”.	\$135 per premise per year	Comment [LA24]: 2013 \$150, 2014 \$135
6.4	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “D” excluding Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$110 per premise per year	Comment [LA25]: 2013 \$130, 2014 \$115
6.5	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “D” within Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$145 per premise per year	Comment [LA26]: 2013 \$160, 2014 \$145
6.6	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in the participating areas of Electoral Areas “E”.	\$145 per premise per year	Comment [LA27]: 2013 \$160, 2014 \$145
6.7	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in the participating areas of Electoral Area “F”.	\$145 per premise per year	Comment [LA28]: 2013 \$160, 2014 \$145
6.8	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “G”.	\$150 per premise per year	Comment [LA29]: 2013 \$170, 2014 \$155
6.9	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in the Village of Keremeos.	\$115 per premise per year	Comment [CM30]: Confirm adjustment with Director Bauer

6.10 Tag-a-Bag as defined by the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw \$1.50 each

Schedule 5 – Public Works and Engineering Services Fees

Section 7- Sanitary Landfills

New Regulatory Bylaw

1.0 Campbell Mountain Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
1.1.1	REFUSE	\$95.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
1.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$500.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required. Contact RDOS for approval requirements.
1.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
1.1.4	CONSTRUCTION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
1.1.5	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
1.1.6	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
1.1.7	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 1.2.3 below</i>	
1.1.8	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
1.1.9	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
1.1.10	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
1.1.11	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

Comment [LA31]: No changes to fees. Section made more clear.

Comment [LA32]: Glass cullet removed

	Soil	Charge per tonne per load	Charge Information
1.1.12	CLEAN FILL	\$0.00	
1.1.12.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
1.1.12.2	The appropriate waste management form is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

1.1.13	CONTAMINATED SOIL Relocation Application	\$250.00 per application	'RDOS Application for the Relocation of CONTAMINATED SOIL' as per RDOS Policy P5280-00.05.
1.1.14	CONTAMINATED SOIL	\$20.00	\$50.00 minimum charge
1.1.14.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
1.1.14.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
1.1.14.3	Small Volume Contaminated Soil: maximum five cubic metres or less (≤ 5 m ³). No Relocation Agreement required. The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
1.1.15	FRUIT WASTE	\$10.00	\$5.00 minimum charge
1.1.16	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	WOOD WASTE	<i>See Section 1.1.6 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 1.1.7 above</i>	
	PRESERVED WOOD	<i>See Section 1.2.3 below</i>	
	TREE STUMPS	<i>See Section 1.2.16 below</i>	
1.1.17	AGRICULTURAL ORGANIC MATERIAL other than FRUIT WASTE	\$0.00	
1.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
1.1.19	PROCESSED ORGANICS	\$0.00	
	<i>City of Penticton Compost Sales</i>	<i>Operated by the City of Penticton. Call 250-490-2500 to confirm price and availability.</i>	

Comment [LA33]: Include information on City of Penticton compost

	Recyclables	Charge per tonne per load	Charge Information
1.1.20	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINATION
1.1.21	CORRUGATED CARDBOARD	\$0.00	Free of CONTAMINATION
1.1.22	Container Glass	\$0.00	Bottles and jars only
1.1.23	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
1.1.24	HOUSEHOLD HAZARDOUS WASTE	\$0.00	Residential quantities which originate within the SERVICE AREA

1.1.25	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
1.1.26	BATTERIES	\$0.00	
1.1.27	PRESSURIZED TANKS	\$1.00	Empty
1.1.28	Recyclable TIRES	\$0.00	Rims removed
1.1.29	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>		<i>See Section 1.3 below</i>
	<i>REFRIGERATION UNITS</i>		<i>See Section 1.3 below</i>
	<i>Mattress and Box Springs</i>		<i>See Section 1.3 below</i>

Comment [LA34]: To offset \$4 recycling charge

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

	Controlled Waste	Charge per tonne per load	Charge Information
1.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
1.2.2	Water Treatment Centrifuge Residuals	\$20.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.3	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.4	INVAISIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.5	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.6	Screenings and sludge from municipal sewage treatment plants, pump stations and domestic septic systems	\$150.00	\$50.00 minimum charge
1.2.7	Condemned foods	\$150.00	\$50.00 minimum charge
1.2.8	CLINICAL/LABORATORY WASTE	\$150.00	\$50.00 minimum charge
1.2.9	BULKY WASTE	\$150.00	\$50.00 minimum charge
1.2.10	CARCASSES	\$50.00	\$10.00 minimum charge
1.2.11	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$150.00	\$50.00 minimum charge
1.2.12	BURNED MATERIALS	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
1.2.13	Foundry Dust	\$150.00	\$50.00 minimum charge
1.2.14	FOOD PROCESSING WASTE	\$150.00	\$50.00 minimum charge
1.2.15	TIMBER WASTE	\$300.00	\$50.00 minimum charge
1.2.16	TREE STUMPS	\$50.00	\$10.00 minimum charge
1.2.17	RENDERABLE PRODUCT	\$150.00	\$50.00 minimum charge
1.2.18	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

Comment [LA35]: Changed to match Non-assessed demolition waste at OK Falls

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

	Recyclables	Addition to General Charges	Charge Information
1.3.1	REFRIGERATION Unit	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
1.3.2	TIRES with Rims	\$1.00 per unit	
1.3.3	Mattress	\$7.50 per unit	Any size
1.3.4	Box Spring	\$7.50 per unit	Any size

1.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) acceptable CONTROLLED WASTE or RECYCLABLE WASTE, by volume, shall be charged double the normal fee set out in 1.1 and 1.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC.

1.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

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

1.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 1.1 and 1.2 of this Schedule with a \$10 minimum charge.

1.3.9 The charge payable under 1.1 and 1.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.

Comment [LA36]: 1.3 removed as not calculated by weight

1.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 1.1, 1.2 and 1.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fess outlined in Section 5.

Comment [LA37]: Changed to allow volumetric section 5.

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

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

Comment [CB38]: Requirement to ensure municipalities are aware MIXED DRC will be charged at market rate.

Schedule 5 – Public Works and Engineering Services Fees

Section 7- Sanitary Landfills

2.0 Okanagan Falls Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
2.1.1	REFUSE not containing Food Waste	\$95.00	\$5.00 minimum charge
2.1.2	REFUSE containing Food Waste	\$300.00	\$25.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
2.1.3	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$200.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required. Contact RDOS for approval requirements.
2.1.4	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
2.1.5	CONSTRUCTION MIXED LOAD	\$150.00 up to 500 kg; \$200.00 portion above 500 kg	\$50.00 minimum charge
2.1.6	ASSESSED DEMOLITION RENOVATION AND CONSTRUCTION MIXED LOAD NON-SERVICE AREA	\$250.00	\$50.00 minimum charge, for loads originating from outside the SERVICE AREA
2.1.7	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
2.1.8	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
2.1.9	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 2.2.3 below</i>	
2.1.10	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
2.1.11	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
2.1.12	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
2.1.13	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

Comment [LA39]: No changes to fees. Section made more clear.

Comment [LA40]: Glass cullet removed

	Soil	Charge per tonne per load	Charge Information
2.1.14	CLEAN FILL	\$0.00	
2.1.14.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
2.1.14.2	The appropriate Waste Management Declaration is to be completed and twenty-four		

(24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.			
2.1.15	CONTAMINATED SOIL APPLICATION	\$250.00 per application	'RDOS Application for the Relocation of CONTAMINATED SOIL' as per RDOS Policy P5280-00.05
2.1.16	CONTAMINATED SOIL	\$20.00	\$50.00 minimum charge
2.1.16.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
2.1.16.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
2.1.16.3	Small Volume Contaminated Soil (under 5 cubic metres) (< 5 m ³). No Relocation agreement required. The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
	FRUIT WASTE		Not accepted
2.1.17	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	WOOD WASTE		See Section 2.1.8 above
	CONTAMINATED WOOD PRODUCT		See Section 2.1.9 above
	PRESERVED WOOD		See Section 2.2.3 below
	TREE STUMPS		See Section 2.2.10 below
2.1.18	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
2.1.19	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
2.1.20	PROCESSED ORGANICS	\$0.00	

Comment [LA41]: Food waste not acceptable at this facility

	Recyclables	Charge per tonne per load	Charge Information
2.1.21	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINANTS
2.1.22	CORRUGATED CARDBOARD	\$0.00	Free of CONTAMINANTS
2.1.23	Container Glass	\$0.00	Bottles and jars free of all other material except container label
2.1.24	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
2.1.25	BATTERIES	\$0.00	
2.1.26	PRESSURIZED TANKS	\$1.00	Empty

Comment [LA42]: To offset \$4 recycling charge

2.1.27	Recyclable TIRES	\$0.00	Rims removed
2.1.28	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>	<i>See Section 2.3 below</i>	
	<i>REFRIGERATION UNITS</i>	<i>See Section 2.3 below</i>	
	<i>Mattress and Box Springs</i>	<i>See Section 2.3 below</i>	

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

	Waste	Charge per tonne per load	Charge Information
2.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
2.2.2	BIOSOLIDS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.3	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.4	INVAISIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.5	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.6	BULKY WASTE	\$150.00	\$50.00 minimum charge
2.2.7	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$150.00	\$50.00 minimum charge
2.2.8	BURNED MATERIALS	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
2.2.9	TIMBER WASTE	\$300.00	\$50.00 minimum charge
2.2.10	TREE STUMPS	\$50.00	\$50.00 minimum charge
2.2.11	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

Comment [LA43]: Higher fees at Okanagan Falls Landfill to divert potential hot loads to Campbell Mountain. Demolition landfill have higher likelihood of fire from hot load.

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

	Recyclables	Addition to General Charges	Charge Information
2.3.1	REFRIGERATION UNITS	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
2.3.2	TIRES with Rims	\$1.00 per unit	
2.3.3	Mattress	\$7.50 per unit	Any size
2.3.4	Box Spring	\$7.50 per unit	Any size

2.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) RECYCLABLE WASTE or CONTROLLED WASTE, by volume, shall be

charged double the normal fee set out in 2.1 and 2.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC.

- 2.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS shall be charged three times the rate for refuse, or three times the highest rate for any material contained in the load, whichever is greater.
- 2.3.7 Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.
- 2.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 2.1 and 2.2 of this Schedule with a \$10 minimum charge.
- 2.3.9 The charge payable under 2.1 and 2.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.
- 2.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 2.1, 2.2 and 2.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fees outlined in Section 5.
- 2.3.11 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.
- 2.3.12 SOLID WASTE generated in the SERVICE AREA through the DEMOLITION, RENOVATION and CONSTRUCTION of Local Government Improvements owned by The City of Penticton, The Village of Keremeos or the RDOS are exempt from tipping fees provided the SOLID WASTE is SOURCE-SEPARATED prior to delivery, the MANAGER is notified 24 hours in advance and the materials are deposited appropriately at the SITE. DEMOLITION AND RENOVATION MIXED LOAD shall be charged the applicable fees above.

Comment [LA44]: 2.3 removed as not evaluated by weight

Comment [LA45]: Changed to allow volumetric section 5.

Comment [CB46]: Requirement to ensure municipalities are aware MIXED DRC will be charged at market rate.

Schedule 5 – Public Works and Engineering Fees

Section 7- Sanitary Landfills

3.0 Oliver Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
3.1.1	REFUSE	\$95.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
3.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$500.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required. Contact RDOS for approval requirements.
3.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
3.1.4	CONSTRUCTION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
3.1.5	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
3.1.6	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
3.1.7	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 1.2.3 below</i>	
3.1.8	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
3.1.9	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
3.1.10	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
3.1.11	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

Comment [LA47]: No changes to fees. Section made more clear.

Comment [LA48]: Glass cullet removed

	Soil	Charge per tonne per load	Charge Information
3.1.12	CLEAN FILL	\$0.00	
3.1.12.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
3.1.12.2	The appropriate waste management form is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
3.1.13	CONTAMINATED SOIL APPLICATION	\$250.00 per application	'RDOS Application for the Relocation of CONTAMINATED SOIL' as per RDOS Policy P5280-00.05

3.1.14	CONTAMINATED SOIL	\$20.00	\$50.00 minimum charge
3.1.14.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
3.1.14.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
3.1.14.3	Small Volume Contaminated Soil (under 5 cubic metres) (< 5 m3). No Relocation agreement required. The appropriate waste management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
3.1.15	FRUIT WASTE	\$10.00	\$5.00 minimum charge
3.1.16	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
	WOOD WASTE	<i>See Section 3.1.6 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 3.1.7 above</i>	
	PRESERVED WOOD	<i>See Section 3.2.2 below</i>	
	TREE STUMPS	<i>See Section 3.2.15 below</i>	
3.1.17	AGRICULTURAL ORGANIC MATERIAL other than FRUIT WASTE	\$0.00	
3.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
3.1.19	PROCESSED ORGANICS	\$0.00	
3.1.20	COMPOST Sales	\$50.00	Retail price per tonne when available

	Recyclables	Charge per tonne per load	Charge Information
3.1.21	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
3.1.22	CORRUGATED CARDBOARD	\$0.00	
3.1.23	Container Glass	\$0.00	Bottles and jars free of all other material except container label
3.1.24	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
3.1.25	PAINT	\$0.00	Residential quantities which originate within the SERVICE AREA
3.1.26	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
1.1.27	BATTERIES	\$0.00	

1.1.28	PRESSURIZED TANKS	\$1.00	Empty
1.1.29	Recyclable TIRES	\$0.00	Rims removed
1.1.30	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>		<i>See Section 3.3 below</i>
	<i>REFRIGERATION UNITS</i>		<i>See Section 3.3 below</i>
	<i>Mattress and Box Springs</i>		<i>See Section 3.3 below</i>

Comment [LA49]: To offset \$4 recycling charge

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

	Waste	Charge per tonne per load	Charge Information
3.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
3.2.2	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
3.2.3	INVAISIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
3.2.4	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
3.2.5	Screenings and sludge from municipal sewage treatment plants, pump stations and domestic septic systems	\$150.00	\$50.00 minimum charge
3.2.6	Condemned foods	\$150.00	\$50.00 minimum charge
3.2.7	CLINICAL/LABORATORY WASTE	\$150.00	\$50.00 minimum charge
3.2.8	BULKY WASTE	\$150.00	\$50.00 minimum charge
3.2.9	CARCASSES	\$50.00	\$5.00 minimum charge
3.2.10	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$150.00	\$50.00 minimum charge
3.2.11	BURNED MATERIALS	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
3.2.12	Foundry Dust	\$150.00	\$50.00 minimum charge
3.2.13	FOOD PROCESSING WASTE	\$150.00	\$50.00 minimum charge
3.2.14	TIMBER WASTE	\$300.00	\$50.00 minimum charge
3.2.15	TREE STUMPS	\$50.00	\$10.00 minimum charge
3.2.16	RENDERABLE PRODUCT	\$150.00	\$50.00 minimum charge
3.2.17	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

Comment [LA50]: Changed to match Non-assessed demolition waste at OK Falls

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

	Recyclables	Addition to General Charges	Charge Information
3.3.1	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
3.3.2	TIRES with Rims	\$1.00 per unit	

3.3.3	Mattress	\$7.50 per unit	Any size
3.3.4	Box Spring	\$7.50 per unit	Any size

3.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) RECYCLABLE WASTE or CONTROLLED WASTE, by volume, shall be charged double the normal fee set out in 3.1 and 3.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC.

3.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

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

3.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 3.1 and 3.2 of this Schedule with a \$10 minimum charge.

3.3.9 The charge payable under 3.1 and 3.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.

Comment [LA51]: 3.3 removed as not calculated by weight

3.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 3.1, 3.2 and 3.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fess outlined in Section 5 of this Schedule.

Comment [LA52]: Changed to allow volumetric section 5.

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

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

Comment [CB53]: Requirement to ensure municipalities are aware MIXED DRC will be charged at market rate.

Schedule 5 – Public Works and Engineering Fees

Section 7- Sanitary Landfills

4.0 Keremeos Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
4.1.1	REFUSE	\$95.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
	DEMOLITION RENOVATION AND CONSTRUCTION MIXED LOAD	Mixed Loads Not Accepted	
4.1.2	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
4.1.3	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
4.1.4	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 1.2.3 below</i>	
4.1.5	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
4.1.6	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
4.1.7	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
4.1.8	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

Comment [LA54]: No changes to fees. Section made more clear.

Comment [LA55]: Glass cullet removed

Comment [LA56]: Typo fixed

	Soil	Charge per tonne per load	Charge Information
4.1.9	CLEAN FILL	\$0.00	
4.1.9.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
4.1.9.2	The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
4.1.10	REMIADIATABLE SOIL	\$5.00	
4.1.10.1	For soils that are REMEDIABLE to the standard as specified in Column III (Urban Park) of Schedules 4 & 5 and placement in the Landfill as cover. (Non-Metals: <HAZARDOUS WASTE) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION and upon submission of appropriate 'RDOS Application for the Relocation of CONTAMINATED SOIL as per RDOS Policy P5280-00.05 or equivalent.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
4.1.11	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
	WOOD WASTE	<i>See Section 4.1.3 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 4.1.4 above</i>	
	PRESERVED WOOD	<i>See Section 4.2.1 below</i>	
	TREE STUMPS	<i>See Section 4.2.4 below</i>	
4.1.12	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
4.1.13	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
4.1.14	PROCESSED ORGANICS	\$0.00	

	Recyclables	Charge per tonne per load	Charge Information
4.1.15	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
4.1.16	CORRUGATED CARDBOARD	\$0.00	Free of contaminants
4.1.17	Container Glass	\$0.00	Bottles and jars free of all other material except container label
4.1.18	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
4.1.19	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
4.1.20	PRESSURIZED TANKS	\$1.00	Empty
4.1.21	BATTERIES	\$0.00	
4.1.22	Recyclable TIRES	\$0.00	Rims removed
4.1.23	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>	<i>See Section 4.3 below</i>	
	<i>REFRIGERATION UNITS</i>	<i>See Section 4.3 below</i>	
	<i>Mattress and Box Springs</i>	<i>See Section 4.3 below</i>	

Comment [LA57]: To offset \$4 recycling charge

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

	Waste	Charge per tonne per load	Charge Information
4.2.1	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
4.2.2	INVASIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
4.2.3	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
4.2.4	TREE STUMPS	\$50.00	\$10.00 minimum charge
4.2.5	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

4.3 The following charges that are in addition to the general charges outlined in 4.4 and 4.5 of Schedule 5, shall also apply:

	Recyclables	Addition to General Charges	Charge Information
4.3.1	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
4.3.2	TIRES with Rims	\$1.00 per unit	
4.3.3	Mattress	\$7.50 per unit	Any size
4.3.4	Box Spring	\$7.50 per unit	Any size

4.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) RECYCLABLE WASTE or CONTROLLED WASTE, by volume, shall be charged double the normal fee set out in 4.1 and 4.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC

Comment [LA58]: Typo Corrected

4.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains contaminants shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

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

4.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 4.1 and 4.2 of this Schedule with a \$10 minimum charge.

4.3.9 The charge payable under 4.1 and 4.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.

Comment [LA59]: Typo corrected. 4.3 be removed as not weight fee.

4.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 4.1, 4.2 and 4.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fess outlined in Section 5 of this Schedule.

Comment [LA60]: Changed to allow volumetric section 5.

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

4.3.12 Deposit of Materials not included in the Fees and Charges Bylaw including but not limited to DRC, ASBESTOS CONTAINING MATERIALS, FRUIT WASTE, BURNED MATERIALS, DEMOLITION CONSTRUCTION AND RENOVATION MIXED LOAD and Non-Agricultural TREE STUMPS, is Prohibited from DISPOSAL at the Keremeos SITE.

Schedule 5 – Public Works and Engineering Fees

Section 7- Sanitary Landfills

5.0 Volumetric Landfill Charges (Sections 1, 2, 3 and 4 will take precedent where applicable)

5.1 Charges for depositing SOLID WASTE at the Campbell Mountain, Okanagan Falls, Oliver or Keremeos Sanitary Landfills when the MANAGER has determined the weight scale is not operational and the SITE is designated as receiving waste:

Comment [LA61]: NEW - Addition of new volumetric charges to allow scale staff to quickly deal with scale outages.

	Refuse	Charge	Charge Information
5.1.1	Automobiles	\$ 9.00/load	Including cars, vans and station wagons
5.1.2	Small Pickup Truck	\$ 10.00/load	Factory box < 7 feet in length (<i>not overloaded</i>)
5.1.3	Overloaded Small Pickup Truck	\$ 15.00/load	Factory box < 7 feet in length, load twice volume of box
5.1.4	Large Pick-up Truck	\$ 14.00/load	Factory box 7 feet or more in length (<i>not overloaded</i>)
5.1.5	Overloaded Large Pick-up Truck	\$ 20.00/load	Factory box 7 feet or more in length, load twice volume of box
5.1.6	Small Utility Trailer	\$ 10.00/load	Tire with inner diameter ≤ 25 cm (10")
5.1.7	Overloaded Small Utility Trailer	\$ 15.00/load	Tire with inner diameter ≤ 25 cm (10"), load twice volume of box
5.1.8	Large Utility Trailer	\$ 14.00/load	Tire with inner diameter > 25 cm (10")
5.1.9	Overloaded Utility Trailer	\$ 20.00/load	Tire with inner diameter > 25 cm (10"), load twice volume of box
5.1.10	Tandem axle trailer	\$ 35.00/load	
5.1.11	Single Axle Truck	\$ 55.00/load	1 ton (each ton capacity)
5.1.12	Roll-off Container	\$ 275.00/load	10 cu. yd. Open Container
5.1.13	Highways Refuse Collection Vehicle	\$450.00/load	Fees waived if brought to Campbell Mountain or Oliver Sanitary Landfills
5.1.14	Small Refuse Compactor Truck	\$575.00/load	
5.1.15	Single Axle Refuse Compactor Truck	\$790.00/load	Residential Curbside or Front End Load
5.1.16	Tandem Axle Dump Truck	\$500.00/load	
5.1.17	Dump Truck Pup Trailer	\$285.00/load	
5.1.18	Tractor Trailer Unit	\$950.00/load	

Comment [LA62]: Based on prior Keremeos fees.

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
5.1.19	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	Double (2x) REFUSE Charge	RDOS approval form required. Contact RDOS for approval requirements.
5.1.20	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	Quadruple (4x) REFUSE Charge	Only where SITE accepts material. \$50.00 minimum charge.
5.1.21	CONSTRUCTION MIXED LOAD	Double (2x) REFUSE Charge	Only where SITE accepts material. \$50.00 minimum charge
5.1.22	GYPSUM BOARD	REFUSE Charge	\$10.00 minimum charge
5.1.23	WOOD WASTE	\$0.00	
5.1.24	CONTAMINATED WOOD PRODUCT	\$0.00	
	<i>PRESERVED WOOD</i>	<i>See below</i>	
5.1.25	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	One Quarter (1/4) REFUSE Charge	\$5.00 minimum charge
5.1.26	Ceramic Fixtures	One Quarter (1/4) REFUSE Charge	\$5.00 minimum charge
5.1.27	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	One Half (1/2) REFUSE Charge	\$5.00 minimum charge
5.1.28	Plate glass or other non-container glass	REFUSE Charge	\$5.00 minimum charge

	Soil	Charge	Charge Information
5.1.29	CLEAN FILL	\$0.00/load	
5.1.29.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
5.1.29.2	The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
5.1.30	REMIADIABLE SOIL	See individual landfill charge(s) per tonne	Generator will be required to weigh or provide estimate of weight prior to deposit at SITE
5.1.30.1	For soils that are REMEDIABLE to the standard as specified in Column III (Urban Park) of Schedules 4 & 5 and placement in the Landfill as cover. (Non-Metals: <HAZARDOUS WASTE) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION and upon submission of appropriate 'RDOS Application for the Relocation of CONTAMINATED SOIL as per RDOS Policy P5280-00.05 or equivalent.		

Comment [LA63]: Requires remediable soil loads to be weighed or estimated prior to coming to site.

