

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

THURSDAY, APRIL 16, 2015

RDOS BOARDROOM

9:00 am	-	10:30 am	Planning & Development Committee
10:30 am	-	11:15 am	Community Services Committee
11:15 am	-	11:30 am	Environment & Infrastructure Committee
11:30 am	-	12:15 pm	Protective Services Committee
12:15 pm	-	12:45 pm	Lunch
12:45 pm	-	2:15 pm	Corporate Services Committee
2:15 pm	-	2:30 pm	OSHRD Regular Board Meeting
2:30 pm	-	4:30 pm	RDOS Regular Board Meeting

"Mark Pendergraft"

Mark Pendergraft
RDOS Board Chair

Advance Notice of 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
July 2	RDOS Board/Committee Meetings
July 16	RDOS/OSRHD Board/Committee Meetings
August 6	RDOS Board/Committee Meetings
August 20	RDOS/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, April 16, 2015

9:00 AM

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. DELEGATION

1. Rogers Communications Inc. – Samuel Sugita, Municipal Project Manager
Mr. Sugita will be addressing the Board to provide an overview of locational factors and considerations by the company when proposing new communication towers in a local area.
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C. Antenna Siting and Public Consultation Policy

1. Industry Canada
 2. Antenna System Siting Protocol
 3. Safety Code 6
-

D. First Quarter Activity Report – For Information Only

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: 16 April 2015
RE: Antenna Siting and Public Consultation Policy



Administrative Recommendation:

1. **THAT the Board endorse the Industry Canada Public Consultation Process, but direct staff to bring forward modifications to:**
 - a. **increase the public notification area; and,**
 - b. **add siting and design guidelines for Antenna Systems; and,**
 - c. **establish a \$500 application fee.**

2. **THAT staff be directed to bring forward a proposal and Budget for a study to assess visual and electro-magnetic disturbances and negative impact on adjacent property values of both telecommunications and large utility towers for electric power.**

Reference:

Industry Canada CPC-2-0-03 2008 and as amended 2014 (Copy attached)
Antenna System Siting Protocol Template (Copy attached)
Safety Code 6 (Copy attached)
Board Resolution No. B352/12 Crown Land Telecommunications Public Consultation Policy
Board Resolution # B292/13P
Board Resolution # B235/14P

Background:

In September, 2013, the Board adopted the "FCM/CWTA Antenna System Siting Protocol template for use throughout the Regional District" - in response to issues surrounding a proposed Telus cell tower in Hedley. The template guidelines, developed jointly by the Federation of Canadian Municipalities and the Canadian Wireless Telecommunications Association, is consistent with Industry Canada rules on Antenna System consultations. The Protocol provides a number of recommendations and options for local governments to consider in establishing their own policies and procedures. Staff has referred to the guidelines in the Protocol along with the Industry Canada consultation policy in processing a number of cell tower referrals. Prior to this, in 2012, the Board adopted a Crown Land

Telecommunications Public Consultation Policy that established the option of relying on the Crown land referral process for public consultation.

In August 2014, the Board directed that staff “be requested to develop a new tower siting policy and procedural guidelines to be followed during the review of proposals for wireless radio towers and large utility towers in proximity to residential areas; this policy to consider the potential for both visual and electro-magnetic disturbances, and the degree of negative impact on adjacent property values resulting therefrom.”

In this report staff will focus on a Telecommunication Tower Policy where local governments have a determined role in the approval process. If the Board wishes to pursue a report on large utility towers and the impacts of electro-magnetic disturbances, staff will bring forward a proposal and Budget for consideration.

The demand for wireless services is growing and is expected to continue as more and more Canadians use smartphones and other mobile devices. To accommodate this demand, more towers will be needed. It is recognized that reliable and highly technical telecommunications facilities are a benefit to the residents of the RDOS and that there are some areas of the region with no or limited service. There is however a need to address aesthetic, environmental, health and neighbourhood issues for those who reside in close proximity to the facilities.

Industry Canada, under the *Radiocommunication Act*, has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by Industry Canada. In June 2007, Industry Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems. This was updated again in 2014. The update focused on co-location to reduce the number of towers, removal of the exemption for towers 15m or less in height and public and local government consultation. Industry Canada becomes involved only if there is an impasse at the local level. The Safety Code 6 has been established by Health Canada to establish limits on the radio frequency energy sent out by any antenna tower.

A significant concern of this referral process is that the burden of the “approval” falls on local government, who does not have the expertise / technical knowledge of the telecommunication industry. Public concerns are often related to the health impact of radio waves and the RDOS is not equipped to addresses these concerns. However, issues about location, neighbourhood suitability, environmental impacts and so on are within the RDOS realm.

Purpose:

Overall the purpose of the Antenna approval process is to:

1. Consider co-locations and optimal site selection prior to the submission of site proposal.
2. Provide that telecommunications structures required with the RDOS are located and designed in a manner that is sensitive to potential impacts on the surrounding community.
3. Ensure that adequate public consultation is carried out by proponents with all property owners and residents affected by the proposed towers.
4. Establish a process for the RDOS to gather adequate information to provide a “letter of concurrence or non-concurrence” to Industry Canada at the end of the process.

Alternatives:

- 1) **Industry Canada process as modified**
- 2) **RDOS Policy based on the FCM Template**
- 3) **File letters of non-concurrence with Industry Canada if citizen objections are received**

1. Industry Canada

A Proponent for a new Antenna system must investigate sharing or using existing infrastructure before proposing a new structure, contact the local government, notify and consult with the public and satisfy Industry Canada’s requirements. Industry Canada Default process is briefly summarized as follows:

1. Written Notification: The Proponent must provide written notification to the public, the land-use authority (RDOS) and Industry Canada. A notification package must be provided to land uses and owners located within a radius of three times the tower height; and, provide at least 30 days for written public comment. A notice must also be placed in a local community newspaper.
2. Engagement: The Proponent is to address all reasonable and relevant concerns and keep a record of all communications related to the proposed Antenna system. This includes responding with 14 days to acknowledge receipt of a public comment, within 60 day to address comments received in writing and provide a further 21 days for the public to respond to the Proponents correspondence.
3. Formal Response: Proponent is to address concerns of the public related to use of an existing antenna system, alternative sites, security, integration into local surroundings, compliance with Safety Code 6 and so on. Industry Canada deems that public concerns that are not relevant include potential effects that a proposed antenna system will have on property values or municipal taxes and questions that the *Radiocommunication Act*, Circular CPC-2-0-03, Safety Code 6 or other legislation are valid or should be reformed.

Ultimately the application comes before the Board for a “Letter of Concurrence” or “Non-Concurrence”.

2. RDOS Antenna System Siting Protocol

The FCM Antenna System Siting Protocol Template (link here) could form the basis for the RDOS Policy and outlines the following:

- Protocol objectives
- Jurisdiction and roles of Industry Canada, Regional District and the Proponent
- Excluded structures
- Pre-consultation, Notification with Regional District and Submission of Requirements and payment of fees (to be established)
- Public Consultation, including Notice, Written Consultation, Public Information Session, Process Timelines and Final Review
- Concurrence or Non-concurrence
- Options for Development Guidelines

At the end of the process a “Letter of Concurrence or Non-Concurrence” is provided by the Board. The FCM Template is essentially a mirror of the Industry Canada process, except that the local government takes on more responsibility for directing the public consultation and approval process.

Analysis

Industry Canada Default Process	
<p>Advantages</p> <ul style="list-style-type: none"> • Established process – has been effective for recent proposals • Process followed currently by all RDs and municipalities in the Okanagan Valley • RD plays an important role when required, but does not lead the process • Additional staff workload is minimized and the Telecommunications Industry continues to take responsibility for the process 	<p>Disadvantages</p> <ul style="list-style-type: none"> • Public Notification area is limited • Local policies on Antenna siting and design not articulated •
RDOS Policy	
<p>Advantages</p> <ul style="list-style-type: none"> • Detailed referral process and public input phases • 	<p>Disadvantages</p> <ul style="list-style-type: none"> • RD leads/directs the process and takes on more responsibility for the process • Additional staff workload • Template process more suited to a larger urban area

The current Industry Canada Default consultation process is largely effective and has provided for public and local government input with a number of recent Antenna proposals without taking on the burden of overseeing the entire process. An internal process provides for notification of Directors and adjacent municipalities when an Antenna is initially proposed. Throughout the current process there are also opportunities for the RDOS to request additional public consultation, such as a public meeting, as required. There are however a number of enhancements to the Industry Canada Default process that the Board could adopt:

Notification Area

The Industry Canada default process requires notification of properties within 3 x tower height. For a 30m tower, a notification area of 90m is required. In a rural area, this provides notification to few properties. A review of 10 other municipal and regional policies indicates a range of notification areas from 5 or 6 x tower height, to 250 metres, 300m and 500m. When the highest and lowest distances are removed from the list, the average is about 250m notification area or 2 ½ times the Industry Canada requirement. This distance is proposed to be established by the Board.

Siting and Design Guidelines

The Board could establish Siting and Design Guidelines for placement of antenna Systems. Guidelines can generally discourage Antenna within residential areas and environmentally sensitive areas in favour of industrial, commercial, rural and agricultural locations. Other discouraged locations include waterfronts, view corridors, some park sites and heritage areas. Guidelines can also speak to appearance of the tower, setbacks, parking, signage, lighting and require landscaping of the grounds, as well as provision of security. In the end, if the Board is just totally concerned that towers are unappealing for the Regional District, we could establish policy to file non-concurrence letters on all applications, or all applications that receive negative feedback.

Application Fee

The cost of processing the recommended tower application process is estimated at \$500.00.

Respectfully submitted:

“Donna Butler”

D. Butler, Development Services Manager



Industry Canada

Home > Internet, Radio, and Wireless > Spectrum Management and Telecommunications > Official Publications
> Procedures > Client Procedures Circulars (CPC)

Spectrum Management and Telecommunications

CPC-2-0-03 — Radiocommunication and Broadcasting Antenna Systems

Notice

The [February 5, 2014, announcement](#) will bring changes to [Industry Canada's Antenna Tower Siting Policy](#).

This document will be changing in the near future as a result of Minister Moore's [February 5, 2014, announcement](#). Check back regularly for updates.

Issue 4, Released: June 2007, Effective: January 1, 2008 Client Procedures Circular

- [Radiocommunication and Broadcasting Antenna Systems](#) (HTML)
- [Radiocommunication and Broadcasting Antenna Systems](#) (PDF - 122 KB - 19 pages)
[PDF Readers](#)
- Previous Issue - [Environmental Process, Radiofrequency Fields and Land-Use Consultation \(Client Procedure Circular 2-0-03\)](#) - Issue 3, June 1995 (Rescinded, January 1, 2008)

Related Links

- [Gazette Notice No. DGRB-001-07](#)
[Release of Issue 4 of CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems](#)
- [Antenna Towers in Your Community \(Frequently Asked Questions\)](#)
- [Antenna Structures Home Page](#)

Comments and suggestions may be directed to the following address:

Industry Canada
Spectrum Management and Operations Branch
235 Queen Street
Ottawa, Ontario
K1A 0H5

Attention: DOSP

Via [email](#): spectrum_pubs@ic.gc.ca

All [Spectrum Management and Telecommunications publications](#) are available on the following website at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>.

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- 7.3 Proximity of Proposed Structure to Broadcasting Undertakings
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- 7.5 Aeronautical Safety

Appendix 1 - Consultation Flow Chart

Appendix 2 - Industry Canada's Default Public Consultation Process - Public Notification Package

Footnotes

1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. There is a certain measure of flexibility in the placement of antenna systems which is constrained to some degree by: the need to achieve acceptable coverage for the service area; the availability of sites; technical limitations; and safety. In exercising its mandate, Industry Canada believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system. Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone (referred to in this document as the proponent) who is planning to install or modify an antenna system regardless of the type of installation or service. This includes, amongst others, Personal Communications Services (PCS) and cellular, fixed wireless, broadcasting, land-mobile, licence-exempt and amateur radio operators. As well, parts of this process contain obligations that apply to existing antenna system operators.

1.3 Process Overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

1. Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures.
2. Contacting the land-use authority (LUA) to determine local requirements regarding antenna systems.
3. Undertaking public notification and addressing relevant concerns, whether by following local LUA requirements or Industry Canada's default process, as is required and appropriate.
4. Satisfying Industry Canada's general and technical requirements.

It is Industry Canada's expectation that steps (2) to (4) will normally be completed within **120 days**. Some proposals may be excluded from certain elements of the process (see Section 6). It is Industry Canada's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document.

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2. Industry Canada Engagement

There are a number of points in the processes outlined in this document where parties must contact Industry Canada to proceed. Further, anyone with any question regarding the process may contact the local Industry Canada office¹ for guidance. Based on a query by an interested party, Industry Canada may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of Existing Infrastructure (Sharing)

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section.

Before building a new antenna-supporting structure, Industry Canada requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc.

Proponents are not normally expected to build new antenna-supporting structures where it is feasible to locate their antenna on an existing structure, unless a new structure is preferred by land-use authorities.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that 30 days is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with either:

- a proposed set of reasonable terms to govern the sharing of the antenna system; or
- a detailed explanation of why sharing is not possible.

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4. Land-use Authority and Public Consultation

Contacting the Land-use Authority

Proponents must always contact the applicable land-use authorities to determine the local consultation requirements unless their proposal falls within the exclusion criteria outlined in Section

6. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. Proponents are expected to establish initial formal contact with the land-use authority in writing in order to mark the official commencement of the **120-day** consultation process.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation, they must contact Industry Canada in order to ensure that the requirements for consultation are met.

Following the Land-use Authority Process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in Industry Canada's Default Public Consultation Process (see Section 4.2). Proponents are not required to follow this requirement if the LUA's established process explicitly excludes their type of proposal from consultation or it is excluded by Industry Canada's criteria. Where proponents believe the local consultation requirements are unreasonable, they may contact the local Industry Canada office in writing for guidance.

Broadcasting Undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to Industry Canada requirements. Although Industry Canada encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for the applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would result in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this option are required, at the time of the CRTC application, to notify the land-use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land-use authority raises concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. See Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use Authority Consultation

Industry Canada believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems.

Unless the proposal meets the exclusion criteria outlined in Section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction with the aim of:

- discussing site options;
- ensuring that local processes related to antenna systems are respected;
- addressing reasonable and relevant concerns (see Section 4.2) from both the land-use authority and the community they represent; and
- obtaining land-use authority concurrence in writing.

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes² specific to antenna systems that consider such things as:

- the designation of suitable contacts or responsible officials;
- proposal submission requirements;
- public consultation;
- documentation of the concurrence process; and
- the establishment of milestones to ensure consultation process completion within **120 days**.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by Industry Canada's own consultation exclusion criteria (Section 6). For example, an authority may wish to exclude from public consultation those installations located within industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas.

4.2 Industry Canada's Default Public Consultation Process

Proponents must follow Industry Canada's Default Public Consultation Process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. Proponents are not required to follow Industry Canada's Default Public Consultation Process if the land-use authority's established process explicitly excludes their type of proposal from public consultation or it is excluded by Industry Canada's criteria (see Section 6). Industry Canada's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification (i.e. *public notification*);
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. *responding to the public*); and
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. *public reply comment*).

Public Notification

1. Proponents must ensure that the local public, the land-use authority and Industry Canada are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see Appendix 2) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc.
2. It is the proponent's responsibility to ensure that the notification provides at least **30 days** for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.
4. In addition to the public notification requirements noted above, proponents of antenna-supporting structures that are proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.³

Responding to the Public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern

relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern and keep a record of the communication;
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant; and
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response. The proponent must provide a copy of all public reply comments to the local Industry Canada office.

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has **21 days** from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the **21-day** public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act (CEAA)*, Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

4.3 Concluding Consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under

this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (Section 4.1) with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or the Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

Concluding Land-use Authority Consultation

Industry Canada expects that land-use consultation will be completed within **120 days** from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact Industry Canada. Depending on individual circumstances, Industry Canada may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating LUA approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Industry Canada recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that Industry Canada does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, Industry Canada will only consider such approvals as valid when the proponent can demonstrate that the LUA's process was followed and that the LUA's preferred method of concluding LUA consultation is through such an approval.

Concluding Industry Canada's Default Public Consultation Process

Industry Canada's Default Public Consultation Process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the **30-day** public comment period; or
- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the **21-day** reply comment period.

In the case where the public responds within the **21-day** reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request Industry Canada engagement. If a request for engagement is made at this stage, Industry Canada will review the relevant material, request any further information it deems pertinent from any party and may then decide that:

- the proponent has met the consultation requirements of this process and that Industry Canada concurs that installation or modification may proceed; or
- the parties should participate in further attempts to mitigate or resolve any outstanding concern.

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5. Dispute Resolution Process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request, from a stakeholder other than the general public, asking for Departmental intervention concerning a reasonable and relevant concern, the Department may request that all involved parties provide and share all relevant information. The Department may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. The Department will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision; or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision. Should the parties be unable to reach a mutually agreeable solution, either party may request that the Department make a final decision.

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

For the following types of installations, proponents are excluded from the requirement to consult with the LUA and the public, but must still fulfill the General Requirements outlined in Section 7:

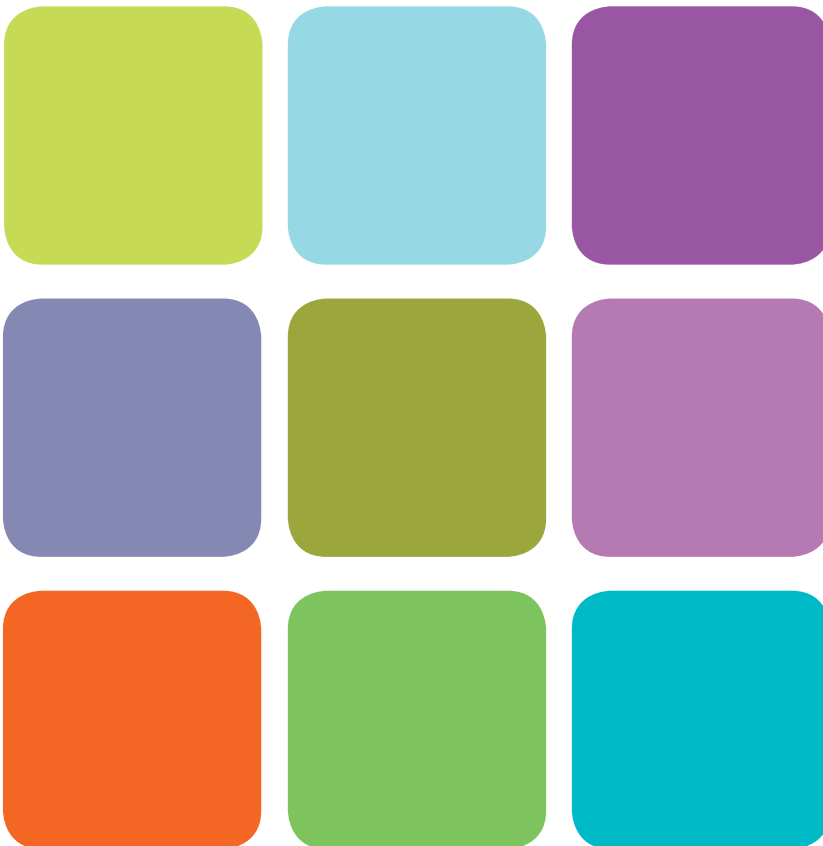
- maintenance of existing radio apparatus including the antenna system, transmission line, mast, tower or other antenna-supporting structure;
- addition or modification of an antenna system (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc. provided the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
- maintenance of an antenna system's painting or lighting in order to comply with Transport Canada's requirements;
- installation, for a limited duration (typically not more than 3 months), of an antenna system that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during the emergency, and is removed within 3 months after the emergency or special event; and
- new antenna systems, including masts, towers or other antenna-supporting structure, with a height of less than 15 metres above ground level.

Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponents to consult the LUA and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada marking and lighting requirements for the proposed structure.

Proponents who are not certain if their proposed structure is excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.

ANTENNA SYSTEM SITING PROTOCOL TEMPLATE





PURPOSE:
(TO BE REMOVED FROM FINAL PROTOCOL)

The purpose of this protocol template is to provide Municipalities with a tool to develop customized protocols for the siting of Antenna Systems within their Municipality.

As the template was developed jointly by the FCM and the CWTA, and is consistent with Industry Canada rules on Antenna System consultations, its use should result in consistent and predictable Antenna System siting protocols. This template encourages the development of local protocol guidelines that fully express the Municipality's location and design preferences. It is desirable for protocols to highlight local knowledge and expertise by suggesting preferred sites in all zoning designations and community development plans, including in Residential Areas, as well as design and screening preferences.

Additionally, all examples of local customization provided in the Appendix are endorsed by the wireless industry as being reasonable and practical components of an antenna siting protocol. Some of these examples are better suited to urban, suburban or rural Municipalities, depending on the Municipality from which they derive, but they serve as 'best practices' and should be considered by Municipalities as they examine options for developing their own local protocols. Municipalities should remove all items from this template that are not relevant considering its municipal policies and preferences before finalizing its protocol.

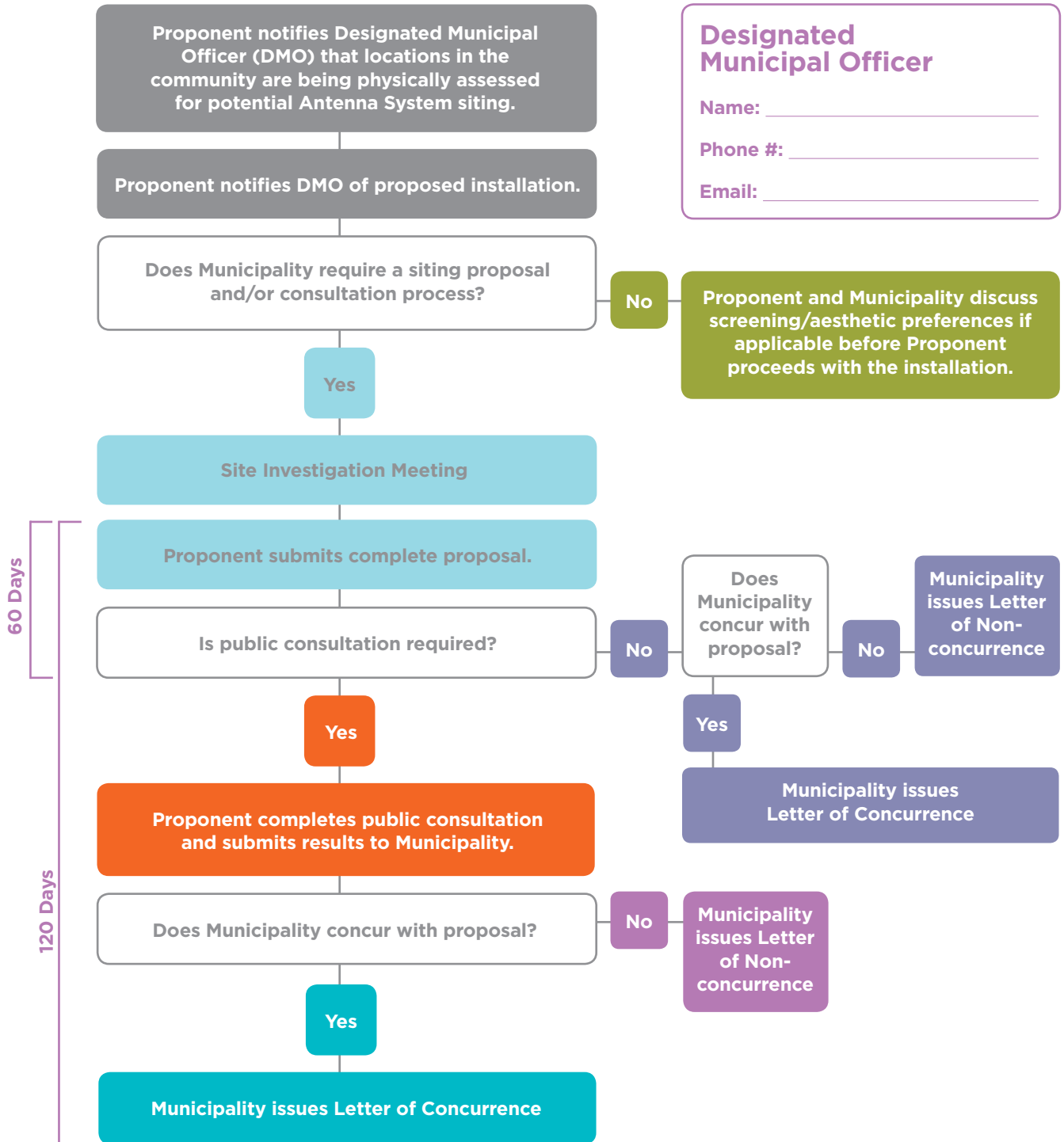
The following sections set out recommended language that may be adopted or adapted by Municipalities wishing to develop a customized protocol in a manner that reflects local circumstances.



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Antenna System Siting Process Flowchart



Section 1



OBJECTIVES

The objectives of this Protocol are:

- (1) To establish a siting and consultation process that is harmonized with Industry Canada's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* for reviewing land use issues associated with Antenna System siting proposals;
- (2) To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
 - a. Minimize the number of new antenna sites by encouraging co-location;
 - b. Encourage designs that integrate with the surrounding land use and public realm;
 - c. Establish when local public consultation is required; and
 - d. Allow Industry Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the Municipality at an early stage in the process.
- (3) To provide an expeditious review process for Antenna System siting proposals;
- (4) To establish a local land use consultation framework that ensures the Municipality and members of the public contribute local knowledge that facilitates and influences the siting - location, development and design (including aesthetics) - of Antenna Systems within municipal boundaries;
- (5) To contribute to the orderly development and efficient operation of a reliable, strong radiocommunication network in the Municipality; and
- (6) To provide the Municipality with the information required to satisfy the requirements of Industry Canada regarding local land use consultation, resulting in an informed statement of concurrence, concurrence with conditions, or non-concurrence from the Municipality to Industry Canada at the end of the process.



JURISDICTION AND ROLES

INDUSTRY CANADA: Under the *Radiocommunication Act*, the Minister of Industry has sole jurisdiction over inter-provincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by Industry Canada. In June 2007, Industry Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective January 1, 2008.¹

Industry Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with Municipality (Land Use Authority), and the local community within a Prescribed Distance from the proposed structure. Industry Canada also published a *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* in January 2008, stating that it “considers that the Municipality’s and local residents’ questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an antenna system.” The CPC also establishes a dispute resolution process to be used where the Proponent and Municipality have reached an impasse.

ROLE OF THE MUNICIPALITY: The ultimate role of the Municipality is to issue a statement of concurrence or non-concurrence to the Proponent and to Industry Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent’s adherence to this Protocol. The Municipality also guides and facilitates the siting process by:

- **Communicating** to Proponents the particular amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- **Developing the design guidelines** for Antenna Systems contained in Section 6 of this Protocol; and
- **Establishing** a community consultation process, where warranted.

¹ For additional information regarding Industry Canada’s mandate and the application of its authority in the wireless telecommunications process, please consult Industry Canada’s Spectrum Management and Telecommunications Sector at <http://ic.gc.ca/spectrum>.



By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the Municipality seeks to facilitate Antenna System installations that are sensitive to the needs of the local community.

ROLE OF THE PROPONENT: Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

- Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*);
- Contacting the Municipality to determine local requirements regarding Antenna Systems; and
- Undertaking public notification and addressing relevant concerns as is required and appropriate.

OTHER FEDERAL LEGISLATION: Proponents additionally must comply with the following federal legislation and/or regulations, where warranted:

- Health Canada's Safety Code 6 - Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 KHZ to 300 GHZ - Safety Code 6 (2009);²
- The *Canadian Environmental Assessment Act*; and
- NAV Canada and Transport Canada's painting and lighting requirements for aeronautical safety.

² The Municipality does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety Code 6) should be directed to Health Canada on-line at healthcanada.gc.ca and to the Proponent's representative.



ANTENNA SYSTEM: an exterior transmitting device – or group of devices – used to receive and/or to transmit radio-frequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems:

1. **Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;
2. **Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.

CO-LOCATION: the placement of antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

COMMUNITY SENSITIVE LOCATIONS: land on which the siting of new Antenna Systems is discouraged, or requested to be subject to greater consultation than otherwise dictated by the standard protocol. Such locations may be defined in local zoning bylaws, community plans, or statutory plans.

DESIGNATED COMMUNITY ASSOCIATION: area- or neighbourhood-specific group that is recognized by the Municipality.

DESIGNATED MUNICIPAL OFFICER (AND HIS OR HER DESIGNATE): the municipal staff member(s) tasked with receiving, evaluating and processing submissions for telecommunication Antenna Systems. The Designated Municipal Officer's name and contact information is provided in the Antenna System Siting Flowchart provided in this protocol.



ELECTED MUNICIPAL OFFICIAL: the political leader of the demarcated area of the Municipality (e.g. ward) in which the Antenna System is proposed.

HERITAGE STRUCTURES/AREAS: buildings and structures (e.g. monuments) or areas/neighbourhoods receiving a heritage designation by the Municipality.

MUNICIPAL DEPARTMENTS: branches of municipal government that administer public services and are operated by city staff.

OTHER AGENCIES: bodies (e.g. boards or commissions) that administer public services but are not operated or staffed by the Municipality.

PRESCRIBED DISTANCE: [TO BE DETERMINED BY THE MUNICIPALITY³], measured horizontally from the base of the proposed Freestanding or Building/Structure-Mounted Antenna System.

PROPONENT: a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.⁴

RESIDENTIAL AREA: lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential apartments/condominiums above).

³ Industry Canada recommends in the CPC a distance of three times the height of the proposed tower. Other existing municipal protocols have adopted a range of prescribed distances, e.g. six times the height of the proposed tower, a minimum of 100 metres, a minimum of 120 metres.

⁴ The Municipality may wish to apply this Protocol to amateur radio operators or, alternatively, introduce a separate review process for amateur radio installations.



This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by Industry Canada, the need to consider local circumstances for all exempt structures, and the process for Proponents to notify and discuss proposed exempt structures with the Municipality. Depending on the type of Antenna System proposed and the proposed system's proximity to discouraged locations (i.e. within the Prescribed Distance from the nearest Residential Area), structures typically excluded by Industry Canada may be required to follow all or part of the pre-consultation, proposal submission and public consultation identified in this protocol.⁵

4.1 EXEMPTIONS FROM ANTENNA SYSTEM SITING PROPOSAL REVIEW AND PUBLIC CONSULTATION

For the following types of installations, Proponents are generally excluded by Industry Canada from the requirement to consult with the Municipality and the public, but must still fulfill the General Requirements outlined in Section 7 of the CPC:

- (1) New Antenna Systems, including masts, towers or other antenna-supporting structure, with a height of less than **15 metres** above ground level **except where required by the Municipality as per Section 4.2.2;**
- (2) Maintenance of existing radio apparatus including the Antenna System, transmission line, mast, tower or other antenna-supporting structure;
- (3) Addition or modification of an Antenna System (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc., including additions to rooftops or support pillars, provided:
 - a) the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
 - b) the existing Antenna System is at least 15 metres in height⁶; and
 - c) the existing Antenna System has not previously been modified to increase its original height by 25%;⁷

⁵ In developing this Joint Antenna System Siting Protocol with the Federation of Canadian Municipalities (FCM), the Canadian Wireless Telecommunications Association (CWTA) has agreed that Proponents will follow all or part of the pre-consultation, proposal submission and public consultation requirements for typically exempt Freestanding Antenna Systems and additions to Freestanding Antenna Systems, as long as these requirements are reasonable and consistent with the process identified in this protocol.

⁶ Any modifications or additions to existing Antenna Systems 15 metres or less in height that would extend the height of the existing antenna above 15 metres will be subject to the consultation process as applicable.

⁷ The exemption for modifications or additions that increase the height of the existing system by 25% or less applies only once. Subsequent modifications or additions to the same structure will be subject to the consultation process as applicable.



- (4) Maintenance of an Antenna System's painting or lighting in order to comply with Transport Canada's requirements; and
- (5) Installation, for a limited duration (typically not more than 3 months), of an Antenna System that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during an emergency, and is removed within 3 months after the emergency or special event.⁸

The CPC also states that: Individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the Municipality and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- the likelihood of an area being a Community-Sensitive Location; and
- Transport Canada marking and lighting requirements for the proposed structure.

4.2 NOTIFICATION AND MUNICIPAL REVIEW OF EXEMPT ANTENNA SYSTEMS

Notwithstanding Industry Canada's exemption criteria for certain Antenna Systems, Municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site Co-location within the Municipality;
- Maintain records to refer to in the event of future modifications and additions; and
- Engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent investing in full design.

Therefore, Proponents are required to undertake the following steps for **all exempt Antenna System installations before commencing construction.**

⁸ The Municipality may grant, upon request, additional time for the removal of Antenna Systems used for a special event or emergency operation.



4.2.1 Building/Structure-Mounted Antenna System:

The Proponent will in all cases provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard:

- (1) The location of the Antenna System (address, name of building, rooftop or wall mounted, etc.);
- (2) Description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Section 6;
- (3) The height of the Antenna System;
- (4) The height of any modifications to existing systems.

The Municipality may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Section 6 and the parties will work towards a mutually agreeable solution.

4.2.2 Freestanding Antenna Systems and additions to Freestanding Antenna Systems:

The Proponent will confirm to the Municipality that the Freestanding Antenna System to be erected, or an addition to an existing Freestanding Antenna System as defined in Section 4.1(3), meets the exclusion criteria in Section 4.1 by providing the following:

- (1) The proposed location, including its address and location on the lot or structure;
- (2) A short summary of the proposed Antenna System including a preliminary set of drawings or visual rendering of the proposed system; and
- (3) A description of how the proposal meets one of the Section 4.1 exclusion criteria.

The Municipality will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exemption criteria based on the preferences and sensitivities expressed in Section 6 of this Protocol. In such cases, the Municipality and the Proponent will work toward a mutually agreeable solution, which may include the Municipality requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Sections 5, 7 and 8 of this protocol, as applicable, concluding with a letter of concurrence or non-concurrence.



Proponents should anticipate that the Municipality will request that all proposals for new Freestanding Antenna Systems and additions to existing Freestanding Antenna Systems that are proposed within the Prescribed Distance from the nearest Residential Area be subject to the pre-consultation, proposal submission and public consultation process. For this reason, Proponents are strongly encouraged to initiate this process before investing in a final design or site.

4.3 EXEMPTIONS FROM PUBLIC CONSULTATION ONLY

In addition to Industry Canada's basic exemptions listed in subsection 4.1, the following types of Antenna Systems are exempt from the public consultation requirement by the Municipality:

- (1) New Antenna Systems which will be located outside the Prescribed Distance (as identified in Section 3) from the nearest Residential Area.
- (2) Notwithstanding subsection (1) above, the Municipality may, on a case-by-case basis, exempt a Proponent from all or part of the consultation requirements under Section 8 of this Protocol.⁹ For example, exemptions may be granted where the proposed location is separated from a Residential or Heritage area or structure by an arterial roadway, and/or is buffered by substantial tree cover, topography, or buildings.

4.4 SITING ON MUNICIPAL-OWNED PROPERTIES

Any request to install an Antenna System on lands owned by the Municipality shall be made to the appropriate official dealing with municipal properties, in accordance with Municipal policy.¹⁰

⁹ For example, a Municipality may decide to exclude certain proposals from the requirement to hold a public meeting, but not from issuing a public notification to affected property owners/tenants within the Prescribed Distance.

¹⁰ Existing municipal procedures related to the leasing/selling of municipal-owned land to third parties may necessitate a consultation process irrespective of whether an exemption is provided under this Protocol.



Pre-consultation is one of the most important elements in the antenna siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of submission requirements is appropriate the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-consultation as early as possible in the antenna siting process for exempt and non-exempt structures.

Prior to submitting an Antenna System proposal, including for Freestanding Antenna Systems or additions to Freestanding Antenna Systems as may be required under Section 4.2.2, the Proponent will undertake the following preliminary consultations with the Municipality.

5.1 NOTIFICATION

Proponents will notify the Designated Municipal Officer that locations in the community are being physically assessed for potential Antenna System siting.

5.2 SITE INVESTIGATION MEETING WITH MUNICIPALITY

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the Municipality.

The purpose of the site investigation meeting is to:

- Identify preliminary issues of concern;
- Identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- Guide the content of the proposal submission; and
- Identify the need for discussions with any Municipal Departments and Other Agencies as deemed necessary by the Designated Municipal Officer.



Where the Municipality has an initial concern with the proposed siting of the proposal they will make known to the Proponent alternative locations within the Proponent's search area for consideration.

The Proponent will bring the following information to the site investigation meeting¹¹:

- (1) The proposed location;
- (2) Potential alternative locations;
- (3) The type and height of the proposed Antenna System; and
- (4) Preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
- (5) Documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal.

If desired by both the Proponent and the Municipality, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

5.3 CONFIRMATION OF MUNICIPAL PREFERENCES AND REQUIREMENTS

Following the site investigation meeting, municipal staff will provide the Proponent with an information package that includes:

- (1) This Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
- (2) Proposal submission requirements;
- (3) A list of plans and studies that may be required (i.e. environmental impact statements);
- (4) A list of Municipal Departments and Other Agencies to be consulted; and
- (5) An indication of the Municipality's preferences regarding Co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the proposal is submitted so that the interests of Municipal Departments are taken into account. The Proponent is encouraged to consult with affected Departments as well as the local Elected Municipal Official and/or Designated Municipal Officer before submitting the proposal.

¹¹ Proponents may prefer to attend the site investigation meeting without some of the required documents – particularly preliminary drawings – if it is waiting on Municipality feedback before settling on a final location, structure height or design. This should be confirmed with the Municipality. Such documents will be required to be provided following the meeting and prior to the Municipality providing the Proponent with the information package.



DEVELOPMENT GUIDELINES

BACKGROUND (TO BE REMOVED FROM FINAL PROTOCOL):

Municipalities are advised to provide as much detail as possible in this section in order to guide the development of Antenna Systems in their community in a manner that respects local sensitivities and land-use compatibility while providing transparency and predictability to Proponents. Various common criteria for development guidelines are included below. Suggestions for specific guidelines that have been identified as best practices from other Municipal protocols are provided in the Appendix as a reference point. Municipalities are encouraged to populate this guidelines section (or remove any inapplicable categories) as is appropriate to identify their local sensitivities.

Municipalities should ensure that all relevant Zoning By-law regulations are cited in this section as deemed necessary.

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the Municipality.

The Municipality has set out a number of guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- **Location, including Co-location; and**
- **Development and Design Preferences**

The Proponent should review the guidelines identified below as early as possible, and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the Municipality. Because expressed preferences may be location- or site-specific, the Proponent is encouraged to discuss the guidelines fully with the Municipality at the site investigation meeting.

Proponents are also required to obtain all applicable building permits for additions and/or modifications to existing buildings.



6.1 LOCATION

Co-location:

Before submitting a proposal for an Antenna System on a new site, the Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary;
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

Where Co-location on an existing Antenna System or structure is not possible, a new Antenna System should be designed with Co-location capacity, including in Residential Areas when identified as the Municipality's preference.

The Municipality recognizes that the objective of promoting Co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the Municipality intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the Municipality's site-specific design preferences during the pre-submission consultation process before investing in a final design or site.

Preferred Locations:

When new Antenna Systems must be constructed, **where technically feasible**, the following locations are preferred:

-

Discouraged Locations

New Antenna Systems should avoid the following areas:

-



6.2 DEVELOPMENT AND DESIGN PREFERENCES

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. Residential, parkland, Heritage district, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reduce the need for future facilities in the same area, where appropriate. The Municipality's preferred design and development preferences are described below.

The Municipality will identify to the Proponent which of the following development and design preferences are encouraged in the proposed location.

Style and Colour:

-

Buffering and Screening:

-

Structure:

-

Height:

-

Yards, Parking and Access:

-

Equipment Cabinets in Public Spaces:

-

Signage and Lighting:

-

Rooftop Equipment:

-

Section 7



PROPOSAL SUBMISSION

For a proposed Antenna System, except for cases in which consultation is not required as per Section 4.2.1 or the Municipality has not requested consultation as per Section 4.2.2, the Proponent will submit to the Municipality an Antenna System siting proposal and the applicable fee.

7.1 PROPOSAL SUBMISSION REQUIREMENTS

The Proponent must include the following information when submitting an Antenna System siting proposal:

- (1) A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for Co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
- (2) Visual rendering(s) of the proposed Antenna System superimposed to scale;
- (3) A site plan showing the proposed development situated on the site;
- (4) A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
- (5) For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;¹²
- (6) Confirmation of legal ownership of the lands subject to the proposal, or a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
- (7) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
- (8) Any other documentation as identified by the Municipality following the site investigation meeting.¹³

¹² The Proponent may request to use the Municipality's mapping system.

¹³ For example, in cases where the Proponent commits to a design that includes Co-location capacity, the Municipality may require the Proponent to verify that other Proponents in the area have been notified of the potential Co-location opportunities.



A determination on the completeness of an application or request for additional information will be provided within **five working days** of receipt of the proposal.

Upon receipt of a complete proposal submission, the Municipality will circulate the proposal for review and comment to:

- (1) Affected Municipal Departments;
- (2) Any adjacent Municipalities within the Prescribed Distance;¹⁴ and
- (3) The local Elected Municipal Official.

7.2 FEES

Remove reference to fees if not applicable to your Municipality.

The Proponent must pay any applicable application fee to the Municipality.

The Proponent is responsible for securing applicable applications or permissions from all relevant municipal departments and paying any applicable application fees or charges as required to the Municipality.

¹⁴ As part of inter-municipal processes, the Municipality may also request that the Proponent notify adjacent Municipalities at greater distances, subject to review by the Municipality or at the request of the adjacent Municipality.



PUBLIC CONSULTATION PROCESS

BACKGROUND (TO BE REMOVED FROM FINAL PROTOCOL):

Industry Canada believes that nearby residents should be consulted regarding non-excluded antenna proposals. Consultation allows the community to be involved and ultimately influences the proposal's siting. Discussions allow stakeholders to work towards a consensus.

While Industry Canada provides a default public consultation process in the CPC, Municipalities are free to structure their public consultation process to meet their needs. Most often, Municipalities customize their public consultation process in two ways:

- By prescribing which information must be included in the public notification; and
- Requiring that either a face-to-face public consultation (i.e. open-house, drop-in or public meeting) process or a written (or other) consultation process take place.

If the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the Municipality.

8.1 NOTICE RECIPIENTS

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- (1) All affected residential properties within the Prescribed Distance;
- (2) All Designated Community Associations within the Prescribed Distance.
- (3) Any adjacent municipalities within the Prescribed Distance;
- (4) The local Elected Municipal Official;
- (5) The Designated Municipal Officer; and
- (6) The Industry Canada regional office.



The Municipality will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System.¹⁵ The Municipality may charge a fee for this service.

8.2 NOTICE REQUIREMENTS

The notice will be sent by regular mail or hand delivered, a minimum of 30 days before the public information session (where a public information session is required), and include:

- (1) Information on the location, height, type, design and colour of the proposed Antenna System; including a 21 cm x 28 cm (8 1/4" x 11") size copy of the site plan submitted with the application;
- (2) The rationale, including height and location requirements, of the proposed Antenna System;
- (3) The name and contact information of a contact person for the Proponent;
- (4) The name and contact information of the Designated Municipal Officer;
- (5) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices;
- (6) The date, time and location of the public information session where required; and
- (7) A deadline date for receipt by the Proponent of public responses to the proposal.
 - a. Where a public information session is required, the deadline date must be no more than five days before the date of the session.
 - b. Where a public information session is not required, the deadline date must be at least 30 days after the notices are mailed.

The notification shall be sent out in an envelope addressed to the "Occupant" and shall clearly show in bold type on the face of the envelope the statement:

"NOTICE FOR RESIDENTS WITHIN [INSERT PRESCRIBED DISTANCE] OF A NEW PROPOSED CELL TOWER. INFORMATION IS ENCLOSED."

¹⁵ Notices may be delivered to a condo/strata corporation instead of to each unit owner.



The Municipality may also require the Proponent, based on local conditions such as a high proportion of rental accommodation in the vicinity of the site, to provide such additional forms of notice as deemed necessary. Additional notification requirements will be identified by the Municipality during or following the site investigation meeting. Other forms of notification may include, but are not limited to:

- A large format notice board sign or signs, posted on the site of the proposed Antenna System, that is clearly visible from any roadway abutting the site;
- Publication of the notice in a local newspaper(s); and/or,
- Hand delivery of notices to specified buildings.

8.3 WRITTEN CONSULTATION PROCESS

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal.

The Proponent will:

- (1) Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
- (2) Respond to all questions, comments and concerns in a timely manner (no more than 60 days from the date of receipt); and
- (3) Allow the party to reply to the Proponent's response (providing at least 21 days for public reply comments).
- (4) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
- (5) Provide a copy of all written correspondence to the Municipality and the regional Industry Canada office.



8.4 PUBLIC INFORMATION SESSION

The municipality may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

- An appropriate date, time and location for the public information session will be determined in consultation with the Designated Municipal Officer.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site.

The Proponent will provide the Municipality with a package summarizing the results of the public information session containing at a minimum, the following:

- (1) List of attendees, including names, addresses and phone numbers (where provided voluntarily);
- (2) Copies of all letters and other written communications received; and
- (3) A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

8.5 POST CONSULTATION REVIEW

The Municipality and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the Municipality's request) to discuss the results and next steps in the process.



STATEMENT OF CONCURRENCE OR NON-CONCURRENCE

9.1 CONCURRENCE AND CONCURRENCE WITH CONDITIONS

The Municipality will provide a letter of concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the Municipality, the requirements as set out within this Protocol and the Municipality's technical requirements, and will include conditions of concurrence, if required.¹⁶

The Municipality will issue the letter of concurrence within the timeframe established in Section 10.

9.2 NON-CONCURRENCE

The Municipality will provide a letter of non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to Municipality requirements as set out within this Protocol. The Municipality will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process.

The Municipality will issue the letter of non-concurrence within the timeframe established in Section 10.

9.3 RESCINDING A CONCURRENCE

The Municipality may rescind its concurrence if following the issuance of a concurrence, it is determined by the Municipality that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue.

In such cases, the Municipality will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for the rescinding of its concurrence.

¹⁶ The Municipality may, on case-by-case basis, include in writing specific conditions of concurrence such as design, screening or Co-location commitments.



9.4 DURATION OF CONCURRENCE

A concurrence remains in effect for a maximum period of three years from the date it was issued by the Municipality. If construction has not commenced within this time period the concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.¹⁷

In addition, if construction has not commenced after two years from the date the concurrence was issued, the Municipality requests that the Proponent send a written notification of an intent to construct to the Designated Municipal Officer, the Elected Municipal Official and any Designated Community Association once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the Proponent is required.

9.5 TRANSFER OF CONCURRENCE

Once concurrence has been issued, that concurrence may be transferred from the original Proponent to another Proponent (the current Proponent) without the need for further consultation provided that:

- (1) All information gathered by the original Proponent in support of obtaining the concurrence from the Municipality is transferred to the current Proponent;
- (2) The structure for which concurrence was issued to the original Proponent is what the current Proponent builds; and
- (3) Construction of the structure is commenced within the Duration of Concurrence period.

¹⁷ For the purpose of this Protocol, construction will be deemed by the Municipality to have commenced when the preparation of a base for an antenna structure has been physically initiated or an existing structure is about to be altered in any way in preparation of an increase in height to that structure.



Consultation with the Municipality is to be completed within 60 days of the proposal being accepted as complete by the Municipality as explained in Section 7 of this Protocol.

Where public consultation is required, consultation with the Municipality and public consultation are both to be completed within 120 days of the proposal being accepted as complete by the Municipality.

The Municipality or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

In the event that the consultation process is not completed in 270 days, the Proponent will be responsible for receiving an extension from the Municipality or reinitiating the consultation process to the extent requested by the Municipality.



The Proponent may be required, if requested by the Municipality, to provide a Letter of Undertaking, which may include the following requirements:

- (1) The posting of a security for the construction of any proposed fencing, screening and landscaping;
- (2) A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements (CPC-2-0-17); and
- (3) All conditions identified in the letter of concurrence.



Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request, and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators concur that an Antenna System is redundant, the network operator and Municipality will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from when the Antenna System was deemed redundant.



APPENDIX

Industry Canada's *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* suggests that protocols can include promoting the placement of antennas in optimal locations from a land-use point of view,¹⁸ or excluding certain lands and rooftops from protocol requirements.

The protocol should identify areas of historic, cultural or environmental importance to the community and the need to minimize the impact of the proposal on these areas, and identify local preferences for antenna siting. **In particular, the Municipality should define Community Sensitive Areas in which the siting of new Antenna Systems is discouraged, as may be defined in local zoning bylaws or community plans.** Industry Canada also requires Proponents to use existing antenna towers or infrastructure (such as rooftops, water towers, etc.) where possible, and the Municipality may wish to provide guidance as to its own preferences regarding Co-location.

Suggestions for specific location and design guidelines that have been identified as best practices from other Municipality protocols, and can be used to customize Section 6 of your protocol, are provided below as a reference point.

¹⁸ The land-use compatibility of Antenna Systems may be guided by municipal plans, design bylaws, relevant planning work (i.e. neighbourhood plans and antenna site pre-selection studies) and/or any other municipal guiding document or policy.



LOCATION

Preferred Locations:

- Areas that maximize the distance from Residential Areas.
- Industrial and commercial areas.
- Mounted on buildings or existing structures within the downtown area.
- Areas that respect public views and vistas of important natural or manmade features.
- Agricultural areas.
- Transportation and utility corridors.
- As near as possible to similarly-scaled structures.
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals, colleges and universities.
- Adjacent to parks, green spaces and golf courses.
- Located in a manner that does not adversely impact view corridors.
- Other non-Residential Areas where appropriate.

Discouraged Locations

- Locations directly in front of doors, windows, balconies or residential frontages.
- Ecologically significant natural lands.
- Riverbank lands.
- Inappropriate sites located within Parks and Open Space Areas (with the exception of sites zoned to permit utilities and/or unless designed to interact with the area's character).
- Sites of topographical prominence.
- Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. through the use of stealth structures).
- Pitched roofs.
- Community Sensitive Locations (as may be defined by the Municipality prior to being included in this Protocol).



DEVELOPMENT AND DESIGN PREFERENCES

Style and Colour:

- The architectural style of the Antenna System should be compatible with the surrounding neighbourhood and adjacent uses (Example: monopole near Residential Area or lattice-style in industrial areas).
- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.
- An Antenna System may be designed or combined as a landmark feature to resemble features found in the area, such as a flagpole or clock tower, where appropriate, subject to any zoning approvals required for the landmark feature.
- In the downtown area, the design of Antenna Systems should generally be unobtrusive and consistent with Downtown Design Guidelines.
- Towers and communication equipment should have a non-reflective surface.
- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas or on listed Heritage buildings and/or sites to make the system unobtrusive.
- Cable trays should generally not be run up the exterior faces of buildings.
- Antennas that extend above the top of a supporting utility pole or light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

Buffering and Screening:

- Antenna Systems and associated equipment shelters should be attractively designed or screened and concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- A mix of deciduous and coniferous trees is preferred to provide year-round coverage.
- Where adjacent to a principal building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building.

**Structure:**

- Single operator loaded towers (i.e., monopoles) are generally unobtrusive and of low impact and may therefore be located near living areas.
- New structures in residential or high-traffic areas should consider multi-use design (street lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi etc.).
- Individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- Facilities located on rooftops should be not be visible (to the extent possible) from the street.
- The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.
- Pinwheel telecommunication antennas are discouraged (or encouraged).
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged (or encouraged).

Height:

- The Municipality prefers that Freestanding Antenna Systems be a maximum of [TO BE DETERMINED BY THE Municipality] in height, except in industrial areas.¹⁹
- Height for a Freestanding Antenna System must be measured from grade to the highest point on the structure, including lighting and supporting structures.
- Where Building/Structure-Mounted Antenna Systems will exceed 25% of the height of the existing building, the Municipality prefers that the height not exceed [TO BE DETERMINED BY THE Municipality] measured from the top of the roof or [TO BE DETERMINED BY THE Municipality] above the highest point of the elevator penthouse, whichever is higher.

Yards, Parking and Access:

- Adequate yards, to be determined on a site-by-site basis, should separate Antenna Systems from adjacent development without unduly affecting the development potential of the lot over the lease period.

¹⁹ The Municipality may require Proponents to take out a newspaper notice for Freestanding Antenna Systems that are more than 30 metres in height, in addition to the public notification requirements listed in Section 8.



- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards.

Equipment Cabinets in Public Spaces²⁰:

- Cabinets shall be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant.
- Cabinet dimensions shall be as minimal as possible.
- Cables and wires must be concealed or covered.

Signage and Lighting:

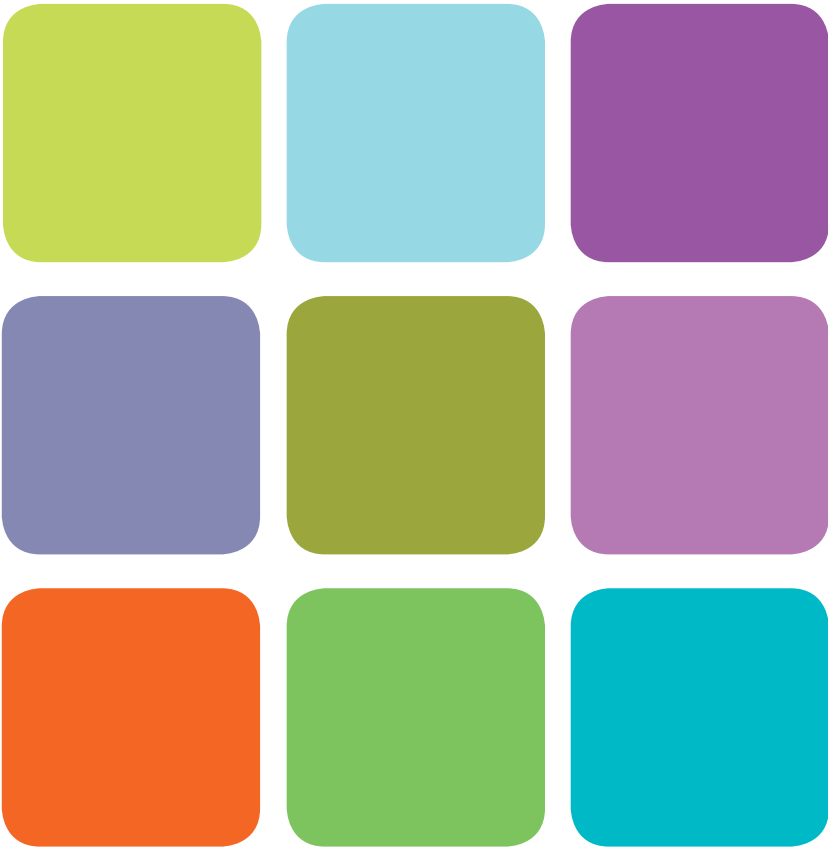
- Small owner identification signs up to a maximum of 0.19 square metres may be posted on Antenna Systems and associated equipment shelters or perimeter fencing.
- No advertising sign or logo is permitted.
- Appropriate signage may also be used as part of screening or disguise.²¹
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada.
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

Rooftop Equipment:

- Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible, and painted to match the penthouse/building.

²⁰ This section is intended to apply to mechanical equipment cabinets that are located in public spaces (e.g. at the bottom of a utility pole) and do not apply to cabinets that are located inside fenced in areas (e.g. in industrial areas or on rooftops).

²¹ Municipality concurrence under this protocol does not include approval for associated signage. Proponents are required to obtain any necessary approvals for signage through the Municipality's development process or sign by-law as applicable.



www.fcm.ca

www.cwta.ca



Environmental and Workplace Health

Safety Code 6: Health Canada's Radiofrequency Exposure Guidelines

Health Canada's mandate regarding human exposure to radiofrequency electromagnetic energy from wireless devices is to carry out research into possible health effects, monitor the scientific literature related to such effects, and develop exposure guidelines. The current version of these exposure guidelines is specified in a document entitled: *Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz - Safety Code 6 (2015)*. This code is accompanied by the Technical Guide for Interpretation and Compliance Assessment of Health Canada's Radiofrequency Exposure Guidelines, to assist users in understanding and assessing the safety of electromagnetic exposures in working and living environments.

Safety Code 6 (2015)

The exposure limits in Safety Code 6 are based on an ongoing review of published scientific studies, including both internal and external authoritative reviews of the scientific literature, as well as Health Canada's own research. The code is periodically revised to reflect new knowledge in the scientific literature. The current version of Safety Code 6 reflects the scientific literature published up to August 2014 and replaces the previous version published in 2009.

[Safety Code 6 - Limits of Human Exposure to Radiofrequency Electromagnetic Energy in the Frequency Range from 3 kHz to 300 GHz \(2015\)](#)

Health Canada reminds all Canadians that their health is protected from radiofrequency fields by the human exposure limits recommended in Safety Code 6. Health Canada has established and maintains a general public exposure limit that incorporates a wide safety margin and is therefore far below the threshold for potentially adverse health effects. The Department continues to monitor and analyze scientific research on this issue and should new scientific evidence arise demonstrating that exposure to radiofrequency fields poses a health risk to Canadians, Health Canada will take the appropriate action to safeguard the health of Canadians.

Safety Code 6 - Royal Society of Canada Review and 2014 Public Consultation

To ensure that it continues to provide protection against all known adverse human health effects of radiofrequency fields, Safety Code 6 is reviewed on a regular basis. In 2013, Health Canada contracted the Royal Society of Canada (RSC) to ensure that the results of emerging research related to the safety of radiofrequency energy were reflected in the review of Safety Code 6. A link to the report of the Expert Panel of the RSC, as well as Health Canada's statement in response to the Panel's recommendations, are provided below.

Between May 16 and July 15, 2014, Health Canada undertook a 60-day public consultation period on proposed revisions to Safety Code 6. Further information on the consultation, as well as a Summary of Consultation Feedback, are provided below.

- [Health Canada Consultation on the Proposed Changes to Safety Code 6](#)
 - [Summary of Consultation Feedback](#)
- [Understanding Safety Code 6](#)
- [Report of the Royal Society of Canada's Expert Panel](#)
- [Facts on the protection provided by the guidelines in Safety Code 6.](#)
- [Health Canada Statement Regarding the Royal Society of Canada's Expert Panel Report on the Proposed Update to Safety Code 6](#)

Technical Guide

This document contains technical information for guiding individuals or groups in their understanding of Health Canada's radiofrequency exposure guidelines, commonly known as Safety Code 6 (2015), and provides recommended best practices for ensuring compliance with the maximum exposure levels for controlled and uncontrolled environments. Information regarding survey methods and examples of calculations for the basis of assessing exposure levels are also provided.

To obtain an electronic copy of this document, please contact: ccrpb-pcrpcc@hc-sc.gc.ca

Date Modified: 2015-03-13

ADMINISTRATIVE REPORT



TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Q1 2015 Activity Report – For Information Only

1.0 DEVELOPMENT SERVICES DEPARTMENT

1.1 PLANNING

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

Q1 Activities

- Preparation of a Corporate Climate Action Work Plan for the year, with a focus on energy efficiency of buildings and facilities;
- Planning 101 Board Workshop with Jeopardy Game;
- Adoption of Zoning Bylaw Amendments for Area “D-2” for housekeeping items and to implement the new Community Plan, including support for secondary suites in residential and rural zones;
- Staff Report and Board support to commence process to determine public support to establish a “Conservation Fund”;
- Ongoing work on project to update Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” Official Community Plans (as per “Keeping Nature in Our Future”);
- Work on Area “D-1” Community Plan with consultant, including establishment of a Citizen’s Committee and web site, Public engagement Plan, Background research, Inventory Report, Reports on Forest Fire Hazard, Ground Water and Infrastructure, Committee meetings, web survey and public Open House;
- Work on Gallagher Lake Area Plan with consultant, including establishment of a Citizen’s Committee and web site, Background Research and Committee Meeting;
- Presentations of Regional Growth Strategy to 2 municipal councils;
- Continue to provide planning services to Osoyoos, Princeton, Oliver and Keremeos;
- Proposed amendments to Development Procedures Bylaw for Temporary use Permits; and
- 31 planning reports to the Board, 3 reports to the Planning Committee and 4 reports for Advisory Planning Committee meetings.

Planned Activities for Q2 - 2015

- Ongoing work on Electoral Area “D-1” Official Community Plan, including finalization of technical reports, summary report on public survey responses, preparation of Draft Plan, communication with key stakeholders, and public meeting/open house;

- Ongoing work on Gallagher Lake Area Plan including public engagement plan, stakeholders communication, Inventory and Issues Report, public meeting/open house, Draft Plan;
- Ongoing work on Environmentally Sensitive Development Permit Area project, including final draft of mapping and guidelines, Board presentation, and public consultation;
- Provide planning services to Osoyoos, Oliver, Princeton and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, complete presentations to municipal councils and establish the RGS review process and Terms of Reference

1.2 BUILDING INSPECTIONS

- Ongoing enforcement files
- Continue to receive, and process applications for Kennedy Lake. Ongoing communications with leaseholders and various stakeholders (IH, HPO). First 4 permits were issued December 19, 2014.
- Ongoing work on policies and procedures.
- Review of Code amendments for Energy Provisions which came into effect December 19, 2014
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits for 2014.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Enforcement Activity
 - 4 new complaints received
 - 6 files closed
 - 64 active enforcement files
 - TUP requirement for Vacation Rentals advertised proactively (Further vacation rental advertising relating to enforcement is forthcoming);
 - 1 BON (fine) issued;
 - 3 BON's (fines) paid (total \$520.00);
 - Amendments to Fine Bylaw 2507 have been initiated;
 - Affidavits and other paperwork for Crucetti litigation completed;
 - Animal Control Contract has been signed and in effect since February;
 - New Animal Control provider has been advertised extensively;
 - Drafting of a Dog Control Bylaw is in progress;
 - Discussion with the Town of Oliver for construction of shared Animal Shelter in Oliver ongoing
 - Streamlining of contract services ongoing
 - Dog Licence Database tracking completed and in use

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN
SUMMARY OF ENFORCEMENT FILES - 1st QUARTER 2015**

TOTAL ACTIVE FILES TO DATE (processed in office)

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Untidy and Unsightly	n/a	n/a	1	5	1	0	1	1	9
Land Use	0	n/a	9	14	5	9	0	8	45
WDP	0	n/a	1	1	1	0	n/a	5	8
ESDP	2	n/a	0	0	0	0	n/a	0	2
TOTAL	2	n/a	11	20	7	9	1	14	64

ANIMAL CONTROL - 1st Quarter only (processed by contractor)

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	2	0	3	6	0	1	4	n/a	16
Claimed by Owner	2	0	1	5	0	1	4	n/a	13
Euthanised	0	0	0	0	0	0	0	n/a	0
Adopted	0	0	2	1	0	0	0	n/a	3
Complaints	2	1	8	15	1	4	7	n/a	38
Warnings/Tickets	1	0	3				4	n/a	8

NOISE COMPLAINTS - 1st Quarter only (processed by contractor)

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	0	8	10	2	4	0	0	24
Warnings/Tickets	n/a	0	0	0	0	0	0	0	0

- Substantial increase in dog licences sold to date over previous years

Enforcement Activity Planned for 2nd Quarter

- Introduce Dog Control Bylaw to Board
- Ongoing discussion to partner with Town of Oliver for Animal Shelter use
- Introduce amendments to Bylaw Notice Enforcement Bylaw No. 2507
- TUP education and enforcement
- Anticipate high volume of complaints relating to vacation rental use
- Review of active enforcement files to assign priority to each
- Recruitment of and training administrative support to Coordinator
- Initiate development of Ticket Tracking Database by IT Department staff

1.4 SUBDIVISION SERVICING

1st Quarter Activities:

- **Subdivision Referrals**
 - 0 referrals received for 2015
 - 56 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes – proposed 208 units
 - ❖ RDOS and MOTI responded to Draft Groundwater Availability Study.
 - Developer reviewing MOTI and RDOS comments.
 - Deer Park (Gallagher Lake) 30 Lot bare land strata

- ❖ Final Phase on-going, completing parkland statutory right-of-way and reviewing Development Permits
- Vintage Views Phase 3 (Chadwell Place) – 30 Lot subdivision
 - ❖ PLA issued by MOTI
 - ❖ RDOS supporting Temporary Use Permit
 - ❖ Parkland donation is with our lawyer reviewing conditions and improvements
 - ❖ Street Light petition in progress
- Reflection Point – 8 strata lots
 - ❖ Developer is applying for a variance for fire protection
 - ❖ PLA issued by MOTI
 - ❖ Parkland Dedication being worked on
 - ❖ Concepts for next phase of development being discussed
- Naramata Benchlands
 - ❖ Water Service Area Petition
 - Covenant review
 - Reservoir land acquisition
- **Other Projects:**
 - Planning development application referrals
 - Assisting with Area “D-1” OCP reviews
 - Parkbridge, Gallagher Lake Resort Rezoning;
 - Gallagher Lake Village, Phase II, MHP permit
 - (Subdivision) Works and Services Bylaw

Planned Activities for 2nd Quarter:

- **Ongoing or Planned:**
 - Review of Area “D-2” subdivision relating to new Area “D-2” OCP
 - Finalize Naramata DCC and Capital Plan
 - (Subdivision) Works and Services Bylaw review
 - Deer Park subdivision completion
 - Reflection Point subdivision
 - Willow Beach proposal anticipated
 - Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan
 - Twin Lakes –Draft Groundwater Availability Study

- ❖ Informational report to the Board for DVP.
- Vintage Views Phase 3 (Chadwell Place) subdivision
- Gallagher Lake Mobile Home Park - Phase II
- Assist with Electoral Area “D-1” OCP review

Respectfully Submitted,

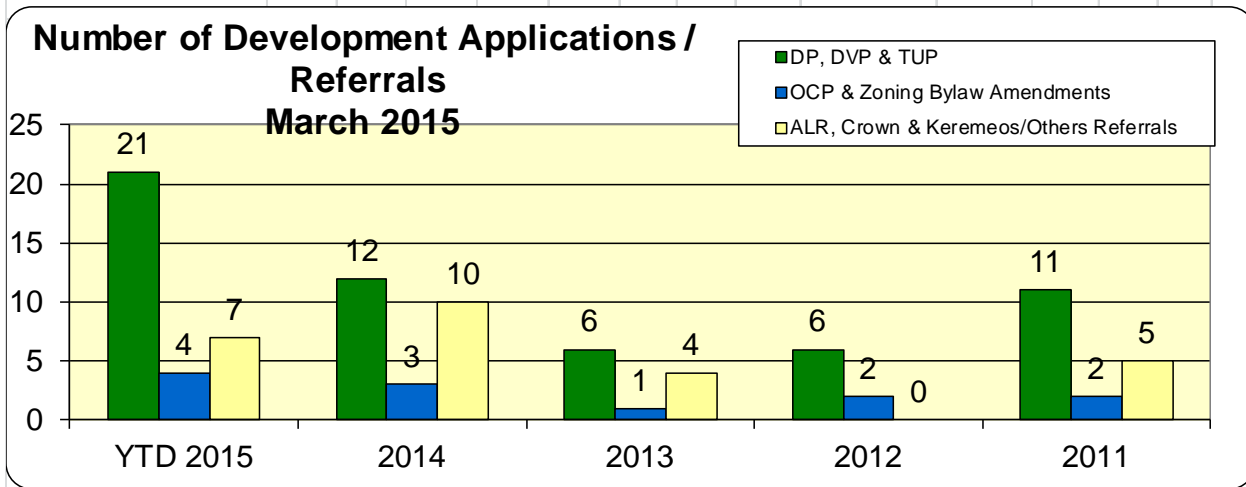
Donna Butler

Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals
Attachment No. 2 – Summary of Building Permits (September, 2014)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals March 2015 Year to Date														
	A	B	C	D	E	F	G	H	Month Total	YTD 2015	2014	2013	2012	2011
Develop Permit & DVP	1			5					6					
TUP					1				1					
DP, DVP & TUP									7	21	12	6	6	11
Zoning									0					
OCP/Zoning			1	3					4					
OCP & Zoning Bylaw Amendments									4	4	3	1	2	2
ALR									0					
Crown Land									0					
KER/OLI/OSO									0					
ALR, Crown & Keremeos/Others Referrals									0	7	10	4	0	5



Attachment No. 2 – Summary of Building Permits for 2014

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR 2014								
NUMBER OF PERMITS ISSUED								
DESCRIPTION	A	C	D	E	F	H	TOTAL	2013
RENEWAL/DEFICIENCY	8	8	8	7	4	5	40	27
S.F.D.	11	6	24	15	1	18	75	50
MOBILE/MANU HOMES	2	12	4	0	2	3	23	16
CABINS/REC	0	0	1	0	0	1	2	0
SEMI-DETACHED, DUPLEX, MULTI	0	0	0	0	0	0	0	1
DEMOLITION / MOVE	4	8	5	6	1	1	25	15
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	15	7	30	16	1	18	87	87
COMMERCIAL	12	14	33	22	9	23	113	118
INDUSTRIAL	4	5	6	5	0	0	20	18
FARM BUILDING EXEMPTION	0	0	0	0	0	0	0	1
INSTITUTIONAL	8	10	1	3	3	2	27	21
SOLID FUEL APPLIANCE	0	0	2	1	0	0	3	2
2014	64	71	114	75	22	73	419	363
2013	56	68	92	54	24	69		
DOLLAR VALUE OF PERMITS								
DESCRIPTION	A	C	D	E	F	H	TOTAL 2014	TOTAL 2013
RENEWAL/DEFICIENCY	\$384,835	\$6,000	\$36,000	\$28,000	\$22,000	\$32,000	\$508,835	\$57,000
S.F.D.	\$3,523,230	\$1,846,572	\$7,527,173	\$7,502,490	\$217,050	\$3,494,950	\$24,111,465	\$14,696,486
MOBILE/MANU HOMES	\$472,735	\$2,544,165	\$802,820	\$0	\$444,240	\$521,940	\$4,785,900	\$2,697,301
CABINS/REC	\$47,320	\$0	\$12,420	\$0	\$0	\$6,400	\$66,140	\$0
SEMI-DETACHED, DUPLEX, MULTI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
DEMOLITION / MOVE	\$4,000	\$8,000	\$23,000	\$6,000	\$1,000	\$1,000	\$43,000	\$15,000
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$410,040	\$225,550	\$1,324,658	\$619,425	\$156,495	\$676,550	\$3,412,718	\$3,917,033
COMMERCIAL	\$624,929	\$500,190	\$1,607,647	\$727,055	\$179,970	\$965,764	\$4,605,555	\$5,566,814
INDUSTRIAL	\$452,795	\$3,100,960	\$161,569	\$258,000	\$0	\$0	\$3,973,324	\$3,117,079
FARM BUILDING EXEMPTION	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,110
INSTITUTIONAL	\$0	\$0	\$55,836	\$171,972	\$0	\$0	\$227,808	\$330,000
SOLID FUEL APPLIANCE	\$0	\$1,000	\$0	\$0	\$1,000	\$2,000	\$4,000	\$7,000
2014	\$5,872,564	\$8,232,437	\$11,551,123	\$9,332,942	\$874,260	\$5,700,604	\$41,563,930	\$30,450,003
2013	\$4,913,464	\$5,962,779	\$8,330,876	\$5,644,849	\$1,033,375	\$4,564,660		
BUILDING INSPECTION REVENUE								
MONTH	2008	2009	2010	2011	2012	2013	2014	
JANUARY	\$25,214.69	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	
FEBRUARY	\$30,704.24	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	
MARCH	\$57,546.50	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	
APRIL	\$59,265.00	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	
MAY	\$40,570.53	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	
JUNE	\$32,179.00	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	
JULY	\$61,403.96	\$28,240.78	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	
AUGUST	\$40,621.83	\$25,430.20	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	
SEPTEMBER	\$29,447.83	\$28,606.77	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	
OCTOBER	\$35,889.37	\$45,411.73	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	
NOVEMBER	\$27,889.15	\$24,651.67	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	
DECEMBER	\$11,435.43	\$17,219.44	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	
TOTAL YEAR	\$452,167.53	\$331,901.72	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, April 16, 2015

10:30 AM

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. DELEGATION

1. Daniel Pizarro, Regional Transit Manager and Adriana McMullen, Transit Planner – BC Transit

Mr. Pizarro and Ms. McMullen will be addressing the Board to present on the final draft of the Transit Future Plan.

