



Parks and Recreation Commission Symposium



Welcome

March 2, 2022



Agenda

1. Introductions
2. Opening address from RDOS Chair
3. Legislative Services
4. Finance
5. Parks and Recreation Program
6. Projects flow-chart
7. Annual timeline
8. Questions and comments





Objectives

1. Overview of Parks and Recreation Commissions
2. RDOS staff available to answer questions
3. Opportunity to bring all the Commissions together
4. Follow-up

Introductions:

- Mark Pendergraft, RDOS Chair and Electoral Area 'A' Director
- Andy Foster, Similkameen Recreation Manager (Facilitator)
- Mark Woods, Manager of Community Services
- Gillian Cramm, Legislative Services Coordinator
- Jim Zaffino, Manager of Finance
- Justin Shuttleworth, Parks and Facilities Manager
- Augusto Romero, Regional Recreation Manager



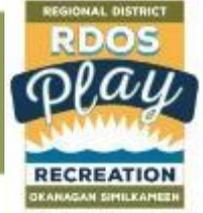
Parks and Recreation Commission Symposium



Welcome address from RDOS Chair and Electoral Area 'A' Director, Mark Pendergraft



Parks and Recreation Commission Symposium



RDOS Legislative Services and Parks and Recreation Commission Bylaw

Gillian Cramm

Bylaw No. 2732, 2016

- Commissions are advisory to the Board
- Commission Chair is chosen annually at the AGM
- All meetings are open to the public in accordance with the Community Charter
- Code of Ethics and Model of Excellence statement
- All records are subject to the Freedom of Information and Protection of Privacy Act
- Preliminary budget estimating expenditures and revenue submitted by October 15
- Budget adopted by the Board is the budget for the next fiscal year

Advisory to the RDOS Board

- Establish a long term vision for the parks and recreation service
- Advise the Board on:
 - Recommended rates and charges for recreation programs;
 - operational rules and procedures;
 - matters related to recreation bylaws, policies and regulations;
 - Acquisition or tenure of community park sites within the service area.

Commission Meetings

- Chair sets Commission agenda in conjunction with the Electoral Area Director
- Chair or 2 members may call a meeting with at least 2 days' notice
- Delegations should contact Chair; however, Commission in open meeting determines by 2/3 vote whether to permit delegation that is not already on the agenda
- Meeting minutes should be forwarded to Manager of Community Services
- All members including the Chair vote on motions
- No abstaining – its considered a “yes” vote
- A tie vote is defeated
- If you don't have quorum, you can't make decisions.

Meeting Minutes

- The minutes of your meeting are how you provide advice or requests to the RDOS Board
- Required elements:
 - Date and time
 - Members present or participating remotely
 - Items discussed, with brief summary
 - Resolutions clearly identified
 - We don't identify movers and seconders in the minutes

Requisition Limits

- Each Recreation service was established by an RDOS bylaw.
- The Establishment bylaw contains the scope of the service and the requisition limit, which is the maximum amount that the service is allowed to tax residents for the recreation service

Hierarchy of Legislation

- Canadian Constitution
- Provincial legislation (Local Government Act, Community Charter, Freedom of Information and Protection of Privacy Act)
- RDOS Bylaws (i.e. Commission Bylaw No. 2732, 2016)
- RDOS Policy
- Robert's Rules of Order

Freedom of Information and Protection of Privacy Act (FIPPA)

FIPPA has 2 main purposes:

1. Making records available
2. Protecting the privacy of individuals and businesses

Records

- Your email correspondence could end up as a requested record in a request for access to records under FIPPA.
- Records can include emails and handwritten notes
- Keep emails and notes on topic

FIPPA – continued

Personal Information

- Personal information may include mailing addresses, email addresses, phone number, health condition, financial status
- Someone's personal information is not yours to give away. In fact, you are required to protect it.

Business interests of a third party

- Trade secrets, commercial, financial, labour relations, scientific, technical information about a third party that is supplied in confidence

Conflict of Interest

- Will you or a close family member receive a benefit as a result of the matter under consideration?
- If you think you have a conflict of interest, you need to remove yourself from that portion of the meeting.
- You may wish to consult a lawyer.
- Someone else (commission member, staff member) cannot determine for you if you are in conflict.