	Organic and Agricultural	Charge	Charge Information
5.1.31	YARD AND GARDEN WASTE	\$0.00	
5.1.32	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
5.1.33	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
5.1.34	PROCESSED ORGANICS	\$0.00	

	Recyclables	Charge	Charge Information
5.1.35	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
5.1.36	CORRUGATED CARDBOARD	\$0.00	Free of contaminants
5.1.37	Container Glass	\$0.00	Bottles and jars free of all other material except container label
5.1.38	METAL	\$0.00	
5.1.39	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
5.1.40	PRESSURIZED TANKS	\$1.00	Empty
5.1.41	BATTERIES	\$0.00	
5.1.42	Recyclable TIRES	\$0.00	Rims removed
5.1.43	OVERSIZE TIRES	\$50.00 per unit	Rims removed
5.1.44	TIRES with Rims	\$1.00 per unit	
5.1.45	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
5.1.46	Mattress	\$7.50 per unit	Any size
5.1.47	Box Spring	\$7.50 per unit	Any size

Comment [LA64]: To offset \$4 recycling charge

5.2 Charges for depositing authorized REGULATED WASTE and authorized PROHIBITED WASTE at the SITE when the MANAGER has determined the weight scale is not operational:

	Waste	Charge	Charge Information
5.2.1	PRESERVED WOOD	Double REFUSE Charge <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
5.2.2	INVASIVE PLANTS	Double REFUSE Charge <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
5.2.3	INFESTED VEGETATION	Double REFUSE Charge <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
5.2.4	TREE STUMPS	REFUSE Charge	\$10.00 minimum charge
5.2.5	Authorized REGULATED WASTE or PROHIBITED WASTE	Double REFUSE Charge	\$50.00 minimum charge when authorized to be accepted at SITE

5.3 Charges Applicable to all Categories:

5.3.1	Non-SOURCE SEPARATED REFUSE loads containing greater than 1% RECYCLABLE or COMPOSTABLE WASTE materials by volume	Double REFUSE Charge	\$10.00 minimum charge
5.3.2	Uncovered or unsecured loads	Double REFUSE Charge	\$10.00 minimum charge
5.3.3	Any load that is deposited in an area containing materials other than those so designated	Triple REFUSE Charge	\$10.00 minimum charge

5.3.4 Any MIXED LOAD deposited at the SITE shall be charged at the highest rate applicable to any of the components of the load

5.3.5 As it pertains to a situation where the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL may estimate the weight of each motor vehicle and a fee shall be charged as outlined in Sections 1, 2, 3 and 4 of this Schedule.

Comment [LA65]: Allows the Manager to give the Site Official options as required.

Schedule 6 – Parks and Recreation Fees ¹

1.0 Naramata Parks and Recreation

1.1 Wharf Park		
1.1.1 Park Rental (No Power) daily		\$100
1.2 Manitou Park		
1.2.1 Park Rental (No Power) daily		\$100
1.2.2 Power daily		\$25
1.3 Deposit for Park Rental		\$500
1.4 Recreation Programs		
1.4.1 Instructed Programs (per series - price not to exceed)		\$175
1.4.1.1 Drop-in (per session - price not to exceed)		\$15
1.4.2 After School Program (per session)		\$2
1.4.3.1 One-time Membership		\$10
1.4.3 Summer Day Camp - Daily		\$20
1.4.4 Summer Day Camp - Weekly		\$90

2.0 Okanagan Falls Parks and Recreation

2.1 Kenyon House		
2.1.1 Kenyon House - Monday to Friday daily		\$ 75
2.1.2 Kenyon House - Saturday or Sunday daily		\$110
2.1.3 Kenyon House - Full Weekend		\$200
2.2 Community Center		
2.2.1 Full Facility Kitchen Activity Room and Gym - Saturday or Sunday		\$325
2.2.2 Full Facility Kitchen Activity Room and Gym - Full Weekend		\$450
2.2.3 Gym or Activity Room - Monday to Friday 3pm to 9pm daily		\$60
2.2.4 Gym or Activity Room - Weekend Saturday or Sunday daily		\$125
2.2.5 Gym or Activity Room - Full Weekend (Friday 3pm to Sunday 9pm)		\$250
2.2.6 Kitchen with Rental of Activity Hall or Gym		\$75
2.2.7 Children's Birthday Party - 3hr max		\$75
2.2.8 Kitchen Only - Daily		\$100
2.2.9 Kitchen Only - Full Weekend		\$150
2.3 Zen Center		
2.3.1 Day Rate		\$60
2.3.2 Full Weekend		\$100
2.4 Children Programs		
2.4.1 Drop in rate - floor hockey, game night and Multisport		\$3
2.4.2 Multisport - 6 classes		\$15
2.4.3 Active Kids K to 3 - 1 night a week		\$25
2.4.4 Active Kids K to 3 - 2 nights a week		\$35
2.4.5 Active Kids grades 4 and up - 1night a week		\$20
2.4.6 Friday Night Fun – per night		\$10 12
2.4.7 Princess Ballet		\$65
2.4.8 Over-Under-Through – 4 classes		\$10
2.4.9 Pre-primary Ballet		\$65

Comment [CM66]: Fee adjustment

¹ Bylaw No. 2650.01, 2014 Regional District of Okanagan-Similkameen Regional Fees and Charges Amendment Bylaw

2.4.10	Primary Ballet	\$85
2.4.11	Special Onetime Events	\$40 <u>20</u>
2.4.12	Summer Day Camp - daily	\$25
2.4.13	Summer Day Camp - week	\$100
2.4.13.1	Summer Camp One-time Membership	\$10

Comment [CM67]: Fee adjustment

2.5 Adult Programs		
2.5.1	Instructed Programs - Drop in	\$8 <u>10</u>
2.5.2	Instructed Programs - 5 Pass Package	\$35 <u>40</u>
2.5.3	Instructed Programs - 10 Pass Package	\$60 <u>65</u>
2.5.4	Instructed Programs - 20 Pass Package	\$140 <u>115</u>

Comment [CM68]: Fee adjustment for all 4 adult programs

2.6 Sports Field and Parks		
2.6.1	Minor Sports	\$10
2.6.2	Day Rate	\$75
2.6.3	Gate Access	\$40
<u>2.6.4</u>	<u>Special Events</u>	<u>\$125</u>

Comment [CM69]: New subsection

3.0 Kaleden Parks and Recreation

3.1 Parks		
3.1.1	Kaleden Hotel Day Rate (Includes power)	\$200
3.1.2	Damage Deposit	\$500
3.2 Community Hall		
3.2.1	Day Rate	\$300
3.2.2	Full Weekend (includes Kitchen)	\$600
3.2.3	Hourly Rate (Non-Resident)	\$30
3.2.4	Hourly Rate (Resident)	\$25
3.2.5	Damage Deposit	\$600
3.2.6	Sports Drop In Rates (2.5 hours)	\$3
3.2.7	Movie Equipment Rental (per day)	\$100
3.3 Equipment for Rent Off Premise		
3.3.1	Round Tables (each)	\$5
3.3.2	Rectangular Tables (each)	\$5
3.3.3	Indoor Chairs (Included in hall rental)	\$1
3.3.4	Outdoor Chairs (each)	\$1
3.3.5	Portable Amplifier (per day)	\$75
3.3.6	Portable Popcorn Wagon (per day)	\$50
3.3.7	10x10 Awnings (each)	\$50
3.3.8	50 Sets Cutlery (per day)	\$50
3.3.9	50 Sets of Dishes (per day)	\$5
3.3.10	Propane BBQ (per day)	\$40

4.0 Keremeos

4.1 Facility Rentals		
4.1.1	Bowling lanes	\$65 <u>70</u>
4.1.2	Squash/Racquetball	\$45 <u>50</u>
4.1.3	Climbing Wall	\$45
<u>4.1.4</u>	<u>School Rate</u>	<u>\$50</u>
4.2 Keremeos Community Pool		
4.2.1	Single Admission Rates	
4.2.1.1	Pre-school - under 5	\$1.25
4.2.1.2	Child – 5 – 12 years	\$3.50
4.2.1.3	Teen – 13 – 19 years	\$3.75

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Comment [CM70]: Fee adjustment

Comment [CM71]: Fee adjustment

Comment [CM72]: New subsection

	4.2.1.4	Adult – 19+	\$4.25
	4.2.1.5	10 Flex Pass	\$30.00
	4.2.1.6	Family Rate	\$10.00
4.2.2		Swim Club	
4.2.3		Early Bird Club <u>*changed from 3 days per week to 2 days</u>	\$145.00 100
4.2.4		Adult Fitness	\$100.00
4.2.5		Aquacise	\$75.00
4.2.6		Red Cross Lessons	
	4.2.6.1	Pre-school	\$48.00 50
	4.2.6.2	Levels 1 – 7	\$48.00 50
	4.2.6.3	Levels 8, 9 and 10	\$66.00 68
4.2.7		Pool Rental – per hour	\$60.00 65
4.3		Keremeos Fitness Room	
4.3.1		Single Admission Rates	
	4.3.1.1	Youth	\$4.50
		Punch in Fitness	\$4.29
	4.3.1.2	Adult	\$6.50
		Punch in Fitness	\$6.19
4.3.2		1 Month Pass	
	4.3.2.1	Youth	\$48.00
		Punch in Fitness	\$45.71
	4.3.2.2	Adult	\$68.00
		Punch in Fitness	\$64.76
4.3.3		3 Month Pass	
	4.3.3.1	Youth	\$115.00
		Punch in Fitness	\$109.52
	4.3.3.2	Adult	\$138.00
		Punch in Fitness	\$131.43
	4.3.3.3	Family	\$230.00
		Punch in Fitness	\$219.05
4.3.4		6 Month Pass	
	4.3.4.1	Youth	\$170.00
		Punch in Fitness	\$161.90
	4.3.4.2	Adult	\$225.00
		Punch in Fitness	\$214.29
4.3.5		1 Year Pass	
	4.3.5.1	Youth	\$290.00
		Punch in Fitness	\$276.19
	4.3.5.2	Adult	\$385.00
		Punch in Fitness	\$366.67
	4.3.5.3	Family	\$575.00
		Punch in Fitness	\$547.62
4.3.6		Lost Card Replacement	\$10.00
4.4		Keremeos Ice Rink	
4.4.1		Single Admission Rates	
	4.4.1.1	Child – 5 – 12 years	\$3.50 3.75
	4.4.1.2	Teen – 13 – 19 years	\$4.00 4.25
	4.4.1.3	Adult – 19+	\$4.50 4.75
	4.4.1.4	Family	\$10.00
	4.4.1.5	Parent/Tot	\$5.75 6.00
	4.4.1.6	10 Flex Pass	\$28.50 30.00
4.4.2		Learn to Skate	

Comment [CM73]: Fee adjustment

Comment [CM74]: Fee adjustment for all 4 Red Cross Lessons

Comment [CM75]: Fee adjustment on all single admission rates

	4.4.2.1	3 – 6 Years	\$65.00 60	
	4.4.2.2	7 and up	\$95.00 90	Comment [CM76]: Fee adjustment on all Learn to skate
4.4.3		Mite's Hockey – Boys and Girls 5 – 8 Years old		
	4.4.3.1	Entire Program	\$50.00 55	Comment [CM77]: Fee adjustment
	4.4.3.2	Drop In	\$5.00	
4.4.4		Sticks and Pucks 9 -14 Years old	\$4.00 4.50	
4.4.5		Sticks and Pucks – Adult	\$7.50 8	Comment [CM78]: Fee adjustment on Sticks and Pucks – Youth and Adult
4.4.6		Ice Rental – Per hour		
	4.4.6.1	School Age Keremeos	\$70.00 75	
	4.4.6.2	Adult	\$90.00 95	Comment [CM79]: Fee adjustment on all per hour ice rental
4.5		Keremeos Bowling		
	4.5.1	League Bowling		
	4.5.1.1	Adult	\$10.50 11	
	4.5.1.2	Senior	\$10.00 10.50	Comment [CM80]: Fee adjustment on League Bowling
	4.5.2	Drop- In		
	4.5.2.1	Adult	\$4.50 5	Comment [CM81]: Fee adjustment on Adult Drop-In
	4.5.2.2	Youth	\$4.00	
	4.5.3	Shoe Rental	\$1.60	
4.6		Squash Tokens (each)	\$2.65	
	4.6.1	Per Year	\$68.00	Comment [CM82]: New subsections
		Punch in Fitness	\$64.76	
4.7		Climbing		Comment [CM83]: New Program
	4.7.1	Child	\$3.00	
	4.7.2	Teen	\$4.00	

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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Fees and Charges Bylaw No. 2680, 2015

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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2680, 2015

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

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

AND WHEREAS in accordance with Section 363 [imposition of fees and charges] and Section 931 [fees related to applications and inspections] of the *Local Government Act*, the Regional Board wishes to establish fees and charges which reflect cost recovery for services and information provided;

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

Section 1 - Citation

- 1.1 This Bylaw shall be cited as the **Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2680, 2015**.

Section 2 – Fees and Charges

- 2.1 Wherever this Bylaw sets out fees and charges with respect to other Regional District bylaws and such other bylaws contain similar fees and charges, this Bylaw is deemed to prevail.
- 2.2 Wherever this Bylaw sets out fees and charges for work done or services provided to land or improvements, the Regional District may recover the costs of undertaking the work in the same manner and with the same remedies as property taxes.
- 2.3 The schedule of fees to be imposed for the provision of goods, services and information as specified in Appendix 'A' Schedules 1 to 6 attached hereto, and forming part of this bylaw, is hereby established.

Section 3 – Effective Date

- 3.1 This bylaw shall come into effect on April 15, 2015.

Section 4 - Repeal

- 4.1 Bylaw No. 2650, 2014 and amendments thereto are hereby repealed.

| **READ A FIRST TIME** this day of __, 2015.

READ A SECOND AND THIRD TIME this day of, 2015.

| **ADOPTED** this __ day of __, 2015.

RDOS Board Chair

Corporate Officer

Schedule 1 – Corporate Services Fees

1.0 - Photocopies

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

2.0 - Finance Fees and Charges

2.1 Utility Search Fee \$20.00

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

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

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

3.0 - Mapping

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

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

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

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

4.0 - Digital Data

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

5.0 - GIS Services for Municipalities, Provincial and Federal Government

5.1 Access to existing RDOS internal internet mapping application will be \$2,540/year.

5.2 Creation of a municipal specific internet mapping application with functionality in addition to or different from the RDOS internal application as per Item 2.1 of Enterprise Unit Data and Services Policy will be available at a cost of \$4,431 per year.

- 5.3 Specific GIS services as per items 2.2 and 2.3 of Enterprise Unit Data and Services Policy will be available at a cost of \$50.85/hr for the GIS Technician, \$54.03/hr for GIS Analyst/Programmer and \$71.13/hr for IS Manager.
- 5.4 Services will be available at a cost of \$50.85/hr for the GIS Technician, \$54.03/hr for GIS Analyst/Programmer and \$71.13/hr for IS Manager.

6.0 - Human Resources Services for Municipalities

- 6.1 Human Resources services will be available to municipalities as per items 3.1 and 3.2 of Enterprise Unit Data and Services Policy. Services will be available at a cost of \$69.55/hr for the HR Manager and \$46.95/hr for HR Coordinator.

7.0 - IT Services for Municipalities

- 7.1 IT services will be available to municipalities as per items 4.1 and 4.2 of the Enterprise Unit Data and Services Policy will be available at a cost of \$47.93/hr for the Systems Administrator and \$40.26/hr for Network Analyst.

1.0 - Plan Processing Fee

- 1.1 The fee for plan processing shall be \$150.00

2.0 - Building Permit – to be determined as follows:

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

Table A-1

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

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

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

3.0 - Plan Review Fee

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

4.0 - Locating/Relocating a Building

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

5.0 - Demolishing a Building or Structure

- 5.1 The fee for a permit authorizing the demolition of a building or structure shall be \$500.00.

6.0 - Plumbing Permits

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

7.0 - Solid Fuel Burning Devices

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

8.0 - Re-inspection Fees

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

9.0 – Health and Safety Inspection

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

10.0 - Transfer Fee

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

11.0 - File Searches and Comfort Letters

- 11.1 The fee for information recovery from archived files shall be \$20.00 payable in advance and shall be subject to the *Freedom of Information and Protection of Privacy Act*.
- 11.2 The fee for provision of information contained on the Parcel Information Maps, information recovered from building permit files and property folio files which is routinely releasable and not subject to the Freedom of Information and Protection of Privacy Act may be charged at a rate of \$10 per ¼ hour of time spent by a RDOS employee.
- 11.3 The fee for comfort letters shall be \$100.00 per property.

12.0 - Deficiency Inspection Permit for Removal of Notice on Title

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

13.0 - Permit Extension Fee

13.1 The fee for permit extension shall be \$100.00

14.0 - Legal Documents

14.1 Title search \$ 15

14.2 Title and on-line document search (including State of Title, Covenants, Right of Ways, Easements, Plans and similar documents (per document) Actual cost of document, not to exceed \$ 50

Non-Electronic Documents from Land Titles Office and Registry Services (per document) Actual cost of document, not to exceed \$ 100

15.0 - Covenants

15.1 Preparation of a Covenant \$500

15.2 Covenant Discharge \$250

Schedule 3 – Planning and Development Fees

1.0 Official Community Plan (OCP) amendment		
1.1 Application fee		\$1,000.00
1.2. Joint Zoning Bylaw Amendment fee		\$1,500.00
plus: i) \$25.00 per dwelling unit and/or parcel in excess of four (4)		
2.0 Zoning Bylaw or Land Use Contract (LUC) amendment		
2.1 Application fee		\$1,000.00
plus: i) \$25.00 per dwelling unit and/or parcel in excess of four (4)		
3.0 Temporary Use Permit		
3.1 a) Application fee		\$ 700.00
b) despite subsection a), application fee for a 'vacation rental' use submitted between July 1, 2014 and Dec 31, 2015		\$ 350.00
3.2 Renewal fee		\$ 350.00
4.0 Development Permit		
4.1 Application fee		\$ 600.00
4.2 Amendment to a Permit fee		\$ 300.00
4.3 Expedited Permit		\$ 300.00
5.0 Development Variance Permit		
5.1 Application fee		\$ 400.00
6.0 Board of Variance Appeal		
6.1 Application fee		\$ 500.00
7.0 Floodplain Exemption		
7.1 Application fee		\$ 400.00
8.0 Strata Title Conversion		
8.1. Application fee		\$ 150.00
plus: i) \$150.00 for each additional unit		
9.0 Campsite Permit	Bylaw 713	
9.1 Application fee		\$ 150.00
plus: i) \$15.00 for each camping space		
9.2 Renewal fee		\$ 150.00
10.0 Mobile Home Park Permit	Bylaw 2597	
10.1 Application fee		\$ 150.00
plus: i) \$30.00 for each mobile home space		
10.2 Renewal fee		\$ 150.00
11.0 Applications to the Agriculture Land Commission (ALC)		
11.1 Application fee		\$ 600.00
12.0 File Searches (For routinely releaseable records only)		
12.1 Information recovery from archived files	\$	20.00
12.2 Information recovery from a property folio:		
i) first ½ hour of time spent	\$	0.00
ii) each additional ¼ hour spent after first ½ hour of time	\$	7.50

13.0 Legal Documents

13.1 Title and document search (including State of title, Covenants, Right of Ways, Easements, Plans and similar documents):

- i) Electronic search (per document)(up to) \$ 50.00
- ii) Non-Electronic search (per document.....(up to) \$ 100.00

14.0 Covenants

- 14.1 Discharge of a Statutory Covenant\$ 250.00
- 14.2 Preparation or Amendment of a Statutory Covenant..... \$ 500.00

15.0 Comfort Letters

- 15.1 "Comfort Letter" for compliance with bylaws or zoning \$ 100.00

16.0 Letter of Concurrence for Communication Towers\$ 400.00

Note: The number of dwelling units and/or parcels referred to at Sections 1.2 and 2.1 shall be determined by either using the maximum density of dwelling units permitted per hectare of land in the proposed zone or designation, or by dividing the area of the land proposed to be re-designated or zoned by the minimum parcel size requirement of the proposed zone or designation, whichever yields the greatest number.

Schedule 4 – Bylaw Enforcement Fees

1.0 Animal Control Fees

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

2.0 Dog Licensing Fees:

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

3.0 Replacement of Lost, Destroyed or Mutilated Tags:

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

4.0 Burning Permit Fees

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

Schedule 5 – Public Works and Engineering Services Fees

Section 1- Development Fees

Bylaw 2000

1.0 Examination Fees for the Subdivision of Land:

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

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

1.6 Review Fee

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

1.7 Inspection Fee

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

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

2.0 Water Meter Vault, Appurtenances and Installation Fees

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

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

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

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

Schedule 5 – Public Works and Engineering Services Fees

Section 2 - Development Cost Charges & Capital Expenditure Fees

1.0 Okanagan Falls Sewer Development Cost Charges	Bylaw 2486
1.1 Single detached dwelling per lot/per dwelling unit	\$9,500.00
1.2 Duplex per dwelling unit	\$9,500.00
1.3 Townhouse per dwelling unit	\$6,800.00
1.4 Apartment per dwelling unit	\$6,800.00
1.5 Commercial per m ² gross floor area	\$ 30.00
1.6 Industrial per m ² gross floor area	\$ 30.00
1.7 Institutional per m ² gross floor area	\$ 27.00
2.0 Naramata Water System Development Cost Charges and Capital Expenditure Charges	Bylaw 1804 NID Bylaw 443
2.1 Development Cost Charges Zone A	
2.1.1 Single Family Residential at Subdivision	\$5,700/parcel
2.1.2 Multi Family Residential at Building Permit	\$5,700/dwelling
2.2 Capital Expenditure Charges – Zone A, B & C	
2.2.1 Single Family Residential	\$5,700/service
2.2.2 Multi-Family Residential	\$5,700/lot
2.2.3 Cottage	\$5,700/service
3.0 Olalla Water System Capital Expenditure Charges	OID Bylaw 32
3.1 Mobile Home Capital Expenditure Charge	\$1,000/unit
3.2 Capital Expenditure Charge	\$ 800/parcel
4.0 Faulder Community Water System Development Cost Charges	Bylaw 1894
4.1 Single Family Residential	\$4,200/parcel
5.0 West Bench Water System Capital Expenditure Charge	WBID Bylaw 101
5.1 Capital Expenditure Charge	\$3,000/parcel
6.0 Gallagher Lake Water Connection Cost	Bylaw 2644
6.1 Each water service	\$1,500.00

7.0 Gallagher Lake Sewer Connection Cost**Bylaw 2645****7.1 Sewer – Single Family Equivalent Units (SFU)**

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

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

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

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

Schedule 5 – Public Works and Engineering Services Fees

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

1.0 Naramata Community Water System and Street Lighting	Bylaw 2377
1.1 Basic User Fee	\$ 960 /house
1.2 Grade A Domestic	\$ 267 /acre
1.3 Grade A Irrigation	\$ 255 /acre
If land is deemed to be non-irrigable, residents may apply for exemption based on an agrologist's report	
1.4 Grade B	\$165 / parcel
1.5 Capital Charge – separating domestic & irrigation lines no longer separate charge, part of basic user fee	\$0 / parcel
1.6 Street Lighting	\$ 4/ parcel
In addition to the above user fees, the following will also apply:	
1.7 each garage, service station, coffee shop, cafe, business office, beauty salon, dog kennel, neighbourhood pub, hobby shop, an annual charge of	\$ 333
1.8 each farm winery and/or store and winery with restaurant, an annual charge of	\$ 530
1.9 each Packing house an annual charge of	\$ 1205
1.10 each school an annual charge of	\$ 4574
1.11 each Naramata Centre an annual charge of	\$ 10229
1.12 each guesthouse, summer cabin or picker's cabin an annual charge of	\$ 300 /unit
1.13 each residence where the owner has for year round use (or rental) living units, suites, guest cottages or cabins, an annual per unit charge of	\$ 960 /unit
1.14 each motel or auto court an annual charge of	\$ 281 unit
1.15 each resort an annual charge of	\$ 151 /unit
1.16 each bed and breakfast and annual charge of	\$ 426
1.17 each tent and trailer court an annual charge of	\$ 900
1.18 each multiple family dwelling, duplex, apartment block or condominium, an annual charge of for each family unit, except that one such unit in each building shall be exempt.	\$ 960 /unit
1.19 each bunkhouse an annual charge of	\$ 473
1.20 each single irrigation service connection a charge in accordance with the following:	
1.20.1 Three quarter inch (3/4")	\$ 83
1.20.2 One Inch (1")	\$ 83
1.20.3 One and One Quarter Inch (1 1/4")	\$ 83
1.20.4 One and One Half Inch (1 1/2")	\$ 83
1.20.5 Two Inches (2")	\$ 83
1.21 Hydrant Permit	\$ 30/per day

1.22 Connection Charge \$350/connection

2.0 Olalla Water System

Bylaw 2381

2.1 User Fees

2.1.1	Single Family Dwelling	\$ 391 /each
2.1.2	Businesses	\$ 391 /each
2.1.3	Trailer Space	\$ 391 /unit
2.1.4	Motels	\$ 391 /unit
2.1.5	Apartments	\$ 205 /unit

3.0 Faulder Water System

Bylaw 1179

3.1 User Rates

By taxation

4.0 West Bench Water System User Rates

Bylaw 2555

4.1	Single Family	\$ 767 /house
4.2	Vacant Lot	\$ 767 /parcel
4.3	Multi Family	\$ 1405 parcel
4.4	Park	\$ 1571 /parcel
4.5	School	\$ 8943 /parcel
4.6	Farm	\$ 787 /parcel
4.7	Business	\$ 956 /parcel
4.8	Utility	\$ 787 /parcel
4.9	Grade A Irrigation	\$ 123 /acre
4.10	Grade B Non-Irrigable	\$ 116/flat rate

If a portion of land is deemed to be non-irrigable by an agrologist, the landowner may apply for exemption from the Grade A rate, based on the agrologist's report. The portion of land deemed non-irrigable will then be billed at a flat rate of \$ 116.