C. First Quarter Activity Report – For Information Only

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Community Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: First Quarter Activity Report – For Information Only

COMMUNITY SERVICES DEPARTMENT

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

1. Activities for Q1 2015

1.1. Parks, Recreation and Trails

- RFP award and construction of the Kaleden Lake Hill Road pedestrian corridor project
- Continued discussions with the MoTI and City of Penticton on a proposed Cycling Precinct concept
- Worked with various local tourism groups to establish a Regional Cycling Map for publication Spring 2015
- Participated in the Naramata town hall meeting
- Completed significant cleanup activities as a result of winter snow storm damage
- Worked with the Village of Keremeos and the BC Government to amend the Similkameen Rail Trail Lease
- Licence of Occupation application for future Electoral Areas A & C KVR rail trail parcels
- Foreshore Lease application for public walkway on Skaha Lake at Okanagan Falls
- Administered the BCGEU unionization of parks and recreation employees process
- Held Regional Trail Stewards meeting to review Maintenance Guidelines and proposed Service Agreement
- Started snow removal operation on pedestrian walkways
- Final improvements and repairs on the KVR Trail Naramata
- Began Summerland to Faulder KVR trail planning process with stakeholders

1.2. Rural Projects

- Continued discussions with partners on the Oliver Frank Venables Auditorium Agreement
- Lease agreement administration for Olalla Trailhead Park
- Met with Penticton Indian Band council and continued work on the Feral Horse issue
- Supported the Okanagan Falls and District parkland acquisition process; public meeting/story boards
- Provided support to for the Egg Addling program in Naramata

1.3. Transit, Heritage and Culture

- Launched the new Electoral Area 'D' East Transit Service - January 19
- Signage updates for the Naramata Transit Service
- Implemented a seniors' rate on the Okanagan-Similkameen transit system
- Met with the Haynes Ranch group regarding the stabilization of Haynes Barn heritage site
- Design of the Heritage Week poster and distribution to museums in the Region
- Continued discussions with the BC Heritage Branch regarding Granite Creek site near Coalmont

1.4. Economic Development

- Completed the SOSED regional economic development action plan
- Hosted the Industrial Land Development workshop in Okanagan Falls

- Completed marketing pieces for Gateway magazine & South Okanagan Relocation Guide
- Completed information overhaul for SO Relocation Guide and regional profile
- Presented to Corrections BC executive and regional partners to promote Area “D” and the SO
- Continued to participate on the Local Immigration Partnership Board to develop an immigrant integration strategy for the SO
- Started to organize three Business After Business events and three 12 at 12 business lunches for 2015
- Supported the Okanagan Falls Bandshell Committee with grant applications and awarding of the construction contract
- Provided layout and copy for the Kettle Valley Express Publication to market the RDOS Click, Hike & Bike™ Trails Program – Spring 2015

2. Planned Activities for Q2 2015

2.1. Parks, Recreation and Trails

- Substantial completion of the Kaleden Lake Hill Road pedestrian corridor project
- Detailed review of existing park bylaws
- First draft of the RDOS Volunteer Handbook
- Complete the Regional Cycling Map for publishing throughout the Regional with tourism partners
- Implement park start-ups for the season; including hiring and training of seasonal parks and trails staff
- Based on a successful public assent process, acquire parkland in Heritage Hills and Okanagan Falls.

2.2. Rural Projects

- West Bench Veterans Tribute Project at Selby Park – Complete permanent information boards and final grant reporting
- Renewal of the Oliver and District Recreation Service Agreement
- Continue discussions regarding Area H Park Land Acquisition

2.3. Transit, Heritage and Culture

- Hold a Transit 101 workshop with BC Transit and the Board
- Complete and present final draft of the Regional Transit Future Study document to the Board
- Begin process of establishing a Regional Transit Advisory Committee
- Present draft Regional Heritage Strategic Plan to public and continue First Nations engagement

2.4. Economic Development

- Apply for grants and start phase 2 of Town Centre revitalization initiative
- Address outstanding issues identified at the Industrial Land Development workshop including the potential to create targeted marketing pieces and closely aligning the OK Falls website contents to these pieces
- Host one Business After Business event and two 12 at 12 business lunches in Okanagan Falls
- Start exploratory work to develop senior housing in Okanagan Falls
- Meet with Corrections BC for our second quarterly meeting

Respectfully submitted:



M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, April 16, 2015

11:15 AM

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. First Quarter Activity Report – For Information Only

C. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Fourth Quarter Activity Report – For Information Only

1.0 PUBLIC WORKS - OPERATIONS

ACTIVITIES FOR Q1 2015:

SOLID WASTE

- Implementation of Waste Disposal Permit applications for RDOS owned landfills.
- Consultation of Waste Stream Management License Bylaw for Composting Facilities.
- Apex Transfer Station sub-lease development with Apex Mountain Resort.
- Assisting in Bear Aware program.
- Negotiations with MMBC for the Depot program set-up.
- Public consultation for the Waste Management License bylaw for Composting.
- Award of the Scrap Metals, ODS, Battery Recycling contract.
- Contract extension for Household Hazardous Waste facility.

WATER

- Quarterly Water meter reading in Sage Mesa Water system.
- Fire Hydrant Maintenance for West Bench Water system.
- Water sampling and reporting for all RDOS water systems.
- Documentation for Annual Water Quality reports for IHA.
- Naramata Dams maintenance.
- Naramata water Fire Hydrant Maintenance.

SEWER

- Monitoring and sampling at OK Falls WWTP and Okanagan River Channel.

PLANNED ACTIVITIES FOR Q2 2015:

SOLID WASTE:

- Orchard chipping programs ongoing.
- Metals, ODS, Batteries contract underway.
- Continued implementation of MMBC programs.

WATER & SEWER

- Monitoring operations of Okanagan Falls WWTP.
- Water sampling for Faulder, Naramata, Olalla, West Bench, Sage Mesa, Gallagher Lake.
- Working on Water Emergency Response plans.
- Gallagher Lake water service area petitions.
- Gallagher Lake sewer service area petitions.

2.0 PUBLIC WORKS - ENGINEERING SERVICES

ACTIVITIES FOR Q1 2015:

SOLID WASTE

- Worked on the Landfill Emergency Response Plans.
- Design for landfill gas removal system still underway as well as investigation of other landfill gas mitigation strategies.
- Apex Transfer Station sub-lease development with Apex Mountain Resort.
- Assist with public consultation for the Waste Management License bylaw for Composting.
- Assist with consultation of Waste Stream Management License Bylaw for Composting Facilities.

WATER

- Apex Circle – Obtained all but one signature for final plans to be registered with Land Titles.
- Naramata Water System Capital Plan and DCCs – Capital plan and DCC review ongoing.
- Naramata Watermain replacement along Arawana Road – Construction completed with a few remaining landscaping and asphalt items for the Spring of 2015.
- Naramata stand-by power supply – Detailed design is 90% complete. Information was presented to the community in November 2014 and March 2015. Newsletter to water users was sent out in February summarizing the previous meeting, answering questions and setting the date for the next meeting. Naramata Water Users survey was initiated with a closing date of April 3rd 2015. Design will be completed when confirmation of funding is received.

-
- Faulder Water Supply Options – Final grant agreement was received. Well siting study was completed for determination of optimal location for new supply well.
 - West Bench Water Supply Pipeline and Pathway – Decommissioning plan of old pumphouse is underway. Permit applications are being completed for work near and in the water.
 - West Bench Water System – Development of a water conservation report is underway.
 - Continued working on West Bench and Naramata water meters, reports, and updates.
 - Willowbrook water utility – Draft Assessment of water system completed.
 - 2014 RBC Blue Water grant project ongoing.
 - 2014 OBWB Regional Water Use Regulation and Conservation Bylaw project RFP for a consultant was completed and project was initiated.
 - 2014 OBWB Water Ambassador Program ongoing.
 - 2015 RBC Blue Water grant applied for.
 - 2015 OBWB grants were applied for.
 - Approval received for 2015 OBWB grants for Phase 2 of Regional Water Use Regulation and Conservation Bylaw and Phase 1 of the Regional Drought and Flood Risk Management and Mitigation Plan.
 - Gallagher Lake water service area petitions.
 - Initiated involvement in the Okanagan Lake Water Science Forum.
 - Completed Olalla Watermain up-grade plan – 8th Street.
 - 2015 Building Canada Fund grant applied for – Kaleden and Skaha Estates Sewer.

WASTEWATER

- Conceptual Sewer Design for Small Areas within Okanagan Falls and Gallagher Lake – conceptual designs completed and moving forward to public discussion.
- Preliminary Design for Kaleden Lakeshore and Skaha Estates Sewering – Preliminary design initiated; a draft design presented to potential steering committee members for feedback. Revisions are underway.
- Okanagan Falls Waste Water Treatment Plant Safety Rails RFP advertised and awarded. Installation safety railings completed.
- Gallagher Lake sewer service area petitions.

OTHER PROJECTS

- Similkameen Watershed Water Quantity/Quality Sustainability Plan – Phase 2 of the project is underway.
- Design for the demonstration garden in the front gardens of the Regional District of Okanagan-Similkameen office is complete and waiting for spring for implementation.
- Worked on Capital Asset Management Plan.
- Worked on and completed 2014 Fossil Fuel Emissions Reporting.
- Worked on 2014 Tangible Capital Assets.

PLANNED ACTIVITIES FOR Q2 OF 2015:

SOLID WASTE

- CML Gas Management Facility –Landfill gas capture system design is ongoing; Prepare application for alternate gas management option of using biocover.
- Apex Transfer Station Design – on hold pending response from Apex Mountain Resort.
- Landfill Emergency Response Plan preparation is ongoing.
- Continue implementation of MMBC programs. Mega Bag structures at Keremeos Landfill and Oliver Landfill.
- Survey of waste slope at the Okanagan Falls Landfill.
- Assist with public consultation for the Waste Management License bylaw for Composting.
- Assist with consultation of Waste Stream Management License Bylaw for Composting Facilities.
- Begin New Scale Software for the Landfills project.

WATER

- Apex Circle – Registration of required easements and right-of-ways (one remaining).
- Naramata Water System Capital Plan and DCC's – Continue with project scope.
- Naramata Watermain along Arawana Road construction – landscaping items and asphalt work to be completed in spring 2015.
- Naramata Metering Pilot Project –Meter reading continues and water usage summary will be sent out.
- Naramata stand-by power supply – Complete Naramata Water Users survey. Pending budget approval, the design will be completed and tendering documents can be prepared.
- Faulder Water Supply Options – Installation of new well at identified site is anticipated, Preparation of ROW documents for the new well location will be initiated. An RFP for the design of the remaining upgrade items (i.e. electrical, instrumentation, piping, etc.) will be released for

proposal responses. Uranium treatment system ordering will be initiated.

- West Bench Water System capital upgrade– Tendering for the decommissioning of the old pumphouse will be completed; demolition work to be completed by end of Q3 in 2015
- Complete West Bench Water Conservation Report and bring it to the Board for endorsement.
- West Bench Water Meters Project – Meter reading to continue; prepare and send out water use summary report to the residents. Work on water rates structure for West Bench.
- Willowbrook water utility – Assessment of water system to be completed and scheduling a public meeting to answer community questions.
- 2014 RBC Blue Water grant project underway.
- 2014 OBWB Water Conservation Improvement Grants- continue with project scope for Water Ambassador and complete Phase 1 of the Regional Water Use Regulation and Conservation Bylaw.
- Work on Phase 2 of Regional Water Use Regulation and Conservation Bylaw.
- Work on Regional Drought and Flood Risk Management and Mitigation Plan – Phase 1, received OBWB grant funding for project.
- Gallagher Lake water system service petitions are ongoing.

WASTEWATER

- Okanagan Falls Wastewater Treatment Plant – Decommissioning of old wastewater treatment plant postponed until 2015 if budget is available.
- Conceptual Sewer Design for Small Areas within Okanagan Falls and Gallagher Lake – conceptual designs completed and moving forward to public discussion.
- Gallagher Lake sewer system service area petitions are ongoing.
- Preliminary Design for Kaleden Lakeshore and Skaha Estates Sewering – Preliminary design will be completed; steering committee will be selected and design will be selected by committee. Information will be prepared for residents.

OTHER PROJECTS

- Similkameen Watershed Water Quantity/Quality Sustainability Plan – Phase 2 of the project will continue as proposed.
- Preparations for the demonstration garden in the front gardens of the office will be initiated; waiting for spring for implementation.

Respectfully submitted:

“Doug French”

D. French, Public Works Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, April 16, 2015

11:30 AM

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. DELEGATION

1. Community Wildfire Protection Program (CWPP) – John Davies, RFP, Program Manager

Mr. Davies will be addressing the Committee to discuss the new CWPP program offered by UBCM.

C. First Quarter Activity Report – For Information Only

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: First Quarter Activity Report – For Information Only

1.0 COMMUNITY SERVICES DEPARTMENT

1.1 Fire Services, Emergency Management, Policing

Activities in Q1 2015:

- Continued implementation and training of the 'BAR5' leadership training program for the RDOS fire departments
- Implemented the volunteer firefighter compensation structure – 2015 budget
- Continued implementation of the Regional Fire Radio Communications upgrade project; initiated installation of equipment in the 3 radio shelters, RFP for the radio system maintenance contract, final Industry Canada approvals, prepare for installation upgrades at local Fire Halls
- Reviewed the BC Office of the Fire Commissioner's "Playbook" for impact on local fire services
- Facilitated a Hazard Risk and Vulnerability Assessment (HRVA) workshop in the community of Hedley

Planned Activities for Q2 2015:

- Continue implementation of the Regional Fire Radio Communications upgrade project; radio shelters equipment, install interconnect into 6 fire halls, award radio system maintenance contract, follow up on final Industry Canada approval, prepare for installation upgrades at local fire halls
- Develop a Fire Service 'Equipment Use' policy for presentation to the Board
- Initiate the development of a Fire Underwriters presentation to address concerns with insurance ratings based on fire apparatus age, response distances and water supply
- Prepare and report to the Board on impact analysis to local fire services based on the BC Office of the Fire Commissioner's "Playbook"
- Facilitate emergency planning activities (workshops/tabletop exercise) in the community of Osoyoos
- Review the Burning Bylaw and enforcement practices with the Regional Fire Chiefs Committee

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "M. Woods".

M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, April 16, 2015

12:45 PM

REGULAR AGENDA

A. APPROVAL OF AGENDA

B. DELEGATION

1. Capri Insurance – Paula Garrecht, Commercial Account Executive
Ms. Garrecht will address the Committee to provide an overview of the coverage that Capri Insurance provides to the Regional District.
 2. Dan Albas, Member of Parliament for Okanagan – Coquihalla
-

C. First Quarter Activity Report – For Information Only

D. Board Action Tracking for First Quarter – For Information Only

1. Spreadsheet
-

E. Regional District Board Reference Manual – For Information Only

1. Board Reference Manual
-

F. 2015 Community Engagement Program

1. Regional Engagement Opportunities
-

G. Closed Session

RECOMMENDATION 1

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

H. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: Bill Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: First Quarter Activity Report – For Information Only

1.0 OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER/LEGISLATIVE SERVICES

2015 Q1 Activities

- Present Strategic Plan and Business Plan to the Board of Directors
- Penticton Regional Airport Due Diligence
- Completed 2014 Performance Reviews on Managers
- Reviewed and approved departmental 2015 Business Plans
- 2015 Budget discussions
- Strategic Plan/Business Plan presentation to the Board
- Public Works Manager recruitment
- Chair/CAO Tour
- Attended LSIB C2C Workshop
- Continue with EDMS – Public Works, Community Services and external departments
- Implement strategic customer service initiatives based on 2014 survey
- Provide FOI and Communications training to the Board and other elected officials
- Plan and conduct 2015 C2C Forum
- Introduce E-Manual for Board reference
- Begin review of grant-in aid conversion to potential services
- With Finance, introduce Grant-in Aid policy for discussion
- Introduce new Fees & Charges Bylaw
- Commence Corporate Bylaw review

2015 Q2 Activities

- With Public Works, introduce Water System Acquisition policy
- Present Community Initiatives plan to the Board and commence planning
- Complete purge and restructure of Finance records
- Purge and reorder Planning storage file room records
- Investigate Rodent Control Service
- Conduct Assent Vote process for Okanagan Falls Parkland purchase
- Continue with review and amendment of Board policy and bylaws
- Bring forward amended Liquor Control and Special Event policy for Board endorsement
- Investigate Electoral Area “E” Tourism Contribution Service
- Continue to work with SOSPS on Regional Conservation Bylaw
- Create Regional Economic Development Bylaw
- Develop, coordinate and attend community engagement initiatives
- Commence planning for 50th Anniversary celebration

2.0 INFORMATION SERVICES DEPARTMENT

Q1 - Activities

- Launch HTML5 internet mapping viewer for public applications
- Built a HTML5 internet mapping cemetery application for Princeton

- Decommission old internet mapping viewer
- Electronic Document Management System (EDMS)
 - Work on moving demolition documents to EDMS
 - Work on moving water service card information to EDMS
 - Go live with moving all Community Service project documents to EDMS
- Research new requirements for new mobile phones contract and send out RFP
- Research redundant internet connection to main office
- Research requirements on Board Action Tracking application
- Work on Water Maintenance Tracking application

Q2 - Planned Activities

- Decommission old internet mapping viewer
- Launch HTML5 internet mapping cemetery application for Princeton
- Build mobile app for collecting water system maintenance information
- Build GPS application for collecting Trails information
- Electronic Document Management System (EDMS)
 - Move management and storing of FOI requests to EDMS
 - Research moving Planning project documents to EDMS
- Move backup server off-site
- Evaluate submissions for RFP and enter a new agreement for mobile phones
- Implement plan to upgrade users to new mobile phones and move to new contract
- Set up redundant internet connection to main office
- Update EOC mobile servers with latest Microsoft updates and GIS datasets
- Launch new Board Intranet with live access to Board Action Tracker
- Launch upgrades on Water Maintenance Tracking application
- Update of IT policies

3. FINANCE DEPARTMENT

Q1 Activities:

- 2015 Budget
 - Board budget workshops completed
 - Public Consultation Process completed
 - Budget adopted by Board on March 5th
- Utility bill processing – 1st quarter billing for Naramata
- Annual Audit - March
 - Year- end final entries and reconciliations
 - Working paper preparation
- 2014 Department performance evaluations
- 2015 Personal performance plans and goals established
- Complete West Bench debt commutation payments and transfer to long term financing
- Banking transition to Valley first
- File management/ storage purge with OCAO

Q2 Planned Activities:

- Prepare requisitions for municipalities
- Annual Audit
 - Present 2014 Audit finding to the Board in May
 - Present SOFI report to the Board in May
- Begin fleet acquisition and maintenance plan
 - review existing fleet

- engage departments to determine needs/opportunities
- Draft policy for review
- Begin Finance Department Policy Review
 - Benchmark with other RDs to identify any gaps
 - Prepare Grant in Aid and Community Gas Tax Grant Policies for Board approval
- Facilitate GST audit
- Begin Salary Module implementation in Questica budget software
- Develop customized reporting options in Questica budget software
- Work with PW/Engineering to investigate retention of expert to assist with WB Water rate structure setup

3.0 HUMAN RESOURCES DEPARTMENT

2015 Q1 Activities

- Trained Managers on new collective agreement changes
- Updated and rolled out the Training Guidelines policy at the Labour / Management meeting
- Finalized changeover of the SIMEA benefits to new contract administrator – Morneau Shepell
- Completed Organizational Development report for 2014 activities (TCLI Committee)
- Updated Board Policy to incorporate WorkSafeBC legislative requirements for Bullying and Harassment
- Revised Employee Recognition committee program and objectives
- Continued with the preparation for long service awards distribution in Q2
- Set out Wellness activities for 2015 events and posted the planned activities
- Continued to provide HR assistance to fire departments as required
- The Enterprise Centre completed the Summerland CAO recruitment and will begin collective bargaining with the Oliver Parks & Recreation Society in April
- Village of Keremeos CAO Recruitment
- Working together with BCGEU to implement the recent Labour Board certification for Okanagan Falls and Kaleden Parks and Recreation facilities
- Finalized the 2014 COR Safety Action Plan and set 2015 Health and Safety Goals
- Completed recruitment and selection for the following positions: Public Works Manager, Systems Operator III (Public Works), Project Coordinator part-time and temporary (Public Works), Clerk (OCAO) (temporary)

2015 Q2 Planned Activities

- Work toward finalizing the 2015 – 2019 Collective Agreement changes
- Continue Labour Board Certification process with the BCGEU re: successful certification drive for Okanagan Fall and Kaleden Parks and Recreation facilities
- SIMEA – Weekly Indemnity premium holiday implementation, 2015 AGM, and Association planning set for April
- Enterprise Centre is assisting Oliver Parks & Recreation Society with collective bargaining
- Complete Bullying and Harassment training for staff
- Review current health and safety tracking systems and determine if an update is required
- Plan Long Service Awards presentation
- Job Evaluation Process – final changes to Job Descriptions and provide access to all staff
- Develop 2015 Organizational Development Plan (TCLI Committee)
- Update the HR forms and place onto EDMS system
- Continue to provide HR assistance to fire departments as required

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2015

RE: Board Action Tracking - **For Information Only**

History:

The Regional District of Okanagan Similkameen makes many critical decisions and provides oversight on accountability of administration to implement the decisions of the Board. A Board Tracking Data Base has been in existence for many years to which the Corporate Officer posts all motions and Action Requests from Board meetings, then implementation is assigned to the appropriate department. Progress is reviewed by the senior management team on a monthly basis and, when an action is complete, it's removed from the tracker.

Earlier in 2014, the Chair expressed a desire to receive occasional updates to the Board on outstanding matters, such as the status of Notices on Title and progress on various projects.

Analysis:

The Senior Management Team has determined that, in moving forward, the most effective way to keep the Board current on outstanding matters is on a quarterly basis in conjunction with department activity reports, which are presented at the second meeting of the month following the end of each quarter.

Board Action Updates for the 1st quarter of the year include those items listed on the attached [spreadsheet](#).

Respectfully submitted:

“insert digital signature; or name in italics”

C. Malden, Manager of Legislative Services

Resports on Oustandin Board Action Items April 1, 2015

Dept.	Meeting	Title	Resolution	Status
A	January-08-15	Advisory Planning Commission (APC) Appointments	THAT the Board of Directors appoint the following as members of the Electoral Area E Advisory Planning Commission until November 30 2018	IN PROGRESS
A	December-11-14	Olalla Local Community Commission Appointment	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	IN PROGRESS
A	January-08-15	Advisory Planning Commission (APC) Appointments	THAT the Board of Directors appoint the following as members of the Electoral Area A Advisory Planning Commission until November 30 2018	IN PROGRESS
A	January-08-15	Appointments to the Board of Variance	THAT the Board of Directors appoint Dave Corbeil Jim Cavin and Margaret Chadsey to the Board of Variance	IN PROGRESS
A	February-05-15	Naramata Water Advisory Commission Appointment	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	IN PROGRESS
A	February-19-15	Advisory Planning Commission (APC) Appointments	Prepare appointment letters	IN PROGRESS

A	January-08-15	Advisory Planning Commission (APC) Appointments	THAT the Board of Directors appoint the following as members of the Electoral Area D Advisory Planning Commission until November 30 2018	IN PROGRESS
A	March-19-15	Okanagan Falls Development Cost Charge Bylaw Amendment	THAT Bylaw No. 2486.01 Okanagan Falls Sanitary Sewer Development Cost Charge Amendment be read a First Second and Third time	0%
A	February-19-15	Olalla Local Community Commission Appointments	Prepare appointment letters	IN PROGRESS
A	March-05-15	Gallagher Lake Area Plan Citizens Committee Appointments	Prepare appointment letters	0%
A	March-19-15	499 Grand Oro Road (expired permit)	THAT a Section 695 Notice on Title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA) be filed against the title of lands described as Lot 8 District Lot 2834 SDYD Plan 33523 that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333	0%
A	March-05-15	Appointment of Additional Animal Control Officers	THAT the Board of Directors appoint Domenic Rampone of K-9 Control as an Animal Control Officer; and THAT the Board of Directors appoint Patricia Ellis of K-9 Control or her designate as an Animal Control Officer for the purposes of Section 49 of the Community Charter.	0%
A	March-05-15	Area A/Town of Osoyoos Recreation Commission Appointments 2015	Prepare appointment letters	0%

B	February-19-15	Building Violation - 147 Mountain View Road Electoral Area F	<p>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</p>	0%
B	February-19-15	Building Violation - 1906 Estates Place Electoral Area F	<p>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</p>	0%
B	February-19-15	Building Violation - 8101 Princeton-Summerland Road Electoral Area F	<p>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.</p>	0%

B	February-19-15	Building Violation - 3215 Pine Hills Drive Electoral Area F	<p>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</p>	0%
B	March-05-15	DEVELOPMENT SERVICES Building Inspection - 115 Falcon Place (expired permit for swimming pool)	<p>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 District Lot 2709 SDYD Plan KAP 84536 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.</p>	0%
B	March-05-15	DEVELOPMENT SERVICES Building Inspection - 115 Falcon Place (deck addition)	<p>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 District Lot 2709 SDYD Plan KAP 84536 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.</p>	0%

B	March-05-15	DEVELOPMENT SERVICES Building Inspection - 2931 (447) Fairview Road (expired permit for pump house addition)	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 The Surface of District Lot 624 SDYD As Surveyed as the Mineral Claim that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.	0%
B	March-19-15	4326 16th Avenue Osoyoos (expired permit)	THAT a Section 695 Notice on Title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA) be filed against the title of lands described as Lot 1 District Lot 42 Plan KAP54472 SDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.	0%
B	March-19-15	Agricultural Land Commission Referral (Exclusion) Electoral Area C Antypowich and Granton Investments Corporation Inc. 730 & 974 Bulrush Road & 7234 Tul-el-Nuit Drive	THAT the RDOS Board authorise the application to exclude approximately 11.3 ha of land comprised within Lot A Plan KAP19778 District Lot 2450S SDYD and part of Lot 683 Plan KAP2115 District Lot 2450S SDYD in Electoral Area C to proceed to the Agricultural Land Commission.	0%

B	March-19-15	499 Grand Oro Road (build without permit for accessory building)	THAT a Section 695 Notice on Title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA) be filed against the title of lands described as Lot 8 District Lot 2834 SDYD Plan 33523 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.	0%
B	November-07-13	Building Violation D02807.950 306/308/310/316 Creekview Road Apex	commence injunctive action	IN PROGRESS
B	November-07-13	Building Violation H00053.160 289 Bettes Tulameen	commence injunctive action	IN PROGRESS
B	September-20-12	Building Infraction A05881.500 Lot 395A Plan 1957 DL2450S (no civic address)	commence injunctive action	IN PROGRESS
CS	November-06-14	South Okanagan Transit System	THAT the Board of Directors approve the increase in the local share for the South Okanagan Transit System currently being funded by Electoral Areas A C and D and be added to the 2015 Budget; and THAT staff be directed to ensure that the South Okanagan Transit System is part of the 25 year Transit Future Plan and to include a review of the funding distribution and routing schedule	IN PROGRESS
CS	February-05-15	Directors Motion - 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.	0%

CS	January-22-15	Foreshore Application Skaha Lake	THAT the RDOS makes application to the Province of British Columbia for unsurveyed foreshore being part of the bed of Skaha Lake legally described as Lot 3 Plan KAS1595 DL 337 SDYD and Lot B Plan KAP64527 DL 2883S SDYD in Okanagan Falls for a period of 30 years; AND THAT the Chair and Chief Administrative Officer be authorized to execute the institutional Lease with the Province of British Columbia if successful.	IN PROGRESS
CS	March-19-15	Community Services Committee March 5 2015	THAT staff move forward in developing a service establishment bylaw for an economic development service within the regional district and THAT staff develop a regional grant in aid policy.	0%
CS	February-19-15	Kaleden Lake Hill Road Pedestrian Corridor - Construction Award	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	0%
CS	February-19-15	Three Blind Mice Trails Letter of Support	THAT the Board of Directors provide a letter of support for the Penticton and Area Cycling Associations Crown Land Section 57 application to operate a mountain bike trail network known as the 3 Blind Mice	0%

CS	March-05-15	Protective Services Committee February 19 2015	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.	0%
CS	February-20-14	Director Wells requested that Staff investigate the new Interior Health beach sampling process and report to the Board.	begin investigating new Interior Health Beach sampling process and report.	IN PROGRESS
CS	March-19-15	Electoral Area B Parks and Recreation Commission Appointments	Appointment Letters	0%
CS	September-18-14	License of Occupation KVR Area A and C	Prepare applications. Execute License of Occupation.	IN PROGRESS
CS	November-06-14	Adriana McMullen and Daniel Pizarro BC Transit	THAT the Board of Directors approve in principle that BC Transit proceed with 5 next	IN PROGRESS
CS	October-16-14	Donation of Parkland in Electoral Area H	Board of Directors acknowledge receipt of the donation of land and refer it to Administration for due diligence.	IN PROGRESS
E	September-21-06	Campbell Mountain Sanitary Landfill Buffer/Setback Requirements	Ongoing studies. Waiting for Province. Currently with MOE.	IN PROGRESS
F	January-22-15	Bylaw No. 2686 2015-2019 Five Year Financial Plan	THAT Bylaw No. 2686 2015 Regional District of Okanagan-Similkameen 2015-2019 Five Year Financial Plan Bylaw be read a first time. - CARRIED	0%

F	March-05-15	Planning and Development Committee February 19 2015	That the Board add \$55 000.00 to the General Government 2015 Budget to process the direction to investigate the development of a conservation fund.	0%
F	March-05-15	Regional District of Okanagan-Similkameen 2015-2019 Five Year Financial Plan	THAT the Regional Conservation Fund be reduced to \$20 000.	0%
F	July-19-12	Tipping fees for Charitable organizations	update Grant-in-Aid policy	0%
F	October-16-14	Five Year Financial Plan Amendment Okanagan Falls Fire Hall Bay Floor	Board of Directors support a Five-year Financial Plan Amendment for Okanagan Falls Fire Hall Bay Floor	0%
HR	November-06-14	BCGEU Collective Bargaining update	THAT the Board ratify the agreement between the RDOS and the BC Government and Service Employees Union (BCGEU) summarized in Schedule A attached to the report to the Board of Directors from B. Newell CAO; and That the Chair and CAO be authorized to sign the agreement when properly formatted.	0%
P	February-19-15		Obtain the SOSCP Surveys referred to in our discussion about the Conservation Fund.	IN PROGRESS
P	February-19-15		Director Siddon made a reference to a "Partners in Climate Change" group and suggested we should be a member.	IN PROGRESS
P	October-03-13	Untidy and Unsightly premises enforcement action	undertake review of procedures	IN PROGRESS
P	October-17-13	Working Group to review and provide input for an update to Okanagan valley zoning bylaws		IN PROGRESS
P	April-03-14	Bylaw Enforcement Derelict Vehicles Contravention of Sections 6.4 7.4.2 and 10.2.1 of Zoning Bylaw 2453 2008 C06526.000	Commence legal proceedings	IN PROGRESS

P	August-07-14	Siting of Cellular and Large Utility Towers	Develop a new tower siting policy and procedural guidelines for review.	IN PROGRESS
P	November-06-14	Update of Environmentally Sensitive Development Permit Areas	THAT the matter of Environmentally Sensitive Development Permit Areas Okanagan Electoral Area Official Community Plan Bylaws be referred back to Administration for further research.	IN PROGRESS
P	February-19-15		Provide statistics on the number of housing starts in Primary Growth Areas vs. Secondary Growth Areas over the past five years.	IN PROGRESS
P	January-22-15	Electoral Area D-1 Citizens Committee Appointments	Prepare appointment letters	IN PROGRESS
P PW	November-06-14	Award for Faulder Water System Uranium Treatment System	THAT the Board of Directors authorize the purchase of a uranium treatment system for the Faulder Water System from BI Pure Water (Canada) Inc. in the amount of \$91 875.00 plus applicable taxes.	IN PROGRESS
P PW	February-05-15	RBC Blue Water Project Leadership Grant Application	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	IN PROGRESS
P PW	January-20-11	Willowbrook Water System Transfer Request	apply for Restructure Implementation Grant. Investigate feasibility of transferring the Willowbrook Utilities water system to RDOS	IN PROGRESS
PW	February-19-15	Willowbrook Water System	Organize a public meeting for the Willowbrook Water System in March to answer community questions.	0%

PW	November-06-14	Multi-Material British Columbia Depots	<p>THAT the Campbell Mountain Landfill remain a contracted depot for Multi-Material BC. THAT the Keremeos Landfill reduce Multi-Material BC services to only the collection of plastic bags polystyrene and container glass. THAT the Okanagan Falls Landfill be eliminated as a Multi-Material BC depot. THAT the matter of the Oliver Landfill remaining a contracted depot for Multi-Material BC and developing the necessary infrastructure to collect recycling in Mega bags be referred back to administration for further information and returned to the November 6 2014 Environment and Infrastructure Committee meeting.</p>	0%
PW	February-19-15	Green Municipal Funds	<p>Ensure were applying for Green Municipal Funds on the 101 Martin Street Project specifically but any other capital projects in 2015</p>	0%

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Regional District Board Reference Manual - For Information Only

Business Plan Objective:

Goal 4.3: To promote Board and Chair Effectiveness
Objective 4.3.1: To assist the Board to operate in an effective manner

History:

RDOS Directors and Senior Management were polled in early 2014 to determine what information would be helpful in an orientation manual which would assist Directors in their role as an elected official. Several suggestions were provided which were incorporated into the Regional District Board Reference Manual.

Analysis:

Administration felt that an electronic Regional District Board Reference Manual for Directors would provide the flexibility needed to update and expand the manual as required. The electronic version is also in accordance with the organization's paper-reduction initiative.

Communication Strategy:

The Regional District Board Reference Manual will be located on the RDOS website, with a link provided to RDOS Directors.

Respectfully submitted:

"Gillian Cramm"

G. Cramm, Administrative Assistant

Endorsed by:

Christy Malden, Manager of Legislative Services



Regional District of Okanagan-Similkameen

Board Reference Manual



April 2015



Board Reference Manual

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Community Engagement Program

a guide for participants



Community Engagement Program
INFORM → CONSULT → INVOLVE → COLLABORATE

Community Engagement

The Regional District of Okanagan-Similkameen (RDOS) is committed to working with citizens, organizations and partners which have interest or concern with the Regional District, to identify approaches that improve the overall quality of life in the region, strengthen local communities and promote social, economic and environmental well-being.

Although the RDOS functions as a representative democracy administered by a Board of Directors, the Regional District values a dynamic grassroots dialogue within various communities, encouraging a collaborative exchange of perspective, fostering positive decision-making.

As part of its desire to provide for effective governance, the Regional District has identified a need to build active and effective relationships with citizens, organizations, and partners.

The purpose of the Community Engagement initiative is to provide a framework to assist senior leadership and staff in identifying and developing these opportunities.

Community Engagement Defined

Community Engagement is a process by which an organization builds relationships with key individuals, organizations and communities for the purpose of applying a collective vision for the benefit of the community.



Spectrum of Engagement

Source: World Bank, "Stakeholder Analysis and Consultation" 1999

Value of a Community Engagement Initiative

Community Engagement strengthens and enhances the relationship between communities and government, building trust and improving transparency. Engaging people in decision making at a local level creates more sustainable policies.

Improves the quality of policies and services

When the Regional District consults diverse groups as part of its decision-making process and development of policies and services they are better informed, more responsive to the community needs, and more likely to gain acceptance and achieve better outcomes. Community Engagement can help to dispel myths about issues, policies or services.

Helps solve complex issues

By engaging the community, the Regional District connects with untapped community resources and energy that can be mobilized while connecting with new sources of information, cultivating a sense of joint purpose, and increases the possibility of

finding sustainable solutions.

Fosters trust and understanding

Building active relationships; builds trust and credibility with communities and demonstrates openness and accountability. People develop confidence in a local government that invites participation and genuinely listens.

Supports active citizenship

By actively engaging citizens, the Regional District emphasizes the right of residents to participate in decisions that affect them and develops a community that takes an active role; generates networks and partnerships and teaches skills and empowers those who are engaged.

Builds staff skills

Relationship-building with community, non-profit and First Nations offers opportunities for Regional District employees to build a range of communication and cross-cultural skills that are applicable in many other settings.



Community Engagement Opportunities

The Regional District offers several models for Community Engagement exercises, including:

- Open House*
- Community Meeting*
- Community Tour*
- Community Events*



Community Meeting

The Regional District will invite the community to come together to deliberate on pertinent community issues. This will be an interactive session involving the community, the Area Director and Regional District staff. The community meeting provides an avenue for unfiltered dialogue between the community and its representatives, including the opportunity for residents to share ideas and concerns.

The Regional District will facilitate a half- or full-day session to provide for community discussion and input on a particular subject or issue. A collaboration exercise is inclusive and allows members of a particular community to readily participate. The exercise brings together a wide range of disciplines and experience and offers the advantage of increased creativity. Decision makers come away with additional input.



Open House

The Regional District will reach out to the community to help constituents get to know us and our important work. All residents will be invited to drop in and learn more about the many roles of the Regional District. There will be an opportunity to meet and speak with the local Area Director and Regional District staff, tour information kiosks and provide feedback. Peripheral organizations may also participate.





Community Tour

The Regional District will undertake a community tour to provide the opportunity for the Area Director, staff, area groups and citizens to travel within an electoral area to visit communities, organizations, groups and sites. Participants hear firsthand the concerns and priorities of residents. The community tour provides an excellent venue to exchange information and provide staff and Electoral Area Directors with an in-depth, visual understanding of issues and concerns.



Community Events

The Regional District annually participates in a handful of community events. The Regional District currently has an inventory of events in each Electoral Area which could be attended. These events are an excellent opportunity to connect with a cross-section of the public. Community events are an important part of vibrant sustainable local communities which contribute to the public social fabric and local economy. Community events leverage tourism, business and media opportunities.





Summary

The 2014 RDOS Citizen Survey results show that 60% of Regional District citizens indicate they believe they receive good value for the taxes they pay. 62% of citizens believe the Regional District is doing a good job.

When citizens were asked the importance of ways the Regional District can involve citizens more in policy making, development planning and budget process citizens rated referenda, contact with Regional District staff, and public meetings highest, which supports the importance of Community Engagement.

Community Engagement is based on interpersonal communication, respect and trust, and a common understanding and purpose. It strengthens the capacity of

communities and the region to take action that produces positive and sustainable changes locally. Community Engagement promotes and facilitates community participation in the formation of policy and delivery of services, and fosters collaboration across Regional District departments and through the region in relation to issues affecting quality of life.

For more information

Christy Malden, Manager of Legislative Services
250-490-4146 | cmalden@rdos.bc.ca

Nona Lynn, Administrative Assistant
250-490-4119 | nlynn@rdos.bc.ca



RDOS — Engagement Opportunities



Regional District of Okanagan-Similkameen

2015 Regional Engagement Opportunities

Electoral Area	Location	Event	Description	Date	RDOS
"A"	Osoyoos	Evening Farmers Market	Market	August	Currently don't attend
"A"	Osoyoos	Market on Main	Market	Summer	Currently don't attend
"A"	Osoyoos	Remembrance Day	Celebration	November	Attend
"A"	Osoyoos	Christmas Lite-Up	Parade	December	Currently don't attend
"B"	Cawston/Keremeos	Remembrance Day	Ceremony	November	Attend
"C"	Oliver	Spring Arts Faire	Faire	April	Currently don't attend
"C"	Oliver	Half Corked Marathon Weekend	Marathon	May	Currently don't attend
"C"	Oliver	Pig out at Covert Farms	Celebration	May	Currently don't attend
"C"	Oliver	Farmers Market	Market	Summer	Currently don't attend
"C"	Oliver	Canada Day pancake breakfast	Celebration	July	Currently don't attend
"C"	Oliver	Uncork the Sun	Festival	July	Currently don't attend
"C"	Oliver	Festival of the Grape	Annual Celebration	October	Currently don't attend
"C"	Oliver	Remembrance Day	Celebration	November	Attend
"C"	Oliver	Christmas Light up	Celebration	December	Currently don't attend
"D"	Okanagan Falls	Meadowlark Festival	Festival	May	Currently don't attend
"D"	Okanagan Falls	Canada Day	Celebration	July	Currently don't attend
"D"	Okanagan Falls	Legion Days	Car Show	August	Currently don't attend
"D"	Okanagan Falls	ONA Salmon Festival	Festival	September	Currently don't attend
"D"	Okanagan Falls	Remembrance Day	Ceremony	November	Attend
"D"	Penticton	Home Show	Tradeshow	February	Attend
"D"	Penticton	Meadowlark Festival	Festival	May	Currently don't attend
"D"	Penticton	Children's Festival	Festival	May	Currently don't attend
"D"	Penticton	Canada Day	Celebration	July	Currently don't attend
"D"	Penticton	Peachfest – Sandcastle	Competition	August	Attend
"D"	Penticton	Challenge	Triathlon	August	Attend
"D"	Penticton	Penticton Farmers Market	Market	Summer	Attend
"D"	Penticton	Dragon Boat Festival	Festival	September	Currently don't attend
"D"	Penticton	Remembrance Day	Ceremony	November	Attend
"E"	Naramata	Naramata May Days	Festival	May	Currently don't attend
"E"	Naramata	Community Market	Market	Summer	Currently don't attend
"E"	Naramata	Remembrance Day	Ceremony	November	Attend

Electoral Area	Location	Event	Description	Date	RDOS
"F"	Summerland	Meadowlark Festival	Festival	May	Currently don't attend
"F"	Summerland	Summerland Action Festival	Festival	June	Currently don't attend
"F"	Summerland	Summerland Fall Fair	Fair	September	Currently don't attend
"F"	Summerland	Festival of Lights	Festival	November	Currently don't attend
"G"	Keremeos	Keremeos Rodeo	Rodeo	May	Currently don't attend
"G"	Keremeos	Canada Day at Memorial Park	Community event	July	Currently don't attend
"G"	Keremeos	BC Day Celebration	Community event	August	Currently don't attend
"G"	Keremeos	Similkameen Sizzle Pepperfest	Community event	September	Currently don't attend
"G"	Keremeos	Heritage Fall Fair	Community event	September	Currently don't attend
"G"	Keremeos	Taste of Our Valley	Community event	October	Currently don't attend
"G"	Keremeos	Remembrance Day Ceremony	Ceremony	November	Attend
"G"	Chopaka	Chopaka Rodeo	Rodeo	April	Currently don't attend
"H"	Princeton	Racing Days	Thoroughbred horse racing, Legion pancake breakfast & golf tournament, Rotary Parade	June	Currently don't attend
"H"	Princeton	Canada Day Celebration	Crafts, entertainment, exhibit.	July	Currently don't attend
"H"	Princeton	A&W Show and Shine	Cars	July	Currently don't attend
"H"	Princeton	Princeton Air Show	Air show	July	Currently don't attend
"H"	Tulameen	Tulameen Family Fun Days	Parade, street vendors, BBQ, carnival.	July	Currently don't attend
"H"	Princeton	Princeton Traditional Music Festival	Music festival	August	Currently don't attend
"H"	Osprey Lake	Osprey Lake Corn Roast	Community Gathering	August	Currently don't attend
"H"	Princeton	Princeton Agricultural Fall Fair	Music and exhibits	September	Currently don't attend
"H"	Princeton	Remembrance Day at Veteran's Square	Ceremony	November	Attend
"H"	Princeton	Christmas Light-up at Veteran's Square		November	Currently don't attend

BOARD of DIRECTORS MEETING

April 16, 2015

2:15 PM

BOARD MEETING AGENDA

A. ADOPTION OF AGENDA

B. MINUTES

1. OSRHD Board Meeting – March 5, 2015
-

C. FINANCE

1. 2015 Project Funding Change Request

RECOMMENDATION 1 (Weighted Corporate Vote – Simple Majority)

THAT the Board endorse Interior Health’s request to reallocate 2015 capital funding from the Pediatric Patient Room to the Psychiatry Project at the Penticton Regional Hospital.

D. 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 11:11 am on Thursday, March 5, 2015, in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Director G. Bush, Electoral Area "B"

Director H. Konanz, City of Penticton

STAFF PRESENT:

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

S. Croteau, Manager of Finance

A. ADOPTION OF AGENDA

It was MOVED and SECONDED

THAT the Agenda for the OSRHD Board Meeting of March 5, 2015 be adopted.

- CARRIED

B. MINUTES

1. OSRHD Board Meeting – February 19, 2015

It was MOVED and SECONDED

THAT the minutes of the February 19, 2015 Okanagan-Similkameen Regional Hospital Board meeting be adopted. - CARRIED

C. Okanagan-Similkameen Regional Hospital District 2015-2019 Five Year Financial Plan Bylaw No. 160, 2015

1. Report
2. Bylaw
3. Schedule A
4. Schedule B
5. Additional Capital Funding Request - Interior Health

It was MOVED and SECONDED

THAT Bylaw No. 160, 2015 Okanagan-Similkameen Regional Hospital District 2015-2019 Five Year Financial Plan be read a second and third time and adopted. - **CARRIED**

D. ADJOURNMENT

By consensus, the meeting adjourned at 11:19 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
OSRHD Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Okanagan-Similkameen Regional Hospital Board
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: 2015 Project Funding Change Request

Administrative Recommendation:

THAT the Board endorse Interior Health's request to reallocate 2015 capital funding from the Pediatric Patient Room to the Psychiatry Project at the Penticton Regional Hospital

Reference:

BL 160 2015-2019 Five Year Financial Plan

History:

At the March 5, 2015 meeting, the Board approved the 2015 OSRHD budget that included capital request totaling \$1,611,360. Within that total was a project for an additional pediatric room with a total cost of \$92,500 of which the RDOS contributes 40% or \$37,000.

In December 2014, there was a significant incident that happened at Penticton Regional Hospital (PRH) in the Inpatient Psychiatry unit. Out of that incident a Work Safe BC order has been issued to install an Elpas Personal Duress alarm system into the PRH Inpatient Psychiatry unit to ensure safety of all staff. The estimated budget for this Psychiatry project is \$93,000. The Psychiatry project must happen as soon as possible and PRH Administration has made the decision that given the limited capital dollars available for this 15/16 fiscal year they will defer the Pediatric project for 1 year.

Analysis:

Interior Health is requesting the OSRHD Board confirm their agreement to swap project funding for the 2015/16 fiscal year from the Pediatric project to the Psychiatry project.

The request by Interior Health to reallocate funding has no financial implications for the 2015 budget.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, April 16, 2015

2:30 PM

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

That the Agenda for the RDOS Board Meeting of April 16, 2015 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – April 2, 2015

THAT the Minutes of the April 2, 2015 Corporate Services Committee be received.

That the Regional District of Okanagan-Similkameen recommend to the UBCM a special session or a Resolution for debate on the subject of Dr. Bish's report at the next UBCM Conference; and,

That UBCM be requested to include Dr. Bish as a guest presenter; and,

That the Board of Directors send a letter response to UBCM within the prescribed timeline. - Carried

b. Community Services Committee – April 2, 2015

THAT the Minutes of the April 2, 2015 Community Services Committee be received.

c. RDOS Regular Board Meeting – April 2, 2015

THAT the minutes of the April 2, 2015 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

That the Consent Agenda – Corporate Issues be adopted.

B. DEVELOPMENT SERVICES – Building Inspection**1. Building Violations**

- a. Units 1-4, 300 Creekview Road, Electoral Area “D”.

RECOMMENDATION 3 (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 Strata Lot 1, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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 Strata Lot 2, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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 Strata Lot 3, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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 Strata Lot 4, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

C. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Zoning Bylaw Amendment – Electoral Area “D”**

RECOMMENDATION 4 (Unweighted Participant Vote – Simple Majority)

THAT the Board of Directors postpone consideration of a proposed amendment to the Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, at Lots 1,2,3,4,5,6,7 and Lots 10,11,12,13,16, and 17, District Lot 395s, SDYD, Plan KAP83847 (Creekview Road, Apex) until after adoption of Official Community Plan Bylaw No. 2683.

D. COMMUNITY SERVICES – Rural Projects**1. Okanagan-Similkameen Transit Future Plan****a. Transit Future Plan**

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT the Board endorse the Okanagan-Similkameen Transit Future Plan as distributed on April 9, 2015.

E. FINANCE**1. Electoral Area “A” Community Works (Gas Tax) Reserve Fund Expenditure Bylaw 2701****a. Bylaw No. 2701**

RECOMMENDATION 6 (Weighted Corporate Vote – 2/3)

THAT Bylaw No 2701, 2015 Electoral Area ‘A’ Community Works (Gas Tax) Reserve Fund Expenditure Bylaw, being a bylaw of the Regional District of Okanagan Similkameen to authorize the expenditure of funds from the Area A Community Works Program for Desert Park Recreation Complex Upgrades be read a first, second and third time, and be adopted.

F. OFFICE OF THE CAO**1. Okanagan Falls Parks and Recreation Commission - Rescinding Appointment**

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT the Board rescind the appointment Tamie Smart from the Okanagan Falls Parks & Recreation Commission;

AND THAT a letter is forwarded to Ms. Smart thanking her for her contribution to the Okanagan Falls Parks & Recreation Commission.

2. DC Fast Charger

- a. Land Lease Agreement
- b. Station Lease Agreement

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District of Okanagan-Similkameen enter into agreement with Sunshine Valley Recreation Inc. dba Manning Park Resort for the lease of space to install a DC Fast Charger; and,

THAT the Regional District enter into agreement with BC Hydro to operate and maintain the DC Fast Charger.

3. Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2360.02, 2015

- a. Bylaw No. 2360.02

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

THAT Bylaw No. 2630.02, 2015 Gallagher Lake Sewer and Water Service Amendment Bylaw be adopted.

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

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

2. Board Representation

- a. Chair's Report
 - b. Municipal Finance Authority (MFA)
 - c. Okanagan Basin Water Board (OBWB)
 - d. Okanagan-Kootenay Sterile Insect Release Board (SIR)
 - e. Okanagan Regional Library (ORL)
 - f. Okanagan Film Commission (OFC)
 - g. Southern Interior Beetle Action Coalition (SIBAC)
 - h. Southern Interior Municipal Employers Association (SIMEA)
 - i. Southern Interior Local Government Association (SILGA)
 - j. Starling Control
 - k. UBC Water Chair Advisory Committee
-

3. Directors Motions

4. Board Members Verbal Update

I. ADJOURNMENT



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, April 2, 2015

11:30 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 H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer
G. Cramm, Administrative Assistant
S. Croteau, Finance Manager

R. Huston, Public Works Manager
D. Butler, Development Services Manager
N. Evans-MacEwan, Finance Supervisor

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda for the Corporate Services Committee Meeting of April 2, 2015 be adopted. - CARRIED

B. DELEGATION

1. Municipal Insurance Association

Lindsay Nilsson, Director of Claims and Legal Services

Maryam Sherkat, Legal Counsel & Risk Officer

Ms. Nilsson and Ms. Sherkat addressed the Committee to provide an overview of the coverage that MIA provides to the Regional District.

CAO Newell introduced Roger Huston, the new Manager of Public Works.

The Committee recessed for lunch at 12:25 p.m.

The Committee reconvened at 1:39 p.m.

- C. First Nations Taxation, Service Agreements, and Legislative Developments
1. UBCM Letter – FNTC Report
 2. First Nation Property Taxation, Services and Economic Development in BC
 3. Local Services Agreement, November 25, 2014 - Blacklined

RECOMMENDATION 1

It was MOVED and SECONDED

That the Regional District of Okanagan-Similkameen recommend to the UBCM a special session or a Resolution for debate on the subject of Dr. Bish's report at the next UBCM Conference; and,

That UBCM be requested to include Dr. Bish as a guest presenter; and,

That the Board of Directors send a letter response to UBCM within the prescribed timeline. - **CARRIED**

D. Closed Session

Due to time constraints, Item D was postponed to a future Corporate Services Committee meeting.

E. ADJOURNMENT

By consensus, the Corporate Services Committee meeting concluded at 1:53 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
Corporate Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, April 2, 2015

9:00 am

Minutes

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"	Director A. Jakubeit, City of Penticton
Vice Chair R. Hovanes, Town of Oliver	Director H. Konanz, City of Penticton
Director F. Armitage, Town of Princeton	Director A. Martin, City of Penticton
Director M. Bauer, Village of Keremeos	Director S. McKortoff, Town of Osoyoos
Director T. Boot, District of Summerland	Director M. Pendergraft, Electoral Area "A"
Director M. Brydon, Electoral Area "F"	Director T. Schafer, Electoral Area "C"
Director G. Bush, Electoral Area "B"	Director J. Sentes, City of Penticton
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:

STAFF PRESENT:

B. Newell, Chief Administrative Officer	S. Juch, Subdivision Supervisor
G. Cramm, Administrative Assistant	D. Butler, Development Services manager
M. Woods, Manager of Community Services	L. Bourque, Rural Projects Coordinator

A. APPROVAL OF AGENDA

It was moved and seconded

THAT the agenda of the Community Services Committee meeting of April 2, 2015 be adopted. Carried

B. DELEGATION

1. Daniel Pizarro, Regional Transit Manager and Adriana McMullen, Transit Planner – BC Transit

Mr. Pizarro and Ms. McMullen addressed the Board to provide an [overview, history and future process](#) of BC Transit in the Okanagan and Similkameen Valleys.

C. ADJOURNMENT

By consensus, the Community Services Committee meeting of April 2, 2015 adjourned at 11:30 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Community Services Committee Chair

B. Newell
Chief Administrative Officer



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 1:54 pm Thursday, April 2, 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. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer
G. Cramm, Administration Services

R. Huston, Manager of Public Works
D. Butler, Manager of Development 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 April 2, 2015 be adopted. - **CARRIED**

1. Consent Agenda – Corporate Issues

a. Environment and Infrastructure Committee – March 19, 2015

THAT the Minutes of the March 19, 2015 Environment and Infrastructure Committee be received.

b. Planning and Development Committee – March 19, 2015

THAT the Minutes of the March 19, 2015 Planning and Development Committee be received.

THAT the proposed amendment to Bylaw No. 2500 regarding Health and Safety Inspection be supported.

THAT the proposed amendment to Bylaw No. 2500 regarding TUP referrals to the APC be supported.

- c. Protective Services Committee – March 19, 2015
THAT the Minutes of the March 19, 2015 Protective Services Committee be received.

THAT the Regional District petition the Attorney General to conduct a study of the impact of the BC Corrections Facility under construction in Gallagher Lake on rural policing requirements in the South Okanagan.

- d. RDOS Regular Board Meeting – March 19, 2015
THAT the minutes of the March 19, 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**

2. Consent Agenda – Development Services
a. Development Permit (DP) Application - Electoral Area “D” – Ronning, 1016 Highway 97

THAT the Regional Board approve Development Permit No. D2015.019-DP.

RECOMMENDATION 3 (Unweighted Participant Vote – Simple Majority)

It was MOVED and SECONDED

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

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Development Variance Permit Application – Electoral Area D, J. White and J. Liu, 172 Pine Avenue, Kaleden.
i. Responses

To allow for the development of an accessory structure within the front setback

The Chair asked if anyone was present to speak to the application. No one was present.

RECOMMENDATION 4 (Unweighted Participant Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Regional Board deny Development Variance Permit No. D2014.121-DVP.
CARRIED

2. Amendment Bylaw - Development Procedures Bylaw
 - i. Bylaw No. 2500.04

The purpose of these amendments are to introduce an application requirement that vacation rental Temporary Use Permit (TUPs) proposals be accompanied by a Health and Safety Inspection and that Temporary Use Permit (TUP) applications be referred to Advisory Planning Commissions (APCs) prior to Board consideration in order to facilitate the convening of Public Information Meetings.

RECOMMENDATION 5 (Unweighted Participants Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT the Board of Directors Bylaw No. 2500.04, 2015, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw, be read a first, second and third time and be adopted. - **DEFEATED**

Opposed: Directors Brydon, Bush, Christensen

It was MOVED and SECONDED

That Board of Directors Bylaw No. 2500.04, 2015, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw be amended by removing health and safety inspection and the associated fees, and be read a first, second, and third time and adopted - **CARRIED**

Director Siddon vacated the Boardroom at 2:09 p.m.

C. PUBLIC WORKS

3. Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2360.02, 2015.
 - i. Bylaw No. 2630.02

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board authorize assent be given on behalf of the electoral area by the electoral are director pursuant to Section 801.5 of the Local Government Act.

THAT Bylaw No. 2630.02, 2015 Gallagher Lake Sewer and Water Service Amendment Bylaw be read a first, second and third time. - **CARRIED**

D. COMMUNITY SERVICES – Protective Services

1. Award E911 Fire Radio Maintenance Contract

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

THAT the Board of Directors award the “E911 Radio System Maintenance Service” to Omega Communications Ltd in the amount of \$37,520.00 plus applicable taxes per year; and,

THAT the Board of Directors authorize the Chair and Chief Administrative Officer to execute the maintenance service agreement. - **CARRIED**

2. Licence of Occupation Renewal – Willowbrook Fire Department

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the RDOS Board of Directors authorizes the Chair and Chief Administrative Officer to execute a renewal agreement for the License of Occupation for the term of 30 years at the Southeast ¼ Section 25, Township 54, Similkameen Division Yale District to be used by the Willowbrook Fire Department for a water storage tank for fire protection purposes. - **CARRIED**

E. COMMUNITY SERVICES – Rural Projects

1. License of Occupation – KVR Area C
 - i. Application Area Map

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors make application to the Province of British Columbia for a License of Occupation over 4 sections of the former Kettle Valley Right of way legally described as:

Plan KAP423A DL 648S SDYD Portion PCL B3 D E F, Except Plan EPP23666, C/REF 03554.015 FOR GAS PIPELINE R/W SEE R/W 337997 FOR POWERLINE.

Plan KAP429A DL 28S SDYD SEE 714-01133.901 FOR LEASE PORTION.

Lot 1A Plan KAP1729 DL 2450S SDYD

Lot 1B Plan KAP1729 DL 2450S SDYD Except Plan KAP74281, LICENSE NO 339180 FOR AGRICULTURAL PURPOSES.

AND THAT the Board of Directors make application to the Ministry of Transportation and Infrastructure (MoTI) for a Permit to Construct within a section of MoTI Right-of-Way;

AND THAT the Board of Directors authorize staff to enter into discussions with Osoyoos Indian Band (OIB) to negotiate an agreement to use that section of rail trail that crosses OIB Lands;

AND THAT the Chair and Chief Administrative Officer be authorized to execute the License of Occupation with the Province of British Columbia if successful. - **CARRIED**

Director Siddon entered the Boardroom at 2:14 a.m.

F. OFFICE OF THE CAO

1. Advisory Planning Commission (APC) Appointments

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

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

Natalie Minunzie
Philip Lawton

Stewart Patterson
Sandy Berry

Bob Nicholson
Don Barron

CARRIED

2. Kaleden Parks and Recreation Commission Appointments 2015

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors appoint the following people as members of the Kaleden Parks & Recreation Commission for the periods indicated:

Name	Term	Expires
Kim Dennis	1 year	March 31, 2016
Doug King	1 Year	March 31, 2016
Gail Jeffrey	1 Year	March 31, 2016

CARRIED

G. CAO REPORTS

1. Verbal Update
 - a. Governance Study for Okanagan Falls
 - b. Proposed meeting with Minister Lake
 - c. Community Engagement Program
 - d. CEO/CAO Forum

H. OTHER BUSINESS

1. Chair's Report

-
2. Directors Motions

-
3. Board Members Verbal Update

I. ADJOURNMENT

By consensus, the meeting adjourned at 2:34 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2015

RE: Building Violation
Folio: D6-02807.941, .942, .493, .494
Lot: 1-4 Plan: KAS3992 DL: 395S
Civic Address: Units 1-4, 300 Creekview Road (Permit #17742)

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 Strata Lot 1, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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 Strata Lot 2, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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 Strata Lot 3, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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 Strata Lot 4, Plan KAS3992, District Lot 395S, together with an interest in the common property, in proportion to the unit entitlement of the Strata Lot as shown on Form V, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

Reference:

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

History:

The Contravention of Building Regulations Report dated February 16, 2015 from the Building Official indicates that Permit #17742 was issued on August 25, 2011. This permit was issued for construction of a five unit dwelling (five-plex). The permit was extended and expired on August 25, 2014.

An inspection was done on December 16, 2011 which identified that although Unit 5 was completed, Units 1 to 4 had only had framing inspection and exterior finishes completed. However no further inspections have been done on the remaining four units.

The permit has expired without required inspections being completed on Units 1 to 4, which are at lock-up stage. The deficiencies are not health & safety related.

In order to close the permit file, new permits would be required for each unit and required inspections be completed.

This Building Bylaw infraction is considered to be Category 2.

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 deficiencies on this property which are not a health and safety concern, a Section 695 Notice on Title is recommended by staff. The Notice on Title advises the current and future owners of the deficiency and protects the RDOS from liability.

Respectfully submitted:

“L. Walton”

Laura Walton, Building Inspection Services Supervisor





TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Zoning Bylaw Amendment — Electoral Area “D”

Administrative Recommendation:

THAT the Board of Directors postpone consideration of a proposed amendment to the Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, at Lots 1,2,3,4,5,6,7 and Lots 10,11,12,13,16, and 17, District Lot 395s, SDYD, Plan KAP83847 (Creekview Road, Apex) until after adoption of Official Community Plan Bylaw No. 2683.

Background:

The Electoral Area “D-1” Official Community Plan (OCP) review and update process began in the fall of 2014 and has progressed through the initial stages of the project. A background report has been completed along with a number of technical reports, as well as, the first phase of community engagement has been successfully completed.

An application was received on March 3, 2015, from several landowners in the Creekview Rd subdivision at Apex, requesting that their properties be rezoned from a mixed use zone (RMU) that permits commercial and residential uses, to a residential only zone.

Under Section 3.4.2 of the Regional District’s Development Procedures Bylaw No. 2500, 2011, the Board may “by resolution, agree to postpone giving consideration to individual amendments to an Official Community Plan Bylaw or Zoning Bylaw until completion of any major review that the said bylaw may be undergoing a the time of the request”.

Alternative:

THAT the subject bylaw amendment application proceed.

Analysis:

Under Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, the Mixed Use Alpine Zone (RMU) permits a number of commercial uses such as hotels, eating and drinking establishments, retail stores, and business offices amongst others, along with single family dwellings, duplexes, and multi-unit residential. The OCP designation, RMU, reflects the same area as the zoned lands.

The review of the “D-1” OCP is currently underway and includes addressing a number of land use issues at Apex Resort area. One of the issues being reviewed is the RMU designation and how it could be amended to separate the residential areas and focus commercial activity to the village core area. It is anticipated that zoning amendments to incorporate any new OCPs designations will be implemented as the OCP is finalized and adopted.

The proposed zoning amendments will impact more properties than the 13 parcels included in the subject application. Administration recommends that the application be deferred until the OCP review has been completed.

Respectfully submitted:

E Riechert

E. Riechert, Planner

Endorsed by:



C. Garrish, Planning Supervisor

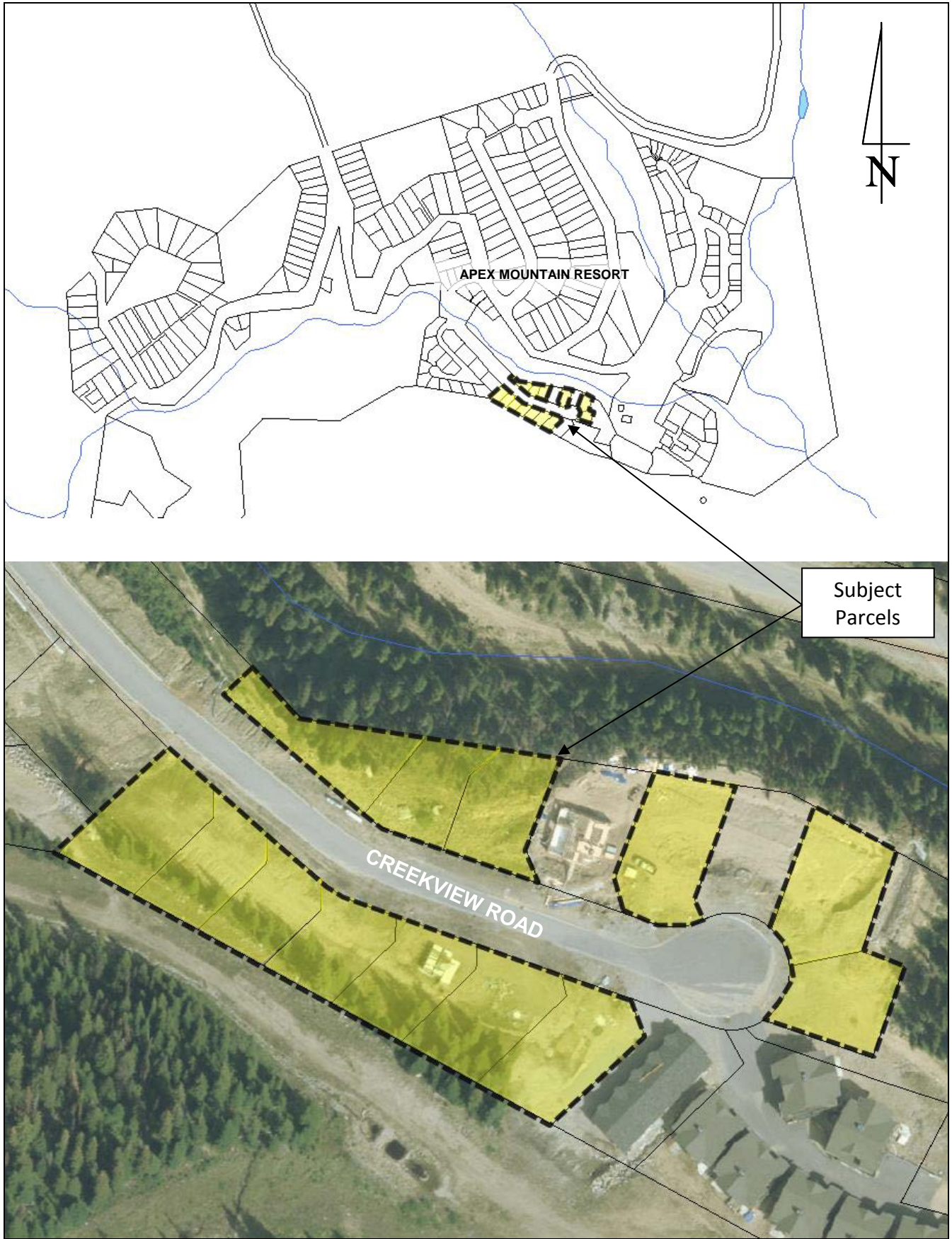
Endorsed by:

Donna Butler

D. Butler, Development Services Manager

Attachments: No. 1 – Context Maps

Attachment No. 1 — Context Maps



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Okanagan-Similkameen Transit Future Plan

Administrative Recommendation:

THAT the Board of Directors endorse the Okanagan-Similkameen Transit Future Plan as distributed on April 9, 2015.

Reference:

Transit Future Plan

Business Plan Objective:

This initiative supports the Board's Corporate Objective to develop a Socially Sustainable Community (KSD # 3.1).

History:

Alternatives:

The Board not endorse the Transit Future Plan.

Analysis:

The Transit Future Plan describes what services, infrastructure and investments will be needed over the next 25 years to introduce a regional transit program. The plan supports our local communities' goals and objectives, such as strengthening the link between transportation and land use in order to support sustainable growth.

This plan creates a long term vision for transit in the Okanagan and Similkameen that supports the Regional Growth Strategy (RGS) and existing Official Community Plans (OCPs), other local planning initiatives and also supports the initiatives of the BC Transit Strategic Plan.

The plan supports the Provincial Transit Plan (PTP) by expanding fast, reliable, green transit and to increase transit ridership and travel mode share. The plan describes the transit service, fleet and facility changes needed to move forward with the proposed vision. It also looks at ways to understand the values of a transit system and the support for increased transit investment.

In order to meet the mode share and ridership targets as set out in the Plan, investment in transit operating, capital resources and staff time will be required. However, any forecasted service hours, fleet requirements and infrastructure requirements would be presented to the Board for their

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approval prior to implementing. While improved service will ultimately necessitate increased costs, there are also significant efficiencies that will result from the Transit Future plan to mitigate cost increases. This includes an emphasis on more direct routing, improved transit exchanges and a system of performance guidelines and targets.

Communication Strategy:

If the Board chooses to endorse the Transit Future Plan, there will be Media Releases from both the RDOS and BC Transit and will be directed to the BC Transit webpage for more information on the process and final plan.

Respectfully submitted:

Lindsay Bourque

L. Bourque, Rural Projects Coordinator



Transit Future Plan

Okanagan-Similkameen | April 2015



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Transit Future Plan

Okanagan-Similkameen | April 2015

Executive Summary



Executive Summary

Transit has tremendous potential to contribute to more economically vibrant, livable, and sustainable communities. The need to realize this potential in the Okanagan-Similkameen is increasingly important because of factors such as a large aging demographic, consolidation of medical services, mobility for individuals who do not have access to other modes of travel, population growth and climate change. These factors, particularly the projected increase in seniors across Okanagan-Similkameen communities, are already creating increasing mobility and transportation pressures.

In consideration of these issues, the local governments in the Okanagan-Similkameen have adopted:

- Official Community Plans (“OCPs”)
- The South Okanagan Regional Growth Strategy
- Community action plans like the Integrated Community Sustainability Plan (Osoyoos)

In addition to these planning initiatives in the Okanagan-Similkameen, the BC Provincial Transit Plan and BC Transit’s 2030 Strategic Plan inform the Transit Future Plan.

The Transit Future Plan builds on the Okanagan-Similkameen land use and transportation policies and includes an implementation strategy for transit investments. See Figure 1. The Transit Future Plan was developed through a participatory planning process involving stakeholder advisory groups and broad community consultation across the Regional District. The Transit Future Plan envisions what a community's transit network should look like 25 years from now, informing local governments and the province about the transit investments and changes we will work toward, and the order that those changes will happen. Included in this are the investments, ridership targets, networks, and infrastructure needed to achieve the vision.

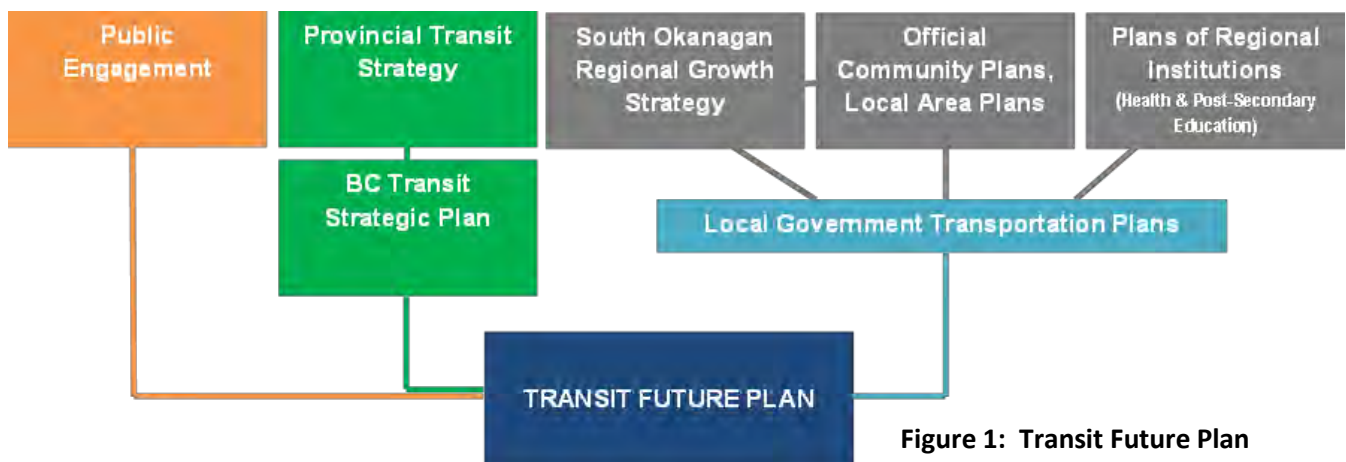


Figure 1: Transit Future Plan Framework

Vision & Goals

Vision Statement

“By the year 2040: Transit in the Regional District of Okanagan-Similkameen connects people and communities locally, regionally, and inter-regionally through cost-effective, convenient, integrated, accessible, and user-friendly services.”