Code of Ethics Policy

- Outlines the standards of conduct expected from all RDOS representatives (Directors, Commission members, other appointees)
- Public business is conducted with integrity in an open and fair manner
- Members are respectful of each other, the public and staff
- Decision-making process meets the requirements of Provincial legislation, RDOS bylaws and policies

Harassment, Bullying and Discrimination

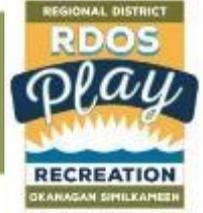
- RDOS promotes a positive and professional work environment
- Everyone (Commission members, employees, Directors) is entitled to work without harassment, bullying or discrimination
- Examples include intimidation, belittling remarks, condescension or patronization that undermines self-respect, cyber-bullying, making someone the brunt of sarcasm

RDOS Legislative Services and Parks and Recreation Commission Bylaw

Questions?



Parks and Recreation Commission Symposium



RDOS Finance Department

Budget 101

Jim Zaffino

RDOS Budget Structure

- Regional District's are different than a municipality
- A Municipal Governments have anywhere from 3 to 5 budgets:
 - General, Water, Sewer, are the usual ones
- Regional Districts create a separate budget for every service that we operate:
 - For the 2022 budget the RDOS has 156 separate services and therefore, 156 separate budgets
- Separate budgets ensure only those who participate in the service pay for the service
- Each service is self-sustaining
- With a separate budget for each service, only those participating in the service will pay either through taxes, parcel tax or user fees.

RDOS Budget Process

- Staff to start working on the budget in June
- Process:
 - Baseline Operational Budgets – inflationary/contract; increases essential to maintaining a minimum service level including regulatory requirements
 - Change requests for program/service level changes to Budget Committee of Board
- Must be adopted by March 31

Types of RDOS Services

- **Regional Services**
 - Services where majority of Electoral Areas and Municipalities participate
 - For Regional Services, **all** of the properties in the Municipalities and Electoral Areas **contribute**
- **Services include:**
 - GENERAL GOVERNMENT
 - HERITAGE CONSERVATION
 - 911 EMERGENCY CALL SYSTEM
 - EMERGENCY MANAGEMENT
 - CORPORATE FACILITIES
 - FINANCE
 - ENVIRONMENTAL CONSERVATION
 - ILLEGAL DUMPING
 - REGIONAL TRAILS
 - REGIONAL TRANSIT
 - SOLID WASTE MANAGEMENT
 - INVASIVE SPECIES
 - INFORMATION SERVICES
 - LEGISLATIVE SERVICES

Types of RDOS Services - continued

- **Rural Services**
 - Services where majority of the Electoral Areas participate (no Municipalities)
 - For Rural Services, **all** of the properties in the Electoral Area **contribute**
- **Services include:**
 - ANIMAL CONTROL
 - BUILDING INSPECTION
 - BYLAW ENFORCEMENT
 - ELECTORAL AREA PLANNING
 - MOSQUITO CONTROL
 - OKANAGAN REGIONAL LIBRARY
 - SUBDIVISION SERVICING

Types of RDOS Services - continued

- **Shared Services:**
 - Only those participants in the service pay for shared service
 - Examples include: Victim Services, Fire Departments, Parks and Recreation
 - Can be shared across several Electoral Areas and/or Municipalities
- **Local Services**
 - Services where only a defined group of properties within a defined geographic area (sometimes an Electoral Area, sometimes smaller) participate
 - For Local Services, only those properties within the defined service Area contribute
 - Examples include: Fire Protection and Water Service

Factors Affecting a Tax Requisition

- Property Assessments (including non market growth)
- Assessment Mix
- RDOS average

What is New

- Proposed Regional Grants Included
- Proposed Program Change Requests Include
- Proposed Capital Requests Included