4.11	Capital Assessment	\$ 93 /parcel
4.12	Renewal Fund	\$ 115 /parcel

5.0 Gallagher Lake Water System

5.1 Flat Rates

	Type of Use	Unit of Charge	Annual Rates
5.1.1	Residential		
5.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$ 631.00
5.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$ 495.00
5.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$ 240.00
5.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$ 316.00
5.1.2	Commercial		
5.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$ 279.00
5.1.2.2	Motel or Hotel	per room	\$ 210.00
5.1.2.3	Campground	per site	\$ 74.00
5.1.2.4	Restaurant or Beverage Room:	less than 25 seats	\$ 602.00
		25 to 49 seats	\$ 900.00
		for each additional 25 seats or increment	\$ 300.00
5.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$ 601.00
5.1.2.6	Laundromat	per machine	\$ 183.00
5.1.2.7	Car Wash	per wand	\$ 183.00
5.1.2.8	Church	per unit	\$ 391.00
5.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$ 391.00
5.1.2.10	School	per classroom	\$ 391.00
5.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$ 1,987.00

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

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

5.2 Metered Rates

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

6.0 General Water Services

6.1	Hydrant Permit	\$ 30/per day
6.2	Connection Charge	\$ 350
6.3	Inspection & Administration Fee	\$ 100/each
6.4	Water Turn-On Fee	\$ 20
6.5	Valve Turn Request	\$ 20

Schedule 5 – Public Works and Engineering Services Fees

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

1.0 Okanagan Falls Sewer User Rates

Bylaw 1707

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

Category	Estimated Usage (m ³ /Day)	Factor	Annual Billing
Single Family Dwelling, Duplex or Townhouse per Single Family Unit	2.00	1.6	\$ \$ 653
Apartment – per Dwelling Unit	1.5	1.2	\$ 490
Mobile Home Parks – per Mobile Home	1.5	1.2	\$ 490
Motel – per Unit	0.5	0.4	\$ 163
Hotel – per Unit	0.5	0.4	\$ 163
Restaurant	4.5	3.6	\$ 1469
Licensed lounge/pub	4.5	3.6	\$ 1469
Laundromat – per washer	0.9	0.7	\$ 286
Service Station	1.25	1	\$ 408
Coin operated car wash	7.5	6	\$ 2448
Stores, banks, small business, office buildings, (20 people or less, washroom facilities, major water use)	1.25	1	\$ 408
Supermarket	3.0	2.4	\$ 979
Churches, Community Halls & Drop-In Centres	1.25	1	\$ 408
Library	1.25	1	\$ 408
Schools per classroom	1.25	1	\$ 408
Industrial Plants (20 employees or less, washroom facilities, major water use)	1.25	1	\$ 408
Sani-dump – per station			\$ 163
Campgrounds – per site/pad			\$ 163
– per washroom facility			\$ 163

2.0 Gallagher Lake System

2.1. Flat Rates

	Type of Use	Unit of Charge	Annual Rates
2.1.1	Residential		
2.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$ 434.00
2.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$ 339.00
2.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$ 166.00
2.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$ 216.00
2.1.2	Commercial		
2.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$ 434.00
2.1.2.2	Motel or Hotel	per room	\$ 318.00
2.1.2.3	Campground	per site	\$ 56.00
2.1.2.4	Restaurant or Beverage Room:	less than 25 seats	\$ 793.00
		25 to 49 seats	\$ 1,184.00
		for each additional 25 seats or increment	\$ 395.00
2.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$ 789.00
2.1.2.6	Laundromat	per machine	\$ 235.00
2.1.2.7	Car Wash	per wand	\$ 235.00
2.1.2.8	Church	per unit	\$ 460.00
2.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$ 460.00
2.1.2.10	School	per classroom	\$ 460.00
2.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$ 2,174.00

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

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

appropriate user rates shall also apply.

2.2.2 METERED RATES

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

2.2.2.1 Sewer users with an effluent or sewage flow meter shall be charged at the rate of \$0.78 per cubic metre of measured effluent.

2.2.2.2 For metered water users without effluent flow meters, the charge for use of the sewage system shall be calculated as 80% of the recorded volume of metered water used times a rate of \$0.78 per cubic metre.

3.0 General Sewer Services

3.1	Connection Charge	\$ 350.00
3.2	Inspection & Administration Fee	\$ 100/each

Schedule 5 – Public Works and Engineering Services Fees

Section 5 – Cemetery Fees

1.0 Naramata Cemetery	Bylaw 2023
1.1 PLOT RESERVATION LICENSE FEES:	
Burial Plot: resident (\$120 allocated to reserve)	\$495
Burial Plot non-resident (\$240 allocated to reserve)	\$660
Cremation Plot: resident (\$40 allocated to reserve)	\$165
Cremation Plot non-resident (\$80 allocated to reserve)	\$220
1.2 INTERMENT OPENING AND CLOSING FEES:	
Burial Plot: 240 cm depth or greater	\$660
Cremation Plot:	\$110
1.3 EXHUMATION OR DISINTERMENT OPENING AND CLOSING FEES:	
Burial Plot:	\$650
Cremation Plot:	\$150
1.4 OPENING OR CLOSING FOR INTERMENT/ EXHUMATION/DISINTERMENT OTHER THAN DURING NORMAL BUSINESS HOURS:	
Fee in addition to that applicable under item 1.2 or 1.3 above for burial plot:	\$220
Fee in addition to that applicable under item 2 or 3 above for cremation plot:	\$220
1.5 ISSUANCE OF LICENSE/PERMIT OTHER THAN DURING NORMAL BUSINESS HOURS, OR LESS THAN 24 HOURS PRIOR TO SCHEDULED INTERMENT:	
Fee in addition to that applicable under item 1, 2 or 4 above:	\$100
1.6 INSTALLATION OF MEMORIAL MARKER:	\$ 94
(\$10 allocated to reserve)	
1.7 GRAVE LINER:	\$275
1.8 PICTURE OF INTERRED FOR INTERNET	
one time charge (optional)	\$ 50
1.9 TEXT	
for interment to a maximum of 200 words, (optional)	\$ 50
1.10 SCATTERING GARDEN	
Fee for Scattering Garden Plaque	\$150
Fee for Scattering Gardens Care Fund	\$ 50

Schedule 5 – Public Works and Engineering Services Fees

Section 6 Curbside Solid Waste Collection and Drop-Off Service Fees Bylaw 2191

6.1	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “A”.	\$125 per premise per year
6.2	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “B”.	\$115 per premise per year
6.3	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “C”.	\$135 per premise per year
6.4	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “D” excluding Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$110 per premise per year
6.5	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “D” within Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$145 per premise per year
6.6	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in the participating areas of Electoral Areas “E”.	\$145 per premise per year
6.7	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in the participating areas of Electoral Area “F”.	\$145 per premise per year
6.8	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in Electoral Area “G”.	\$150 per premise per year
6.9	Improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service in the Village of Keremeos.	\$115 per premise per year
6.10	Tag-a-Bag as defined by the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw	\$1.50 each

Schedule 5 – Public Works and Engineering Services Fees

Section 7- Sanitary Landfills

New Regulatory Bylaw

1.0 Campbell Mountain Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
1.1.1	REFUSE	\$95.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
1.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$500.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required. Contact RDOS for approval requirements.
1.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
1.1.4	CONSTRUCTION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
1.1.5	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
1.1.6	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
1.1.7	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 1.2.3 below</i>	
1.1.8	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
1.1.9	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
1.1.10	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
1.1.11	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
1.1.12	CLEAN FILL	\$0.00	
1.1.12.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
1.1.12.2	The appropriate waste management form is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

1.1.13	CONTAMINATED SOIL Relocation Application	\$250.00 per application	'RDOS Application for the Relocation of CONTAMINATED SOIL' as per RDOS Policy P5280-00.05.
1.1.14	CONTAMINATED SOIL	\$20.00	\$50.00 minimum charge
1.1.14.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
1.1.14.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
1.1.14.3	Small Volume Contaminated Soil: maximum five cubic metres or less (≤ 5 m ³). No Relocation Agreement required. The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
1.1.15	FRUIT WASTE	\$10.00	\$5.00 minimum charge
1.1.16	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	WOOD WASTE	<i>See Section 1.1.6 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 1.1.7 above</i>	
	PRESERVED WOOD	<i>See Section 1.2.3 below</i>	
	TREE STUMPS	<i>See Section 1.2.16 below</i>	
1.1.17	AGRICULTURAL ORGANIC MATERIAL other than FRUIT WASTE	\$0.00	
1.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
1.1.19	PROCESSED ORGANICS	\$0.00	
	<i>City of Penticton Compost Sales</i>	<i>Operated by the City of Penticton. Call 250-490-2500 to confirm price and availability.</i>	

	Recyclables	Charge per tonne per load	Charge Information
1.1.20	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINATION
1.1.21	CORRUGATED CARDBOARD	\$0.00	Free of CONTAMINATION
1.1.22	Container Glass	\$0.00	Bottles and jars only
1.1.23	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
1.1.24	HOUSEHOLD HAZARDOUS WASTE	\$0.00	Residential quantities which originate within the SERVICE AREA

1.1.25	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
1.1.26	BATTERIES	\$0.00	
1.1.27	PRESSURIZED TANKS	\$1.00	Empty
1.1.28	Recyclable TIRES	\$0.00	Rims removed
1.1.29	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>		<i>See Section 1.3 below</i>
	<i>REFRIGERATION UNITS</i>		<i>See Section 1.3 below</i>
	<i>Mattress and Box Springs</i>		<i>See Section 1.3 below</i>

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

	Controlled Waste	Charge per tonne per load	Charge Information
1.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
1.2.2	Water Treatment Centrifuge Residuals	\$20.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.3	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.4	INVAISIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.5	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
1.2.6	Screenings and sludge from municipal sewage treatment plants, pump stations and domestic septic systems	\$150.00	\$50.00 minimum charge
1.2.7	Condemned foods	\$150.00	\$50.00 minimum charge
1.2.8	CLINICAL/LABORATORY WASTE	\$150.00	\$50.00 minimum charge
1.2.9	BULKY WASTE	\$150.00	\$50.00 minimum charge
1.2.10	CARCASSES	\$50.00	\$10.00 minimum charge
1.2.11	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$150.00	\$50.00 minimum charge
1.2.12	BURNED MATERIALS	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
1.2.13	Foundry Dust	\$150.00	\$50.00 minimum charge
1.2.14	FOOD PROCESSING WASTE	\$150.00	\$50.00 minimum charge
1.2.15	TIMBER WASTE	\$300.00	\$50.00 minimum charge
1.2.16	TREE STUMPS	\$50.00	\$10.00 minimum charge
1.2.17	RENDERABLE PRODUCT	\$150.00	\$50.00 minimum charge
1.2.18	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

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

	Recyclables	Addition to General Charges	Charge Information
1.3.1	REFRIGERATION Unit	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
1.3.2	TIRES with Rims	\$1.00 per unit	
1.3.3	Mattress	\$7.50 per unit	Any size
1.3.4	Box Spring	\$7.50 per unit	Any size

1.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) acceptable CONTROLLED WASTE or RECYCLABLE WASTE, by volume, shall be charged double the normal fee set out in 1.1 and 1.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC.

1.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

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

1.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 1.1 and 1.2 of this Schedule with a \$10 minimum charge.

1.3.9 The charge payable under 1.1 and 1.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.

1.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 1.1, 1.2 and 1.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fees outlined in Section 5.

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

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

Schedule 5 – Public Works and Engineering Services Fees

Section 7- Sanitary Landfills

2.0 Okanagan Falls Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
2.1.1	REFUSE not containing Food Waste	\$95.00	\$5.00 minimum charge
2.1.2	REFUSE containing Food Waste	\$300.00	\$25.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
2.1.3	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$200.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required. Contact RDOS for approval requirements.
2.1.4	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
2.1.5	CONSTRUCTION MIXED LOAD	\$150.00 up to 500 kg; \$200.00 portion above 500 kg	\$50.00 minimum charge
2.1.6	ASSESSED DEMOLITION RENOVATION AND CONSTRUCTION MIXED LOAD NON-SERVICE AREA	\$250.00	\$50.00 minimum charge, for loads originating from outside the SERVICE AREA
2.1.7	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
2.1.8	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
2.1.9	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 2.2.3 below</i>	
2.1.10	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
2.1.11	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
2.1.12	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
2.1.13	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
2.1.14	CLEAN FILL	\$0.00	
2.1.14.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
2.1.14.2	The appropriate Waste Management Declaration is to be completed and twenty-four		

(24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.			
2.1.15	CONTAMINATED SOIL APPLICATION	\$250.00 per application	'RDOS Application for the Relocation of CONTAMINATED SOIL' as per RDOS Policy P5280-00.05
2.1.16	CONTAMINATED SOIL	\$20.00	\$50.00 minimum charge
2.1.16.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
2.1.16.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
2.1.16.3	Small Volume Contaminated Soil (under 5 cubic metres) (< 5 m3). No Relocation agreement required. The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
	FRUIT WASTE	Not accepted	
2.1.17	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	WOOD WASTE	<i>See Section 2.1.8 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 2.1.9 above</i>	
	PRESERVED WOOD	<i>See Section 2.2.3 below</i>	
	TREE STUMPS	<i>See Section 2.2.10 below</i>	
2.1.18	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
2.1.19	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
2.1.20	PROCESSED ORGANICS	\$0.00	

	Recyclables	Charge per tonne per load	Charge Information
2.1.21	RESIDENTIAL RECYCLING	\$0.00	Free of CONTAMINANTS
2.1.22	CORRUGATED CARDBOARD	\$0.00	Free of CONTAMINANTS
2.1.23	Container Glass	\$0.00	Bottles and jars free of all other material except container label
2.1.24	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
2.1.25	BATTERIES	\$0.00	
2.1.26	PRESSURIZED TANKS	\$1.00	Empty

2.1.27	Recyclable TIRES	\$0.00	Rims removed
2.1.28	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>	<i>See Section 2.3 below</i>	
	<i>REFRIGERATION UNITS</i>	<i>See Section 2.3 below</i>	
	<i>Mattress and Box Springs</i>	<i>See Section 2.3 below</i>	

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

	Waste	Charge per tonne per load	Charge Information
2.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
2.2.2	BIOSOLIDS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.3	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.4	INVAISIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.5	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
2.2.6	BULKY WASTE	\$150.00	\$50.00 minimum charge
2.2.7	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$150.00	\$50.00 minimum charge
2.2.8	BURNED MATERIALS	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
2.2.9	TIMBER WASTE	\$300.00	\$50.00 minimum charge
2.2.10	TREE STUMPS	\$50.00	\$50.00 minimum charge
2.2.11	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

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

	Recyclables	Addition to General Charges	Charge Information
2.3.1	REFRIGERATION UNITS	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
2.3.2	TIRES with Rims	\$1.00 per unit	
2.3.3	Mattress	\$7.50 per unit	Any size
2.3.4	Box Spring	\$7.50 per unit	Any size

2.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) RECYCLABLE WASTE or CONTROLLED WASTE, by volume, shall be

charged double the normal fee set out in 2.1 and 2.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC.

- 2.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS shall be charged three times the rate for refuse, or three times the highest rate for any material contained in the load, whichever is greater.
- 2.3.7 Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.
- 2.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 2.1 and 2. 2 of this Schedule with a \$10 minimum charge.
- 2.3.9 The charge payable under 2.1 and 2.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.
- 2.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 2.1, 2.2 and 2.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fess outlined in Section 5.
- 2.3.11 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.
- 2.3.12 SOLID WASTE generated in the SERVICE AREA through the DEMOLITION, RENOVATION and CONSTRUCTION of Local Government Improvements owned by The City of Penticton, The Village of Keremeos or the RDOS are exempt from tipping fees provided the SOLID WASTE is SOURCE-SEPARATED prior to delivery, the MANAGER is notified 24 hours in advance and the materials are deposited appropriately at the SITE. DEMOLITION AND RENOVATION MIXED LOAD shall be charged the applicable fees above.

Schedule 5 – Public Works and Engineering Fees

Section 7- Sanitary Landfills

3.0 Oliver Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
3.1.1	REFUSE	\$95.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
3.1.2	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$90.00 up to 500 kg; \$500.00 portion above 500 kg	\$25.00 minimum charge. RDOS approval form required. Contact RDOS for approval requirements.
3.1.3	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
3.1.4	CONSTRUCTION MIXED LOAD	\$200.00 up to 500 kg; \$700.00 portion above 500 kg	\$50.00 minimum charge
3.1.5	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
3.1.6	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
3.1.7	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 1.2.3 below</i>	
3.1.8	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
3.1.9	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
3.1.10	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
3.1.11	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
3.1.12	CLEAN FILL	\$0.00	
3.1.12.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
3.1.12.2	The appropriate waste management form is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
3.1.13	CONTAMINATED SOIL APPLICATION	\$250.00 per application	'RDOS Application for the Relocation of CONTAMINATED SOIL' as per RDOS Policy P5280-00.05

3.1.14	CONTAMINATED SOIL	\$20.00	\$50.00 minimum charge
3.1.14.1	(Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of metal parameters greater than Agricultural (AL) but not greater than the concentrations for the applicable metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
3.1.14.2	(Non-Metals: > Hazardous Waste) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION.		
3.1.14.3	Small Volume Contaminated Soil (under 5 cubic metres) (< 5 m3). No Relocation agreement required. The appropriate waste management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the material to the SITE.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
3.1.15	FRUIT WASTE	\$10.00	\$5.00 minimum charge
3.1.16	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
	WOOD WASTE	<i>See Section 3.1.6 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 3.1.7 above</i>	
	PRESERVED WOOD	<i>See Section 3.2.2 below</i>	
	TREE STUMPS	<i>See Section 3.2.15 below</i>	
3.1.17	AGRICULTURAL ORGANIC MATERIAL other than FRUIT WASTE	\$0.00	
3.1.18	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
3.1.19	PROCESSED ORGANICS	\$0.00	
3.1.20	COMPOST Sales	\$50.00	Retail price per tonne when available

	Recyclables	Charge per tonne per load	Charge Information
3.1.21	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
3.1.22	CORRUGATED CARDBOARD	\$0.00	
3.1.23	Container Glass	\$0.00	Bottles and jars free of all other material except container label
3.1.24	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
3.1.25	PAINT	\$0.00	Residential quantities which originate within the SERVICE AREA
3.1.26	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
1.1.27	BATTERIES	\$0.00	

1.1.28	PRESSURIZED TANKS	\$1.00	Empty
1.1.29	Recyclable TIRES	\$0.00	Rims removed
1.1.30	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>	<i>See Section 3.3 below</i>	
	<i>REFRIGERATION UNITS</i>	<i>See Section 3.3 below</i>	
	<i>Mattress and Box Springs</i>	<i>See Section 3.3 below</i>	

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

	Waste	Charge per tonne per load	Charge Information
3.2.1	Environmental Cleanup Materials	\$0.00 <i>(see Information on Charge)</i>	Requires written permission of the MANAGER prior delivery of materials to SITE
3.2.2	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
3.2.3	INVAISIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
3.2.4	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
3.2.5	Screenings and sludge from municipal sewage treatment plants, pump stations and domestic septic systems	\$150.00	\$50.00 minimum charge
3.2.6	Condemned foods	\$150.00	\$50.00 minimum charge
3.2.7	CLINICAL/LABORATORY WASTE	\$150.00	\$50.00 minimum charge
3.2.8	BULKY WASTE	\$150.00	\$50.00 minimum charge
3.2.9	CARCASSES	\$50.00	\$5.00 minimum charge
3.2.10	Manifested ASBESTOS or ASBESTOS CONTAINING MATERIAL (ACM)	\$150.00	\$50.00 minimum charge
3.2.11	BURNED MATERIALS	\$150.00 up to 500 kg; \$500.00 portion above 500 kg	\$50.00 minimum charge
3.2.12	Foundry Dust	\$150.00	\$50.00 minimum charge
3.2.13	FOOD PROCESSING WASTE	\$150.00	\$50.00 minimum charge
3.2.14	TIMBER WASTE	\$300.00	\$50.00 minimum charge
3.2.15	TREE STUMPS	\$50.00	\$10.00 minimum charge
3.2.16	RENDERABLE PRODUCT	\$150.00	\$50.00 minimum charge
3.2.17	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

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

	Recyclables	Addition to General Charges	Charge Information
3.3.1	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
3.3.2	TIRES with Rims	\$1.00 per unit	

3.3.3	Mattress	\$7.50 per unit	Any size
3.3.4	Box Spring	\$7.50 per unit	Any size

- 3.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) RECYCLABLE WASTE or CONTROLLED WASTE, by volume, shall be charged double the normal fee set out in 3.1 and 3.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC.
- 3.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains CONTAMINANTS shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.
- 3.3.7 Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.
- 3.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 3.1 and 3.2 of this Schedule with a \$10 minimum charge.
- 3.3.9 The charge payable under 3.1 and 3.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.
- 3.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 3.1, 3.2 and 3.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fees outlined in Section 5 of this Schedule.
- 3.3.11 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program may pay a fee as determined by the REGIONAL DISTRICT.
- 3.3.12 SOLID WASTE generated in the SERVICE AREA through the DEMOLITION, RENOVATION and CONSTRUCTION of Local Government Improvements owned by The Town of Oliver or the RDOS are exempt from tipping fees provided the SOLID WASTE is SOURCE-SEPARATED prior to delivery, the MANAGER is notified 24 hours in advance and the materials are deposited appropriately at the SITE. DEMOLITION AND RENOVATION MIXED LOAD shall be charged the applicable fees above.

Schedule 5 – Public Works and Engineering Fees

Section 7- Sanitary Landfills

4.0 Keremeos Sanitary Landfill

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

	Refuse	Charge per tonne per load	Charge Information
4.1.1	REFUSE	\$95.00	\$5.00 minimum charge

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
	DEMOLITION RENOVATION AND CONSTRUCTION MIXED LOAD	Mixed Loads Not Accepted	
4.1.2	GYPSUM BOARD	\$95.00	\$10.00 minimum charge
4.1.3	WOOD WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
4.1.4	CONTAMINATED WOOD PRODUCT	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg
	<i>PRESERVED WOOD</i>	<i>See Section 1.2.3 below</i>	
4.1.5	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	\$20.00	\$5.00 minimum charge
4.1.6	Ceramic Fixtures	\$20.00	\$5.00 minimum charge
4.1.7	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	\$50.00	\$5.00 minimum charge
4.1.8	Plate glass or other non-container glass	\$95.00	\$5.00 minimum charge

	Soil	Charge per tonne per load	Charge Information
4.1.9	CLEAN FILL	\$0.00	
4.1.9.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
4.1.9.2	The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
4.1.10	REMEDIATABLE SOIL	\$5.00	
4.1.10.1	For soils that are REMEDIABLE to the standard as specified in Column III (Urban Park) of Schedules 4 & 5 and placement in the Landfill as cover. (Non-Metals: <HAZARDOUS WASTE) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION and upon submission of appropriate 'RDOS Application for the Relocation of CONTAMINATED SOIL as per RDOS Policy P5280-00.05 or equivalent.		

	Organic and Agricultural	Charge per tonne per load	Charge Information
4.1.11	YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
	WOOD WASTE	<i>See Section 4.1.3 above</i>	
	CONTAMINATED WOOD PRODUCT	<i>See Section 4.1.4 above</i>	
	PRESERVED WOOD	<i>See Section 4.2.1 below</i>	
	TREE STUMPS	<i>See Section 4.2.4 below</i>	
4.1.12	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
4.1.13	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
4.1.14	PROCESSED ORGANICS	\$0.00	

	Recyclables	Charge per tonne per load	Charge Information
4.1.15	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
4.1.16	CORRUGATED CARDBOARD	\$0.00	Free of contaminants
4.1.17	Container Glass	\$0.00	Bottles and jars free of all other material except container label
4.1.18	METAL	\$0.00 up to 500 kg; \$50.00 portion above 500 kg	\$5.00 minimum charge for loads more than 500 kg
4.1.19	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
4.1.20	PRESSURIZED TANKS	\$1.00	Empty
4.1.21	BATTERIES	\$0.00	
4.1.22	Recyclable TIRES	\$0.00	Rims removed
4.1.23	OVERSIZE TIRES	\$250.00	Rims removed
	<i>TIRES with Rims</i>	<i>See Section 4.3 below</i>	
	<i>REFRIGERATION UNITS</i>	<i>See Section 4.3 below</i>	
	<i>Mattress and Box Springs</i>	<i>See Section 4.3 below</i>	

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

	Waste	Charge per tonne per load	Charge Information
4.2.1	PRESERVED WOOD	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
4.2.2	INVASIVE PLANTS	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
4.2.3	INFESTED VEGETATION	\$150.00 <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
4.2.4	TREE STUMPS	\$50.00	\$10.00 minimum charge
4.2.5	Authorized PROHIBITED WASTE	\$150.00	\$50.00 minimum charge

4.3 The following charges that are in addition to the general charges outlined in 4.4 and 4.5 of Schedule 5, shall also apply:

	Recyclables	Addition to General Charges	Charge Information
4.3.1	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
4.3.2	TIRES with Rims	\$1.00 per unit	
4.3.3	Mattress	\$7.50 per unit	Any size
4.3.4	Box Spring	\$7.50 per unit	Any size

4.3.5 Any REFUSE that is deposited at the ACTIVE FACE or the REFUSE BINS and that contains more than one percent (1%) RECYCLABLE WASTE or CONTROLLED WASTE, by volume, shall be charged double the normal fee set out in 4.1 and 4.2 of this Schedule with a \$10.00 minimum charge with the exception of DRC

4.3.6 Any SOLID WASTE load that is deposited in a designated stockpile area, and that contains contaminants shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.