Goals

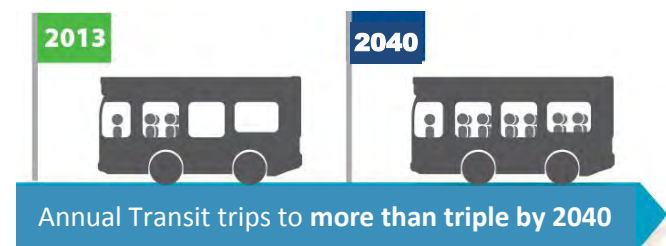
1. **The transit system complements the goal of compact complete communities and is integrated with local government land use and transportation plans**
2. **The transit system is efficient**
3. **The transit system is a viable alternative to the private vehicle**

Ridership Targets

The Okanagan-Similkameen Transit Future Plan recognizes that the region contains urban and rural character areas and has different mode share targets to reflect this. **Based on stakeholder input the transit mode share for transit:**

- **Inside Penticton** is three per cent (3%) of all trips by 2040, which will require Penticton ridership to grow from 454,000 to 1.2 million trips per year
- **Outside of Penticton** is two per cent (2%) of all trips by 2040, which will require a ridership increase from 40,000 to 540,000 trips per year.

The combined ridership across the RDOS will require 1.7 million annual trips to be made by transit by 2040, an increase of 3.4 times from the current 498,000 annual trips.



The Transit Future Plan Network

The Okanagan-Similkameen Transit Future Network includes four distinct layers of transit service to better match transit service to demand. The network is designed to be easy to use and competitive with automobile travel by improving the directness, reliability and frequency of the transit system. The network focuses on service along key corridors, service connecting neighbourhoods and major destinations and service which connects town centres to one another. The Transit Future Plan may require some customers to transfer from one route to another to complete their journey, with the trade-off that trips will be more frequent and overall travel will be more direct.

Frequent Transit Network (FTN)

The Frequent Transit Network (FTN) provides medium-to high-density mixed land use corridors with a convenient, reliable, and frequent (15 minute service) transit service operating weekdays between 7:00 am and 6:00 pm. The goal of the FTN is to allow customers to spontaneously travel between major destinations and reach the inter-regional exchange without having to consult a transit schedule. The FTN will carry the majority of total ridership in the Okanagan-Similkameen and for this reason justifies capital investments such as a high level of transit stop amenities, service branding, and transit priority measures.

Local Transit Network (LTN)

The Local Transit Network (LTN) is designed to connect neighbourhoods to local destinations and to the FTN. LTN services allow customers to plan a trip to work, school, or the local shopping centre. Frequency and vehicle types are selected based on demand, with LTN routes sub-categorized into either an Urban or Small Town LTN.

Urban Local Transit Network

- Frequency 30 minutes or greater
- Connection to local destinations , FTN
- Conventional fixed-route , fixed-schedule service

Small Town Local Transit Network

- Frequency 60 minutes or greater
- Connection to local destinations, FTN, or Regional/Inter-regional services
- May include Paratransit options:
 - **Fixed schedule with On-Request service** This type of service has set trip times and a usual route, but the schedule is designed to allow one or two deviations within one kilometre from the usual route to serve customers that are beyond walking distance, or who face mobility challenges.
 - **On-Request service** This type of Paratransit has set operating hours, but routes and schedules are determined based on requests received. Because it is not consistent, this form of Paratransit is more difficult for customers to understand and requires the most planning ahead, however it can be an effective form in very low density areas.

Targeted Services

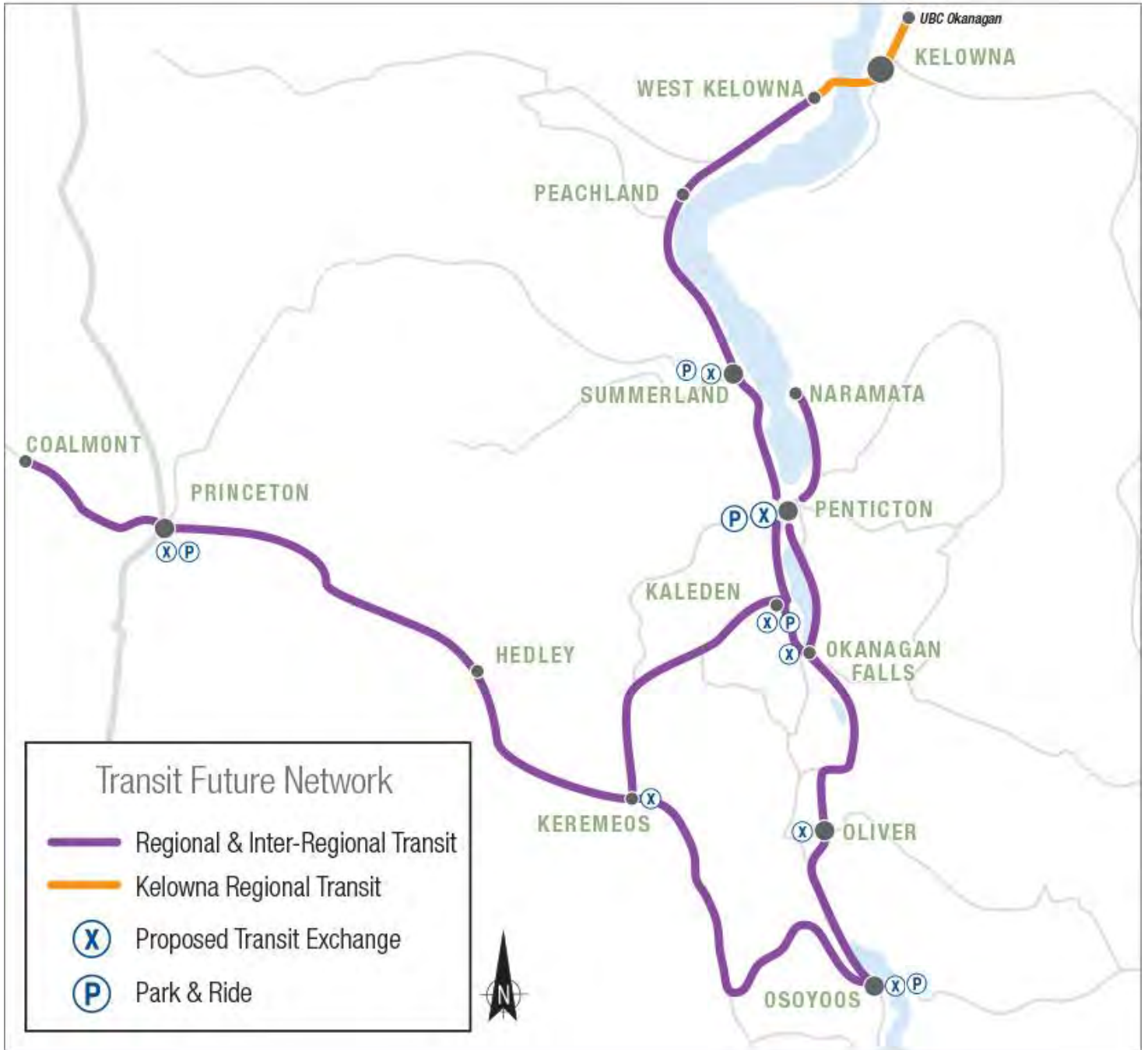
Targeted services are a collection of transit services that do not fit into the frequent or local transit network definition and are more focused on the needs of specific customers. These services include:

- **Regional transit services** designed to provide access between communities of the region. The target market includes a mix of people travelling for health services, personal shopping, and for some communities commuter services for post-secondary students and employees.
- **Interregional services** are designed to provide commuter connections for post-secondary students and employees working outside of the Okanagan-Similkameen, as well as access to advanced medical services and specialized shopping not available in Penticton or other regional hubs.
- **School or Employee Shuttle Services** are trips focused on servicing destinations which attract high volumes of commuters, but may be located outside of a regular service area, and often include cost-sharing or special fare structures based on agreements with the school or employer.

Custom Transit

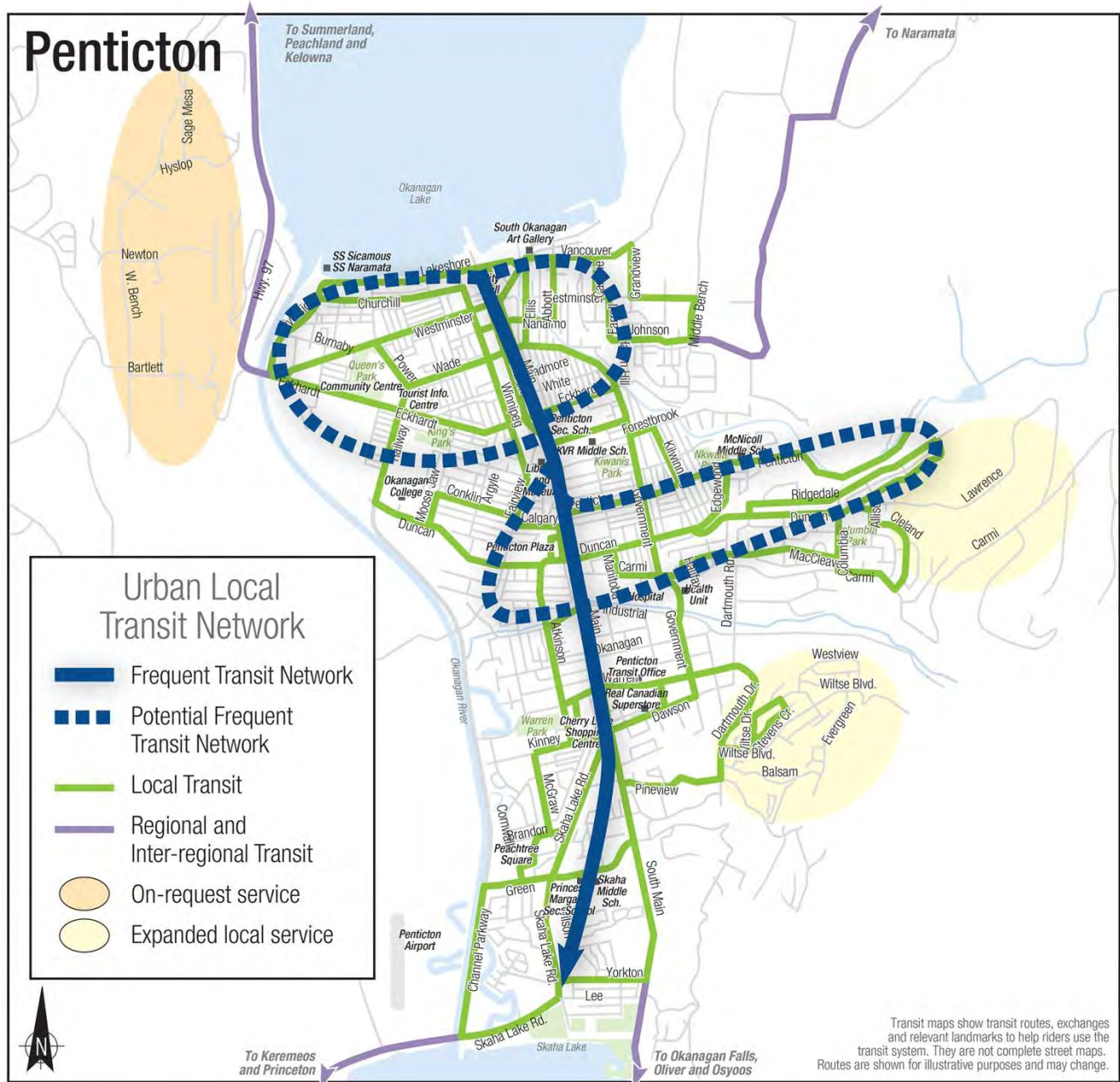
- **handyDART** Door-to-door services for customers unable to use the Frequent Transit or Local Transit Network services.

Okanagan-Similkameen Future Regional and Inter-regional Transit Network Map

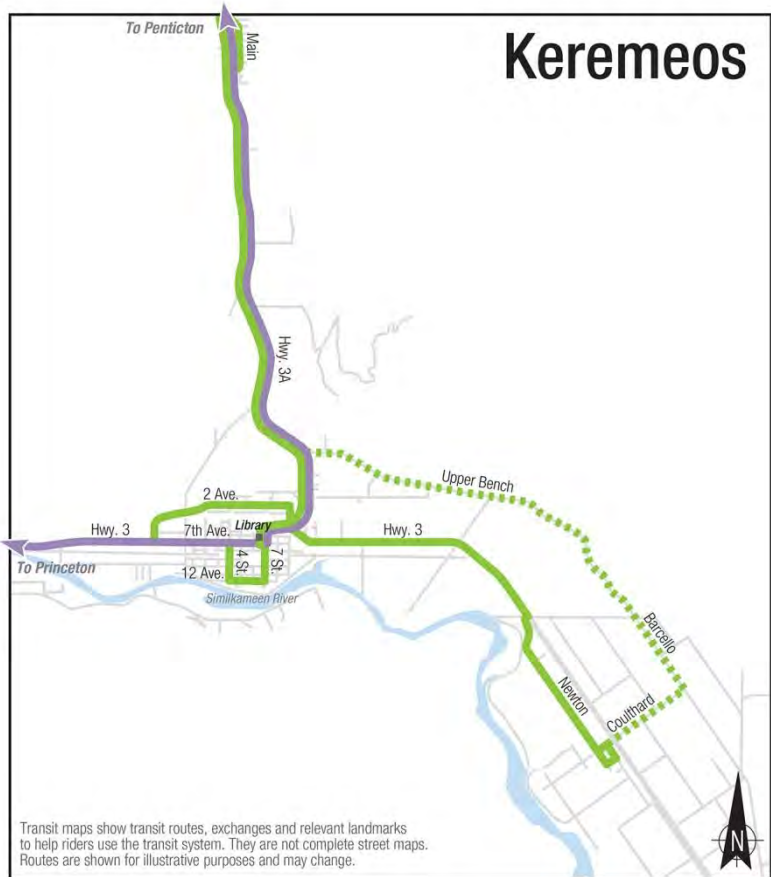


Okanagan-Similkameen Future Local Transit Network Maps

Penticton: 25 year Network Vision



Keremeos & Area: 25 year Network Vision



Small Town Local Transit Network

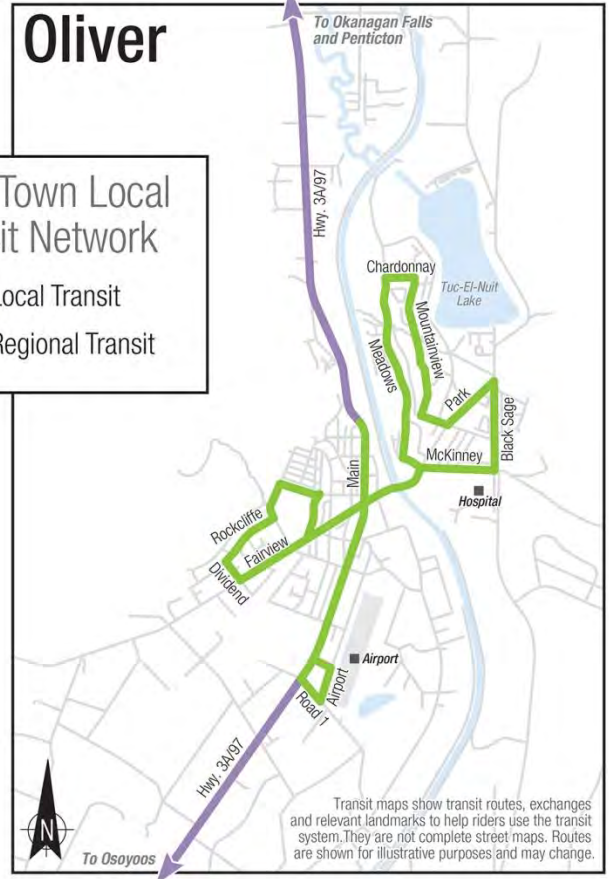
- Local Transit
- Regional Transit



Okanagan Falls & Naramata: 25 year Network Vision



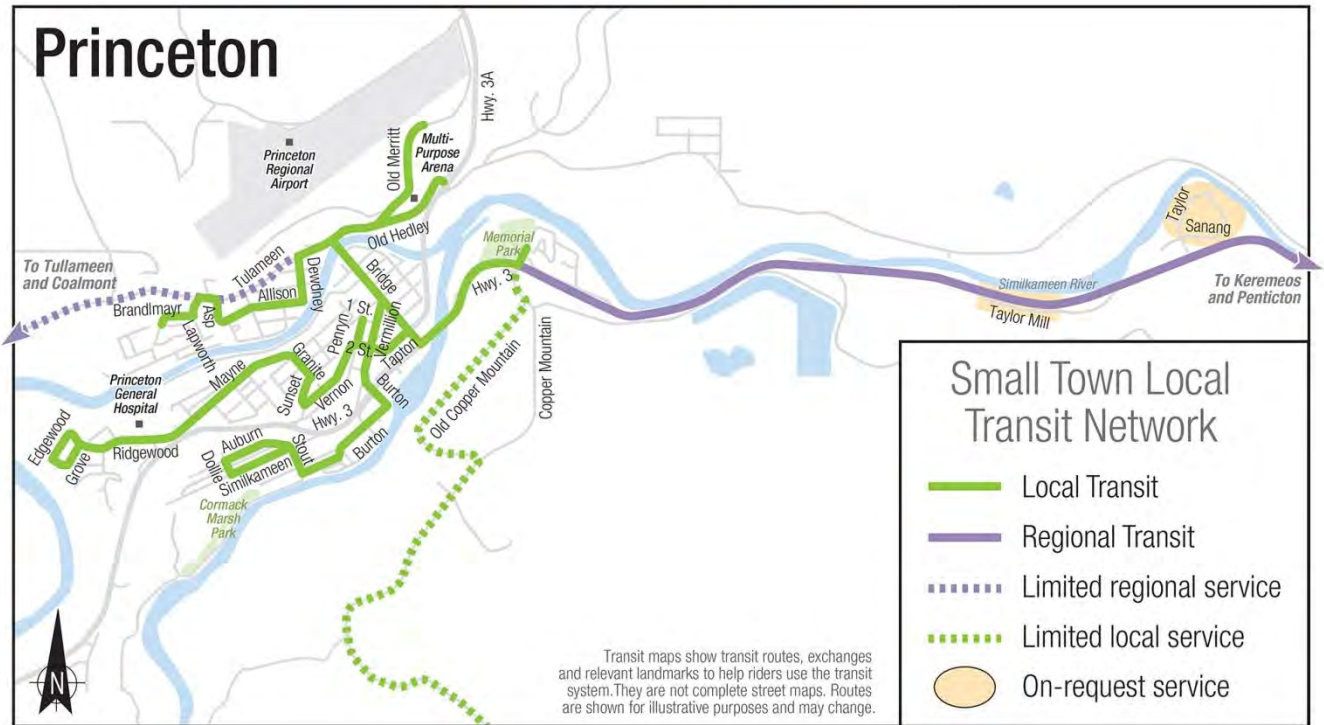
Oliver: 25 year Network Vision



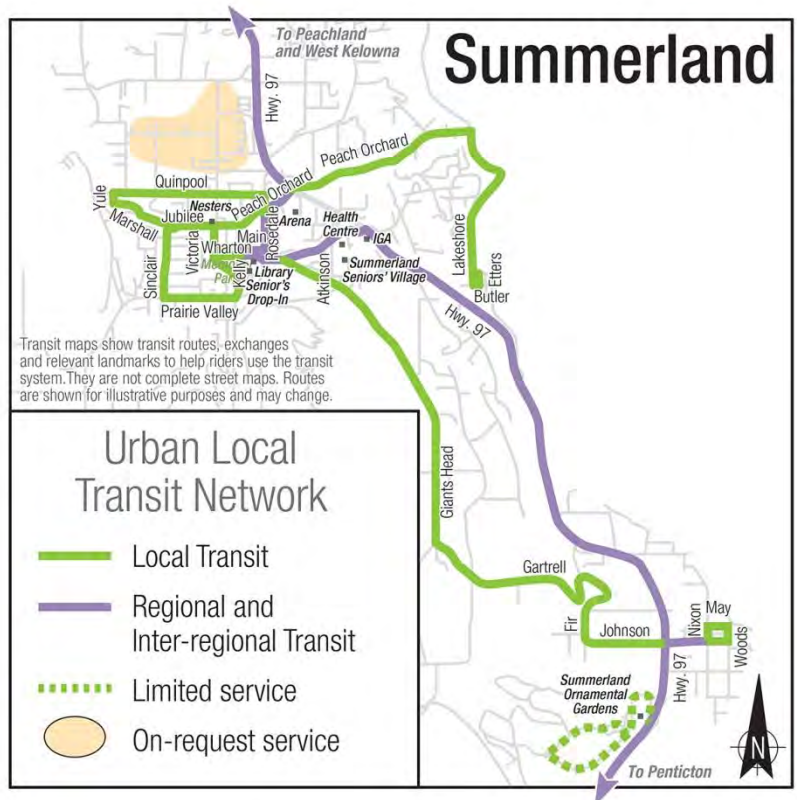
Osoyoos: 25 year Network Vision



Princeton & Area: 25 year Network Vision



Summerland: 25 year Network Vision



Implementation Strategy

Establishing the Transit Future Plan network requires prioritizing transit investments and developing an implementation strategy to transform today's network into the future network. Note that actual implementation of expansion is contingent on available local provincial funding. See table 1 below.

Plan Number	Table 1: Implementation Strategy
Immediate Implementation Priorities (2015)	
Local Small Town Transit	
1	<p>Introduce Local transit to Okanagan Falls IMPLEMENTED JANUARY 19 2015</p> <p>This service is an expansion to the Okanagan-Similkameen Transit System, expanding the system from 1 regional connector route (Targeted service) between Penticton and Area A (Naramata), to include local service within Okanagan Falls and an additional regional connector route between Penticton and Area D as described in Option 2.</p>
Targeted Transit: Regional and Inter-regional Transit	
2	<p>Okanagan Falls ↔ Penticton: Introduce new daily and commuter connections along Eastside Road between Okanagan Falls and Penticton IMPLEMENTED JANUARY 19 2015</p> <p>In conjunction with Option 1, this service is an expansion to the Okanagan-Similkameen Transit System, adding an additional regional connector route between Penticton and Area D (Okanagan Falls)</p>
Supporting Priorities	
3	<p>Adopt a revised governance structure to streamline implementation actions contained in this plan and enable more comprehensive system management and performance monitoring.</p> <p>Decision-making, administrative transit knowledge, transit resources, public information, fares and schedules are largely fragmented across the five separate systems in the RDOS. Better integration is an essential step to implementing the Transit Future Plan and enabling services that coordinate seamlessly for transit customers.</p> <p>Therefore it is strongly recommended that the first priority out of this Transit Future Plan is to begin a regional discussion about levels of integration and potential strategies. See page xxiv in this Executive Summary for further information.</p>

4	<p>[Contingent on Integrated Governance] Adopt service standards and route performance guidelines for transit services in Penticton and Outside of Penticton.</p> <p>Service standards and route performance guidelines provide a consistent tool to measure the performance of new and existing services. These standards and guidelines will ensure services are effective and in line with community goals and enable the provision of evidence based service planning recommendations to local government partners across the RDOS.</p>
5	<p>[Contingent on Integrated Governance] Consolidate Riders Guides across the region to include all transit systems (see West Kootenays Riders Guide)</p> <p>Develop a single Riders Guide for all transit services across the RDOS so that transit customers will be able to plan ahead to use transit services in adjoining communities.</p>
6	<p>[Contingent on Integrated Governance] Determine and adopt a comprehensive and consistent menu of fares and fare products for Local, Regional and Inter-regional transit services</p>
7	<p>[Contingent on Integrated Governance] Improved coordination of schedules</p> <p>a. Review schedules for minor cost-neutral changes to enable greater connectivity between transit services</p> <p>b. Introduce Online/Smart phone trip planner In tandem with consolidating all schedule and route information for the region, introduce an online/smart phone trip planner</p>
8	<p>[Contingent on Integrated Governance] Develop a region-wide strategy to adopt enhanced long term education and ridership programs designed to introduce area residents to transit.</p>

Short-term Implementation Priorities (0 to 5 years)	
Frequent Transit	
9	<p>Phase One of Main Street Frequent Transit Network (FTN) Development - Two Phases</p> <p>This is the first major step to implement the primary Main Street FTN. Transit service frequencies on the existing route 5 Main Street will be adjusted and expanded to create a Frequent Transit route. This phase focuses on service expansion between Cherry Lane Mall and Lakeshore Drive.</p>

Urban Local Transit	
10	<p>Penticton: Improve Sunday</p> <p>Hourly service on Route 5 Main Street will be introduced for four hours on Sunday afternoons. This will operate on a staggered time table with the existing hourly Route 16 Lake to Lake Sunday Service to provide (between both routes) 30 minute service along the Main/Government corridor from noon until 4:00 pm. This will augment north/south travel during the busiest times on Sundays.</p>
11	<p>Penticton: Improve late night service to 12:00 am on Fridays and Saturdays and during Peachfest</p> <p>Additional hours and schedule adjustments to Routes 5 Main Street and 15 Night Route for late night service connecting to downtown and the entertainment district.</p>
12	<p>Penticton: Introduce Service to the Wiltse Area.</p> <p>Local Transit service will be extended to include more coverage in the Wiltse area. The most likely candidate for extension is Route 1 Okanagan Lake/Wiltse.</p>
13	<p>Greater Penticton: Examine and identify opportunities to extend conventional and handyDART transit service to developments located on adjoining Penticton Indian Band lands.</p> <p>Working in tandem with the Penticton Indian Band (PIB) and the City of Penticton, conduct a feasibility study to assess possibilities for future expansion to connect residents of and retail locations on PIB lands with the Penticton Transit System. Potential sites include Redwing Estates and Green Avenue Channel developments; further sites will be identified using the PIB's Land Use Plan as a guide.</p>
14	<p>Greater Penticton: Introduce Service to the West Bench</p> <p>The transit service area will be extended to include the West Bench. Owing to its location the West Bench is most cost-effectively served by the Targeted Regional Connector service operating between Penticton and Summerland.</p> <ul style="list-style-type: none"> • Service levels and service delivery will be determined based on an examination of ridership demand to be conducted as part of the Service Change Service Discussion Document for this expansion, but are preliminarily estimated at four trips per day, Monday to Friday.

Local Small Town Transit	
15	<p>Keremeos: Introduce service two days per week within Keremeos, and to Cawston and Ollala</p> <p>This new service would use a vehicle stationed in Princeton, which would travel to the Keremeos area two days per week to enable access to daily needs, post office, and medical service for residents of Keremeos, Cawston and Olalla.</p>
16	<p>Princeton: Introduce weekday scheduled service within Princeton interspersed with periods of on-request service for people with a disability. 3 full days + 1 hour on Tuesday/Thursdays</p> <p>Existing service hours within Princeton would be re-allocated in combination with new hours in order to offer scheduled fixed-route service. Peak trips will be offered Monday through-Friday, while daytime scheduled service will be offered on Mondays, Wednesdays and Fridays. Scheduled service will be designed to connect with Targeted transit regional connectors operating between Princeton and Penticton.</p> <p>Note: This option must be implemented in conjunction with service expansion to Keremeos because both expansions rely on the same new additional vehicle.</p>
Targeted Transit: Regional and Inter-regional Transit	
17	<p>Penticton ↔ West Kelowna: Add two round trips per day, Monday to Friday at commuter hours.</p> <p>This option introduces a new service for Penticton and Summerland residents working, studying, and going to Kelowna for medical reasons. Service will begin in Penticton and offer timed connections to Kelowna Regional Transit Rapid Bus in West Kelowna. Rapid Bus offers express limited stop service to downtown Kelowna and UBCO, and connections to regular transit routes in Kelowna.</p> <p>The service will also enable residents of Kelowna to visit Summerland and Penticton for the day, supporting visitor opportunities from Kelowna, and adding options for residents of Summerland to travel to Penticton for education and personal reasons.</p>
18	<p>Penticton ↔ West Kelowna: Add three additional midday rounds trips Monday and Wednesday, and Friday.</p> <p>The addition of midday services on select days of the week enables RDOS residents from communities south and west of Penticton, in addition to Penticton and Summerland residents, to access Kelowna for medical purposes and shopping.</p>

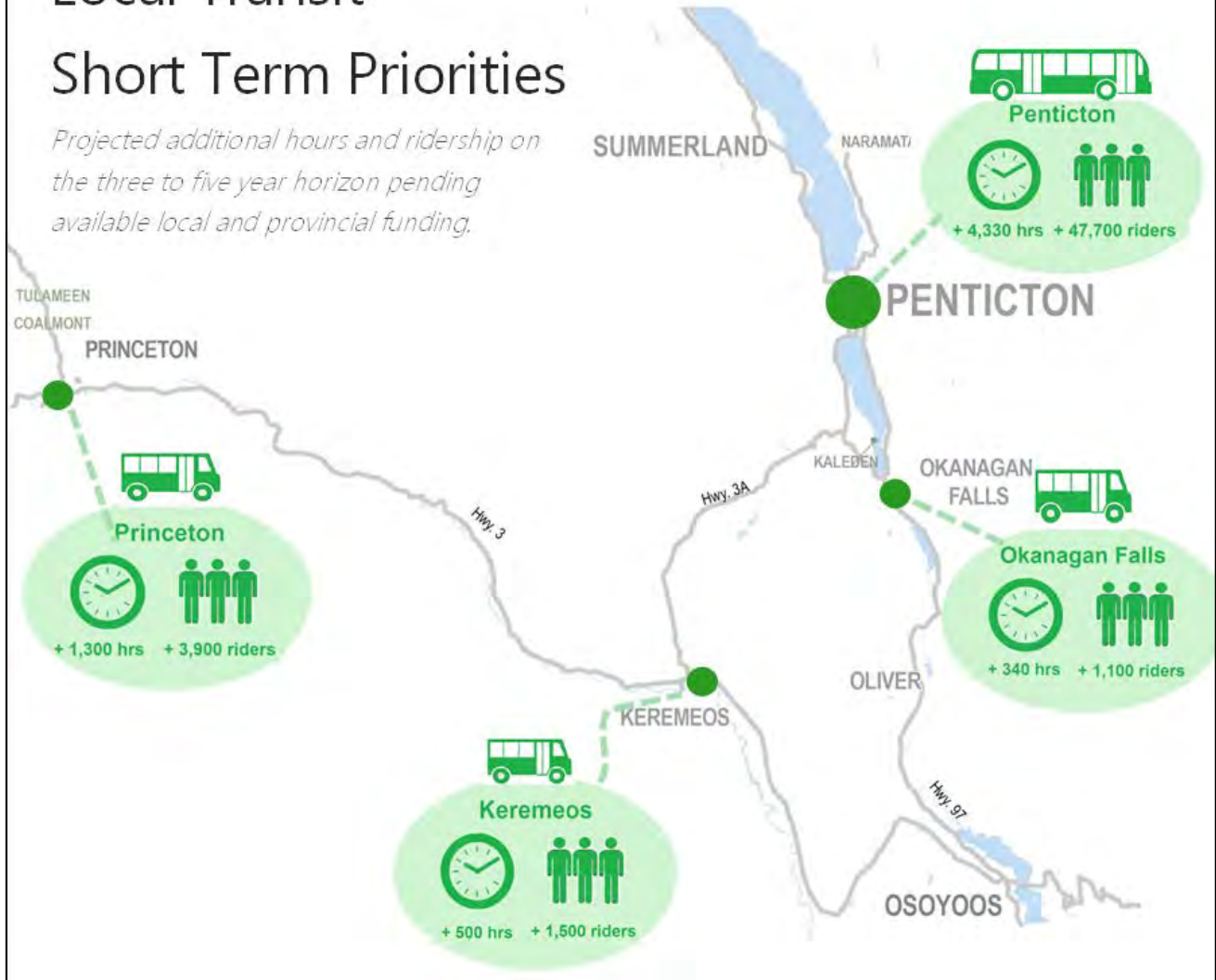
19	<p>Princeton ↔ Keremeos: Introduce one return trip between Princeton and Keremeos on Tuesdays and Thursdays</p> <p>Note: This option must be implemented in conjunction with local service expansion to Keremeos and in Princeton (Option15) because the vehicle used for these expansions will be housed in Princeton.</p> <p>This option will benefit eastbound travel between Princeton and Hedley to Keremeos. Local Government partners and BC Transit should also contact the Ministry of Highways to explore opportunities to install stops to serve smaller communities along the way.</p>
20	<p>Princeton ↔ Penticton: Adjust existing schedule for more time in Penticton to enable connections to the Penticton ↔ West Kelowna midday trips.</p> <p>Designed to be carried out in conjunction with Option 18, this option extends the hours of service for targeted transit service operating between Princeton and Penticton, so that trips are slightly later. This will enable RDOS residents originating in the Similkameen to access the midday targeted service operating between Penticton and West Kelowna.</p>
21	<p>Osoyoos ↔ Penticton: Increase service to two round trips per day Monday to Friday, connecting with with midday Kelowna service from Penticton.</p> <p>a. Phase One: Addition of one trip on Friday mornings</p> <p>This option adds an additional round trip on Friday morning between Osoyoos and Penticton. In combination with the scheduled service to Kelowna, which operates on Mondays, residents of the South Okanagan will have 8 trips per week to Penticton.</p> <p>b. Phase Two: Addition of second trip on Friday afternoons</p> <p>Service to include a second additional round trip on Fridays;</p> <p>c. Phase Three: Conversion of Monday Kelowna trip to two Penticton trips, connecting with Kelowna Service from Penticton</p> <p>With the conversion of the existing Monday Kelowna trip to two trips between Osoyoos and Penticton residents of the South Okanagan will have 10 trips per week to Penticton with connections to Kelowna available on Mondays, Wednesdays and Fridays.</p>
22	<p>Osoyoos ↔ Penticton: Increase service to four round trips per day, Monday to Friday to provide northbound and southbound commuters access to major employers in the Oliver area</p> <p>This expansion provides the opportunity for residents living north and south of Oliver access</p>

	<p>to new employment in the Oliver area at the new corrections facility. Service viability and trip times will be confirmed and determined by shift structure.</p> <ul style="list-style-type: none"> This service will also provide improved options for trips by Penticton area residents to the South Okanagan.
Infrastructure Priorities	
23	<p>Along the FTN Corridor in Penticton, between Downtown and Cherry Lane Mall.</p> <p>Invest in on-street customer amenities such as transit shelters and shade, benches, and enhanced customer information. Transit information should include transfer locations for service to Okanagan College, Penticton Regional Hospital, civic facilities, and also transfer locations to access targeted transit to other communities. Other transportation information should include active transportation maps and way-finding within a 200-400 m radius of each principle FTN stop</p>
24	<p>Reconfigure the existing Cherry Lane/Warren Avenue exchange in order to enable sufficient capacity for integrating targeted regional transit services with local transit, as well as active transportation facilities (pedestrian, bicycle racks, and local transit information).</p> <p>Sufficient space is needed to accommodate three conventional vehicles, and layover space for up to three community-shuttle sized vehicles.</p>
25	<p>Highway-side transit stops.</p> <p>Explore opportunities with the Ministry of Transportation to develop highway-side stops for:</p> <ul style="list-style-type: none"> Manufactured home and LSIB communities along between Princeton and Keremeos (Hwy 3) Twin Lakes (Hwy 3A) Gallagher Lake (Hwy 97) Agricultural Research Centre (Hwy 97)
26	<p>Continue to improve transit customer facilities.</p> <p>Continued improvement and maintenance of transit facilities and on-street customer amenities are important for the successful operation and future growth of the transit system. Some improvements that have been identified are:</p> <ul style="list-style-type: none"> Space transit stops along a corridor at appropriate intervals between 300m - 400m. In some locations, transit stops are spaced too closely together, leading to slower transit

	<p>trips and higher transit stop maintenance costs. Corridor transit and transportation projects should include a review of stop locations prior to investing in infrastructure</p> <ul style="list-style-type: none"> Invest in on-street customer amenities such as transit shelters, customer information, benches. Bike racks at key stops and pedestrian-oriented lighting at transit stops
27	<p>Install universally accessible transit stops.</p> <p>BC Transit buses are all accessible, but basic stop infrastructure such as sidewalks (or concrete pads), are required for these features to be used. Establish criteria to prioritize the universal accessibility of transit stops and implement a program of annual upgrades and installations of sidewalks or pads across the RDOS.</p>
Custom Transit Priorities	
28	<p>Support ongoing conventional travel training among applicants for Custom Transit.</p> <p>Transit customers in Penticton with accessibility challenges make excellent use of the existing conventional transit system which operates on a much lower hourly cost than custom transit. This culture should continue to be encouraged as it offers benefits of both convenience (schedules are known) for transit users, and cost efficiency for transit partners.</p>
29	<p>Custom registration and recertification of existing handyDART registrants.</p> <p>BC Transit is developing a revised handyDART registration process which is currently being implemented as a pilot project in several transit systems. Based on the outcomes this new approach will be fine-tuned and implemented in communities providing handyDART service as a separate service from conventional and paratransit.</p>
30	<p>Penticton handyDART: Aligning the hours of operation Mondays through Fridays and service area with the regular conventional service (excluding night service).</p>
31	<p>Penticton handyDART: Expand handyDART to include service on Saturdays.</p>

Local Transit Short Term Priorities

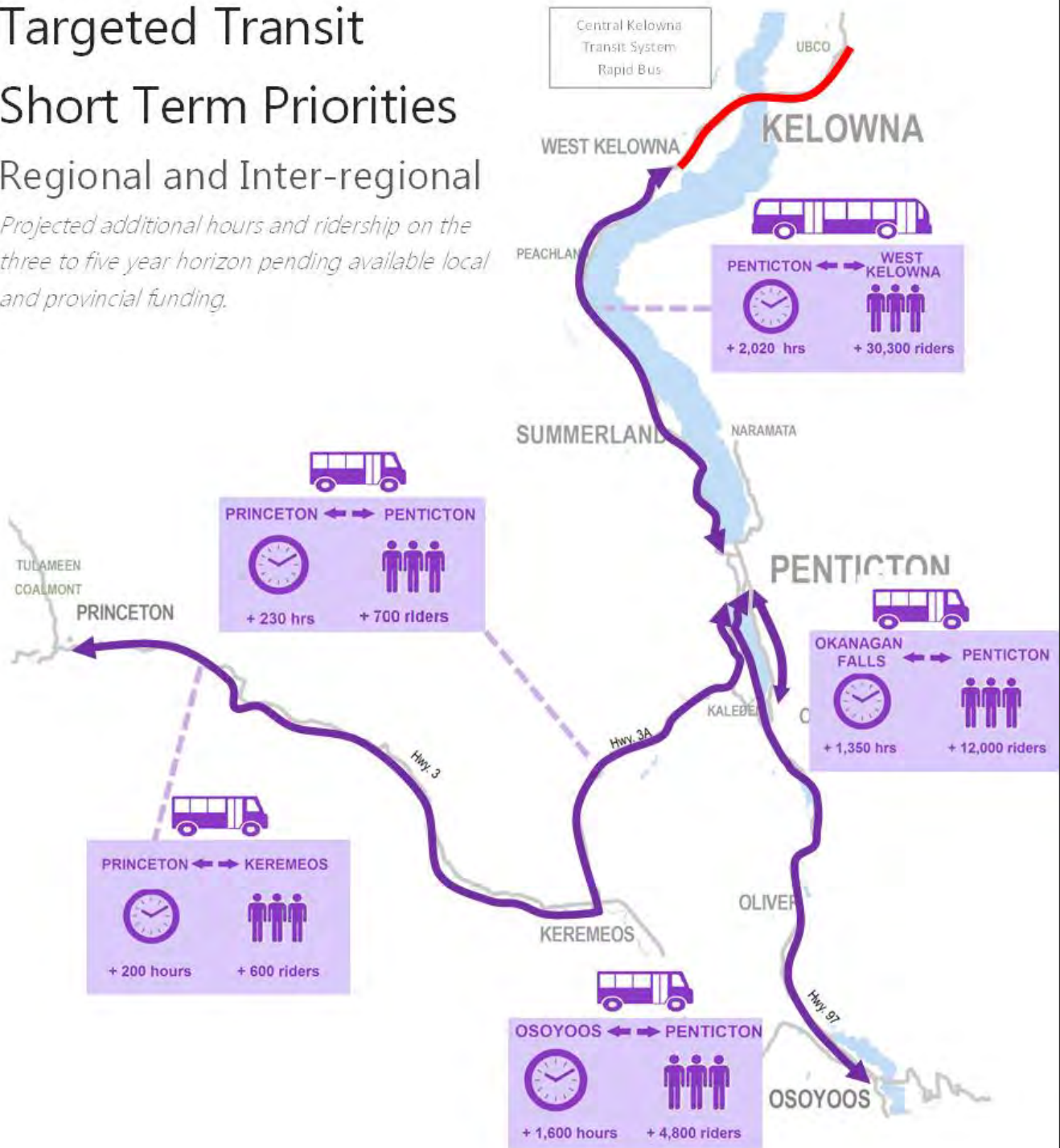
Projected additional hours and ridership on the three to five year horizon pending available local and provincial funding.



Targeted Transit Short Term Priorities

Regional and Inter-regional

Projected additional hours and ridership on the three to five year horizon pending available local and provincial funding.



Medium & Long-term Implementation Priorities (6 – 25+ years)	
Frequent Transit	
32	Penticton: Phase Two of Main Street Frequent Transit Network (FTN) Development
33	Penticton: Investigation of Secondary FTN – potentially serving Okanagan College.
34	Penticton: Phase One Secondary FTN Network development.
35	Penticton: Phase Two of Secondary FTN development will expand service hours in order to reach Main Street FTN level of service.
Urban Local Transit	
36	Penticton: Extend select local Penticton routes to 30-minute service Monday to Saturday.
37	Penticton: Extend Regular Routes to 8:00 pm Monday to Saturday
38	Penticton: Introduce Service to Sendero Canyon
39	Penticton: Improve Sunday service by introducing service at 2014 Saturday levels.
40	Penticton: Extend service to Spiller Road
Small Town Local Transit	
41	Osoyoos: Improve daytime local service within Osoyoos Monday to Friday.
42	Oliver: Introduce daytime local service within Oliver Monday to Friday.
43	Summerland: Introduce dedicated local transit service to Summerland Monday to Saturday.
44	Osoyoos & Oliver: Expand local transit service to Saturdays
45	Okanagan Falls: Introduce service on Saturdays within Okanagan Falls

46	Princeton: Introduce evening service on Friday night.
47	Osoyoos & Oliver: Introduce evening service on Friday and Saturday.
48	Princeton: Introduce service on Saturdays
49	Keremeos: Introduce service on Saturdays.
50	Summerland: Introduce evening service Friday and Saturday.
51	Summerland: Introduce service on Sundays.
52	Osoyoos & Oliver: Introduce service on Sunday.
Targeted Transit: Regional and Inter-regional Transit	
53	Penticton ↔ West Kelowna: Increase service on weekdays to four round trips
54	Princeton ↔ Penticton: Increase service to five days per week.
55	Osoyoos ↔ Penticton: Introduce three round trips on Saturday
56	Summerland ↔ Penticton: Introduce three round trips on Saturday.
57	Summerland ↔ Penticton: Introduce evening service on Friday and Saturday.
58	Keremeos ↔ Osoyoos: Introduce service between Keremeos and Osoyoos
59	Naramata ↔ Penticton: Introduce evening service on Friday and Saturday
60	Okanagan Falls ↔ Penticton: Introduce evening service on Friday and Saturday
Targeted Transit: Employee Shuttles	
61	Conduct a feasibility study for an employee shuttle between Summerland or Trout Creek to the Agricultural Research Centre.
62	Conduct a feasibility study for an employee shuttle timed to meet shift changes between Princeton and Copper Mountain Mine

Infrastructure Priorities	
63	Local Exchanges
64	Penticton Park&Ride
65	Hwy 3A/Hwy 97 Transfer/ Park&Ride
Custom Transit Priorities	
66	Assess the need for Okanagan-Similkameen expansion to align with the coverage area of Okanagan-Similkameen Routes 10, 20 and 21.
67	Summerland: Formal reclassification of custom services into Tier 3 Custom.
68	Summerland: Continue to expand service over time to meet demand.
69	Penticton Urban: Continue to expand service over time to meet demand.
70	Conduct a feasibility study to assess unmet trips within the Osoyoos and Oliver area that would be met by the introduction of Custom (handyDART).

Cost of Short Term Implementation Priorities

Preliminary costs have been developed for the short-term service improvement priorities requiring expansion hours. See Table 2. Cost and revenue projections are based on the 2013/14 Annual Operating Agreement (AOA) budget figures, and actual costs and impacts may vary depending on the finalization of service and operating details. Ridership projections are also estimates, based on analysis of current ridership trends and expected trends associated with the proposed service change. Actual implementation is subject to the available local and provincial funding.

Table 2: Cost, Revenue and Ridership Projections for Short-term Implementation Priorities								
Service Option	Buses**	Additional total kms	Service Hours	Rides	Total Revenue	Total Costs	Net Local Share of Costs***	BC Transit Share of Costs****
Frequent Transit								
9. Penticton: Phase One of Main Street Frequent Transit Network (FTN) Development.	1	56,800	2,620	36,700	\$26,700	\$257,100	\$128,600	\$101,800
Urban Local Transit								
10. Penticton: Improve Sunday Service.	0	5,700	260	2,600	\$1,900	\$26,300	\$12,200	\$12,200
11. Penticton: Improve late night service to 12:00 am on Fridays and Saturdays and during Peachfest.	1	14,100	650	5,200	\$3,800	\$96,200	\$65,700	\$26,700
12. Penticton: Introduce Service to the Wiltse Area.	0	8,700	400	2,000	\$1,500	\$32,700	\$15,900	\$15,300
13. Greater Penticton: Introduce Service to the West Bench.	0	8,700	400	1,200	\$900	\$32,700	\$16,500	\$15,300
Small Town Local Transit								
15. Keremeos: Introduce service two days per week within Keremeos, and to Cawston and Ollala.	1	11,600	500	1,500	\$3,000	\$51,400	\$31,700	\$16,700
16. Introduce scheduled Transit Service in Princeton on Monday, Wednesday and Friday with limited scheduled Tuesday and Thursday service.	0	30,000	1,300	3,900	\$7,700	\$68,900	\$22,200	\$39,000

Service Option	Buses**	Additional total kms	Service Hours	Rides	Total Revenue	Total Costs	Net Local Share of Costs***	BC Transit Share of Costs****
Targeted Transit: Regional and Inter-regional Service								
19. Princeton ↔ Keremeos: Introduce one return trip between Princeton and Keremeos on Tuesdays and Thursdays. Note: This option must be implemented in conjunction with local service expansion to Keremeos and in Princeton (Option 15) because the vehicle used for these expansions will be housed in Princeton.)	0	4,700	200	600	\$1,200	\$10,600	\$3,400	\$6,000
20. Princeton ↔ Penticton: Adjust existing schedule for more 90 more minutes in Penticton to enable connections from Princeton to the Penticton↔West Kelowna midday trips.	0	5,400	230	700	\$1,400	\$12,200	\$3,900	\$6,900
17. Penticton ↔ West Kelowna: Introduce two round trips per day, Monday to Friday at commuter hours.	2	66,800	1,260	18,800	\$14,100	\$223,700	\$141,600	\$68,000
18. Penticton ↔ West Kelowna: Add three additional midday rounds trips Monday and Wednesday, and Friday to connect with services originating in Osoyoos and Princeton.	0	40,300	760	11,400	\$8,500	\$82,700	\$35,600	\$38,600
21 Osoyoos ↔ Penticton: Increase service to two round trips per day Monday to Friday and connecting with midday West Kelowna service from Penticton.	0	7,300	170	500	\$1,300	\$9,600	\$2,900	\$5,400
a) Add one Friday morning trip.								
b) Add one Friday afternoon trip.	1	6,000	140	400	\$1,000	\$32,300	\$25,400	\$5,900

Service Option	Buses**	Additional total kms	Service Hours	Rides	Total Revenue	Total Costs	Net Local Share of Costs***	BC Transit Share of Costs****
Targeted Transit: Regional and Inter-regional Service								
c) Convert existing Monday Osoyoos ↔ Kelowna trip into two Osoyoos ↔ Penticton trips.	0	1,300	30	100	\$300	\$1,700	\$400	\$1,000
22. Osoyoos ↔ Penticton: Increase service to four round trips per day, Monday to Friday to provide northbound and southbound commuters access to major employers in the Oliver area.	1	53,500	1,260	3,800	\$9,600	\$95,000	\$44,000	\$41,400
Custom Transit: HandyDart								
30. Penticton handyDART: Aligning the hours of operation Monday through Fridays more closely with the regular conventional service (excluding night service).	0	10,200	700	4,500	\$3,000	\$32,300	\$7,800	\$21,500
31. Penticton handyDART: Consider introducing handyDART on Saturdays.								

Notes:

*Estimate based on 2013/14 budgets. Final costs may change based on budgets at the time of implementation confirmation of final operational details.

**The vehicle requirements shown here appear feasible but would need to be confirmed by BC Transit's Fleet Standards department closer to the implementation date,

*** Net Local Share of Costs represents local share of costs less estimated revenue

, ****BC Transit share of costs do not include BC Transit share of Vehicle Lease fees

Annual lease fee costs for a custom vehicle used in these estimates is \$46,400.

Revised Governance

Decision-making, administrative transit knowledge, transit resources, public information, fares and schedules are largely fragmented across the five separate systems in the RDOS. Better integration is an essential step to implementing the Transit Future Plan and enabling services that coordinate seamlessly for transit customers.

Governance-related decisions fall into several layers of transit provision including Customer Information and Riders Guides, Fares and Pass Structures, Schedules, Driver Hours, and Fleet Resources. **For the future, integrating service on one or more of the topic areas will have an overwhelming impact on the efficiency and effectiveness of transit in Okanagan-Similkameen and how it serves it's communities.** See Appendix One in the plan for further details regarding the existing issues and the benefits of integration.

The Case for Improved System Integration

Each transit system within the RDOS is composed of layers of transit provision:

- Transit Information/Riders Guides
- Fares and Passes
- Schedules
- Resources – driver hours
- Resources – fleet
- Marketing and promotion

*These functions are all carried out in **quintuplet** within the RDOS*

Is this redundancy and multiplicity needed?

Many residents are unaware of the transit services in neighbouring communities. Integration of some layers could make transit easier to use, while also making transit provision more efficient.

Therefore it is strongly recommended that the first priority out of this Transit Future Plan is to begin a regional discussion about levels of integration and potential strategies. Recent successes in the West Kootenay area could form a model to guide this process. .

System integration can be achieved while maintaining multiple operating companies. Given the spatial extent of transit service in Okanagan-Similkameen and blend of existing operating companies (one commercial and three not-for-profits), this would be the recommended condition for system amalgamation.

If supported, in order to move forward on regional integration, a number of steps are required in terms of approval and agreement. These steps would be confirmed with local government partners but would likely use the following path:

Step 1 - Regional District of Okanagan Similkameen receives and endorses the RDOS Transit Future Plan

Step 2 – A Regional Transit Advisory Committee is formed and elected officials are appointed as members. The members and municipalities they represent agree to recognize the Committee as responsible for setting regional fares, processes and products as well as respect recommendations of the Committee for regional planning initiatives, expansion priorities and service hour allocation.

Step 3 – The Committee endorses a Terms of Reference which agrees to participate in a single schedule for the system, and in doing so, acknowledge local service changes must be done in line with scheduled regional changes. Further, the committee honours a regional fare structure approved by the committee, but in doing so, not give up the right to set a local fare.

Step 4 – BC Transit would then work with the local government partner staff to develop a preliminary integrated schedule for transmittal to the Transit Committee for their review and discussion.

Step 5 – The proposed service implementation and integration is discussed and approved by the Transit Committee.

This path would then enable implementation of the integrated service. Since the costs for service options presented in this Plan have been determined based on a non-integrated state, a more integrated transit system and governance structure would not only bring a more positive passenger experience and higher ridership but also a more cost-effective service.

Note that a number of the service options contained in this plan look at extending service to areas in neighbouring jurisdictions such as the Penticton Indian Band Lands and the Central Okanagan regional District. These initiatives will require the formation of new partnerships. These partnerships could be formed inclusive to a Regional Transit Advisory Committee or separately from it. Regardless, it would be supportive of transit in the area to:

- Seek broader involvement of RDOS local governments in transit partnerships, including municipalities and Indian bands currently not involved
- In partnership with other local governments in the North Okanagan and Central Okanagan Regions look for opportunities to conduct long-term transportation planning collaboratively, including an assessment of future demand and potential modes/vehicle types (bus, rail, cycling, park and rides).

Service Design Standards and Performance Guidelines

As part of the ongoing management of the transit network, service standards and route performance guidelines are being developed for transit systems across British Columbia as tools that can be used to help make service planning decisions and measure how well the transit system is progressing towards achieving its vision, goals and targets.

- **Service standards** define service levels (frequency of service, span of day service is provided, days of the week when service is provided), the service area and when new service should be introduced to an area.
- **Performance guidelines** measure service effectiveness and monitor how well the transit system is progressing to achieving the vision of the Transit Future Plan.

These measures are meant to ensure an acceptable level of service quality to the customer, and along with the Transit Future Plan, guide planning decisions and recommendations for transit. The performance guidelines are monitored and inform the Annual Performance Summary (APS) reports presented to transit partners on an annual basis.

Owing to the comprehensive nature of the Okanagan-Similkameen Transit Future Plan, Service Design Standards and Performance Guidelines will be developed once the new governance model has been established, providing an integrated forum for RDOS review of these guidelines. Upon completion, the service standards and route performance guidelines will be re-examined and renewed in time with updates to the Transit Future Plan. This is necessary since standards and performance guidelines are evolutionary and should grow with the system and development of the community and its changing needs.

Funding the Plan

To meet the mode share and ridership targets of the Transit Future Plan, capital and operating investments in the transit system will be required over the next 25 years. Annual operating costs are based on service hours. Hours within Penticton are projected to increase from the existing 22,866 hours to approximately 43,000 hours, while hours for services outside of Penticton, including regional services, are projected to increase from the existing 8,100 hours to 28,000 hours.

The plan also calls for capital investments that include:

- Expanding the combined medium and heavy duty transit fleet from the existing 8 vehicles to 20 vehicles and
- Expanding the combined light duty fleet from the existing 13 vehicles to 26 vehicles (or if the fleet is integrated, to 23 vehicles).
- An updated integrated primary transit exchange at Cherry Lane Mall (Warren Ave) in Penticton.
- New secondary transit exchanges at Okanagan College and within the downtown areas of Oliver, Osoyoos, Princeton, and Summerland.
- Improvements to accessibility and customer amenities at transit stops.
- Pedestrian-friendly improvements to streetscapes in areas undergoing intensification and redevelopment, particularly urban villages adjacent to the Frequent Transit Network.
- Park & Ride facilities on the edges of Penticton, Kaleden, Osoyoos, Princeton, and Summerland.

Given the increase in transit investment expected over the coming decades, the way in which transit is and will be funded needs to be reviewed. BC Transit and its funding partners will need to work together to achieve stable and predictable funding sources beyond the existing mechanisms.

Budget Development Process

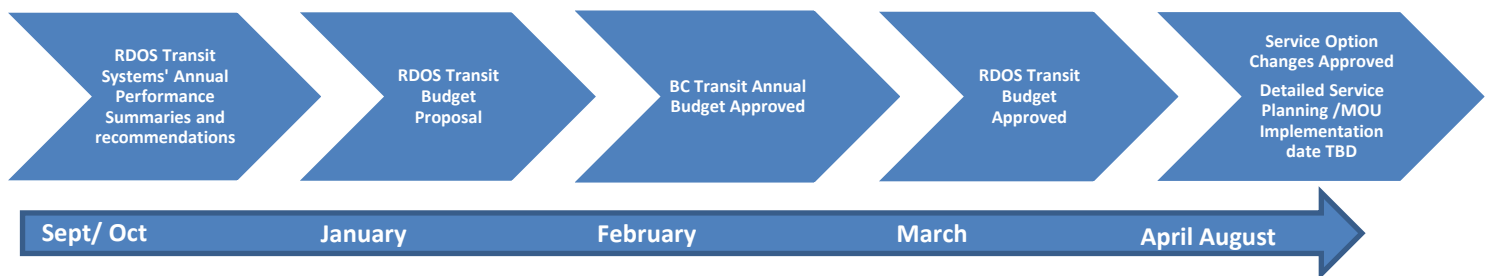
The Implementation Strategy section establishes milestones over the next 25 years which strategically guide the system from today to the Transit Future vision. Supporting annual plans and three year service budget and initiative letters will provide the operational and budget details necessary to implement service changes.

Once the Transit Future Plan is approved it will act as a source of initiatives that drive BC Transit's operational and capital expansion process. This in turn guides budget development for BC Transit

and the RDOS, as well as BC Transit’s annual provincial budget submissions. Since provincial funding for transit is confirmed on an annual basis, implementation of any option requiring expansion is dependent on BC Transit’s fiscal year budget, and available provincial funding normally confirmed by the province in mid-February each year.

Implementation of specific service options and packages is also dependent on allocation of available provincial transit expansion funding between transit systems as determined through BC Transit’s Transit Improvement Program (TIP).

Once local government has approved a service option or combination of options for implementation – and local and provincial funding has been approved, if required – an Implementation Agreement Memorandum of Understanding (MOU) will be developed for signature by all required parties including BC Transit. This MOU outlines the service changes to be developed for implementation and the roles and timeline for implementation. Once signed, changes to scope may change timelines. Detailed costing will be confirmed throughout implementation.



Keys to Success

To guide the plan from vision to reality will require an on-going dialogue between the Province, BC Transit, the RDOS and its local governments, and local authorities on transportation policy, funding and the linkage between land use and transit planning.

The Transit Future Plan builds upon previous plans (Official Community Plans, the South Okanagan Regional Growth Strategy, and Neighbourhood Land Use Plans) and will be used to communicate the vision and direction for transit in the RDOS. This plan identifies transit supportive policies outlined in local OCPs and the South Okanagan Regional Growth Strategy. Other steps required for the success of the plan include integrating the transit strategy into other municipal projects, land use and development decisions, supporting travel demand management measures, transit oriented development and transit friendly land use practices.

BC Transit will work with the RDOS and other local partners to begin to take steps to guide the Transit Future Plan from vision to reality. These efforts will only be successful if done in partnership, with continuous dialog between these partners to ensure strong links between:

- Land use planning and transit planning
- Provincial and regional transportation and transit planning
- Transportation policy and funding availability



Introduction

Why do We Need a Transit Future Plan?

Transit has tremendous potential to contribute to more economically vibrant, livable, and sustainable communities. The need to realize this potential in the Okanagan-Similkameen is increasingly important because of factors such as an aging demographic, mobility for individuals who do not have access to other modes of travel, population growth and climate change. BC Transit has initiated the development of a Transit Future Plan for the Okanagan-Similkameen and other areas of the province to support the creation of more livable and sustainable communities.

Transit Future Plans are intended to:

- Focus public investment in transportation (the movement of people and goods)
- Influence and support urban form that supports public transit and active modes of transportation (e.g. walking and cycling)
- Provide access to services within the community such as health care, education and business
- Create communities and neighbourhoods where people can live, work and play without complete reliance on automobiles
- Ensure the road network is available for the efficient transportation of people and materials
- Reduce energy consumption and the production of greenhouse gas emissions primarily by reducing the use of single occupancy vehicles
- Make transit more competitive with private automobile travel

What is a Transit Future Plan?

The Transit Future Plan for the Okanagan-Similkameen envisions the transit network 25 years from now and describes the services, infrastructure and investments that are needed to get there. Although it is BC Transit's role to guide the plan from vision to reality, the intended outcomes of the plan cannot be

achieved by a single agency but rather through strategic and financial partnerships between local governments, regional partners, the Province of British Columbia and BC Transit.

The plan intends to promote and support planned land use in the region that will facilitate an increase in the use of transit and other sustainable modes of transportation. Municipal, regional and provincial planning agencies are pivotal to the success of the plan through strategic transit oriented development, transit friendly land use practices, travel demand management practices, and the provision of appropriate transit infrastructure at stop locations.

Study Area

This plan has been created for the Regional District of Okanagan-Similkmaeen (RDOS), is located in the southern interior of British Columbia. It borders the Fraser Valley Regional District to the west, the Thompson-Nicola Regional District and the Regional District of Central Okanagan to the north, the Regional District of Kootenay Boundary to the east and the USA border to the south. The Regional District is comprised of six incorporated municipalities, eight Electoral Areas, and eight Indian Reserves. See Figure 1.

Municipalities

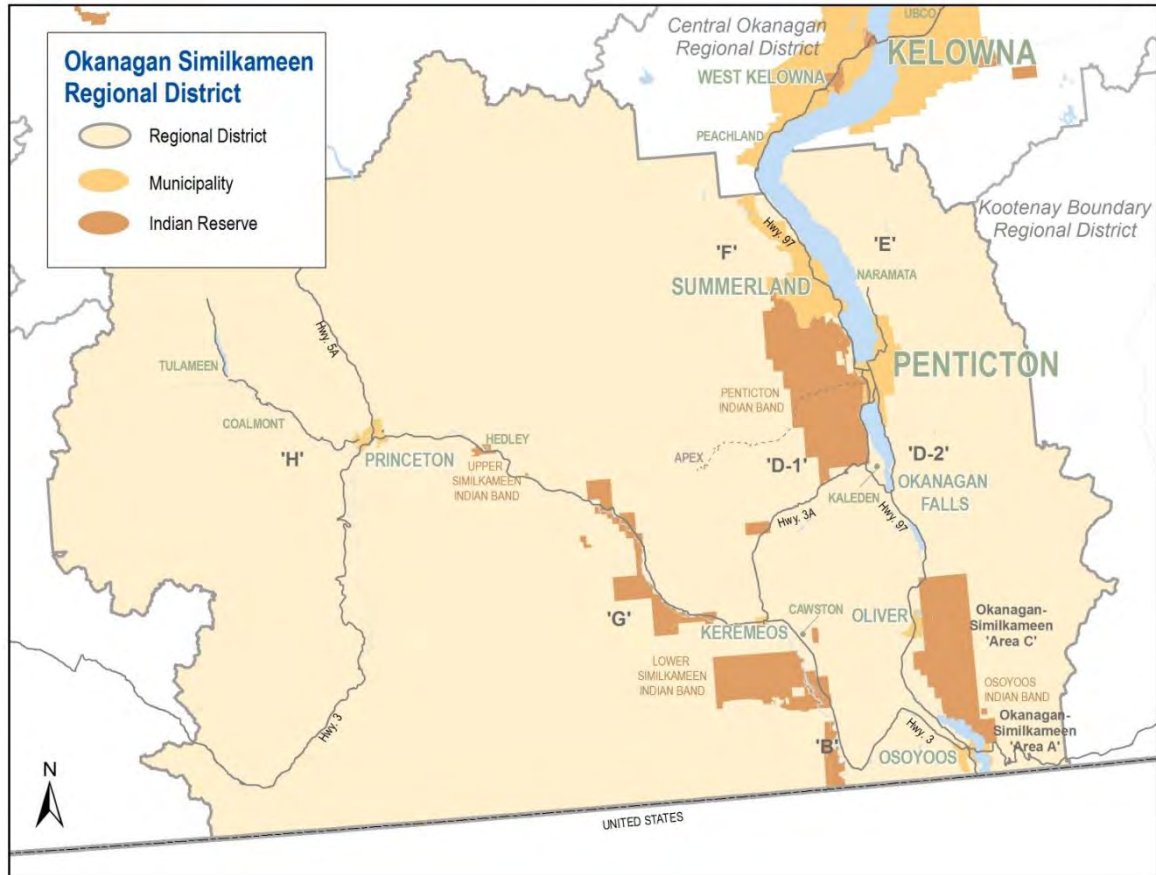
- City of Penticton
- District of Summerland
- Town of Oliver
- Town of Osoyoos
- Town of Princeton
- Village of Keremeos

Electoral Areas

- Electoral Area A-Osoyoos Rural
- Electoral Area B-Cawston
- Electoral Area C-Oliver Rural
- Electoral Area D-Kaledon/Okanagan Falls
- Electoral Area E-Naramata
- Electoral Area F-OK Lake West/West Bench
- Electoral Area G-Keremeos Rural/Hedley
- Electoral Area H-Princeton Rural

Indian Bands

- Penticton 1 Indian Reserve
- Osoyoos 1 Indian Reserve
- Lower Similkameen Indian Band
 - Alexis 9 Indian Reserve
 - Ashnola 10 Indian Reserve
 - Blind Creek 6 Indian Reserve
 - Chopaka 7 & 8 Indian Reserve
 - Lower Similkameen 2 Indian Reserve
- Upper Similkameen Indian Band
 - Chuchuwayha 2 Indian Reserve

Figure 1: Regional District of Okanagan-Similkameen

The Regional District of Okanagan-Similkameen has a population of 80,742 as of 2011. Population is distributed across Electoral Areas, municipalities, and Aboriginal lands. The City of Penticton has the highest population of 32,877 and the District of Summerland has the second highest population of 11,280. Combined, they comprise approximately 55 per cent of the Okanagan-Similkameen population. The remaining 40 per cent of the population lies within the eight Electoral Areas, the Town of Osoyoos, Town of Oliver, Town of Princeton, Village of Keremeos and the eight Indian Reserves.

Population is concentrated along the north-east border of the region. Highest densities are experienced in the Town of Oliver, City of Penticton, Village of Keremeos and Town of Osoyoos. Much lower densities are experienced in Electoral Areas H and G, Ashnola 10 Indian Reserve and Chuchuwayha 2 Indian Reserve. There are other unincorporated communities with notable resident populations, including Naramata, Cawston and Olalla. Population density is an important determinant in targeting potential transit ridership.

Linkage to Other Plans

The Transit Future Plan is designed to support the sustainable development of the region as expressed through local Official Community Plans, and the South Okanagan Regional Growth Strategy.

The Transit Future Plan will also contribute to the targets and priorities expressed in the Provincial Transit Plan and BC Transit's Strategic Plan.

Provincial Transit Plan (2008)

The Provincial Transit Plan is British Columbia's \$14 billion strategy for expanding fast, reliable and green transit. The plan emphasizes that, from a transportation perspective, the best means of reducing greenhouse gas emissions is to focus on dramatically increasing transit ridership (and thereby reducing single occupancy vehicles), linking transit to active modes of travel (walking and cycling) and having land use decisions, largely made by local government, focus on transit oriented development. The Transit Future Plan sets the framework for accomplishing these substantial goals in the Okanagan-Similkameen.

The Provincial Transit Plan sets a number of measurable targets including:

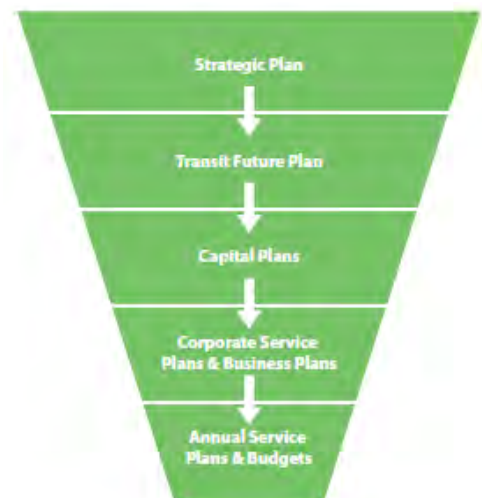
- Reducing greenhouse gas emissions and air contaminants from cars by 4.7 million tonnes by 2020
- Doubling transit ridership in B.C. to over 400 million trips a year by 2020
- Increasing the transit market share in regional centres from three per cent to four per cent by 2020 and five per cent by 2030. For the Okanagan Similkameen, this would translate into increasing transit ridership from 493,312 to 3 million passengers annually by 2020¹, and 4 million by 2030²

BC Transit 2030 Strategic Plan (2010)

The strategic plan establishes BC Transit's vision to lead the development of sustainable transportation networks that will shift demand to greener modes of travel and contribute to a healthier province. It determines BC Transit's long-term direction and priorities. Most of all, the plan declares the organization's ongoing commitment to develop transportation options that help connect people and communities to a more sustainable future.

The Transit Future Plan is designed to support key initiatives and priorities in BC Transit's Strategic Plan, specifically:

- Increase integration with other types of sustainable travel, such as walking and cycling
- Influence land use and development patterns
- Identify and establish priority corridors for transit
- Enhance existing partnerships and develop new ones
- Increase BC Transit's environmental, social and economic accountability



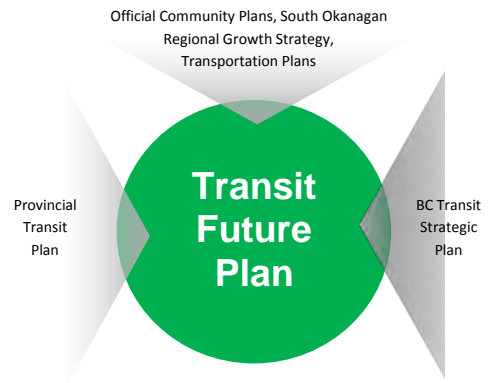
¹ Assuming a total of 75.60 million annual trips made by all residents on the Okanagan-Similkameen, based upon a projected population of 86,610 by 2031 (BC Statistics), 2.9 total trips for all modes of transportation per day for 301 days per year.

² Assuming a total of 79.28 million annual trips made by all residents on the Okanagan-Similkameen, based upon a projected population of 80,833 by 2031 (BC Statistics), 2.9 total trips for all modes of transportation per day for 301 days per year.

Linkages to Local Plans

In addition to the Provincial Transit Plan and BC Transit's Strategic Plan, the Transit Future Plan is directly influenced by and aligned with local planning efforts including, but not limited to:

- Official Community Plans
- South Okanagan Regional Growth Strategy
- Municipal Transportation Plans
- Area redevelopment and land use plans
- Community plans and programs



Participation

This Plan was created in collaboration between BC Transit and the Regional District Okanagan-Similkameen. A Transit Future Plan working group composed of representatives from the five existing transit systems operating in the Okanagan-Similkameen (The City of Penticton, the District of Summerland, the Town of Osoyoos, the Town of Princeton, and the Regional District of Okanagan-Similkameen) guided the plan consultation and development process to ensure the plan aligned with and built on existing and approved land use and transportation plans.

BC Transit completed a range of public consultation initiatives including the development of a project website, the two phases of public consultation featuring BC Transit's mobile open house the Transit Future Bus, numerous meetings with stakeholders representing a range of community interests, online and print surveys and project updates on the website. Consultation with area First Nations was carried out as a separate process, and involved surveying conducted with the assistance of officials from the Penticton Indian Band and Osoyoos Indian Band. These initiatives were completed to raise awareness of the plan, receive input on determining priorities for implementation and to ensure delivery of a plan that will meet the diverse needs of the people of Okanagan-Similkameen.



Transit Future Plan Consultation

The Transit Future Plan consultation initiatives included the following:

Stakeholder Advisory Groups

Representing organizations within their respective communities, the role of stakeholder groups was to provide open, honest and constructive feedback, and act as the liaison between each individual participating organization and BC Transit. The groups were comprised of representatives from Interior Health, post-secondary institutions, community groups, business groups, local and regional government staff and elected officials,. Key meetings included:

- An initial round of eight stakeholder advisory group meetings held in December 2013 to discuss the planning process, community context, and produce preliminary vision, goals and network concepts.
- A subsequent round of eight stakeholder group meetings held in June 2014 reviewed the vision and goals, refined transit networks, and determined implementation priorities.

Consultation with the broader community was conducted in two phases at key milestones of the plan to ensure the final plan reflects the needs and priorities of the community. Updates and presentations were delivered to the working group members and the Regional District of Okanagan-Similkameen (RDOS) to inform partners and elected officials of the Transit Future Plan process, with a final presentation delivered at the end of the planning process in October 2014 that sought the RDOS Board agreement of the Transit Future Plan vision, goals, and network and implementation plan.



Approach of the Engagement Strategy

The public engagement in the Transit Future Plan is intended to engage different audiences at different levels. Audience groups identified include the spectrum from the general public and non-riders to transit riders, and encompassed the geographic span of the RDOS.



The Transit Future Bus Open Houses engaged members of the general public including transit riders of non-transit riders in self-paced setting with opportunities for visitors to learn and share their ideas with staff.



Stakeholder workshops were targeted towards representatives from organizations reflecting different interests in the RDOS, such as Interior Health, seniors groups, business associations and post-secondary institutions. Sessions were carried out in a highly structured format across the communities of the RDOS.