Budget Overview

2022 RDOS Draft Budget Comparison With 2021

	2021	2022
(In millions)		
RDOS Expenses	\$ 37.80	\$ 41.10
Municipal Debt Repayment	\$ 6.20	\$ 6.10
Capital Project	\$ 14.60	\$ 21.00
Carry forward to 2022 (41 projects)		\$ 7.20
Total RDOS Budget	\$ 58.60	\$ 75.40
2021/2022 Total Budget	\$ 58.00	\$ 75.40
Less		
Carry forward projects	\$ -	\$ (7.20)
Major 2022 Project - Compositing	\$ -	\$ (8.00)
2021/2022 Comparison	\$ 58.00	\$ 60.20

2022 Total Tax Requisition Summary

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN 2022 TOTAL REQUISITION SUMMARY

	<u>2022</u>	<u>2021</u>	\$ Change	% Requisition Change	Non Market Growth %	Next Tax Change %
PENTICTON	\$ 2,278,916	\$ 2,165,761	\$ 113,195	5.23%	1.89%	3.34%
SUMMERLAND	875,479	813,128	62,351	7.67%	1.75%	5.92%
PRINCETON	106,528	107,321	(793)	-0.74%	3.02%	-3.76%
OLIVER	1,630,324	1,557,165	73,159	4.70%	1.97%	2.73%
OSOYOOS	947,814	902,985	44,829	4.96%	0.65%	4.31%
KEREMEOS	551,271	507,433	43,838	8.64%	2.25%	6.39%
	6,390,372	6,053,793	336,579	5.56%		
PENTICTON INDIAN BAND	83,811	102,478	(18,667)	-18.22%		

2022 Total Tax Requisition Summary

	<u>2022</u>	<u>2021</u>	\$ Change	% Requisition Change	Non Market Growth %	Next Tax Change %
ELECTORAL AREA A	1,419,989	1,264,368	155,621	12.31%	1.66%	10.65%
ELECTORAL AREA B	732,704	701,371	31,333	4.47%	1.24%	3.23%
ELECTORAL AREA C	2,350,274	2,248,830	101,444	4.51%	1.43%	3.08%
ELECTORAL AREA D	2,753,319	2,568,242	185,077	7.21%	1.54%	5.67%
ELECTORAL AREA E	2,361,326	2,126,323	234,998	11.05%	3.20%	7.85%
ELECTORAL AREA F	1,430,116	1,370,338	59,778	4.36%	0.80%	3.56%
ELECTORAL AREA G	972,052	950,467	21,585	2.22%	1.23%	0.99%
ELECTORAL AREA H	1,729,155	1,648,124	81,031	4.92%	1.22%	3.70%
ELECTORAL AREA I (including Apex Fire Dept. new)	1,938,871	1,433,584	505,287	35.25%	0.86%	34.39%
ELECTORAL AREA I (Excluding New Apex Fire Dept. Servicei)	1,575,025	1,433,584	141,441	9.87%	0.86%	9.01%
	15,688,383	14,312,695	1,375,688	9.61%		
TOTAL TAX REQUISITION FOR ALL BUDGETS	\$ 22,162,567	\$ 20,468,966	\$ 1,693,601	8.27%		

ELECTORAL AREA I (Excluding Apex Mtn Fire Protection)	1,575,015	1,433,584	141,431	9.87%	0.86%	9.01%
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Example: Electoral Area “A” Tax Requisition