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

4.3.8 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in 4.1 and 4.2 of this Schedule with a \$10 minimum charge.

4.3.9 The charge payable under 4.1 and 4.2 of this Schedule shall be paid following the weighing of the empty motor vehicle after the LOAD is deposited and shall be based on the NET WEIGHT, difference in weight between the GROSS WEIGHT and the TARE WEIGHT of the empty vehicle.

4.3.10 In the event the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL shall estimate the weight of each motor vehicle and a fee shall be charged as outlined in 4.1, 4.2 and 4.3 of this Schedule or at the discretion of the MANAGER, the SITE OFFICIAL shall use the fees outlined in Section 5 of this Schedule.

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

4.3.12 Deposit of Materials not included in the Fees and Charges Bylaw including but not limited to DRC, ASBESTOS CONTAINING MATERIALS, FRUIT WASTE, BURNED MATERIALS, DEMOLITION CONSTRUCTION AND RENOVATION MIXED LOAD and Non-Agricultural TREE STUMPS, is Prohibited from DISPOSAL at the Keremeos SITE.

Section 7- Sanitary Landfills

5.0 Volumetric Landfill Charges (Sections 1, 2, 3 and 4 will take precedent where applicable)

5.1 Charges for depositing SOLID WASTE at the Campbell Mountain, Okanagan Falls, Oliver or Keremeos Sanitary Landfills when the MANAGER has determined the weight scale is not operational and the SITE is designated as receiving waste:

	Refuse	Charge	Charge Information
5.1.1	Automobiles	\$ 9.00/load	Including cars, vans and station wagons
5.1.2	Small Pickup Truck	\$ 10.00/load	Factory box < 7 feet in length (<i>not overloaded</i>)
5.1.3	Overloaded Small Pickup Truck	\$ 15.00/load	Factory box < 7 feet in length, load twice volume of box
5.1.4	Large Pick-up Truck	\$ 14.00/load	Factory box 7 feet or more in length (<i>not overloaded</i>)
5.1.5	Overloaded Large Pick-up Truck	\$ 20.00/load	Factory box 7 feet or more in length, load twice volume of box
5.1.6	Small Utility Trailer	\$ 10.00/load	Tire with inner diameter ≤ 25 cm (10")
5.1.7	Overloaded Small Utility Trailer	\$ 15.00/load	Tire with inner diameter ≤ 25 cm (10"), load twice volume of box
5.1.8	Large Utility Trailer	\$ 14.00/load	Tire with inner diameter > 25 cm (10")
5.1.9	Overloaded Utility Trailer	\$ 20.00/load	Tire with inner diameter > 25 cm (10"), load twice volume of box
5.1.10	Tandem axle trailer	\$ 35.00/load	
5.1.11	Single Axle Truck	\$ 55.00/load	1 ton (each ton capacity)
5.1.12	Roll-off Container	\$ 275.00/load	10 cu. yd. Open Container
5.1.13	Highways Refuse Collection Vehicle	\$450.00/load	Fees waived if brought to Campbell Mountain or Oliver Sanitary Landfills
5.1.14	Small Refuse Compactor Truck	\$575.00/load	
5.1.15	Single Axle Refuse Compactor Truck	\$790.00/load	Residential Curbside or Front End Load
5.1.16	Tandem Axle Dump Truck	\$500.00/load	
5.1.17	Dump Truck Pup Trailer	\$285.00/load	
5.1.18	Tractor Trailer Unit	\$950.00/load	

	Demolition, Renovation and Construction Materials	Charge per tonne per load	Charge Information
5.1.19	ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	Double (2x) REFUSE Charge	RDOS approval form required. Contact RDOS for approval requirements.
5.1.20	NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	Quadruple (4x) REFUSE Charge	Only where SITE accepts material. \$50.00 minimum charge.
5.1.21	CONSTRUCTION MIXED LOAD	Double (2x) REFUSE Charge	Only where SITE accepts material. \$50.00 minimum charge
5.1.22	GYPSUM BOARD	REFUSE Charge	\$10.00 minimum charge
5.1.23	WOOD WASTE	\$0.00	
5.1.24	CONTAMINATED WOOD PRODUCT	\$0.00	
	<i>PRESERVED WOOD</i>	<i>See below</i>	
5.1.25	CONCRETE, ASPHALT, MASONRY AND ROCKS SOURCE-SEPARATED	One Quarter (1/4) REFUSE Charge	\$5.00 minimum charge
5.1.26	Ceramic Fixtures	One Quarter (1/4) REFUSE Charge	\$5.00 minimum charge
5.1.27	ASPHALT SHINGLES, TAR & GRAVEL ROOFING SOURCE-SEPARATED	One Half (1/2) REFUSE Charge	\$5.00 minimum charge
5.1.28	Plate glass or other non-container glass	REFUSE Charge	\$5.00 minimum charge

	Soil	Charge	Charge Information
5.1.29	CLEAN FILL	\$0.00/load	
5.1.29.1	Clean soil materials that do not exhibit concentrations of metals and non-metal parameters greater than Agricultural (AL) as specified in the CONTAMINATED SITES REGULATION.		
5.1.29.2	The appropriate Waste Management Declaration is to be completed and twenty-four (24) hours' notice given to the REGIONAL DISTRICT prior to delivery of the fill to the SITE.		
5.1.30	REMIATABLE SOIL	See individual landfill charge(s) per tonne	Generator will be required to weigh or provide estimate of weight prior to deposit at SITE
5.1.30.1	For soils that are REMEDIABLE to the standard as specified in Column III (Urban Park) of Schedules 4 & 5 and placement in the Landfill as cover. (Non-Metals: <HAZARDOUS WASTE) Soil, sediment or fill materials containing concentrations of non-metal parameters greater than Agricultural (AL), but not greater than or equal to the concentrations for the applicable non-metal parameter for HAZARDOUS WASTE as specified in the CONTAMINATED SITES REGULATION and disposed of in accordance with the HAZARDOUS WASTE REGULATION and upon submission of appropriate 'RDOS Application for the Relocation of CONTAMINATED SOIL as per RDOS Policy P5280-00.05 or equivalent.		

	Organic and Agricultural	Charge	Charge Information
5.1.31	YARD AND GARDEN WASTE	\$0.00	
5.1.32	AGRICULTURAL ORGANIC MATERIAL	\$0.00	
5.1.33	SOURCE SEPARATED AGRICULTURAL PLASTIC	\$0.00	Must be placed in clear bags or bundled appropriately
5.1.34	PROCESSED ORGANICS	\$0.00	

	Recyclables	Charge	Charge Information
5.1.35	RESIDENTIAL RECYCLING	\$0.00	Free of contaminants
5.1.36	CORRUGATED CARDBOARD	\$0.00	Free of contaminants
5.1.37	Container Glass	\$0.00	Bottles and jars free of all other material except container label
5.1.38	METAL	\$0.00	
5.1.39	E-WASTE	\$0.00	Acceptable quantities which originate within the SERVICE AREA
5.1.40	PRESSURIZED TANKS	\$1.00	Empty
5.1.41	BATTERIES	\$0.00	
5.1.42	Recyclable TIRES	\$0.00	Rims removed
5.1.43	OVERSIZE TIRES	\$50.00 per unit	Rims removed
5.1.44	TIRES with Rims	\$1.00 per unit	
5.1.45	REFRIGERATION UNIT	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES
5.1.46	Mattress	\$7.50 per unit	Any size
5.1.47	Box Spring	\$7.50 per unit	Any size

5.2 Charges for depositing authorized REGULATED WASTE and authorized PROHIBITED WASTE at the SITE when the MANAGER has determined the weight scale is not operational:

	Waste	Charge	Charge Information
5.2.1	PRESERVED WOOD	Double REFUSE Charge <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
5.2.2	INVASIVE PLANTS	Double REFUSE Charge <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
5.2.3	INFESTED VEGETATION	Double REFUSE Charge <i>(see Information on Charge)</i>	No Charge when immediately deposited in designated location
5.2.4	TREE STUMPS	REFUSE Charge	\$10.00 minimum charge
5.2.5	Authorized REGULATED WASTE or PROHIBITED WASTE	Double REFUSE Charge	\$50.00 minimum charge when authorized to be accepted at SITE

5.3 Charges Applicable to all Categories:

5.3.1	Non-SOURCE SEPARATED REFUSE loads containing greater than 1% RECYCLABLE or COMPOSTABLE WASTE materials by volume	Double REFUSE Charge	\$10.00 minimum charge
5.3.2	Uncovered or unsecured loads	Double REFUSE Charge	\$10.00 minimum charge
5.3.3	Any load that is deposited in an area containing materials other than those so designated	Triple REFUSE Charge	\$10.00 minimum charge

5.3.4 Any MIXED LOAD deposited at the SITE shall be charged at the highest rate applicable to any of the components of the load

5.3.5 As it pertains to a situation where the weigh scale is not operational or at the discretion of the MANAGER, the SITE OFFICIAL may estimate the weight of each motor vehicle and a fee shall be charged as outlined in Sections 1, 2, 3 and 4 of this Schedule.

Schedule 6 – Parks and Recreation Fees ¹

1.0 Naramata Parks and Recreation

1.1 Wharf Park		
1.1.1 Park Rental (No Power) daily		\$100
1.2 Manitou Park		
1.2.1 Park Rental (No Power) daily		\$100
1.2.2 Power daily		\$25
1.3 Deposit for Park Rental		\$500
1.4 Recreation Programs		
1.4.1 Instructed Programs (per series - price not to exceed)		\$175
1.4.1.1 Drop-in (per session - price not to exceed)		\$15
1.4.2 After School Program (per session)		\$2
1.4.3.1 One-time Membership		\$10
1.4.3 Summer Day Camp - Daily		\$20
1.4.4 Summer Day Camp - Weekly		\$90

2.0 Okanagan Falls Parks and Recreation

2.1 Kenyon House		
2.1.1 Kenyon House - Monday to Friday daily		\$ 75
2.1.2 Kenyon House - Saturday or Sunday daily		\$110
2.1.3 Kenyon House - Full Weekend		\$200
2.2 Community Center		
2.2.1 Full Facility Kitchen Activity Room and Gym - Saturday or Sunday		\$325
2.2.2 Full Facility Kitchen Activity Room and Gym - Full Weekend		\$450
2.2.3 Gym or Activity Room - Monday to Friday 3pm to 9pm daily		\$60
2.2.4 Gym or Activity Room - Weekend Saturday or Sunday daily		\$125
2.2.5 Gym or Activity Room - Full Weekend (Friday 3pm to Sunday 9pm)		\$250
2.2.6 Kitchen with Rental of Activity Hall or Gym		\$75
2.2.7 Children's Birthday Party - 3hr max		\$75
2.2.8 Kitchen Only - Daily		\$100
2.2.9 Kitchen Only - Full Weekend		\$150
2.3 Zen Center		
2.3.1 Day Rate		\$60
2.3.2 Full Weekend		\$100
2.4 Children Programs		
2.4.1 Drop in rate - floor hockey, game night and Multisport		\$3
2.4.2 Multisport - 6 classes		\$15
2.4.3 Active Kids K to 3 - 1 night a week		\$25
2.4.4 Active Kids K to 3 - 2 nights a week		\$35
2.4.5 Active Kids grades 4 and up - 1night a week		\$20
2.4.6 Friday Night Fun – per night		\$12
2.4.7 Princess Ballet		\$65
2.4.8 Over-Under-Through – 4 classes		\$10
2.4.9 Pre-primary Ballet		\$65
2.4.10 Primary Ballet		\$85

2.4.11	Special Onetime Events	\$20
2.4.12	Summer Day Camp - daily	\$25
2.4.13	Summer Day Camp - week	\$100
2.4.13.1	Summer Camp One-time Membership	\$10
2.5 Adult Programs		
2.5.1	Instructed Programs - Drop in	\$10
2.5.2	Instructed Programs - 5 Pass Package	\$40
2.5.3	Instructed Programs - 10 Pass Package	\$65
2.5.4	Instructed Programs - 20 Pass Package	\$115
2.6 Sports Field and Parks		
2.6.1	Minor Sports	\$10
2.6.2	Day Rate	\$75
2.6.3	Gate Access	\$40
2.6.4	Special Events	\$125

3.0 Kaleden Parks and Recreation

3.1 Parks

3.1.1	Kaleden Hotel Day Rate (Includes power)	\$200
3.1.2	Damage Deposit	\$500

3.2 Community Hall

3.2.1	Day Rate	\$300
3.2.2	Full Weekend (includes Kitchen)	\$600
3.2.3	Hourly Rate (Non-Resident)	\$30
3.2.4	Hourly Rate (Resident)	\$25
3.2.5	Damage Deposit	\$600
3.2.6	Sports Drop In Rates (2.5 hours)	\$3
3.2.7	Movie Equipment Rental (per day)	\$100

3.3 Equipment for Rent Off Premise

3.3.1	Round Tables (each)	\$5
3.3.2	Rectangular Tables (each)	\$5
3.3.3	Indoor Chairs (Included in hall rental)	\$1
3.3.4	Outdoor Chairs (each)	\$1
3.3.5	Portable Amplifier (per day)	\$75
3.3.6	Portable Popcorn Wagon (per day)	\$50
3.3.7	10x10 Awnings (each)	\$50
3.3.8	50 Sets Cutlery (per day)	\$50
3.3.9	50 Sets of Dishes (per day)	\$5
3.3.10	Propane BBQ (per day)	\$40

4.0 Keremeos

4.1 Facility Rentals

4.1.1	Bowling lanes	\$70
4.1.2	Squash/Racquetball	\$50
4.1.3	Climbing Wall	\$45
4.1.4	School Rate	\$50

4.2 Keremeos Community Pool

4.2.1	Single Admission Rates	
4.2.1.1	Pre-school - under 5	\$1.25
4.2.1.2	Child – 5 – 12 years	\$3.50
4.2.1.3	Teen – 13 – 19 years	\$3.75
4.2.1.4	Adult – 19+	\$4.25

	4.2.1.5	10 Flex Pass	\$30.00
	4.2.1.6	Family Rate	\$10.00
4.2.2		Swim Club	
4.2.3		Early Bird Club *changed from 3 days per week to 2 days	\$100
4.2.4		Adult Fitness	\$100.00
4.2.5		Aquacise	\$75.00
4.2.6		Red Cross Lessons	
	4.2.6.1	Pre-school	\$50
	4.2.6.2	Levels 1 – 7	\$50
	4.2.6.3	Levels 8, 9 and 10	\$68
4.2.7		Pool Rental – per hour	\$65
4.3 Keremeos Fitness Room			
4.3.1		Single Admission Rates	
	4.3.1.1	Youth	\$4.50
		Punch in Fitness	\$4.29
	4.3.1.2	Adult	\$6.50
		Punch in Fitness	\$6.19
4.3.2		1 Month Pass	
	4.3.2.1	Youth	\$48.00
		Punch in Fitness	\$45.71
	4.3.2.2	Adult	\$68.00
		Punch in Fitness	\$64.76
4.3.3		3 Month Pass	
	4.3.3.1	Youth	\$115.00
		Punch in Fitness	\$109.52
	4.3.3.2	Adult	\$138.00
		Punch in Fitness	\$131.43
	4.3.3.3	Family	\$230.00
		Punch in Fitness	\$219.05
4.3.4		6 Month Pass	
	4.3.4.1	Youth	\$170.00
		Punch in Fitness	\$161.90
	4.3.4.2	Adult	\$225.00
		Punch in Fitness	\$214.29
4.3.5		1 Year Pass	
	4.3.5.1	Youth	\$290.00
		Punch in Fitness	\$276.19
	4.3.5.2	Adult	\$385.00
		Punch in Fitness	\$366.67
	4.3.5.3	Family	\$575.00
		Punch in Fitness	\$547.62
4.3.6		Lost Card Replacement	\$10.00
4.4 Keremeos Ice Rink			
4.4.1		Single Admission Rates	
	4.4.1.1	Child – 5 – 12 years	\$3.75
	4.4.1.2	Teen – 13 – 19 years	\$4.25
	4.4.1.3	Adult – 19+	\$4.75
	4.4.1.4	Family	\$10.00
	4.4.1.5	Parent/Tot	\$6.00
	4.4.1.6	10 Flex Pass	\$30.00
4.4.2		Learn to Skate	
	4.4.2.1	3 – 6 Years	\$60
	4.4.2.2	7 and up	\$90

4.4.3	Mite's Hockey – Boys and Girls 5 – 8 Years old	
4.4.3.1	Entire Program	\$55
4.4.3.2	Drop In	\$5.00
4.4.4	Sticks and Pucks 9 -14 Years old	\$4.50
4.4.5	Sticks and Pucks – Adult	\$8.00
4.4.6	Ice Rental – Per hour	
4.4.6.1	School Age Keremeos	\$75.00
4.4.6.2	Adult	\$95.00
4.5	Keremeos Bowling	
4.5.1	League Bowling	
4.5.1.1	Adult	\$11.00
4.5.1.2	Senior	\$10.50
4.5.2	Drop- In	
4.5.2.1	Adult	\$5.00
4.5.2.2	Youth	\$4.00
4.5.3	Shoe Rental	\$1.60
4.6	Squash Tokens (each)	\$2.65
4.6.1	Per Year	\$68.00
	Punch in Fitness	\$64.76
4.7	Climbing	
4.7.1	Child	\$3.00
4.7.2	Teen	\$4.00

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



Okanagan Basin
WATER BOARD

BOARD REPORT: February 5 , 2015

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District of Okanagan-
Similkameen

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District of Okanagan-
Similkameen

Peter Waterman, Regional
District of Okanagan-
Similkameen

TBA, Okanagan Nation
Alliance

Toby Pike, Water Supply
Association of B.C.

Don Dobson, Okanagan Water
Stewardship Council

**The next regular meeting of the
OBWB is 10 a.m. March 3,
2015 at Regional District of
Okanagan Similkameen in
Penticton.**

Okanagan Basin Water Board Meeting Highlights

OBWB welcomes new board members: Following November's local government elections, the OBWB has had a number of new directors appointed and others reappointed. Directors re-elected Doug Findlater (appointed by Regional District of Central Okanagan) as chair and Juliette Cunningham (Regional District of North Okanagan) as vice-chair. Returning from RDNO are directors Doug Dirk and Bob Fleming. New from RDCO are James Baker and Tracy Gray. New from RDOS are Andre Martin, Sue McKortoff, and Peter Waterman. Additional directors include Toby Pike from the Water Supply Association of BC, and Don Dobson as Chair of the Water Stewardship Council (technical advisory body to the board). A representative from Okanagan Nation Alliance should be named soon. For more on the board, visit: <http://www.obwb.ca/board-of-directors/>.

Water Board to support SILGA resolution on invasive mussels: Following discussion on where the province is at in addressing zebra and quagga mussels, Dir. Baker suggested that Lake Country council could prepare a resolution to the Southern Interior Local Government Association. OBWB is recommending that the resolution urge the province to step up efforts to prevent an infestation and match Alberta funding, increasing B.C.'s \$20,000/year to match Alberta's \$530,000/year. Directors noted they would support the resolution through their local governments.

Board presented Make Water Work & Don't Move a Mussel results: Directors were given final reports on the 2014 Make Water Work outdoor water conservation initiative and the invasive mussel awareness campaign. A phone survey conducted of Okanagan residents in October found 74% of respondents (83% of boat owners) have heard about zebra and quagga mussels. The survey also found that while 91% say they conserve water, the #1 unprompted answer on how they save water was "water yard less" (at 54%), an indication of the effectiveness of the outdoor watering campaign. There was also high recognition (58-65%) for the three key MWW messages, such as "Don't mow. Let it grow."

Plans underway for 3rd Osoyoos Lake Water Science Forum: The OBWB will again be joining with the International Joint Commission to present a forum on shared water issues, a follow-up on the successful forum held in Osoyoos in 2011. This year's event will be held October 7-9 in Osoyoos. More details to follow. For more information on the 2011 event, visit: <http://www.obwb.ca/olwsf/>.

Water Board to assist Province with Water Licence tool: Staff will be working with B.C. Ministry of Forests, Lands and Natural Resource Operations to help develop a tool that will assist the province with water licence allocation decisions. Many streams in the Okanagan are already believed to be fully allocated. With climate change and a growing population, the risk of water shortages and increasing demand for water makes such a tool all the more important.

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



Okanagan Basin
WATER BOARD

BOARD REPORT: February 5 , 2015

1450 KLO Road, Kelowna, BC V1W 3Z4
P 250.469.6271 F 250.762.7011
www.obwb.ca

OBWB Directors

Doug Findlater - Chair,
Regional District of Central
Okanagan

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

Doug Dirk, Regional District of
North Okanagan

Bob Fleming, Regional District
of North Okanagan

James Baker, Regional
District of Central Okanagan

Tracy Gray, Regional District
of Central Okanagan

Andre Martin, Regional
District of Okanagan-
Similkameen

Sue McKortoff, Regional
District of Okanagan-
Similkameen

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

BOARD of DIRECTORS MEETING

Thursday, February 19, 2015

3:00 pm.

BOARD MEETING AGENDA

A. ADOPTION OF AGENDA

B. MINUTES

1. OSRHD Board Meeting – January 22, 2015
-

C. DELEGATIONS

Lori Motluk, Health Services Administrator
Scott Bowen, Director of Business Support

Ms. Motluck and Mr. Bowen will be addressing the Board regarding Interior Health's 2015 capital funding requests.

- D.** Interior Health Authority Capital Projects and Planning Status Report, Master Summary – November 2014
(this item was carried forward from the January 22, 2015 meeting)
-

E. ADJOURNMENT

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

BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Okanagan-Similkameen Regional Hospital Board (OSRHD) of Directors held at 3:57 pm on Thursday, January 22, 2015, in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair M. Brydon, Electoral Area “F”	Director A. Jakubeit, City of Penticton
Vice Chair J. Sentes, City of Penticton	Director K. Kozakevich, Electoral Area “E”
Director F. Armitage, Town of Princeton	Director C. Watt, Alt. City of Penticton
Director M. Bauer, Village of Keremeos	Director M. Pendergraft, Electoral Area “A”
Director T. Boot, District of Summerland	Director C. Rhodes, Alt. Town of Osoyoos
Director G. Bush, Electoral Area “B”	Director T. Schafer, Electoral Area “C”
Director E. Christensen, Electoral Area “G”	Director T. Siddon, Electoral Area “D”
Director B. Coyne, Electoral Area “H”	Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver	Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos	Director H. Konanz, City of Penticton

STAFF PRESENT:

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

A. ADOPTION OF AGENDA

It was MOVED and SECONDED

That the Agenda for the OSRHD Board Meeting of January 22, 2015 be adopted. - **CARRIED**

B. MINUTES

1. OSRHD Inaugural Board Meeting – December 11, 2014
2. OSRHD Board Meeting – October 16, 2014

It was MOVED and SECONDED

THAT the minutes of the October 16, 2014 and December 11, 2014 Okanagan-Similkameen Regional Hospital Board meetings be adopted. - **CARRIED**

C. Interior Health Authority Capital Projects and Planning Status Report, Master Summary – November 2014

Review of this item was postponed to the next meeting of the Okanagan-Similkameen Regional Hospital District Board.

handout

- D.** [Bylaw No. 160, 2015 Okanagan-Similkameen Regional Hospital District Annual Five Year Financial Plan Bylaw](#)

It was MOVED and SECONDED

THAT Bylaw No. 160, 2015 Okanagan-Similkameen Regional Hospital District 2015-2019 Five Year Financial Plan be read a first time. - **CARRIED**

- E.** Adjourn
By consensus, the meeting adjourned at 4:01 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
OSRHD Board Chair

B. Newell
Corporate Officer



Interior Health

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

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

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

December 19, 2014

Dear Mr. Newell:

RE: CAPITAL FUNDING REQUEST FOR THE 2015/16 FISCAL YEAR

I am pleased to present this annual funding letter to your Regional Hospital District (RHD) in time for you to meet your bylaw requirements. We value your consideration and approvals to fund much needed capital items to ensure staff and physicians provide residents of our region with high quality health care services.