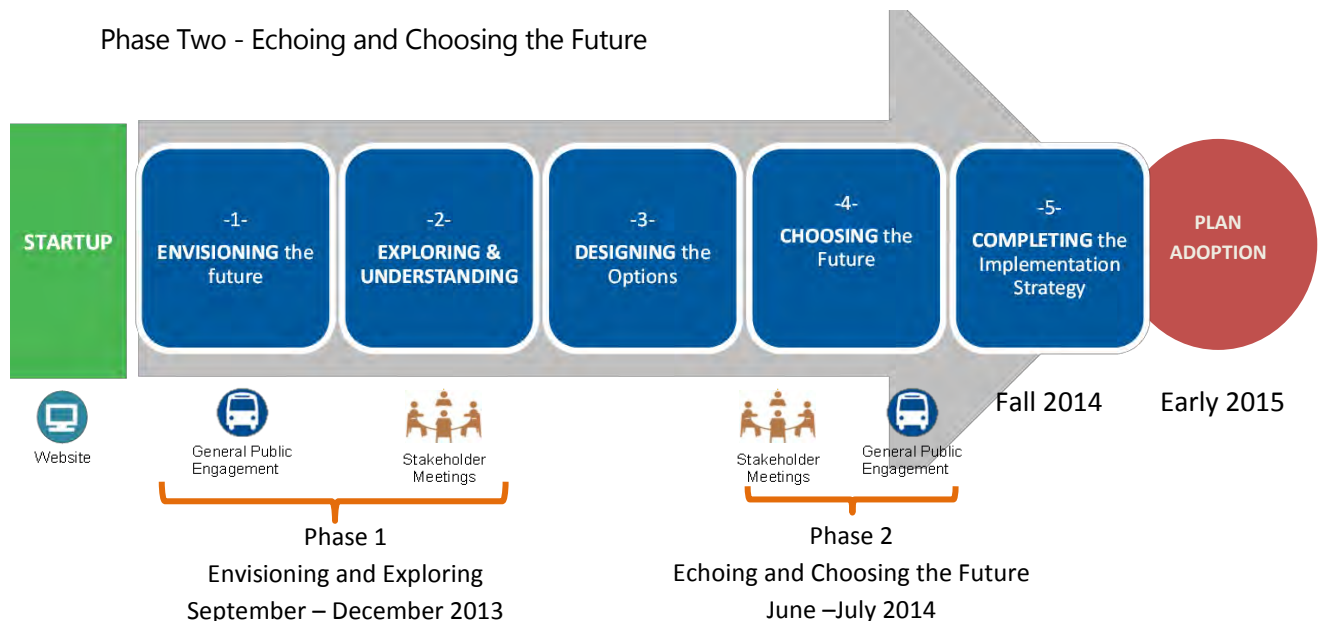
Surveys were used to gather input from the general public at transit future bus events, and also available online for people who were not-able to attend Transit Future Bus events.

Timeline

The Transit Future process spanned from summer 2013 to early 2015 and included two phases:



Phase One - Envisioning and Exploring the Future

Phase Two - Echoing and Choosing the Future



Consultation Summary

In total, over 2,200 people participated in the Transit Future Plan engagement. This participation was spread across 32 events encompassing 94 hours of consultation and is one of the most extensive consultations efforts conducted for any Transit Future Plan in British Columbia.

		
 <p>Stakeholder workshops</p>	<ul style="list-style-type: none"> • 16 events • 40 hours of workshops 	120 Participants
 <p>Transit Future Bus Open House</p>	<ul style="list-style-type: none"> • 16 events • 54 hours of open houses 	1,900+ Visitors
 <p>Surveys</p>	<ul style="list-style-type: none"> • Available at Open Houses • Online 6-9 weeks after each Open House 	268 Respondents

BC Transit Future Project Website

Launched to coincide with Phase One consultation, this dedicated web page was established for the duration of the Transit Future Plan, which provided updates and materials throughout the plan process. reports, presentations and online surveys to allow feedback during consultation. The BC Transit Future Project website also provided tools for public feedback and comment.

Phase One: Envisioning & Exploring

Transit Future Bus - Transit Future Bus Tour

Eight separate events occurred during the week of September 10- 15, 2013. These events focused on high traffic areas as well as large local events across the region. Where the Transit Future Bus could not be co-scheduled with a major community event (such as the Penticton Market), the bus was located in a high-traffic area, such as adjacent to the post office (Princeton), or on Main Street (Osoyoos)

- Tuesday September 10 - Osoyoos
- Tuesday September 10 – Keremeos
- Wednesday September 11 – Princeton
- Friday September 13 – Oliver
- Friday September 13 – Okanagan Falls
- Saturday September 14 – Penticton Market
- Saturday September 14 – Cherry Lane Mall, Penticton
- Sunday September 15 – Summerland Fall Fair
- Saturday May 16 , 2014 – Elks Rodeo, Keremeos

Online / Print Survey - Local residents, workers and visitors (spanning transit users and non-users) in the Okanagan-Similkameen were encouraged to complete a survey, available online from September 10 to October 31st and in hard print copy during the Transit Future Bus Tour. The survey sought to build an understanding of primary destinations and origins within the region, as well as how residents of the region perceive their travel needs to change over the next twenty-five years.

The Transit Future Bus is a mobile 'open house' used to engage community members in the development of the Okanagan-Similkameen Transit Future Plan. On the bus, participants are able to provide feedback through interactive displays and an online and hard copy transit survey. The bus also features a kids' zone.



Advertising & Media

A variety of methods were used to advertise the opportunities to provide input to the Phase One engagement. Print media included a press release, advertisements in local papers, and posters delivered to local government partners; online media included popular websites like Castanet as well as BC Transit's Facebook page

Stakeholder Workshops

Working with contributions and suggestions made by municipal and regional representatives from the RDOS, staff developed a list of 253 organizations and individuals who were invited to be a part of a stakeholder advisory group. Based on concerns that the long distance and winter travel conditions could impede participation of stakeholders in meetings, BC Transit took the decision to host meetings across each major community hub of the region. In total, eight stakeholder meetings across seven different communities of the region for both Phase One and Phase Two of the plan.

Workshop Dates and Locations

December 9 th	1pm Penticton & Naramata 6pm Penticton & Naramata
December 10 th	9 am Oliver 1 pm Osoyoos
December 11 th	1 pm Princeton 6pm Keremeos
December 12th	9am Summerland 1 pm Okanagan Falls



Specific objectives of Phase One Stakeholder workshops

- Re-affirm the feedback heard from the general public during the transit bus tour.
- Begin work towards developing a vision statement for transit in the region.
- Develop a realistic transit mode share.
- Develop the preliminary 25-year network.

Phase One Public Feedback Highlights

Transit Future Bus - In total, the Transit Future Bus drew over 1,100 visitors across eight locations in seven communities. Attendance was highest at the Penticton Market, with 463 visitors. A total of 274 written comments were received across the eight Transit Future Bus Events.

The top three themes to emerge from the Transit Future Bus were:

- Interregional connections (connections to Kelowna)
- Regional connections (connections to Penticton from outlying communities)
- Improve accessibility and mobility for people with disabilities

Online / Print Survey - 128 surveys were completed, the majority of them by visitors to the Transit Future Bus, representing a mix of transit customers and non-customers

Survey Highlights:

- There is strong desire for transit in communities that do not have transit
- Connections and transfers need to be improved

Although only 22 per cent of respondents currently use transit more than 2-3 times per week, when asked how they foresaw their transit needs in 25 years, 63 per cent of respondents expected to be using transit at least 2-3 times per week

Stakeholder Workshops - A total of 75 stakeholder representative participated in eight three-hour long workshops held December 9th to 12th in seven communities across the region. Representation was particularly strong from Interior Health and Okanagan College.

Region-wide Workshop Themes

Each community consulted was consistent in the desire for improved connections within the region, and the coordination of services between existing and future transit to maximise the resource being delivered. This finding reiterates what was heard from the general public during Phase One consultations.

An aging population was cited across each community as challenge. This was particularly evident in Keremeos and also Okanagan Falls where local service did not exist and there are limited alternatives for regional trips.

Major Themes By Community

Penticton

- Connections to Kelowna
- Expansion to residential areas outlying the city

Oliver

- Stops in downtown for the existing South Okanagan Transit service
- Local service for residents not able to drive, including seasonal workers

Osoyoos

- Increased frequency on the existing route
- More days of service; interest in commuter-compatible schedules for travel to Oliver

Princeton

- Local Fixed Route service (upgrade from the existing Paratransit)
- Better coordination between Interior Health and BC Transit for people travelling to Penticton and Kelowna

Keremeos

- Local Fixed Route Service
- Service for residents of fairly dense manufactured home park neighbourhoods outside of town and also transient workers who are outside of walking distance to daily needs was identified

Summerland

- Pleased with recent expansion implemented in October 2013;
- Additional local transit services are seen as a means to support the local economy

Okanagan Falls

- Optimism around planned expansion to introduce local transit
- Looking further ahead to custom transit

Phase Two: Echoing and Choosing the Future

Following Phase One, BC Transit staff used the information gathered to develop the draft key plan concepts, networks and service options. These were then presented for comment and confirmation in Phase Two.

Stakeholder Workshops

Stakeholders representatives identified in phase one were invited to reconvene to review and refine the key plan elements.

Workshop Dates and Locations

June 9 th , 2014	9 am Oliver 1 pm Osoyoos
June 10 th , 2014	1 pm Princeton 5 pm Keremeos
June 11 th , 2014	1 pm Penticton 6 pm Penticton
June 12 th , 2014	9am Summerland 1 pm Okanagan Falls

Specific objectives of Phase Two stakeholder workshops were to:

- Review and confirm the proposed Vision and Goals
- Introduce and confirm the Networks Maps
- Prioritize service options and identify supporting infrastructure



Transit Future Bus

Echoing the Phase One Transit Future Bus tour, the Phase Two Transit Future Bus tour was composed of eight events identified in consultation with working group representatives.

- Tuesday July 22 – Summerland
- Tuesday July 22 – Keremoes
- Wednesday July 23 – Princeton
- Wednesday July 23 – Osoyoos Evening Markt
- Thursday July 24 - Oliver Country Market
- Thursday July 24 - Penticton, Cherry Lane Mall
- Saturday July 26 - Penticton, Farmer's Market
- Saturday July 26 – Okanagan Falls, Flea Market

On the bus, visitors were able to provide feedback of the draft Regional and Inter-regional networks for travel between communities of the region, and to Kelowna, and transit networks for local service within communities. Comments on the transit networks were gathered through interactive displays, and also a hardcopy survey. The bus also featured a kid's zone.

Online / Print Survey

Local residents, workers and visitors (spanning transit users and non-users) in the Okanagan-Similkameen were encouraged to complete a survey, available in hard print copy during the Transit Future Bus Tour, and online from July 28 to August 11, 2015. The survey was available in different formats enabling participants to focus on networks and options across the entire Regional District of Okanagan-Similkameen, or a subsection of the Regional District. The survey sought to explain and gauge approval of draft Transit Future Network concepts.

Phase Two Public Feedback Highlights

Stakeholder Workshops

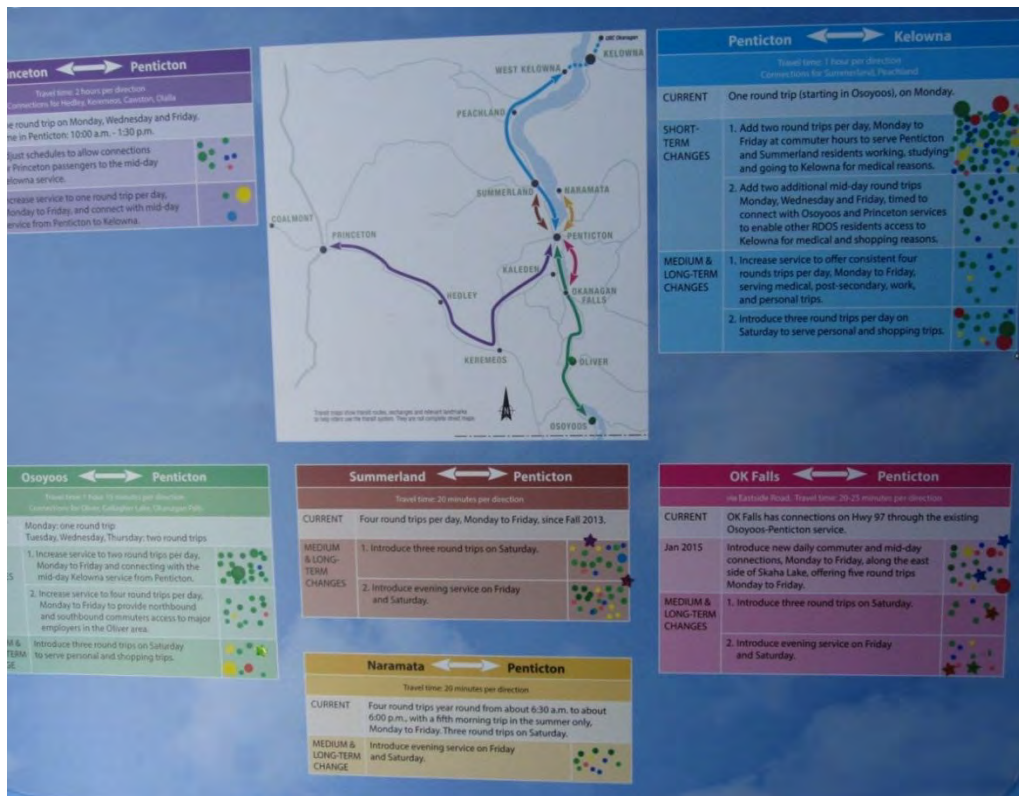
A total of 45 stakeholder representatives participated in eight two-hour long workshops held June 9-12th, 2014 in seven communities across the region. Participants represented a broad variety of organizations, however representation from health and post-secondary interests in the region was impressively consistent.

Key elements modified based on Phase Two stakeholder input included the Vision and Goals, and the Local Network in some communities. In addition stakeholders helped staff understand what the most valuable order of priorities was among the options. These refined concepts, Networks, and prioritises service options were then brought to the Regional-District of Okanagan-Similkameen Board on June 19; 2014 before being unveiled to the general public during the Phase Two Transit Future Bus road tour.

Transit Future Bus

In total, the Phase Two Transit Future Bus drew over 800 visitors across 8 locations in 7 communities. Attendance was highest at the Penticton market, with over 550 visitors.

The dot-vote technique used to gauge support showed resounding support for the draft Regional and Inter-regional Transit network, the Local Transit Network, and the prioritized service options from the general public attendees of transit future bus.



What is Dot-Voting?

Dot-voting is a frequently used technique on Transit Future buses in order to quickly enable the public to respond to preferred concepts. Bus visitors are offered a selection of small dot stickers and then asked to place their stickers by the ideas they most support.

Regional & Inter-regional Network Response Highlights:

- The most popular network connection was the Penticton to Kelowna connection; 34 per cent in support of weekday services between Penticton and Kelowna.
- Additional service between Summerland and Penticton was also highly-marked (respondents likely did not realize that the Penticton to Kelowna service will provide additional Summerland connections between both Penticton and Kelowna),
- Other high interest connections included connections between Okanagan Falls and Penticton as well as between Osoyoos and Penticton.

Local Network Response Highlights:

- The level of support for network improvements across all communities shows agreement with the timeframes provided; that is, many of the most-supported initiatives have been appropriately classified within the short term time frame.
- Some visitors to the Transit Future Bus in Summerland were dissatisfied with the classification of local transit in the medium and long-term time category; it should be noted however, that the community of Summerland has been recipient of a recent transit expansion in the Okanagan-Similkameen region, and stands to gain additional service from the Inter-regional connection between Summerland and Penticton.

Online / Print Survey

140 surveys were submitted with about 40 coming from Transit Future Bus, and the remaining being completed online, or by mail. Survey respondents were able to skip some questions, and likely owing to the longer length and complexity of questions the number of responses submitted per question varies.

Regional and Inter-Regional Network Response Highlights

- Likely reflective of high levels of participation from residents of the Osoyoos area, the improvement of connections between Osoyoos and Penticton over the short term was a clear priority among survey respondents (Question 10A).
- Improved connections between Penticton and Kelowna are the next popular highest priority for the short term. (Question 10A)
- Priority preferences over the medium and longer term are more distinct than in the short term. For instance among improvements between Penticton and Kelowna, improving weekday service was a clear priority over improving Saturday service. (Question 10B)

Local Network Response Highlights:

- When asked to prioritise among improvements for local transit across the whole region, survey respondents of the regional-scale survey selected improving local service within Penticton and introducing local service in Okanagan-Similkameen communities that do not have any local service such as Keremeos.

- Local Network priorities by community: **Penticton**
 - Extend 5 Main Street service to midnight on Friday, Saturday and during Peachfest
 - Extend regular routes from 6:30 pm to 8 pm Monday to Saturday, start night bus at 8pm
 - Introduce 15 minute frequencies between Lakeshore and Cherry Lane Mall

- Local Network priorities by community: **Princeton¹ & Keremeos:**
 - Introduce weekday scheduled service within Princeton, continuing periods of on-request service for people with disability and in rural areas
 - Introduce local service two days per week within Keremeos and to Cawston and Olalla
 - Introduce local service on Saturday in both Keremeos & Princeton

- Local Network priorities by community: **Osoyoos & Oliver**
 - Improve daytime local service within Osoyoos, with about four trips per day, Monday to Friday.
 - Expand local service in Osoyoos and Oliver to Saturdays and introduce late night service to 10:00 pm on Friday and Saturday.
 - Introduce local service to Oliver Monday to Friday.

- Local Network priorities by community: **Summerland**
 - Introduce local service to Summerland with fixed route service to Lakeshore, Sinclair, and Trout Creek, operating Monday to Saturday
 - Introduce local evening service on Friday and Saturday.
 - Conduct an assessment exploring Agricultural Research Centre connections

¹ Note: some survey respondents were concerned to not see mention of Coalmont and Tullameen on the network map – to clarify: there are no plans to remove these communities from the service coverage area.



Setting the Scene

The Regional District of Okanagan-Similkameen (RDOS) is located in the southern interior of British Columbia. It borders the Fraser Valley Regional District to the west, the Thompson-Nicola Regional District and the Regional District of Central Okanagan to the north, the Regional District of Kootenay Boundary to the east and the USA border to the south. The Regional District is comprised of eight Electoral Areas, six incorporated municipalities, and eight Indian Reserves.

The region is in a semi-arid climate with hot dry summers and cool dry winters. Temperatures range from 30°C in the summer to -5°C in the winter. The mean annual precipitation is 250 mm, and the mean annual snowfall is 70 cm. Major natural features include Okanagan Lake, Skaha Lake, Okanagan Lake, and the Similkameen River.

Population growth, demographic characteristics, land use, and settlement patterns are important factors in planning a successful transit network. The subsequent sections identify existing and future demographic, land use, and transportation trends, focusing on both Okanagan-Similkameen-wide information and information specific to the various municipalities and jurisdictions.

Population and Demographics

The Regional District of Okanagan-Similkameen has a population of 80,742 as of 2011¹. Population is distributed across Electoral Areas, municipalities, and Aboriginal lands. The City of Penticton has the highest population of 32,877 and the District of Summerland has the second highest population of 11,280. Combined, they comprise approximately 55 per cent of the Okanagan-Similkameen population. See **Table 1**. The remaining 40 per cent of the population lies within the eight Electoral Areas, the Town of Osoyoos, Town of Oliver, Town of Princeton, Village of Keremeos and the eight Indian Reserves. See **Figure 1**.

Population is concentrated along the north-east border of the region. Highest densities are experienced in the Town of Oliver, City of Penticton, Village of Keremeos and Town of Osoyoos. Much lower densities

¹ 2011 census

are experienced in Electoral Areas H and G, Ashnola 10 Indian Reserve and Chuchuwayha 2 Indian Reserve. There are other unincorporated communities with notable resident populations, including Naramata, Cawston and Olalla. Population density is an important determinant in targeting potential transit ridership.

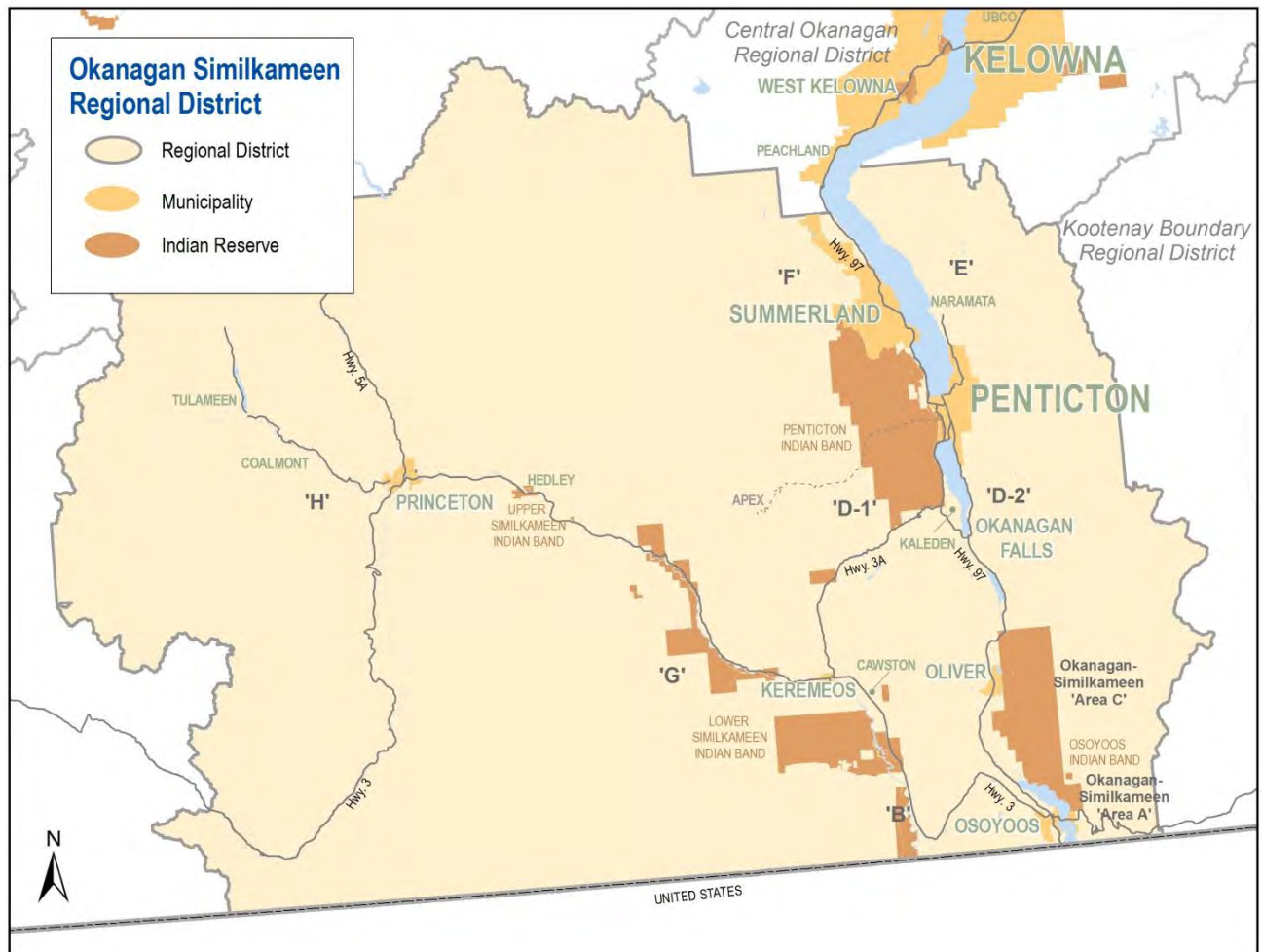


Figure 1: Okanagan-Similkameen Valley Regional District

Table 2: Okanagan-Similkameen Population and Density, by Jurisdiction (2011 census)

City of Penticton	32,877	44,313	40.7	7.8	10.5
District of Summerland	11,280	15,204	14.0	1.5	2.1
Town of Oliver	4,824	6,078 ¹	6.0	8.8	11.1
Town of Osoyoos	4,845	6,901 ¹	6.0	5.7	8.1
Town of Princeton	2,724	2,724 ²	3.4	2.6	3.5
Village of Keremeos	1,330	1,916 ¹	1.6	6.4	8.7
Penticton 1 Indian Reserve	1,667	-	2.1	0.1	-
Osoyoos 1 Indian Reserve	628	-	0.8	0.0	-
Lower Similkameen Indian Band	243				
Alexis 9 Indian Reserve	25	-	-	0.1	-
Ashnola 10 Indian Reserve	73	-	-	0	-
Blind Creek 6 Indian Reserve	25	-	-	0.2	-
Chopaka 7 & 8 Indian Reserve	70	-	-	0.0	-
Lower Similkameen 2 Indian Reserve	50	-	-	0.0	-
Chuchuwayha 2 Indian Reserve (Upper Similkameen Indian Band)	76	-	-	0.0	-
Electoral Area A-Osoyoos Rural	1,892	-	2.3	0.1	-
Electoral Area B-Cawston	1,140	-	1.4	0.0	-
Electoral Area C-Oliver Rural	3,473	-	4.3	0.1	-
Electoral Area D-Kaledon/OK Falls	5,717	-	7.1	0.1	-
Electoral Area E-Naramata	1,844	-	2.3	0.0	-
Electoral Area F-OK Lake West/West Bench	2,100	-	2.6	0.0	-
Electoral Area G-Keremeos Rural/Hedley	2,314	-	2.9	0.0	-
Electoral Area H-Princeton Rural	1,768	-	2.2	0.0	-
Total	80,742	95,134	100		
Unincorporated Communities					
Okanagan Falls	2,500 ³	3,720 ⁴		-	
Naramata	1,647	1,700		2.1	
Cawston	1,105	-		0.9	
Olalla	401	-		8.2	
Hedley	252	-		4.4	

*Source: Unless otherwise noted: BC Transit growth estimate based on a 1% annual growth rate

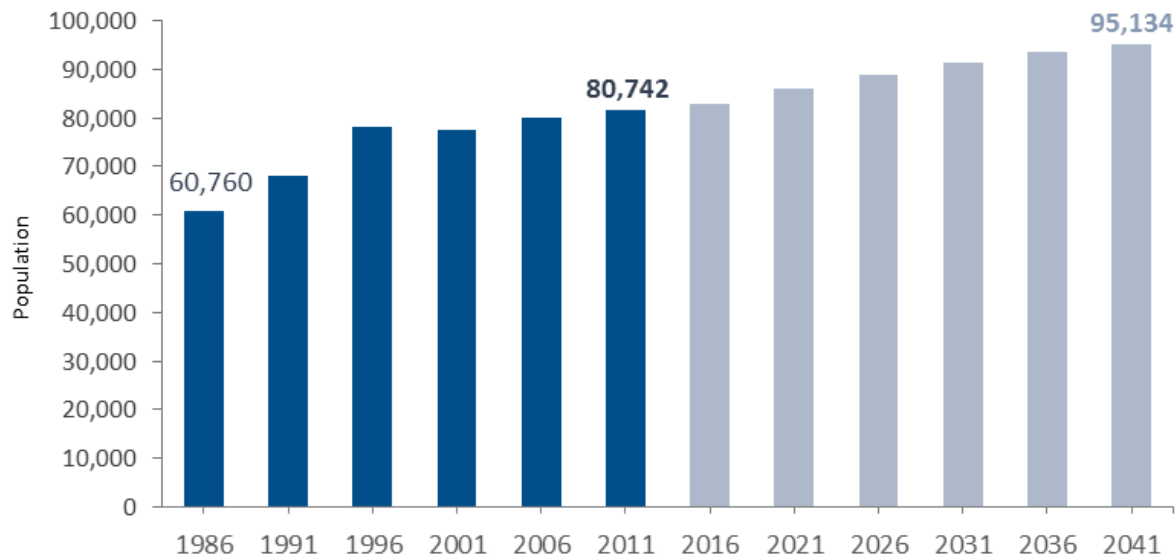
¹ On-Trend growth based on 1991-2011 census population

² Stable population from 2011 census

³ Source: Okanagan Falls Economic Development Action Plan

⁴ Based on 2% annual growth of Okanagan Falls – Okanagan Falls is projected to receive the majority of new population growth in Area D.

Historical and Projected Population Growth²



Okanagan-Similkameen Regional District

Over the past 25 years, the Okanagan-Similkameen population increased from 60,760 in 1986 to 80,742 in 2011, a 25 year increase of 33 per cent. This is less than the provincial population increase of 52 per cent.

Looking ahead, the Okanagan-Similkameen is projected to reach a population of 95,134 in 2041, an increase of 17 per cent from 2011 **Figure_**. Of the communities in the region, Osoyoos is anticipated to grow the most quickly, with forecasted increases of 45 percent to 2041. Although forecasts are not available for all bands, trends show significant growth of population located on Indian Band lands, with Penticton Indian Band population growing most rapidly.

Penticton

Penticton has experienced six per cent population growth over the last 10 years, increasing from 30,985 in 2001 to 32,877 in 2011. By 2041, the city is expected to reach a population of 44,313 - a 35% increase from 2011. This is a significant population increase which will result in an increased demand for services, including an expanded public transit system.

² Population projections to 2041 shown are based on the BC Stats Sub Provincial Population Estimates for the Regional District of Okanagan Similkameen and community growth trend between 1991 and 2011. Population estimates contained in the respective Official Community Plans were considered but do not extend far enough into the future to be used in the Transit Future Plan.

Summerland

Summerland has experienced 8 per cent population growth over the past 10 years, increasing from 10,450 in 2001 to 11,280 in 2011. It is projected to reach 15,204 by 2041, an increase of 35 per cent from 2011.

Oliver

Oliver has experienced a 14 per cent population increase over the past 10 years, increasing from 4,224 in 2001 to 4,824 in 2011. It is projected to reach 6,087 by 2041 an increase of 26 per cent from 2011.

Osoyoos

Osoyoos has experienced a 13 per cent population growth over the past 10 years, increasing from 4,295 in 2001 to 4,845 in 2011. It is projected to reach 7,155 by 2041, an increase of 48 per cent from 2011.

Princeton

Princeton has experienced a four per cent population increase over the past 10 years, increasing from 2,610 in 2001 to 2,724 in 2011. This increase followed on a population decrease of seven per cent from 1996 to 2001. Population is projected to remain stable at 2,724 to 2041.

Keremeos

Keremeos has experienced a ten per cent population increase over the past 10 years, increasing from 1,197 in 2001 to 1,330 in 2011. It is projected to reach 1,793 by 2041, an increase of 35 per cent.

Penticton Indian Band

Population on Penticton Indian Band lands has experienced 84 per cent growth over the past 20 years, increasing from 908 in 1991 to 1,667 in 2011.

Osoyoos Indian Band

Population on Osoyoos Indian Band has experienced 22 per cent growth over the past 20 years, increasing from 516 in 1991 to 628 in 2011.

Lower Similkameen Indian Band

The Lower Similkameen Indian Band lands are comprised of five distinct reserve locations. In total, the population on Lower Similkameen Indian Band reserves has experienced 36 per cent growth over the past 20 years, increasing from 179 in 1991 to 243 in 2011.

Upper Similkameen Indian Band

Population on Upper Similkameen Indian Band Lands has experienced 117 per cent growth over the past 20 years, increasing from 35 in 1991 to 76 in 2011.

Population by Age

Okanagan-Similkameen

The Okanagan-Similkameen has a large population of seniors compared to other age categories. In 2011, 27 per cent of the population was aged 65+, considerably higher than the 16 per cent of people aged 65+ in the province. In keeping with this higher proportion of seniors, is the higher median age in the Okanagan-Similkameen of 52, as compared to the provincial median age of 41.9. As seen on **Figure 2** there is a significant amount of population in the 45-64 range in 2011.

By 2036, the Okanagan-Similkameen will have as many people aged 65+ as the present total population of Penticton – about 33,000. Of these about 20,000 will be older than 75. By 2040, one-third of the RDOS will be 65 or older. This will result in a large impact to the public transit system as there will be a significant increased demand for accessible conventional services as well as handyDART.

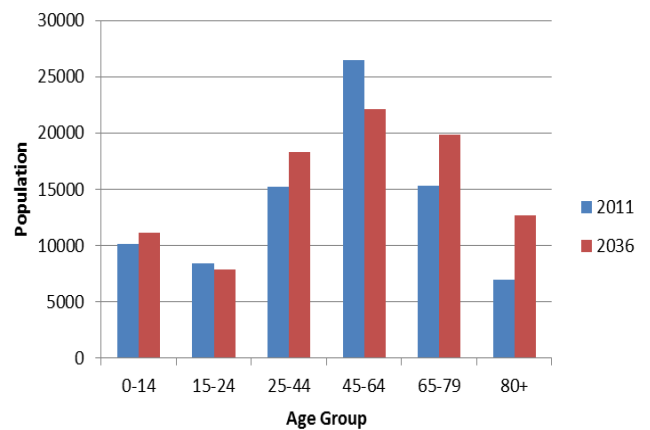


Figure 2: Population by Age Group 2011 and 2036

Penticton

Penticton has a median age of 49.4 as of 2011, which is higher than the provincial median, but lower than the Regional District median. 25 per cent of the population is 65 years or older, which is eight per cent lower than the Regional District. Penticton has the youngest population in the region which could be due to the high concentration of services and employment in the City.

Summerland

Summerland has a median age of 52 as of 2011, which is higher than the provincial median and the same as the Regional District’s median. Summerland has 28 per cent of its population 65 and over which is four per cent lower than the Regional District.

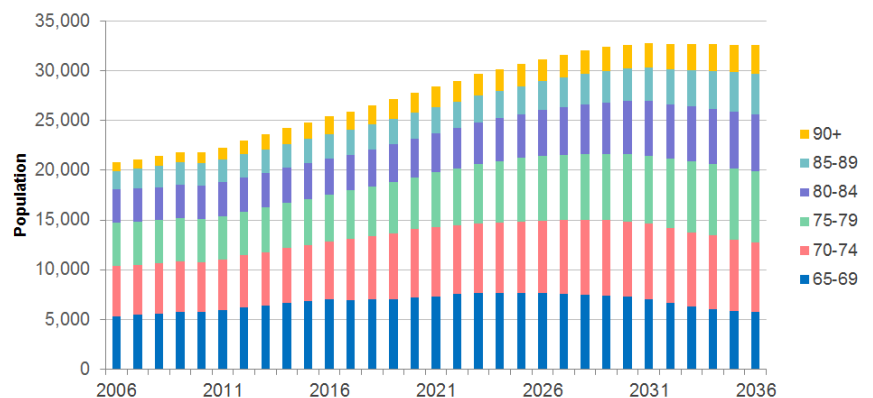


Figure 3: Okanagan-Similkameen 65+ Population by Age Group 2006 to 2036

Oliver

Oliver has a median age of 56.3 in 2011, which is older than the provincial median and the Regional District's median. 34 per cent of the population is 65 years and over which is 26 per cent higher than the Regional District.

Osoyoos

Osoyoos has a median age of 60.3 in 2011 which is older than the provincial median and the Regional District's median and the second oldest in the region. 39 per cent of the population is 65 years and over which is 44 per cent higher than the Regional District.

Princeton

Princeton has a median age of 52.5 in 2011 which is older than the provincial median and the Regional District's median. 28 per cent of the population is 65 years or older which is four per cent higher than the Regional District.

Keremeos

Keremeos has a median age of 60.8 in 2011 which is older than the provincial median and the Regional District's median, and the oldest in the region. 40 per cent of the population is 65 years or older which is 48 per cent higher than the Regional District. Keremeos has the oldest population in terms of amount of people who are 65 years or older.

Penticton Indian Band

Residents on Penticton Indian Band lands have a median age of 55.9, which older than the provincial median and also the Regional District's median age.

Osoyoos Indian Band

Residents on Osoyoos Indian Band have a median age of 49.6, close to the provincial median, and moderately lower than the Regional District's median age.

Lower Similkameen Indian Band

The Lower Similkameen Indian Band lands are comprised of five distinct reserve locations. Data for three of them is suppressed for privacy purposes, however Ashnola 10 and Lower Similkameen 2 have median ages of 29.7 and 37.2, which are respectively considerably lower than the provincial and Regional District medians.

Upper Similkameen Indian Band

Population on Upper Similkameen Indian Band Lands has a median age of 23.5, which is the lowest of any jurisdiction of the Okanagan-Similkameen, and a less than half the median age of the province and Regional District. .

Employment and Education

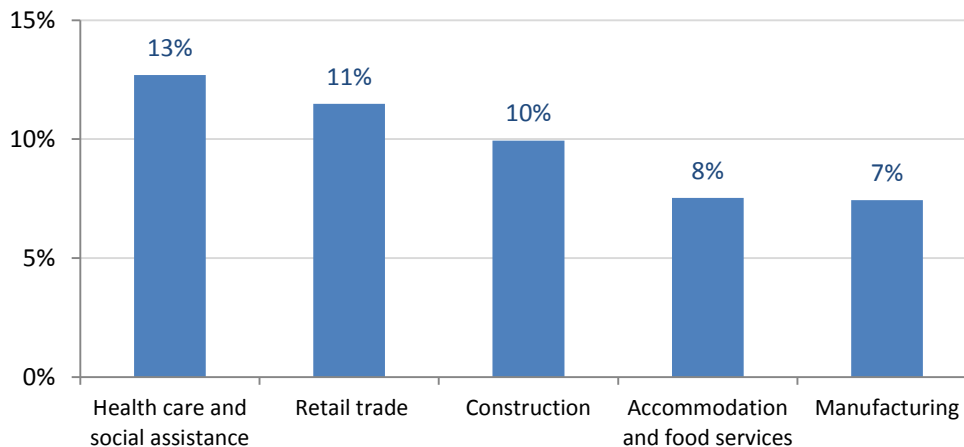
The Regional Growth Strategy for the South Okanagan outlines that employment in the Okanagan Valley portion of the RDOS is encouraged to develop evenly between Oliver, Osoyoos, Penticton and Summerland in existing and planned commercial, industrial and institutional growth areas. The largest employers in the South Okanagan are:

- Penticton Regional Hospital employs 900 people and provides core medical and surgical specialty services to patients in the area.
- Okanagan College provides students with a variety of courses to improve their credentials. This campus is located in Penticton and employs approximately 200 people, serving approximately 3,000 students.
- School District 67 employs 700 people and serves approximately 7,000 students in Summerland and Penticton.
- School District 53 employs 304 people and serves approximately 2,360 students in Hedley, Keremeos, Cawston, Osoyoos, Oliver and Okanagan Falls.
- The City of Penticton employs 305 people.
- The Canada Revenue Agency is located in Penticton and employs 305 people.
- Valley First Credit Union employs 290 people and has locations in Penticton, Keremeos, Oliver, Princeton and Okanagan Falls.
- The Osoyoos Indian Band has nine companies employing more than 500 people on reserve and is currently developing a provincial corrections facility for the Province of British Columbia.



The National Household Survey identifies the following industries as primary employment industries across the Okanagan-Similkameen Regional District:

Figure 4: Okanagan-Similkameen Employment by Industry (2011 NHS)



Although not captured well in the National Household Survey due to the highly transient nature of employment (most workers only reside in the Okanagan-Similkameen seasonally), agricultural industries related to tree fruit and wine form a keystone of much of the Okanagan-Similkameen economy and identity.

Over the summer months, the fruit tree industry thrives, drawing an influx of employment and economic activity centered on picking, road side sales, and larger scale commercial distribution and processing. The fruit tree industry is composed of 800 growers operating orchards that generate \$130 million in wholesale revenue, contributes \$900 million in economic activity, and directly employs 1,500 people at the grower, packer and processor level. There are a total of 1,506 farms which is more than other regional districts in the Okanagan Valley.

Leveraging its unique ecosystem and picturesque agricultural landscapes, the Okanagan-Similkameen region is also a major tourist destination, which also offers year-round attractions including hiking, skiing, and fishing. There are approximately 130 vineyards in the Regional District, many of whom offer wine tours or tasting rooms, and which are a large contributor to the economy in terms of available jobs and revenue.

Penticton

Serving as the primary retail and service centre for the much of the Okanagan-Similkameen region, the labour force in Penticton has highest employment in the retail trade (16 per cent), followed by health care

and social assistance (13 per cent). Other high-employment industries include construction (nine per cent), accommodation and food services (nine per cent), and manufacturing (seven per cent)

Summerland

Likely reflective of its high median age, the industry with largest employment within Summerland is the health care and social assistances industry (13 per cent of employed labour force). Other high-ranking industries include construction (13 per cent), retail trade (10 per cent) and likely owing to the agricultural research facility located at Trout Creek, scientific and technical services (seven per cent).

Oliver

Employment data by industry for the municipality of Oliver has been suppressed by the 2011 National Household Survey for data quality or confidentiality reasons. Agriculturally, the wine sector and fruit tree sectors share in the economy of the rural areas surrounding the town.

Osoyoos

The industry with greatest employment in Osoyoos is retail trade (11 per cent), followed by public administration (11 per cent), health care and social assistance (10 per cent), accommodation and visitor services (10 per cent), and agriculture (9 per cent).

Princeton

The nearby Copper Mountain Mine exerts enormous employment influence within Princeton, with 23 per cent of the employment in the community in the mining and manufacturing industry. Other high employment industries are educational services (17 per cent), retail trade (10 per cent), and agriculture, forestry, fishing or hunting (9 per cent). Princeton's higher elevation and surrounding pine forests result in forestry rather than fruit tree agricultural influences.

Keremeos

Employment data by industry for the municipality of Keremeos has been suppressed by the 2011 National Household Survey for data quality or confidentiality reasons. Agriculturally, the area around Keremeos, including Cawston, has retained a strong fruit orientation with a secondary wine sector.

Population + Demographic Challenges

Cultural Norms

Large proportions of residents currently aged 45-64 will increase the proportion of residents aged 65+ in future; many of whom will be aging out of driving. Gaining comfort with and understanding of transit among areas residents should be encouraged as much as possible to enable a smoother transition to non-driving lifestyles. Education and awareness-raising will be key pieces of this.

Additional pressure on accessible and custom transit service Large proportions of residents currently aged 45-64 will increase the proportion of residents aged 65+ in future, expanding the population of older residents more highly reliant on transit. Accessible fixed route and custom transit service will be expected to expand and provide neighborhood-oriented transit options to accommodate riders age 65+ and with mobility challenges.

Low rural densities

Population concentrations are high in Penticton, but much lower elsewhere in the Okanagan-Similkameen. Providing conventional, fixed route transit service is financially challenging in areas of low density. Lower frequency conventional service and on-demand service may be more applicable in these areas.

Increases in medical, shopping and leisure trips

The older population demographic will likely lead to increased demand for travel for medical, shopping, and leisure purposes. This can be a difficult ridership market to serve due to relatively undefined trips times and destinations. The network of the future will need to better connect people to local centres to capture this market and increase ridership.

Seasonal Variation

The Regional District sees a large seasonal employment variation, particularly in the summer months when there is an increase in tourism, and hard labour employment in rural areas.

Winter conditions

Harsh winter conditions on some area highways are common occurrences and many older drivers are less confident with winter travel. Transit services connecting outlying communities to Penticton and community hubs will be needed to ensure safe access to regional needs and services.

Land Use + Planning

Okanagan-Similkameen

Sub Regional Growth Strategy, Bylaw No. 2421, 2007

The South Okanagan Regional Growth Strategy, Bylaw No. 2421, 2007 is a long term commitment to manage growth in the Okanagan Valley portion of the RDOS Okanagan-Similkameen. The strategy aims to keep urban settlement compact by encouraging and directing development to where services are located. **Figure 4** illustrates those existing settlement areas where future growth should be directed. These areas are larger communities that have all the necessary services, infrastructure and amenities in place to accommodate future growth which are shown as Primary Growth Areas. These primary growth areas include Summerland, Penticton, Okanagan Falls, Oliver and Osoyoos.

The following are policies outlined in the plan related to land use and transportation:

- Create walkable, livable mixed-use neighborhoods and communities. (Policy H2.3)
- Integrate transportation infrastructure within and between communities. (Policy H2.5)
- Support the creation of walkable neighborhoods and pedestrian/cycle/transit networks that offer both alternative transportation and recreational opportunities and work with the Province to further develop the pedestrian/cycle network in conjunction with highway improvements. (Policy I6.2)
- Encourage the identification of land in community cores appropriate for transit hubs. (I6.4)
- Consider Light Rail Transit (LRT) as an option to improve community linkages and mitigate the effects of transportation on air quality and climate change. (I6.5)

Figure 5 : Growth Areas in the Okanagan



Figure 6 : South Okanagan Regional Growth Strategy Study Area



Trails Master Plan, 2012

The Trails Master Plan was created to define future direction, policies, priorities, standards and actions for the Regional District and its partners with respect to existing and potential future linear parks and trails and support of a regional trail network. Recommendations outlined in the trail plan are organized by first, second and third priority. First priorities focus on conflict resolution between motorized and non-motorized trail uses, safety, and collaboration of community groups. A portion of these priorities can be seen in **Table 3**.

A key trail feature in the region is the Kettle Valley Rail Trail (KVR), used by residents for recreation and commuting to work, and from one community to another. Highlights of the KVR include stunning vistas, an easy gradient and unique topography.

Table 3: Trail priorities in Okanagan-Similkameen

First Priority	Second Priority	Third Priority
Designate the Kettle Valley Rail (KVR) trail non-motorized from Penticton boundary to Arawana, eventually to Smethurst Road	Seek Area Based tenure for management of China Ridge	Designate specific routes and trail user types within Drenzi area to protect big horn sheep
Designate KVR non-motorized between Summerland boundary and Faulder	Work with landowners to establish right-of-way or beachfront connections through locate lands on west side of Skaha Lake	Install signage and develop maps for Coalmont area
Explore opportunities for establishing motorized recreation corridors, independent of the KVR between the following areas: <ul style="list-style-type: none"> • Princeton and Coalmont • Tulameen and Coalmont • Summerland and Osprey Lake • Osprey Lake and Princeton • Immediate area of Osprey Lake • Smelthurst and Little Tunnel 	Improve wayfinding signage and safety information on the KVR from Faulder to Crump	Negotiate stewardship agreement with SODC for McLean Creek Area
Initiate conflict resolution framework and continue discussions with local trail groups regarding motorized re-route in areas without established parallel trail opportunities.	Apply to establish the Three Blind Mice trail network with the Province of BC through Section 56 agreements. Support local stewardship groups or commercial operators to provide trail maintenance and stewardship	Establish permanent outhouse at Arawana
Develop and install safety signage and promote respect-based trail use in mixed use and conflict areas	Designate a route on the eastern edge of the trail network for dirt bikes accessing the Above the Mice area	Develop motorized staging areas at: <ul style="list-style-type: none"> • Coalmont Campground • End of proposed bypass on Princeton side. • Coquihala at KVR RDOS Boundary • East of Tulameen.

Penticton

Penticton Official Community Plan, Bylaw No. 2002-20

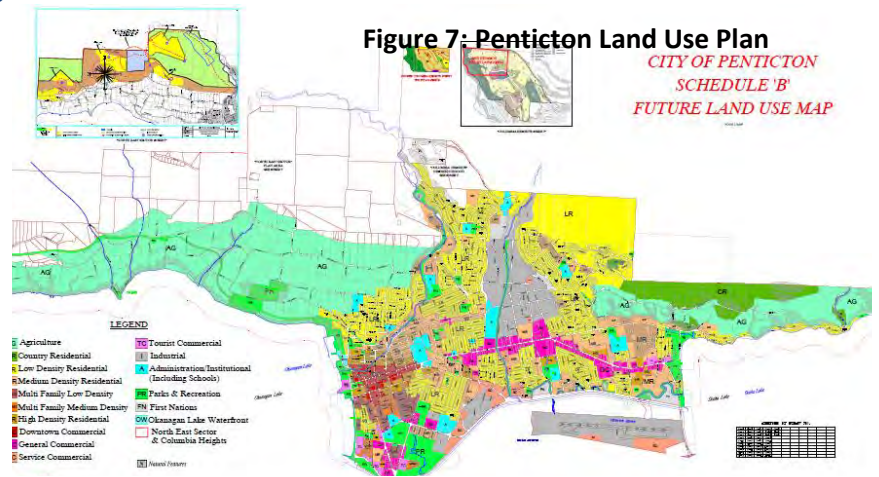
The City of Penticton Official Community Plan Bylaw, No. 2002-20 guides Penticton's development to meet its anticipated needs over the next decade and beyond.

A comprehensive Development Plan was prepared to assess the 20 year development capacity. As Penticton has the highest population in the region it needs to be a priority in future land use planning to better serve the region as a whole. Growth management will occur using the following criteria:

- High density residential and mixed use development will be concentrated in the Urban Villages and Downtown areas with a focus on walkability, public transportation use, public realm enhancements and local business viability.
- Greenfield growth is to be directed to Upper Columbia, Upper Wiltse and the North East Sector.
- Planning for infrastructure, parks and public facilities needs to be coordinated with projected population growth to maintain service levels and enhance community amenities.

The following are policies included in the plan related to land use and transportation:

- Continue to plan complete neighborhoods in desired growth areas in the City.
- Encourage the concentration of pedestrian oriented commercial services in neighborhoods to generate strong neighborhood focal points and identity as well as enhance local business.
- Encourage growth and residential densification to occur in the vicinity of existing and proposed major transportation corridors, and will promote and encourage more efficient use of public transportation.
- Encourage intensification of residential land use and density along major arterials and transit routes.
- The City in conjunction with BC Transit will on a regular basis review public transit schedules, routes, accessibility and fees to ensure that public convenience, reasonable service levels and fees are maintained and attract new users.
- As an alternative to the traditional approach of expanding the capacity of roads to deal with traffic congestion, the City will endeavor to redistribute demand for transportation by increasing the range of choices for affordable, accessible transportation options.



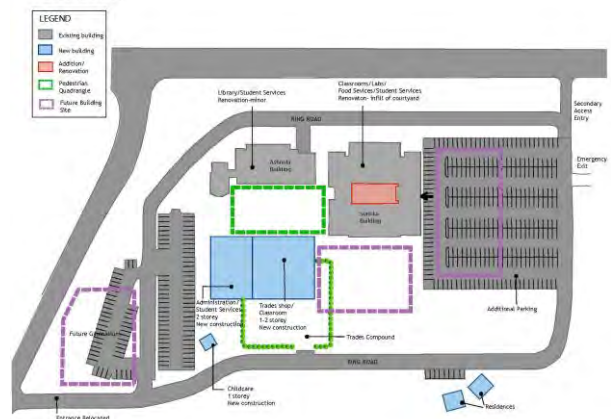
Okanagan College, Penticton Campus Master Plan

The Campus Master Plan (2007) recognizes that the current location of the Penticton Campus is on land leased from the Federal Government, which at the time of publication had 30 years remaining. Based on the current location the plan envisages:

- Four new academic and learning buildings*
- Student residence development on the east side of the campus
- A childcare centre for students and staff
- A re-orientation of the main entrance further east along Duncan street connecting to a ring road similar to those at the University of Victoria and Kelowna campuses

* The most recent new building is the *Jim Pattison Centre for Excellence in Sustainable Technologies and Renewable Energy* opened in 2013

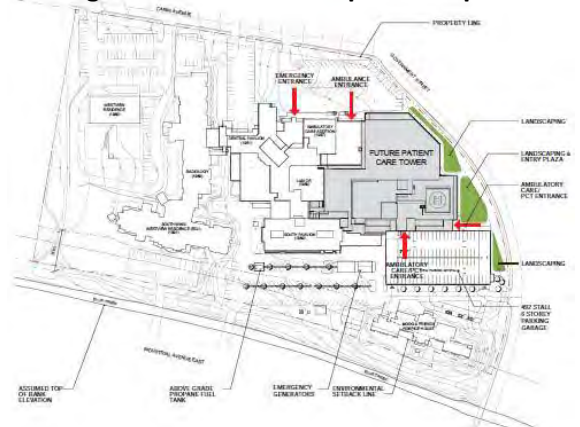
Figure 8: Okanagan College Land Use Plan



Penticton Regional Hospital Campus Expansion

Interior Health is undertaking a Two Phase improvement of Penticton Regional Hospital. Phase 1, currently underway is for the development of a new seven storey tower, offering expansion of in-patient care and hospital services and scheduled for completion in 2019. The new tower will be accompanied by 5-story parking structure, providing 500 additional parking stalls. Phase 2 remains unscheduled, but is limited to renovation of existing units.

Figure 9: Penticton Hospital Campus



Penticton Indian Band Comprehensive Community Plan (2013)

The completion of a Land Use Plan is one of the key goals emerging from the Comprehensive Community Plan. This is to be developed in tandem with a land use code that will give the Penticton Indian Band the authority to develop land-use bylaws in relation to reserve lands.

Summerland

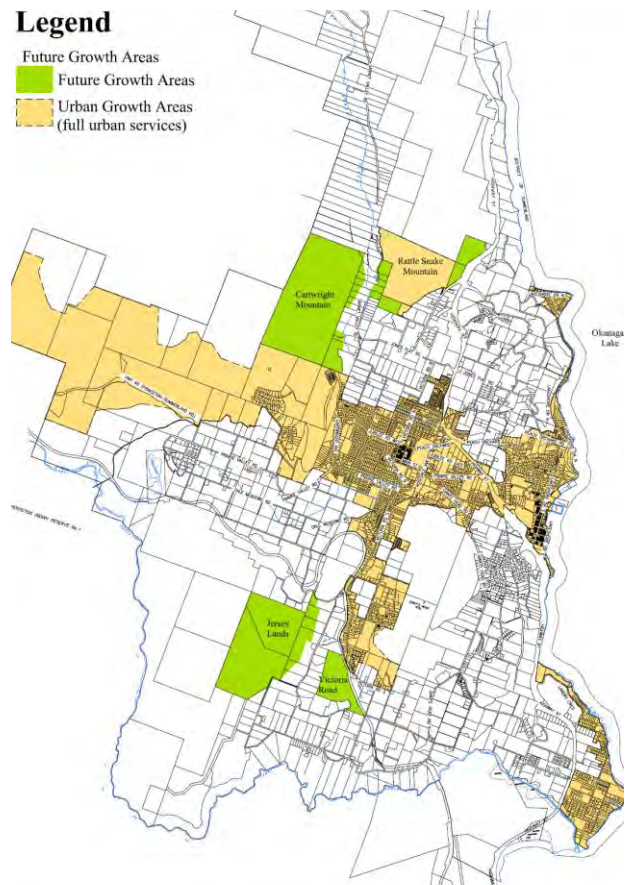
District of Summerland Official Community Plan, Bylaw No. 2000-310, 200

The District of Summerland Official Community Plan, Bylaw No. 2000-310, 2008 recognizes existing conditions and trends, notably the importance of the natural environment, regional and community growth management, and the preservation and enhancement of Summerland's social character and sense of place. Future growth is to be concentrated in Cartwright Mountain, Jersey Lands, and Victoria Road. See **Figure 10**.

Policies that are outlined relative to land use and transportation include:

- The density and scale of development shall encourage walking and cycling within a 10-minute walking radius (about 800 meters) of the downtown core. A 10-minute walking radius is the standard used to promote walkability between services, amenities, and residences. (4.2.3.7)
- Based on the proposed transit route in the Transportation Master Plan, a Transit Plan should be prepared with maps to identify transit exchanges and bus stops based on issues of site design, connectivity, accessibility, signage, and safety. (4.3.2.11)
- Continue to work with neighboring communities, the Regional District, and the Provincial government for improved transit service including establishing an intra-city transit route, increasing the frequency of transit service between Penticton and Summerland and establishing a transit route to Kelowna via Peachland. (4.3.2.12)

Figure 10: Summerland Land Use Plan



Oliver

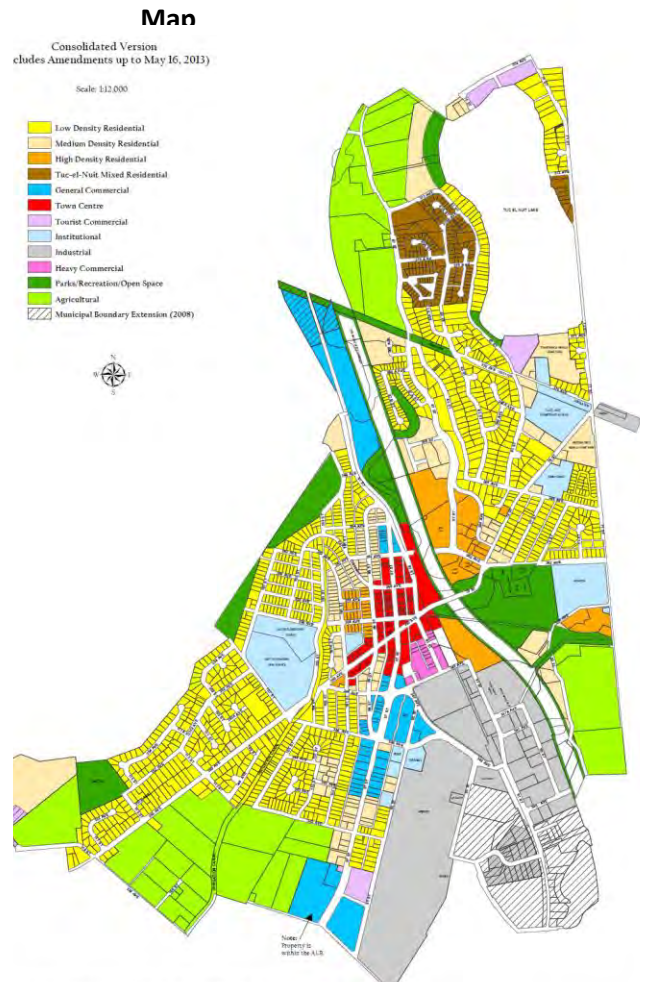
Oliver Official Community Plan, Bylaw No. 1070, 2003

The Town of Oliver Official Community Plan, Bylaw No. 1070, 2003 integrates all aspects of the town into a broad strategy to direct growth and development over the next decade and beyond. This plan must be a flexible document that evolves as conditions change in the community and the surrounding region including future land use changes which can be seen in **Figure 11**.

Policies in the Plan related to land use and transportation include:

- Manage growth along transportation corridors to ensure the livability of existing commercial and residential areas (5.1.2.10)
- The Town will work with BC Transit to evaluate the need and viability of providing public transit opportunities within Oliver as well as more frequently scheduled public transit service from Oliver to larger centers in the Okanagan, including Penticton and Kelowna. (8.1.2.10)

Figure 11: Oliver Future Land Use



Osoyoos

Osoyoos Official Community Plan, Bylaw No. 1230, 2007

Town of Osoyoos Official Community Plan, Bylaw No. 1230, 2007 provides policies and objectives which support transportation and land use planning. Future growth is to be concentrated in the Airport Industrial Growth Area, Strawberry Creek Growth Area, Dividend Ridge Expansion Area, and Meadowlark Drive Growth Area as shown in **Figure 12**. The Town will follow “smart growth” principles for meeting community infrastructure needs. These include:

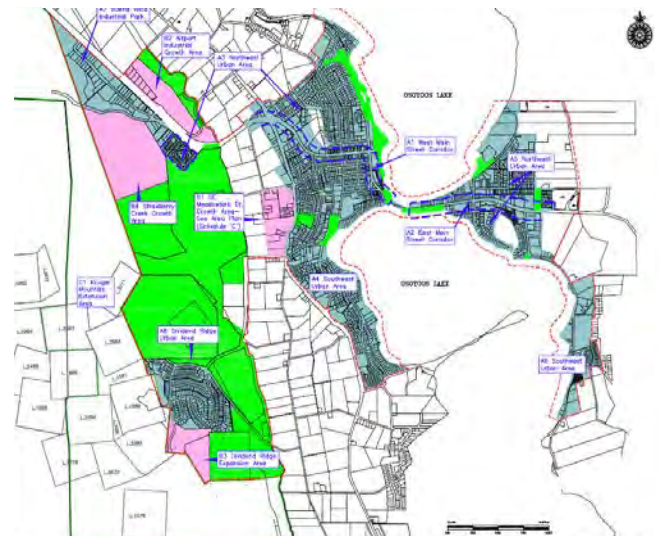
- Make full use of existing infrastructure, and upgrade and extend services to stay concurrent with growth needs. (13-1)
- Encourage compact and orderly growth to economize on infrastructure costs (13-2)
- Osoyoos employs an Urban Growth Boundary to accommodate realistic projections of future growth, promote certainty for property owners and developers, encourage a compact urban form and discourage sprawl development.

Integrated Community Sustainability Plan, 2011

Although not a municipal bylaw, the Integrated Community Sustainability Plan, 2011 is written to guide the community toward a desirable and sustainable future. The ICSP identifies strategies and actions for implementation, monitors progress, and is reviewed and updated every year. Actions outlined in the plan include:

- Provide clearly marked and accessible corridors for pedestrians, cyclists, and scooters for easy access between downtown core and recreation areas. (2.1)
- Implement the revitalization plan for the downtown core (7.1)
- Create a community transit plan, incorporating public, private, local, regional and inter-regional services (8.1)
- Create a 5-year capital plan to provide accessible infrastructure that promotes walking, cycling, scooters, e-bikes, etc. (8.2)

Figure 12: Growth Areas in Osoyoos



Princeton

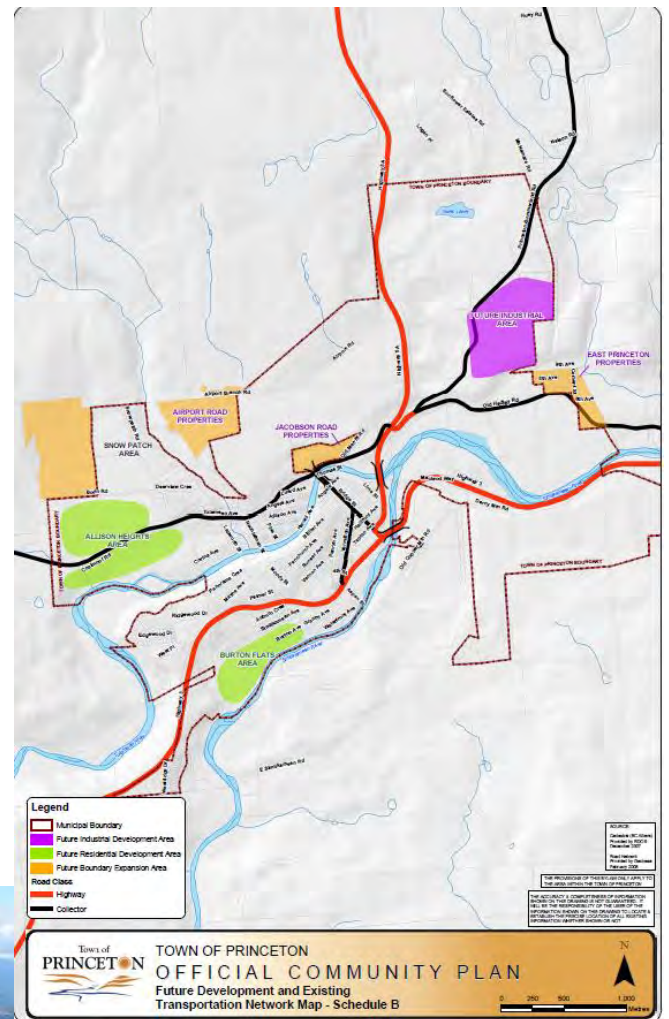
Princeton Official Community Plan Bylaw No. 808, 2008

Town of Princeton Official Community Plan Bylaw No. 808, 2008 outlines the following “smart planning” development criteria to evaluate future applications. (Policy 9.3.c) New developments should:

- Create an accessible environment where people of all ages, using a variety of transportation modes (including walking, cycling, motorized scooters, wheelchairs), can move with ease.
- Plan future residential land uses with respect to the community’s existing infrastructure including roads, water and sewer.
- Encourage residential densification in the Town Centre and in the neighborhoods immediately surrounding the Town Centre through infill and redevelopment.

As shown in **Figure 13**, new residential development should be directed in the Allison Heights and Burton Flats areas.

Figure 13: Princeton Future Development and Existing Transportation Network Map



Keremeos

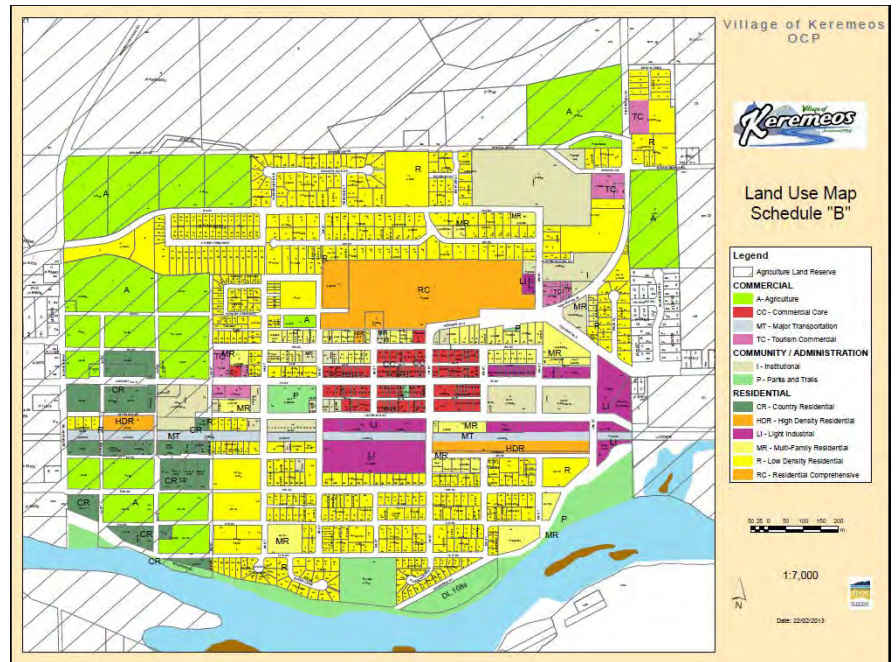
Keremeos, Official Community Plan, Bylaw No. 807, 2013

Village of Keremeos, Official Community Plan, Bylaw No. 807, 2013 will act as a policy guide to Council for short and long-term land use and development decision making, including associated social, economic, environmental and physical development. The Village recognizes the importance of planning for economic diversity, parks and green space, efficient land use, cost effective infrastructure and sustainable population growth. See **Figure 14**.

Policies in the plan include:

- Direct future residential growth to areas that have capacity with respect to municipal services. (Policy 7.2.4)
- Discourage excessive use of automobiles for local transportation by encouraging residents and visitors to use other alternative transportation modes including walking, and bicycling.

Figure 14: Keremeos Land Use Map



Electoral Areas

Transit, transportation and land use policies are summarized from community plans in the Electoral Areas. See **Table 4**.

Table 4: Summary of Electoral Area Community Plans

Area	Document	Summary of Key Policies
Electoral A Osoyoos Rural	Official Community Plan, Bylaw No. 2450, 2008	<ul style="list-style-type: none"> • Directs new urban residential growth to those urban communities within the Plan area that currently have the community infrastructure, services and employment opportunities to sustain higher densities. • Supports the enhancement of cycling and pedestrian systems in new and existing developments, and the improvement of safety for walking and cycling along roads.
Electoral Area C Oliver Rural	Official Community Plan, Bylaw No. 2452, 2008	<ul style="list-style-type: none"> • Directs new urban residential growth to those urban communities within the Plan area that currently have the community infrastructure, services and employment opportunities to sustain higher densities. • Recreational commercial development shall be permitted at suitable locations within the Community Plan area with due consideration of the impact of such development on the life style and livelihood of local residents and on the environment.
Electoral Areas D	Electoral Area "D-2" East Skaha Vaseux, Official Community Plan, Bylaw No. 2454, 2008	<ul style="list-style-type: none"> • Recognizes that the existing amount of land zoned to permit residential development is enough to accommodate the target low to medium growth rate to 2016. • Ensure that Rights of way acquired by the Province for major roads are wide enough to accommodate bicycle and pedestrian traffic as well as vehicular traffic. • Encourage the development of walkways and bicycle routes particularly within the Okanagan Falls town site.
	Electoral Area "D-1" Kaleden-Apex Southwest Sector, Official Community Plan, Bylaw No. 2456, 2008	<ul style="list-style-type: none"> • Generally manage and direct new urban residential growth to those urban communities in Electoral Area D, which presently have the community infrastructure, community services, and economic employment opportunities to sustain higher densities and residential growth. • Encourage new housing on existing vacant lots, or previously approved residential subdivisions, prior to considering more residential development on non-residential designations. • Support and encourage the provision of safe pedestrian and cycling opportunities along the major road networks as improvements are made to the roadways

Electoral Area E	Electoral Area E, Naramata Area, Official Community Plan Bylaw No. 2458, 2008	<ul style="list-style-type: none"> • Encourage residential development within the existing land use designations, utilizing those lots and small parcels of land within developed area where services are available. The existing capacity is capable of accommodating approximately 1.5% per year population growth to 2026. • Encourage an evaluation of road, pedestrian, transit and other public use corridor requirements including any off-site impacts or necessitated improvements to match the 1.5% growth rate of the community. • Encourages the province to ensure efficiency of the existing transportation system, prior to any development of the Kettle Valley Railway Corridor including investments in transit, walking and cycling.
Electoral Area F	Electoral Area F, Okanagan Lake West, West Bench, Official Community Plan, Bylaw No. 2460, 2008	<ul style="list-style-type: none"> • Maintain the same overall site densities as existing Residential Designations while creating greater open spaces between development nodes and leaving more of the site undisturbed.
Electoral Area H	Official Community Plan, Bylaw No. 2497, 2012	<ul style="list-style-type: none"> • Encourages the development of existing vacant lots and those lands with development approval prior to re-designating new areas to permit residential use • Generally, directs new urban residential growth to those urban communities within the Plan area that currently have the community infrastructure, services and employment opportunities to sustain higher densities.

Land Use Challenges

- There has been continued growth of residences, across all price points, located in areas that are heavily rural and isolated from daily amenities. The dispersed population and low transit demand makes transit cost-prohibitive to provide, and consequently residents purchasing in these areas are captive to auto-transportation. Aging in place is less realistic for people living in remote areas.
 - In order to diminish this liability and ensure that new developments support independence and match the visions of the Transit Future Plan, the RDOS and area local governments are encouraged to extend the Regional Growth Strategy to all portions of the region, and update this as well as Community Plans to include transit as a priority.
- Pathways that provide residents of local streets to with pedestrian shortcuts to larger streets and amenities are sporadic. This leads to unnecessarily long and circuitous transit routes to provide transit to residents.
 - Local plans must emphasize pedestrian pathways from local to larger streets in order to support direct and fast transit routes while broadening the catchment of residents able to easily reach the nearest bus stop.
 - New developments and public works improvements should create inviting pedestrian environment to enable and promote active transport and pedestrian connections to transit and other amenities.
- Connections and transit amenities serving Okanagan College Penticton campus are relatively undeveloped, particularly in light of the student demographic. Transit partners should work closely with Okanagan College Penticton campus plans to incorporate transit service into the planned Ring Road development in order to offset anticipated parking needs.
- There is pressure to provide transit to some low density areas; however providing transit to areas with lower density, can be difficult and costly without decreasing the efficiency of the entire transit system. Expansion of service into suburban and rural areas should consider more custom, on-demand options.

Service to Future Growth Areas

Local Governments are encouraged to focus a portion of new growth through intensification of established and central parts of the community to leverage existing amenities and further enable non-auto trips.

Transportation

The transportation system is comprised of distinct elements operated and managed by different levels of government and authorities. Major components include provincial highways, local roads, BC Transit and interregional bus.

An overview of the Okanagan-Similkameen road network and Interregional travel is provided to formulate an understanding of travel options available to Okanagan-Similkameen residents, and to assess resident travel behavior, and the interconnectivity between the various modes.

Travel Mode Share

What is "Mode Share"? Mode Share is the proportion of all trips made by a specific form of travel

For every 100 trips that Jane makes: 67 are by car, 18 are on foot, 10 are by transit and 5 are by bike. Jane's car mode share is 67%, her pedestrian mode share is 18%, her transit mode share is 10%, and her bike mode share is 5%

Regional District of Okanagan-Similkameen

Travel in the Okanagan-Similkameen is highly dependent on single-occupancy vehicles. See **Figure 15**. As of 2011, driving represents 85 per cent of commuter trips, public transit represents one per cent, and walking/cycling represents 12 per cent.

In Penticton, driving represents 80 per cent of commuter trips, public transit represents one per cent, and walking/cycling represents 17 per cent. When comparing Penticton to the rest of the Regional District, it has a lower per cent of people driving and a higher per cent of people walking or cycling. This could be due to the concentration of services which leaves less of a need to drive and is more convenient to walk or cycle.