<u>Page</u>	<u>Dept #</u>		<u>2021</u>	<u>2020</u>	<u>NET</u> <u>CHANGE</u>	<u>%</u> <u>CHANGE</u>
ELECTORAL AREA A (OSOYOOS RURAL)						
Participating Directors determine budget by weighted vote						
87	0400	911 EMERGENCY CALL SYSTEM - Improvements Only	\$ 26,997	\$ 26,822	\$ 175	
106	9200	ANIMAL CONTROL	14,757	14,398	359	
107	2500	BUILDING INSPECTION	22,085	16,879	5,206	
109	5500	DESTRUCTION OF PESTS	635	635	(0)	
118	0300	ELECTORAL AREA ADMINISTRATION	216,170	189,875	26,295	
119	5000	ELECTORAL AREA PLANNING	101,325	93,038	8,287	
88	0410	EMERGENCY PLANNING	7,120	7,094	26	
89	5010	ENVIRONMENTAL CONSERVATION	12,444	12,357	87	
92	0100	GENERAL GOVERNMENT	40,504	40,569	(65)	
22	7890	HERITAGE (Subregional)	401	310	91	
95	4250	ILLEGAL DUMPING	957	963	(6)	
96	0200	INVASIVE SPECIES (formerly Noxious Weeds)	1,749	1,734	15	
129	5700	MOSQUITO CONTROL - Improvements Only	10,334	11,271	(937)	
99	5550	NUISANCE CONTROL	738	779	(41)	
117	9390	REGIONAL ECONOMIC DEVELOPMENT (Okanagan Film Comm)	1,033	1,207	(174)	
101	5020	REGIONAL GROWTH STRATEGY (Subregional)	2,063	2,574	(511)	
102	7720	REGIONAL TRAILS	8,651	7,541	1,110	
103	8200	REGIONAL TRANSIT	6,189	6,649	(460)	
104	4300	SOLID WASTE MANAGEMENT PLAN	5,175	5,156	19	
146	4200	SUBDIVISION SERVICING	16,245	11,794	4,451	
148	8600	TRANSIT - SOUTH OKANAGAN	9,361	14,157	(4,796)	
Subtotal			504,933	465,802	39,131	8.40%

Electoral Area “A” Tax Requisition - continued

		<u>Regional Director & Town of Osoyoos determine budget</u>				
44	7050	ARENA	142,492	146,049	(3,557)	
26	7865	MUSEUM - Land & Building Acquisition (Parcel Tax for Debt Servicing)	19,665	19,703	(38)	
		Subtotal	162,156	165,752	(3,596)	-2.17%
		<u>Regional Director determines budget</u>				
17	8800	CEMETERY	1,030	1,028	2	
13	7870	COMMUNITY PARKS	53,315	50,101	3,214	
114	9300	ECONOMIC DEVELOPMENT	13,704	11,205	2,499	
120	7990	GRANT IN AID	2,598	393	2,205	
25	7860	MUSEUM SERVICE	15,050	17,038	(1,988)	
35	7510	RECREATION SERVICES	79,504	76,051	3,453	
82	3200	REFUSE DISPOSAL	20,113	15	20,098	
136	0310	RURAL PROJECTS	16,203	12,067	4,136	
10	0415	VICTIM SERVICES	5,150	138	5,012	
		Subtotal	206,667	168,036	38,631	22.99%
		<u>Requisitions from Other Multi-Regional Boards</u>				
135	9900	OKANAGAN REGIONAL LIBRARY	106,281	108,926	(2,645)	
100	6500	OKANAGAN BASIN WATER BOARD - Defined Area N714	22,735	21,942	793	
105	6000	STERILE INSECT RELEASE PROGRAM - Land Only	8,860	9,460	(600)	
105	6000	STERILE INSECT RELEASE PROGRAM - Parcel Tax	35,483	32,769	2,714	
		Subtotal	173,359	173,097	262	0.15%
		TOTAL	\$ 1,047,115	\$ 972,687	\$ 74,428	7.65%
		Average Res Tax Rate/\$1000	\$ 1.45336	\$ 1.36643	\$ 0.08693	
		Average Taxes per Res Property	\$ 682.85	\$ 635.94	\$ 46.91	

Five-year Capital and Reserve Tracker

Tracking	Budget Page	Project Name	Charge Code	Funding	Net on hand after 2021 Funding of project	CARRY FORWARD /New	2021 Admin. Charge Incl in budget	2021 Recommended	2022 Recommended	2023 Recommended	2024 Recommended	2025 Recommended
Department Description: Reserve Codes												
1												
2												
3												
4												
5												
				Sub total				\$ -	\$ -	\$ -	\$ -	\$ -

Example

Funding of Capital Projects

Capital projects can be funded in four ways:

1. Reserves (plan for the future and save)
2. Grants (typically requires “shovel ready” projects)
3. Borrowing (if debt term is over 5 years must have public assent)
4. Taxes (not recommended) – each service has a tax limit and using taxes to fund capital results in highs and lows in annual costs to the tax payer

RDOS Finance Department Budget 101

Questions?