Although our 2015/16 capital budget for newly approved items amounts to just under \$49 million, there is a much larger identified need in our communities. This funding request letter includes solely items that have been identified as urgent and that address needs where patients' and staff safety concerns are predominant. Interior Health (IH) continues its pursuit to achieve positive annual operating results to ensure we have the flexibility to supplement the capital funding we receive from the Ministry of Health (MoH); for 2015/16, the MoH and IH are contributing a combined \$30.6 million within this capital budget. Our RHDs and Foundations/Auxiliaries are valuable funding partners that help meet the capital needs of our health care services; we express our sincere gratitude for making this capital budget a reality. The care we provide to our patients, clients, and residents is made possible through these generous financial contributions.

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

For the 2015/16 fiscal year we are requesting funding for the following projects and equipment:

1. Construction Projects Over \$100,000

a. Heating Boiler Plant Replacement at South Okanagan General Hospital, Oliver

These two heating boilers from the 1970s are past expected life. They are starting to fail and require significant repairs. This project will replace boilers with new high efficiency ones, which will result in more even heating control.

b. Dining/Activity Area Renovations at South Okanagan General Hospital (McKinney Place), Oliver

This renovation will improve the residents' dining experience and activity space by creating a large open area where they may interact, socialize and participate in group activities. The scope consists of removing some existing walls in the dining area, installing new flooring throughout, renovating the washroom to provide barrier-free access, construction of a consultation room and storage space and renovating the servery.

c. Hot Water Boiler Replacement (x2) at Princeton General Hospital, Princeton

The current boilers are over 40 years old and past expected life. This project is to replace two hot water boilers with more energy efficient boilers. Installation will include engineering, boilers, pumps, controls and some piping. This is a much needed upgrade for this site.

d. Rooftop Mechanical Equipment at Trinity Care Centre, Penticton

This project is for the replacement of nine rooftop HVAC units which supply air conditioning to the residents' living quarters. These 1980 units are in poor condition, past their expected life cycle and require considerable maintenance and repair. Failure of these units will place staff and residents at risk of high room temperatures. This project will include new units, connections to existing duct work, electrical requirements and disposal of old units.

e. Chiller Replacement (x2) at Summerland Health Centre, Summerland

The two chillers servicing the general area and OR are from the 1960s and at the end of expected useful life. Replacing these aged chillers will be more energy efficient and lessen the risk of mechanical failure. The chillers will be replaced with an air cooled chiller, electrical feed and circulation pumps.

f. Main Entrance Covered Drop-off Area at Trinity Care Centre, Penticton

A new covered entry canopy will be constructed that will mitigate the exposure to inclement weather for visitors, staff and residents. The canopy will be attached to the existing façade of the facility and will utilize an open framework design to ensure natural light will continue to illuminate the main entrance.

g. Improvements to Leased Space for Mental Health/Substance Use Services, Penticton

This is a new community site located in a central location closer to the targeted client base and integrates community Mental Health and Substance Use services with Primary Care through the relocation of Mental Health/Substance Use staff, psychiatrists and primary care physicians. It will service persons with severe mental illness and marginalized persons with severe substance use disorders. These services were previously based out of the Penticton Health Centre as well as the Hospital and were not effectively reaching the target clients with the required support from staff and physicians. One of the goals is to attach the target population with a primary care physician for ongoing support and care planning. This site will be located in a strip mall setting just off of the main street, leasing a 2161 square foot site. It's a retrofit of former retail space and will require improvements to accommodate treatment rooms and physician offices.

2. Construction Projects under \$100,000

a. Tub Room and Patient Room at Penticton Regional Hospital, Penticton

The existing tub room requires renovations to re-purpose it to a new shower room with a wheelchair ramp. This renovation will include the new shower and ramp, new tiled flooring, new lighting, new exhaust system and oxygen/nurse call would need to be relocated within the room. The unused Patient Room needs to be re-purposed into a clean storage room for the Central Pavilion third floor. This old room needs repainting and storage shelving installed once the toilet and sink are removed.

b. Create Pediatric Patient Room at Penticton Regional Hospital, Penticton

This project will revamp an unused lounge area into a pediatric patient room. The project's scope will include the installation of patient support equipment such as medical gases and a nurse call system, a fire wall to two sides of the room, doors, lighting, flooring, ceiling tiles and painting. A staff bathroom will be enlarged and converted into a handicapped bathroom for the patient's use while an adjacent and unused janitor's room will be converted into a staff washroom complete with a toilet and sink.

3. Equipment Over \$100,000

Physiological Monitoring System for Penticton Regional Hospital, Penticton

Physiological monitoring systems consist of a bedside monitor connected to a central station and the patient. This system continuously monitors the patient's ECG, blood pressure, temperature, and blood oxygen levels among other vital signs. This information is also sent to a central system, which displays all of this information for each patient in real time at the nursing station. Alarms sound to alert clinicians if certain parameters fall outside of acceptable ranges, and trends are recorded to help clinicians assess a patient's progress. This system is replacing 2001 and 2005 monitors located in the surgical department.



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

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

5. Other

Chiller #1 Replacement at South Okanagan General Hospital, Oliver and Chiller Replacement & Cooling Tower Elimination at Princeton General Hospital, Princeton

Last year your RHD approved funding for these chiller replacement projects in Oliver and Princeton. At this time IH is reviewing the scope of these two projects and is determining the expected costs. Unfortunately, we are already aware that the budgets of these two projects are insufficient and will require an increase. As the final costing reports are not yet complete, we are currently unable to provide you with an accurate budget for these projects. Once IH has determined its course of action and has received finalized costing from the quantity surveyor we will send your RHD a letter specific to these projects prior to January 31, 2015.

We have included as Appendix 1 a financial summary of our funding request, which totals \$1,493,760.

Please note that although the 2015/16 budget has been approved by the IH board, all capital spending over \$100,000 regardless of funding source must also be approved annually by government.

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

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

Sincerely,

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

/at

Encl. Appendix 1 ~ Summary of Regional Health District Funding Request for 2015/16

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

Interior Health
Okanagan Similkameen
Summary of Regional Hospital District Funding Request
for 2015/16

Facility	Location	Equipment/Project Description	Total Budget	RHD Share	2015/16 Funding Request
<u>Construction Projects over \$100,000</u>					
South Okanagan General Hospital	Oliver	Heating Boiler Plant Replacement	\$ 470,000	\$ 188,000	\$ 188,000
South Okanagan General Hospital (McKinney Place)	Oliver	Dining/Activity Area Renovations	381,000	152,400	152,400
Princeton General Hospital	Princeton	Hot Water Boiler Replacement (x2)	351,400	140,560	140,560
Trinity Care Centre	Penticton	Rooftop Mechanical Equipment	339,000	135,600	135,600
Summerland Health Centre	Summerland	Chiller Replacement (x2)	291,000	116,400	116,400
Trinity Care Centre	Penticton	Main Entrance Covered Drop-off Area	200,000	80,000	80,000
Leased Space for Mental Health/Substance Use Services	Penticton	Improvements	190,000	76,000	76,000
<u>Construction Projects under \$100,000</u>					
Penticton Regional Hospital	Penticton	Tub Room and Patient Room Renovation	96,000	38,400	38,400
Penticton Regional Hospital	Penticton	Create Pediatric Patient Room	92,500	37,000	37,000
<u>Equipment over \$100,000</u>					
Penticton Regional Hospital	Penticton	Physiological Monitoring System	236,000	94,400	94,400
<u>Equipment Under \$100,000 (Global Grant)</u>					
All Facilities		Equipment between \$5,000 and \$100,000	1,087,500	435,000	435,000
Total			\$ 3,734,400	\$ 1,493,760	\$ 1,493,760



Interior Health

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

February 10, 2015

Dear Mr. Newell:

RE: ADDITIONAL CAPITAL FUNDING REQUEST FOR THE 2015/16 FISCAL YEAR

In the 2015/16 Capital Funding Request letter that Interior Health (IH) sent to the Okanagan Similkameen Regional Hospital District on December 19, 2014 we identified an outstanding item related to two South Okanagan chiller projects. IH has now determined its course of action and has received finalized costing on the two chiller projects. We are now in a position to request additional funding from your RHD for the 2015/16 fiscal year.

1. Construction Projects Over \$100,000

a. Chiller #1 Replacement at South Okanagan General Hospital, Oliver

There are currently two chillers at the South Okanagan General Hospital and this project proposes to replace one chiller where one of the refrigeration circuits is no longer functioning. Last year your RHD approved \$80,000 in funding which is 40% of a \$200,000 budget (bylaw #158). Since that time IH has completed the design and received the 95% Pre-Tender Cost Estimate and Quantity Surveyor reports and the project has come in above the budgeted amount. The budget increase is mainly due to the location of this 1960's chiller in mechanical spaces that do not have the necessary room to accommodate the replacement and now will have to be located on the exterior of the building which results in costs such as pad/structural, extensive additional piping and insulation. The associated ancillary equipment such as an expansion tank, pumps and electrical starters also require replacement to meet the requirements of the replacement chiller. The new cost estimate is \$386,000 and we are asking your RHD to fund 40% of the increase which amounts to \$74,400.

b. Chiller Replacement & Cooling Tower Elimination at Princeton General Hospital, Princeton

At Princeton General Hospital in addition to the chiller replacement the project encompasses the removal of the rotted out and failing cooling tower. Last year your RHD approved \$80,000 in funding which is 40% of a \$200,000 budget (bylaw #158). Since that time IH has completed the design and received the 95% Pre-Tender Cost Estimate and Quantity Surveyor reports and the project has come in above the budgeted amount. The reasons for the budget increase are similar as mentioned in the paragraph above for the South Okanagan General Hospital. The new cost estimate is \$308,000 and we are asking your RHD to fund 40% of this increase which amounts to \$43,200.

We have included as Appendix 1 a revised financial summary of the 2015/16 funding request which now totals \$1,611,360.

We would appreciate it if you could submit our request for funding to your Board for approval at your February 19, 2015 meeting. Upon approval, please send Birgit Koster copies of the relevant bylaws for our records.

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

Sincerely,



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

/at

Encl. Revised Appendix 1 ~ Summary of Regional Health District Additional Funding Request for 2015/16

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

Interior Health
Okanagan Similkameen
Revised Summary of Regional Hospital District Funding Request
for 2015/16

Facility	Location	Equipment/Project Description	Total Budget	RHD Share	Previous RHD Approval		2015/16 Revised Funding Request
					Amount	B/L #	
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South Okanagan General Hospital	Oliver	Heating Boiler Plant Replacement	\$ 470,000	\$ 188,000			\$ 188,000
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South Okanagan General Hospital	Oliver	Chiller #1 Replacement	386,000	154,400	80,000	158	74,400
Princeton General Hospital	Princeton	Chiller Replacement & Cooling Tower Elimination	308,000	123,200	80,000	158	43,200
<u>Construction Projects under \$100,000</u>							
Penticton Regional Hospital	Penticton	Tub Room and Patient Room Renovation	96,000	38,400			38,400
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<u>Equipment Under \$100,000 (Global Grant)</u>							
All Facilities		Equipment between \$5,000 and \$100,000	1,087,500	435,000			435,000
Total			\$ 4,428,400	\$ 1,771,360	\$ 160,000		\$ 1,611,360

IHA Capital Projects and Planning Status Report Master Summary - January 2015

Project Number	Project Name/Phase Name	Project Manager	% Complete Status			Substantial Complete Date	Total Complete Date	On Time	On Budget	Issues	Project Budget	Insight Actuals 15-Jan-15	RHD
			Program	Design	Const.								
Interior Heart and Surgical Centre Bundled Project*													
9907151	KGH IHSC - Business Case (Complete)	Nicola H.	100%	N/A	N/A	Sep-09		Y	Y	N	\$ 3,300,000	\$ 3,185,890	CO
9910156	KGH IHSC - IHSC Building	David F.	100%	100%	94%	Apr-15	TBD	Y	Y	N	\$ 172,548,619	\$ 131,636,175	CO
9910157	KGH IHSC - Clinical Support Building (Dr. W. Anderson Bldg)	Doris L.	100%	100%	100%	May-12	TBD	Y	Y	N	\$ 38,116,374	\$ 36,503,767	CO
9910158	KGH IHSC - Royal Building	David F.	100%	100%	55%	Oct-15	Nov-15	Y	Y	N	\$ 27,446,474	\$ 16,657,834	CO
9910160	KGH IHSC - Centennial Building IH	David F.	100%	100%	90%	May-15	TBD	Y	Y	N	\$ 2,164,648	\$ 1,799,148	CO
9910161	KGH IHSC - Strathcona Building	Doris L.	100%	85%	2%	2017	Sep-17	Y	Y	N	\$ 71,771,693	\$ 4,598,315	CO
9911144	KGH IHSC - Acquisition (Complete)	Doug L.	0%	N/A	N/A	Jul-11		Y	Y	N	\$ 23,465	\$ 23,465	CO
6110354	KGH IHSC - Royal/Abbott Surface Parking (Complete)	Doris L.	0%	100%	100%	Dec-12	Feb-14	Y	Y	N	\$ 756,188	\$ 482,216	CO
6110361	KGH IHSC - Rose Ave Entrance & Seismic U/G (Complete)	David F.	100%	100%	100%	Oct-13	Mar-14	N	Y	Y	\$ 2,691,188	\$ 2,429,915	CO
9910159	KGH IHSC - Centennial Bldg Infusion Health (Complete)	David F.	100%	100%	100%	May-12	Oct-12	Y	Y	N	\$ 33,178,313	\$ 33,211,251	CO
6110350	KGH IHSC - Land Acquisition	Doug L.	100%	100%	20%	Jun-14	Aug-14	Y	Y	N	\$ 466,252	\$ 358,800	CO
6110349	KGH IHSC - PICIS Enhanced Surgical Services Systems	Rob L.	75%	0%	0%	TBD	TBD	Y	Y	N	\$ 3,117,364	\$ 1,515,035	CO
Cariboo Chilcotin (CC)*													
6214126	GMH Redevelopment Concept Plan	David F.	95%	0%	0%	Apr-15	Mar-15	Y	Y	N	\$ 600,000	\$ 365,531	CC
6215000	OMH Building Management System Replacement	Johann K.	100%	100%	5%	Apr-15	May-15	Y	Y	N	\$ 375,000	\$ 23,169	CC
Central Okanagan (CO)*													
6114175	KGH Hybrid OR	Brian M.	N/A	100%	25%	Mar-15	Sep-15	Y	Y	N	\$ 4,100,000	\$ 1,390,739	CO
6114178	KGH 3 OR Fit-outs	Brian M.	N/A	100%	50%	Mar-15	Sep-15	Y	Y	N	\$ 800,000	\$ 530,015	CO
6115008	KGH HVAC Building Management System Panel Replacement	Doris L.	N/A	100%	80%	Jan-15	Feb-15	Y	Y	N	\$ 200,000	\$ -	CO
6115186	KGH Ceiling Lifts (-32)	Doris L.	N/A	80%	0%	Jun-15	Aug-15	Y	Y	N	\$ 400,000	\$ -	CO
Kootenay East (KE)*													
6412058	EKH Emergency Generator Replacement	Lucas M.	N/A	100%	15%	Jul-16	Jun-14	Y	Y	N	\$ 650,000	\$ 126,089	KE
6413088	EKH ICU Redevelopment & Electrical Upgrade	Lucas M.	100%	100%	54%	Jul-16	TBD	Y	Y	N	\$ 20,000,000	\$ 6,502,475	KE
6414001	EKH Anatomic Pathology Renovation	Lucas M.	0%	75%	0%	Sep-14	TBD	Y	Y	N	\$ 250,000	\$ 7,564	KE
6415000	EKH Psych Seclusion Rooms (x2)	Lucas M.	0%	15%	0%	Jul-15	TBD	Y	Y	N	\$ 150,000	\$ -	KE
6415004	GOL Development of Isolation Room in Emergency	Lucas M.	0%	35%	0%	Jun-15	TBD	Y	Y	N	\$ 460,000	\$ 3,029	KE
6415001	RML Fire Alarm Upgrade	Norbert F.	0%	0%	0%	Jun-15	TBD	Y	Y	N	\$ 150,000	\$ -	KE
6415002	SWH Building Management System Replacement	Norbert F.	20%	95%	0%	May-15	TBD	Y	Y	N	\$ 225,000	\$ 21,254	KE
6415058	CVH ED Renovation - Planning	Lucas M.	0%	15%	0%	Jul-15	TBD	Y	Y	N	\$ 60,000	\$ 7,757	KE
North Okanagan Columbia Shuswap (NOCS)*													
6113139	VJH Pharmacy Dpt. Upgrade	Rhonda G.	100%	100%	0%	Oct-15	Oct-15	Y	Y	N	\$ 2,213,000	\$ 338,490	NOCS
6113269	VJH Inpatient Beds Expansion	Rhonda G.	100%	100%	35%	Oct-15	TBD	Y	Y	N	\$ 27,620,000	\$ 7,752,270	NOCS
6114001	GIF HVAC Upgrades	Johann K.	100%	95%	0%	Jun-15	Jul-15	Y	Y	0	\$ 445,000	\$ 39,110	NOCS
6115016	VJH Gamma Camera	Rhonda G.	100%	100%	0%	Sep-15	Oct-15	Y	Y	N	\$ 1,099,000	\$ 370,892	NOCS
6215006	SLH Multipurpose System	Johann K.	100%	20%	0%	Jun-15	Jul-15	Y	Y	N	\$ 1,042,000	\$ 2,671	NOCS
6215001	SLH Cooling Tower	Dave R.	20%	100%	15%	Jun-15	Jul-15	Y	Y	N	\$ 635,000	\$ 32,897	NOCS
6214233	QVH Helipad Design	Dave R.	20%	90%	0%	TBD	Jul-15	Y	Y	N	\$ 47,350	\$ 22,250	NOCS
Okanagan Similkameen (OS)*													
6113140	PRH Intern Modular Unit	Johann K.	100%	100%	25%	Mar-15	Mar-15	Y	Y	N	\$ 512,000	\$ 32,588	OS
6114105	PRH General Rad Room - Digital (x2)	Lucas M.	0%	100%	70%	Mar-15	TBD	Y	Y	N	\$ 1,500,000	\$ 1,012,168	OS
6115048	PRH Digital Plate	Lucas M.	0%	100%	75%	Feb-15	TBD	Y	Y	N	\$ 197,000	\$ 178,161	OS
6115010	PGH Cooling Tower & Chiller Replacement	Ralph U.	N/A	95%	0%	Jul-15	TBD	Y	N	Y	\$ 200,000	\$ 8,698	OS
6115012	SOG Chiller Replacement	Ralph U.	N/A	95%	0%	Jul-15	TBD	Y	N	Y	\$ 200,000	\$ 9,217	OS
6115193	PRH Patient Care Tower	David F.	100%	0%	0%	TBD	TBD	Y	Y	N	\$ 315,049,000	\$ 893,451	OS
Thompson (T)*													
6214001	PON Building Management System Upgrade	Ken V.	5%	100%	10%	May-15	Sep-15	Y	Y	N	\$ 375,000	\$ 59,582	T
6214002	PON Patient Room Renovations	Ryan M.	N/A	100%	90%	n/a	Apr-15	0	Y	N	\$ 360,000	\$ 287,227	T
6214003	RIH Chiller 600 Ton	Ken V.	4%	50%	0%	Jul-15	TBD	Y	N	Y	\$ 750,000	\$ 17,639	T
6214004	RIH Elevator Upgrade - Alumnae Tower	Ken V.	5%	100%	0%	Jul-15	Jul-15	Y	Y	N	\$ 275,000	\$ 5,481	T
6214005	RIH Parkade Elevator	Ken V.	4%	95%	0%	Jul-15	TBD	Y	Y	N	\$ 300,000	\$ 2,617	T
6214128	RIH Clinical Services Building	Ryan M.	N/A	98%	28%	May-16	Jul-16	Y	Y	N	\$ 67,752,000	\$ 12,690,252	T
6215005	RIH Provincial Colon Screening Prog. - Fit Out Colonoscopy Rm	Ryan M.	N/A	100%	75%	Jan-15	Feb-15	Y	Y	N	\$ 600,000	\$ 179,600	T
6215009	RIH Gamma Camera	Ryan M.	N/A	100%	5%	Mar-15	Apr-15	Y	Y	N	\$ 934,000	\$ 360,593	T
6215063	RIH Surgical Services Expansion	Ryan M.	N/A	100%	40%	Apr-15	May-15	Y	Y	N	\$ 3,600,000	\$ 419,993	T
6215120	RIH Trauma Boom (x2)	Ryan M.	N/A	100%	15%	Mar-15	Apr-15	Y	Y	N	\$ 437,712	\$ 21,908	T
6215140	RIH Lighting Upgrade	Johann K.	100%	100%	25%	Jan-15	Feb-15	Y	Y	N	\$ 453,826	\$ 133,624	T
6215059	RIH MRI Bundle	Steve M.	5%	95%	0%	TBD	TBD	Y	Y	N	\$ 921,662	\$ 83,021	T
West Kootenay Boundary (WKB)*													
6314001	KLH Emergency Power System Upgrade	Martin d.	N/A	95%	0%	Dec-15	Jan-16	N	N	Y	\$ 1,950,000	\$ 138,815	WKB
6315002	KBH Development of an Isolation Room in ICU	Lucas M.	0%	15%	0%	Jul-15	TBD	Y	Y	N	\$ 660,000	\$ 169	WKB
6315000	KBH Connecting Chilled Water Piping from 3 Existing Chillers	Jonathan J.	NA	100%	0%	Mar-15	Mar-15	Y	Y	N	\$ 427,300	\$ 43,906	WKB
6315001	KBH Replace Steam Chiller (Absorption Chiller)	Jonathan J.	NA	100%	0%	TBD	TBD	Y	Y	N	\$ 654,300	\$ 42,290	WKB
Property Purchases													
KE	Property Purchases										\$ 18,000	\$ 494	KE
WKB	Property Purchases										\$ -	\$ -	WKB
OK	Property Purchases										\$ 721,000	\$ 639,851	CO/OS
TCS	Property Purchases										\$ 1,300,000	\$ 1,298,880	T/CC/NOCS
On Hold													
9908166	WHC West Kelowna Community Health Centre - Planning	Jackie W.	100%	0%	0%	TBD	TBD				\$ 500,000	\$ 62,650	CO
6114004	PRH Replacement of Fuel Tanks (x2)	Ralph U.	N/A	0%	0%	Oct-16	TBD				\$ 325,000	\$ -	OS

*For this section's project details, please click on the link.