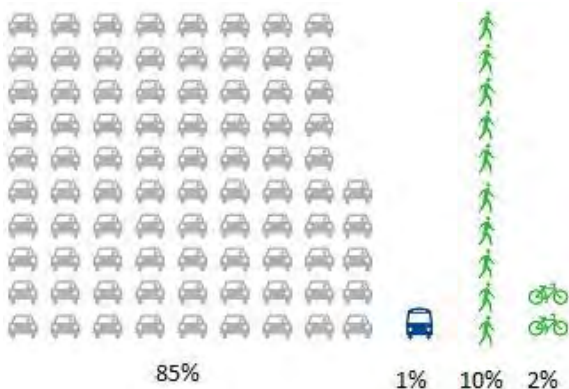


Figure 15: Okanagan-Similkameen Travel to Work Mode Share, Statistics Canada

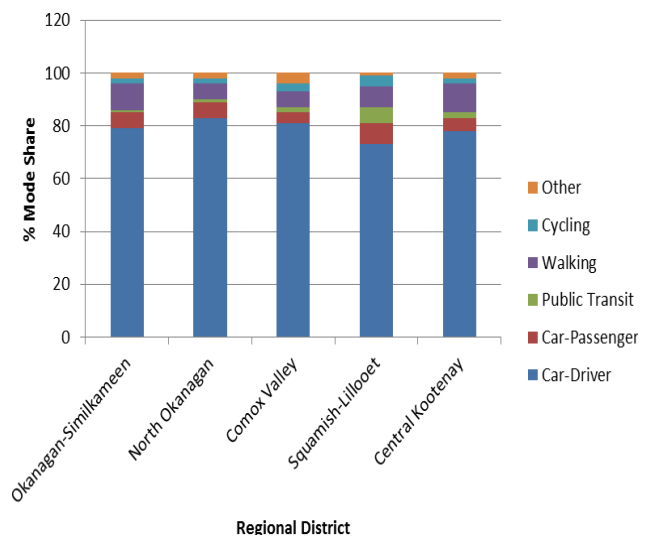


Figure 16: Travel to Employment Mode Share in Peer Regional Districts, Statistics Canada

Commuter mode shares in comparable Regional Districts have similar patterns, with automobile trips accounting for 82 per cent to 90 per cent of trips, and transit trips accounting for one to two per cent of all trips. See **Figure 16**. However, among these, the Okanagan-Similkameen has the lowest share of commuter transit trips with one per cent.

Considering that a large proportion of Okanagan-Similkameen residents are retired and excluded from commuter mode shares, an alternate method of estimation based on average trips per household and total transit ridership has been used to estimate the region’s and local municipal mode shares. Using this method, it is estimated that the transit mode share at a regional-scale is 0.6 per cent.

Penticton

Based on average trips per household, population and existing transit ridership it is estimated that Penticton’s **transit mode share is about 1.5%**

Summerland, Oliver, Osoyoos, Princeton, and Keremeos

Based on average trips per household, population, and existing transit ridership, it is estimated that in communities served by transit outside of Penticton, **the transit mode share is about 0.6%**

Active Drivers Licenses

Examining numbers of people with active driver’s licenses enables transportation planners to understand the quantity of people who may age out of driving over the life of the transit future plan. Individuals who age out of driving typically become reliant on alternate modes of transportation such as walking, transit, and taxis to carry out daily living.

There are approximately 55,000 residents of the RDOS with active drivers licenses, of these, 16,000 or 30 per cent are people aged 65+. Many of these people will age out of driving during the life of the Transit Future Plan.

A closer examination of the older population segment of drivers shows that the RDOS has more people aged 75+ with active drivers licenses than the entire population of Osoyoos.

Senior Drivers in the Regional District of Okanagan-Similkameen
Active Drivers Licences by Age Group

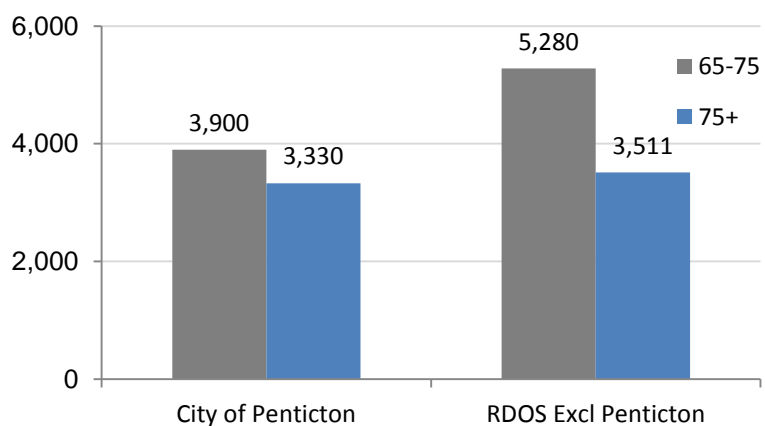


Figure 17: Active Drivers Licenses by Age Group

Origins

Travel originates at an individual's home or at access points to the Okanagan-Similkameen. As noted previously, resident population is concentrated in Penticton (41 per cent) and to a lesser extent, Summerland (14 per cent) Oliver (six per cent) and Osoyoos (six per cent). See Table 1.

Destinations

Travel destinations are the locations of employment, shopping, services, or recreation that residents access most commonly. The majority of employment and shopping/services are concentrated in Penticton. The most common regional destinations are as follows:

- Downtown Penticton
- Penticton Regional Hospital
- South Okanagan Hospital in Oliver
- Kelowna Hospital
- Okanagan College
- UBCO in Kelowna
- Agricultural Research Centre in Trout Creek
- School District 67
- School District 53.
- Penticton Trade and Convention Centre
- Similkameen Recreation Centre
- Sonora Community Centre.
- Oliver Community Centre.
- Penticton Community Centre
- Apex Mountain Ski Resort.
- Mount Baldy Ski Resort
- Penticton Regional Airport.
- Kelowna International Airport
- Cherry Lane Shopping Centre (Penticton)
- Penticton Plaza (Penticton) provides a collective of shops and services which cater to a diversity of needs.
- Peachtree Mall (Wal-Mart) (Penticton)
- Summerland
- Osoyoos Market
- New Corrections Facility near Oliver (240 jobs)

Road Network

The main provincial highways that travel through the Okanagan-Similkameen are Highway 97, Highway 3, and Highway 3A. Highway 97 (Okanagan Highway) is the longest provincial highway in any province

running from the Canada/US border to the British Columbia/Yukon border. It travels north-south through Osoyoos, Oliver, Okanagan Falls, Penticton and Summerland. Highway 3 (Crowsnest Highway) travels east-west through Princeton, Hedley, Keremeos, and Osoyoos. Highway 3A runs from Keremeos north through Olalla and intersects with Highway 97 and then travels south past Okanagan Falls and Oliver to Osoyoos.

Provincial highways are under jurisdiction of the Ministry of Transportation and Infrastructure.

Approximate driving time and distance between regional destinations are shown in **Table 5**. Driving time from Princeton in the west to Oliver in the south-east is 1 hour 37 minutes (125 km). Penticton to Summerland is 17 minutes (18 km), and Penticton to Osoyoos is 55 minutes (63 km).

To the north, Penticton is a 50 minute drive to Kelowna, a 1 hour 30 minute drive to Vernon and a 2 hour and 20 minute drive to Kamloops. To the south Penticton is a 1 hour and 15 minute drive to the USA Border.

Table 5: Approximate Driving Time and Distance between Regional Destinations³

	Penticton	Summerland	Oliver	Osoyoos	Princeton	Keremeos
Penticton		17 min 18 km	37 min 42 km	55 min 63 km	1 hr 26 min 112 km	44 min 48 km
Summerland	17 min 18 km		46 min 56 km	1 hr 3 min 77 km	1 hr 35 min 127 km	52 min 62 km
Oliver	37 min 42 km	46 min 56 km		20 min 21 km	1 hr 37 min 124 km	52 min 67 km
Osoyoos	55 min 63 km	1 hr 3 min 77 km	20 min 21 km		1 hr 25 min 114 km	38 min 48 km
Princeton	1 hr 26 min 112 km	1 hr 35 min 127 km	1 hr 37 min 124 km	1 hr 25 min 114 km		48 min 67 km
Keremeos	44 min 48 km	52 min 62 km	52 min 67 km	38 min 48 km	48 min 67 km	

³ Drive BC

Other Travel Options

Active Transportation

Active transportation consists of multi-use trails and cycle paths. Commuter trails are provided with connections between the trail and road system, and features such as bike lanes and sidewalks are available after major corridor trails terminate. The main commuter corridors identified include Summerland to Penticton, Keremeos to Cawston and the Penticton-Okanagan Falls-Osoyoos corridor.

The Kettle Valley Rail Trail is a multi-use recreational rail trail which formerly was built for the now-abandoned Kettle Valley Railway. The Kettle Valley Railway trail is an increasingly popular facility for hiking, cycling, horseback riding, cross country skiing and snowmobiling. It travels through Osoyoos, Princeton, Okanagan Falls, Naramata and Penticton. This portion of the trail travels along river channels, marshes and past rolling hills of vineyards and orchards. The trail not only connects municipalities, but it also connects major tourist destinations including vineyards and lakes in the region.



Marker post for the Kettle Valley Railway trail

Taxi

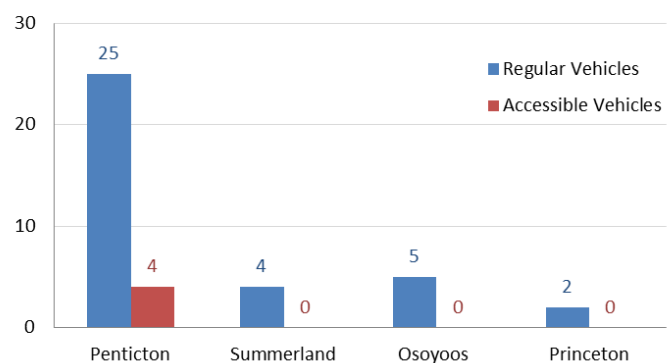
Although there is good availability of regular taxi service in Penticton, taxi services are limited outside of the greater Penticton area. Two of the three taxi companies in Penticton offer accessible vehicles in their fleets, with a combined total of 4 vehicles in Penticton.

Air

Penticton Regional Airport is located in Penticton approximately 10 minutes from the downtown core. This airport provides passenger air travel through Air Canada Jazz and Westjet. There are daily direct flights from Penticton to/from Vancouver costing \$150-\$200, and a daily flight from Penticton to/from Calgary costing \$150-\$200 per direction.

Passenger air travel is also offered at Kelowna International Airport which is a one hour drive north of Penticton and at Kamloops Airport, which is a two hour and 30 minute drive north of Penticton.

Figure 18: RDOS Taxi Fleets by Community



Source: Passenger Transportation Board of British Columbia

Bus

Intercity Coach: Daily Greyhound bus service is offered throughout the Okanagan-Similkameen. Bus stops are located in all major municipalities and buses operate daily seven days a week.

School bus: Students living outside of 4.5 kilometres of distance from schools are usually eligible for school bussing services. Within Okanagan/Skaha School District 67 bus service is provided by Berry & Smith Ltd., while Okanagan-Similkameen School District 53 and Nicola-Similkameen School District 58 provides bus transportation directly.

Other: There are numerous limousine and charter companies operating in the Okanagan-Similkameen, with service primarily focusing on wine and recreational tourism.

Transportation Challenges

Low transit mode share

The Okanagan-Similkameen among the lowest transit mode shares compared to peer communities. Increasing efficiency and convenience of the system will increase ridership and increase the transit mode share while decreasing the vehicle mode share in the Okanagan-Similkameen.

Limited transportation data

RDOS Travel Patterns

To date there have been no origin-destination travel surveys conducted across the RDOS, or within any of the local jurisdictions of the RDOS. Data resources which capture the movement patterns and volumes of people between major origins and destinations at the local and regional scale are vital to both effective transportation development and informed decision-making. The RDOS and its jurisdictions will need to consider undertaking a comprehensive origin-destination travel survey examining movements within and between communities in order to invest future transportation funds effectively.

Transit Stop Activity

To date, route level passenger data is the only information easily available for the Penticton Transit System. Future efforts to improve service within urban settings need a clearer understanding of how stops are utilised.

Active transportation infrastructure in support of transit

Creating a more extensive, better signalised and connected sidewalk, bikeway, and trail network will enhance access to public transit, improving the transit experience and growing ridership. BC Transit, the Ministry of Transportation, local governments, and the Regional District must coordinate to ensure active transportation facilitates access to public transit and so that future transit services changes are communicated and supportive infrastructure can be provided.

Interregional commuting

There appears to be an increasing demand for interregional service connections for people making longer distance trips for work and particularly educational purposes.

Long distances between communities, particularly Princeton and Keremeos

Smaller communities in the Okanagan-Similkameen have a high dependency on Penticton and community hubs across the region for daily errands, work, education and medical services. The long travel time is inconvenient for many residents to access, particularly if a vehicle is unavailable to them.



Transit Today

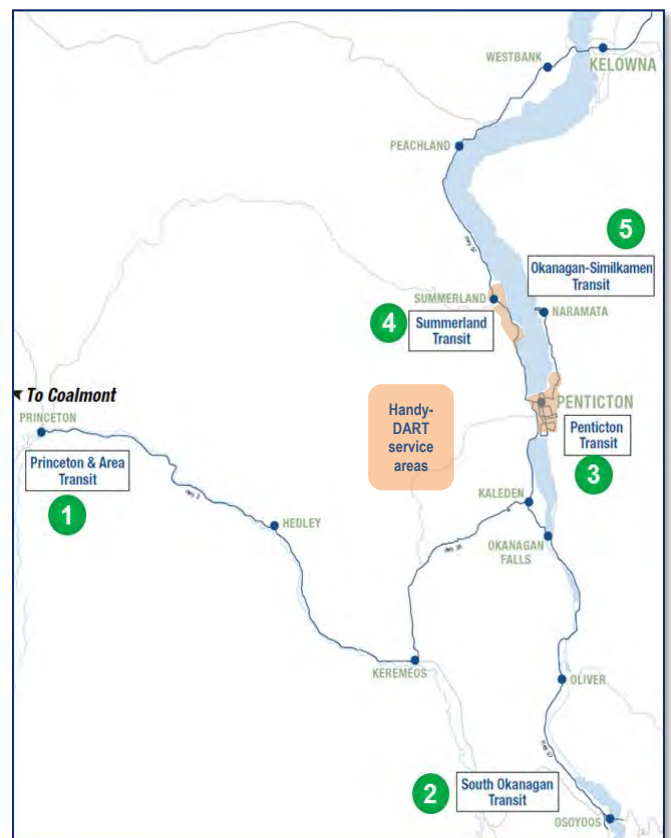
As of 2015, Transit services in the RDOS are delivered by five transit systems, each developed to serve residents of their respective communities (**Figure19**). Over time, market need -- buoyed by the changing landscape of medical services -- has led to the independent development of regional and limited inter-regional services which in some cases overlap, but have limited integration with transit systems in adjoining communities.

Of the five transit systems in the Okanagan-Similkameen, the Penticton Transit system (**3**) is the only fully conventional system; it is complemented by a separate custom (handyDART) service offered for those who are unable to use the conventional system.

Outside of Penticton the remaining transit systems are classed as paratransit offering blends of flexible and fixed service, and connections to rural communities. The two systems serving Summerland, Naramata and Okanagan Falls - the Summerland Transit System (**4**), and Okanagan-Similkameen Transit System (**5**) respectively - are classed as Paratransit but function most closely to conventional systems with fixed routes and schedules. This conventional character is possible through the availability of custom (handyDART) services for residents in Summerland. Summerland handyDART service is offered directly by the Summerland Transit System.

Further south and west in the RDOS, the South Okanagan Transit System (**2**) and Princeton and Area Transit System (**1**) offer more typical Paratransit with a blend of fixed and flexible transit which accommodates transit for conventional and custom passengers using the same vehicles and service.

Figure19: The five RDOS Transit Systems



Existing transit system performance and the degree to which it meets or does not meet the needs of the region must be understood in order to develop the future network. This section examines the existing conventional, paratransit, and custom services provided in the Regional District of Okanagan-Similkameen, outlining challenges and opportunities to support the development of an efficient and effective future system.

Service Types and Operators of RDOS Transit Systems

Owing to the broad spatial spread between communities, and also to the independent evolution of each system, transit service in the RDOS is provided by four separate operating companies, which consist of a blend of commercial operators and community organizations.

Table 6: RDOS Transit Systems by Type

Transit System	Services Offered	BC Transit Category	Operator
Penticton	Conventional	Conventional	Penticton Transit Service (Berry & Smith Ltd.)
	Custom* (handyDART)	Custom (handyDART)	Penticton & District Community Resources Society
Summerland	Conventional	Paratransit	Penticton & District Community Resources Society
	On-Request		
Okanagan-Similkameen (Naramata & Okanagan Falls)	Conventional	Paratransit	Penticton Transit Service (Berry & Smith Ltd.)
	On-Request	Paratransit	South Okanagan Transit Society
Princeton & Area	Conventional	Paratransit	Princeton and District Community Services
	On-Request		

The Case for Improved System Integration

Each transit system is composed of layers of transit provision:

- Transit Information/Riders Guides
- Fares and Passes
- Schedules
- Resources – driver hours
- Resources – fleet
- Marketing and promotion

These functions are all carried out in quintuplet within the RDOS

Is this redundancy and multiplicity needed?

Many residents are unaware of the transit services in neighbouring communities. Integration of some layers could make the transit easier to use, while also making transit provision more efficient.

Systems Performance

Considered cumulatively across all five transit systems, ridership over the past ten years has grown to 493,312 in 2013/2014 from a low of 351,853 in 2005/2006, an increase of 141,549 or 40 per cent. See figure _ for more information

Considered individually, all systems with the exception of the Okanagan-Similkameen Transit System (Naramata only) have experienced ridership growth trends or stability over the past ten years. In general, the system's

ridership has responded well to increased service investment such as the jump from 2006 to 2008, which corresponds to the introduction of 30 minute frequencies in the Penticton Transit System. Conversely in smaller systems such as the Okanagan-Similkameen (Naramata) service, minor demographic shifts such as retirements of regular mature riders or newly licensed teen riders have also impacted ridership.

Figure 20 :RDOS Transit Ridership

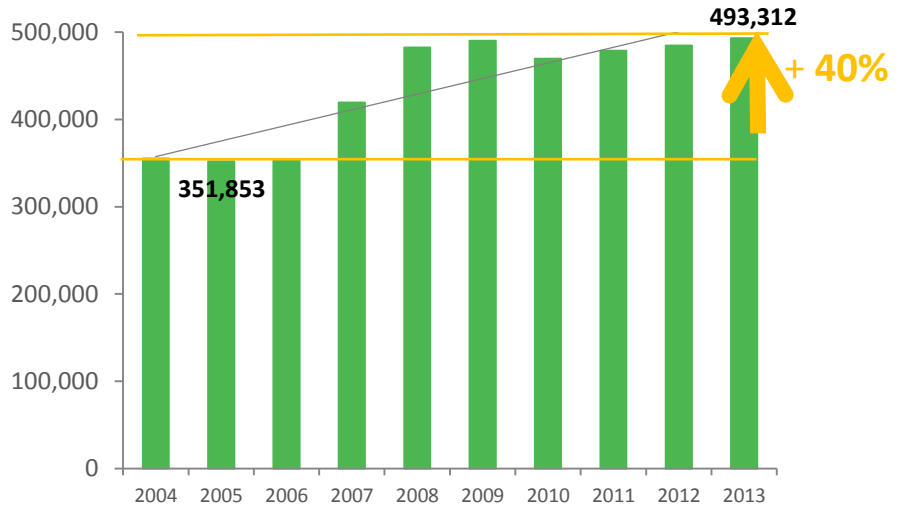


Table 7: RDOS Transit Ridership Overview 2004 -2013

Transit System	2004	Ridership trend 2004 - 2013	2013/14
Penticton Conventional	309,579		432,384
handyDART	11,534		21,428
Okanagan-Similkameen*	8,014		7,839
Princeton & Area	6,749		8,671
South Okanagan (Osoyoos)	1,693		7,106
Summerland**			15,884

* Okanagan-Similkameen ridership data prior to 2010 has been suppressed owing to data quality issues of this system to Okanagan Falls is too recent to produce annual statistics.

** Summerland data prior to 2010 has been suppressed owing to data quality issues

Conventional Transit System

Conventional Service Description

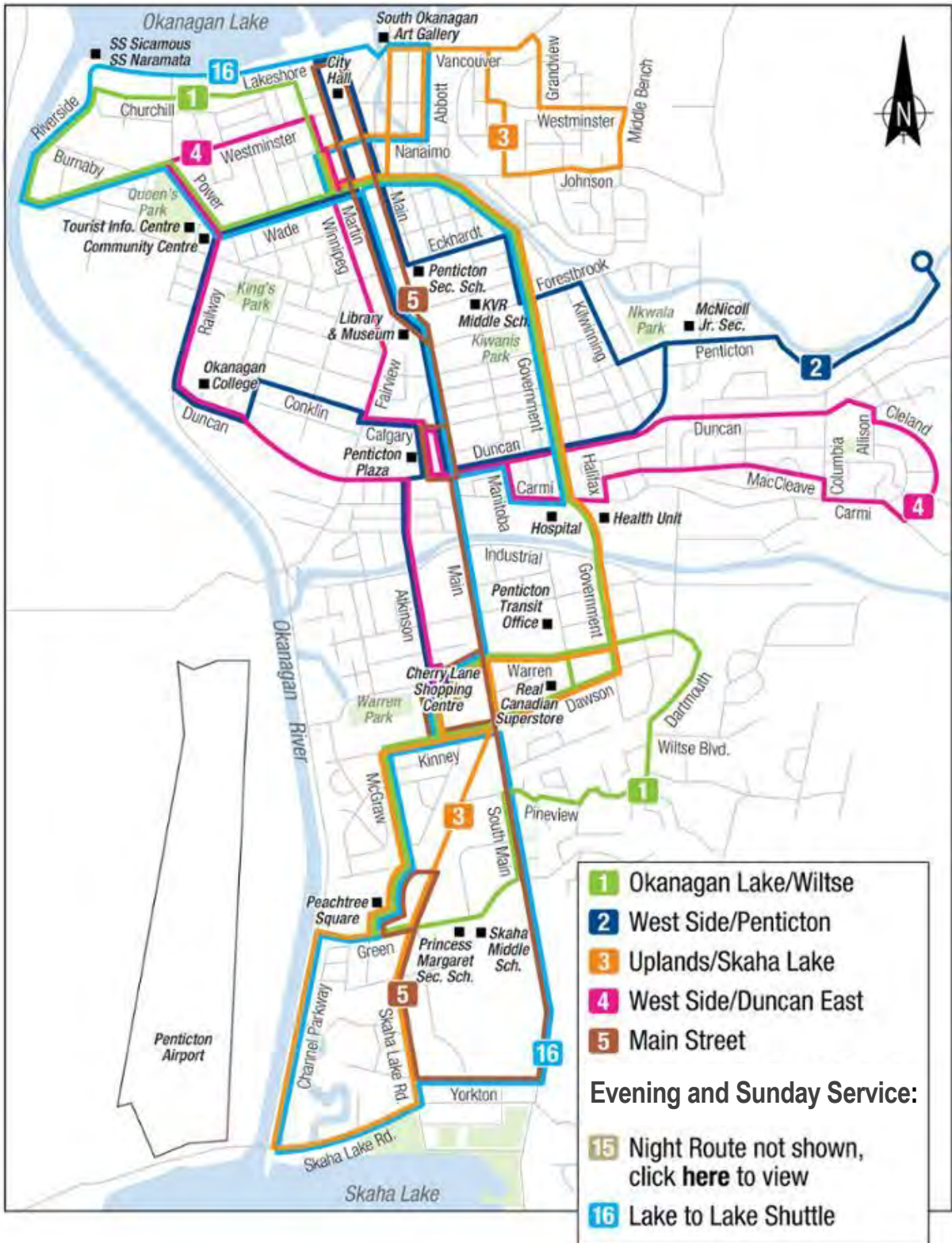
Of the five transit systems in Okanagan-Similkameen, the Penticton Transit system is the only fully conventional system and is comprised of five regular routes, plus two routes that provide either evening or Sunday service.

Table 8: Description of each route in the Penticton Transit System

Route	Description	Scale
1 Okanagan Lake/Wiltse	Service from Wade at Martin with stops at the Community Centre, Hospital, Cherry Lane Shopping Centre and Peachtree Mall. This route also has a special school reverse routing.	Local
2 West Side/ Penticton Avenue	Service from Wade at Martin with stops at the Library and Museum, Community Centre, City Hall, Okanagan College, Penticton Plaza and Cherry Lane Shopping Centre.	Local
3 Uplands/ Skaha Lake	Service from Wade at Martin with stops at the Art Gallery, Hospital, Zellers, Cherry Lane Shopping Centre, Peachtree Square and Skaha Lake. This route also has a special route for Penticton Secondary Schools.	Local
4 West Side/ Duncan East	Service from Cherry Lane Shopping Centre with stops at Penticton Plaza, Okanagan College, and the Hospital.	Local
5 Main Street	Service from Martin at Wade with stops at City Hall, Penticton Plaza, Cherry Lane Shopping Centre and Peachtree Square. This route has a special school routing used at some points in the day.	Local
15 Night Route	Service from Wade at Martin with stops at IGA, Peachtree Square, Cherry Lane Shopping Centre, Penticton Plaza, Okanagan College and the Community Centre.	Local
16 Lake to Lake	Service from Wade at Martin with stops at the Library and Museum, Penticton Plaza, Hospital, IGA, Cherry Lane Shopping Centre, Peachtree Square, Penticton Plaza, Community Centre and Okanagan Lake.	Local



Figure 21: Penticton Transit Map



Conventional Fleet

The Penticton Conventional Transit System is comprised of heavy and medium duty vehicles charged with delivering transit service to the city’s urban transit network. The fleet is funded through lease arrangements between the City of Penticton and BC Transit. Penticton was among one of several test locations used for medium duty Vicinity buses in its fleet. See Table9 for more details.

Fleet vehicles are operated to deliver maximum service kilometers annually and over a defined period of operation. Once a vehicle has delivered the maximum service kilometres it is replaced with a new vehicle.

The Penticton fleet is currently delivering more than the recommended annual service kilometres for the number of vehicles available.

Table 9 : Penticton Conventional Fleet Description

Number and Type	Vehicle Description	Passenger Capacity Seated/total	Accessible Spaces	Average Age of Fleet	Spare Ratio
6 Heavy Duty	12.5 m Nova Bus	32/69	3	6 yrs	- 1
2 Medium Duty	8.4 m Vicinity	23/39	2	2 yrs	

*In order to ensure that vehicles are able to meet their lease lifespan, there is a maximum annual number of hours and kilometres that may be placed on each bus. This is in addition to the ratio of buses kept on hand to serve as back-ups in order to maintain continuity of service when a bus breaks down. Buses required by the system to satisfy hours, kilometres and back-up needs are regularly rotated through service.

Conventional Fares

There is a single fare structure for transit services offered by the Penticton Conventional Transit System. Cash fares for adults and post-secondary students is \$2.00, while seniors, primary, and secondary students pay \$1.75. Children aged 6 and under ride for free. Monthly pass fees are staggered from \$45.00 for adults, \$38.00 for post-secondary students \$32.00 for seniors, and \$27.00 for primary and secondary students. See table 10 for further details. These fares are consistent with similarly-sized conventional systems in the province.

Table10_ : Penticton Conventional Fares

	Adults	Post-Secondary Students	Seniors	Primary and Secondary Students	Children under 6
Cash	\$2.00	\$2.00	\$1.75	1.75	free
10 tickets	\$15.00	\$15.00	\$12.50	\$12.50	free
Day Pass	\$4.00	\$4.00	\$3.50	\$3.50	free
Month Pass	\$45.00	\$38.00	\$32.00	\$27.00	free

Conventional Hours of Operation

Hours of service are show in table 11. Route 5 is the most frequent with 26 trips on weekdays. Saturday service operates on the same routes as weekdays, but is slightly reduced, while Sunday service is provided by one route only.

Table 11: Conventional Transit Hours of Service

Route	Monday-Friday		Saturday		Sunday and Holidays	
	Total Trips	Start/End	Total Trips	Start/End	Total Trips	Start/End
1 Okanagan Lake/ Wiltse	To Peachtree Mall	13	6:16 am/ 6:16 pm	10	8:48 am/ 6:16 pm	
	To Downtown	13	6:16 am/ 6:30 pm	11	8:30 am/ 6:30 pm	
2 West Side/ Penticton Avenue	To College	13	6:30 am/ 6:30 pm	11	8:13 am/ 6:30 pm	
	To Downtown	12	6:38 am/ 6:13 pm	10	8:38 am/ 6:13 pm	
3 Uplands/ Skaha Lake	To Skaha	13	6:30 am/ 6:25 pm	11	8:21 am/ 6:25 pm	
	To Haven Hill	12	6:48 am/ 6:21 pm	11	8:00 am/ 6:21 pm	
4 West Side/ Duncan East	To Duncan East	12	7:14 am/ 6:52 pm	11	8:14 am/ 6:52 pm	
	To Westside	12	6:42 am/ 6:14 pm	11	8:00 am/ 6:14 pm	
5 Main Street	To Skaha Lake	26	6:48 am/ 6:41 pm	20	8:48 am/ 6:41 pm	
	To Okanagan Lake	24	7:16 am/ 6:42 pm	19	9:16 am/ 6:42 pm	
15 Night Route	Eastside	3	6:50 pm/ 10:00 pm	3	6:50 pm/ 10:00 pm	
	Westside	2	7:14 pm/ 9:20 pm	2	7:14 pm/ 9:20 pm	
16 Lake to Lake	To Skaha Lake					10
	To Okanagan Lake					11
						9:18 am/ 6:49 pm
						9:00 am/ 7:00 pm

Conventional System Performance

Penticton Conventional Transit Ridership in 2013–2014 was 432,384, an increase of 1 per cent from the previous year. The system is resourced with 22,751 annual service hours, representing 19 passenger trips per service hour. See Table 12 for additional details.

Performance by Route

System performance is considered on a route-by-route basis. See table . Route 5 Main Street, which is located along the primary north-south axis of Penticton, linking downtown and new higher density developments with Cherry Lane Mall and Wal-Mart, experiences the highest total ridership at double of any other route of the system and maintains the highest boardings per service hour at 23. Route 15 Night Route carries one percent of the system's total ridership, and has the lowest boardings per service hour at seven boardings per service hour. Considering that this is the only transit service operating after 6:30 pm, this is exceptionally low. Route 2 Westside carries the lowest proportion of daytime passengers, and also has the lowest boardings per service hour.

Table 12: Penticton Conventional Transit Ridership Performance by Route

Route	Average Daily Ridership*	Per cent of System's Daily ridership	Daily Service Hours	Per cent of System Daily Service hours	Boardings per Service Hour
1 Okanagan Lake/Wiltse	251	17%	12.30	16%	20.4
2 West Side/Penticton Avenue	171	11%	12.00	16%	14.3
3 Uplands/Skaha Lake	263	18%	11.92	15%	22.1
4 West Side/Duncan East	221	15%	12.17	16%	18.2
5 Main Street	572	38%	24.83	32%	23.0
15 Night Route	22.3	1%	3.17	4%	7.0
99 School Shuttle	NA	NA	0.70	1%	
	1501	100%	77.09	100%	
16 Lake to Lake ¹	NA	NA	10.0	100%	

*Source GFI data calculation based on Fall 2014 ridership

¹ Route 16 only operates on Sundays and has been excluded from this summary.

Performance In the Regional Transit Context

When considered in the context of all five transit systems in the RDOS, the Penticton conventional transit system accounts for 88 per cent of all rides, but uses 66 per cent of all the hours allocated to the various transit system. This difference reflects higher densities, closer destinations, and higher rider turn-over in Penticton.

Table 13: Summary of Penticton Conventional System Performance

Annual Ridership	Per cent of RDOS Transit Systems Ridership	Total Annual Service Hours	Per cent of RDOS Transit Systems Hours	Total Cost per Hour	Trip per Service Hour	Trips per capita	Operating Cost Recovery
432,384	88%	22,751	66%	\$93.19	19	0.76	25.5%

Source: 2013/2014 APS Report Card

Conventional History

Dating back to 1977, the Penticton Transit System is among the oldest fixed-route public transit systems in B.C and in 1993, became the first fully accessible transit system in Canada. The system continues to carry high proportions of customers who make use of this accessibility enabling a more efficient custom handyDART service. Compared to other systems of the RDOS, the Penticton Transit System is substantially developed. Service hours have increased from 12,394 in 1988 to 15,776 in 2003, to 17,400 in 2007, and to 22,741 in 2013; a 25 year increase of 84 per cent.

System growth was relatively steady between 1977 and 2007 and in 2008 there was a steep service expansion when the City of Penticton began to make transit improvements a priority and provincial funding was restored. While routes have been combined over the years, the coverage of the system has remained similar. In 1992 the system featured eight routes and the night route, which in 1986, were consolidated to form four routes and the night route, as well as the Sunday Route 16 Lake-to-Lake. Because original route alignments were maintained when the routes were combined, the result was a visually complex transit network. After 1986 changes were minor until the 2008 introduction of Route 5 Main Street, which now provided fast and direct service in both directions along the busiest parts of Penticton's north-south axis.

Conventional Benchmarking

Benchmarking helps to inform the setting of the Network Design Standards and Performance Guidelines which will be subsequently developed.

The Penticton conventional transit system performance measures are compared with peer communities in British Columbia for 2013/14. Peer communities are selected for having similar annual service hours. Conventional system performance measures are compared to peer communities in British Columbia for 2012-2013. See **Table 8**. Below is a summary of key points

Conventional Transit System The Penticton Conventional transit system performance is slightly lower relative to its peer communities. This is due to the low frequencies on most routes, complex route structure, and the hours of transit offered relative to the population. One markedly positive aspect of the Penticton Transit System is that the system accommodates large proportions of passengers with accessibility needs. This results in a considerable cost savings in Custom transit (handyDART) for Penticton since the hourly costs of Custom Transit is much higher than Conventional transit.

Table 14: Summary of Conventional System Performance in Peer Communities

	Approx. Service Area Population	Service Hours	# Fixed Routes	Ridership	Revenue (\$)	Rides per Hour	Cost per Ride (\$)	Cost per Hour (\$)	Cost per Capita (\$)	Rides per Capita	Cost Recovery %	Adult Cash Fare (\$)
Penticton	30,296	22,751	8	432,384	\$540,546	19.0	\$5.52	\$104.83	\$78.72	14	25.5%	2.00
Vernon Regional	35,656	25,979	12	432,829	645,126	16.7	\$6.88	\$114.60	\$83.84	12	26.2%	2.00
Campbell River	14,536	23,295	9	599,856	641,147	25.8	\$3.86	\$99.37	\$159.25	41	31.5%	2.00
Chilliwack	56,365	27,993	8	494,827	623,065	17.7	\$5.32	\$93.79	\$46.68	9	26.4%	2.00
Comox Valley	44,174	28,019	12	589,441	647,762	21.0	\$4.88	\$102.71	\$65.15	13	25.2%	1.75
Cowichan Valley	37,296	26,474	13	365,656	485,795	13.8	\$7.54	\$104.19	\$73.96	10	20.1%	2.00
Sunshine Coast	18,551	19,789	5	483,415	\$735,557	24.4	\$4.51	\$110	\$117.47	26	39.8%	2.25
Average	33,839	24,900	10	485,487	617,000	20	\$5.50	\$104.21	\$89.25	18	27.8%	

Source: 2013/2014 IPS

- Total passenger trips were 432,384 in 2013-2014, slightly less than average ridership among peer communities.
- 22,751 service hours were offered which is 12 per cent less than the average in peer communities.
- Total revenue is \$540,546 which is 11 per cent lower than the average among peer communities.
- Cost per ride is \$5.512 which is on par with the average among peer communities.
- Cost per hour is \$104.83, which is on par with the average among peer communities.
- Annual cost per capita is \$78.72 which is about 12 per cent lower than the average among peer communities.
- Rides per capita is 14, which is about 22 per cent lower than the average among peer communities.
- Operating cost recovery is 25.5 %, which is about 2 per cent lower than peer communities.

Conventional Transit Challenges

Penticton is already a demographically older community and will continue to age with many new transit users also using mobility aids; however space restrictions on conventional buses can make accommodating these passengers and their mobility devices difficult. This is further compounded by infrequent service: a passenger who could not be accommodated may be forced to wait up to one hour in outdoor summer heat or winter cold conditions.

Low frequencies make transit less attractive to riders because it does not allow personal schedule flexibility and can carry high costs if a bus is missed (missed appointment, late for work).

The lack of evening service on the regular routes limits the viability of the system for people working into the evenings or attending late classes and is less attractive to customers with other transportation choices.

Routes, are complex to understand (with the exception of Route 5 Main Street), this can make it harder to attract new users.

Maintenance – the nature of service and number of vehicles assigned to Penticton means that the system operates with fewer spare vehicles than is recommended to ensure fleet longevity.

Paratransit

Paratransit Service Description

Paratransit is an umbrella term for a range of transportation services used in small or low ridership communities and which typically functions as a shared service for passengers with and without disabilities. The Paratransit continuum offers a range of service from scaled-down conventional service to service that has flexible routes and flexible schedules. Paratransit services may work at both connecting residents with local services and daily needs and also as a form of targeted transit services connecting to Regional and Interregional destinations.

- **Fixed Route Fixed Schedule (Conventional)** This type of Paratransit is similar to the Penticton conventional service with set trip times and a set route. Because of its consistency, this Paratransit form is easier for customers to understand and requires the least personal planning ahead. This type of model is used for the Okanagan Falls service and Route 1 Summerland service offered by the Okanagan-Similkameen Transit System and Summerland Transit System.
- **Fixed Schedule with On-Request Service Area (Flex Route)**. This type of Paratransit has set trip times and a usual route, but the schedule is designed to allow one or two deviations within one kilometre from the usual route to serve customers that are beyond walking distance, or who face mobility challenges. As of 2014, this type of model is used for the local Osoyoos service offered by the South Okanagan Transit system.
- **On-Request Paratransit (On Demand)** This type of Paratransit has set operating hours, but routes and schedules are determined based on requests received. Since it is not consistent, this form of Paratransit is more difficult for customers to understand and requires the most planning ahead. As of 2014, local area transit in Princeton is operated in this fashion.

Table 15 provides a description of the paratransit services provided across the RDOS. As shown, these systems outside of Penticton are heavily dominated by regional routes, and there remains considerable opportunity to grow and develop local-level transit services to improve closer-to-home mobility options for daily needs.

Local Service Local service in most communities is undeveloped²(Princeton), or receives minimal time. The Okanagan Similkameen, South Okanagan and Summerland transit systems are most focused on regional service.

Regional Routes At the regional scale, there is overlap in several routes operated by different transit systems. The South Okanagan transit system Routes 2 and 3 contain segments which are also served by

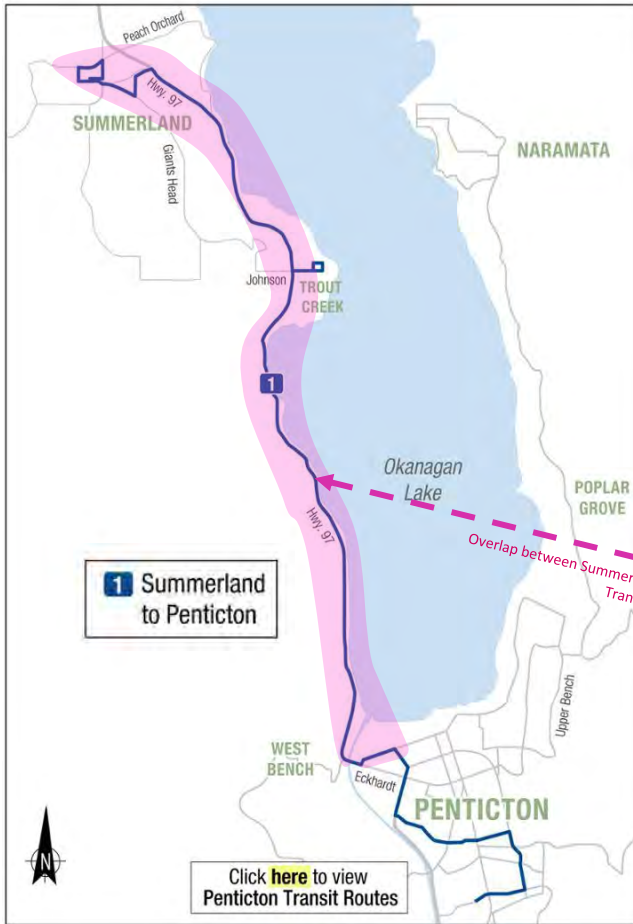
² Princeton dedicates around half of its time to local service, however because routes have never been established, this may be considered undeveloped.

the Princeton and Area transit system (Princeton/Penticton Bus)

Table 15: Description of Routes offered by Paratransit system in Okanagan-Similkameen

Route <i>Service Type</i>	Description	Scale
Summerland Transit System		
On-Request <i>On-Demand</i>	Service within Summerland and to connect non-custom (handyDART) passengers to the fixed route service	Local
1 Summerland <i>Conventional</i>	Service from Summerland Library with stops at Nesters, Health Centre, Summerfair Shopping Centre, Trout Creek, and Penticton.	Regional
Summerland Custom <i>HandyDART</i>	Service for those unable to use the Conventional service. Where possible, Penticton-bound passengers are connected to the 1 Summerland, however customers travelling to Penticton destinations not served by Route 1 Summerland may be accommodated.	Regional
Okanagan-Similkameen Transit System		
10 Naramata / Penticton <i>Conventional</i>	Service from Wade at Martin with stops at Cherry Lane Shopping Centre, Penticton Plaza, and Naramata.	Regional
20 Okanagan Falls / Penticton <i>Conventional</i>	Service from Okanagan Falls to and from Penticton via Eastside Road with limited service to Heritage Hills.	Regional
21 OK Falls Local <i>Conventional</i>	Local service within Okanagan Falls	Local
South Okanagan Transit System		
1 Osoyoos <i>Flex Route</i>	Service from Cottonwood with stops at Main at Cottonwood, Jonagold and Elementary School. This route also has areas which can be accessed by request only.	Local
2 Osoyoos /Penticton <i>Conventional</i>	Service from Osoyoos with stops in Oliver, Okanagan Falls, Penticton and Summerland.	Regional
3 Osoyoos /Kelowna <i>Conventional</i>	Service from Osoyoos with stops in Oliver, Okanagan Falls, Penticton, Summerland and Kelowna.	Inter-regional
Princeton & Area Transit System		
On-Request <i>On-Demand</i>	Door-to-door service within Princeton	Local
1 Princeton/ Penticton <i>Conventional</i>	Service from Princeton to Penticton with stops in Hedley, Keremeos, Kaleden and Penticton.	Regional
Hedley <i>On-Demand</i>	On Request Service from Princeton to Hedley.	Regional
Tullameen/Coalmont <i>On-Demand</i>	On Request Service from Princeton to Hedley.	Regional

Figure 22: Summerland and Area Transit Map



At the regional scale, there is overlap in several routes operated by different transit systems. The South Okanagan transit system Routes 2 and 3 contain segments which are also served by the Princeton and Area transit system (Princeton/Penticton Bus) and the Summerland Transit system (1 Summerland). This is illustrated below in figures 22, 23 and 24.

Figure 23: South Okanagan Transit Maps

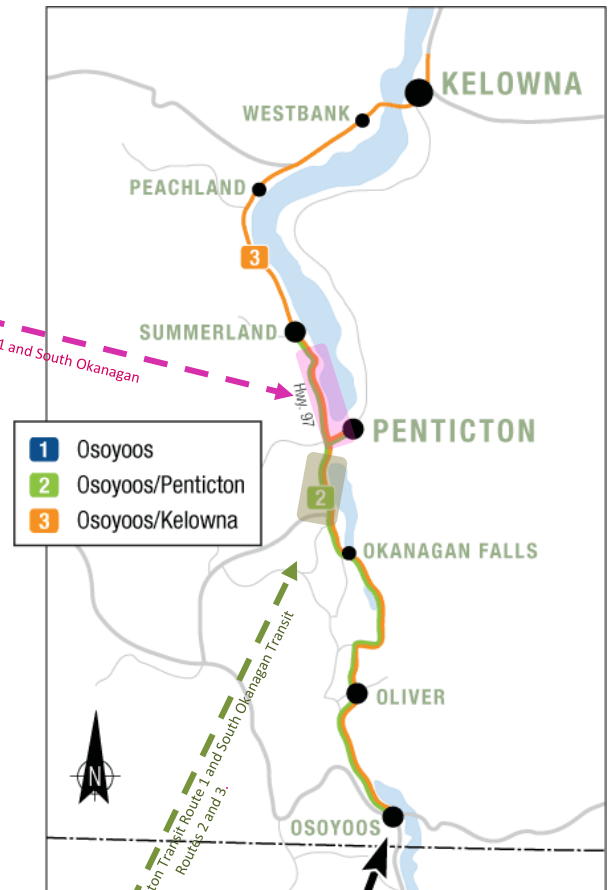
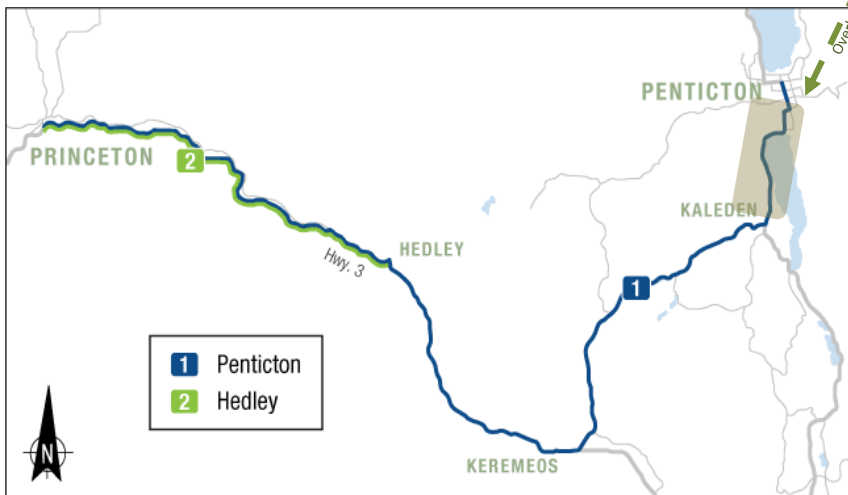


Figure 24: Princeton and Area Transit Map



Paratransit Fleet

Paratransit services are comprised of light duty vehicles, right-sized for their respective small communities and the diverse range of service types that are covered by these systems. Each system fleet is funded through separate lease agreements between their respective local government partner and BC Transit. See Table 16 for more details.

The vehicles are operated to deliver maximum service kilometers annually and over a defined period of operation. Once a vehicle has delivered the maximum service kilometres it is replaced with a new vehicle. Transit systems with small fleets are often challenged to maintain an adequate ratio of spare or contingency vehicles. This may lead to service delivery gaps when there are problems with the existing fleet. This challenge is endemic across all Paratransit systems in Okanagan Similkameen, however it is most acutely evident for the South Okanagan transit system due to the high kilometres travelled each week.

Table 16:: **Paratransit Fleet Descriptions**

Number and Type	Vehicle Description	Passenger Capacity Total	Accessible Spaces	Average Age of Fleet	Is Spare Ratio Met?
Summerland Transit System*					
Lease Agreement Partner: District of Summerland					
3 Light Duty	2 Ford Polars	20	4-6	2009	Yes
	1 ARBOC	20	3-6	2014	
Okanagan-Similkameen Transit System:					
Lease Agreement Partner: Regional District of Okanagan Similkameen					
3 Light Duty	1 Ford Polars	20	4-6	2008	Yes
	2 ARBOCS	20	3-6	2014, 2015	
South Okanagan Transit System					
Lease Agreement Partner: Town of Osoyoos					
1 Light Duty	1 Ford Polar	20	4-6	2009	No
Princeton & Area Transit System					
Lease Agreement Partner: Town of Princeton					
2 Light Duty	2 Ford Polars	20	4-6	2009	No

* The Summerland Para transit fleet also includes vehicles used for handyDART service.

Paratransit Fares

There is good alignment of for local fares across Paratransit systems of the RDOS. Okanagan-Similkameen, Princeton, and South Okanagan transit systems all charge \$1.50 for travel within their respective communities, while Summerland, which is considerably larger, charges \$2.00.

Regional-scale service fares are more disparate, with differences between systems most evident for longer-distance and longer duration trips. The Princeton and Area transit system offers service from Princeton to Penticton (112 km) for \$4, whilst the South Okanagan transit system offers service between Osoyoos and Kelowna (123 km) for \$10.

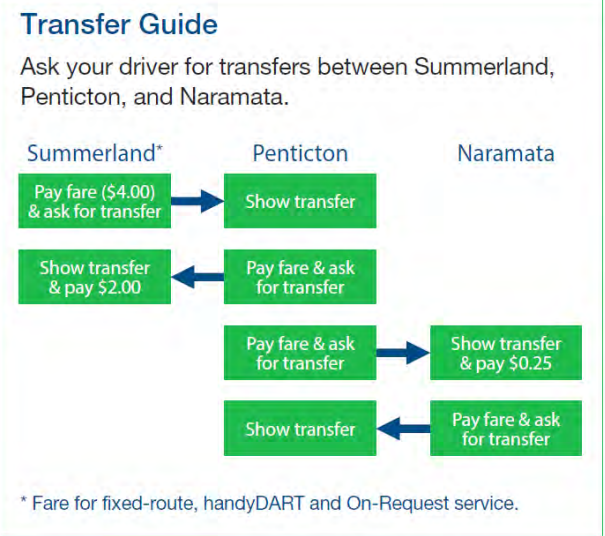
Table 17: Penticton Conventional Fleet Description

Service Scale	Location	Fares	Span and Days
Okanagan Similkameen Transit System*			
Local	Within Naramata or Okanagan Falls	Within \$1.50	Naramata: Monday through Saturday Okanagan Falls: Monday through Friday
Regional	Naramata/Penticton	\$2.25	Monday through Saturday
	Okanagan Falls/Penticton	\$2.25	Monday through Friday
Princeton & Area Transit System			
Local	Within Princeton	\$1.50	Monday through Friday from 8:30 a.m. to 4:30 p.m.
Regional	Princeton/Hedley	\$3.00	Hedley: Mondays, Tuesdays, Wednesdays and Fridays.
	Hedley/Penticton	\$3.00	
	Princeton/Coalmont	\$3.00	Coalmont: On Request
	Princeton/Penticton	\$4.00	Penticton: Mondays Wednesdays and Fridays
South Okanagan Transit System			
Local	Within Osoyoos	\$1.50	1 trip, early morning Monday to Thursday 1 trip 12:30 Tuesday to Thursday
Regional	Osoyoos/Oliver	\$2.50	Monday, Tuesday-Thursday (only certain locations)
	Osoyoos/ Okanagan Falls	\$3.75	
	Osoyoos/Penticton	\$5.00	
	Osoyoos/Summerland	\$7.50	
Regional	Osoyoos/Kelowna	\$10.00	Mondays Only
Summerland Transit System*			
Local	Within Summerland	\$2.00	Monday through Friday from 6:30 a.m. to 4:30 p.m.
Regional	Summerland/Penticton	\$4.00	

Transfers

The fare structure in the RDOS Paratransit system were developed independently of one-another and Penticton. However the 2013 expansion of the Summerland transit system initiated the first transfer policy between systems - between Summerland transit and Penticton transit. This momentum has continued and in 2014 a second transfer policy was implemented between Okanagan-Similkameen transit and Penticton transit.

Figure: 25_ : Transfer Policy between Penticton and Summerland Transit Systems, and Penticton and Okanagan-Similkameen Transit Systems



Paratransit Hours of Operation

As expected for smaller scale service, the hours of operation of Paratransit across most systems are limited when compared to Conventional transit services in Penticton. Most systems offer service four or five weekdays. See table 18 for more information. The exception to this is the Okanagan-Similkameen Transit System which operates on Saturdays. This alignment in span of days between the Okanagan-Similkameen transit system and the Conventional transit system of Penticton reflect the close alignment between these two systems.

Table 18: Summary of Paratransit System Performance within the RDOS

Route		Monday-Friday		Saturday		Sunday and Holidays	
		Total Trips	Start/End	Total Trips	Start/End	Total Trips	Start/End
Summerland Transit System							
Summerland On-Request	Within Summerland	7:30/4:30					
1 Summerland	To Penticton	4	7:15 am/5:10 pm				
	To Summerland	4	6:05 am/5:57 pm				
Okanagan-Similkameen Transit System							
10 Naramata	To Naramata	5	6:40 am/5:12 pm	3	8:01 am/5:12 pm		
	To Penticton	5	7:17 am/5:59 pm	3	8:49 am/5:59 pm		
20 Okanagan Falls/Penticton	To Okanagan Falls	5					
	To Penticton	5					
21 OK Falls Local	Within OK Falls	5					
South Okanagan Transit System							
1 Osoyoos*	Local	2	7:00 am/12:30 pm				
2 Osoyoos/Penticton**	To Penticton	2	7:30 am/2:15 pm				
	To Osoyoos	2	9:15 am/5:30 pm				
3 Osoyoos/Kelowna***	To Kelowna	1	7:30 am/10:20 am				
	To Osoyoos	1	3:00 pm/5:30 pm				
Princeton & Area Transit System							
Princeton On Request	Local		7:30 am / 4:30 pm				
1 Princeton/Penticton	To Penticton	1	7:30 am/9:15 am				
	To Princeton	1	1:15 pm/3:15 pm				
2 Hedley****		1	8:00 am/2:05 pm				
To Coalmont or Tullameen*****							

*Monday-Thursday only
 **Tuesday, Wednesday, Thursday only
 ***Mondays only
 ****Tuesday only
 ***** On Request

Paratransit System Performance

Performance in the Regional Transit Context

When considered in the context of all five transit systems in the RDOS, the cumulative ridership in 2013 across all paratransit systems in the RDOS was 39,500, accounting for eight per cent of all transit rides. The cumulative hours across all paratransit systems accounts for 26 per cent of all transit hours in the RDOS. The low ridership for hours invested reflects the lower densities, spread out destinations, and short rider turn-over characteristic of systems dominated by small communities combined with high proportions of regional routes. Table _ provides performance information for individual paratransit systems, and also a cumulative summary of these systems

Table _19: Summary of Paratransit System Performance within the RDOS

System	Annual Ridership*	Per cent of Paratransit Ridership	Per cent of RDOS Transit Ridership	System Revenue Hours	Per cent of RDOS Transit Hours	Trips per Service Hour	Cost per Hour
Summerland Transit System	15,884	40%	3%	2,912	8%	5.5	\$54.87
Okanagan-Similkameen Transit System	7,839	20%	2%	1,707*	5%	4.6	\$73.75
South Okanagan Transit System	7,106	18%	1%	1,780	5%	3.9	\$57.92
Princeton & Area Transit System	8,671	22%	2%	2,416	7%	4.0	\$57.49
All Paratransit All Transit Outside of Penticton	3,500 Total	100%	8%	8,815 Total	26%	4.5 Average	\$61.01 Average

Paratransit History

Okanagan-Similkameen Transit System. This system began operation in 1984. As indicated by the name, the cost-sharing partner of this system is the Regional District of Okanagan Similkameen.

Princeton and Area Transit System This system began in 1982. The primary cost-sharing partner is the Town of Princeton, which funds in partnership with the Village of Keremeos and the RDOS.

South Okanagan Transit System Evolving from an earlier service which started locally in 1996, this system began operation by BC Transit in 2000 and has remained a blended custom and conventional service since that time. The system's primary cost-sharing partner is the Town of Osoyoos, which funds in partnership with Interior Health and the RDOS.

Summerland Transit System This system began in 1982 as an On-Request based Paratransit service. In 2013 the system was expanded and service was segmented between custom (handyDART), conventional, and limited on-request service. The cost-sharing partner is the District of Summerland.

Paratransit Benchmarking

Within the RDOS

Table 20: Summary of Paratransit System Performance within the RDOS

System	BC Transit Tier	Annual Service Revenue Hours	Passenger Trips	Revenue (\$)	Rides per Hour	Cost per Ride (\$)	Cost per Hour (\$)
Okanagan-Similkameen*	3	1,707	7,839	14,802	4.6	\$16.05	\$73.75
Princeton and Area	3	2,416	8,671	17,319	4.0	\$16.81	\$57.49
South Okanagan	3	1,780	7,106	28,915	4.0	\$14.51	\$57.92
Summerland	3	2,912	15,884	13,190	5.5	\$10.06	\$54.87
Average		2,204	8,875	19,616	4.5	16.38	\$61.01

*Hours for the Okanagan Similkameen Transit System represent the Naramata service only.

Okanagan-Similkameen Transit System

- Okanagan-Similkameen has the highest cost per hour at \$73.75, this is 20% higher than the average per hour cost across other Paratransit systems.

Princeton Transit System

- The Princeton and Area transit system has the highest cost per ride at \$16.81 in the region. This is likely due to the low fares that this system charges.

South Okanagan Transit System

- The South Okanagan cost per hours is commensurate with the Princeton and Area and Summerland transit systems. Total passenger trips in 2013/14 were 7,106 and trips per service hours are 4.0. These are both lower than the average found across all Paratransit systems.

Summerland Transit System

- Total passenger trips were 15, 884, roughly twice as many rides than any of the other Paratransit systems across the Regional District of Okanagan Similkameen.
- The Summerland transit system also has the lowest revenue of all of the paratransit systems in the Regional District of Okanagan Similkameen by about 30 per cent. .

Peer Systems Outside of the RDOS

Table 21: Summary of System Performance in Peer systems across British Columbia

Okanagan Similkameen, Princeton and Area, Osoyoos Paratransit Peer Communities												
	Approx. Service Area Population	Service Hours	# Fixed Routes	Ridership	Revenue	Rides per Hour	Cost per Ride	Cost per Hour	Cost per Capita	Rides per Capita	Cost Recovery	Adult Cash Fare
100 Mile House	4,959	2,000	2	13,358	\$23,608	4.2	\$20.27	\$85.16	\$54.59	3	9%	\$1.50
Pemberton Valley	4,282	1,953	2	60,749	\$164,161	15	\$8.47	\$186.02	\$120.16	14	32%	\$2.50
Boundary	5,435	1,625	1	6,942	\$10,339	4.3	\$15.44	\$65.97	\$19.73	1	10%	\$1.50
Merritt and Area	7,189	4,578	4	59,212	\$52,078	12.9	\$4.75	\$61.43	\$39.12	8	19%	\$1.50
Port Edward	577	2,095	1	34,915	\$59,140	16.7	\$7.20	\$119.94	\$435.49	61	24%	\$1.75
Summerland Paratransit & Conventional Peer Communities												
	Approx. Service Area Population	Service Hours	# Fixed Routes	Ridership	Revenue	Rides Per Hour	Cost per Ride	Cost Per Hour	Cost per Capita	Rides per Capita	Cost Recovery	Adult Cash Fare
Terrace	14,135	8,292	5	149,912	\$176,792	18.1	\$5.31	\$95.99	\$56.31	16	22%	\$2.00
Powell River	11,340	11,146	3	201,989	\$239,954	18.1	\$6.00	\$108.81	\$106.95	28	20%	\$2.00

Nelson	10,024	11,070	5	263,010	\$342,972	23.6	\$5.39	\$127.10	\$141.31	26	24%	\$2.00
Sunshine Coast	18,551	19,789		483,415	\$735,557	24.4	\$4.51	\$110.12	\$117.47	37	34%	\$2.25
Port Alberni	17,498	12224		266,777	\$249,389	21.8	\$6.47	\$141.20	\$98.64	17	14%	\$2.00

Paratransit Challenges

Service to rural settlements located between communities, or off of secondary roads. The aging population in rural areas will increase the demand for Paratransit service. Unfortunately the distances and low passengers carried per hour makes these areas are very costly to serve unless they are adjoining to an existing fixed route.

Developing Local Service within Communities. With the exception of the Princeton and Area Transit System, the existing Paratransit service generally prioritises regional connections over local service, however the aging population will also increase demand for local transit service.

Paratransit vs Conventional. From a customer perspective, where ridership warrants it, the easiest to understand form of Paratransit is service operated on a fixed route.

Maximizing Fleet Efficiency The fragmentation of Paratransit fleets imposes additional fleet costs to ensure service delivery. Unified fleet resources across all transit systems operating light duty vehicles would enable a more comprehensive fleet management.



Custom Transit

Service Description

HandyDART is a transportation service for persons who have a disability that is sufficiently severe that the person is unable to use conventional transit service without assistance. HandyDART service is provided to and from accessible building entrances. Riders must register with the handyDART office before using the service, however, registration is free.

There are two types of services:

- **Regular subscription trips** once a week or more often; and
- **One-time trips** for purposes such as shopping, social visits or recreational activities.

Customers using wheelchairs or scooters, registered handyDART customers, or CNIB pass holders may travel with an attendant. Attendants travel free but must board and exit at the same time as the customer who requires assistance.

Another service offered is the Taxi Saver Program which provides registered handyDART passengers with subsidized taxi service.

BC Transit also offers a Taxi Supplement Program, which enables the handyDART dispatcher to dispatch some handyDART trips to taxi when the handyDART vehicle is full or is otherwise unable to perform a trip. This option is only a possibility in communities which offer a reliable, and wheelchair accessible taxi operator.

Custom Fares

Table 22: Custom Service Fares within the RDOS

Location	Services	Fares	Hours	Operating Company
Penticton Custom Transit	<ul style="list-style-type: none"> • handyDART • Taxi Saver Program • Taxi Supplement Program 	\$2.00	Monday through Friday from 8:00 a.m. and 4:00 p.m.	Penticton and District Community Resources Society
Summerland Transit	<ul style="list-style-type: none"> • handyDART • Taxi Saver Program 	\$2.00-\$4.00	Monday through Friday from 6:30 a.m. to 4:30 p.m.	Penticton and District Community Resources Society

Custom System Performance

Penticton handyDART Considering the older demographic of Penticton, Custom (handyDART) ridership is low, with many accessibility-needs users opting to take advantage of accessibility of the Penticton Conventional transit system. This Penticton trend represents a considerable cost-savings since the per-passenger cost of conventional transit is much lower than the per-passenger cost of custom transit.

Custom Transit Ridership in Penticton has grown steadily since 2004 from 11, 534 passengers to 21,428 in 2013. Table 23: below provides addition performance details.

- 3,000 service hours are offered annually which is ten per cent less than the average in peer communities.
- Total number of passenger trips is 21,248, which is 204 per cent higher than the average in peer communities.
- Average rides per hour are 2.5, which is 16 per cent less than the average in peer communities

Summerland handyDART The Summerland Custom system is still under development and annual reporting structures are not available for inclusion in table: 24. Comparative metrics in table ;23 examining daily use significant use of the Summerland Custom services in comparison to the Penticton custom service. These high volumes in Summerland relative to population reflect in part the absence of the local transit service within the Summerland community.

Table 23: Summary of Custom Service Performance against transit services in the RDOS

Service	Average Daily Passengers*	Per cent of Region’s Daily Custom Passengers	Daily Service Hours	Per cent of Region’s Daily Custom Service hours
Penticton handyDART*	38	58%	16.00	62%
Summerland handyDART	28	42%	10.00	38%
Total	66	100%	26.00	100 %

Source: 2014 Quarterly Performance Data
 *Most passengers account for two rides.

Table 24: Performance of Custom (handyDART) Service within the RDOS in relation to other services

System	Annual Ridership*	Per cent of RDOS Ridership	System Revenue Hours	Per cent of RDOS Hours	Trips per Service Hour	Cost per Hour
Penticton handyDART*	21,248	4%	3,000	9%	7.1	\$50.79
Summerland handyDART	Separated data is still under development. See Summerland Paratransit					
Penticton Conventional	432,384	88%	22,751	66%	19	\$104.83
Paratransit:						
<ul style="list-style-type: none"> • Okanagan-Similkameen • South Okanagan, • Princeton & Area • Summerland 						
	39,500	8%	8,815	26%	4.5	\$61.01

Source: 2013-214 APS Report Card (Penticton)

Custom History

The Penticton handyDART custom system began in 1982, and is administered as a separate service to the Penticton Conventional Transit service.

In 2005/2006 Penticton handyDART ridership was 12,250. Ridership fluctuated between 1986 and 2000, although the system averaged about 6,800 rides per year, with an average productivity of 3.4 rides per hour. The Taxi Saver/Taxi Supplement program was introduced in 2000/2001, when there was a large increase in ridership which is directly attributed to the success of the addition of these programs. In 2013/14 Hours were increased from 2,000 per year to 3,000 per year.

The Summerland handyDART service was initiated in September 2013, and is administered as a part of the Summerland Paratransit system. The handyDART has evolved as a result of the ongoing segmentation of Summerland's former On-Request-only transit service into conventional and custom services.

Custom Benchmarking

Custom system performance measures are compared to other similar British Columbia communities in table 25. In general the Penticton Custom transit system is among the highest performing custom systems in the British Columbia. This is a result of the older demographic, higher densities and close destinations in Penticton. Below is a summary of key points:

- Total number of passengers in 2013/14 was 21 428, which is 164% higher than the average passenger trips take across peer communities
- Riders per hour are 7.1, which is 230 per cent higher than the average across peer communities. This contributes to a considerably lower cost per ride of \$11.06 - about 60 per cent lower than in peer communities.
- 3,000 service hours are offered annually, which is ten percent less than the average across peer communities.

Table 25: Custom Performance in Peer Transit Systems

Custom Transit Performance Across British Columbia									
	BC Transit Tier	Service Area Population	Annual Service Revenue Hours	Passenger Trips	Revenue (\$)	Rides per Hour	Cost per Ride (\$)	Cost per Hour (\$)	Cost Recovery
Penticton	2	36,683	3,000	21,428	14,786	7.1	\$11.06	\$50.79	6%
Campbell River	2	36,238	5,310	21,851	18,249	3.5	\$20.52	\$80.94	4%
Cranbrook	3	20,791	3,625	7,522	23,496	1.9	\$34.61	\$69.86	9%
Kitimat	3	8,158	4,320	4,337	11,504	1.0	\$40.35	\$40.51	7%
Prince Rupert	3	12,649	1,740	5,691	6,792	3.0	\$20.80	\$67.27	6%
Squamish	3	17,778	2,000	5,426	8,940	2.7	\$48.96	\$132.49	3%
Sunshine Coast	3	24,397	3,263	7,187	12,362	2.2	\$47.25	\$104.07	4%
Average		22,385	3,323	10,492	13,733	3	32	78	

Custom Transit Challenges

Distinguishing Custom Service in Summerland from Fixed Route Service

Data resources to enable benchmarking between the Penticton and Summerland Paratransit Services must be developed. Additionally, there remains some confusion among Summerland passengers about handyDART and non-handydART service. Continuing efforts to distinguish handyDART users from other users will be important.

Achieving an equitable balance in funding between handyDART and non-handydART services in the face of increasing demand for handyDART service

The aging population and the insistence on people wanting to age in place will continue to increase the demand for coverage expansion of handyDART services across the RDOS, particularly in rural and semi-rural areas service is costly and demand is low. The RDOS and local government will need to consider the trade-offs in funding rural custom service expansion and funding expansions for higher demand and higher productivity local transit.

Land Use Permitting residential developments in rural areas, where residents are isolated from daily amenities such as groceries, mail, medical services, and local transit service create s difficult situations when unexpected health or aging-related declines occur.



Transit infrastructure

The attractiveness of transit is based not only on transit service, but on the customer amenities that are provided at bus stops, exchanges and Park & Rides. Customer facilities frame the transit experience and should be universally accessible, include some form of weather protection (such as bus shelters), as well as benches, system information, garbage cans, bike racks and lighting for security at night. Beyond comfort, customer facilities can promote additional transit use by enabling multi-modal trips through the provision of bike racks and Park& Rides.

The hot arid summer climate and high median age found across the Okanagan-Similkameen makes the provision of shade shelters and seating particularly important considerations.

Bus Stops

Bus stops are the primary access portals for transit passengers and collectively form the most visible fixed infrastructure elements denoting both availability of transit service within a community and level of service offered. At minimum the level of amenities provided at stops should align with the level of use and importance of that stop. The most basic stop consists of a pole stop, while a complete stop consists of a shelter, bench, information or map display, trash cans and bicycle racks.



Penticton Transit System - Routes within this system have 291 stops of which few offer shelters. Upgrades to complete stops with shelters, a bench, trash cans and bicycle rack are essential for routes expected to have increased passenger activity such as along the Frequent Transit Network.

Summerland Transit System - Routes within this system have 9 transit stops located within the District of Summerland, and also make use of designated Penticton Transit System stops.

Okanagan-Similkameen Transit System - Routes within this system have 52 stops, with 20 serving the Naramata route, and 32 stops serving Okanagan Falls.

South Okanagan Transit System - This system has a small number of marked and unmarked local stops within the Town of Osoyoos. Stop signage and amenity upgrades will form an important part of increasing transit visibility within Osoyoos and other communities served by this system, particularly Oliver.

Princeton and Area Transit System - The Princeton and Area Transit system is an On Request system without designated stops.

Table 26: Custom Performance in Peer Transit Systems

Transit System	Stops in Use*	Signed Stops	Shelters	Bench	Info/Map Display
Penticton Transit	263	263	27	131	0
Summerland Transit	9	9	6	7	0
Okanagan-Similkameen Transit System	52	52	1	2	0
Princeton and Area Transit System	10	0	0	0	0
South Okanagan Transit System	9	0	0	0	0
RDOS TOTAL	343	324	34	140	0

*Stops in use refers to stops which may be signed or un-signed that are known drop-off and pick up stops within each system. Most unsigned stops that are located on regional-scale routes are listed in the RidersGuide, however there is no signage onsite to denote the formal stop place.

Exchanges

Exchanges are required when multiple buses converge on one location to facilitate transfer between buses in a safe and efficient manner. They also provide opportunity for vehicles to layover and for Transit Operators to take a break. They can be as simple as several bus stops on the side of the road and as complex as dedicated property with an island of bus shelters housing many vehicles at once.

Cherry Lane Mall in Penticton serves as a local-scale and regional-scale exchange. All Penticton transit system routes meet at the mall, and the mall is the end point for Penticton-bound trips offered by the South Okanagan, Princeton and Area, and Summerland transit systems.

Secondary exchange opportunities within Penticton are the located at intersections of Wade and Martin and the Wade and Main in downtown Penticton, Penticton Plaza (Safeway), and Peachtree Square (WalMart)

Park & Rides

Park & Rides provide a facility for transit riders without service in their community to drive their vehicle to a Park & Ride facility in order to access transit. Park & Rides are valuable in rural areas where it is unfeasible to provide extensive transit service. Park & Rides should be conveniently located for commuters to access, free of charge, and there should be few transfers.

There are currently no formal Park & Rides provided in any of the transit systems found within the RDOS.

Operations & Maintenance Facilities

Maintenance facilities are designed to keep the fleet running safely, allowing for quality services and customer goods to arrive at their destinations on time.

Penticton Transit System: The Operations and Maintenance Facility is located at 301 Warren Avenue East in Penticton at the head office of Berry & Smith Ltd and is one of three transportation yards in the immediate area owned by Berry and Smith Ltd. This facility also services vehicles used for the Okanagan-Similkameen Transit system, Summerland Transit System, and Penticton handyDART service.

South Okanagan Transit System is operated by the South Okanagan Transit Society (SOTS) which is located at 6210 97th Street in Osoyoos. The bus is stored at the SOTS property (Osoyoos Baptist Church); maintenance for the bus is done by OK Truck Centre and Bowtie Tech Corp in Osoyoos.

Princeton and Area Transit System is operated by the Princeton & District Community Services Society which is located at 47 Harold Street in Princeton. Buses for this system are stored in a secure compound located adjacent to Princeton Fire hall, and maintenance is done by Huffys Auto Repairs.

Summerland Transit System is operated by Penticton and District Community Resources Society, which is located at 330 Ellis St, Penticton. The buses for the system are stored at the District of Summerland's public works yard, and maintenance is done by Berry & Smith of Penticton.



Transit Infrastructure Challenges

Absence of shelter and seating and information at many stops

Amenities provided across systems of the region are very minimal. Given the existing older-than-average demographic and an aging population, more benches and shelters are needed to ensure adequate waiting spaces

Low-visibility stops and sparse stops

Some stops in the system are poorly marked or not marked at all. Efforts should be made to update these stops in order to raise visibility and awareness of the transit service.

Integrated way finding and information

Although some Penticton stops located on Lakeshore drive offer way-finding signage, service levels to these stops are low. Way finding - which links pedestrian, cyclists, and transit routes to key destinations located at high-use stops - will improve the user-friendliness of the transit system

Park & Rides

Park & Rides serve to enable multimodal trips by allowing customers from low or no service areas to connect with existing transit services. As the regional networks and connections between towns are further developed, Park & Ride facilities should be considered.