Parks and Recreation Program

Justin Shuttleworth and Augusto Romero

Programs and Services



- Volunteer program
- 370 + volunteers
- 6 P&R Commissions
- Regional Child care Committee
- Arts and Culture
- Facility bookings
- Fees and Charges
- COVID-19 safety planning
- Annual capital project management
- Website management
- Software management
- Marketing and communication
- Community engagement
- 10 + partnerships
- 10 + agreements
- Special events/ major events
- Master planning work
- Grant proposals
- Mobile vending program
- Emerging issues

Facilities and Amenities

Regional
Recreation

Similkameen
Centre
Recreation

Parks, Trails
and Facilities

- 30 parks
- 261km Regional trails
- 38 Public buildings
- 1 cemetery
- PAT trailer
- 7 maintained beaches
- 32 public lake accesses
- 9 playgrounds
- Watercraft storage
- Outdoor ice rink
- Outdoor pool
- Climbing wall
- Fitness centre
- Bowling centre
- 14 Sport fields and courts
- 12 public washrooms
- 86 picnic tables
- 57 trash receptacles

Parks and Recreation Program

Questions?

Projects Flow-chart

Mark Woods

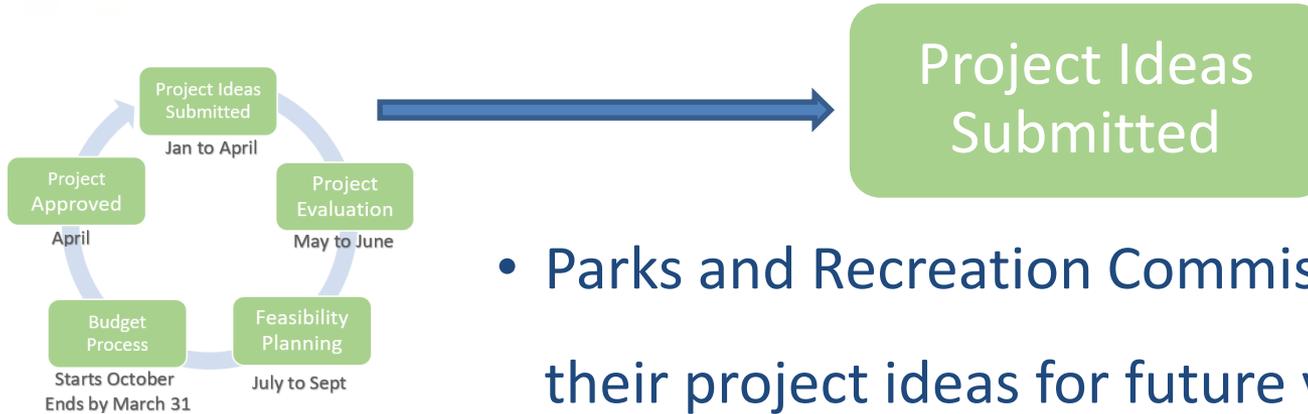
Project Planning Considerations:

- RDOS Board's mission, vision and values
- The Board's long-term strategic plans
- The annual corporate and departmental business plans
- Local community plans
- Guidance provided from citizen engagement and surveys

Projects Flow-Chart



Projects Flow-Chart Continued



- Parks and Recreation Commissions deliberate on their project ideas for future years
- Ideas are submitted to RDOS by the end of April