Project Number	Project Name/Phase Name	Project Manager	% Complete Status			Substantial Complete Date	Total Complete Date	On Time	On Budget	Issues	Project Budget	Insight Actuals 15-Jan-15	RHD
			Program	Design	Const.								
Substantially Completed Projects but Not Financially Closed **													
6212130	CMH Replace Fire Alarm	Steve M.	99%	100%	99%	1-Oct-13	TBD	Y	Y	N	\$ 420,000	\$ 404,974	CC
9908332	KLH Nelson 1st Floor Reno/DI Redevelopment	Rhonda G.	100%	100%	100%	1-Sep-13	TBD	N	Y	N	\$ 14,163,651	\$ 13,917,627	WKB
6212187	OMH Wheelchair Accessible Bathrooms	Dave R.	N/A	95%	65%	1-Feb-15	1-Mar-14	Y	Y	N	\$ 421,708	\$ 270,549	CC
6114008	TLM Tub Room Renovations	Ryan M.	N/A	100%	100%	1-Apr-14	1-Dec-14	Y	Y	N	\$ 110,000	\$ 91,305	CO
6314003	KBH Multipurpose System	Lucas M.	N/A	100%	98%	1-Jun-14	TBD	Y	Y	N	\$ 1,050,000	\$ 1,005,496	WKB
6314005	KLH General Rad Room	Lucas M.	N/A	100%	100%	1-Jun-14	TBD	Y	Y	N	\$ 285,708	\$ 268,952	WKB
6314006	KLH Pyxis Medstations	Lucas M.	N/A	100%	99%	1-May-14	TBD	Y	Y	N	\$ 375,000	\$ 315,639	WKB
6214000	MER Replacement of Switchboard & Public Address System	Steve M.	95%	100%	95%	1-Apr-14	TBD	Y	Y	N	\$ 140,000	\$ 28,371	T
6214240	KAM Mammography System	Ryan M.	0%	100%	100%	1-Aug-14	1-Aug-14	Y	Y	N	\$ 615,540	\$ 589,046	T
6115013	KGH Royal Avenue Parking Lot	Doris L.	N/A	100%	97%	1-Nov-14	1-Dec-14	Y	Y	N	\$ 1,000,000	\$ 876,028	CO
6114242	PRC Emergency HVAC System Major Repairs & Replacement	Doug L.	100%	100%	95%	1-Jan-15	1-Mar-15	Y	Y	N	\$ 1,385,000	\$ 1,302,740	OS
6315006	KBH General Rad Room	Johann K.	100%	100%	97%	1-Dec-14	1-Jan-15	Y	Y	N	\$ 226,000	\$ 195,141	WKB
6114230	VJH UBC Academic Space	Rhonda G.	100%	100%	95%	1-Dec-14	1-Jan-15	Y	Y	N	\$ 983,221	\$ 689,446	NOCS
6215002	CMH Cart Washer	Johann K.	100%	100%	95%	1-Jan-15	1-Feb-15	Y	Y	N	\$ 296,000	\$ 215,083	CC
6415006	EKH Cart Washer	Norbert F.	100%	100%	100%	1-Nov-14	TBD	Y	Y	N	\$ 209,000	\$ 198,231	KE
6113137	PRH Lab Ventilation	Lucas M.	100%	100%	98%	1-Dec-14	TBD	Y	Y	N	\$ 1,369,000	\$ 647,245	OS
6113283	PRH Patient Care Tower (PCT) Business Case Project	David F.	100%	0%	0%	1-May-14	1-Mar-14	Y	Y	N	\$ 700,000	\$ 645,871	OS
6114005	PRH Upgrade to Domestic Hot Water Tank System	Martin d.	N/A	100%	97%	1-Dec-14	1-Jan-15	Y	Y	N	\$ 500,000	\$ 419,357	OS
6114009	TCC Tub Room Renovations	Lucas M.	0%	100%	90%	1-Jan-15	TBD	Y	Y	N	\$ 340,000	\$ 206,966	OS
6213134	RIH Pediatric Psychiatry Inpatient Unit	Martin d.	N/A	100%	100%	1-Oct-14	1-Nov-14	Y	Y	N	\$ 850,000	\$ 773,716	T
6214009	RIH Anatomic Pathology Renovation	Ryan M.	N/A	100%	99%	1-Dec-14	1-Dec-14	Y	Y	N	\$ 674,000	\$ 484,584	T
6214010	PON Nurse Call	Steve M.	45%	100%	70%	1-Jan-15	TBD	Y	Y	N	\$ 293,000	\$ 183,280	T
6315003	KLH 4th Floor Redevelopment & Renovation	Jonathan J.	100%	100%	80%	1-Dec-14	1-Nov-14	Y	Y	N	\$ 188,531	\$ 145,441	WKB
6315004	HVL Nurse Call	Jonathan J.	100%	100%	90%	1-Nov-14	1-Nov-14	Y	Y	N	\$ 280,000	\$ 218,735	WKB
6115140	VJH Mammography System†	Rhonda G.	100%	100%	55%	1-Dec-14	1-Dec-14	Y	Y	N	\$ 756,502	\$ 412,240	NOCS
6113138	VJH Lab Ventilation†	Rhonda G.	100%	100%	90%	1-Jan-15	1-Jan-15	Y	Y	N	\$ 731,000	\$ 457,720	NOCS

NOTES:

SUB-TOTAL OF PROJECTS			
12	Interior Heart & Surgical Centre	\$355,580,578	\$232,401,811
0	Regional Construction Projects	\$0	\$0
0	Master Planning	\$0	\$0
2	Cariboo Chilcotin	\$975,000	\$388,699
4	Central Okanagan	\$5,500,000	\$1,920,754
8	Kootenay East	\$21,945,000	\$6,668,168
7	North Okanagan Columbia Shuswap	\$33,101,350	\$8,558,580
6	Okanagan Similkameen	\$317,658,000	\$2,134,283
12	Thompson	\$76,759,200	\$15,011,537
4	West Kootenay Boundary	\$3,691,600	\$225,180
0	Parking Projects	\$0	\$0
55	Total Active Projects	\$815,210,728	\$267,309,013
5	Property Purchases	\$2,039,000	\$1,939,225
2	On Hold	\$825,000	\$62,650
26	Substantially Complete	\$28,362,861	\$24,963,783
0	Cancelled/Deferred Projects	\$0	\$0
88	Total	\$846,437,589	\$294,274,671

* For this section's project details, please click on the link.
 ** For this section's project details, please click on the relevant RHD link above.
 † Moved to Substantially Completed this month.

Project Name KGH IHSC - IHSC Building						Project Budget: \$172,548,619				
Project Number 9910156						RHD Contribution (Y/N): Y				
Project Manager David F.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	94%	Y	Y	N	Jan-10	2016	0	Apr-15	
Scope										
Construction of the Interior Heart and Surgical Centre Building which will contain the Surgical Suite, MDR and CSICU plus associated support spaces. Project will be a Private Public Partnership (P3).										
Progress										
<ul style="list-style-type: none"> - The project is on schedule. - All areas are in final construction cleaning and deficiency stage. - Exterior finishes are complete with the exception of the cedar siding which is being replaced with a more durable wood product. - Commissioning of new mechanical and electrical systems is continuing as well as medical equipment. - Interface work continues on the Strathcona and Centennial links. - Operational Commissioning is progressing very well with workplan meetings and staff training. - Building Access Planning has commenced. <p>4th Floor</p> <ul style="list-style-type: none"> - Design development is complete. - Updated 4th Floor pricing has been submitted and approved by IH - The steel structure work is complete and the exterior envelope is 95% complete. Interior framing has commenced. 										
Issues										
None.										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 90,547,187	\$ (90,547,187)	\$ 47,902,833	\$ 19,152,462	\$ 19,746,124	\$ -	\$ -	\$ 177,348,607	\$ -	\$ 2	
Project Name KGH IHSC - Clinical Support Building (Dr. Walter Anderson Building)										
Project Number 9910157						Project Budget: \$38,116,374				
Project Manager Doris L.						RHD Contribution (Y/N): Y				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	100%	Y	Y	N	Jan-10	Apr-12	1	May-12	
Scope										
The Clinical Support Building will contain decanted programs from the existing Pandosy Building which needs to be demolished to accommodate the new IHSC Building. Programs include the Laboratory including the Autopsy Suite, clinical and office spaces plus a bridge link to the Centennial Building. Projects is a Design Build. Substantial Completion extended from April 27 to May 11 to allow for additional training and commissioning.										
Progress										
Warranty holdback to be released once all outstanding items finalized. Graham working to close off last remaining warranty item										
Issues										
None.										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 36,146,884	\$ (36,146,884)	\$ 457,400	\$ -	\$ 1,512,088	\$ -	\$ -	\$ 38,116,372	\$ -	\$ -	
Project Name KGH IHSC - Royal Building						Project Budget: \$27,446,474				
Project Number 9910158						RHD Contribution (Y/N): Y				
Project Manager David F.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	55%	Y	Y	N	Jan-10	2013	3	Oct-15	
Scope										
Renovations to the first floor of the Royal Building where the Emergency and Ambulatory Care Departments previously resided. These departments have relocated to the new Centennial Building, renovations can commence for a new Cardiac Catheterization Suite and Diagnostic Cardiology Suite. This also includes a small renovation to the Pharmacy and Diagnostic Imaging Departments. The renovations will be completed as a construction management contract.										
Progress										
Stage 2 Pharmacy Renovation - Phase 1 Clinical space available for use Jan 29. Phase 1 main area to be complete mid February										
Issues										
0										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 14,655,535	\$ 2,002,299	\$ 2,415,299	\$ 815,000	\$ 9,560,640	\$ -	\$ -	\$ 27,446,474	\$ -	\$ -	

Project Name KGH IHSC - Centennial Building IH						Project Budget: \$2,164,648					
Project Number 9910160						RHD Contribution (Y/N): Y					
Project Manager David F											
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
100%	100%	90%	Y	Y	N	Jan-10	May-12	1	May-15		
Scope											
This portion of the project will address scope associated with the work related to the Centennial Building but is completed outside of the work infusion will undertake.											
Progress											
Fortis Feed civil work completed from Recreation station to Mill Creek (50%). Infusion/B&M engaged to provide Project Management and Construction Management Services for the Automatic Transfer Scheme. Fortis connection to Centennial Building anticipated for May 2015											
Issues											
None.											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected		FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 33,858,966	\$ (33,858,966)	\$ 1,032,193	\$ 484,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,375,859	\$ -	\$ 0
<hr/>											
Project Name KGH IHSC - Strathcona Building						Project Budget: \$71,771,693					
Project Number 9910161						RHD Contribution (Y/N): Y					
Project Manager Doris L.											
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
100%	85%	2%	Y	Y	N	Jan-10	2017	0	2017		
Scope											
Renovations to the second floor to accommodate Cardiac Inpatient beds and Coronary Care Unit (CCU) (2015-2017). Renovations to Level 1 in the vacated MDR and current Cath Lab will accommodate support department expansions and a loading dock expansion (2013 to 2015). Procurement is proposed to be a Construction Management process. This project budget is the placeholder of the IHSC project unallocated contingency funds.											
Progress											
1. Strathcona Level 1 Support Services: Served temporarily accommodated in Boardroom. Demolition of existing to commence Jan 27 2. M&E Upgrade for Priority 1 items approved. Scope reduced to meet budget allocation 3. Strathcona Level 2: Schematic Design Options reviewed and further development taking place. Next meeting to be in February											
Issues											
None.											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected		FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 2,596,872	\$ (2,596,872)	\$ 2,851,889	\$ 2,105,000	\$ 38,530,661	\$ 10,269,323	\$ -	\$ -	\$ -	\$ 56,353,745	\$ -	\$ -
<hr/>											
Project Name KGH IHSC PICIS - Enhanced Surgical Services Systems						Project Budget: \$3,117,364					
Project Number 6110349						RHD Contribution (Y/N): N					
Project Manager Rob L.											
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
75%	0%	0%	Y	Y	N	Jan-10	TBD	0	TBD		
Scope											
Project Budget 3.0M Scope is currently under review for final approval. Project Scope is under review for approval from the Project Steering Committee, the estimated approval date is end October 2013 instead of April 2013. This is mainly due to the decision of the anesthetic module.											
Progress											
-Project Charter review date has been modified to end of Oct rather than July 2013 to align with the anesthetic module decision. The intent is the full scope will be reviewed and if any portion of the Project Charter does not proceed a Decision Record will be used to capture the change. - Anesthetic module is under review and will not have a decision until Oct 2013. - The application upgrades were slated for Summer of 2013 but now it is more realistic to be in Oct 2013, The delay is due to Picis and their internal schedule. This should have no effect on Picis overall schedule. - RTLS for the software upgrade and maintenance agreement will be discussed at the June 10/13 IHSC project team meeting. If approval is given, IHSC will cover the cost of the software/maintenance agreement. This has been approved. The last remaining step is to obtain full credit for design, procure, install, commissioning of RTLS from Plenary Health. PCI has been issued.											
Issues											
No issues to report.											
Return to main Status Report.											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected		FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 1,252,709	\$ (1,252,709)	\$ 701,459	\$ 612,515	\$ 550,678	\$ -	\$ -	\$ -	\$ -	\$ 3,117,361	\$ -	\$ -

Project Name CMH Redevelopment Concept Plan						Project Budget: \$600,000			
Project Number 6214126						RHD Contribution (Y/N): Y			
Project Manager David F.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
95%	0%	0%	Y	Y	N	Sep-13	Jul-14	0	Apr-15
Scope									
<p>The scope of this project will be the completion of a Concept Plan based on projected space and service needs to the year 2028/29 for the following clinical priorities: i) Inpatient Units (medical/surgical and obstetrics); ii) Emergency Department ; iii) Ambulatory Care services; and iv) pharmacy services.</p> <p>Completion of the Concept Plan includes:</p> <ul style="list-style-type: none"> • Completion of a Block Schematic Report; • Completion of Indicative Design drawings; • Completion of a detailed Functional Program; • Completion of LEAN process mapping; • Completion of a traffic/parking strategy; • Completion of relevant site assessments (structural, mechanical, electrical, geotechnical, site servicing, environmental impact, & landscaping); • Completion of a Heliport Location Assessment; • Detailed Equipment list; • Quantity Surveyor Report; • Completion of initial Procurement Option Screen; • Completion of Health Human Resources Plan; • Completion of Communication Plan; and • Proposed capital and operating Budget/Funding structure. 									
Progress									
<p>~ A preferred option for the project scope has been selected by the Site leaders.</p> <p>~ Preliminary capital costs have been determined for this option.</p> <p>~ A review of procurement options is currently underway by PartnershipsBC.</p> <p>~ Indicative Design Report has been received from consultants (waiting final Helipad analysis from consultant).</p> <p>~ Finalizing the projected operating budget.</p> <p>~ Concept Plan submission to the Ministry of Health is targetted for Spring 2015.</p>									
Issues									
No issues to report at this time.									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 210,071	\$ 155,460	\$ 275,460	\$ 24,000	\$ -	\$ -	\$ -	\$ 509,531	\$ 90,469	\$ (0)
Project Name OMH Building Management System Replacement						Project Budget: \$375,000			
Project Number 6215000						RHD Contribution (Y/N): Y			
Project Manager Johann K.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
100%	100%	5%	Y	Y	N	Jul-14	Dec-14	0	Apr-15
Scope									
To replace the obsolete system with a full new reliable and energy efficient system. The scope of work will include new valves, damper actuators, transducers, temperature controls and sensors.									
Progress									
Rocky Point Engineering has completed issued for tender drawings and interested controls contractors have been given the opportunity to tour the facility. Tender will be closing in early January with construction of the new DDC system expected to start in late January 2015 once a contract has been awarded.									
Issues									
No issues currently identified									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 23,169	\$ 169,797	\$ 205,203	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -

Project Name CMH Cart Washer							Project Budget: \$296,000		
Project Number 6215002							RHD Contribution (Y/N): Y		
Project Manager Johann K.									
% Complete Status							Substantial Completion		
Programming	Design	Const.	On Time	On Budget	Issues	Start Date	Original	Rev. #	Revised
100%	100%	95%	Y	Y	N	Jul-14	Jan-15	0	Jan-15
Scope									
To replace a 1997 cart washer in the Medical Device Reprocessing department.									
Progress									
Steris Cart Washer Equipment has been delivered, installed and commissioned. Contractor RL7 Mechanical has completed the cart washer enclosure and the MDR department is utilizing the new equipment. Consultant Rocky Point has completed the final inspection of the installed equipment and is expected to release a list of any noted deficiencies the early February.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 215,083	\$ 279,978	\$ 9,022	\$ -	\$ -	\$ -	\$ 289,000	\$ 7,000	\$ -
Project Name CMH Replace Fire Alarm System							Project Budget: \$420,000		
Project Number 6212130							RHD Contribution (Y/N): Y		
Project Manager Steve M.									
% Complete Status							Substantial Completion		
Programming	Design	Const.	On Time	On Budget	Issues	Start Date	Original	Rev. #	Revised
99%	100%	99%	Y	Y	N	Sep-12	Oct-12	6	Oct-13
Scope									
This project encompasses the complete replacement of the 15 year old fire alarm system and all attached devices, which is currently not supported and irreparable. Project was extended from March 2012 to July 2012 due to workload limitations, then extended to October to address expected long delivery items. Quantity Survey results came in substantially higher than expected but funding has been increased to ensure that this project gets completed as a whole.									
Progress									
Oct/13 Substantially complete. Deficiencies in existing fire protection system noted during inspection are being addressed.									
Issues									
None.									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 398,221	\$ 6,753	\$ 21,779	\$ -	\$ -	\$ -	\$ -	\$ 420,000	\$ -	\$ -
Project Name OMH Wheelchair Accessible Bathrooms							Project Budget: \$421,708		
Project Number 6212187							RHD Contribution (Y/N): Y		
Project Manager Dave R.									
% Complete Status							Substantial Completion		
Programming	Design	Const.	On Time	On Budget	Issues	Start Date	Original	Rev. #	Revised
N/A	95%	65%	Y	Y	N	May-13	Feb-14	2	Feb-15
Scope									
To provide an accessible en-suite washroom, a bariatric en-suite washroom with a new shower room and three standard washrooms within three of the single occupancy units. A common area washroom and tub room will also be renovated to allow for full accessibility. June 2014: Additional scope identified to be the upgrade of the existing access control system and to rekey the site. This is to improve the security of the site and its occupants. And Elpass wandering patient system									
Progress									
June 12/14: Project transferred from Ryan Maalerud to Brian Manke for Phase 2 completion. Sept. 2014: Design completed. Tendering for work to commence shortly. Security transferred to Dave Roberts December 2014. Project awarded to Chubb security. Site visit with contractor set for January 27th.									
Issues									
None.									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 241,743	\$ 28,806	\$ 129,965	\$ 50,000	\$ -	\$ -	\$ -	\$ 421,708	\$ -	\$ -

[Return to main Status Report.](#)

Project Name						KGH Hybrid OR		Project Budget: \$4,100,000		
Project Number						6114175		RHD Contribution (Y/N): N		
Project Manager						Brian Miller				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	25%	Y	Y	N	Mar-13	Mar-15	0	Mar-15	
Scope										
To design and construct a Hybrid OR at IHSC. The Hybrid Operating Room integrates digital imaging diagnostics, radiological, catheterization and surgical capabilities in one suite under the control of the surgical team.										
Progress										
14.07.28 IH formal comments have been provided to Project Co. IH anticipates the final IFC drawing to be issued in August. 14.08.22 Authority conducting final review of room. Project Co to place order for Hybrid room booms and lights in September 2014. 14.09.23 Authority has provided reviewed status for the booms/lights/monitor quote recieved from Project Co. Order to be placed with Stryker Medical this week. 14.10.23 Recieved revised PCI from Plenary. Authority is reviewing the changes. 14.11.18 Construction cost in PCI have been approved by Authority. Additional construction costs will be funded from equipment procurement savings/cost avoidance. 14.12.23 Authority working Project Co to resolve lifecycle/maintenance cost for the Hybrid OR. 15.01.23 Authority and Plenary have resolved lifecycle/maintenance costs.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 1,080,422	\$ 310,317	\$ 656,029	\$ 2,363,550	\$ -	\$ -	\$ -	\$ 4,100,000	\$ -	\$ (0)	
Project Name						KGH OR Fit-outs		Project Budget: \$800,000		
Project Number						6114178		RHD Contribution (Y/N): N		
Project Manager						Brian Miller				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	50%	Y	Y	N	Sep-12	Mar-15	0	Mar-15	
Scope										
To Fit-out 3 Operating Rooms in the IHSC Tower which were previously shelled in. This includes the purchase of all necessary equipment.										
Progress										
14.06.26 waiting for equipment delivery and installation revised plan from Project Co. 14.07.28 Project Co has retained the services of a hospital relocation firm and will be working on the the delivery schedule over the summer. 14.08.22 OR booms and lights to be delivered September 2014. Installation is planned for the fall of 2014. 14.10.23 Stryker OR equipment is in Kelowna being stored by Project Co. Installations planned for November 2014, December 2014 and January 2015. 14.10.23 Progress claim was issued by Plenary for the Stryker equipment that has been delivered. 14.11.18 Installation of booms is ongoing. Walk through was conducted in late October to view progress. 14.12.23 Installation has been progressing well. 15.01.23 Authority and Plenary have resolved the claim for Lifecycle and maintenance.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 195,566	\$ 334,449	\$ 530,015	\$ 78,226	\$ -	\$ -	\$ -	\$ 803,808	\$ (3,808)	\$ -	

Project Name KGH HVAC Building Management System Panel Replacement						Project Budget: \$200,000			
Project Number 6115008						RHD Contribution (Y/N): Y			
Project Manager Doris L.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	80%	Y	Y	N	May-14	Jan-15	0	Jan-15
Scope									
This project will replace the outdated system with a new energy efficient system. The scope of work will include UPSs, design and commissioning costs, electrical work and the replacement of existing control boards.									
Progress									
Siemens panels have been installed. Final deficiencies under way									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ -	\$ 128,000	\$ -	\$ -	\$ -	\$ -	\$ 128,000	\$ 72,000	\$ -
Project Name KGH Ceiling Lifts (~32)						Project Budget: \$400,000			
Project Number 6115186						RHD Contribution (Y/N): N			
Project Manager Doris L.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	80%	0%	Y	Y	N	Nov-14	Jun-15	0	Jun-15
Scope									
To replace 3 ceiling track lift systems in room #431 & ICUB (rooms 13 & 14) and the installation of 29 new lifts in various areas of Centennial, Strathcona & Royal Buildings.									
Progress									
Preliminary schedule review underway. Vendor has been engaged. Anticipate start date for first install of Feb 9/15 with a 10 week schedule to complete 19 lift installs.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ -	\$ 7,800	\$ 392,200	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Project Name KGH Royal Avenue Parking Lot						Project Budget: \$1,000,000			
Project Number 6115013						RHD Contribution (Y/N): Y			
Project Manager Doris L.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	97%	Y	Y	N	Apr-14	Sep-14	2	Nov-14
Scope									
This project includes the design and construction of an asphalt surface parking lot with landscaping, lighting and parking kiosks.									
Progress									
Project is substantially complete and has been turned over to site. Working on deficiencies.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 876,028	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ (0)

Project Name TLM Tub Room Renovations						Project Budget: \$110,000				
Project Number 6114008						RHD Contribution (Y/N): Y				
Project Manager Ryan M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	100%	Y	Y	N	May-13	Jan-14	2	Apr-14	
Scope										
To reconfigure current 1980 tub at this site to accommodate a new tub as well as the removal of walls to remediate any mold issues. There will also be new flooring, counters and a lift installed.										
Progress										
The site is on lockdown, which is holding up the deficiency work. The project should be 100% complete in March.										
Issues										
None.										
Return to main Status Report.										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ 5,043	\$ 86,262	\$ 93,124	\$ -	\$ -	\$ -	\$ -	\$ 98,167	\$ 11,833	\$ -	

Project Name EKH Emergency Generator Replacement						Project Budget: \$650,000				
Project Number 6412058						RHD Contribution (Y/N): Y				
Project Manager Lucas M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	15%	Y	Y	N	Jun-11	Jun-13	3	Jul-16	
Scope										
April 2014 update: Scope has been re-aligned with the EKH ICU and Electrical upgrade project. This project will address upgrades to the secondary distribution and branch circuitry needed to accommodate the generator replacement and the new 600V primary distribution being installed by the main project.										
Progress										
The design for the required electrical rooms is complete and the work is being tendered. Upgrades to the main motor control centre and associated branch wiring were included in the EKH ICU and Electrical Upgrade main tender and have been awarded to the General Contractor - Lark Projects. Further investigative work will be done as the work progresses to determine any more upgrades required. Shop Drawings for the main motor control centre and boiler room branch wiring have been approved and equipment is scheduled for install mid 2015.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ 67,293	\$ 58,796	\$ 65,630	\$ 517,077	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ -	
Project Name EKH Intensive Care Unit (ICU) Redevelopment & Electrical Upgrade						Project Budget: \$20,000,000				
Project Number 6413088						RHD Contribution (Y/N): Y				
Project Manager Lucas M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	54%	Y	Y	N	Mar-13	Jul-16	0	Jul-16	
Scope										
The project includes construction of a new ICU department with required support spaces and equipment, an electrical upgrade to meet current code requirements and renovations in the existing hospital, including upgrades to the existing public access corridor, a common new entrance for the ICU and security systems.										
Progress										
The concrete structure is substantially complete. Temporary construction heat is on site and the hoarding will be closed in by end of Dec 2014. Glazing and full closure in of the building is expected to be completed in Jan-Feb 2015. Interior framing is 80% complete. Patient room pre-rough-in reviews were completed with the users to ensure efficient equipment placement. Mechanical and electrical rough-ins will proceed based on these reviews. The base layer of roofing is complete and roofing should be complete on the main building by the end of Dec 2014 - the stairwell and Steepleview link roofs will be completed in Jan 2015. The major electrical equipment has arrived on site and installation will continue through spring 2015. Detailed transition planning is underway with site staff and will continue until execution of the plan for final move-in and completion of the project spring 2016.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ 1,181,246	\$ 5,321,229	\$ 10,211,157	\$ 8,145,099	\$ 462,498	\$ -	\$ -	\$ 20,000,000	\$ -	\$ -	
Project Name EKH Anatomic Pathology Renovation						Project Budget: \$250,000				
Project Number 6414001						RHD Contribution (Y/N): Y				
Project Manager Lucas M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	75%	0%	Y	Y	N	Apr-13	Oct-13	3	Sep-14	
Scope										
To renovate the histology department to ensure adequate and proper ventilation is maintained for staff safety, equipment and all the WorkSafeBC requirements. Part of the project will ensure that the cryostat and biological safety cabinets are contained and vented in a separate area to minimize any potential hazardous exposure.										
Progress										
The revised Concept plan and cost report have been issued. Review with users to determine which recommendations to implement is underway and will be concluded in Jan 2015.										
Issues										
None.										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ 7,564	\$ -	\$ -	\$ 242,436	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	