Vision and Goals

Vision Statement

“By the year 2040: Transit in the Regional District of Okanagan-Similkameen connects people and communities locally, regionally, and interregionally through cost-effective, convenient, integrated, accessible, and user-friendly services.”

The development of the transit vision statement and goals was a collaborative effort, which included input from a broad representation of stakeholders from communities of the Region. The vision builds upon the direction outlined within the South Okanagan Regional Growth Strategy and across the suite of Official Community Plans throughout the region.

Goals

Three transit plan goals have been created to support the achievement of the vision statement. They work towards a vision that encompasses more than simply carrying more transit passengers in the most cost efficient manner. The goals look to leveraging existing and future transit resources cohesively to get more people on the bus by making transit an easy-to-use, convenient and enjoyable option that they continue to choose as their preferred travel mode.

Transit across the Okanagan-Similkameen:

Goal 1: The transit system complements the goal of compact complete communities and is integrated with local government land use and transportation plans

- Aligns with local and regional land use and transportation plans.
- Focuses on built up neighborhoods.
- Links key population centres and destinations.
- Integrates with all other forms of active transit such as cycling and walking.
- Complements land use and road upgrades - transit is taken into consideration.



Goal 2: The transit system is efficient

- Maximizes ridership for the amount of resources available.
- Matches travel service levels to demand .
- Draws from a diverse set of service and vehicle types to meet community needs.



Goal 3: The transit system is a viable alternative to the private vehicle

- Easy to use.
- Convenient and reliable .
- Accessible to everyone.
- Comfortable .



Goal 1: The transit system complements the goal of compact complete communities and is integrated with local government land use and transportation plans

How do we do that?

ATTRIBUTE	RECOMMENDED ACTIONS
<p>Aligns with local and regional land use and transportation plans</p>	<ul style="list-style-type: none"> • Support transit-oriented design principles that increase density around town centres, urban villages and corridors; support design principles to manage parking to incentivize the use of more sustainable methods of transportation. • Provide support and transit input to the Regional District and local municipalities in the review of development applications and the creation of land use plans and policy. <ul style="list-style-type: none"> ○ All communities are encouraged to use BC Transit’s land use development assessment service at the start of the development process. Email: developmentreferrals@bctransit.com • Augment town vibrancy by locating and designing transit exchanges to contribute to busy mixed-use hubs of activity, which supports local business. • Contribute to ongoing employment lands development by improving transit service and infrastructure to support, attract and facilitate new and diverse business.
<p>Focuses on built up neighborhoods</p>	<ul style="list-style-type: none"> • Design the long-term transit network to spatially align with and serve OCP-designated medium and higher density development. • In Penticton: <ul style="list-style-type: none"> ○ Provide Frequent Transit connections to and from downtown, urban villages, and a regional scale exchange. ○ Ensure local transit connections to Frequent Transit, commercial and industrial districts, and activity centers as indicated in the Official Community Plan and Local area Plans.

- **Outside of Penticton:** Ensure new and existing local transit services connect neighborhoods designated with higher residential densities to local services and regional-scale exchanges.

Links key population centres and destinations

- Improve targeted transit to connect town centers of the Okanagan Similkameen to Penticton and one another.
- Introduce new service connecting transit originating in Okanagan Similkameen to the Central Okanagan Regional District via the Kelowna Regional Transit System.
- Connect outlying areas with limited or low levels of transit service to the transit network by integrating Park & Ride facilities as part of the regional network.

Integrates with all other forms of active transit such as cycling and walking

- Enable and promote active transport by providing wayfinding, and pedestrian and cycling network information at Frequent Transit stops, other key transit stops and exchanges, and supporting integration of the transit network with regional and local cycling networks.
- Provide sufficient bicycle parking and secure bicycle storage at appropriate stops and exchanges.
- Facilitate active transport by integrating the transit network with facilities providing capacity for combined mobility of transit with cycling, walking and driving, or any combination of these .

Complements land use and road upgrades - transit is taken into consideration

- Align transit improvements with upgrades such as the provision of sidewalks and crosswalks to ensure safe connections to transit and accessibility for those with mobility challenges or strollers.
- Work with regional and local governments to ensure future transit improvements and amenities as directed in this plan are considered during early project stages.

Goal 2: The transit system is efficient

How do we do that?

ATTRIBUTE	RECOMMENDED ACTIONS
<p>Maximizes ridership for the amount of resources available</p>	<ul style="list-style-type: none"> • Within urban areas focus the majority of investment on corridors with transit-supportive land use and where service changes will result in the highest ridership and revenue per service hour. • Prioritize new service proposals according to a number of service performance indicators (e.g. rides per service hour, cost per passenger trip, cost recovery etc.). • Support the use of pathways and pedestrian connectivity to enable a broader catchment area for transit ridership while keeping routes direct. • Working with regional and local governments, partner with other agencies to deliver targeted awareness and travel training to raise comfort and knowledge of transit among newcomer, aging residents, and the broader community. • Develop the Transit Future Network to ensure changes made in the short term are not redundant in the future years. Plan transit infrastructure that can respond to increased capacity over the 25 year horizon and beyond if required.
<p>Matches travel service levels to demand</p>	<ul style="list-style-type: none"> • Focus transit investments on corridors with transit supportive land uses and which already contain a high proportion of existing movements. • Match service levels to demand by creating a transit network with distinct layers of service. • Support and compliment forms of independently operated transportation better suited to non-urbanized areas. • Minimize transit service duplication along corridors. • Encourage regional and local governments to explore the unique movement patterns across the region by conducting an Origin-Destination travel survey and using the information to inform subsequent revisions to this plan.

Draws from a diverse set of service and vehicle types to meet community needs.

- Considers needs of the heavily senior demographic of the broader community and transit market when selecting vehicles.
- Utilize smaller transit vehicles where appropriate.
- Remain open to assessing new innovations in on-board and vehicle technologies for different types of services.
- Consider new service types to ease future demand for custom transit (e.g. demand responsive service).

Goal 3: The transit system is a viable alternative to the private vehicle

How do we do that?

ATTRIBUTE	RECOMMENDED ACTIONS
Easy to use	<ul style="list-style-type: none"> • Improve schedules to enable connections between regional-scale services. • Design easy to follow routes. • Have consistent spacing between trips whenever possible. • Ensure accessible and easy to understand route, fare and schedule information, through tools such as: a web-based trip planner, real-time information at the stop level, and way finding information at Frequent Transit stops, key stops, and transit exchanges. • Actively work to change the perception of transit through education, creative marketing campaigns and the delivery of a quality transit service.
Convenient and reliable	<ul style="list-style-type: none"> • Ensure trip times line up with busy times at key destinations. • Introduce convenient and technologically-advanced payment options. • Design direct transit routes between key destinations and ensure bus stops are spaced at appropriate distances to balance customer accessibility and efficient operations. • Assess transit priority measures such as traffic signal priority for Frequent Transit as required.

Accessible to everyone

- Maintain a bus fleet that is 100 per cent wheelchair accessible.
- Invest in technology to make transit vehicles more accessible, such as audible stop announcements on vehicles and at stops.
- Build transit infrastructure that is universally accessible.
- Provide customer information in formats for people with hearing and visual impairments to make the transit system easier to use.
- Ensure bus stops are spaced at appropriate distances to balance customer accessibility and efficient operations.
- Provide courtesy seating on board transit vehicles for users with mobility issues or other disabilities.
- Extend the availability of custom (handyDART or Paratransit) services to enable access to local services and the regional-scale transit network.
- Review custom service area boundaries to reflect future network changes in the conventional system.

Comfortable

- Ensure a safe and secure environment at transit facilities and on board buses.
 - Continue training transit operators to handle unsafe situations that may arise on board the bus or at passenger transit facilities.
 - Provide adequate weather protection, seating, and lighting at Frequent Transit stops, key local transit stops and transit exchange, utilize CPTED (Crime Prevention Through Environmental Design) principles.
 - Ensure the inside of the bus is kept at a comfortable temperature throughout the year.
 - Ensure buses and transit facilities are clean.
-

Ridership and Mode Share Target

Setting a ridership target is a critical component of the Transit Future Plan, as it is an effective way to measure progress towards achieving the goals of the communities and to ensure that the plan is implemented as needed. Achieving the target is dependent on factors such as transit system growth and investment and ongoing commitment to transit supportive land uses.

The Okanagan-Similkameen Transit Future Plan recognizes that the region contains urban and rural character areas, and has different mode share targets to reflect this. **Based on stakeholder input the ridership targets for transit in and outside of Penticton are 1.2 million and 550,000 passenger trips respectively, for a total of 1.75 million trips in 2040¹.**

In Penticton, Transit ridership growth will need to increase nearly three-fold from 454,000 annual passengers over the next 25 years, raising mode shares from about 1.5 per cent to 3 per cent. Outside of Penticton, where transit has more opportunities to develop, targets are more ambitious with an eight-fold increase from the current 40,000 annual passengers to 540,000, raising transit mode shares from less than one half per cent to 2 per cent.

Penticton

Rides: 454,000 → 1.2 million

Mode Share: 1.5% → 3%

Outside Penticton

Rides: 40,000 → 540,000

Mode Share: 0.35% → 2%

Transit in most Okanagan-Similkameen communities outside of Penticton has only begun developing in recent years, and despite strong ridership increases represents a low base with most trips still made by automobile. Accordingly, transit advancements should focus on a balanced investment between improvements that yield high ridership and those that work to support basic connectivity with and between communities.

¹ Estimation of population for the Okanagan-Similkameen using 2011 Census data for each community and growth projections of 1%
Estimated transit ridership is based on an average 2.9 trips over 312 days of the year.

The Network

To achieve the vision and goals of the Transit Future Plan and its three per cent and two per cent transit mode share targets, the Transit Network must meet the future transportation needs of the Okanagan-Similkameen and be competitive with automobile travel. As such, it should support the strategic growth policies such as the Regional Growth strategy (where applicable) and align with the Official Community Plans and Transportation Plans of local governments.

Service layers

The Okanagan-Similkameen Transit Future Network includes four distinct layers of transit service to better match transit service to demand. The network is designed to be easy to use and competitive with automobile travel by improving the directness, reliability and frequency of the transit system. The network focuses on service along key corridors, service connecting neighbourhoods and major destinations and service which connects town centres to one another. The Transit Future Plan may require some customers to transfer from one route to another to complete their journey, with the trade-off that trips will be more frequent and overall travel will be more direct.

Frequent Transit Network (FTN)

The Frequent Transit Network (FTN) provides medium-to high-density mixed land use corridors with a convenient, reliable, and frequent (15 minute service) transit service operating weekdays between 7:00 am and 6:00 pm. The goal of the FTN is to allow customers to spontaneously travel between major destinations and reach the inter-regional exchange without having to consult a transit schedule. The FTN will carry the majority of total ridership in the Okanagan-Similkameen and for this reason justifies capital investments such as a high level of transit stop amenities, service branding, and transit priority measures.

Local Transit Network (LTN)

The Local Transit Network (LTN) is designed to connect neighbourhoods to local destinations and to the FTN. LTN services allow customers to plan a trip to work, school, or the local shopping centre. Frequency and vehicle types are selected based on demand, with LTN routes sub-categorized into either an Urban or Small Town LTN.

Urban Local Transit Network

- Frequency 30 minutes or greater
- Connection to local destinations , FTN
- Conventional fixed-route , fixed-schedule service

Small Town Local Transit Network

- Frequency 60 minutes or greater
- Connection to local destinations, FTN, or Regional/Inter-regional services
- May include Paratransit options:
 - **Fixed schedule with On-Request service** This type of service has set trip times and a usual route, but the schedule is designed to allow one or two deviations within one kilometre from the usual route to serve customers that are beyond walking distance, or who face mobility challenges.
 - **On-Request service** This type of Paratransit has set operating hours, but routes and schedules are determined based on requests received. Because it is not consistent, this form of Paratransit is more difficult for customers to understand and requires the most planning ahead, however it can be an effective form in very low density areas.

Targeted Services

Targeted services are a collection of transit services that do not fit into the frequent or local transit network definition and are more focused on the needs of specific customers. These services include:

Regional and Inter-regional Transit

- **Regional transit services** designed to provide access between communities of the region. The target market includes a mix of people travelling for health services, personal shopping, and for some communities commuter services for post-secondary students and employees.
- **Interregional services** are designed to provide commuter connections for post-secondary students and employees working outside of the Okanagan-Similkameen, as well as access to advanced medical services and specialized shopping not available in Penticton or other regional hubs.

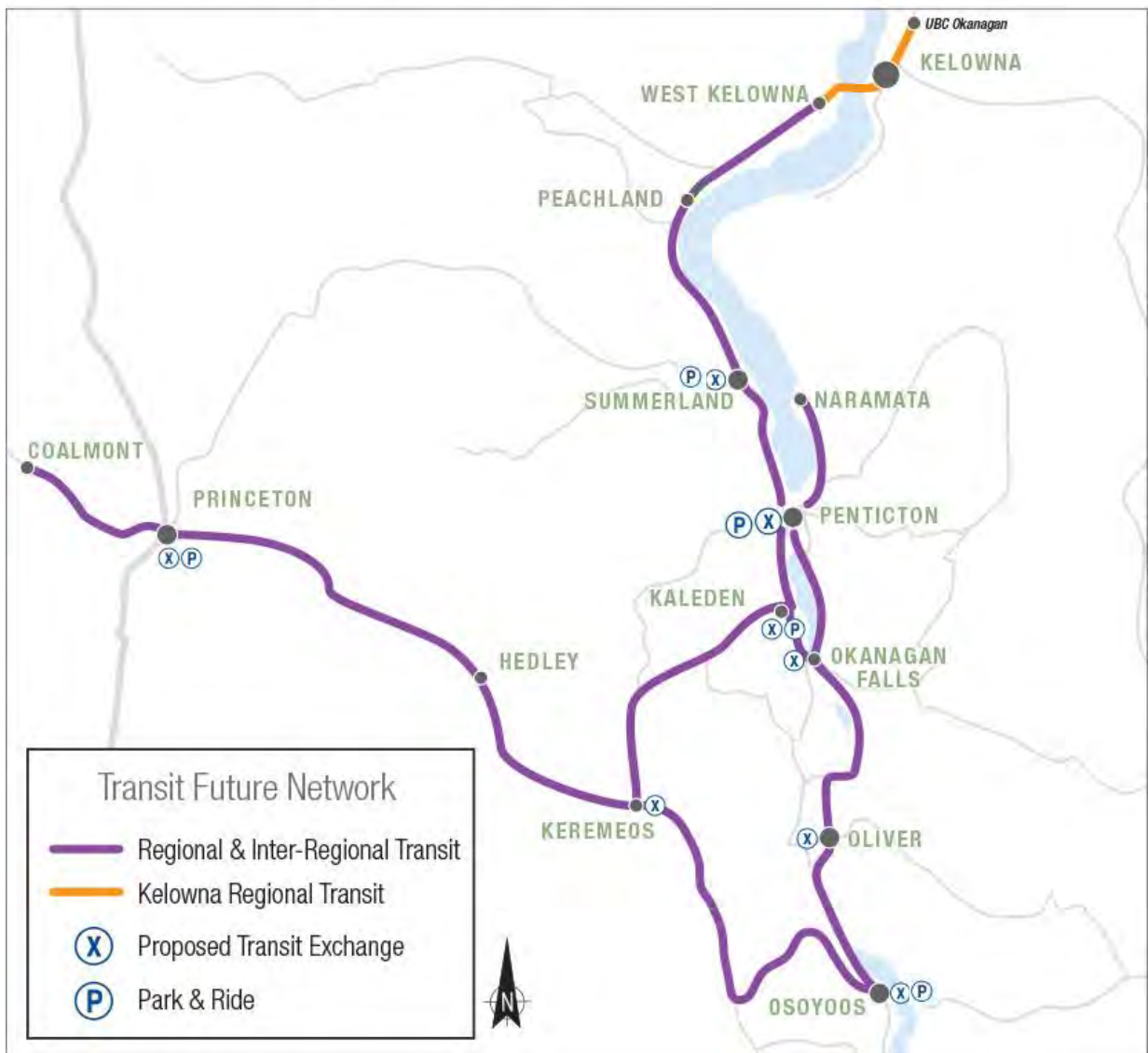
Special Shuttles

- **School or Employee Shuttle Services** are trips focused on servicing destinations which attract high volumes of commuters, but may be located outside of a regular service area, and often include cost-sharing or special fare structures based on agreements with the school or employer.

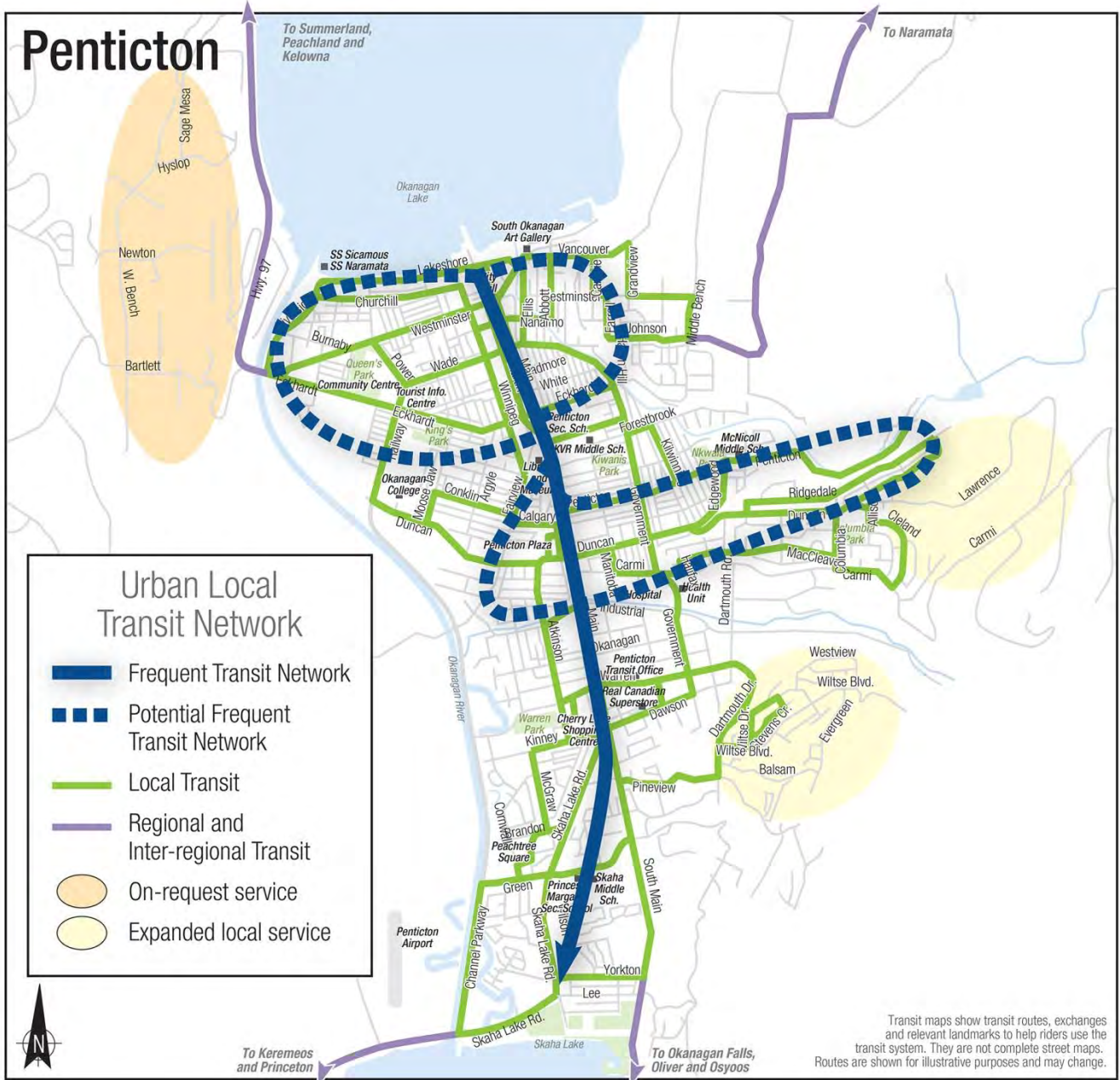
Custom Transit

- **handyDART** Door-to-door services for customers unable to use the Frequent Transit or Local Transit Network services.

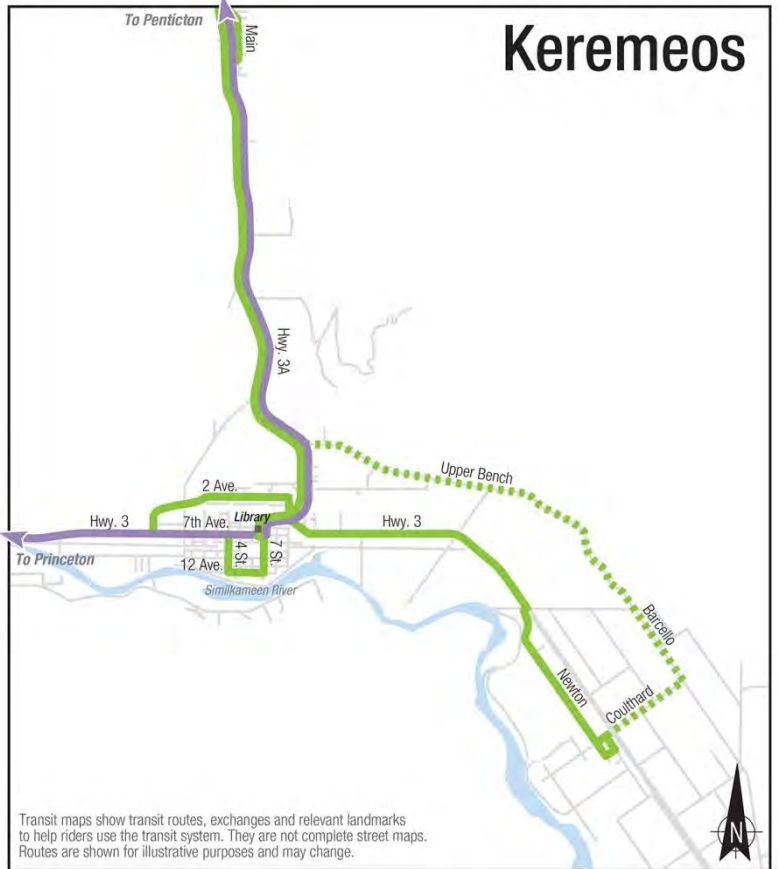
Okanagan-Similkameen Transit Future Regional and Inter-Regional Network



Penticton: 25 year Network Vision



Keremeos & Area: 25 year Network Vision



Small Town Local Transit Network

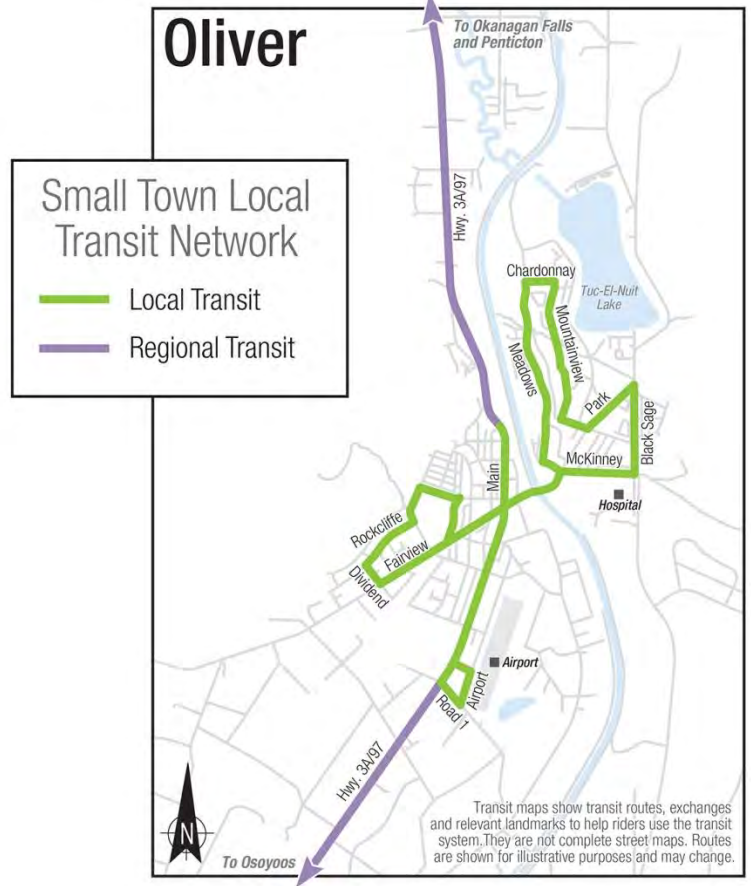
- Local Transit
- Regional Transit



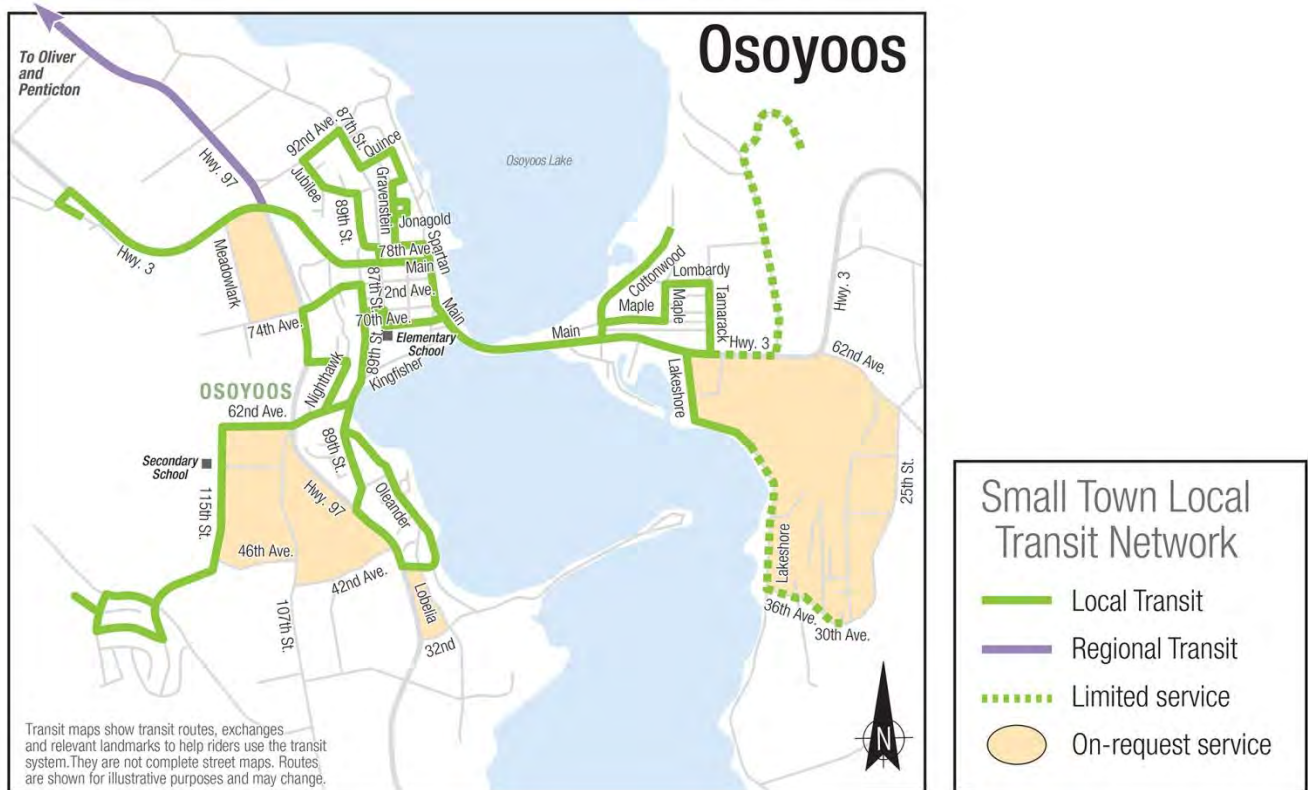
Okanagan Falls & Naramata: 25 year Network Vision



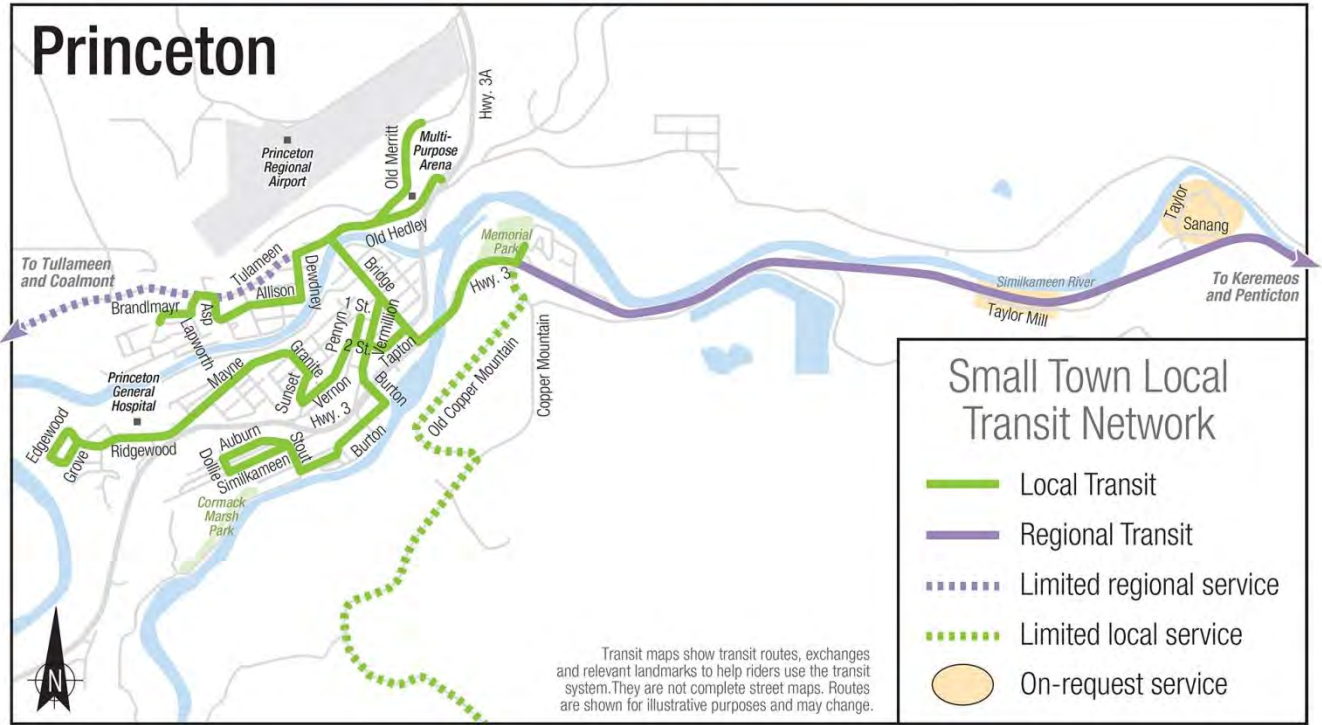
Oliver: 25 year Network Vision



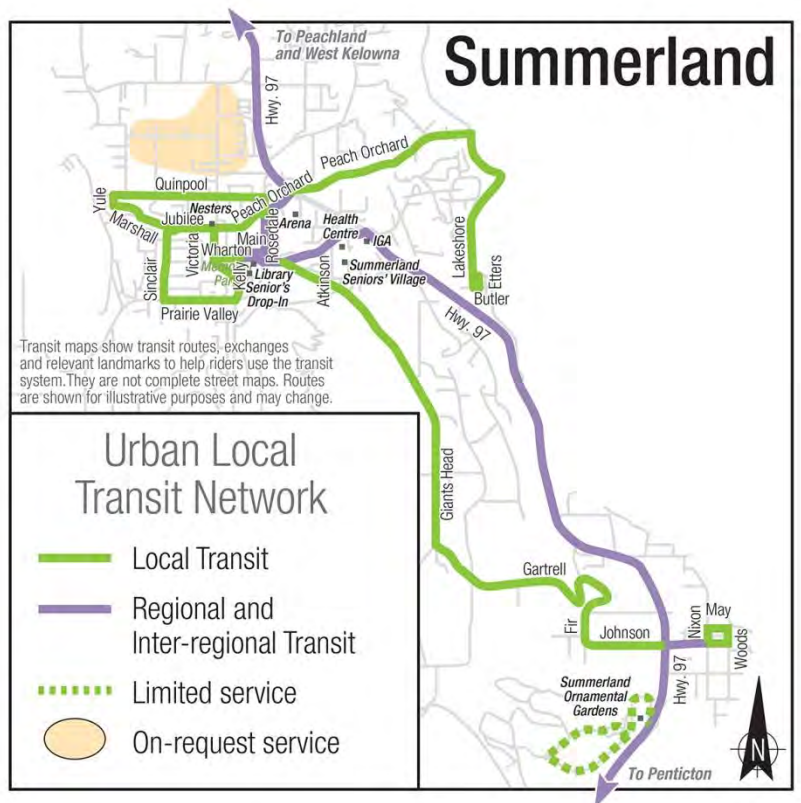
Osoyoos: 25 year Network Vision



Princeton & Area: 25 year Network Vision



Summerland: 25 year Network Vision



Benefits of the Transit Future Plan Network

Transit underpins a range of social objectives by enabling people to participate in their local community without the use of a car. Importantly, access to good transit allows people with lower incomes, aged people and people with disabilities to live independently and be able to affordably access medical, health, community, social and economic opportunities with minimal government subsidy.

It is now generally accepted in various transport planning and urban planning fields that car dependence and urban sprawl are, in turn, linked to fossil fuel use for transport, and resource-heavy development. Increasing links are also being found between car dependence, and public health. There are growing research links to the lack of transit access and increased car dependence with social justice issues – people with limited income and decreased mobility struggle to participate in work and community life.

Similarly, and of specific concern in the RDOS, increased car-dependence builds daily travel patterns and habits which will cause isolation and distress for older residents whom abruptly age out of driving and lose that form of transportation.

Investment in the Okanagan-Similkameen Transit Future Network will introduce or improve local transit in communities across the region enabling not only local trips, but connections to regional and inter-regional transit services. Table _ provides information on the catchment population of the proposed fixed Local Transit network across the RDOS.

2011 Population Within Walking Distance of Proposed Local Transit Networks		
Route	200 meters (3 minute walk)	400 meters (6 minute walk)
URBAN		
Penticton FTN	4,454	11,834
Penticton LTN	23,469	29,563
SMALL TOWN		
Okanagan Falls LTN	792	1,663
Oliver LTN	3,708	4,865
Osoyoos LTN	3,950	4,710
Princeton LTN	1,914	2,370
Summerland LTN	4,338	7,224

Table 28: 2011 Population within walking distance of Proposed Local Transit Networks.

These transit connections have a number of associated benefits, all of which positively affect the Okanagan-Similkameen residents of today and tomorrow. Transit impacts and benefits are multifaceted and collectively these benefits create more livable communities.

Building communities

Social capital

A key consideration in designing a transit network is the provision of services to residents of high transportation disadvantage. Transport disadvantage is defined as either someone who is too young to drive, too old to drive, financially unable to use private transport, or who has a disability which prevents them from driving.

By providing transit in areas of high need, people can connect to the broader community, building both individual and collective social capital. This results in an improved lifestyle as a direct result of additional personal travel options that would not otherwise exist, particularly for those who are transport disadvantaged.



Benefits include:

- Assists the elderly in maintaining independence through providing an accessible transit option.
- Access to essential community services, especially since this subset of the community traditionally has a greater need for these services.
- Access to training and employment opportunities.
- Access to entertainment, commercial and other social events to reduce social exclusion and build social capital.

Improving health

The health benefits of using transit are well-researched. The conclusions show that transit users on average walk or cycle more than those who use private transport.



Walking to and from the bus will help transit users get some of the Canadian Heart and Stroke Foundations suggested minimum of 30 minutes of physical activity a day needed to stay healthy.

Decreased congestion

It is generally accepted that road congestion decreases with increased use of transit. As congestion is most prevalent during peak hour travel, improved traffic flow as a result of mode share shifts will improve economic productivity. Additionally, travel times during peak hour will speed up for commuters, resulting in more time spent at home and less time in traffic.

From an environmental perspective, decreased congestion will also result in decreased idle time on roads, thus lowering emissions. From a financial perspective, the improved efficiencies on the road network will mean lower demand for investment in road infrastructure so funds can be directed to other community-building investments.

Economic resilience

Oil is a finite and non-renewable resource. As global oil reserves are limited there is a point, or 'peak', in the productive life of the industry in which the cost-benefit of extraction begins to decline. Once this peak is passed it cannot be reversed.

The transport sector is almost 100 per cent dependent on fossil fuels for energy. This degree of oil dependency is largely due to the level of car dependency in our communities: 85 per cent of all household trips in the Okanagan-Similkameen are made by private motor vehicle.

Abrupt changes in world energy pricing may also affect demand for transit, however in the Okanagan Similkameen this will be secondary to transit demand shift brought on by a large aging demographic.

Development outcomes

Transit serves an important role in the urban systems that make centres function. It is often hard to define where a system is either supportive or directive, and in the case of the transit system it plays both roles. For instance, as new developments and come online in the urban areas, particularly in Penticton, transit services need to expand and cater to change in mobility patterns.

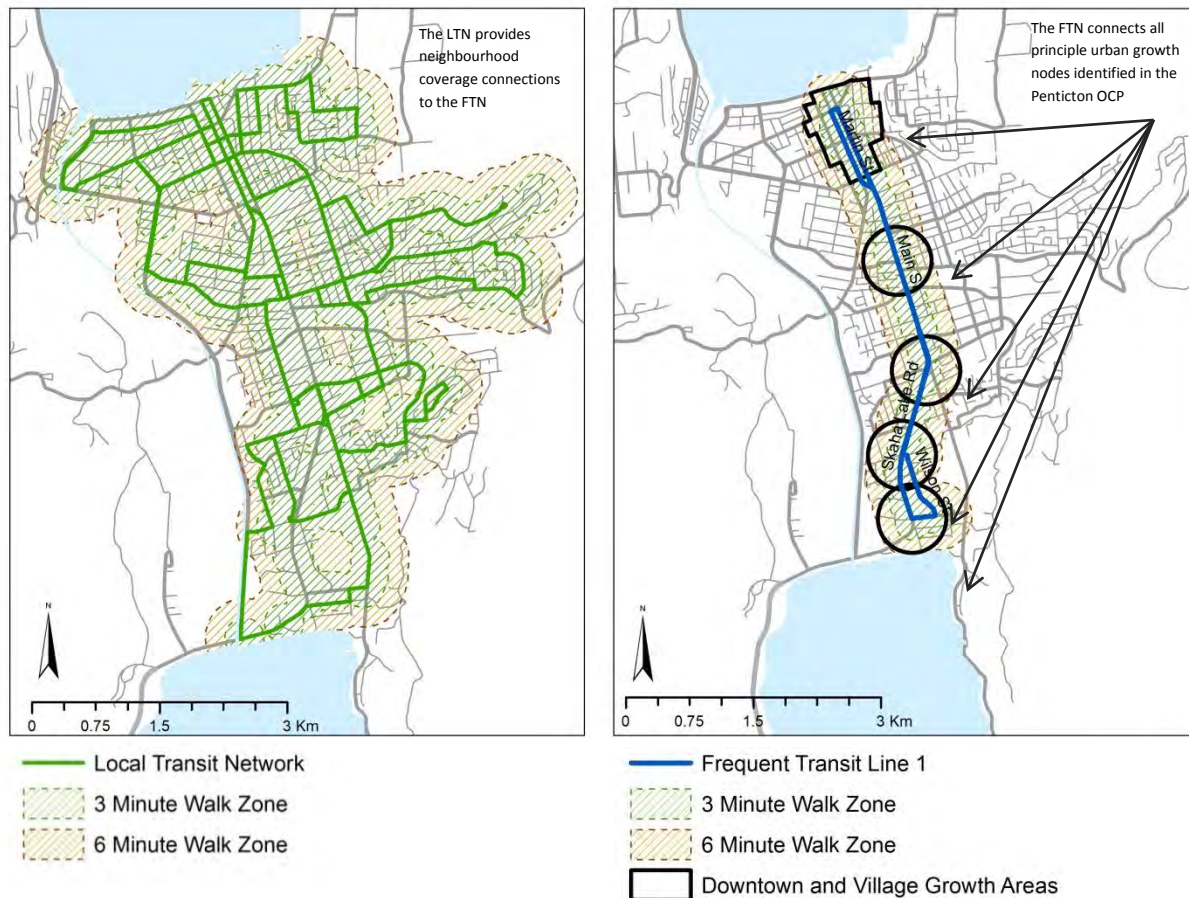
Where there is an intensification of the transit network, transit-oriented developments will emerge around key nodes and corridors. These developments foster a more livable community with a greater variety of land use options around transit corridors. The City of Penticton's OCP strategically encourages density and growth including mixed use development along key points of the proposed frequent transit network. See Figure 26.

Okanagan College also envisages significant campus expansion and growth in the coming years – enhancing transit connections to the campus will the liveability and attractiveness of Penticton to post-secondary students.

Transit-oriented developments also reduce the need for car parking space around activity centres. This can make way for other uses such as park land and community or commercial spaces. **Transit today is a major factor in determining how live able our communities will be tomorrow.**

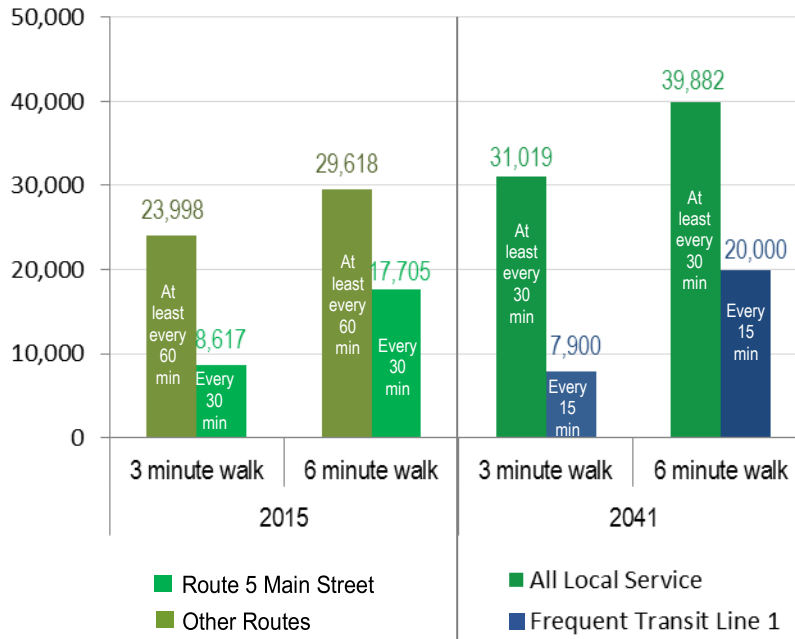
Penticton is forecast to gain the most population during the lifetime of the transit future plan. How will the transit future network coincide with much of this new growth?

Figure 26 : Pedestrian coverage of Penticton’s Local Transit and Frequent Transit Networks, with Downtown and Village growth areas shown.



The fruition of the City of Penticton’s Official Community Plan means that by 2041, nearly 8,000 people will be within a three minute walk of 15 minute peak service on the FTN, and over 31,000 will be within a three minute walk of 30 minute service on the LTN. Looking at a six-minute walk, these numbers grow to 20,000 and 40,000, respectively.

Figure 27: Present and 2041 Penticton population estimates within walking distances to transit, based on peak transit frequencies.



Based on anticipated population growth within the Penticton Downtown and Village Growth areas and the Local and Frequent Transit Future networks, it is estimated that by 2041 8,000 people will reside within a three-minute walk of Frequent Transit operating at a 15 minute peak intervals, and 31,000 will reside within a three-minute walk of Local Transit operating at 30 minute intervals.

The catchment broadens significantly looking at a six-minute walk with, 20,000 people estimated to be residing within a six-minute walk of Frequent Transit operating at a 15 minute peak interval and, and nearly 40,000 people residing within Local transit operating at 30 minute peak intervals.

Associated Pedestrian Realm Improvements

Since transit users begin and end their trips as pedestrians, maximizing the combined development and transit investment across the whole of the RDOS will require close attention to pedestrian design, which enables safe pedestrian connectivity to transit makes using transit more attractive.

Design features include direct pedestrian connections to bus stops via aesthetically designed sidewalks, pathways and crosswalks, with curb ramps and barrier-free access, and buildings that are located close to the sidewalk rather than across large parking areas.

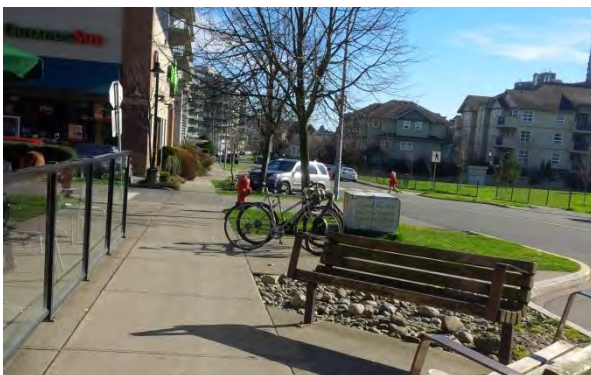
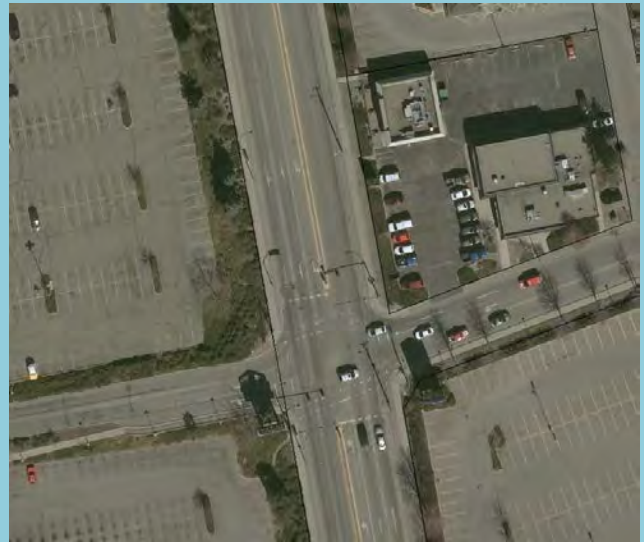


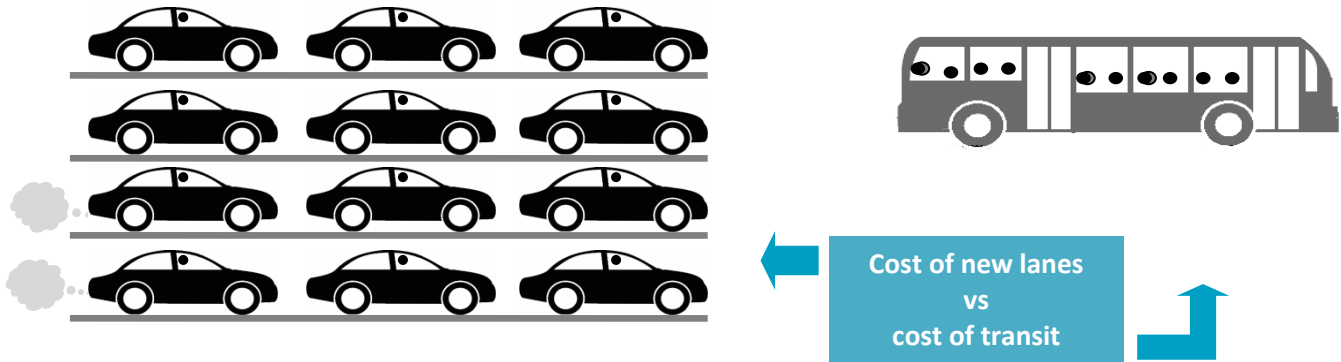
Figure 28: Maximizing the benefit of the Transit Future network: Pedestrian Design

Streetscape design and amenities such as street trees and a buffer from fast-moving traffic significantly soften and improve pedestrian comfort levels along high traffic-arterials. In a hot climate street trees can also provide valuable shade for pedestrians.

Cost saving benefits

Investment in low-cost transit options can create cost savings to both local governments in Okanagan-Similkameen and transit users themselves.

Savings for local governments: In most instances, the cost of upgrading road infrastructure to carry higher capacities of private vehicles is higher than the cost of investing in a more intensive transit network to carry those same people.



Savings for residents: From a customer’s point of view, residents who redirect their travel from personal vehicles to transit can reduce costs of maintenance, depreciation, annual fixed costs. The Canadian Automobile Association in its 2013 driving cost estimate has suggested that the average annual ownership and operating costs for a personal vehicle ranges from between \$8,000 to \$14,000 per year. These costs are based on depreciation values, finance payments and operating costs estimated over a range of actual kilometers driven by a vehicle per year.

These personal savings can be even greater in small towns where there is a greater reliance on cars for personal transit. Distances travelled by car between small communities are typically further than in metropolitan areas. Directing a greater proportion of household daily trips to transit would dramatically increase the savings from having to own and maintain multiple vehicles per household. In comparison transit cost for an adult monthly pass would be approximately \$540 annually.



Cost of owning 2 cars..... \$16,000 to \$28,000

Cost of owning 1 car + 1 bus pass.... \$8,540 to \$14,540

Resources

To meet the mode share and ridership targets set out in the plan requires significant investment in transit operating and capital resources. This section of the plan outlines at a high level the estimated 25-year service hour and vehicle requirements and benchmarks them with those of other communities of a similar size.

Service Hours

Future Service Hours

Future service hours are forecast to the year 2040. Service hours for each existing transit system were calculated based on existing level of ridership and target ridership goals. Transit services composed of mostly long distance routes typically produce fewer riders per service hour than compared to transit services that are mostly urban. Urban transit systems achieve a higher turnover of passengers per trip because they connect numerous destinations over a shorter distance.

Owing to lower ridership levels, lower population densities and often longer routes, it will take more resources to grow transit ridership in areas outside of Penticton; however consultation has shown there is strong latent interest in outlying communities, particularly in the face of aging population and the low or absent levels of transit services.

Table 29 compares the existing Okanagan-Similkameen systems ridership and hours and projects ridership and service hours for the years 2020 and 2040. It is estimated that ridership will increase by over 67,000 trips on the on the Local Transit services , by 75,000 trips on the Targeted Transit routes (Regional and Inter-regional) and by 4,500 trips on Custom Transit services with the implementation of the short term strategies.

Table 29: Existing and Projected annual service hours by Service Layer

	Local Urban Transit (Penticton FTN + LTN)		Local Small Town (Outside of Penticton)		Targeted Transit (Regional and Inter-regional)		Custom Transit		TOTAL	
	Service Hours	Ridership	Service Hours	Ridership	Service Hours	Ridership	Service Hours	Ridership	Service Hours	Ridership
Today 2014/15	22,866	432,384 (Actual)	8,100	39,500 (Actual)	See local transit	See local transit	3,000	21,428	30,966	476,136
Short -Term 2020	+ 4,250	+ 47,400 ¹	+ 1,800	+ 5,400 ¹	+ 4,050	+ 36,300 ¹	+ 500	+ 3,571 ²	+ 10,600	+ 92,671 ¹
Projected 2040	43,000	1,200,000 ³	28,000	543,000 ⁴	See Local Small Town		6,500	45,000	71,000	1,750,000

1. Based on BC Transit 13/14 AOA cost estimations for Transit Future Plan short term service changes and expected ridership.

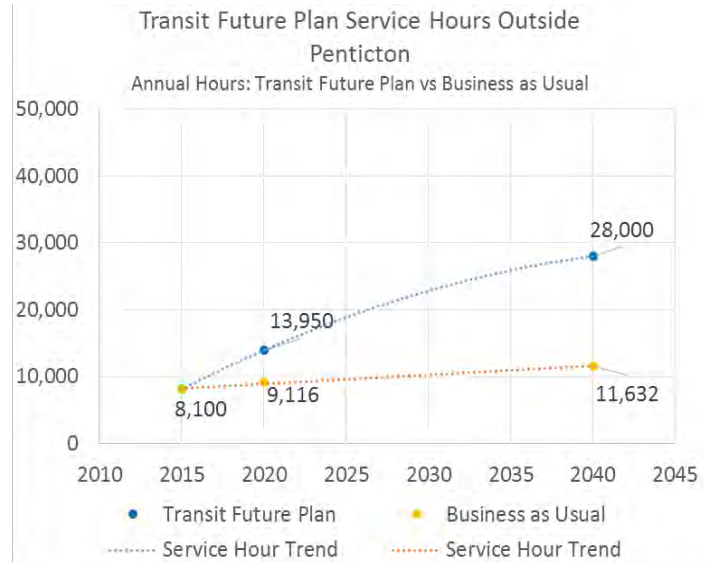
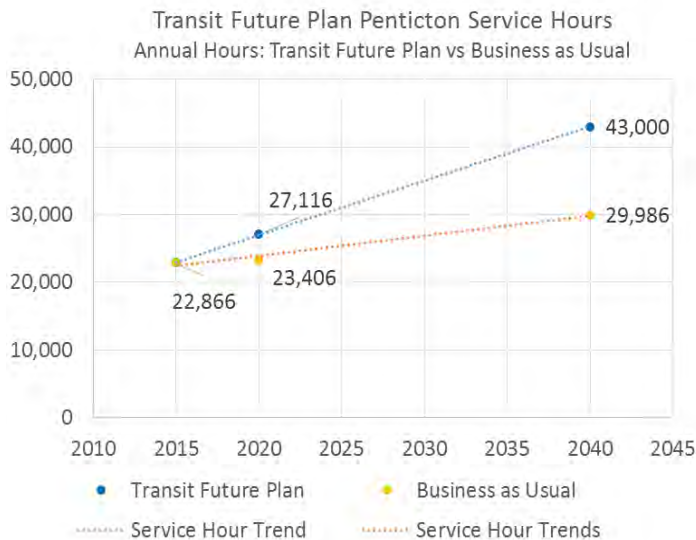
2. Based on current Custom ridership trends per service hour

3. Penticton (Frequent Transit Network and Local Urban Transit): Based on 3% mode share by 2040 with 23 passengers per service hour

4. Outside of Penticton (Local Small Town Transit and Targeted Transit): Based on 2% mode share by 2040 and 19 passengers per service hour

Figure 29 Shows the difference between Transit Future Plan Service Hours in relation to the existing growth rate of service hours. Although annual service hours in Penticton will nearly double from 22,866 in 2015 to 43,000 in 2041, it is the services outside of Penticton which will experience the most growth relative to their historic trend. The combined Small Town Urban Service and Targeted Regional and Inter-Regional service will see a combined growth from 8,100 annual hours in 2015 to 28,000 hours by 2041.

Figure 29: Conventional Transit Existing and Projected annual service



Benchmarking the Transit Future System

The Okanagan-Similkameen Transit Future Plan projections were compared to other similar communities in Canada operating in 2013. Table 30 provides a forecast of the consolidated hours and ridership projected for services in the Okanagan-Similkameen Regional District against peer regions.

Table 30: Benchmarking the Okanagan-Similkameen Transit Future Plan

Regional System	Approx. Service Area Population	Annual Service Hours	Annual Ridership	Rides per Service Hour	Rides per Capita
Okanagan-Similkameen Transit Future Plan 2040 (all services)	95,134	71,000	1,750,000	24	18
Comox Valley Transit Future 2038	87,428	80,000	2,400,000	30	27
Vernon/Coldstream – Forecast 2038	51,600	57,800	1.4m	24	27
Red Deer, AB (2013)	91,877	143,978	3,776,354	25.2	41
Nanaimo (2013)	98,500	101,404	2,750,000	24.5	27.9
Lethbridge, AB (2013)	90,417	106,510	1,220,426	11.45	13.5
Average	85,826	93,449	2,379,356	23	26

Fleet Requirements

Future Fleet Requirements

The Transit Future Plan also estimates fleet requirements for Local, Targeted and Custom services over the next 25 years. The Okanagan-Similkameen fleet is estimated to increase from the existing 21 light, medium and heavy vehicles to 47 light, medium and heavy duty vehicles by 2041. See **figure 30** below for a description of these vehicle types.

The short term forecasted requirements are based on BC Transits 2013 Fleet Usage Guidelines of 70,000 kilometers and 2,500 hours annually per bus as well as location and service specific spare vehicle ratios.

Fleet Composition

Various routes and demographics have diversified fleet requirements. For example South Okanagan Transit Route 2 (Osoyoos to Penticton), and Princeton and Area Transit Route 1 (Princeton to Penticton) requires a vehicle better suited to the long stretches of limited stop highway driving; routes within Penticton need more spacious vehicles able to accommodate the space needs of many passengers using mobility devices. Similarly, smaller sized vehicles have a place in the network on routes with lower ridership, or serving rural communities, such as the Okanagan-Similkameen Transit Route 20 Okanagan Falls/Penticton.

Looking forward, all vehicles will continue to be fully accessible, and while heavy duty, medium duty and light duty vehicles will be required, the exact fleet composition will continue to evolve beyond the projections shown here as the transit services develop and ridership increases.

Figure 30: BC Transit Fleet Options

Heavy Duty	Medium Duty	Light Duty
		
Low Floor/Accessible Minimum of 2 wheelchair positions 13 – 15 year lifespan 30 or more seats, 70 passengers with standees 35 feet or greater in length 2,500 maximum annual operating hours 75,000 maximum annual kms	Low Floor/Accessible Minimum of 1 wheelchair position 8 – 10 year lifespan Fewer than 25 seats, 40 passengers with standees Less than 35 feet in length 2,500 maximum annual operating hours 75,000 maximum annual kms No midlife extension	Low Floor/Accessible Capable of having more than 2 wheelchair positions 5 year lifespan Up to 20 seats, No standees Less than 35 feet in length 2,000 maximum annual operating hours 60,000 maximum annual kms (300,000km life) No midlife or life extension

Table 31: Existing and Projected Heavy and Medium Duty Fleet Requirements

Time frame	Local Urban Transit Penticton			Targeted: Penticton ↔ Kelowna		TOTAL	
	Heavy	Medium	Spare	Heavy	Spare	Heavy	Medium
2013/14 (Existing)	4	1	2 Heavy 1 Medium	0	0	6	2
Short-term	5	1	2 Heavy 1 Medium	1	1 Heavy	9	2
Listed Medium-term & Long term	12	1	3 Heavy 1 Medium	2	1 Heavy	18	2

Table 32: Existing and Projected Light Duty Fleet Requirements

Custom Transit (handyDART)								
Time frame	Penticton			Summerland				
	Active		Spare	Active		Spare		
2013/14 (Existing)	3		1	1		See Targeted		
Short-term	3		1	1		See Targeted		
Listed Medium-term & Long-term	6		2	2		1		
Local Small Town Transit								
Transit System	Okanagan-Similkameen		Princeton & Area		South Okanagan		Summerland	
	Active		Spare		Active		Spare	
2013/14 (Existing)	See Targeted		1	0	0	0	0	0
Short-term	See Targeted		2	1	0	0	0	0
Listed Medium-term & Long-term	See Targeted		2	1	1	1	2	1
Targeted Regional Service								
Time frame	OK Falls/ Naramata ↔ Penticton		Princeton ↔ Penticton		South Okanagan ↔ Penticton		Summerland ↔ Penticton	
	Active	Spare	Active	Spare	Active	Spare	Active	Spare
2013/14 (Existing)	2	1	1	0	1	0	1	1
Short-term	2	1	1	See Local	1	1	1	1
Listed Medium-term & Long-term	2	1	1	See Local	2	1	1	See Local

Fleet Considerations

The projected fleet is dominated by light duty vehicles as showing in **table 32**. Spare vehicles are required for both service reliability purposes, and also in order to ensure that vehicles will endure to their planned end-of-life. Small transit systems needing one or two vehicles at for active service must maintain one spare vehicle, while larger systems with higher quantities of fleet vehicles typically require spare ratios of 20 to 25 per cent the quantity of vehicles needed for active service. Given the close proximity of the systems there exists considerable opportunities to create greater efficiency in fleet resources across the Okanagan-Similkameen Regional District by integrating the fleet. An integrated Light Duty Fleet would result in fewer total spare vehicles, diminishing vehicle lease fee costs for local governments. See **table 33** below.

Table 33: Existing and Projected Light Duty Fleet Requirements – showing an integrated fleet

Time frame	Separate Systems Fleet			Integrated Fleet		
	Active	Spare	TOTAL	Active	Spare	TOTAL
2013/14 (Existing)	10	3	13	10	3	13
Short-term	11	5	16	11	3	14
Listed Medium- term & Long-term	19	7	26	19	4	23

Transit Infrastructure Requirements

The attractiveness of transit is based not only on transit service, but on the customer amenities that are provided at bus stops, exchanges and Park & Rides. Customer facilities frame the transit experience and should be universally accessible, include some form of weather protection (such as bus shelters), as well as benches, system information, garbage cans, bike racks and lighting for security at night.

The hot arid summer climate and high median age found across the Okanagan-Similkameen makes the provision of shade shelters and seating particularly important considerations.

Transit Exchanges

Transit exchanges are typically located within the activity centres of the community, such as downtown, village centres, and shopping malls in order to reinforce the relationship between transit and land use patterns. If properly planned and designed transit exchanges can become effective multimodal exchanges and pedestrian-oriented sites.

Primary Exchange: Cherry Lane Mall

- The north side of Cherry Lane Mall has served as the historic primary exchange for Penticton transit system, and, as they have developed, the terminus point for routes arriving from other RDOS transit systems. A formal exchange configuration has not been developed and buses are presently accommodated in a mixture of formal and informal stops. One shelter is location on Warren Ave, while the remaining stops, include one purpose built-shelter are accommodated at close but separate locations within the mall parking lot.
- Cherry Lane mall continues to be a primary regional destination in the Transit Future Plan, but exchange facilities must be considerably reconfigured and upgraded in order to provide adequate information for local and regional scale passengers seeking transfer between Penticton transit routes and routes departing to other communities.

Secondary Exchanges

Key transfer points within all communities of the Okanagan-Similkameen should be prime considerations for future secondary exchange development. Within Penticton these sites include Okanagan College, and Transit Future Intersections (future).

In smaller towns such as Summerland, Okanagan Falls, Oliver, Osoyoos and Princeton, these secondary exchanges will serve as the primary transit hubs for their respective communities, and will be located in a pedestrian-friendly location near the busiest part of the community.

Park & Ride

Park & Rides provide a facility for transit riders without local transit service in their community to drive their vehicle to a Park & Ride facility in order to access transit. Park & Rides are valuable in rural areas where it is unfeasible to provide transit service.

There are currently no formal Park & Ride facilities in the Okanagan Similkameen, however arising from improvements of Regional and Interregional service, the Transit Future Plan identifies three new Park & Ride Facilities. Park & Ride Facilities may be purpose-built or accommodated by existing infrastructure such as underutilized parking areas in vacant lots, churches, or municipal sporting facilities.

Primary Park & Ride

The Park & Ride will be located on the western edge of Penticton, in the vicinity of Okanagan College and the Canadian Tire. Proximity to Okanagan College suggests a purpose-built facility that will serve as valuable access to the College for students arriving on Regional or Interregional transit from outside of Penticton.

Secondary Park & Rides

Secondary Park & Rides are typically smaller and may be more easily accommodated by existing infrastructure. The Kaleden Park & Ride located near the junction of Highway 3A and Hwy 97, the Princeton Park & Ride and the Summerland Park & Ride would be examples of these.

Kiss & Ride

Kiss & Rides are safe pull-outs for automobiles where transit customers may be easily dropped off by a family member or friend in order to continue their trip using transit.

New or Improved Stops

Frequent Transit Route and Secondary Exchanges




The higher level of service and strategic location of the frequent transit route requires enhanced stop amenities requires basic shelter and benches, and enhanced transit information, multi-modal integration, and way finding at each stop.

Local Transit Stops (Urban & Small Town)

The Transit Future Plan calls for upgrades to existing stop locations within Penticton and also in small towns. The first priority is to install appropriate signs indicating the presence of stops along existing (and new) regional and Local fixed route services. Secondary to this will be the provision of shelter, benches, and raised pads for accessibility, beginning with the busiest stops.

Highway Side Stops

The Transit Future Plan identifies safe highway-side stops at strategic points on Highway 3 between Keremeos and Princeton, on Highway 3A near Twin Lakes, and on Highway 97 near Gallagher Lake. Design and installation of these stops will require participation of the Ministry of Highways.

Stop Facility	Short-term	Medium-term	Long-term
 <p>Frequent Transit</p>	<ul style="list-style-type: none"> • Transit Shelters and benches • Universally Accessible • Quality Customer Information about transit schedules and routes 	<ul style="list-style-type: none"> • Bike storage • Elevated Boarding platform • Transit Shelters and benches • Universally Accessible • Quality Customer Information about transit schedules and routes 	<ul style="list-style-type: none"> • Real-time schedule information • Customer Way-finding • Bike storage • Universally Accessible - Elevated Boarding platform • Transit Shelters and benches • Quality Customer Information about transit schedules and routes
<p>Local Transit - Urban</p>	<ul style="list-style-type: none"> • Transit Shelters and benches at the busiest stops • Universally Accessible 	<ul style="list-style-type: none"> • Bike storage • Universally Accessible • Transit Shelters and benches 	<ul style="list-style-type: none"> • Customer Information about transit schedules and routes (at the busiest stops) • Bike storage • Universally Accessible • Transit Shelters and benches
 <p>Local Transit- Small Town</p>	<ul style="list-style-type: none"> • Bus Stop Signage – all communities 	<ul style="list-style-type: none"> • Universally Accessible • Transit Shelters and benches at the busiest stops 	<ul style="list-style-type: none"> • Bike storage • Universally Accessible • Transit Shelters and benches • Customer Information about transit schedules
<p>Targeted Transit (Regional and Inter-regional)</p> 	<ul style="list-style-type: none"> • Transit Shelters and benches • Universally Accessible • Quality Customer Information about transit schedules and routes 	<ul style="list-style-type: none"> • Bike storage • Transit Shelters and benches • Universally Accessible • Quality Customer Information about transit schedules and routes 	<ul style="list-style-type: none"> • Bike storage • Transit Shelters and benches • Universally Accessible • Quality Customer Information about transit schedules and routes

Location	Type	Current Capacity	Future Capacity	Priority
Warren Avenue (Cherry Lane Mall)	<ul style="list-style-type: none"> Primary Exchange between Penticton Local Urban Transit and Regional Transit 	<ul style="list-style-type: none"> One formal conventional stop and shelter inside the parking lot Three informal community shuttle stops inside the parking lot One formal conventional stop and shelter on the south side of Warren Ave 	<ul style="list-style-type: none"> Three conventional buses or three community shuttle size buses curbside along Warren Avenue Associated integrated shelter, bench, and customer information amenities Bicycle Storage Layover space for three community shuttle size buses 	<ul style="list-style-type: none"> Short Term
Okanagan College	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Curbside Pull out with capacity for two conventional buses, located on Ring Road 	<ul style="list-style-type: none"> Medium or Long Term
Downtown Osoyoos	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> One community shuttle 	<ul style="list-style-type: none"> Two Community Shuttle Buses 	<ul style="list-style-type: none"> Medium or Long Term
Downtown Oliver	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Two Community Shuttle Buses 	<ul style="list-style-type: none"> Medium or Long Term
Downtown Okanagan Falls	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> Signed stop within OK Corral parking lot 	<ul style="list-style-type: none"> One Community Shuttle Bus 	<ul style="list-style-type: none"> Medium or Long Term
Downtown Princeton	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> Signed stop within Coopers parking lot 	<ul style="list-style-type: none"> Two Community Shuttle Bus 	<ul style="list-style-type: none"> Medium or Long Term
Downtown Keremeos	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> One Community Shuttle Bus 	<ul style="list-style-type: none"> Medium or Long Term
Downtown Summerland	<ul style="list-style-type: none"> Secondary Exchange 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> One community Shuttle Bus and one Conventional Bus 	<ul style="list-style-type: none"> Medium or Long Term
Penticton, near Canadian Tire and Okanagan College (near to Okanagan College Exchange)	<ul style="list-style-type: none"> Large Park & Ride Kiss & Ride 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> 30 vehicle capacity, with potential for expansion to 50 spaces Bicycle Storage 	<ul style="list-style-type: none"> Medium & Long Term

Location	Type	Current Capacity	Future Capacity	Priority
Hwy 97 near the 3A Junction (Kaleden)	<ul style="list-style-type: none"> • Primary Exchange • Small Park'n'Ride • Kiss & Ride 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Two Community Shuttle Buses • One Conventional Bus • 15 vehicle capacity • Bicycle Storage 	<ul style="list-style-type: none"> • Medium & Long Term
Osoyoos (TBD)	<ul style="list-style-type: none"> • Small Park'n'Ride • Kiss & Ride 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • 15 vehicle capacity 	<ul style="list-style-type: none"> • Medium & Long Term
Princeton (TBD)	<ul style="list-style-type: none"> • Small Park'n'Ride • Kiss & Ride 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • 15 vehicle capacity 	<ul style="list-style-type: none"> • Medium & Long Term
Summerland (TBD)	<ul style="list-style-type: none"> • Small Park'n'Ride • Kiss & Ride 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • 15 vehicle capacity with capacity to expand to 30 vehicles. 	<ul style="list-style-type: none"> • Medium & Long Term

Implementation Strategy

The implementation strategy outlines how transit investments will be staged and prioritized over the life of the plan in order to meet transit mode share and ridership targets. The implementation strategy identifies short, medium and long-term network priorities, as well as on-going improvement initiatives.

The prioritization of transit investments was based on the needs and challenges identified throughout the plan and the feedback received from the public, elected officials, and Regional District Okanagan-Similkameen (RDOS), City of Penticton, District of Summerland, Town of Osoyoos, Town of Princeton, and the stakeholders group across the region during the planning process.

Service changes and infrastructure projects identified in this section vary significantly in terms of timelines, complexity, costs and process, meaning that initiatives will not necessarily be completed in a strictly chronological order. The priorities are not scheduled on a year-by-year basis as the implementation of the Transit Future Plan is dependent on a number of factors that may change annually including:

- The availability of funding from local government, the provincial government and the federal government
- Changes in decision-making structures across transit partners in the RDOS.
- Community growth factors (e.g. community development, shifts in demographic factors)
- Phasing of major projects (e.g. Village Centers in Penticton, Corrections Facility near Oliver)
- Operational and capacity demands of the system
- Opportunities for value-added partnerships that may arise (e.g. road improvement projects by local government)

Implementation actions for medium and long-term priorities will be further reviewed and refined during regular plan updates (occurring every five years). As a result of partnerships catalyzed during the initial Transit Future Plan process, updates may include options for service to RDOS-area First Nations communities

Structure of this section: This implementation section is presented in three time horizons:

- **Immediate Priorities** to be implemented in the current and very near term, and which will enable the maximum benefit to be leveraged from subsequent priorities
- **Short Term Priorities** to be implemented within the first five years of plan completion.
- **Medium and Long Term Priorities** to be implemented over the longer horizon, and which will be further detailed in subsequent updates to this plan.

Each time horizon addresses **service priorities**: Improvements or expansions for frequent transit networks, local transit networks, targeted regional and interregional networks, and custom transit service; as well as **supporting priorities**: development and expansion of related infrastructure and customer information.



Immediate Priorities (2015)

Immediate Service Priorities: Local Transit Network

1. Introduce Local transit to Okanagan Falls Implemented January 19, 2015

This service is an expansion to the Okanagan-Similkameen Transit System, expanding the system from 1 regional connector route (Targeted service) between Penticton and Area A (Naramata), to include local service within Okanagan Falls and an additional regional connector route between Penticton and Area D as described in Option 2.

- Route 21 OK Falls Local
- Mondays – Fridays between 7:00 am – 6:00 pm
- Five circuits of Okanagan Falls per day, with service to Peach Cliff Estates from 8:30 am onwards.



Immediate Service Priorities: Targeted Transit - Regional and Interregional

2. Okanagan Falls ↔ Penticton: Introduce new daily and commuter connections along Eastside Road between Okanagan Falls and Penticton. Implemented January 19, 2015

In conjunction with Option 1, this service is an expansion to the Okanagan-Similkameen Transit System, adding an additional regional connector route between Penticton and Area D (Okanagan Falls)

- Route 20 Okanagan Falls/Penticton
- Mondays – Fridays between 6:30 am – 6:30 pm
- Five round trips between Penticton and Okanagan Falls per day, with morning northbound service to Heritage Hills and afternoon southbound service to Heritage Hills.