Projects Flow-Chart Continued



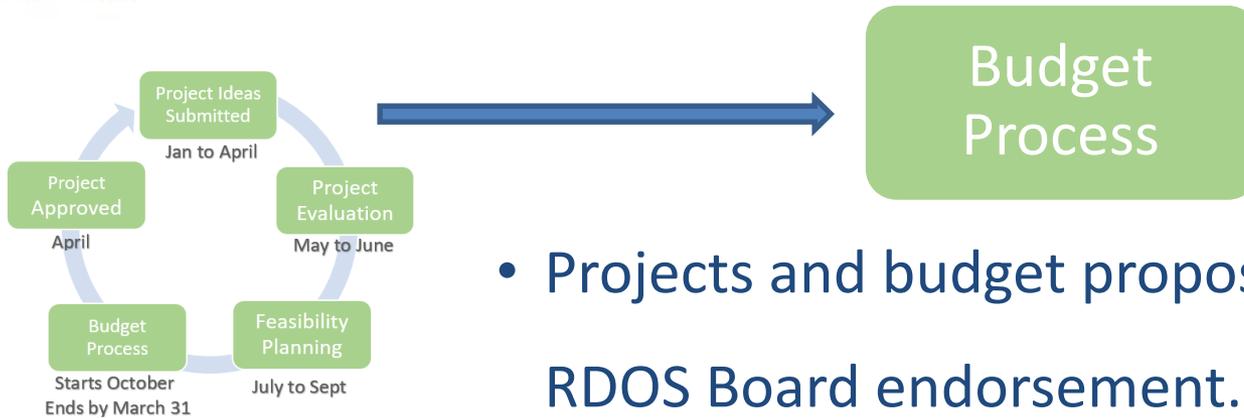
- RDOS Staff provide pre-feasibility review of submitted project ideas for further consideration
- High-level cost estimate and impact analysis
- Projects reviewed by Area Director

Projects Flow-Chart Continued



- Staff provide a detailed project review including scope, risks, effect on operations, upfront and long-term probable costs
- Director decision to move project to annual budget process

Projects Flow-Chart Continued



- Projects and budget proposals are submitted for RDOS Board endorsement.
- RDOS administration may add Commission endorsed projects to the 5-year financial plan (Budget)
- Draft budget presented to the Board by RDOS Administration

Projects Flow-Chart Continued



- Once the RDOS Board has approved its 5-year financial plan, projects may commence
- All approved Commission projects are built into annual plan administered by the Community Services Department
- Projects are assigned to Project Coordinators

Projects Flow-Chart

Questions?

Annual Timeline for Commissions

Justin Shuttleworth and Augusto Romero

Annual Timeline

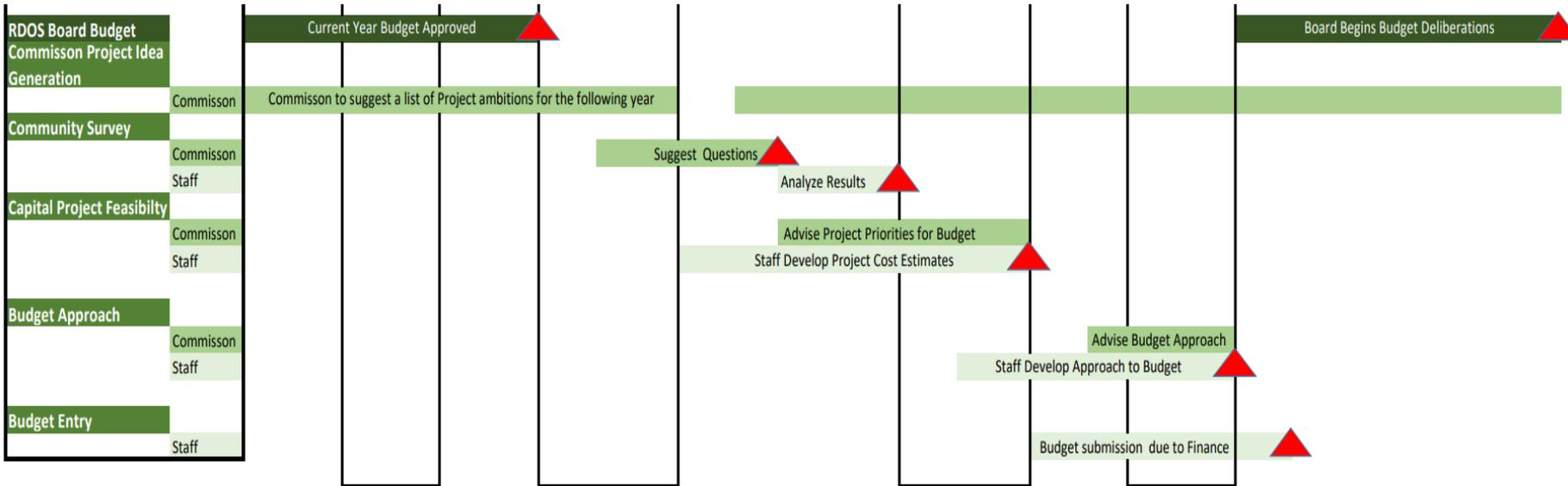
	Jan	Feb	March	April	May	June	July	August	September	October	November	December
Planned Staff @ Commission Meeting		Topic: Symposium/ Q4		Topic: Current year projects/ future year projects/ Q1			Topic: Pre-feasibility of future year projects / High-level survey updates/ Q2		Topic: Budget packages/ Fees and Charges/ Survey results/ Q3			
Regional Commission Symposium		All Commission Members										
Quarterly Reports		Q4		Q1			Q2		Q3			
Annual General												
Recruitment										Advertisement		Board Appointment (Staff report)
Volunteer Recognition	Volunteer Spotlight				Volunteer Spotlight				Volunteer Spotlight			Rec/Parks Volunteer Appreciation/ Spotlight
RDOS Board Budget	Current Year Budget Approved									Board Begins Budget Deliberations		
Commission Project Idea Generation	Commission to suggest a list of Project ambitions for the following year											
Community Survey					Suggest Questions	Analyze Results						
Capital Project Feasibility						Advise Project Priorities for Budget	Staff Develop Project Cost Estimates					
Budget Approach								Advise Budget Approach	Staff Develop Approach to Budget			
Budget Entry										Budget submission due to Finance		