Project Name EKH Psych Seclusion Rooms (x2)						Project Budget: \$150,000				
Project Number 6415000						RHD Contribution (Y/N): N				
Project Manager Lucas M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	15%	0%	Y	Y	N	May-14	Jul-15	0	Jul-15	
Scope										
To renovate two 1968 rooms to conform to the current BC Hospital Standards and Codes. Renovations include door replacement with structural steel frames, new locking hardware, new impact resistant wall board, tamper proof floor drain, break away sprinkler and an intercom.										
Progress										
The design kick-off has taken place and engineering teams completed more detailed site inspection. The schematic options are under review with regards to the newly adopted provincial standards. Construction will be planned to begin in Spring 2015 to ensure patient and staff safety in the event more transfers are required during the construction closure.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ -	\$ -	\$ 6,500	\$ 143,500	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	
Project Name GOL Development of Isolation Room in Emergency						Project Budget: \$460,000				
Project Number 6415004						RHD Contribution (Y/N): Y				
Project Manager Lucas M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	35%	0%	Y	Y	N	May-14	Mar-15	1	Jun-15	
Scope										
This project will retrofit an existing inpatient room into a new airborne isolation room, complete with an ante-room, washroom and pressure monitoring system. A new ceiling lift, Vernacare Washer Disinfectant, installation of a dedicated pad mounted air handling unit and exhaust are also included.										
Progress										
The Design Development draft report has been completed and cost estimates and design reviews are underway. Review and approval with the users is scheduled for Jan 2015.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ -	\$ 3,029	\$ 20,083	\$ 439,917	\$ -	\$ -	\$ -	\$ 460,000	\$ -	\$ -	
Project Name RML Fire Alarm Upgrade						Project Budget: \$150,000				
Project Number 6415001						RHD Contribution (Y/N): N				
Project Manager Norbert F.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	0%	0%	Y	Y	N	Sep-14	Jun-15	0	Jun-15	
Scope										
To upgrade the existing 1980 system.										
Progress										
Expecting start date Feb 2015 with consultant										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ -	\$ -	\$ 3,000	\$ 147,000	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	

Project Name						SWH Building Management System Replacement		Project Budget: \$225,000		
Project Number						6415002		RHD Contribution (Y/N): Y		
Project Manager						Norbert F.				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
20%	95%	0%	Y	Y	N	May-14	May-15	0	May-15	
Scope										
To replace the 1978 obsolete system with a new reliable and energy efficient system. The scope of work will include new valves, damper actuators, transducers, temperature controls and sensors.										
Progress										
Tender in process for Contractors										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ -	\$ 21,254	\$ 72,249	\$ 152,751	\$ -	\$ -	\$ -	\$ 225,000	\$ -	\$ -	
Project Name						CVH ED Renovation - Planning		Project Budget: \$60,000		
Project Number						6415058		RHD Contribution (Y/N): N		
Project Manager						Lucas M.				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	15%	0%	Y	Y	N	Aug-14	Jul-15	0	Jul-15	
Scope										
Planning and renovation to improve the critical flow and security issues of the Emergency Department.										
Progress										
The design kick-off meeting took place mid-Oct 2014 and included LEAN design sessions with the users and observation of the ED. A detailed assessment of the options for accessing the ED is in progress as well as further schematic review. An ergonomic consultant and a hazardous material consultant have been engaged to assist the core design team. A preliminary review of ergonomic issues is scheduled for early Jan 2015. Completion of the Schematic Design report is set for late Jan/early Feb 2015.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ -	\$ 7,757	\$ 17,515	\$ 42,485	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	
Project Name						EKH Cart Washer		Project Budget: \$209,000		
Project Number						6415006		RHD Contribution (Y/N): Y		
Project Manager						Norbert F.				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	100%	Y	Y	N	Apr-14	Nov-14	0	Nov-14	
Scope										
To replace a 2003 cart washer in the Medical Device Reprocessing department.										
Progress										
Unit has been installed all work is complete.										
Issues										
Ramps required for height difference from old unit, SS face panels also required to be purchased extra										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ -	\$ 198,231	\$ 209,000	\$ -	\$ -	\$ -	\$ -	\$ 209,000	\$ -	\$ -	

Project Name VJH Pharmacy Department Upgrade						Project Budget: \$2,213,000			
Project Number 6113139						RHD Contribution (Y/N): Y			
Project Manager Rhonda G.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
100%	100%	0%	Y	Y	N	Apr-12	Dec-14	0	Oct-15
Scope									
The renovation will ensure the new Pharmacy meets all current and anticipated regulatory and licensing requirements; has sufficient space to accommodate the growth of VJH and BC Cancer Agency Satellite Clinic; and enhances the service provided to patients.									
Progress									
Budget increase approved Nov 2014, Tentative: Substantial Completion - Oct 2015									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 276,861	\$ 61,629	\$ 306,629	\$ 1,629,510	\$ -	\$ -	\$ -	\$ 2,213,000	\$ -	\$ -
Project Name VJH Inpatient Beds Expansion						Project Budget: \$27,620,000			
Project Number 6113269						RHD Contribution (Y/N): Y			
Project Manager Rhonda G.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
100%	100%	35%	Y	Y	N	0	Oct-15	0	Oct-15
Scope									
To add a thirty bed inpatient unit to each of the sixth and seventh floors of the Polson Tower. Fourteen beds will be additional and forty-six will be relocated from other nursing units in the hospital. The rooms will be reconfigured from four-bed rooms to single and double occupancy. This will also include electrical work and elevator upgrades.									
Progress									
Design and construction started in April 2014. Level 6 - Oct 2014 Mock up of a Patient Room was completed and signed off. Construction framing, mechanical and electrical is ongoing, drywall is ongoing, priming has begun on the west side of the building; Level 7 - Construction framing is 95% complete, mechanical and electrical rough ins / conduit have started. Substantial Completion - late fall									
Issues									
None.									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 1,522,488	\$ 6,229,782	\$ 7,982,744	\$ 16,692,314	\$ -	\$ -	\$ -	\$ 26,197,546	\$ 1,422,454	\$ -
Project Name GIF HVAC Upgrades						Project Budget: \$445,000			
Project Number 6114001						RHD Contribution (Y/N): Y			
Project Manager Johann K.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Estimated
100%	95%	0%	Y	Y	0	May-13	Mar-14	3	Jun-15
Scope									
To perform required air supply upgrades required for staff and patient safety. This will correct deficiencies to comply with current HVAC standards.									
Progress									
Consultants have completed 95% drawings utilizing 6 Natural Gas AHU's and 4 Exhaust fans to meet CSA standards for building air supply. 95% drawings have been reviewed by the project team and Quantity Surveyor's costing has been completed. Project manager and plant services are currently reviewing the consultants design to insure it will meet the CSA and factory warranty requirements.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 15,364	\$ 23,746	\$ 49,539	\$ 372,097	\$ -	\$ -	\$ -	\$ 437,000	\$ 8,000	\$ 0

Project Name						VJH Gamma Camera		Project Budget:		\$1,099,000	
Project Number						6115016		RHD Contribution (Y/N):		Y	
Project Manager						Rhonda G.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Estimated		
100%	100%	0%	Y	Y	N	May-14	Feb-15	0	Sep-15		
Scope											
To replace a 2002 model in the Diagnostic Imaging Department.											
Progress											
Project has been approved - increase to budget by \$165k. Gamma Spec CT equipment has been awarded and ordered. Project to be tendered - tentative - Feb 2015. March 2015 Construction Start Substantial Completion - tentative - Sept 2015.											
Issues											
0											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget		
\$ -	\$ 370,892	\$ 437,892	\$ 661,108	\$ -	\$ -	\$ -	\$ 1,099,000	\$ -	\$ -		
Project Name											
SLH Multipurpose System						Project Budget:		\$1,042,000			
Project Number						6215006		RHD Contribution (Y/N):			Y
Project Manager						Johann Kron					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Estimated		
100%	20%	0%	Y	Y	N	Jul-14	Nov-14	1	Jun-15		
Scope											
To replace a 2002 Radiographic Fluoroscopy System in the Diagnostic Imaging Department.											
Progress											
Project has been identified by Quantity Surveyor as on budget. Siemens Artis Zee Equipment has been ordered and expected delivery is for May 2015. The design team is working with the Equipment manufacturer to produce Issued for Tender documents.											
Issues											
0											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget		
\$ -	\$ 2,671	\$ 347,382	\$ 653,265	\$ -	\$ -	\$ -	\$ 1,000,647	\$ 41,353	\$ -		
Project Name											
SLH Cooling Tower						Project Budget:		\$635,000			
Project Number						6215001		RHD Contribution (Y/N):			Y
Project Manager						Dave R.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Estimated		
20%	100%	15%	Y	Y	N	Jun-14	Jun-15	0	Jun-15		
Scope											
Pursuing alternate option of installing an Air to Air Chiller if possible in same budget and enables us to have 100% redundancy.											
Progress											
Equipment bids came back, one bid invalid and one did not meet specifications. Will re tender. Construction contract out for final QS report. Ready to tender site visit set for January 23rd											
Issues											
0											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget		
\$ -	\$ 32,897	\$ 172,005	\$ 462,995	\$ -	\$ -	\$ -	\$ 635,000	\$ -	\$ -		

Project Name QVH Helipad Design							Project Budget: \$47,350		
Project Number 6214233							RHD Contribution (Y/N): N		
Project Manager Dave R.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Estimated
20%	90%	0%	Y	Y	N	Jul-14	TBD	0	TBD
Scope									
To cover the design costs for the construction of the helipad.									
Progress									
Funding for additional design costs received from foundation, proceeding to full design. Design completion expected by Decmber 30th, then final QS can proceed									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 22,250	\$ 47,350	\$ -	\$ -	\$ -	\$ -	\$ 47,350	\$ -	\$ -
Project Name VJH Mammography System							Project Budget: \$756,502		
Project Number 6115140							RHD Contribution (Y/N): Y		
Project Manager Rhonda G.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Estimated
100%	100%	55%	Y	Y	N	May-14	Dec-14	0	Dec-14
Scope									
To replace a 2005 model in the Diagnostic Imaging Department with a small renovation. Project received an increase in budget of \$112k in Sept 2014.									
Progress									
Project Complete and will be Financially Closed January 31, 2015									
Issues									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 412,240	\$ 756,502	\$ -	\$ -	\$ -	\$ -	\$ 756,502	\$ -	\$ -
Project Name VJH Lab Ventilation							Project Budget: \$731,000		
Project Number 6113138							RHD Contribution (Y/N): Y		
Project Manager Rhonda G.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
100%	100%	90%	Y	Y	N	Jul-12	Dec-14	0	Jan-15
Scope									
The laboratory suite at this site has a number of deficient specialized areas. The scope of the project is to relocate the deficient areas into appropriate lab and support spaces and to upgrade the equipment and ventilation to meet current standards.									
Progress									
Project is Substantially complete - Jan 21 2015 and staff have moved back into their new space.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 114,903	\$ 342,817	\$ 566,097	\$ -	\$ -	\$ -	\$ -	\$ 681,000	\$ 50,000	\$ -

Project Name						VJH UBC Academic Space		Project Budget:		\$983,221	
Project Number						6114230		RHD Contribution (Y/N):		N	
Project Manager						Rhonda G.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Estimated		
100%	100%	95%	Y	Y	N	Sep-13	Dec-14	1	Dec-14		
Scope											
To renovate the 5th floor of the Polson Tower for use as UBC academic space for clinical teaching. Scope of work to include a teaching & learning area, a locker/on-call sleeping area, administration offices, and miscellaneous support spaces.											
Progress											
UBC folks moved in Jan 6, 2015. Financial Close Jan 31, 2015.											
Issues											
										0	
Return to main Status Report.											
Financial											
Actuals	Actuals	Projected					Total Actuals	Projected	Variance		
<small>to March 31, 2014</small>	YTD	FY15	FY16	FY17	FY18	FY19	+ Projected	Unspent	to Budget		
\$ 42,602	\$ 646,844	\$ 900,619	\$ -	\$ -	\$ -	\$ -	\$ 943,221	\$ 40,000	\$ -		

Project Name		PRH Intern Modular Unit					Project Budget:		\$512,000	
Project Number		6113140					RHD Contribution (Y/N):		N	
Project Manager		Johann K.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	25%	Y	Y	N	0	Jan-15	0	Mar-15	
Scope										
To replace a 30 year old modular trailer with larger, more efficient and attractive accommodation. The initial project (2012) exceeded the \$330K budget. April, 2014 - After further analysis (on-site vs off-site) and through discussions with funding partners the project is proceeding with a revised budget of \$476K based on the additional funding received from the PRH foundation.										
Progress										
Construction of the site foundation/crawlspace is underway and the new utility services for the Intern building (power, water and sewer) have been tied in to the existing PRH Westside Residence. Construction of the new building has begun at the Chaparral Homes factory in Kelowna with the placement of the building on the completed foundation expected by late February or early March after which finishing details to the interior will begin.										
Issues										
0										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 960	\$ 31,628	\$ 255,628	\$ 187,648	\$ -	\$ -	\$ -	\$ 444,236	\$ 67,764	\$ -	
Project Name		PRH Replacement of Fuel Tanks (x2)					Project Budget:		\$325,000	
Project Number		6114004					RHD Contribution (Y/N):		Y	
Project Manager		Ralph U.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	0%	0%	N	Y	Y	Apr-16	Jun-14	1	Oct-16	
Scope										
To purchase and install two double-walled above-ground fuel tanks and associated piping to replace the 24 and 40 year old existing single walled underground tanks which do not have leak detection monitoring. The project will include removal of oil from underground piping and tanks, as well as removal and disposal of the underground tanks. The surrounding soil will be tested for contaminants by a consulting firm when the tanks are removed.										
Progress										
We have received confirmation of the PCT project. This Fuel Tank Project will become part of the P3 Scope of Work for the New Patient Care Tower.										
Issues										
Locating new tanks is an issue due to the conflict of the proposed new addition. This project will become part of the P3 Expansion Contractors Scope of Work.										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ 325,000	\$ -	\$ -	
Project Name		PRH General Rad Room - Digital (x2)					Project Budget:		\$1,500,000	
Project Number		6114105					RHD Contribution (Y/N):		Y	
Project Manager		Lucas M.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	100%	70%	Y	Y	N	Apr-13	Oct-13	4	Mar-15	
Scope										
To replace the two 2001 model standard general X-ray machines in room 3 (phase 1, approved for 2013/14) and 2 (phase 2, approved for 2014/15) with Digital General Radiographic Systems in the Diagnostic Imaging Department. Includes the renovation of the shared tech space adjoining the Xray rooms.										
Progress										
Phase 1 is complete and the new equipment has been installed and commissioned. Equipment issues caused delays in the commissioning and training phases that have delayed the start of Phase 2 by several weeks. Phase 2 demolition is complete and framing is underway. Equipment install is schedule for Feb 2015.										
Issues										
0										
Financial										
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 453,990	\$ 558,178	\$ 842,010	\$ 204,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	

Project Name PRH Digital Plate						Project Budget: \$197,000			
Project Number 6115048						RHD Contribution (Y/N): N			
Project Manager Lucas M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
0%	100%	75%	Y	Y	N	May-14	Sep-14	2	Feb-15
Scope									
To upgrade/convert a digital plate to a Digital Radiographic System in the Diagnostic Imaging Department.									
Progress									
The new digital plate is installed and operational. Temporary modifications to the room to improve work and patient flow are complete. Final work to complete the door and frame replacement has been delayed by the xray room 2 and 3 renovations. Work is currently scheduled to be completed in Feb 2015.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 178,161	\$ 197,000	\$ -	\$ -	\$ -	\$ -	\$ 197,000	\$ -	\$ -
Project Name PGH Cooling Tower & Chiller Replacement									
Project Number 6115010						Project Budget: \$200,000			
Project Manager Ralph U.						RHD Contribution (Y/N): Y			
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	95%	0%	Y	N	Y	Aug-14	Dec-14	2	Jul-15
Scope									
To replace current chiller installed over 40 years ago to allow consistent temperature control. This project will also encompass the removal of a cooling tower which is rotted out and failing. Planning on installing a air-cooled package scroll chiller on a concrete pad on grounds behind hospital and piping in through boiler room into fan room to connect with existing Chilled Water loop.									
Progress									
Williams Engineering has provided the Schematic Design Report and we have received the Schematic Design Estimate from LTA Consultants. We have received the 95% tender documents and drawings and are waiting on the pre-tender QS to confirm required budget prior to tender.									
Issues									
Schematic Design Estimate came in above budget, proceeding with tender document preparation and Pre-Tender QS to confirm required funding before finalizing increased budget request & going to tender.									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 8,698	\$ 14,525	\$ 185,475	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Project Name SOG Chiller Replacement									
Project Number 6115012						Project Budget: \$200,000			
Project Manager Ralph U.						RHD Contribution (Y/N): Y			
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	95%	0%	Y	N	Y	Aug-14	Dec-14	2	Jul-15
Scope									
There are currently two chillers at this site, one for ECU & one for acute. This project will replace the 40 year old chiller for the acute hospital. Planning on installing a air-cooled package scroll chiller on a structural steel platform outside of the existing boiler room.									
Progress									
Williams Engineering has provided Schematic Design Report and we have received the Schematic Design Estimate from LTA Consultants. We have received the 95% tender documents and drawings and are waiting on the pre-tender QS to confirm required budget prior to tender. We have confirmed that there is insufficient room at grade and existing roof is wood construction that would require significant construction to support chiller load. We have decided on a new steel platform on columns outside boiler room.									
Issues									
Schematic Design Estimate came in above budget, proceeding with tender document preparation and Pre-Tender QS to confirm required funding before finalizing increased budget request & going to tender.									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 9,217	\$ 14,996	\$ 185,004	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -

Project Name PRH Patient Care Tower						Project Budget: \$315,049,000			
Project Number 6115193						RHD Contribution (Y/N): Y			
Project Manager David F.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
100%	0%	0%	Y	Y	N	TBD	TBD	0	TBD
Scope									
Phase 1 encompasses the construction of a new patient care tower which includes a new walk-in care centre, surgical services center, 84 medical/surgical single patient rooms, a new medical device reprocessing unit, parkade and space for the UBC Faculty of Medicine Program. Phase 2 covers the renovation of the vacated areas in the current hospital to expand the emergency department, pharmacy, laundry and material stores.									
Progress									
~ IH with IBI and other technical consultants are developing the Project Agreement documents to be issued with the RFP in early February 2015. ~ The Authority has reviewed the RFQ proposals and presented a shortlist of three Respondent teams. ~ The entire procurement process will take approximately 18 months to complete. A fairness monitor and legal advisor have been procured for this project. ~ The Authority and the three proponent teams will commence the design process with use of collaborative meetings with each of the teams and Clinical Users. The 1st set of collaborative meetings is schedule for early March 2015. ~ An introductory and business-to-business session is scheduled for Feb 17/15 in Penticton to introduce the project to all proponent teams									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ -	\$ 1,260,030	\$ 16,096,719	\$ 79,488,372	\$ 133,309,801	\$ 74,095,479	\$ 309,047,352	\$ 6,001,648	\$ -
Project Name TCC Tub Room Renovations						Project Budget: \$340,000			
Project Number 6114009						RHD Contribution (Y/N): Y			
Project Manager Lucas M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
0%	100%	90%	Y	Y	N	Apr-13	Nov-13	3	Jan-15
Scope									
To renovate two tub rooms at TCC. Due to Licensing issues (see Issues section) the scope of the renovations will be limited to flooring and wall finish replacement, equipment replacement/upgrades, electrical and mechanical upgrades. The scope specifically excludes any changes, structural or otherwise, to the walls, doors, layout, etc that would change the function of the space.									
Progress									
Phase 1 is complete and the tub rooms are in use. Phase 2 tile is underway and final equipment install is scheduled for early Jan 2015. Commissioning and handover of the room is scheduled for mid-Jan 2015.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 3,691	\$ 203,275	\$ 336,309	\$ -	\$ -	\$ -	\$ -	\$ 340,000	\$ -	\$ -
Project Name PRH Upgrade to Domestic Hot Water Tank System						Project Budget: \$500,000			
Project Number 6114005						RHD Contribution (Y/N): Y			
Project Manager Martin d.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	97%	Y	Y	N	May-13	Mar-14	1	Dec-14
Scope									
Installation of three 2500 Litre stainless steel insulated hot water tanks, modifications to piping, valves and controls and replacement of two plate heat exchangers.									
Progress									
The 3 new stainless steel DHW tanks are installed. Final connection of the heat exchangers, hot water pumps is underway. The new DHW system will then be flushed, commissioned and turned over to the site.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 41,523	\$ 377,834	\$ 454,977	\$ -	\$ -	\$ -	\$ -	\$ 496,500	\$ 3,500	\$ -

Project Name						PRH Patient Care Tower (PCT) Business Case Project			Project Budget:		\$700,000
Project Number						6113283			RHD Contribution (Y/N):		Y
Project Manager						David F.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
100%	0%	0%	Y	Y	N	Jun-13	Mar-14	0	May-14		
Scope											
Planning funds to hire consultants to work with the Planning Team to prepare Business Case Plan for the proposed new Patient Care Tower. The Patient Care Tower will include various services and once these services have been relocated the remaining area will be used for future expansion of other on-site services.											
Progress											
~ This cost center will be closed once all invoices have been paid.											
Issues											
None.											
Financial											
Actuals	Actuals	Projected					Total Actuals	Projected	Variance		
<small>to March 31, 2014</small>	YTD	FY15	FY16	FY17	FY18	FY19	+ Projected	Unspent	to Budget		
\$ 449,251	\$ 196,620	\$ 250,749	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -		
Project Name											
PRH Lab Ventilation						Project Budget:			\$1,369,000		
Project Number						6113137			RHD Contribution (Y/N):		Y
Project Manager						Lucas M.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
100%	100%	98%	Y	Y	N	Jun-12	Jul-13	2	Dec-14		
Scope											
The scope of the project had been changed to address the immediate HVAC issues. It includes: relocate Histology to vacated Microbiology area with revised HVAC to suit new layout; remove existing storage/tissue processing areas (old Foundation area) from Lab space; eliminate existing low level exhaust fan and provide new exhaust fans that discharge at a high level; repair fire separation at corridor wall; supply and install new tissue storage cabinets; install new Foundation funded equipment (grossing and BSC).											
Progress											
Phase 4 completion is set for early Dec 2014. The testing and commissioning phases concluded that minor revisions to the systems are required - materials are ordered and work is schedule to be completed in Feb 2015.											
Issues											
The electrical infrastructure feeding the new exhaust fans has had several intermittent faults. Detailed investigation work continues but a resolution has not been found. Update Dec 2014 - A thorough review with the contractor, suppliers and engineers has been done to resolve the issue. A fault in the wiring is believed to be the issue and has been replaced - the system has performed with no issue since replacement. Additional monitoring points have been put in place to provide more data if further issues arise. Local monitoring alarms are being installed to ensure lab staff safety is maintained.											
Financial											
Actuals	Actuals	Projected					Total Actuals	Projected	Variance		
<small>to March 31, 2014</small>	YTD	FY15	FY16	FY17	FY18	FY19	+ Projected	Unspent	to Budget		
\$ 115,758	\$ 531,487	\$ 662,242	\$ 70,000	\$ -	\$ -	\$ -	\$ 848,000	\$ 521,000	\$ -		
Project Name											
PRC Emergency HVAC System Major Repairs & Replacement						Project Budget:			\$1,385,000		
Project Number						6114242			RHD Contribution (Y/N):		N
Project Manager						Doug L.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
100%	100%	95%	Y	Y	N	0	Dec-14	0	Jan-15		
Scope											
This project now includes scope for 2 phases: Phase 1: To replace 4 makeup air units and roof top units and 1 kitchen exhaust fan. Phase 2: To replace 5 makeup air units and roof top units and 4 exhaust fans. Budget uplift of \$85k approved to deal with unforeseen issues that arose as a consequence of the significant impact of the new HVAC installations - eg. emergency power and emergency lighting issues (sharing some of the same circuitry). 50% of costs are being reimbursed by BC Housing											
Progress											
Work on Phase 2 was initiated in mid-April/14; proceeding on schedule (July/14); Effective Dec 15 remaining work is related to wrap up and final invoicing											
Issues											
Return to main Status Report.											
Financial											
Actuals	Actuals	Projected					Total Actuals	Projected	Variance		
<small>to March 31, 2014</small>	YTD	FY15	FY16	FY17	FY18	FY19	+ Projected	Unspent	to Budget		
\$ 627,030	\$ 675,710	\$ 757,970	\$ -	\$ -	\$ -	\$ -	\$ 1,385,000	\$ -	\$ -		