Resources: 1 vehicle, 1,350 hours

Immediate Supporting Priorities

3. Adopt a revised governance structure to streamline implementation actions contained in this plan and enable more comprehensive system management and performance monitoring.

Decision-making, administrative transit knowledge, transit resources, public information, fares and schedules are largely fragmented across the five separate systems in the RDOS. Better integration is an essential step to implementing the Transit Future Plan and enabling services that coordinate seamlessly for transit customers.

Governance-related decisions fall into several layers of transit provision including Customer Information and Riders Guides, Fares and Pass Structures, Schedules, Driver Hours, and Fleet Resources. **For the future, integrating service on one or more of the topic areas will have an overwhelming impact on the efficiency and effectiveness of transit in Okanagan-Similkameen and how it serves it's communities.** See Appendix One for further details regarding the existing issues and the benefits of integration.

Therefore it is strongly recommended that the first priority out of this Transit Future Plan is to begin a regional discussion about levels of integration and potential strategies. Recent successes in the West Kootenay area could form a model to guide this process. See the Discussion Block, below.

System integration can be achieved while maintaining multiple operating companies. Given the spatial extent of transit service in Okanagan-Similkameen and blend of existing operators (one commercial and three not-for-profits), this would be the recommended condition for system amalgamation.

If supported, in order to move forward on regional integration, a number of steps are required in terms of approval and agreement. These steps would be confirmed with local government partners but would likely use the following path:

Step 1 - Regional District of Okanagan Similkameen receives and endorses the RDOS Transit Future Plan

Step 2 – A Regional Transit Advisory Committee is formed and elected officials are appointed as members. The members and municipalities they represent agree to recognize the Committee as responsible for setting regional fares, processes and products as well as respect recommendations of the Committee for regional planning initiatives, expansion priorities and service hour allocation.

Step 3 – The Committee endorses a Terms of Reference which agrees to participate in a single schedule for the system, and in doing so, acknowledge local service changes must be done in line with scheduled regional changes. Further, the committee honours a regional

fare structure approved by the committee, but in doing so, not give up the right to set a local fare.

Step 4 – BC Transit would then work with the local government partner staff to develop a preliminary integrated schedule for transmittal to the Transit Committee for their review and discussion.

Step 5 – The proposed service implementation and integration is discussed and approved by the Transit Committee.

This path would then enable implementation of the integrated service. Since the costs for service options presented in this Plan have been determined based on a non-integrated state, a more integrated transit system and governance structure would not only bring a more positive passenger experience and higher ridership but also a more cost-effective service.

Note that a number of the service options contained in this plan look at extending service to area and neighbouring jurisdictions such as the Penticton Indian Band Lands and the Central Okanagan Regional District. These initiatives will require the formation of new partnerships. These partnerships could be formed inclusive to a Regional Transit Advisory Committee or separately from it. Regardless, it would be supportive of transit in the area to:

- Seek broader involvement of RDOS local governments in transit partnerships, including municipalities and Indian bands currently not involved
- In partnership with other local governments in the North Okanagan and Central Okanagan Regions look for opportunities to conduct long-term transportation planning collaboratively, including an assessment of future demand and potential modes/vehicle types (bus, rail, cycling, park and rides).



Discussion Block: Integration in the West Kootenay Region

"An example of unprecedented regional cooperation in the West Kootenay area"

History

Transit in the West Kootenay region has evolved significantly. Smaller systems which were predominantly initiated to service those with mobility issues to medical appointments have become relied upon services to get to work and run errands in nearby larger communities. As the needs of riders changed so did their expectations. This resulted in increased demand on resources and funding. In 2010 BC Transit approached local governments with the idea of better tying together the services from Nelson to Trail to Nakusp. In June of 2012, the West Kootenay Transit Committee held its inaugural meeting to start planning the integration. The Integration of these West Kootenay Transit Services in 2013 was in response to need for improved services in the region which addressed these changing needs and expectations while addressing the increasing costs to deliver them.

2013 Integration

The new West Kootenay Transit system brings together three local governments and nine transit systems together under a single Rider's Guide covering Nakusp to Rossland and from Kaslo to Fruitvale. Previously nine individual operating agreements existed with BC Transit to deliver transit service in the Area. Larger local service zones were created with Castlegar and Trail becoming the Colombia Zone, Nelson, Playmor Junction and Balfour becoming the Kootenay Zone and the introduction of the Slocan Zone. Improvements in frequency included two added trips on the corridor between Nelson and Castlegar which connect to Trail. A further six daily return trips between Nelson and Trail were introduced, an additional service on Tuesdays between Salmo and Nelson and midday trips were added on Tuesdays and Thursdays from Kaslo to Nelson.

4. Adopt service standards and route performance guidelines for transit services in Penticton and Outside of Penticton.

Service standards and route performance guidelines provide a consistent tool to measure the performance of new and existing services. These standards and guidelines will ensure services are effective and in line with community goals and enable the provision of evidence based service planning recommendations to local government partners across the RDOS.

Short Term Priorities

The Priorities section of the plan identifies the key priorities for establishing the Transit Future Plan Network, with the highest level of detail provided on the short-term initiatives. As the plan is updated over time, medium and long term initiatives will be further revised to include further partnership and service details.

Each transit improvement will require a more detailed service plan that will finalize associated details of the implementation. For service priorities this includes the route structure, service levels, scheduling, and customer information and associated costs.

Supporting Priorities across the RDOS (Contingent on Governance):

5. INTEGRATION: Consolidate Riders Guides across the region to include all transit systems (see West Kootenays Riders Guide)

Develop a single Riders Guide for all transit services across the RDOS so that transit customers will be able to plan ahead to use transit services in adjoining communities.

6. INTEGRATION: Determine and adopt a comprehensive and consistent menu of fares and fare products for local, regional and inter-regional transit services

7. INTEGRATION: Improved coordination of schedules

- a. **Review schedules** for minor cost-neutral changes to enable greater connectivity between transit services
- b. **Introduce Online/Smart phone trip planner** In tandem with consolidating all schedule and route information for the region, introduce an online/smart phone trip planner

What is trip planner? A trip planner is a computerized system in which people enter in their starting location and desired destination to then receive customized information on

- Where to catch the nearest bus,
- What time to leave
- What time they can arrive at their destination.

Smartphone technology, which is gaining popularity, enables people to use the trip planner wherever they have service

8. Develop a region-wide strategy to adopt enhanced long term education and ridership programs designed to introduce area residents to transit.

Consider innovative ideas to leverage existing resources and organizations to introduce transit to non-users. Some examples might be:

- Pilot program for providing certification to travel-training volunteers on a Biennial basis such as regularly scheduled travel training, and longer term pass programs
- Promote travel-training workshops in partnership with ICBC Drivable program.
- Encourage pass holders to introduce a friend to transit by providing them with a free complimentary ticket with each monthly pass purchase.

Service Priorities: Frequent Transit Network

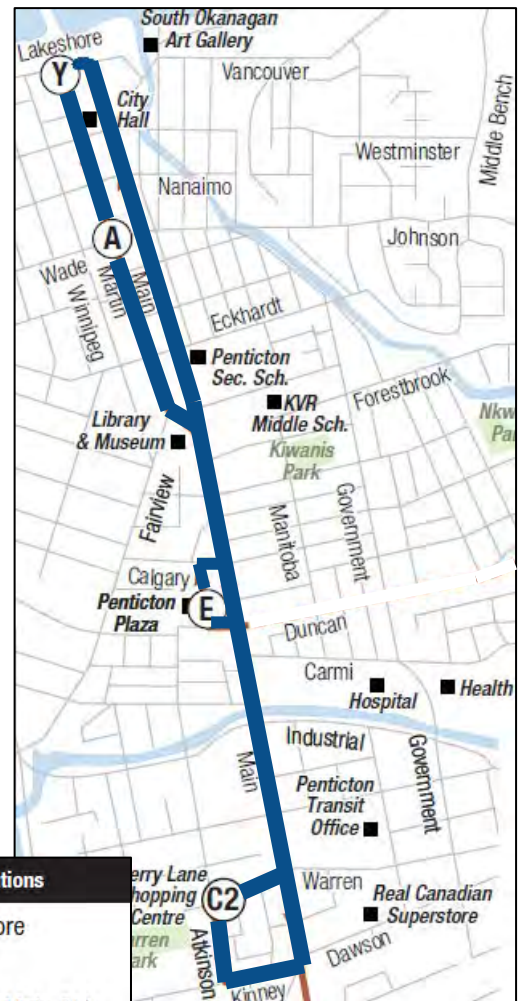
9. Phase One of Main Street Frequent Transit Network (FTN) Development (Two Phases)

This is the first major step to implement the primary Main Street FTN. Transit service frequencies on the existing route 5 Main Street will be adjusted and expanded to create a Frequent Transit route. This phase focuses on service expansion between Cherry Lane Mall and Lakeshore Drive.

The restructuring will focus primarily on the schedule of the route with frequencies being staggered from 15 minute intervals to 60 minute intervals depending on the time of day.

- Weekday service between 6:30 am and 8:30 pm with a 15 minute frequency during peak and commuter periods, and 30 to 60 minute frequency at other times.
- Saturday service between 8:00 am and 9:30 pm with a 15 minute frequency during the afternoon peak period and 30 to 60 minute frequency at other times.

Resources: One Vehicle and 2,620 additional annual service hours



Timing Point Locations	
Y	Martin and Lakeshore
A	Martin and Wade
E	Penticton Plaza (on Main St.)
C2	Cherry Lane Shopping Centre (Warren Ave.)

Service Priorities: Local Transit Network

10. Penticton: Improve Sunday Service.

Hourly service on Route 5 Main Street will be introduced for four hours on Sunday afternoons. This will operate on a staggered time table with the existing hourly Route 16 Lake to Lake Sunday Service to provide (between both routes) 30 minute service along the Main/Government corridor from noon until 4:00 pm. This will augment north/south travel during the busiest times on Sundays.

- Sunday Route 5 Main St.

All Year: service between 12 noon and 4:00 pm with a 60 minute frequency.

Resources: 260 additional annual service hours



11. Penticton: Improve late night service to 12:00 am on Fridays and Saturdays and during Peachfest.

Additional hours and schedule adjustments to Routes 5 Main Street and 15 Night Route for late night service connecting to downtown and the entertainment district.

This option will consider a minor re-alignment of Route 5 or 15 to avoid redundancy in coverage and improve access to this service.

Resources: 1 Vehicle and 650 additional annual service hours

12. Penticton: Introduce Service to the Wiltse Area.

Local Transit service will be extended to include more coverage in the Wiltse area. The most likely candidate for extension is Route 1 Okanagan Lake/Wiltse.

- Service levels and routing will be determined based on an examination of ridership demand to be conducted as part of the Service Change Service Discussion Document for this expansion.
- The service discussion document will include an exploration of potential re-alignment and streamlining of Route 1 to make it more user-friendly.

Resources: Vehicles TBD and 400 annual service hours

13. Greater Penticton: Examine opportunities to extend conventional and handyDART transit service to developments located on adjoining Penticton Indian Band lands.

Working in tandem with the Penticton Indian Band (PIB) and the City of Penticton, conduct a feasibility study to assess possibilities for future expansion to connect residents of and retail locations on PIB lands with the Penticton Transit System. Potential sites include Redwing Estates and Green Avenue Channel developments; further sites will be identified using the PIB's Land Use Plan as a guide.

Any Implementation options leading from the study will be included in the first update to this Transit Future Plan.

14. Greater Penticton: Introduce Service to the West Bench.

The transit service area will be extended to include the West Bench. Owing to its location the West Bench is most easily served by the Targeted Regional Connector service operating between Penticton and Summerland.

- Service levels and service delivery will be determined based on an examination of ridership demand to be conducted as part of the Service Change Service Discussion Document for this expansion, but are preliminarily estimated at four trips per day, Monday to Friday.

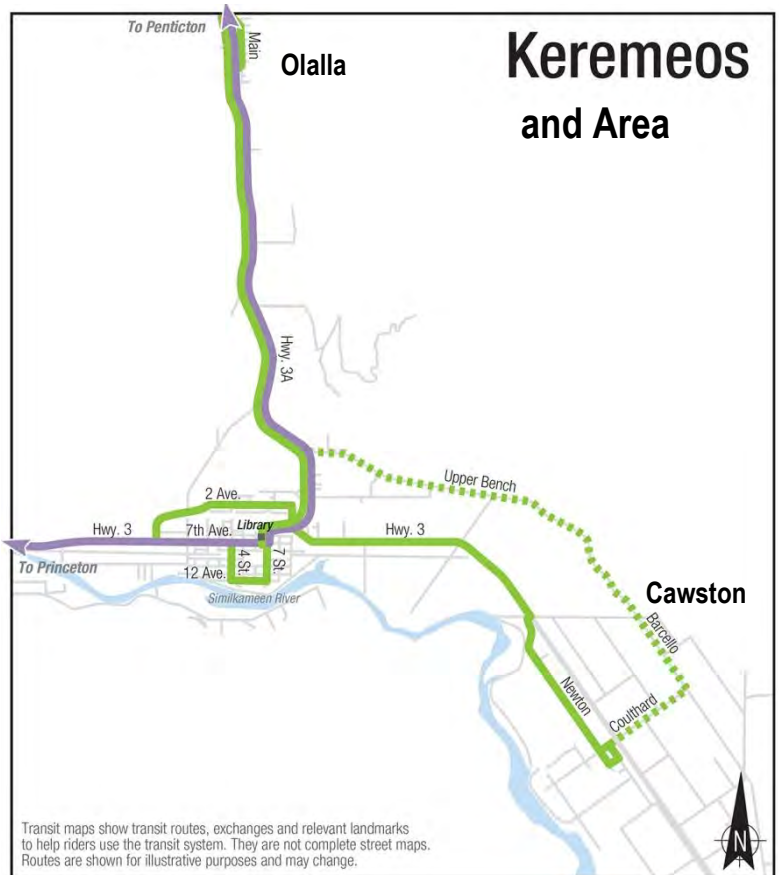
Resources: Vehicles TBD and 300-400 annual service hours

15. Keremeos: Introduce service two days per week within Keremeos, and to Cawston and Olalla.

This new service would use a vehicle stationed in Princeton, which would travel to the Keremeos area two days per week to enable access to daily needs, post office, and medical service for residents of Keremeos, Cawston and Olalla.

Note: This option must be implemented in conjunction with service expansion to Keremeos because both expansions rely on the same new additional vehicle.

- Tuesday and Thursday Service 9:45 am – 2:45 pm
- Four loop trips around Keremeos: 9:45 am, 11:00 pm, 1:15 pm, and 2:30 pm
- Three trips to Cawston and Olalla, departing Keremeos at 10:00 am, 12:15 pm, and 1:30 pm



Resources: 700* additional annual service hours, One vehicle

*200 hours of these may be designated as targeted service hours because they account for regional-scale travel between Princeton, Hedley, and Keremeos.

Small Town Local Transit Network

- Local Transit
- Regional Transit

➡ Also see: [Local Transit Network Option 16](#)
[Targeted Transit Option 19](#)

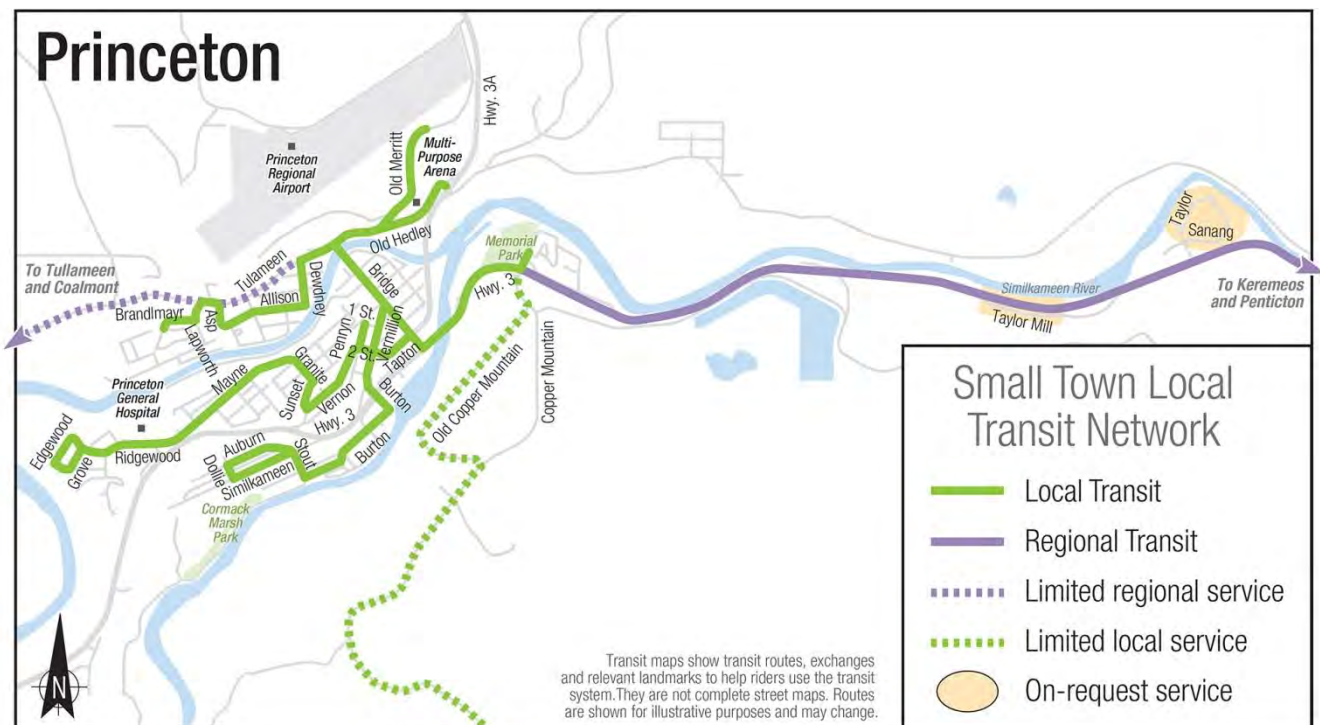
16. Princeton: Introduce weekday scheduled service within Princeton interspersed with period of on-request service for people with a disability.

Existing service hours within Princeton would be re-allocated in combination with new hours in order to offer scheduled fixed-route service. Peak trips will be offered Monday through-Friday, while daytime scheduled service will be offered on Mondays, Wednesdays and Fridays. Scheduled service will be designed to connect with Targeted transit regional connectors operating between Princeton and Penticton.

Note: This option must be implemented in conjunction with service expansion to Keremeos because both expansions rely on the same new additional vehicle.

Three new routes will be developed:

- Route 1 serving Riverside Recreation Centre, Princeton high school and the Allison Road neighbourhood
- Route 2 serving Mayne Street and the Princeton Regional Hospital
- Route 3 serving Waterfront and Memorial Park



Resources: 1,300 hours, 0 vehicles (the vehicle for this expansion is listed in Option 15).

Also see: [Local Option 15](#)
[Targeted Option 19](#)

Targeted Transit Service Priorities: Regional and Interregional

17. Penticton ↔ West Kelowna: Add two round trips per day, Monday to Friday at commuter hours.

This option introduces a new service for Penticton and Summerland residents working, studying, and going to Kelowna for medical reasons. Service will begin in Penticton and offer timed connections to Kelowna Regional Transit Rapid Bus in West Kelowna. Rapid Bus offers express limited stop service to downtown Kelowna and UBCO, and connections to regular transit routes in Kelowna.

The service will also enable residents of Kelowna to visit Summerland and Penticton for the day, supporting visitor opportunities from Kelowna, and adding options for residents of Summerland to travel to Penticton for education and personal reasons.

- Target Market: Commuters
- Monday – Friday, Two return trips
- Morning trip:
 - Penticton Departure: 6:45 - 7 am
 - Return from West Kelowna: 8:10 am
- Afternoon
 - Penticton Departure: 4:00 pm
 - Return from West Kelowna: 5:15 pm

Resources: 1,260 additional annual hours, Two vehicles

Inter-System Considerations

The possibility of integrating the Penticton ↔ West Kelowna service with existing Central Okanagan Transit System service in Peachland should also be explored

Recommended Simultaneous Service Change (subject to Governance)

Summerland ↔ Penticton: Redistribution of service trip times to avoid schedule redundancy with the Penticton ↔ Kelowna service

Osoyoos ↔ Penticton: Change terminus point from Summerland to Penticton.

- Passengers seeking to travel onwards to Summerland may transfer to the Penticton ↔ Summerland service.

Osoyoos ↔ Kelowna Re-Assess the need for this Monday trip . Consider reallocating Monday service hours to with two trips n Osoyoos ↔ Penticton on Monday

18. Penticton↔West Kelowna: Add three additional midday rounds trips Monday and Wednesday, and Friday.

The addition of midday services on select days of the week enables RDOS residents from communities south and west of Penticton, in addition to Penticton and Summerland residents, to access Kelowna for medical purposes and shopping.

- Target Market: Medical trips and personal trips
- Trips will be timed to connect with other targeted services arriving from Osoyoos and Princeton.
 - Morning Penticton Departure: 9:45 am
 - Afternoon West Kelowna Departure: 2 pm
- Resources: 760 additional annual service hours, 0 vehicles

 Also see: Targeted Transit Option 14

19. Princeton↔Keremeos: Introduce one return trip between Princeton and Keremeos on Tuesdays and Thursdays.

Note: This option must be implemented in conjunction with local service expansion to Keremeos and in Princeton because the vehicle used for these expansions will be housed in Princeton.

This option will benefit eastbound travel between Princeton and Hedley to Keremeos. Local Government partners and BC Transit should also contact the Ministry of Transportation and Infrastructure to explore opportunities to install stops to serve smaller communities along the way.

Resources*: 200 hours, 0 vehicles (the vehicle for this expansion is listed in Option 11).

These 200 hours have been accounted for as part of the 700 total hours shown in Option 11. *total time for the Targeted and Keremeos Local Service is 700 hours: 500 hours are allocated to local service in the Keremeos area, leaving 200 hours to form the Targeted service, the additional 100 hours

 Also see: Local Transit Option 11 & 12
Infrastructure Option 3

20. Princeton↔Penticton: Adjust existing schedule for more time in Penticton to enable connections to the Penticton↔West Kelowna midday trips.

Designed to be carried out in conjunction with Option 14, this option extends the hours of service for targeted transit service operating between Princeton and Penticton, so that trips are slightly later. This will enable RDOS residents originating in the Similkameen to access the midday targeted service operating between Penticton and West Kelowna.

- Target Market: Medical trips and personal trips to Penticton and Kelowna

- 90 minutes will be added to the service span to meet connecting service to West Kelowna
 - Arrival in Penticton: 9:30 am
 - New departure time from Penticton: 3:00 pm
- Resources*: 230 hours, 0 vehicles

21. Osoyoos ↔ Penticton: Increase service to two round trips per day Monday to Friday and connecting with midday Kelowna service from Penticton.

a. Phase One: Addition of one trip on Fridays

This option adds an additional round trip on Friday between Osoyoos and Penticton. In combination with the scheduled service to Kelowna, which operates on Mondays, residents of the South Okanagan will have 8 trips per week to Penticton.

- Target Market: Medical trips and personal trips to Penticton
- Friday Schedule:
 - Depart Osoyoos 7:30 am
 - Depart Penticton: 10:45 am

Resources: 170 hours, zero vehicles



Also see: [Targeted Transit Option 17 – Simultaneous Service Changes](#)
[Infrastructure Option 25](#)

b. Phase Two: Addition of second trip on Fridays.

Service to include a second additional round trip on Fridays;

Friday Schedule

- Depart Osoyoos 12:30 pm
- Depart Penticton: 4:30 pm

Resources: 140 hours, one vehicle

c. Phase Three: Conversion of Monday Kelowna trip to two Penticton trips, connecting with Kelowna Service from Penticton.

With the conversion of the existing Monday Kelowna trip to two trips between Osoyoos and Penticton residents of the South Okanagan will have 10 trips per week to Penticton with connections to Kelowna available on Mondays, Wednesdays and Fridays.

Target Market: Medical trips and personal trips to Penticton

Resources: 30 hours, 0 vehicles

22. Osoyoos↔Penticton: Increase service to four round trips per day, Monday to Friday to provide northbound and southbound commuters access to major employers in the Oliver area.

This expansion provides the opportunity for residents living north and south of Oliver access to new employment in the Oliver area at the new corrections facility. Service viability and trip times will be confirmed and determined by shift structure.

- This service will also provide improved options for trips by Penticton area residents to the South Okanagan.

Resources: 1,260 hours, one vehicle

Supporting Priorities: Infrastructure

23. Improved Bus Stop Amenities Along the FTN Corridor in Penticton, between Downtown and Cherry Lane Mall.

Invest in on-street customer amenities such as transit shelters and shade, benches, and enhanced customer information. Transit information should include transfer locations for service to Okanagan College, Penticton Regional Hospital, civic facilities, and also transfer locations to access targeted transit to other communities. Other transportation information should include active transportation maps and way-finding within a 200-400 m radius of each principle FTN stop.



Given the dry sunny climate, offering ample shade is an important consideration

Location: University of British Columbia, Vancouver



City and local wayfinding information in shelters can be helpful to transit users, visitors, and also new residents.

Location, Bath, UK

24. Reconfigure the existing Cherry Lane exchange in order to enable sufficient capacity for integrating targeted regional transit services with local transit, as well as active transportation facilities (pedestrian, bicycle racks, and local transit information).

Sufficient space is needed to accommodate 3 conventional vehicles, and layover space for up to three community-shuttle sized vehicles.

25. Highway-side transit stops.

Explore opportunities with the Ministry of Transportation and Infrastructure to develop highway-side stops for:

- Manufactured home and LSIB communities along between Princeton and Keremeos (Hwy 3)
- Twin Lakes (Hwy 3A)
- Gallagher Lake (Hwy 97)
- Agricultural Research Centre (Hwy 97, near the pedestrian underpass at Trout Creek)

26. Continue to improve transit customer facilities.

Continued improvement and maintenance of transit facilities and on-street customer amenities are important for the successful operation and future growth of the transit system. Some improvements that have been identified are:

- Space transit stops along a corridor at appropriate intervals between 300m - 400m. In some locations, transit stops are spaced too closely together, leading to slower transit trips and higher transit stop maintenance costs. Corridor transit and transportation projects should include a review of stop locations prior to investing in infrastructure
- Invest in on-street customer amenities such as transit shelters, customer information, benches. Bike racks at key stops and pedestrian-oriented lighting at transit stops

27. Install universally accessible transit stops.

BC Transit buses are all accessible, but basic stop infrastructure such as sidewalks (or concrete pads), are required for these features to be used. Establish criteria to prioritize the universal accessibility of transit stops and implement a program of annual upgrades and installations of sidewalks or pads across the RDOS.



Raised curbs or pads enable safer, easier, and faster boarding for passengers using mobility devices, travelling with shopping carts, or wheeling infant strollers.

Service Priorities: Custom Transit (handyDART)

The priorities listed in this section, and subsequent Custom Transit sections apply to the Penticton and handyDART system which serves urban Penticton and Naramata, as well as handyDART services in Summerland. Implementation information for custom service for communities in the South Okanagan and Similkameen communities of the RDOS is included in under the Local Priorities sections of this plan, however this does not preclude future exploration for the development of custom transit in the South Okanagan.

28. Support ongoing conventional travel training among applicants for Custom Transit.

Transit customers in Penticton with accessibility challenges make excellent use of the existing conventional transit system which operates on a much lower hourly cost than custom transit. This culture should continue to be encouraged as it offers benefits of both convenience (schedules are known) for transit users, and cost efficiency for transit partners.

29. Custom registration and recertification of existing handyDART registrants.

BC Transit is developing a revised handyDART registration process which is currently being implemented as a pilot project in several transit systems. Based on the outcomes this new approach will be fine-tuned and implemented in communities providing handyDART service as a separate service from conventional and paratransit.

30. Penticton handyDART: Aligning the hours of operation Mondays through Fridays and service area with the regular conventional service (excluding night service).

A review of Custom handyDART services in Penticton will be conducted to examine the effectiveness of the current service span, and determine if there are opportunities to align hours of operation more closely with the regular conventional service.

Resources: 380 annual service hours

31. Penticton handyDART: Expand handyDART to include service on Saturdays.

Introduce Custom handyDART Service on Saturdays with service limited to the Penticton Transit System service area. Service span limited to 6 hours per day.

Resources: 320 annual service hours

Medium and Long Term Implementation Priorities (6-25 years)

Service Priorities: Frequent Transit Network

32. Penticton: Phase Two of Main Street Frequent Transit Network (FTN) Development.

This represents the last phase in completing the primary Main Street FTN and focuses on developing service between Cherry Lane Mall and Peach Tree Square.

Undertake a study of the alignment of the south end of the FTN route to determine options for:

- Shifting the primary FTN portion south of Kinney Road from South Main Street and Skaha Lake Road, to Skaha Lake Road only.
- Elimination of routing around Cherry Lane Mall.

These changes will increase the directness and shorten the travel time for FTN users, making the FTN more attractive and usable to new residents in the Peach Tree village and Skaha village areas.

Additionally these changes offer an annual time savings of up to 33 per cent per trip over the route 5 Main Street alignment as of 2015. The FTN Service design will reflect that implemented in Phase One of the project.

- Weekday service between 6:30 am and 8:30 pm with a 15 minute frequency during in the peaks and 30 to 60 minute frequency at other times.
- Saturday service between 8:00 am and 9:30 pm with a 15 minute frequency during in the peaks and 30 to 60 minute frequency at other times

 Also see: [Frequent Transit Option 9](#)

33. Penticton: Investigation of Secondary FTN – potentially serving Okanagan College.

Option 23 shown for Local Transit (expansion of two LTN routes to 30 minutes) would provide the opportunity to conduct preliminary investigation of a future secondary FTN route. This will include identification of major origins and destinations, the preferred alignment and key stop locations.

BC Transit and the City of Penticton should ascertain the status of Okanagan College Ring Road development at this time and investigate which neighbourhoods generate the highest post-secondary ridership.

 Also see: [Local Transit Option 36](#)

34. Penticton: Phase One Secondary FTN Network development.

Based on Option 17 above, begin a phased introduction of a Secondary FTN Network. Phase 1 will develop introduce the Secondary FTN alignment at an LTN level of service.

35. Penticton: Phase Two of Secondary FTN development will expand service hours in order to reach FTN level of service.

- Weekday service between 6:30 am and 8:30 pm with a 15 minute frequency during in the peaks and 30 to 60 minute frequency at other times.
- Saturday service between 8:00 am and 9:30 pm with a 15 minute frequency during in the peaks and 30 to 60 minute frequency at other times

Service Priorities: Local Transit Networks

36. Penticton: Extend select local Penticton routes to 30-minute service Monday to Saturday.

The benefits of the Main Street FTN can be further leveraged beyond its immediate catchment by improving connection times to Local Transit Network (LTN) routes.

- Investigation to determine which two LTN routes offer the greatest opportunity to boost system ridership with a focus on capturing unmet trip demand to Okanagan College.
 - Conduct a review of system ridership (routes, stop use, transfers to/from the Main Street FTN), and demographic-driven transit need
 - Conduct public consultation (passengers, post-secondary students)
 - Consider minor realignments of LTN routes to improve the directness and ease of understanding of the Penticton LTN
- Increase weekday daytime service to 30 minutes intervals
- Increase daytime Saturday service to 30 minute intervals



Also see: [Frequent Transit Option 32 & 33](#)

37. Penticton: Extend Regular Routes to 8:00 pm Monday to Saturday.

Increase span of services of LTN routes with further consideration given to later night service on routes serving Okanagan College

38. Penticton: Introduce Service to Sendero Canyon.

Local Transit service will be extended to include coverage in the Sendero Canyon area. The most likely candidate for extension is Route 4 West Side/ Duncan East.

Service levels and routing will be determined based on based on an examination of ridership demand to be conducted as part of the Service Change Service Discussion Document for this expansion.

39. Penticton: Improve Sunday service by introducing service at 2014 levels.

Upgrade service coverage, span, and frequency on Sundays by reallocating and expanding on existing service to offer 60 minute service on LTN routes and 30 minutes service on the Main Street FTN.

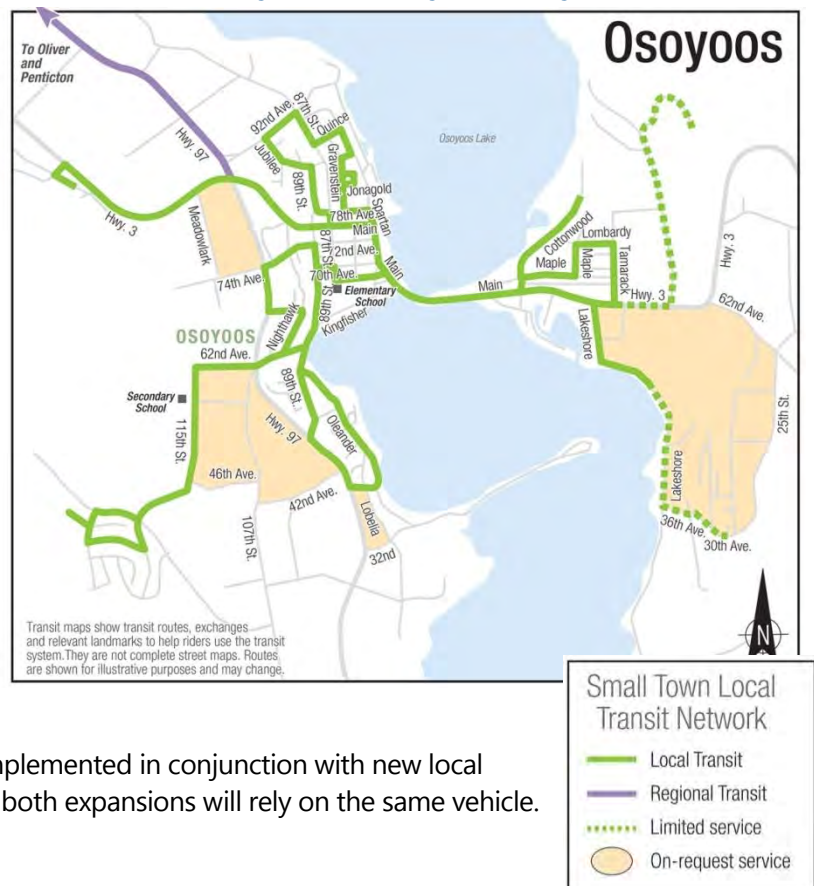
40. Penticton: Extend service to Spiller Road.

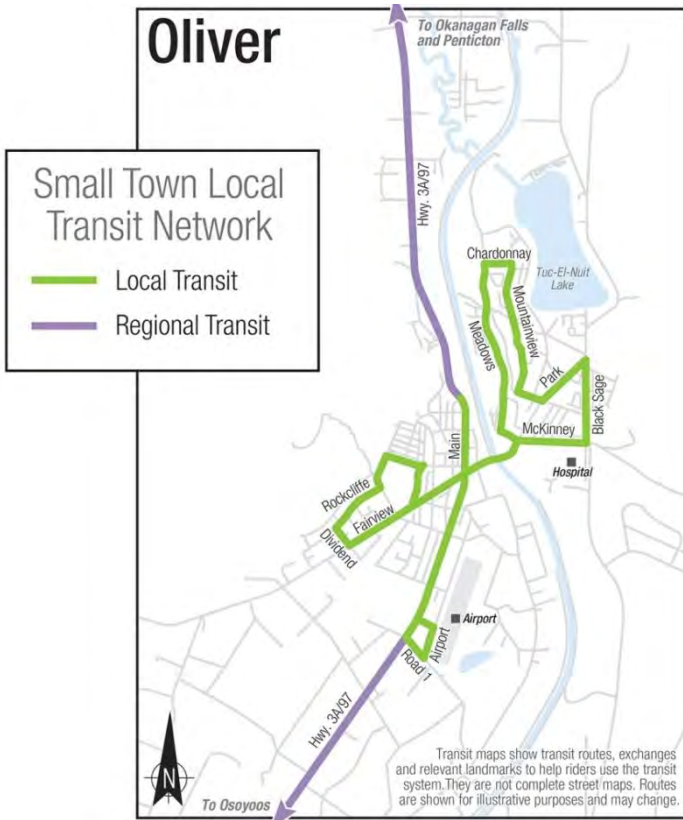
Service coverage will be extended to the Spiller Road area. Service levels and service delivery will be determined based on an examination of ridership demand to be conducted as part of the Service Change Service Discussion Document for this expansion.

41. Osoyoos: Improve daytime local service within Osoyoos Monday to Friday.

Expand local transit services within Osoyoos to provide four to five trips per day to enable access to daily needs, groceries, and local medical services for residents.

- Local service will continue to provide residents of Osoyoos with access to the targeted transit service regional connectors.
- Service expansion should explore route options to provide access to employment and residential development located on adjoining Osoyoos Indian Band lands.
- Limited areas of On-Demand service should be maintained.
- Note that this expansion must be implemented in conjunction with new local service expansion to Oliver because both expansions will rely on the same vehicle.





42. Oliver: Introduce daytime local service within Oliver Monday to Friday.

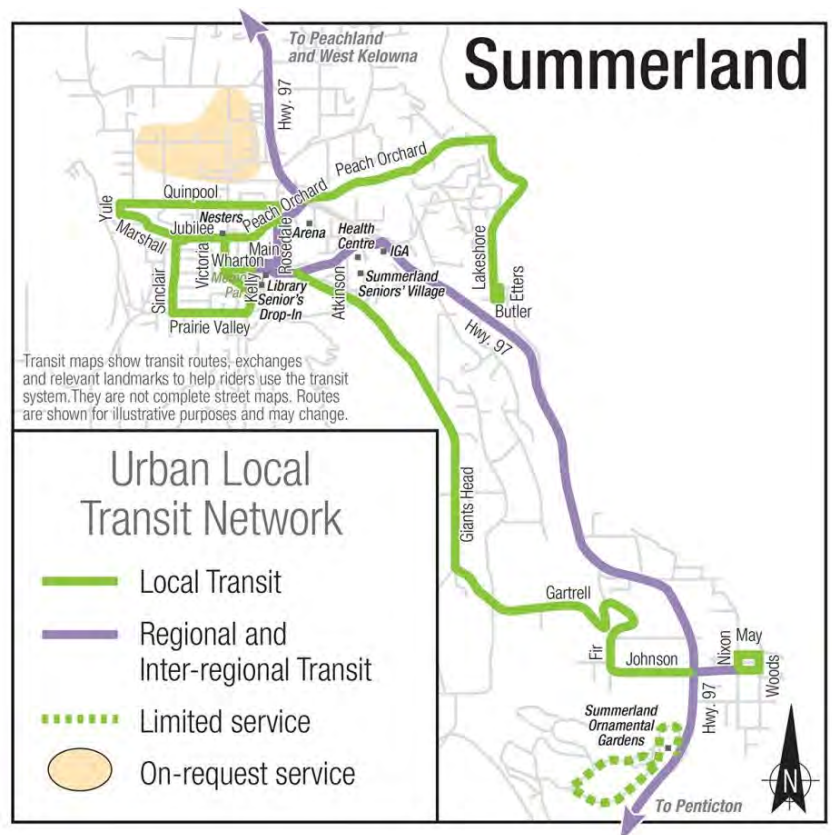
Expand local transit services within Oliver to provide three to four trips per day to enable access to daily needs, groceries, local medical services, and targeted regional transit services for residents of Oliver.

Note that this expansion must be implemented in conjunction with new local service expansion to Oliver because both expansions will rely on the same vehicle. This shared vehicle will also enable local transit travel between Oliver and Osoyoos.

43. Summerland: Introduce dedicated local transit service to Summerland Monday to Saturday.

Introduce local Summerland transit service by developing routes within Summerland for daily needs, groceries, local medical services and to provide connections to the targeted transit service regional connectors (to Penticton and Kelowna).

- Monday - Saturday
- Three routes connecting to downtown Summerland, the recreation centre and High school.



- Route 1 - serving Lakeshore and connecting the upper town with the lower town
- Route 2 – a bidirectional upper town circulator
- Route 3 – a Trout Creek Route via Giant’s Head Road.
- Limited areas of on-demand service.



Also see: [Custom Transit Option 30](#)

44. Osoyoos & Oliver: Expand local transit service to Saturdays.

Expand local transit service to Saturdays shifting the service span to fall later in the day than the Monday to Friday service.

45. Okanagan Falls: Introduce service on Saturdays within Okanagan Falls

Expand service within Okanagan Falls to include Saturday. This is to be done in conjunction with targeted transit service regional expansion to Penticton.

46. Princeton: Introduce evening service on Friday night.

Expand service hours on Fridays to 10:00 pm

47. Osoyoos & Oliver: Introduce evening service on Friday and Saturday.

Expand service hours on Fridays and Saturdays to 10:00 pm in Osoyoos and Oliver.

48. Princeton: Introduce service on Saturdays.

Expand service within Princeton with a service span starting later in the day and ending later in the day than the Monday to Friday service.

49. Keremeos: Introduce service on Saturdays.

Expand local service within Keremeos to Saturdays with a service span starting later in the day and ending later in the day than the Monday to Friday service.

50. Summerland: Introduce evening service Friday and Saturday.

Expand local service hours on Fridays and Saturdays to 10:00 pm in Summerland. Consider doing in conjunction with expansion of service between Summerland and Penticton.



Also see: [Targeted Transit Options 56 ad 57](#)

51. Summerland: Introduce service on Sundays.

Expand local service within Summerland to Sundays, offering a shorter service span than the Monday to Saturday service to match lower demands found on Sundays.

52. Osoyoos & Oliver: Introduce service on Sunday.

Expand local service within Osoyoos and Oliver to Sundays, offering a shorter service span than the Monday to Saturday service to match lower demands found on Sundays.

Service Priorities: Targeted Transit - Regional and Interregional**53. Penticton↔West Kelowna: Increase service on weekdays to four round trips**

Increase service to offer consistent four round trips per day, Monday to Friday, serving medical, post-secondary, work and personal trips.

54. Princeton↔Penticton: Increase service to five days per week.

Increase service to one round trip per day, Monday to Friday, and connect with midday service to Kelowna. - Assumes driver is getting paid for 8 hours.

55. Osoyoos↔Penticton: Introduce three round trips on Saturday

Introduce three round trips on Saturday to serve personal and shopping trips.

56. Summerland↔Penticton: Introduce three round trips on Saturday.

Expand service between Summerland and Penticton to Saturdays

57. Summerland↔Penticton: Introduce evening service on Friday and Saturday.

Expand service between Summerland and Penticton to 10:00 pm on Fridays and Saturdays. Ensure schedule coordination between regional and local services.



Also see: [Local Transit Option 50](#)

58. Keremeos↔Osoyoos: Introduce service between Keremeos and Osoyoos

Introduce service between Keremeos and Osoyoos offering timed connections with the Princeton↔Penticton service to enable residents of the Similkameen to go to Osoyoos for personal and shopping purposes.

59. Naramata↔Penticton: Introduce evening service on Friday and Saturday.

Expand service between Naramata and Penticton to 10:00 pm on Fridays and Saturdays.

60. Okanagan Falls↔Penticton: Introduce evening service on Friday and Saturday.

Expand service between Okanagan Falls and Penticton to 10:00 pm on Fridays and Saturdays. Ensure schedule coordination between regional and local services.

Service Priorities: Targeted Transit - Employee Shuttles

61. Conduct feasibility study for an employee shuttle between Summerland or Trout Creek to the Agricultural Research Centre.

Examine demand for transportation to the research facility and explore the costs and feasibility of limited-service routing of either the Regional Summerland bus or a Local Trout Creek route to the research centre. Examine opportunities for cost-sharing with the Agriculture Canada.

**62. Conduct a feasibility study for an employee shuttle timed to meet shift changes between Princeton and Copper Mountain Mine**

Examine demand to Copper Mountain and explore the costs and feasibility of limited-service routing to meet work shifts. Examine opportunities for cost-sharing with the Copper Mountain Mining Corporation.



Supporting Priorities: Infrastructure

63. Secondary Exchanges.

Introduce enhanced regional/local transfer facilities with information, bicycle parking, seating and shelter/shade, at:

- Okanagan College

And in:

- Summerland
- Oliver
- Osoyoos
- Keremeos
- Princeton



64. Park & Rides

Penticton: Develop a multi-modal Park & Ride facility with bicycle access for Penticton area residents looking to use the commuter service to Kelowna. Seek out public lands near Okanagan College/Canadian Tire.

Princeton: Develop a smaller multimodal Park & Ride with bicycle access for Princeton area residents looking to use the commuter service to Penticton. Seek out public lands.

Osoyoos: Develop a smaller multimodal Park & Ride with bicycle access for Osoyoos area residents looking to use the commuter service to Penticton. Seek out public lands

Summerland: Develop a smaller multimodal Park & Ride with bicycle access for Summerland area residents looking to use the commuter service to Penticton or Kelowna. Seek out public lands

65. Hwy 3A/Hwy 97 Exchange/ Park & Ride.

Develop a transfer facility with parking spaces near the Kaleden weigh scales similar to Playmor Junction in the Kootenay Transit System. This transfer facility would serve to gather Penticton and West Kelowna-bound passengers arriving from Princeton, Osoyoos, and also provide Park'n'ride access for residents in the Kaleden and Twin Lakes area.

Service Priorities: Custom Transit (handyDART)

66. Assess the need for Penticton/Okanagan-Similkameen expansion to align with the coverage area of Okanagan-Similkameen Routes 20 and 21.

Examine demand for handyDART along the east Skaha Lake corridor as far south as Okanagan Falls and including Heritage Hills and Skaha Estates. Introduce service based on select days.

Resources: 500 annual service hours

67. Summerland: Formal reclassification of custom services into Tier 3 Custom.

Upon initial development of local transit routes within Summerland, custom service should be formally separated and reclassified into Tier 3 Custom Transit service, analogous with custom systems in Cranbrook, Prince Rupert and other Tier 3 Custom communities.

68. Summerland: Continue to expand service over time to meet demand.

Improve handyDART availability to keep pace with the conventional service area and hours of operation as local routes in the Summerland Transit System are further developed.

69. Penticton Urban: Continue to expand service over time to meet demand

Improve handyDART availability to keep pace with the hours of operation as service on Sundays improves.

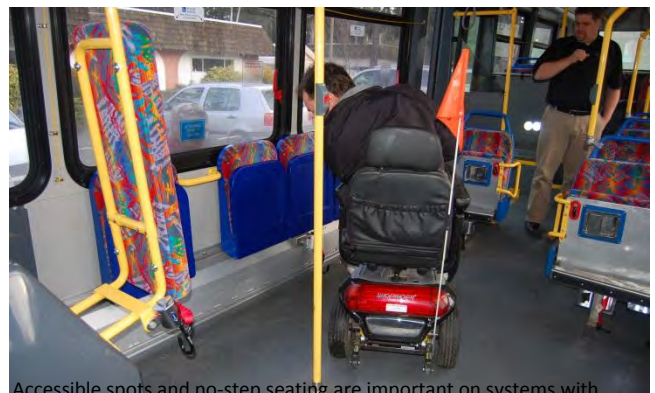
70. Conduct a feasibility study to assess unmet trips within the Osoyoos and Oliver area that would be met by the introduction of Custom (handyDART).

Ongoing Initiatives

The following initiatives are aspects of the Transit Future Plan that require continuous effort throughout the life of the plan.

Make transit more accessible

Transit services across the Regional District of Okanagan-Similkameen strive to be accessible to all. With the mobility requirements of an aging population there will be an increasing need for more accessible



Accessible spots and no-step seating are important on systems with high proportions of accessibility and senior customers

transit solutions. Accessibility should be improved over time by:

- Upgrading key bus stops to be universally accessible
- Improving fleet access for mobility aids and strollers
- Upgrading existing and new transit infrastructure to meet BC Transit's Infrastructure Design Guidelines
- Improving written and online material for those with visual impairments
- Implementing audible stop announcements on transit vehicles and at major stops
- Coordinate transit access improvements in line with pedestrian and bicycle master plans
- Improving accessibility for cyclists to use the transit system and exploring the future potential for more than two bikes to be used on transit vehicles

Match vehicle type to demand

Establishing the Main Street Frequent Transit Network (FTN) will likely result in the realignment of some Local Transit Network (LTN) services. High proportions of accessibility users require more space than other users. However, some Local Transit Network (LTN) routes or service during off-peak times, such as late night, may need less space for mobility devices, presenting a different opportunity to use smaller vehicle types. that can increase efficiencies and reduce capital costs.

An example of a smaller transit vehicle type is the Vicinity, a 27.5 foot, low-floor bus with a ramp at the front door and kneeling capabilities. It seats 23 passengers with room for 16 standees and is compact and narrow, making it suitable for use on residential streets. Opportunities to use smaller vehicle types, where demand does not require a conventional-sized vehicle, should be pursued.



Improve customer information

The improvement of customer information helps to assist existing customers to navigate the transit system and makes it easier for new customers to access the transit system for the first time. The community and stakeholder engagement process revealed strong demand and support for the following customer information improvements:

- Route and timetable information at bus stops

- Complete transit system maps and clocks at transit exchanges
- Real-time notifications of delayed or “no show” transit services
- On-board stop announcements or electronic signs for key destinations
- Improved printed and online information

Improve transit facilities

Continued improvement and maintenance of transit facilities and on-street customer amenities are important for the continued operation and future growth of the transit system. Some improvements that were identified during community and stakeholder engagement were:

- The provision of shade and weather protection at transit stops and future exchanges
- The provision of seating at transit stops and future exchanges
- The provision of lighting at key transit stops and future exchanges
- The provision of bicycle lockups at key transit/ bicycle localities



Improve fare product availability

- Support and encourage a U-Pass initiative for the Penticton Okanagan College students
- Conduct a fare review of services across the RDOS

Establishing a U-Pass program at Okanagan College Penticton would help BC Transit and RDOS area transit services meet the transit ridership targets set in the plan.

What is a U-Pass? The U-Pass is a universal transit pass that is mandatory for all students that enroll at a participating post-secondary institution. The U-Pass provides unlimited use of the transit services for the full school term and is included as part of the tuition fees for each student for the semester.

U-Pass programs have been successfully implemented at several post-secondary institutions across the province. Communities that have implemented a U-Pass have realized significant growth in ridership. Consultation with the students at colleges with broad regional movement indicates that the students will generally consider a U-Pass program if it is linked with improved Inter-regional services.

Implementing a U-Pass program will require BC Transit, the RDOS, City of Penticton, Okanagan College Administration and the Student Unions to work together to determine the movement patterns of students, and based on this, develop a proposal for service. A student referendum will be required to approve the proposal. The U-Pass program could be strategically be implemented with frequency improvements to the Penticton Conventional LTN, and the completion of the primary Main Street FTN. These are slated to occur as medium and long-term priorities.

Moving Forward

Service Design Standards and Performance Guidelines

As part of the ongoing management of the transit network, service standards and route performance guidelines are being developed for transit systems across British Columbia as tools that can be used to help make service planning decisions and measure how well the transit system is progressing towards achieving its vision, goals and targets.

- **Service standards** define service levels, the service area and when new service should be introduced to an area.
 - Service span (the hours and days of service when it operates)
 - Frequency of routes or groups of routes
 - Walking distance to bus stops
 - Level of accessibility
 - How new service will be triggered for additional areas of service (subdivision density, population, etc.)
- **Performance guidelines** measure service effectiveness and monitor how well the transit system is progressing to achieving the vision of the Transit Future Plan.

These measures are meant to ensure an acceptable level of service quality to the customer, and along with the Transit Future Plan, guide planning decisions and recommendations for transit. The performance guidelines are monitored and inform the Annual Performance Summary (APS) reports presented to transit partners on an annual basis.

Owing to the comprehensive nature of the Okanagan-Similkameen Transit Future Plan, Service Design Standards and Performance Guidelines will be developed once the new governance model has been established, providing an integrated forum for RDOS review of these guidelines. Upon completion, the service standards and route performance guidelines will be re-examined and renewed in time with updates to the Transit Future Plan. This is necessary since standards and performance guidelines are evolutionary and should grow with the system and development of the community and its changing needs.

Funding the Plan

To meet the mode share and ridership targets of the Transit Future Plan, capital and operating investments in the transit system will be required over the next 25 years. Annual operating costs are based on service hours. Hours within Penticton are projected to increase from the existing 22,866 hours to approximately 43,000 hours, while hours for services outside of Penticton, including regional services, are projected to increase from the existing 8,100 hours to 28,000 hours.

The plan also calls for capital investments that include:

- Expanding the combined medium and heavy duty transit fleet from the existing 8 vehicles to 20 vehicles and
- Expanding the combined light duty fleet from the existing 13 vehicles to 26 vehicles (or if the fleet is integrated, to 23 vehicles).
- A new integrated primary transit exchange at Cherry Lane Mall (Warren Ave) in Penticton
- New secondary transit exchanges at Okanagan College and within the downtown areas of Oliver, Osoyoos, Princeton, and Summerland
- Improvements to accessibility and customer amenities at transit stops
- Pedestrian-friendly improvements to streetscapes in areas undergoing intensification and redevelopment, particularly urban villages adjacent to the frequent transit network.
- Park & Ride facilities on the edges of Penticton, Kaleden, Osoyoos, Princeton, and Summerland.

Given the increase in transit investment expected over the coming decades, the way in which transit is and will be funded needs to be reviewed. BC Transit and its funding partners will need to work together to achieve stable and predictable funding sources beyond the existing mechanisms.

The Transit in the Okanagan-Similkameen is funded through a combination of provincial funding, local property taxes, passenger fares and advertising revenue. BC Transit's budgets are confirmed on a year-by-year basis making it difficult to plan for future growth. Local-share funding is also confirmed annually and is heavily dependent on property tax. A limitation on future funding is the ability to continuously raise taxes to help fund the cost of transit projects and operations.

As a part of BC Transit's 25-year Strategic Plan, one of the priorities is to "develop stable and predictable revenue sources." The proposed actions for this are to:

Develop stable revenue sources

- Assess various approaches to developing stable, secure provincial investment in transit
- Work to identify and implement new revenue sources

- Assess various approaches to developing stable, secure local investment in transit
- Initiate a revenue committee to manage fare revenue strategies in partnership with local authorities

Increase predictability of revenue sources

- Examine and implement improvements for conveying transit system budget information to local governments, such as the provision of multi-year budgets aligned to municipal calendar years
- Continue to confirm the Provincial Government's BC Bus Pass program pricing (an annual pass program for lower income seniors and people with disabilities)

Implement new partnerships and revenue opportunities

- Seek to revise legislation, policies and procedures to encourage profitable commercial use of BC Transit's assets and resources for reinvestment to future transit service objectives
- Explore opportunities to offset BC Transit costs by leveraging BC Transit expertise and scope with other organizations (for example, synergies with other local transportation providers, BC Transit fleet procurement expertise or bulk fuel contracts)
- Continue to support local governments in efforts to offset costs by identifying and creating local transit funding partnerships with other agencies

Alternate Local Funding Options

BC Transit has heard from local government that continuously increasing property taxes to fund the local share of transit projects and operations, particularly for major capital investments, is a challenge. Reducing the local share funded through property taxes might be achievable through alternate funding sources. While transit is funded by a range of approaches around the world, the BC Transit Act provides two funding avenues to local government partners; property tax and fuel tax. In addition, the BC Transit Act does not restrict local governments from establishing a capital reserve. The SCRDC currently funds their portion of transit through property tax, supplemented by fare revenue. However, more information on fuel tax and capital reserve is provided below for further consideration.

Local Fuel Tax

A tax on fuel could be collected at the pump at all gas stations in the SCRDC to help fund transit in the area. A transit tax is levied on fuel in Greater Victoria and Vancouver to help fund transit services in these regions. The BC Transit Act allows local government to seek funding from a motor fuel tax to support funding and development of local transit systems. The implementation of a fuel tax requires the cooperation of the Province and requesting the Province to amend the Motor Fuel Tax Act to create a dedicated fuel tax to be applied in the region under the BC Transit Act.

Capital Reserve

A portion of property taxes could be put aside each year to build a capital reserve to cover the local government share of cost for future transit infrastructure investments. The BC Transit Act does not restrict local governments from establishing a capital reserve. BC Transit is also interested in developing concepts for alternative funding methods with local partners and the provincial government. However, these options may require legislative change and/or provincial government approval and may be less desirable in smaller communities with lower transit mode share. Information is provided on these additional funding options below:

Vehicle Levy

An annual vehicle levy could be collected when vehicle insurance is renewed. This is not permitted under the existing BC Transit Act and legislative change would be required to implement a vehicle levy.

Parking Tax

A parking tax could be introduced to offset transit costs. This acts as an incentive to decrease parking demand, which in turn can make transit more attractive. Under existing BC Transit Act a parking tax is not permitted and would require legislative change to implement.

Community Pass

Each household could receive an annual transit pass paid for as part of their property taxes. The cost of this pass could be approximately half the cost of an annual transit pass.



Budget Development Process

The Implementation Strategy section establishes milestones over the next 25 years which strategically guide the system from today to the Transit Future Vision. Supporting annual plans and three year service budget and initiative letters will provide the operational and budget details necessary to implement service changes.

Once the Transit Future Plan is approved it will act as a source of initiatives that drive BC Transit's operational and capital expansion process. This in turn guides budget development for BC Transit and the RDOS, as well as BC Transit's annual provincial budget submissions. Since provincial funding for transit is confirmed on an annual basis, implementation of any option requiring expansion is dependent on BC Transit's fiscal year budget, normally confirmed by the province in mid-February each year.

Implementation of specific service options and packages is also dependent on allocation of available provincial transit expansion funding between transit systems as determined through BC Transit's Transit Improvement Program (TIP).

Once local government has approved a service option or combination of options for implementation – and local and provincial funding has been approved, if required – an Implementation Agreement Memorandum of Understanding (MOU) will be developed for signature by all required parties including BC Transit. This MOU outlines the service changes to be developed for implementation and the roles and timeline for implementation. Once signed, changes to scope may change timelines. Detailed costing will be confirmed throughout implementation.

Keys to Success

To guide the plan from vision to reality will require an on-going dialogue between the Province, BC Transit, the RDOS and its local governments, and local authorities on transportation policy, funding and the linkage between land use and transit planning.

The Transit Future Plan builds upon previous plans (Official Community Plans, the South Okanagan Regional Growth Strategy, and Neighbourhood Land Use Plans) and will be used to communicate the vision and direction for transit in the RDOS. This plan identifies transit supportive policies outlined local OCPs and the South Okanagan Regional Growth Strategy. Other steps required for the success of the plan include integrating the transit strategy into other municipal projects, land use and development decisions, supporting travel demand management measures, transit oriented development and transit friendly land use practices.

BC Transit will work with the RDOS and other local partners to begin to take steps to guide the Transit Future Plan from vision to reality. These efforts will only be successful if done in partnership, with continuous dialog between these partners to ensure strong links between:

- Land use planning and transit planning
- Provincial and regional transportation and transit planning
- Transportation policy and funding availability

Appendix 1

Existing state of separate transit systems and the benefits of integration

Customer Information/Riders Guides

Issue Raised: Many of 1900+ residents of the RDOS who were consulted were unaware of transit services in adjoining communities; and many expressed surprise to learn that some connections they wanted were already being offered.

Existing State: Information for each transit system is provided in four separate Rider's Guides:

- The Penticton Transit System Rider's Guide has historically incorporated the (then) single Okanagan-Similkameen Transit System route.
- The Summerland Rider's Guide.
- The South Okanagan Transit System Rider's Guide.
- The Princeton and Area Rider's Guide.

Benefit of Integration:

- One-stop awareness of transit services funded and delivered across the Regional District of Okanagan-Similkameen for anyone who picks up a Rider's Guide.
- Simplified hardcopy trip-planning for residents interested in using use routes offered by separate systems.
- A single Rider's Guide would provide a centralized repository of fares, existing transfer agreements, transfer facilities and amenities across the regional district.
- Integration would directly support the development of online transit trip planning for transit travel across the RDOS.
- The Rider's Guide review process would include all partners whose services appear in an integrated Rider's Guide – this means that local partners are systematically informed of transit service changes in adjoining transit systems.

Fares and Passes

Issue Raised: Transit users and residents learning about the transit system were often confused by needing to “pay twice” or have different transfer policies to keep track of while moving between bus routes. In Princeton, some people consulted felt that the rates for regional travel were too disparate between systems.

Existing State: Each transit system sets its own fares for local-scale and regional-scale trips. Small steps towards integration have already been taken since such as the transfer policy between the Summerland, Penticton and the Okanagan-Similkameen Transit Systems established in 2014.

Benefit of Integration:

- Consistent local fares will be developed, enabling simple, more understandable fares for residents.
- Consistent approaches to determining regional scale fares reflective of distance or travel-times of regional routes.
- Integration would provide a single forum to develop consistent system-wide transfer policies
- Integration would directly support development of fare products such as regional-scale transit passes useful to commuters or college students
- Integration would provide a unified body to negotiate transfer policies to the Kelowna Regional Transit System for transit passengers originating in the Regional District of Okanagan Similkameen

Schedules

Issue Raised: Despite service being provided that connects origins with desired destinations, transit users cannot make timely transfers between routes operated by different transit systems to reach desired destinations.

Existing State: Each transit system sets schedules independently.

Benefit of Integration:

- Easier trip planning for residents with fewer waits at key transfer nodes.
- Efficiency gains by enabling more trips by enabling connections using the existing transit trips and routes.
- Where near-service redundancy exists, schedule integration will allow redundant trips to be re-allocated to other times of the day. This is particularly relevant because the Regional and Inter-regional service expansions contained in this plan will add to or develop route redundancies.

Resources – Driver Hours

Issue Raised Transit resources are not being fully maximized across the region owing to system fragmentation: Drivers on existing Regional and Inter-regional routes are on salary throughout the day despite long in-service pauses in Penticton.

Existing State: Driver hours and trip tasks are structured separately by each transit system.

Benefit of Integration:

- Strategic service expansions could be provided at low cost by taking advantage of existing underused driver resources.
- Integration would minimize future services with under-used driver resources and enable better use of new expansion resources because it would consider of transit needs comprehensively across the regional district.

Resources – Fleet

Issue Raised The very small and separate systems means that each local partner should maintain a high spare ratio of vehicles in order to reliably deliver transit service. This applies specifically to light duty vehicles which are the only vehicle type used across all transit systems.

Existing State:

1. The Penticton Custom Transit System operates four vehicles.
2. The Summerland Transit System operates conventional and custom transit service with four vehicles
3. The South Okanagan Transit System has one vehicle
4. The Princeton and Area Transit system has two vehicles.

Benefit of Integration: Integration of the fleets across the systems of the region by vehicle type will enable a total lower number of spare vehicles, and also create potential for maintenance efficiencies.

Appendix 2

GLOSSARY OF TERMS

<i>Accessible Transit</i>	Transit service utilizing vehicles that can be accessed by persons using a wheelchair or other mobility device.
<i>Ambulatory</i>	Individuals capable of walking.
<i>Arterial</i>	A high-capacity urban road. The primary function of an arterial road is to deliver traffic from collector roads to freeways.
<i>Articulated Bus</i>	A bus with two sections linked by a pivoting joint. Articulated buses are typically longer overall than a conventional bus, resulting in a higher passenger capacity while still allowing adequate maneuverability.
<i>Bus Bulge</i>	A section of sidewalk that extends from the curb of a parking lane to the edge of a through traffic lane to maintain the bus location in the travel lane to avoid buses merging with through traffic, as well as increasing space for bus stop amenities (i.e. shelter, bench, etc).
<i>Captive Rider</i>	A transit rider who does not have immediate access to private transportation or due to some other circumstances must use public transit.

<i>Choice Rider</i>	A transit passenger who has other modes of travel available for a particular trip (especially access to a private vehicle) and has chosen to use public transit.
<i>Conventional Transit</i>	A transit service using regularly scheduled, "fixed route" vehicles (operating according to published route maps and timetables).
<i>Corridor</i>	A linear tract of land that contains lines of transportation like highways , railroads , trails, or canals .
<i>Cost Recovery</i>	A measure of the financial performance of the transit system usually expressed in terms of total operating revenue/total operating expense.
<i>Cycle Time</i>	The length of time for a transit vehicle to complete one round trip, including recovery time.
<i>Custom Transit</i>	Door-to-door transit service for those persons whose physical disability prevents them from using conventional transit service.
<i>Deadhead</i>	Dead mileage when a bus route starts or finishes in a location away from the bus operations and maintenance facility and the start or end of the shift requires driving the bus to and from the facility 'out of service'
<i>handyDART</i>	The BC Transit custom transit program.

<i>Interlining</i>	Where one bus is used to go from one route to another. For instance, to most effectively use schedule time, a bus may operate as a route 6 and then become a route 2 trip, and then do further trips on other routes.
<i>Kiss & Ride</i>	Kiss & Rides are safe pull-outs for automobiles where transit customers may be easily dropped off by a family member or friend in order to continue their trip using transit.
<i>Greenhouse Gas Emissions</i>	Greenhouse gas emissions (GHGs) refer to human-made emissions of four gases attributed to global warming and climate change - carbon dioxide , methane , nitrous oxide , and ozone .
<i>High Occupancy Vehicle (HOV)</i>	Vehicles carrying at least two people (i.e. a driver plus at least one passenger) in any of the following passenger vehicles: cars, minivans, motorcycles, pickup trucks, taxis, and limousines.
<i>Inter-regional services</i>	Designed to provide commuter connections for post-secondary students and employees working outside of the region, as well as access to advanced medical services and specialized shopping not available within the region or other regional hubs.
<i>Level Door Boarding</i>	Level door boarding is achieved through either low floor buses or higher boarding platforms, which increase passenger boarding speed and enhance accessibility.
<i>Mode Share</i>	Mode share describes the percentage of travelers using a particular transportation mode, typically walking, cycling, transit or automobiles.

Node	Characterised by a wide range of services and facilities, these places have good passenger transport connections to multiple destinations
Off-board Fare Payment	Payment is made prior to boarding to reduce bus wait time during boarding. Passengers enter through a gate, turnstile, or checkpoint upon entering the station where their ticket is verified or fare is deducted, or “proof-of-payment,” where passengers pay at a kiosk and collect a paper ticket which is then checked on board the vehicle by an inspector. This is also referred to as "barrier-controlled" fare payment.
Paratransit	<p>A general name for a class of transportation service offering a more flexible and personalized service than conventional fixed-route transit but not including private, exclusive use systems such as private car, exclusive ride taxi or chartered bus.</p> <ul style="list-style-type: none">○ Fixed schedule with On-Request service This type of service has set trip times and a usual route, but the schedule is designed to allow one or two deviations within one kilometre from the usual route to serve customers that are beyond walking distance, or who face mobility challenges.○ On-Request service This type of Paratransit has set operating hours, but routes and schedules are determined based on requests received. Because it is not consistent, this form of Paratransit is more difficult for customers to understand and requires the most planning ahead, however it can be an effective form in very low density areas.
Park & Ride	Vehicle parking with connections to public transportation that allow passengers to leave their vehicles and transfer to transit for the remainder of the journey. A Park & Ride facility may also provide bicycle parking.
Passenger Productivity	A measure of ridership per revenue hour of service.
Population Served	The total population within a defined proximity of a bus stop, typically 400 metres or 5-minutes walking distance.

<i>Regional transit services</i>	Designed to provide access between communities of the region. The target market includes a mix of people travelling for health services, personal shopping, and for some communities commuter services for post-secondary students and employees.
<i>Revenue Hours</i>	The total number of scheduled hours that a transit vehicle is available for passenger service.
<i>Ridership</i>	A measure of the number of passengers using public transit.
<i>Right-of-Way</i>	A right to make a way over a piece of land, usually to and from another piece of land. A right-of-way is a type of easement granted or reserved over the land for transportation purposes.
<i>Small Town Local Transit Network</i>	Frequency 60 minutes or greater, offers connections to local destination, Frequent Transit Network, or Regional and Inter-regional services. May include Paratransit options.
<i>Single Occupant Vehicle (SOV)</i>	A privately operated vehicle whose only occupant is the driver.
<i>Taxi Saver</i>	A program providing subsidized taxi rides to eligible registered handyDART users. Registered users may purchase taxi coupons at 50% of the face value. There is a limit to the amount of taxi coupons that can be purchased each month. Registrants call participating taxi companies to arrange rides.
<i>Taxi Supplement</i>	A service where a privately owned taxi is dispatched through the transit operator for custom transit service when the regular handyDART service is not available.

<i>Transit Exchange</i>	A place where passengers switch between transit routes or transportation modes.
<i>Transit Hub</i>	A place where passengers and cargo are exchanged between vehicles or between transport modes.
<i>Transit Supportive Land Use</i>	Land use types defined by density, diversity and design regulations best suited to encourage transit ridership. Typically refers to compact, mixed land use with high residential density and an employment base.
<i>Transit Terminal</i>	The end (or terminus) of a transit route. Often coincides with an exchange point allowing passengers to connect with other routes.
<i>Transit Oriented Development (TOD)</i>	Development that is generally mixed-use residential and commercial, is designed to maximize access to public transport , and often incorporates features to encourage transit ridership. A TOD neighbourhood typically has a center with a transit station or stop surrounded by relatively high-density development and progressively lower-density development spreading outward from the center. TODs generally are located within a radius 400m from a transit stop.
<i>Transit Priority</i>	Physical and operational improvements that give transit vehicles priority over general vehicle traffic.

<i>Transit Service Area</i>	Established under the terms of the TSA and designated by the BC Transit Board as an area where transit service operates and which a Municipality, Regional District or other Local Government, can levy a property tax to cover their portion of operating cost.
<i>Travel Demand Management (TDM)</i>	The application of strategies and policies to reduce or redistribute travel demand (specifically that of single-occupancy vehicles).
<i>Universal Accessibility</i>	The goal of creating a built environment that can be navigated by all people, including those with physical, sensory, or cognitive disabilities.
<i>Urban Local Transit Network</i>	Frequency 30 minutes or greater, connections to local destinations, and Frequent Transit Network. Operates as conventional fixed-route , fixed-schedule service
<i>U-Pass</i>	A mandatory and universal transit passes for post-secondary students that all students pay for through student fees. A student population typically approves the U-Pass by referendum.

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 16, 2015

RE: Electoral Area "A" Community Works (Gas Tax) Reserve Fund Expenditure Bylaw 2701

Administrative Recommendation:

THAT Bylaw No 2701, 2015 Electoral Area 'A' Community Works (Gas Tax) Reserve Fund Expenditure Bylaw, being a bylaw of the Regional District of Okanagan Similkameen to authorize the expenditure of funds from the Area A Community Works Program for Desert Park Recreation Complex Upgrades be read a first, second and third time, and be adopted.

Analysis:

A contribution in the amount of \$50,000 to the Town of Osoyoos from Electoral Area "A" Community Works (Gas Tax) Reserve Fund will be made for Desert Park Recreation Complex Upgrades. The asset is owned by the Town of Osoyoos.

The Area A Community Works (Gas Tax) Reserve balance at the end of 2014 was \$248,764. The 2015 budget has \$50,000 approved for use from this reserve. The estimated 2015 allocation is approximately \$93,000.

Respectfully submitted:

"Sandy Croteau"

S. Croteau, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2701, 2015

A bylaw to authorizing the expenditure of monies from the Electoral Area "A" Community Works (Gas Tax) Reserve Fund for Desert Park Recreation Complex Upgrades

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 "A" Community Works (Gas Tax) Reserve Fund' Expenditure has sufficient monies available for Desert Park Recreation Complex Upgrades

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

1 Citation

1.1 This bylaw may be cited as the 'Electoral Area "A" Community Works (Gas Tax) Reserve Fund Expenditure Bylaw No 2701,2015'

2 Interpretation

2.1 The expenditure of \$ 50,000 from the Electoral Area "A" Community Works (Gas Tax) Reserve Fund is hereby authorised for Desert Park Recreation Complex Upgrades

READ A FIRST, SECOND, AND THIRD TIME this ___day of____, 20__

ADOPTED this ___ day of ___, 20__

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Okanagan Falls Parks & Recreation Commission rescinding appointment

Administrative Recommendation:

THAT the Board rescind the appointment Tamie Smart from the Okanagan Falls Parks & Recreation Commission;

AND THAT a letter is forwarded to Ms. Smart thanking her for her contribution to the Okanagan Falls Parks & Recreation Commission.

Analysis:

Ms. Smart has experienced difficulties being able to attend Okanagan Falls Parks & Recreation meetings on a regular basis. As such, the Commission Chair, Don Clark recommends that the Board of Directors rescind Ms. Smart's appointment to the Okanagan Falls Parks & Recreation Commission.

As the Regional District Board appoints members to the Recreation Commission a resolution is required to rescind the appointment of members.