Project Name						PON Building Management System Upgrade			Project Budget:		\$375,000
Project Number						6214001			RHD Contribution (Y/N):		Y
Project Manager						Ken V.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
5%	100%	10%	Y	Y	N	0	Dec-14	0	May-15		
Scope											
To add a Building management system, which will improve patient and staff comfort levels while reducing the amount of energy consumed currently at this facility.											
Progress											
Sept/14: Issued for tender, results by the end of the month. Contract awarded to Johnson Controls on October 24th 2014, estimated installation time is 24 weeks. Contract is within budget											
Issues											
None.											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget		
\$ 24,636	\$ 34,946	\$ 112,621	\$ 237,743	\$ -	\$ -	\$ -	\$ 375,000	\$ -	\$ -		
Project Name						PON Patient Room Renovations			Project Budget:		\$360,000
Project Number						6214002			RHD Contribution (Y/N):		Y
Project Manager						Ryan M.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
N/A	100%	90%	0	Y	N	May-13	N/A	0	N/A		
Scope											
To perform renovations to include new wall coverings, flooring and windows in the patient rooms plus improvements to the adjacent washrooms including new fixtures and millwork. These renovations will reduce draft, increase comfort and leave the residents, staff and public with an uplifted confidence in this facility.											
Progress											
The 3rd floor washroom work is scheduled to start late January/early Feb. The project should be complete by end of FY.											
Issues											
0											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget		
\$ 174,596	\$ 112,631	\$ 117,631	\$ 59,613	\$ -	\$ -	\$ -	\$ 351,840	\$ 8,160	\$ -		
Project Name						RIH Chiller 600 Ton			Project Budget:		\$750,000
Project Number						6214003			RHD Contribution (Y/N):		Y
Project Manager						Ken V.					
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion				
Programming	Design	Const.					Original	Rev. #	Revised		
4%	50%	0%	Y	N	Y	Jul-13	Jun-14	2	Jul-15		
Scope											
This project is for the addition of a third chiller in order to provide redundancy for two other aging chillers. This would enable the site to plan the replacement of the two existing chillers and perform maintenance with little or no impact to the facility.											
Progress											
Oct. 2014: 50% drawings nearing completion, 50% QS completed. 50% QS exceeded budget, Design is being changed to replace the remaining 20 year old 400 ton unit with a 750 ton unit.											
Issues											
50% QS estimates are over budget, proceeding to 95% design/tender documents											
Financial											
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget		
\$ -	\$ 17,639	\$ 28,351	\$ 706,649	\$ -	\$ -	\$ -	\$ 735,000	\$ 15,000	\$ -		

Project Name RIH Elevator Upgrade - Alumnae Tower						Project Budget: \$275,000			
Project Number 6214004						RHD Contribution (Y/N): Y			
Project Manager Ken V.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
5%	100%	0%	Y	Y	N	Jun-13	Aug-14	3	Jul-15
Scope									
To upgrade the 1964 vintage model elevator (#7 elevator).									
Progress									
Aug./14 Tender awarded to Kone. Sept/14: Construction is scheduled for April-June of 2015.									
Issues									
None.									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 3,707	\$ 1,774	\$ 8,618	\$ 262,675	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -
Project Name RIH Parkade Elevator						Project Budget: \$300,000			
Project Number 6214005						RHD Contribution (Y/N): Y			
Project Manager Ken V.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
4%	95%	0%	Y	Y	N	Aug-13	Oct-14	2	Jul-15
Scope									
This is an additional elevator to service a 300 stall parkade for which there is an existing elevator shaft already in place. This elevator will result in improved and uninterrupted service for patients, staff and visitors using the facility.									
Progress									
95 % design completed and QS. QS indicates project will be over budget therefore the tender documents will be revised to remove scope from a general contractor to allow inhouse staff to complete electrical and architectural.									
Issues									
None.									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 907	\$ 1,710	\$ 6,710	\$ 292,383	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -
Project Name RIH Clinical Services Building						Project Budget: \$67,752,000			
Project Number 6214128						RHD Contribution (Y/N): Y			
Project Manager Ryan M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	98%	28%	Y	Y	N	Apr-13	May-16	0	May-16
Scope									
The project aligns with Phase 2 of the RIH Master Site Plan, providing improved site access (pedestrian & vehicular), a 350 stall parking garage, 600 square meters of retail space and 2 levels of clinical services space.									
Progress									
Design-Build: Design of the service integration with the existing systems is ongoing with investigations underway. The construction is on schedule with concrete work ongoing. The 3rd level suspended slab is complete with P4 underway. Concrete work will continue throughout the winter months with interior work starting in 2015. Exterior envelope work will begin in April on the parking levels. Photos of progress can be seen on the buildingpatientcare.ca website. Communications: Communications continues to work closely with the project team to ensure staff & public are aware of potential impacts. Finance: The project is in the early stages and there are currently no budget concerns. Risk Registry: Risk registry was updated to reflect the current stage of the project.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 2,393,003	\$ 10,297,249	\$ 15,164,298	\$ 35,868,832	\$ 6,458,795	\$ -	\$ 1,000,000	\$ 60,884,928	\$ 6,867,072	\$ -

Project Name		RIH Provincial Colon Screening Prog. - Fit Out					Project Budget:		\$600,000	
Project Number		Colonoscopy Rm					RHD Contribution (Y/N):		N	
Project Manager		Ryan M.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	75%	Y	Y	N	Apr-14	Jan-15	0	Jan-15	
Scope										
To renovate existing space to establish procedure room and recovery space area.										
Progress										
Construction has been slightly delayed due to delivery of the roof-top HVAC unit. The unit is expected by the end of January and will be installed and commisioned right away. The other work is nearing completion. The occupancy date is on track for Feb. 23.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 179,600	\$ 442,592	\$ -	\$ -	\$ -	\$ -	\$ 442,592	\$ 157,408	\$ -	
Project Name		RIH Gamma Camera					Project Budget:		\$934,000	
Project Number		6215009					RHD Contribution (Y/N):		Y	
Project Manager		Ryan M.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	5%	Y	Y	N	Apr-14	Oct-14	1	Mar-15	
Scope										
To replace a 2004 model in the Diagnostic Imaging Department.										
Progress										
The project has been awarded and start-up meeting is scheduled. Construction is expected to begin in late february - timing is due to the long lead time of the lead - and anticipated duration of 4 weeks.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 360,593	\$ 362,093	\$ 512,239	\$ -	\$ -	\$ -	\$ 874,332	\$ 59,668	\$ -	
Project Name		RIH Surgical Services Expansion					Project Budget:		\$3,600,000	
Project Number		6215063					RHD Contribution (Y/N):		Y	
Project Manager		Ryan M.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	40%	Y	Y	N	Apr-14	Jan-15	1	Apr-15	
Scope										
Renovate the existing space to create a 9th OR and expand PAR by 4 bays (project also includes operationalization of 8 surgical beds and 1 ICU bed).										
Progress										
Phase 1 - Biomed, Repiratory is move in ready. PARR was delayed due to unforeseen issues, but will be complete by early Feb. The majority of asbestos and drywall work in the other phases was complete over the holidays. OR7 work is scheduled to start in early Feb.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 419,993	\$ 1,041,610	\$ 2,292,000	\$ -	\$ -	\$ -	\$ 3,333,610	\$ 266,390	\$ -	

Project Name		RIH Trauma Boom (x2)					Project Budget:		\$437,712	
Project Number		6215120					RHD Contribution (Y/N):		N	
Project Manager		Ryan M.								
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	100%	15%	Y	Y	N	Apr-14	Dec-14	1	Mar-15	
Scope										
To renovate/install Equipment Management Systems (Booms) in the RIH Emergency Department trauma room.										
Progress										
Demo is complete and mechanical & electrical rough-in is underway. Structural steel design is almost complete. The booms are scheduled to arrive on Feb. 9.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 21,908	\$ 151,908	\$ 230,000	\$ -	\$ -	\$ -	\$ 381,908	\$ 55,804	\$ -	
Project Name										
RIH Lighting Upgrade										
Project Number		6215140					Project Budget:		\$453,826	
Project Manager		Johann K.					RHD Contribution (Y/N):		N	
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
100%	100%	25%	Y	Y	N	Jul-14	Dec-14	0	Jan-15	
Scope										
To upgrade RIH outdoor and parkade lighting in order to complete measures of the Carbon Neutral Capital Projects (CNCP) program. Modifications to the mechanical controls side of the buildings radiant heat panels will also be performed as part of the CNCP program.										
Progress										
Installation of the new Parkade LED light fixtures has been completed and there has been lots of positive feedback from site on the improved light levels in the Parkade. Work has now begun on the replacement of the exterior pole top lighting around the roadways of the facility. The tender for the mechanical portion of the energy improvement project has been released and awarded to Westway Plumbing and Heating from Kelowna. Upgrades to the control of the radiant heating panels within RIH are expected to begin towards the end of January.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 133,624	\$ 443,826	\$ -	\$ -	\$ -	\$ -	\$ 443,826	\$ 10,000	\$ -	
Project Name										
RIH MRI Bundle										
Project Number		6215059					Project Budget:		\$921,662	
Project Manager		Steve M.					RHD Contribution (Y/N):		Y	
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
5%	95%	0%	Y	Y	N	TBD	TBD	0	TBD	
Scope										
This upgrade to the 2004 RIH GE Signa 1.5T MRI is required to improve exam speed and quality, and to extend the life of the MRI system. Other highlights include an MRI compatible anaesthesia machine and monitor to allow scanning of sedated patients, a "sentinelle" table to enhance breast imaging, and multiple enhancements to cardiac imaging.										
Progress										
Oct/14: Equipment ordered. Aenesthetic gas scavenging system consulting work awarded to Rocky Point Engineering.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 833,021	\$ 918,662	\$ 3,000	\$ -	\$ -	\$ -	\$ 921,662	\$ -	\$ -	

Project Name PON Nurse Call						Project Budget: \$293,000			
Project Number 6214010						RHD Contribution (Y/N): Y			
Project Manager Steve M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
45%	100%	70%	Y	Y	N	Jun-13	Oct-14	1	Jan-15
Scope									
To replace a pre-1990 Rauland 3000 model with a Rauland 4000 system. The new system will provide much needed reliability and extra features such as compatibility with newer nursing aids such as nursing bed assignments and tracking software. Original scope and estimate were based on the occupancy at the site at the time which was 3 wards on 2 floors. Since that time the facility has seen an increase in utilization and all 6 wards on 3 floors are being currently utilized and will likely continue to be. April 2014: Budget was increased to \$293,000 from \$162,000 ensuring the successful completion of this project.									
Progress									
Oct. 2014 Construction completed on 2nd floor. Sept/14: Construction underway on 1st floor. The Flooring and asbestos contractors are causing scheduling challenges for the nurse call contractor which has slowed the progress. Project is substantially complete									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
				FY17	FY18	FY19			
\$ 87	\$ 183,193	\$ 208,161	\$ 46,752	\$ -	\$ -	\$ -	\$ 255,000	\$ 38,000	\$ -
Project Name RIH Anatomic Pathology Renovation						Project Budget: \$674,000			
Project Number 6214009						RHD Contribution (Y/N): Y			
Project Manager Ryan M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	99%	Y	Y	N	May-13	Jun-14	3	Dec-14
Scope									
To execute renovations required to meet WCB requirements for air flow due to the use of formalin. Renovations will include creating a well vented room to house the processors and to move a wall to extend the working space for Histology staff.									
Progress									
Final documentation will be delivered on Jan. 30.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
				FY17	FY18	FY19			
\$ 27,401	\$ 457,183	\$ 597,361	\$ -	\$ -	\$ -	\$ -	\$ 624,762	\$ 49,238	\$ -
Project Name RIH Pediatric Psychiatry Inpatient Unit						Project Budget: \$850,000			
Project Number 6213134						RHD Contribution (Y/N): Y			
Project Manager Martin d.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	100%	Y	Y	N	Sep-12	Mar-13	4	Oct-14
Scope									
To provide two bedrooms and seclusion room on the 5th floor south wing with support space for bathing, interview, multipurpose, teaching, exercise and staff space within a proper suite built to correct standards for this patient type.									
Progress									
Contract awarded in early May. Construction commenced 20th May. Substantial performance was delayed by several weeks to repair deficient millwork.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	FY15	FY16	Projected			Total Actuals + Projected	Projected Unspent	Variance to Budget
				FY17	FY18	FY19			
\$ 62,731	\$ 710,985	\$ 737,449	\$ 16,671	\$ -	\$ -	\$ -	\$ 816,851	\$ 33,149	\$ -

Project Name						MER Replacement of Switchboard & Public Address System		Project Budget:		\$140,000
Project Number						6214000		RHD Contribution (Y/N):		Y
Project Manager						Steve M.				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
95%	100%	95%	Y	Y	N	0	Dec-13	4	Apr-14	
Scope										
To replace the current system which is over 20 years old. If this system fails we risk leaving patients and staff at this site with no public communication system in case of an emergency situation.										
Progress										
Sept./14 Substantially complete, contractor working on deficiencies. Reviewing the replacement of the cameras, monitor and security systems										
Issues										
None.										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ 575	\$ 27,796	\$ 29,011	\$ 110,414	\$ -	\$ -	\$ -	\$ 140,000	\$ -	\$ -	
Project Name						KAM Mammography System		Project Budget:		\$615,540
Project Number						6214240		RHD Contribution (Y/N):		N
Project Manager						Ryan M.				
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	100%	100%	Y	Y	N	Feb-14	Aug-14	0	Aug-14	
Scope										
To replace 2004 analog mammography equipment with a digital system plus associated renovations to the leased site.										
Progress										
Project complete.										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
		FY15	FY16	FY17	FY18	FY19				
\$ 165,000	\$ 424,046	\$ 424,046	\$ -	\$ -	\$ -	\$ -	\$ 589,046	\$ 26,494	\$ -	

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Project Name KLH Emergency Power System Upgrade						Project Budget: \$1,950,000				
Project Number 6314001						RHD Contribution (Y/N): Y				
Project Manager Martin d.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
N/A	95%	0%	N	N	Y	May-13	Aug-14	3	Dec-15	
Scope										
To perform upgrade required to meet the electrical code and the current CSA standard for an Acute Care facility. In order to meet these standards and the electrical code it is required to replace all of the original 1958 electrical distribution, add a second emergency power generator and replace the automatic transfer switch.										
Progress										
Users have reviewed the pre-tender design. Class A (pre-tender) cost estimate was completed in May, 2014. The project design requires installation of two 750 kW generator sets and an electrical room with switchgear and automatic transfer switches housed in outdoor enclosures. The equipment will be provided as a pre-fabricated system shipped to site and installed on a new concrete equipment pad. The old generator will be removed.										
Issues										
During design development, the Consultant provided a technical memorandum confirming the only design that meets CSA requirements is the installation of two new generators sets. The original project was to replace the existing generator only. This additional requirement (to allow for required redundancy and electrical load (the generators have been sized to meet future projected hospital loads)) will have a cost impact on the project. The Consultant has completed the pre-tender design estimate which indicates a budget of \$3.6 million is required. This process has delayed the project as this project had to be resubmitted to the FY16 Capital Project Steering Committee (CPSC) for the additional \$1.65M funding request. This request which was approved on 30th October, 2014 however formal approval from the funding partners must be obtained prior to proceeding with the tender and construction process. It's anticipated we will receive confirmation of the funding lift in April or May, 2015.										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 56,012	\$ 82,803	FY15	FY16	FY17	FY18	FY19	\$ 1,940,746	\$ 9,254	\$ -	
Project Name KBH Development of an Isolation Room in ICU						Project Budget: \$660,000				
Project Number 6315002						RHD Contribution (Y/N): Y				
Project Manager Lucas M.										
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion			
Programming	Design	Const.					Original	Rev. #	Revised	
0%	15%	0%	Y	Y	N	May-14	Mar-15	1	Jul-15	
Scope										
This project will retrofit an existing ICU inpatient room into a new airborne isolation room, complete with an ante-room, washroom and pressure monitoring system. The room will also be outfitted to accommodate bariatric patients and include a new ceiling lift. The installation of a dedicated roof mounted air handling unit and exhaust are also included.										
Progress										
The design kick-off and engineering review has been completed. Further review of the schematic options is scheduled for Jan 2015. The final Schematic/Design Development report is schedule for completion in Feb 2015										
Issues										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected					Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 169	FY15	FY16	FY17	FY18	FY19	\$ 660,000	\$ -	\$ -	

Project Name KBH Connecting Chilled Water Piping from 3 Existing Chillers						Project Budget: \$427,300			
Project Number 6315000						RHD Contribution (Y/N): Y			
Project Manager Jonathan J.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
NA	100%	0%	Y	Y	N	Jun-14	Mar-15	0	Mar-15
Scope									
This project will link all three cooling systems into one loop by interconnecting the piping systems. Redundancy will be created and allow boilers to be shut down in the summer.									
Progress									
Tender results received on Dec. 8. Interconnect awarded as an alternate price on Dec. 15. Contractor mobilized to site. Contractor schedule submitted for completion April 15.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 43,906	\$ 304,105	\$ 123,195	\$ -	\$ -	\$ -	\$ 427,300	\$ -	\$ -
Project Name KBH Replace Steam Chiller (Absorption Chiller)									
Project Number 6315001						Project Budget: \$654,300			
Project Manager Jonathan J.						RHD Contribution (Y/N): Y			
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
NA	100%	0%	Y	Y	N	TBD	TBD	0	TBD
Scope									
To replace 1994 chiller which has become increasingly unreliable. This project was approved under the Provincial Government's Carbon Neutral Capital Program and as such is intended to be completed and reported out on not later than March 31, 2015.									
Progress									
Tender closed and project awarded on Dec 15.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 42,290	\$ 555,000	\$ 99,300	\$ -	\$ -	\$ -	\$ 654,300	\$ -	\$ -
Project Name HVL Nurse Call						Project Budget: \$280,000			
Project Number 6315004						RHD Contribution (Y/N): Y			
Project Manager Jonathan J.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
100%	100%	90%	Y	Y	N	Jun-14	Dec-14	1	Nov-14
Scope									
To replace a 2007 Homefree Nurse Call system with a Responder 4000.									
Progress									
Project completed to 95% on Dec. 15.									
Issues									
0									
Financial									
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ -	\$ 218,735	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ 280,000	\$ -	\$ -

Project Name						KLH 4th Floor Redevelopment & Renovation		Project Budget:		\$188,532
Project Number						6315003		RHD Contribution (Y/N):		N
Project Manager						Jonathan J.				
% Complete Status										
Programming	Design	Const.	On Time	On Budget	Issues	Start Date	Substantial Completion			
							Original	Rev. #	Revised	
100%	100%	80%	Y	Y	N	Jul-14	Nov-14	1	Dec-14	
Scope										
This project will renovate the fourth floor to accommodate two internal medicine physicians and improve flow of the Chronic Disease Management Program.										
Progress										
Project substantially complete. Space occupied Dec. 15										
Issues										
0										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 145,441	\$ 188,532	\$ -	\$ -	\$ -	\$ -	\$ 188,532	\$ -	\$ -	
Project Name										
KBH General Rad Room						Project Budget:		\$226,000		
Project Number						6315006		RHD Contribution (Y/N):		Y
Project Manager						Johann K.				
% Complete Status										
Programming	Design	Const.	On Time	On Budget	Issues	Start Date	Substantial Completion			
							Original	Rev. #	Revised	
100%	100%	97%	Y	Y	N	May-14	Dec-14	0	Dec-14	
Scope										
To replace a 2003 Radiographic Fluoroscopy System in the Diagnostic Imaging Department.										
Progress										
Equipment has been delivered, installed and commissioned for operation. The room has been reopened and KBRH plant services are finishing up with correcting one remaining deficiency.										
Issues										
None identified at this time.										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ -	\$ 195,141	\$ 218,484	\$ -	\$ -	\$ -	\$ -	\$ 218,484	\$ 7,516	\$ -	
Project Name										
KLH Nelson 1st Floor Reno/DI Redevelopment						Project Budget:		\$14,163,651		
Project Number						9908332		RHD Contribution (Y/N):		Y
Project Manager						Rhonda G				
% Complete Status										
Programming	Design	Const.	On Time	On Budget	Issues	Start Date	Substantial Completion			
							Original	Rev. #	Revised	
100%	100%	100%	N	Y	N	Nov-08	TBD	3	Sep-13	
Scope										
Design and construction of Phase 1 (ER, DI, partial parking & shelled-in space). Budget reduced from \$15.3M to \$13.8M based on new market condition costs for equal scope of work. March 2011 - budget increased to \$14,911,000 to include the purchase of the CT scanner. Elevator and laundry projects pulled \$254,000 out of the increased budget, leaving the new overall budget at \$14,657,000. Time extended based on construction schedule submitted by successful bidder. Yellowridge Contracting - stipulated price contract; Stantec Prime Consultant. Update Sept.12: \$1,994.00 was transferred from this project budget to the KLH Laundry Renovation project.										
Progress										
Owners/users have occupied the space and it is being used to its full capacity - Phase 1 of the project is now complete and can now be closed.										
Issues										
Flooring re-work required by IHA. IHA has retained the cost of this work and contractor may dispute. Coordination concerns on project and IHA has claimed partial reimbursement.										
Financial										
Actuals to March 31, 2014	Actuals YTD	Projected FY15	Projected FY16	Projected FY17	Projected FY18	Projected FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget	
\$ 13,912,007	\$ 5,620	\$ 5,620	\$ -	\$ -	\$ -	\$ -	\$ 13,917,627	\$ 246,024	\$ (0)	

Project Name KBH Multipurpose System							Project Budget: \$1,050,000		
Project Number 6314003							RHD Contribution (Y/N): Y		
Project Manager Lucas M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	98%	Y	Y	N	Apr-13	Jan-14	1	Jun-14
Scope									
To replace a 1999 Rad Fluoro System in the Diagnostic Imaging department. This system utilizes a multidirectional interactive digital C-arm system, providing a variety of configurations which enable radiographic procedures that cannot be completed on any other equipment.									
Progress									
Construction is substantially complete and the room is in use. Final interior work and deficiencies are complete. Exterior work is underway and but some items will be completed in the spring for seasonal reasons. Plant is completing the final renovation work in Jan 2015 at the laundry/electrical room areas that service the new Multip Purpose system.									
Issues									
None.									
Financial									
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 706,265	\$ 299,231	\$ 343,735	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000	\$ -	\$ -
Project Name KLH General Rad Room							Project Budget: \$285,708		
Project Number 6314005							RHD Contribution (Y/N): Y		
Project Manager Lucas M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	100%	Y	Y	N	Apr-13	Oct-13	2	Jun-14
Scope									
To replace a 2002 model in the Diagnostic Imaging department. General Radiographic System is an X-ray system including a table, overhead X-ray tube and wall stand with bucky.									
Progress									
Project is substantially complete. Signage has now been installed and the project is fully complete.									
Issues									
0									
Financial									
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 31,535	\$ 237,417	\$ 254,173	\$ -	\$ -	\$ -	\$ -	\$ 285,708	\$ -	\$ -
Project Name KLH Pyxis Medstations							Project Budget: \$375,000		
Project Number 6314006							RHD Contribution (Y/N): Y		
Project Manager Lucas M.									
% Complete Status			On Time	On Budget	Issues	Start Date	Substantial Completion		
Programming	Design	Const.					Original	Rev. #	Revised
N/A	100%	99%	Y	Y	N	Apr-13	Nov-13	1	May-14
Scope									
To add automated medication cabinets in the Surgical (X1) and Medical (X2) departments. Scope revised to defer purchase of 2nd floor Pyxis units. Full medstations will be constructed for each floor - 3rd floor Pyxis units (x2) will be purchased.									
Progress									
Project is substantially complete. One final deficiency in labeling will be completed in Dec 2014 2014. Additional cooling for the 3rd floor room will be completed as part of a larger cooling system being added for the 4th floor as this is more efficient for operation and maintenance than installing a smaller dedicated system. The 4th floor system is planned to be installed by Jan 2015 - commissioning is scheduled for spring 2015 for seasonal reasons. The monitoring of the fridges was reviewed and a separate budget has been assigned to address this issue - it will not be done by this project.. Additional staff training for the Pyxis equipment is being reviewed.									
Issues									
<div style="text-align: right; border: 1px solid black; padding: 2px;">Return to main Status Report.</div>									
Financial									
Actuals <small>to March 31, 2014</small>	Actuals YTD	FY15	FY16	FY17	FY18	FY19	Total Actuals + Projected	Projected Unspent	Variance to Budget
\$ 12,684	\$ 302,955	\$ 352,316	\$ -	\$ -	\$ -	\$ -	\$ 365,000	\$ 10,000	\$ -