Respectfully submitted:

J. Shuttleworth, Park/Facilities Coordinator

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: DC Fast Charger

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen enter into agreement with Sunshine Valley Recreation Inc. dba Manning Park Resort for the lease of space to install a DC Fast Charger; and,

THAT the Regional District enter into agreement with BC Hydro to operate and maintain the DC Fast Charger.

Reference:

RDOS/ Manning Park Resort Lease Agreement
RDOS/ BC Hydro Operating Agreement

Business Plan Objective:

- 2.1 Customer Satisfaction
- 3.3 Environmentally Sustainable community

History:

The Regional District was approached in October 2014 to consider entering into a partnership with BC Hydro to deploy a DC Fast Charging Station in the Manning Park area. A DCFC is a high powered electric vehicle (EV) charging station that enables highway travel, 30min vs several hours for level 2 and overnight for level 1 charging. A DCFC would encourage EV drivers to take on long distance travel and promote EV tourism for communities.

BC Hydro was chosen to implement a program developed by Natural Resource Canada and the Province of British Columbia to open BC to this type of travel. As the implementation component of the program, BC Hydro selected 30 DCFC locations, but they need municipalities to host and operate a DC Fast Charger in their community/area. The full cost of installation is covered by the project. In return, the municipalities will operate and maintain the DCFC. BC Hydro would own the equipment and will lease it to the municipalities/regional districts at the charge of \$1/month. The station itself is set up to enable the charging of a fee for service and should be self-sufficient.

The annual cost for a station host is estimated as follows:

1. Lease payment \$1 per month
2. Annual network service fee \$261.00. This service fee provides remote monitoring, control and diagnostics, payment processing and data collection.

3. Electricity Bill:
 - (a) Fixed: A demand or peak power charge of \$75 per billing period is incurred from the first charge event of the billing period.
 - (b) Variable: The typical amount of energy for charging an EV is \$2 per charging session but whatever is consumed will be recovered in the variable fee.
4. Cost of changing DCFC air filter (~ twice a year)

Manning Park has agreed to operate and maintain the site.

Alternatives:

1. Decline the offer to participate

Analysis:

Princeton, Keremeos, Osoyoos and Penticton have all shown support for the program. The commencement date is estimated for late July.

LEASE

BETWEEN

Sunshine Valley Recreation Inc.
dba Manning Park Resort
("Landlord")

AND

Regional District of Okanagan Similkameen
("Tenant")

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SCHEDULES

Schedule A

Sketch Plan of the Lease Area

THIS LEASE dated as of the 16th day of March, 2015

BETWEEN:

Sunshine Valley Recreation Inc dba Manning Park Resort having an address of 7500 Highway #3, Manning Park, British Columbia V0X 1R0

(the "Landlord")

AND:

The Regional District of Okanagan Similkameen, a municipality under the Local Government Act, having its office at:

101 Martin Street
Penticton, BC
V2A 5J9

(the "Tenant")

WITNESSES that in consideration of the mutual covenants, conditions and agreements herein contained, the Landlord and the Tenant covenant and agree as follows:

1. INTERPRETATION

1.1 The Regional District of Okanagan Similkameen, as Tenant

As long as the Tenant is the Regional District of Okanagan Similkameen, (herein described as the "(RDOS)"), all references to the "(RDOS)" will be to the RDOS in its capacity as a tenant and not as a regulatory or governmental authority. Any approval required from or given by the Tenant pursuant to a provision of this Lease will be without prejudice to and not affect any requirement of a bylaw of the RDOS or any actions taken or approvals granted or withheld by the RDOS in its capacity as a local government. Nothing contained or implied herein shall derogate from the obligations of the Landlord under any other agreement with the RDOS or, if the RDOS so elects, prejudice or affect the RDOS's rights, powers, duties or obligations in the exercise of its functions pursuant to the *Local Government Act* and the *Community Charter* as amended from time to time and the rights, powers, duties and obligations of the RDOS under all public and private statutes, bylaws, orders and regulations, which may be, if the RDOS so elects, as fully and effectively exercised in relation to the Premises as if this Lease had not been executed and delivered by the Landlord and the Tenant.

1.2 Definitions

In this Lease, unless there is something in the context inconsistent therewith, the Landlord and the Tenant agree that:

- (a) "Commencement Date" means DATE;

- (b) **“Premises”** means those lands located at Manning Park, and associated structure, operations and parking, legally described as:

PID: No PID. Land description is: Yale DIV of Yale Land District, PUP – Manning Park Resort Lodge Area and Support Services Area C/REF 00745.005

- (c) **“Term”** means the term of this Lease as defined pursuant to Section 2.2 of this Lease.

2. DEMISE AND TERM

2.1 Demise

The Landlord, in consideration of the rents, covenants, agreements and conditions herein to be paid, observed and performed by the Tenant, does hereby demise and lease to the Tenant the Premises for the Term.

2.2 Term

Subject to the terms and conditions of this Lease, the Tenant shall have and hold the Premises for a term of ten (10) years from and including the Commencement Date.

2.3 Premises

The Landlord hereby grants to the Tenant the Premises, for itself, its subtenants, and their respective employees, contractors, representatives, licensees and invitees, appurtenant to the leasehold interest granted herein and for the Term, over the Premises, for the purpose of access to the Premises and for the purposes of performing and observing and enjoying the benefits of its covenants and agreements in this Lease with respect to the Premises.

2.4 Use of the Land

The tenant shall use the Premises solely as an electric vehicle charging station and will not use the Premises for any other purposes without the express written consent of the Landlord.

2.5 Title to and Environmental Condition of the Lands

This Lease will be subject to no liens, charges or encumbrances.

The Landlord will ensure that all other liens, charges or encumbrances on the Lands are either discharged or subordinated to this Lease.

3. RENT

3.1 Basic Rent

The Tenant will pay to the Landlord on the Commencement Date, as basic rent for the entire Term, the sum of \$1 per year during the term of the lease.

4. CONDITION AND USE OF THE PREMISES

4.1 Possession and Use

The Tenant may take possession of the Premises on the Commencement Date, provided that it has executed and delivered this Lease to the Landlord. The Tenant may use the Premises solely for use as an electric vehicle charging station.

4.2 No nuisance or waste

At no time during the Term will the Tenant carry on or permit or suffer to be carried on in the Premises anything that which:

- (a) is noxious or offensive;
- (b) would constitute a public or private nuisance to the Landlord;
- (c) would annoy or disturb or cause nuisance or damage to the occupiers or owners of lands and premises adjoining the Premises;
- (d) directly or indirectly cause damage to the Premises.

4.3 Signage

The Tenant shall erect and maintain signs on the Premises clearly identifying rules, limitations on use, and shall clearly identify the Tenant as operator of the Premises.

5. ASSIGNING AND SUB-LETTING

5.1 Assigning and sub-letting by Tenant

The Tenant may not assign this Lease, or sub-let or grant a licence to use all, or part of the Premises, for the whole or any part of the Term.

5.2 Landlord's conveyance

Should the Landlord convey or assign or otherwise divest itself of its interest in the Premises, it will be relieved of all obligations under this Lease from and after the effective date of such conveying, assigning or divesting, provided that the Landlord has caused its successor in interest to execute and deliver to the Tenant its agreement to be bound by and observe all of the obligations of the Landlord under this Lease.

6. COMPLIANCE WITH LAWS, BUILDERS' LIENS

6.1 Compliance with laws

The Tenant, at its own expense, will promptly comply with all statutory requirements of every competent federal, provincial, municipal, regional and other statutory authority and all requirements of fire insurance underwriters in force from time to time.

6.2 Builders' liens

The Tenant will not suffer or permit any lien under the *Builders' Lien Act* or like statute to be registered against title to the Tenant's leasehold interest in the Premises or against title to the Lands by reason of labour, services or materials supplied or claimed to have been supplied to the Tenant or anyone holding any interest through or under the Tenant. If any such lien is registered, the Tenant will procure registration of its discharge within a reasonable time after the lien has come to the notice of the Tenant. The Landlord may, but will not be obliged to, discharge any such lien at any time if, in the Landlord's judgment, the Lands or the Tenant's leasehold interest therein becomes liable to any forfeiture or sale or is otherwise in jeopardy and any amount paid by the Landlord in so doing, together with all reasonable costs and expenses of the Landlord, will be reimbursed to the Landlord by the Tenant forthwith on demand.

7. REPAIRS, MAINTENANCE AND ALTERATIONS

7.1 Repair and maintenance by Tenant

The Tenant, at its own expense, will repair, maintain and keep the Premises and all improvements, appurtenances and equipment therein and thereon in a state of good repair to the same extent and in the same manner as a prudent owner would, except for reasonable wear and tear. In this Section 7.1, "repairs" will include replacements and renewals when necessary.

7.2 Inspection and emergencies

The Landlord, by its representatives, will have the right to enter upon the Premises at all reasonable times, to inspect the state of repair and maintenance.

7.3 Repair according to notice

Without restricting the generality of Sections 7.1 or 7.2, the Tenant will, promptly upon notice by the Landlord, make and do all repairs and maintenance in a good and workmanlike manner. If the Tenant fails to repair or maintain within a reasonable time after receiving notice to do so, then the Landlord may cause such repairs and maintenance to be undertaken (and may cause its representatives to enter on the Premises for such purpose). Should the Landlord deem it necessary to undertake any repairs or maintenance for which the Tenant is responsible but has failed to carry out after notice, then the Tenant will pay to the Landlord, on demand, the cost of such repairs or maintenance.

7.4 Alterations

The Tenant may make alterations or replacements to the Premises provided that the Tenant will not make to or erect in or on the Premises any installations, alterations or additions without having received the prior written approval of the Landlord to the plans and specifications and any variations or amendments thereof.

7.5 Construction and alteration

The Tenant will construct any installations, alterations and additions in a good and workmanlike manner and only in accordance with all necessary approvals of any relevant statutory authority and, to the extent the Landlord's approval is required under this Lease, the plans and specifications approved by the Landlord. The Tenant will pay for all expenses incurred for labour performed upon, and materials incorporated into, the Premises for which it is responsible as same fall due.

8. SURRENDER OF PREMISES AND REMOVAL OF FIXTURES

8.1 Surrender

Upon the expiration or earlier termination of this Lease, the Tenant will surrender to the Landlord possession of the Premises and the fixtures and improvements therein (subject to Section 8.2), all of which will become the property of the Landlord without any claim by or compensation to the Tenant, all in good order, condition and repair in accordance with the Tenant's obligation to repair and maintain, and free and clear of all encumbrances and all claims of the Tenant or of any person claiming by or through or under the Tenant and all the rights of the Tenant under this Lease will terminate save as herein expressly set out.

8.2 Removal of fixtures

The Tenant, at the expiration of the Term, may remove from the Premises all trade or tenant's fixtures. If the Tenant damages the Premises during such removal the Tenant will make good such damage at its expense.

9. LIABILITY AND INDEMNIFICATION

9.1 Non-Liability of Landlord

The Landlord will not be liable or responsible in any way for any personal injury that may be sustained by the Tenant, any of their respective invitees or licensees, or of any other person who may be upon the Premises or for any loss of or damage or injury to, property belonging to or in the possession of the Tenant or any of its subtenants or any of their respective invitees or licensees or any other person, or for any matter or thing of whatsoever nature or kind arising from the Tenant's use and occupation of the Premises or otherwise, except to the extent that same results from the negligence or wilful misconduct of the Landlord or those for whom it is responsible in law.

9.3 Indemnification

Notwithstanding any other terms, covenants and conditions contained in this lease, the Tenant will indemnify and save harmless Manning Park from and against any and all liabilities, damages, costs, expenses, causes of actions, actions, claims, suits and judgments which they may incur or suffer or be put to by reason of or in connection with or arising from:

- (a) any activities arising from RDOS use and occupation of the Premises;

- (b) any wrongful act or neglect of the Tenant, its invitees and licensees, in and about the Premises.

9.4 Survival of indemnification

Such indemnification will survive any termination or expiration of this lease, despite anything in this Lease to the contrary.

10. INSURANCE

10.1 Tenant's insurance

The Tenant, at its cost, will obtain and keep in force throughout the Term, at its expense:

- (a) comprehensive general liability insurance against claims for personal injury, death or property damage occurring upon or in or about the Premises, in an amount of not less than \$5,000,000 for bodily injury to any one or more persons, or property damage or such greater amount as may be reasonably prudent from time to time.

The Tenant will provide evidence of this insurance to the Landlord.

If the Tenant fails to purchase or to keep in force such insurance the Landlord may effect such insurance, at the Tenant's cost.

11. QUIET ENJOYMENT

11.1 Quiet enjoyment

If the Tenant duly and punctually pays the basic rent and additional rent and complies with its obligations under this Lease, the Tenant will be entitled to peaceably possess and enjoy the Premises during the Term without any interruption or disturbance from the Landlord or any person or persons claiming by, through or under the Landlord.

12. PERFORMANCE OF COVENANTS AND DEFAULT

12.1 Landlord may perform covenants

If the Tenant is in default of any of its obligations under this Lease and fails to remedy, or to commence and proceed diligently to remedy, such default within a reasonable time after written notice to do so from the Landlord, then the Landlord, without limiting any other remedy which it may have, will have the right to remedy any such default and for such purpose may at any time enter upon the Premises. No entry for such purpose will be deemed to cause a forfeiture or termination of this Lease. In order to cure such default, the Landlord may do such things as are necessary to cure the default and such things as may be incidental thereto (including without limitation, the right to make repairs and to expend monies). The Tenant will reimburse the Landlord for the aggregate of all expenses incurred by the Landlord in remedying any such default. The Landlord will be under no obligation to remedy any default of the Tenant and will not incur any liability to the Tenant for any action or omission in the course of its remedying or

attempting to remedy any such default unless such act amounts to intentional misconduct or negligence on the part of the Landlord.

12.2 Tenant may perform Landlord's covenants

If the Landlord is in default of any of its obligations under this Lease and fails to remedy, or to commence and proceed diligently to remedy, such default within a reasonable time after written notice to do so from the Tenant, then the Tenant, without limiting any other remedy which it may have, will have the right to remedy any such default. In order to cure such default, the Tenant may do such things as are necessary to cure the default and such things as may be incidental thereto (including without limitation, the right to make repairs or replacements and to expend monies).

12.3 Rights of termination

If and whenever:

- (a) any basic rent or additional rent remains unpaid after any of the days on which the same ought to have been paid and following 15 days' notice of non-payment by the Landlord to the Tenant; or
- (b) there is a breach of any of the Tenant's other obligations hereunder which is not cured within 90 days after delivery of notice by the Landlord to the Tenant specifying such breach, provided that if any default of the Tenant can only be cured by the performance of work or the furnishing of materials and if funding authority is not available, and/or if such work cannot reasonably be completed or such materials reasonably obtained and utilized within said 90 days, then such default will not be deemed to continue if the Tenant proceeds promptly with such work as may be necessary to cure the default and continues diligently to complete such work;

then in any of the said cases (and notwithstanding any prior waiver of breach of covenant) the Landlord, at its option, may (and without prejudice to any other right or remedy it may then have or be entitled to) immediately or at any time thereafter and without notice or any form of legal process take possession of the Premises or any part thereof in the name of the whole and expel the Tenant and those claiming through or under it and remove its or their effects (forcibly if necessary) without being deemed guilty of any manner of trespass, any statute or law to the contrary notwithstanding.

12.4 Re-entry

If and whenever the Landlord is entitled to re-enter the Premises, or does re-enter the Premises, the Landlord may terminate this Lease by giving six (6) months written notice of termination to the Tenant, and in such event the Tenant will forthwith vacate and surrender the Premises.

12.5 Remedies of Landlord are cumulative

The remedies of the Landlord in this Lease are cumulative and are in addition to any remedies of the Landlord at law or in equity. No remedy will be deemed to be exclusive and the Landlord may from time to time have recourse to one or more of all the available remedies specified herein or at law or in equity.

13. IMPOSSIBILITY OF PERFORMANCE

13.1 Non-Performance by Landlord or Tenant

Whenever either the Landlord or the Tenant is unable to fulfil any obligation hereunder in respect of the provision of any service, work or repair by reason of being unable to obtain the funds, materials, goods, equipment, service or labour required to enable it to fulfil such obligation or by reason of any law or regulation or by reason of any other cause beyond its reasonable control, then the Landlord or the Tenant, as the case may be, will be entitled to extend the time for fulfilment of such obligation by a time equal to the duration of the delay or restriction. Neither the Landlord nor the Tenant will be entitled to any compensation for any inconvenience, nuisance or discomfort thereby occasioned or to cancel this Lease and no such interruption will be deemed to be a disturbance of the Tenant's enjoyment of the Premises. Each of the Landlord and the Tenant, in the event of such interruption, will proceed to overcome same with all reasonable diligence.

14. OVERHOLDING

14.1 Overholding

While the Tenant remains in possession of the Premises after the expiration of the Term, the tenancy, in the absence of written agreement, will be from month to month. The Tenant will be subject to all terms of this Lease, except that the tenancy will be from month to month only and a tenancy from year to year will not be created by implication of law or otherwise.

15. ENVIRONMENTAL

15.1 Definitions

For the purpose of this Section:

- (a) "Environmental Laws" means all laws relating to protection of the environment and health and safety of the workplace, including all common law and the *Canadian Environmental Protection Act (Canada)*, the *Transportation of Dangerous Goods Act (Canada)*, the *Fisheries Act (Canada)*, the *Workers Compensation Act (British Columbia)*, the *Environmental Management Act (British Columbia)* and all rules, regulations, policies and criteria promulgated thereunder from time to time;

- (b) "Environmental Notice" means any citation, directive, order, claim, litigation, investigation, proceeding, judgment, letter or other communication from any person which is related to Environmental Laws;
- (c) "Hazardous Substance" means any substance which is regulated under Environmental Laws, including any hazardous product, contaminant, toxic substance, deleterious substance, waste, hazardous waste, dangerous good or reportable substance; and
- (d) "Permit" means any authorization, licence, approval or consent issued pursuant to any Environmental Laws.

15.2 Compliance with Environmental Laws

The Tenant will conduct all maintenance and repairs of the Premises, and will cause all maintenance and repairs undertaken in the Premises to be conducted, in compliance with all Environmental Laws and all Permits.

15.3 Representation and warranty

The Landlord represents and warrants that to the best of its information and belief there are no Hazardous Substances in or on the Premises in contravention of any Environmental Laws except as previously disclosed in writing by the Landlord to the Tenant.

15.4 Environmental indemnity by the Landlord

The Landlord will indemnify and save harmless the Tenant, its officers, directors, employees, agents and shareholders, from and against any and all losses, claims, costs, expenses, damages and liabilities, including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all reasonable solicitor's fees (on a solicitor and own client basis) and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Tenant, its officers, directors, employees, agents and shareholders, arising, directly or indirectly, out of:

- (a) a breach by the Landlord of any of its representations, warranties or covenants contained in this Part 15;
- (b) any Hazardous Substance which is present on the Premises or the Lands immediately prior to the Commencement Date, or Hazardous Substances which have migrated from adjacent properties owned or operated by the Landlord, or the presence of or release of any Hazardous Substance caused by the Landlord or those for whom it is legally responsible;

and such indemnity will survive the expiration or any termination of this Lease notwithstanding anything in this Lease to the contrary.

15.5 Environmental indemnity by the Tenant

The Tenant will indemnify and save harmless the Landlord, its officers, directors, employees, agents and shareholders, from and against any and all losses, claims, costs, expenses, damages and liabilities, including all costs of defending or denying the same, and all costs of investigation, monitoring, remedial response, removal, restoration or permit acquisition and including all reasonable solicitor's fees (on a solicitor and own client basis) and disbursements in connection therewith which at any time may be paid or incurred by or claimed against the Landlord, its officers, directors, employees, agents and shareholders, arising, directly or indirectly, out of:

- (a) a breach by the Tenant of any of the covenants contained in this Part 15;
- (b) the presence of or release of any Hazardous Substance contrary to any Environmental Laws on the Premises or the Lands, or off-site of the Premises or the Lands if caused by the Tenant, its subtenants, licensees, invitees or those for whom the Tenant is legally responsible, other than those existing on the Premises or the Lands prior to the Commencement Date, Hazardous Substances which have migrated from adjacent properties through no fault of the Tenant, and the presence of or release of any Hazardous Substance caused by the Landlord or those for whom it is legally responsible;

and such indemnity will survive the expiration or any termination of this Lease notwithstanding anything in this Lease to the contrary.

15.6 Private Agreement Respecting Liability for Hazardous Substances

The parties acknowledge and agree that Part 15 of this Lease, and the provisions referred to in Part 15, constitute a private agreement respecting liability for contamination on, in, migrating from or discharged from the Premises, and any contamination of adjacent properties resulting from such contamination, and the remediation thereof, as contemplated in the *Environmental Management Act* (British Columbia).

16. MISCELLANEOUS

16.1 Waiver

No waiver of any default will be binding unless acknowledged in writing by the non-defaulting party.

16.2 Condoning

Any condoning, excusing or overlooking of any default by a party hereto will not operate as a waiver of that party's rights hereunder in respect of any subsequent default.

16.3 Estoppel Certificate

Either party will execute promptly, whenever requested by the other party, a certificate certifying the status of this Lease, any modifications or breaches of this Lease within the knowledge of the

party giving the certificate, and the status of the rent account, all with the intent that any such certificate may be relied upon by any party to whom it is directed.

16.4 Severability

If any provision of this Lease is found to be illegal or invalid or unenforceable at law it will be deemed to be severed from this Lease and the remaining provisions will continue to have full force and effect.

16.5 Headings

All headings in this Lease are inserted for convenience of reference only and will not affect the construction and interpretation of this Lease.

16.6 Representations and entire agreement

The Tenant acknowledges and agrees that the Landlord has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with the Tenant other than those contained in this Lease, that no agreement collateral hereto will be binding upon the Landlord unless made in writing and signed by the Landlord and that this Lease constitutes the entire agreement between the Landlord and Tenant.

16.7 Notices

Any notice, request or demand herein provided or permitted to be given will be sufficiently given if it is delivered, mailed by prepaid registered post or sent by facsimile to:

If to the Landlord:

Sunshine Valley Recreation Inc
dba Manning Park Resort
PO Box 1600
Hope, BC V0X 1L0

Attention:

If to the Tenant:

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

Attention: Corporate Officer

Fax: 250-492-0063

or to any other individual, address or fax as the party designates by notice in writing. Any notice:

- (a) if validly delivered or sent by facsimile, will be deemed to have been given on the same day that such notice is delivered or sent;
- (b) if mailed as provided above, three business days following the day on which such notice is mailed, except in the case of an interruption of normal postal service, in which case such notice must be delivered or sent by facsimile.

16.8 Time of essence

Time will be of the essence of this Lease.

16.9 Governing law

This lease will be construed and governed by the laws of British Columbia.

16.10 Gender

Words in the singular will include the plural and words in the plural will include the singular and words in the masculine gender will include feminine and neuter genders and vice versa where the context so requires.

16.11 Relationship

Nothing herein contained will at any time create or be construed as creating a joint venture, partnership or relationship between the parties other than that as landlord and tenant.

16.12 Joint and several liability

If two or more persons, corporations, partnerships or other business associations, or any combination of two or more thereof execute this Lease as Tenant, the liability of each such person, corporation or other business association to pay rent and to perform all other obligations under this Lease will be deemed to be joint and several. If the Tenant named in this Lease is a partnership or other business association, the members of which by law are subject to personal liability, the liability of each such member will be deemed to be joint and several.

16.13 Enuring effect

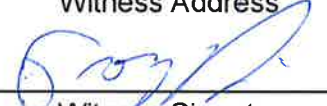
This lease and everything herein contained will enure to the benefit of and be binding upon the parties hereto and each of their successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed this Lease as of the day and year first written above.

SIGNED BY THE AUTHORIZED
SIGNATORY OF Sunshine Valley Recreation Inc.)
dba Manning Park Resort)



Authorized Signatory

) Troy Davis
) Witness Name
)
) 640 Maple St, Hope BC
) Witness Address
)
) 
) Witness Signature

THE CORPORATE SEAL of)
the Regional District of Okanagan Similkameen)
was hereunto affixed in the presence of:)
)
)
)
)

Chair)

Corporate Officer)

SCHEDULE A

SKETCH PLAN OF THE PREMISES

View from parking lot



Phone Booth

Garbage Cans

Walkway to restaurant and washrooms

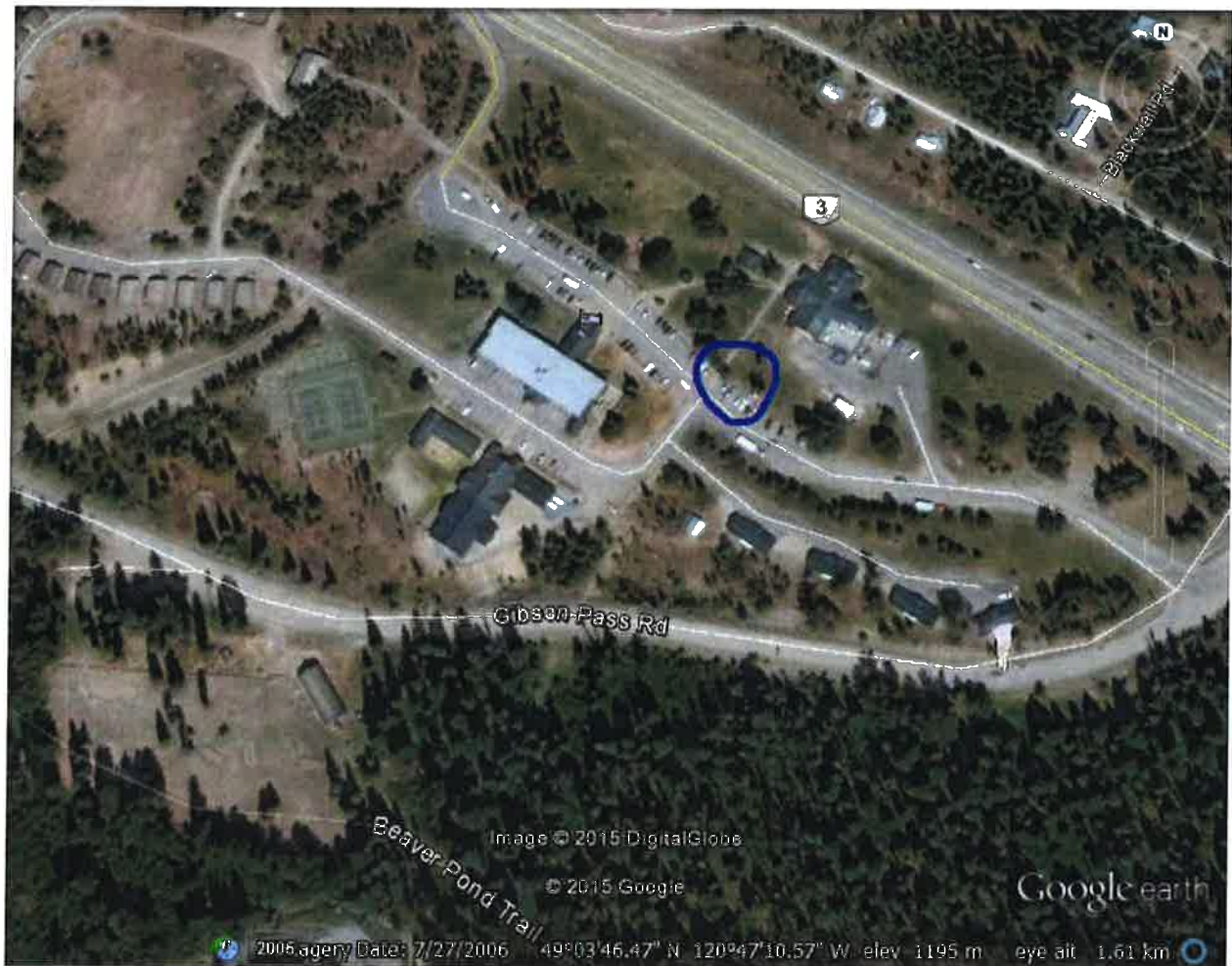
View from Restaurant



Garbage Cans

Phone Booth

Map of area



DCFC EQUIPMENT LEASE AGREEMENT (on Private Land)

THIS AGREEMENT (“**Agreement**”) is made with effect as of and from the 16th day of March, 2015 by and

BETWEEN:

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY, a corporation continued under the *Hydro and Power Authority Act*, R.S.B.C. 1996, c. 212, having its head office at 333 Dunsmuir Street, Vancouver, British Columbia, V6B 5R3

(“**BC Hydro**” or “**Lessor**”)

AND:

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN, a local government incorporated in accordance with the Local Government Act, having its head office at 101 Martin Street, Penticton, BC, V2A 5J9

(“**RDOS**” or “**Lessee**”)

WHEREAS:

- A. Lessor and Lessee (each a “**Party**”, and collectively, the “**Parties**”) are participating in a pilot project involving the acquisition, installation and operation of DC fast charging (“**DCFC**”) stations for electric vehicles (“**EVs**”) at suitable locations around the province of British Columbia (the “**Program**”);
- B. The Program is part of the Clean Energy Vehicle Program which is designed to provide British Columbians with more affordable clean transportation options;
- C. The purpose of the Program is to instil consumer confidence in EV technology by removing one of the main barriers to mass adoption, which is the lack of public charging infrastructure;
- D. The DCFC stations will form part of a grid-aware charging network linked to a centralized data and energy management system;
- E. Lessee has proposed a suitable location for a DCFC station which BC Hydro has selected;
- F. Lessor desires to lease to Lessee, and Lessee desires to lease from Lessor, the DCFC station comprising certain equipment described herein to be installed and operated on premises licenced to the Lessee at the selected site for the purposes of the Program.

NOW THEREFORE in consideration of the premises and the mutual covenants, agreements, terms and conditions hereinafter set forth, the Parties hereto agree as follows:

1. Interpretation

- (a) **Definitions.** Unless the context otherwise requires, capitalized terms used herein shall have the meaning assigned to such terms when first defined in parentheses.
- (b) **Headings.** The headings in this Agreement are included for convenience of reference only and shall not affect the interpretation or construction of this Agreement.

2. Lease; Equipment

Subject to the terms and conditions hereof, Lessor agrees to lease to Lessee, and Lessee agrees to lease from Lessor, one DCFC station comprising the DCFC equipment listed in and meeting the specifications described in Schedule A, together with all additions, parts, attachments and accessories thereto from time to time (collectively, the “**Equipment**”), but excluding any such equipment, additions, parts, attachments and accessories to be installed between Lessor’s meter and the point of interconnection with the DCFC station as indicated in Schedule A (collectively, the “**Lessee’s Infrastructure**”).

Within [ten (10)] days after satisfaction of the condition precedent set out in paragraph 3(a)(i) below, Lessor shall complete and deliver to Lessee an updated copy of Schedule A containing the details applicable to the Equipment and Lessee’s Infrastructure, which updated Schedule A will form an integral part of this Agreement upon its delivery to Lessee.

3. Conditions Precedent

- (a) **Lessor.** The obligations of Lessor pursuant to this Agreement are subject to the following conditions being fulfilled, performed or waived:
- (i) The Equipment and Lessee’s Infrastructure shall have been delivered to Lessor by the supplier(s) thereof in good working order and otherwise in accordance with the applicable procurement terms;
 - (ii) Lessor and Lessee shall have agreed the date upon which the Equipment will be delivered to Lessee (the “**Commencement Date**”); and
 - (iii) On or before the Commencement Date, Lessee shall have delivered or caused to be delivered to Lessor: written confirmation of the agreement referenced in paragraph 3(b)(ii) below, with the exact location to be acceptable to Lessor, acting reasonably; and a “no interest” letter or similar form of assurance from the owner of the Site and all of its secured lenders in a form acceptable to Lessor, acting reasonably, confirming that such owner and secured lenders will not claim any interest in the Equipment and acknowledging that it will remain the personal property of Lessor upon installation.

Lessee agrees that these conditions are for the sole benefit of Lessor. None of these conditions shall be waived except by written notice from Lessor to Lessee. In the

event that these conditions (or any of them) are not satisfied or waived within the time set out above then this Agreement shall terminate.

(b) **Lessee.** The obligations of Lessee pursuant to this Agreement are subject to the following condition being fulfilled, performed or waived:

(i) Lessor shall have delivered written notice to Lessee confirming the Commencement Date, as approved in advance by Lessee, acting reasonably, together with a completed copy of Schedule A containing the details of the Equipment and Lessee's Infrastructure as required by section 2 above.

(ii) Lessee shall have concluded with [NAME OF LAND OWNER] (owner of [NAME OF DEVELOPMENT]), an agreement satisfactory to the Lessee, acting reasonably, to permit the installation and operation of the DCFC station, including the Equipment and Lessee's Infrastructure, for a minimum term ending not earlier than the Initial Term in a location [DESCRIPTION OF LOCATION].

Lessor agrees that these conditions are for the sole benefit of Lessee. These conditions shall only be waived by written notice from Lessee to Lessor. In the event that these conditions are not satisfied or waived within the time set out above then this Agreement shall terminate.

4. **Term and Termination**

(a) **Term.** Subject to earlier termination or extension in accordance with the provisions hereof, the term (the "**Term**") of this Agreement is five years, commencing on the Commencement Date and ending on the day before the fifth anniversary thereof (the "**Initial Term**"); however all obligations of the Parties under this Agreement shall continue until they have been performed in full.

(b) **Extension.** Unless Lessee has delivered to Lessor written notice on or before the day that is one month before the end of the Initial Term terminating this Agreement at the end of the Initial Term, this Agreement shall automatically extend on a month-to-month basis unless and until terminated in accordance with the provisions hereof.

(c) **Termination.** If Lessee is operating the DCFC station at a loss and is unable to recover its costs of operating the DCFC station more than two years after the Commencement Date, then Lessee shall be entitled to terminate this Agreement on not less than one full calendar month's written notice to Lessor. At any time after the Initial Term, either Party shall be entitled to terminate this Agreement for any reason whatsoever on not less than one full calendar month's written notice to the other Party.

5. **Rent**

The rent for the use of the Equipment is \$1 per month for the Term, which shall be paid by Lessee, together with any applicable taxes, in advance on the Commencement Date and on the first day of each succeeding month throughout the Term, to Lessor at:

333 Dunsmuir Street, 9th Floor
Vancouver, BC V7X 1V5

or at such other place as Lessor may designate in written notice to Lessee from time to time. Lessee may prepay the rent for the Initial Term or any portion thereof on an annual basis.

6. Lease Absolute

This Agreement may not be cancelled or terminated except as expressly provided herein. Lessee's obligation to pay rent and other amounts due or to become due hereunder is absolute and unconditional and is not subject to any reduction, delay, set-off, withholding, defence, claim, counterclaim or recoupment for any reason at all, including any failure, destruction, repossession or theft of the Equipment, loss of use of the Equipment, or any past, present or future claims of Lessee against Lessor under this Agreement or otherwise.

7. Site

The site which has been selected for the installation and operation of the Equipment is located at:

Manning Park, (the "Site").

Lessee represents and warrants to Lessor that Lessee has a licence agreement from the registered owner of the Site which grants the Lessee authority to occupy and access the Site and that the Site is located within the Municipal boundaries of Lessee. Lessee shall not change the location of the Equipment from the Site without the prior written consent of Lessor, such consent not to be unreasonably withheld but which may be conditional upon Lessor's approval of the new location, acting reasonably, and Lessee's agreement to be responsible for the costs and expenses associated with the move, and/or or other reasonable terms.

Once installed at the Site and/or affixed to the Equipment, Lessee shall not remove, conceal or alter, any labels, plates, signs or other identification supplied by Lessor indicating Lessor's ownership of the Equipment, provided that such labels, plates, signs and identification is in compliance with Lessee's signage bylaws in force from time to time.

8. Delivery and Installation

Lessor shall arrange for delivery of the Equipment and Lessee's Infrastructure to the Site on the Commencement Date. Lessor shall also be responsible for engaging qualified individuals, which may include third party contractors, to install and commission the Equipment and Lessee's Infrastructure at the Site. Delivery and installation of the Equipment and Lessee's Infrastructure shall be for and at Lessor's account and expense, and Lessor shall use reasonable efforts to complete installation by 30 June 2015 or such later date as the Parties may agree in writing; provided, however, that if in Lessor's estimation such expenses will or are reasonably likely to exceed a maximum aggregate

amount of \$40,000, then Lessor may suspend its obligations under this section and any related provisions upon written notice to Lessee until Lessor and Lessee mutually agree to an alternate site and amend this Agreement accordingly to reflect the new site and any associated delays. In the event Lessor and Lessee are unable to agree on a mutually acceptable site within thirty (30) days after delivery of Lessor's notice to Lessee provided pursuant to this section (or such longer period as the Parties may agree in writing), then this Agreement shall terminate.

9. Acceptance

Upon receipt of written notice from Lessor confirming the completion of installation of the Equipment and Lessee's Infrastructure, Lessee shall inspect the Equipment and Lessee's Infrastructure and shall, within ten (10) days after receipt of notice of completion of installation, deliver written notice to Lessor if Lessee rejects any of the installed Equipment or Lessee's Infrastructure or otherwise asserts that such Equipment or Lessee's Infrastructure is unsatisfactory. Any such notice shall contain sufficient detail regarding the asserted defects in order to permit Lessor to verify, respond to and, if required, rectify same. In the event that Lessee fails to deliver any such notice within the time provided, Lessee will be conclusively deemed to have accepted the Equipment and Lessee's Infrastructure and to have acknowledged that such Equipment and Lessee's Infrastructure is as ordered, satisfactory to Lessee and in good condition and repair suitable for the purposes of Lessee.

10. Use and Operation; Security

Lessee shall make the Equipment available for use and operation to provide EV charging services to end-users as contemplated by the Program throughout the Term in accordance with all applicable laws, including without limitation any applicable provisions of Lessor's Electric Tariff pursuant to which Lessee will purchase the electricity which it will sell to the end-users of the EV charging service at the DCFC station, and the Lessor's operating order pertaining to the Equipment which Lessor will prepare and deliver to Lessee and which must be approved by Lessee, acting reasonably (the "**Operating Order**"). Lessee shall be responsible for billing and collection of charges from end-users for the use of the EV charging service provided through the Equipment, for payment of any costs, charges and expenses associated with the payment system included in the Equipment (such as transaction costs or network fees), and for payment of all electricity charges (including demand charges) incurred by Lessee and owing to Lessor pursuant to its Electric Tariff in accordance with the applicable terms and conditions thereof. Lessee will undertake reasonable efforts to provide routine inspection and monitoring of the Equipment and Lessee's Infrastructure, as determined by the parties, acting reasonably. Lessee shall ensure the Site is properly lit, patrolled by security (if otherwise available), and otherwise employ all reasonable measures to ensure the Equipment is reasonably secure at the Site, including any measures identified in writing by Lessee and Lessor in the Site selection or design process or set out in the Operating Order. Lessee shall report any misuse or loss of, damage or required repairs to the Equipment to Lessor in writing within 24 hours of becoming aware thereof, and immediately after becoming aware thereof in

case of any dangerous or emergency situation (which may initially be provided orally, to be followed by written notification).

11. Data, Metering and Pricing Support

Lessor shall assist Lessee, and Lessee will work together with Lessor, to develop pricing structures and options for the EV charging service to determine the appropriate charge in accordance with the principles of the Program. The Parties acknowledge that Lessee's incremental revenues from providing and charging end-users for the EV charging service shall not materially exceed its incremental costs of providing the EV charging service, and the Parties will re-evaluate, and if necessary Lessee will adjust, the pricing structure from time to time to ensure this is the case. The Equipment shall contain a separate meter so that the EV charging service provided at the DCFC station is separately metered to allow for a pricing structure based on the amount of electricity consumed by the end-user in any given transaction. Lessor shall be entitled to collect and analyse meter and payment data and Lessee will cooperate with Lessor from time to time to engage in activities which demonstrate Lessor's ability to remotely control the Equipment load. Lessor shall report and share the results of its analysis with Lessee on a periodic basis and upon reasonable request.

12. Condition; Repairs and Maintenance

Lessee shall routinely monitor and inspect the condition of the Equipment and Lessee's Infrastructure and shall, at its own cost and expense, be responsible for routine maintenance or upkeep to comply with any warranty requirements identified by Lessor in the Operating Order and to keep the Equipment and Lessee's Infrastructure clean. Lessee shall report any additional service, repairs or maintenance required to Lessor (or its designated contractor) in writing within 24 hours of becoming aware thereof, and shall make arrangements for such service, maintenance or repairs with Lessor's designated contractor(s) to provide or procure any and all parts and labour required to service or repair the Equipment or keep it in good mechanical working order (normal wear and tear and solely cosmetic repairs excepted). In the event that such service, maintenance or repairs are not covered by applicable third party warranties or funded by Lessee's insurance, Lessee shall obtain Lessor's written approval of the estimated costs of such service, maintenance or repairs in advance, and Lessor shall pay for such service, maintenance or repairs (excluding any solely cosmetic repairs that do not affect the functionality of the Equipment or Lessee's Infrastructure), provided that the actual costs thereof do not materially exceed the approved estimate, and subject to:

- (a) a Program-wide annual maximum amount of \$15,000 per fiscal year, allocated on a first need basis (subject to paragraph (b) below);
- (b) a per Site annual maximum amount of \$3,000 per fiscal year; and
- (c) termination of the Program by, or lack of available funding from, federal funding sources.

In the event that the annual thresholds above are exceeded (or met), Lessor may defer any required service, repairs or maintenance to the next fiscal year, or, at Lessee's request, will perform the required service, repairs or maintenance at Lessee's cost and expense.

Lessee may not alter or modify the Equipment or Lessee's Infrastructure without the prior written consent of Lessor.

Except for Lessee's Infrastructure (and all additions, parts, attachments, accessories and replacements thereto or thereof), all additions, parts, attachments, accessories and replacements of the Equipment, whether by substitution, repair, alteration, addition or improvement, shall immediately become the property of Lessor and part of the Equipment for all purposes thereto.

13. Warranty Disclaimer

LESSOR DISCLAIMS AND SHALL NOT BE LIABLE FOR ANY WARRANTIES, EXPRESS OR IMPLIED, IN RESPECT OF THE EQUIPMENT OR LESSEE'S INFRASTRUCTURE INCLUDING BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Notwithstanding the foregoing, Lessor shall at its expense enforce, for its own and Lessee's benefit, any warranties provided by the Equipment suppliers or manufacturers, or third party contractors responsible for installation or maintenance or performing any other work or services in respect of the Equipment, and shall assign any warranties provided by the suppliers or manufacturers of, or third party contractors responsible for installation or maintenance or performing any other work or services in respect of, Lessee's Infrastructure to Lessee. Lessee agrees to cooperate with Lessor in such regard. Within thirty (30) days after the Commencement Date, Lessor shall deliver to Lessee copies of all supplier or manufacturer warranties in respect of the Equipment and Lessee's Infrastructure, as well as copies of any warranties provided by third party contractors in respect of the installation, maintenance or performance of other services related to the same.

14. Insurance

Lessee shall obtain and maintain at its expense continuously throughout the Term:

- (a) Comprehensive public liability insurance in respect of claims by third parties for personal injury, death, or property damage arising from the use or operation of the Equipment and Lessee's Infrastructure as contemplated by this Agreement, in an amount not less than five million dollars (\$5,000,000) per incident, which shall name Lessor as an additional insured; and
- (b) Broad form insurance covering loss of or damage to the Equipment for which Lessee is legally liable or responsible, in an amount equal to the full replacement value of the Equipment (\$50,000), and shall provide primary coverage for the protection of Lessee

and Lessor without regard to any other coverage carried by Lessee or Lessor protecting against similar risks.

The insurance shall be in such form and with such limits and providers as are acceptable to Lessor, acting reasonably, shall provide at least thirty (30) days advance written notice to Lessor of any cancellation or material change in amount of coverage. Lessee shall provide Lessor, upon Lessor's request, with a certificate evidencing such insurance; however, no failure to request or provide such evidence shall relieve Lessee from any obligation to maintain such insurance required in accordance with the terms hereof. Lessee may self-insure or obtain commercial insurance, or a combination of both, to satisfy these requirements, in which case Lessee shall provide a letter of self-insurance to that effect to Lessor which shall be acceptable to Lessor and Lessee, acting reasonably. If Lessee fails to obtain or maintain the insurance as required hereunder, Lessor may, but shall not be required to, obtain such insurance itself and the cost of the insurance shall be for the account of Lessee and due on demand by Lessor.

Lessor shall self-insure liabilities to Lessee for personal injury, death, or property damage for which Lessor is legally liable or responsible pursuant to the provisions hereof, and shall, prior to the Commencement Date, provide a letter of self-insurance to that effect to Lessee which shall be acceptable to Lessor and Lessee, acting reasonably.

15. Possession and Surrender or Return

Notwithstanding Lessor's retention of title, Lessee shall have possession and control of the Equipment throughout the Term. Upon the expiry or earlier termination of this Agreement, Lessee shall return the Equipment to Lessor, free of all Encumbrances (as defined below), by surrendering possession and notifying Lessor in writing that the Equipment is ready for pick-up.

Lessor shall be responsible for removing the Equipment within ninety (90) days after receipt of such notice and for terminating the electrical connection in accordance with applicable laws. In the event that (i) Lessee has terminated this Agreement prior to the end of the Initial Term; or (ii) Lessor has terminated this Agreement as a result of Lessee's breach or default at any time, all costs and expenses for removing the Equipment and related electrical work shall be for the account of Lessee at its expense. Otherwise, in all other circumstances, such removal and related electrical work shall be for and at Lessor's account and expense. In any event, Lessor shall not have any obligation to undertake any restoration of the Site upon removal of Equipment or to remove any of Lessee's Infrastructure upon the termination or expiry of this Agreement, all of which shall be for and at Lessee's account and expense should it wish to do so.

16. Access and Inspection

Lessor and its authorized contractors and representatives shall have access to the Site at any and all times on reasonable notice to Lessee for purposes of inspecting the Equipment or carrying out any required repairs or maintenance, or for purposes of allowing other prospective lessees to inspect the Equipment prior to the termination or expiry of this Agreement. Lessor will use reasonable efforts to accommodate any reasonable requests of

Lessee to reschedule planned access where it is not an emergency situation and such access would conflict or interfere with Lessee's or other activities at the Site, including without limitation civic functions.

17. Encumbrances

Lessee shall keep the Equipment free and clear of all security interests, liens, taxes, assessments, charges, fees, fines, levies and encumbrances of every nature and kind whatsoever ("**Encumbrances**") and shall cause the same to be released or discharged promptly upon notice thereof. Lessee shall, or Lessor at Lessee's expense may, report, pay and discharge when due all Encumbrances assessed on the Equipment or arising from or in connection with the possession, use or operation of the Equipment, together with any interest or penalties thereon, imposed by a governmental authority, whether or not the same shall be assessed against or in the name of Lessor or Lessee. However, Lessee shall not be required to pay or discharge any such Encumbrance so long as it shall, in good faith and by appropriate legal proceedings, contest the validity thereof in any reasonable manner which will not affect or endanger the title and interest of Lessor to the Equipment; provided that Lessee shall reimburse Lessor for any damages or expenses resulting from such failure to pay or discharge. Any amounts owed by Lessee to Lessor pursuant to this provision shall be payable by Lessee to Lessor with the next instalment of rent, and any failure to reimburse same shall be subject to the same consequences, including without limitation interest on overdue payments, as failure to pay any instalment of rent.

18. Title; Personal Property

Lessee's Infrastructure procured and installed by Lessor at its expense pursuant to this Agreement shall become the property of Lessee upon completion of installation, and Lessor hereby conveys, sells, assigns and transfers Lessee's Infrastructure and all right, title and interest in and to Lessee's Infrastructure to Lessee effective as of and from such time.

Lessor represents and warrants that it has or will have full and unencumbered title to the Equipment and the right to lease it to Lessee in accordance with the terms of this Agreement. The Equipment is, and shall at all times be and remain, the sole and exclusive property of Lessor; and Lessee shall have no right, title or interest therein or thereto except the right of possession and use in accordance with the terms of this Agreement. Without limiting the foregoing, the Equipment shall be deemed to be personal property of Lessor and shall not, by reason of attachment, affixation or connection to Lessee's Infrastructure, the Site or any land or building thereon, become or be deemed a fixture or appurtenant to the Site or such land or building or to Lessee's Infrastructure or any other personal property located on the Site, and shall at all times be severable therefrom despite the fact that all or any part of the Equipment may be resting upon, imbedded in, attached or affixed to the Site.

Lessee shall take such steps as may be required to prevent any person from acquiring any rights in any Equipment by reason of the Equipment being claimed or deemed to be real property. In addition, Lessee shall use all reasonable efforts to obtain and deliver to Lessor such waivers, in registrable form (if necessary), as Lessor may reasonably request

from the owners, landlords and mortgagees of any real property upon which any Equipment may be located.

19. Capacity and Authority

Lessee represents and warrants to Lessor that Lessee is excluded from the definition of “public utility” under the *Utilities Commission Act* (British Columbia) in respect of the EV charging services it will provide in connection with the Program, that the end-users of the EV charging service are not tenants of Lessee (or are not being offered or making use of the EV charging service in their capacity as tenants of Lessee), and that Lessee has the capacity and authority to enter into this Agreement and perform its obligations as contemplated hereunder, including providing the EV charging service to public customers for a fee as contemplated by this Agreement and the Program.

Lessor represents and warrants to Lessee that Lessor has the capacity and authority to enter into this Agreement and perform its obligations as contemplated hereunder.

In the event that any of the foregoing becomes untrue at any time throughout the Term as a result of a change in applicable laws, regulations or policies (excluding internal policies of either Party), either Party shall be entitled to terminate this Agreement upon written notice to the other.

20. Signage and Parking Policies

Lessor shall provide and install station signage and other informational and educational signage developed for the Program regarding the Equipment, the Program and EVs which shall comply with applicable bylaws of Lessee. Lessee shall provide and install any required way-finding signage on roads over which it has authority to direct drivers coming from nearby highways and freeways to the Site. Lessee shall seek the cooperation of the Province to provide way finding signage on highways within Provincial jurisdiction. The Lessee shall also provide additional informational and educational signage related to EVs, energy and community sustainability. Lessee shall undertake reasonable efforts to have the owner of the Site create and enforce, or cause to be enforced, reasonable parking policies for the Site to facilitate and encourage appropriate use of the EV charging service.

21. Announcements and Publicity

Lessee shall promote the DCFC station and the Program in community materials. Lessee shall acknowledge the support and funding provided by the province of British Columbia and the support of Lessor in any media releases, publications, events, and print or web-based material associated with the Program, and shall provide the province of British Columbia and Lessor an opportunity to comment on and approve any such materials or events in advance with reasonable notice thereof, which shall, in any event, not be less than 24 hours notice. Notwithstanding the foregoing, in the event that the content of any such release, publication, speech or material relating to the province of British Columbia and Lessor has previously been approved by the province of British Columbia and Lessor, Lessee shall not be required to seek further approval for or provide notice of subsequent releases, publications, speeches or materials using the same content, unless the province of British Columbia or Lessor has subsequently delivered written notice to Lessee

withdrawing such prior approval or indicating a desired change to previously approved content.

22. **Liability; Indemnity**

- (a) Lessor shall not be liable for, and Lessee shall release, indemnify and hold harmless Lessor and its directors, officers, employees, consultants, agents, contractors and representatives (collectively, the “**BCH Indemnified Parties**”, and each a “**BCH Indemnified Party**”) from and against any and all costs, expenses, damages, injuries, losses and liabilities of every nature and kind whatsoever, including without limitation reasonable legal fees on a solicitor and own client basis, suffered or incurred by Lessee (or those for whom it is responsible at law) or arising out of or in connection with third party claims, actions, causes of action, suits, or proceedings at any time suffered or incurred by, or brought or made against the BCH Indemnified Parties (or any one or more of them), relating to Lessee’s possession, use, operation, maintenance or return of the Equipment or Lessee’s Infrastructure, whether or not arising as a result of any fault, act, error, omission, breach or default of Lessee or those for whom it is responsible at law, except to the extent directly caused or contributed to by the negligence or wilful misconduct of a BCH Indemnified Party.
- (b) Without limiting paragraph (a) above but subject to paragraph (c) below, the liability of any BCH Indemnified Party under this Agreement or relating to Lessee’s possession, use or the operation of the Equipment or Lessee’s Infrastructure shall be limited to any costs, expenses, damages, injuries, losses and liabilities suffered or incurred by Lessee to the extent directly caused or contributed to by the negligence or wilful misconduct of a BCH Indemnified Party.
- (c) Neither Party shall be liable to the other for any loss of profit, loss of revenues or other pure economic loss under any circumstances whatsoever.

23. **Default and Remedies**

If Lessee fails to pay any rent or any other amount payable hereunder within ten (10) days after the same is due and payable, or if Lessee fails to observe, perform or discharge any other obligation under or provision of this Agreement required to be observed, performed or discharged by Lessee within ten (10) days after receiving notice thereof from Lessor, or if Lessee becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors or has a trustee or receiver appointed that has authority to take possession or control of the Equipment, or if any proceedings under bankruptcy, insolvency, restructuring or creditor protection legislation are commenced by or against Lessee, the Equipment or any material part thereof is seized, confiscated, sequestered or attached or if a distress is levied thereon, or if Lessor in good faith believes and has commercially reasonable grounds to believe itself insecure, that the prospect of payment or performance by Lessee hereunder is about to be impaired or that the Equipment is or about to be placed in jeopardy, then Lessor shall have the right to exercise any one or more of the following remedies:

- (a) To declare the entire amount of rent hereunder immediately due and payable without notice or demand to Lessee;
- (b) To sue for and recover all rents and other payments then accrued or thereafter accruing;
- (c) To cure any default of Lessee at Lessee's cost and expense and recover such amounts pursuant to paragraph (b) above;
- (d) To take possession of and/or remove the Equipment, without demand or notice, without any court order or other process of law, and for that purpose enter any premises where the Equipment is located, and Lessee hereby waives any and all damages occasioned by such taking of possession or removal or entering any premises for such purposes;
- (e) To terminate this Agreement immediately with or without notice; or
- (f) To pursue any other remedy available at law or in equity.

Notwithstanding any repossession or any other action taken by Lessor, Lessee shall be and remain liable to Lessor for the full performance of all obligations on the part of Lessee to be performed under this Agreement. Lessor's remedies hereunder are cumulative, and may be exercised concurrently or separately.

24. Dispute Resolution

If any dispute arises under or in relation to this Agreement, that dispute shall be referred to and finally resolved by arbitration by a single arbitrator pursuant to and in accordance with the *Commercial Arbitration Act* (British Columbia). The place of arbitration shall be Vancouver, British Columbia. The decision of the arbitrator shall be final and binding on the Parties. Notwithstanding the foregoing, the Parties are entitled to seek interim measures of protection, including injunctions and other equitable relief or remedies, from a court of competent jurisdiction pending commencement or completion of any arbitration, and may also seek from a court of competent jurisdiction any equitable relief or remedy that the arbitrator does not have the jurisdiction to grant.

25. Security Interests

Without limiting the title retention provided for above or any other security obtained by Lessor, Lessee grants to Lessor a security interest in all Equipment and all proceeds (as defined in the *Personal Property Security Act* (BC)) thereof as security for the payment and performance of all present and future indebtedness, obligations and liabilities of Lessee to Lessor under this Agreement. Lessee hereby acknowledges having received an executed copy of this Agreement in effect on the date hereof and waives all rights to receive from Lessor a copy of any financing statement, financing statement (transition), financing change statement or verification statement filed at any time in respect of this Agreement.

26. Further Assurance

At its own expense, upon the request of the other Party, each Party shall promptly execute and deliver, and use all reasonable efforts to promptly require any third parties to execute and deliver, such further and other documents and instruments and do such further and other acts and things as the other Party may reasonably require for the purpose of implementing, giving full effect to and carrying out the intent of this Agreement or for purposes of recording or filing to protect the interest of Lessor in the Equipment or Lessee in the Lessee's Infrastructure.

27. Time

Time is of the essence of this Agreement.

28. Notices

Any notices required or permitted to be given under this Agreement must be in writing and delivered personally or by facsimile addressed to the recipient as follows:

(a) If to BC Hydro:

British Columbia Hydro and Power Authority
333 Dunsmuir Street, 9th Floor
Vancouver, BC V6B 5R3

Attention: Alec Tsang
Senior Technology Strategist, Office of the Chief Technology Officer
Facsimile No.: (604) 623-4203

(b) If to Lessee:

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

Attention: Bill Newell
Facsimile No.: (250) 492-0063

or to such other address or number as a Party may from time to time provide written notice to the other. Notices delivered by facsimile shall be deemed to be received on the next business day following the date of transmission.

29. Invalidity and Severability

Each of the provisions contained in this Agreement is distinct and severable and a determination of illegality, invalidity or unenforceability of any such provision or part thereof by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision hereof and the remainder of this Agreement shall continue in full force

and effect, unless as a result of such determination this Agreement would fail in its essential purposes.

30. Entire Agreement; Amendment

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings, documents, agreements and instruments, whether oral or written. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be amended only by an instrument in writing signed by each of the Parties hereto. For greater certainty, nothing herein affects or in any way amends Lessor's Electric Tariff or any provisions thereof, including without limitation, with respect to Lessor's supply and Lessee's purchase of electricity pursuant thereto.

31. Assignment; Inurement

Lessee shall not assign this Agreement, any rights hereunder or its interest in the Equipment without the express prior written consent of Lessor, which it may withhold in its sole discretion. Lessor shall not assign this Agreement, any rights hereunder or its interest in the Equipment without the express prior written consent of Lessee, not to be unreasonably withheld. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and permitted assigns.

32. Waiver

No failure by a Party to enforce any provision of this Agreement or waiver by any Party of any default, breach or non-observance by the other Party at any time or times in respect of any covenant, provision, term or condition herein shall be effective against that Party unless waived in writing, or operate as a waiver of or affect that Party's rights hereunder in respect of any continuing or subsequent default, breach or non-observance, and no waiver shall be inferred from or implied by anything done or omitted to be done by the Party having those rights. The acceptance of rent by Lessor does not waive Lessor's right to enforce any provisions of this Agreement.

33. Governing Law; Attornment

This Agreement shall be governed by, construed and enforced in accordance with the laws of the province of British Columbia and the laws of Canada applicable therein. Each Party attorns irrevocably and unconditionally to the exclusive jurisdiction of the courts of the province of British Columbia, and to courts to which appeals therefrom may be taken.

34. Counterparts and Delivery

This Agreement may be executed in counterparts and may be delivered by facsimile or other electronic means such as an email attachment in portable document format (.pdf), each of which shall be deemed to be an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF the duly authorized representative(s) of each Party has executed and delivered this Agreement as of the date set out above.

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY

Per: _____
Authorized Representative
Name: Alec Tsang
Title: Senior Technology Strategist

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

Per: _____
Authorized Representative
Name: Bill Newell
Title: Chief Administrative Officer

SCHEDULE A

DCFC Equipment and Lessee's Infrastructure

DCFC Equipment:

Manufacturer: _____

Model: _____

Serial Number: _____

Specifications: (one of the following set of equipment specifications will apply depending on the manufacturer and model listed above)

Table 2. Pow-R-Station DC Quick Charger, Eaton

Technical specifications	
Input voltage	208VAC
Input current	125A 3 phase 3 wire 50/60 Hz
Output voltage	400VDC
Output power	50kW Max
Output current	10A-125A
Connector/cable	CHAdeMO compliant
Cable length	9 foot
Charging station dimensions (H x W x D) in inches (mm)	66.00" x 44.00" x 17.75" (1675 x 1120 x 450)
Charge time	20-30 minutes
Charging station weight	Approximate weight 772lbs (350kg)
Operation	Touch screen interface, start and stop buttons, emergency stop button
Operating environment	Ambient temperature: -10 to 40°C (14 to 104°F) Ambient humidity: 5 to 80% Altitude: 1,000 m (3,281 ft) or lower Atmosphere: Containing no corrosive gas
Enclosure	NEMA Type 3R
Efficiency	90% or greater
Secure connector locking system	
Connector insulation verification system	
Ground fault protection, 500mA	
Integrated overcurrent protection	

Table 2. Terra 51 Fast Charging Station, ABB

Technical specifications	
System	
Type	Single DC fast-charging station
Operating temperature	-10°C to +40°C -35°C to +40°C (low temp. option)
Storage temperature	-40°C to +70°C
Relative humidity	20% to 95%
Environment	Indoor / outdoor
Compliance and safety	UL / CHAdeMO
Input	
AC power connection	3P + PE
Input voltage range	480 V _{AC} +/-10%
Nominal input voltage	480 V _{AC}
Nominal input current	70 A 32 A – 70 A (Software limit option)
Nominal input power	55 kVA 22 kVA – 55 kVA (Software limit opt.)
Input frequency	60 Hz
Power factor (full load)	> 0.98
Input over-current protection	Yes
Efficiency	> 92% at nominal output power
Output	
Maximum output power	50 kW
Maximum output current	120 A
Output voltage range	50 – 500 V
Output over-current protection	Yes
Output short-circuit protection	Yes
General	
DC connection standard	CHAdeMO compliant
DC cable length	15 ft std; other lengths upon request
DC plug type	JEVS G105
RFID system	13.56 MHz, ISO 14443A
Network connection	GSM/UMTS modem 10/100 Base-T Ethernet
Standby power consumption	
Idle	100 VA (nominal)
Climate control	1000 VA (max)
Protection	Type 3R
Operational noise level	< 45 dBA
Dimensions (D x W x H)	
Charge station	23" x 38" x 78" 600 mm x 960 mm x 2000 mm
Weight	
Charge station	880 lbs / 400 kg

Lessee's Infrastructure:

In the case of scenario 1 where the power for the charging station is fed from a dedicated electrical service from BC Hydro, the Lessee's infrastructure includes all electrical equipment downstream of the BC Hydro owned meter such as transformers, cabinets containing electrical equipment, all equipment contained within the cabinet and conductors leading up to the connection point within the charging station, or

in the case of scenario 2 where the power for the charging station is fed from an existing shared service, the Lessee's infrastructure includes all electrical equipment such as that described in scenario 1 above and installed for the purpose of supplying power to the charging station, both upstream and downstream of but excluding the BC Hydro owned meter.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 16, 2015
RE: Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2360.02, 2015

Administrative Recommendation:

THAT Bylaw No. 2630.02, 2015 Gallagher Lake Sewer and Water Service Amendment Bylaw be adopted.

Reference:

Bylaw 2630, 2013

History:

The Gallagher Lake Sewer and Water Service was established at the December 19, 2013 Board meeting. The present service area is the existing Deer Park bare land strata development at Gallagher Lake.

Recently, a development adjacent to the existing service area (Lot A , Plan KAP68598, District Lot 25S, Land District Similkameen Div. of Yale) petitioned the Regional District to enter the service area. At the April 2, 2015 meeting, the Board gave three readings to Bylaw No. 2630.02 to initiate the process of bringing the property into the service area.

Analysis:

Boundary amendments completed through a petition do not typically require the approval of the Inspector of Municipalities, providing the Corporate Officer certifies that the petition is valid and sufficient. The petition has now been certified and Bylaw No. 2630.02 is now before the Board for adoption.

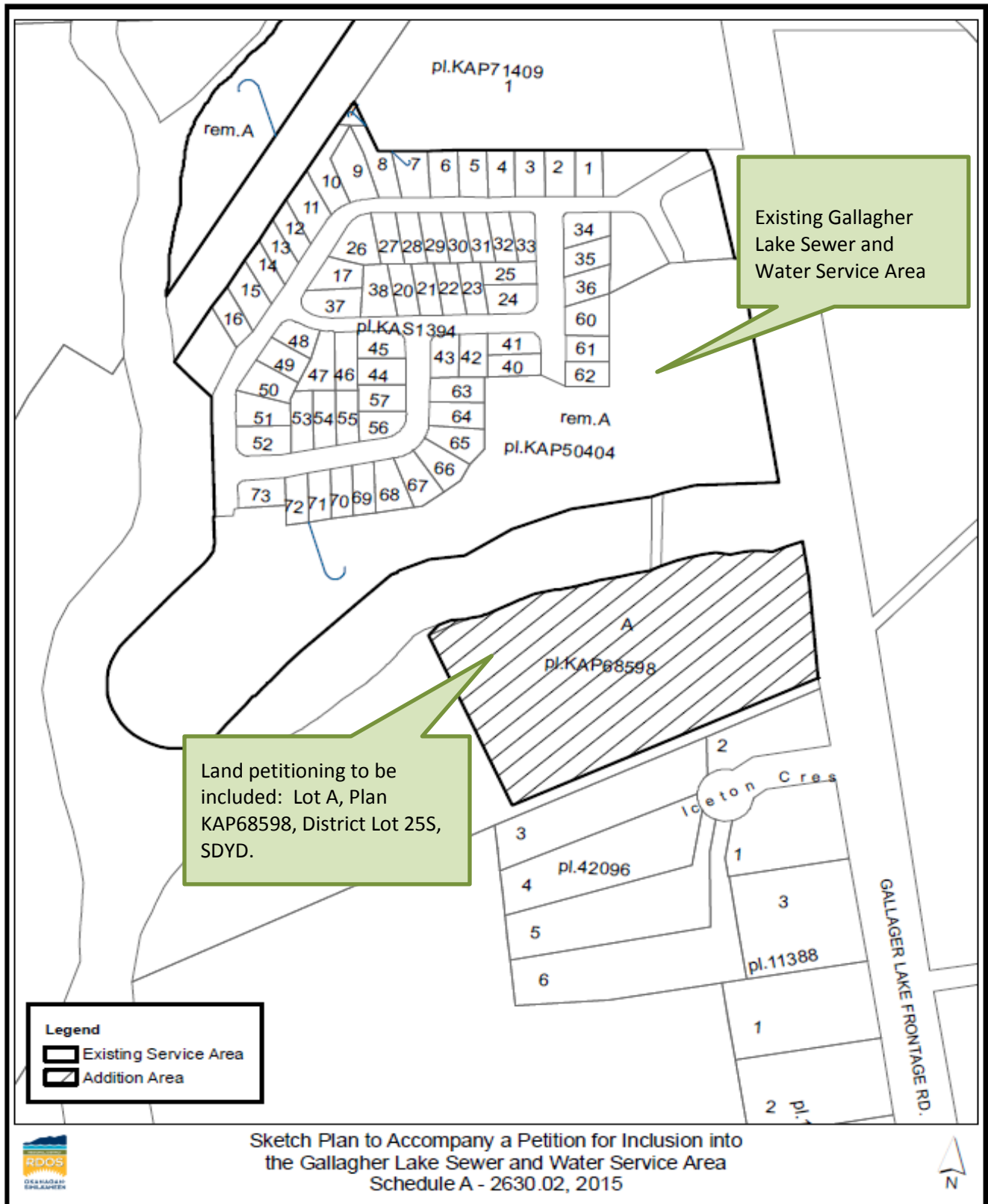
Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

Attachment: Attachment No. 1 - Context Map

Attachment No. 1 - Context Map



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2630.02, 2015

A bylaw to amend the Gallagher Lake Sewer and Water Service Establishment Bylaw.

WHEREAS the owners of the property described in this bylaw have petitioned the Board of the Regional District to extend the boundaries of the Gallagher Lake Sewer and Water Service Area to include the property;

AND WHEREAS the Regional District has, pursuant to that request, extended the boundaries of the Gallagher Lake Sewer and Water Service Area to include the property;

NOW THEREFORE, the Board of the Regional District of Okanagan Similkameen, in open meeting assembled, ENACTS AS FOLLOWS:

TITLE

1. This bylaw may be cited as the "Gallagher Lake Sewer and Water Service Amendment Bylaw No. 2630.02, 2015."

AMENDMENTS

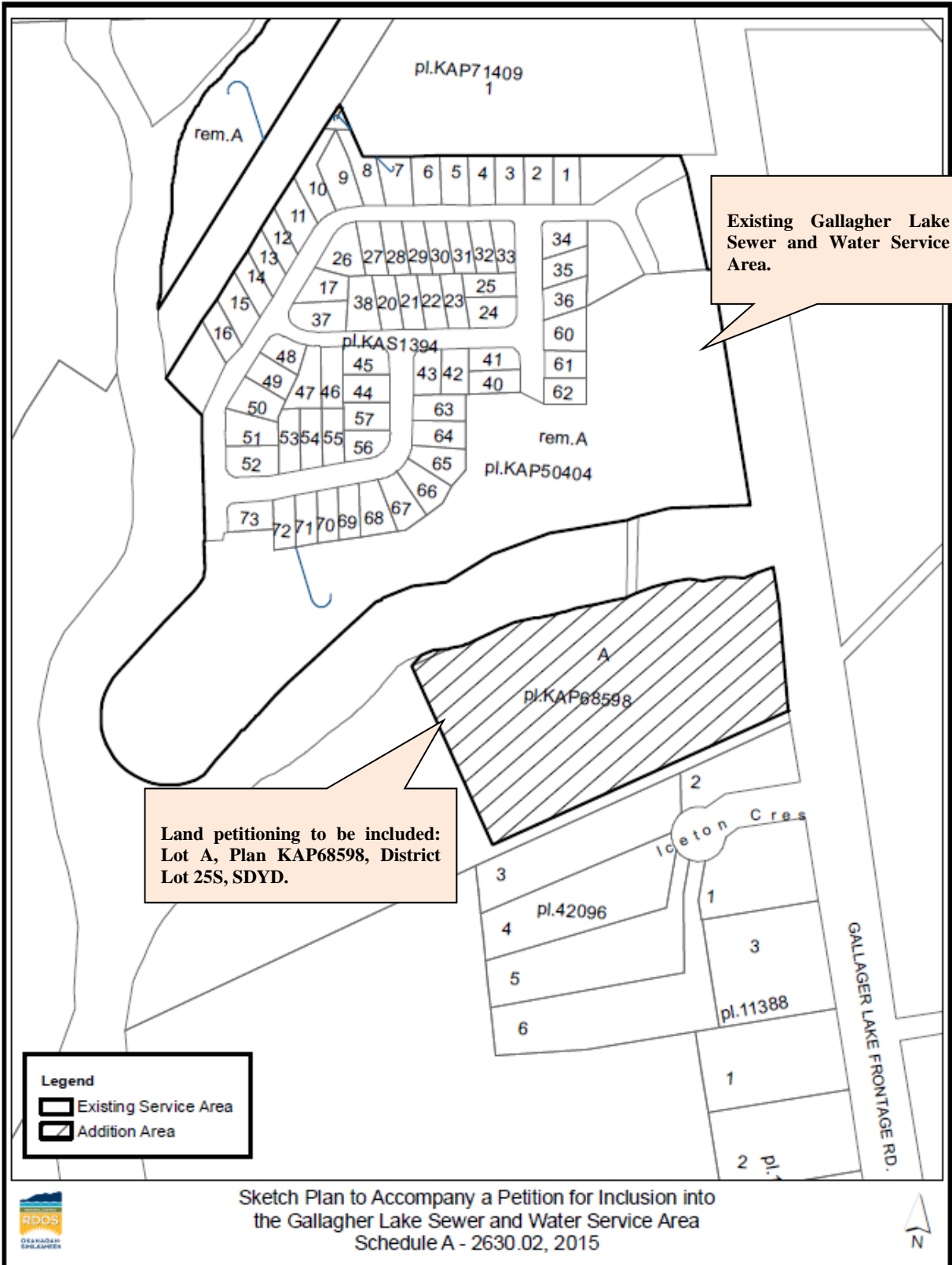
2. The Gallagher Lake Sewer and Water Service Establishment Bylaw No. 2630, 2013, is amended by including the property legally described as:
 - a. Lot A, Plan KAP68598, District Lot 25S, Land District Similkameen Div. of Yale
3. The Gallagher Lake Sewer and Water Service Establishment Bylaw No. 2630, 2013, is further amended by altering Schedule 'A' to that bylaw to include within the area shown as that portion of the lands legally described as:
 - a. Lot A, Plan KAP68598, District Lot 25S, Land District Similkameen Div. of Yaleoutlined in heavy black on the plan entitled "Sketch Plan to Accompany a Petition for Inclusion into the Gallagher Lake Sewer and Water Service Area:", a reduced copy of which is attached as Schedule 'A' to this bylaw.

READ A FIRST, SECOND AND THIRD TIME this ___th day of _____, 2015.

ADOPTED this ___th day of _____, 2015.

RDOS Board Chair

Corporate Officer



Land petitioning to be included:
 Lot A, Plan KAP68598, District
 Lot 25S, SDYD.

Existing Gallagher Lake
 Sewer and Water Service
 Area.

Legend
 Existing Service Area
 Addition Area

Sketch Plan to Accompany a Petition for Inclusion into
 the Gallagher Lake Sewer and Water Service Area
 Schedule A - 2630.02, 2015