Annual Timeline

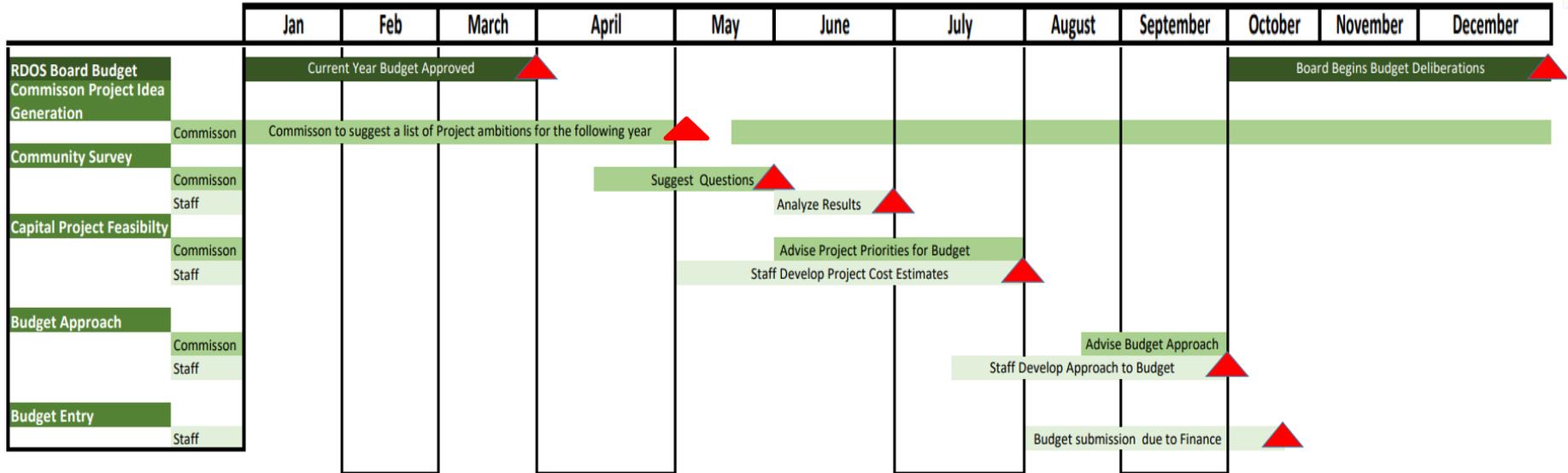
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Annual General												
Recruitment										Advertisement		Board Appointment (Staff report)
Volunteer Recognition	Volunteer Spotlight				Volunteer Spotlight				Volunteer Spotlight			Rec/Parks Volunteer Appreciation/ Spotlight

Annual Timeline

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Regional Commision Svmposium		All Commission Members										
Quarterterly Reports		Q4		Q1			Q2		Q3			



Annual Timeline – Approach to Budget

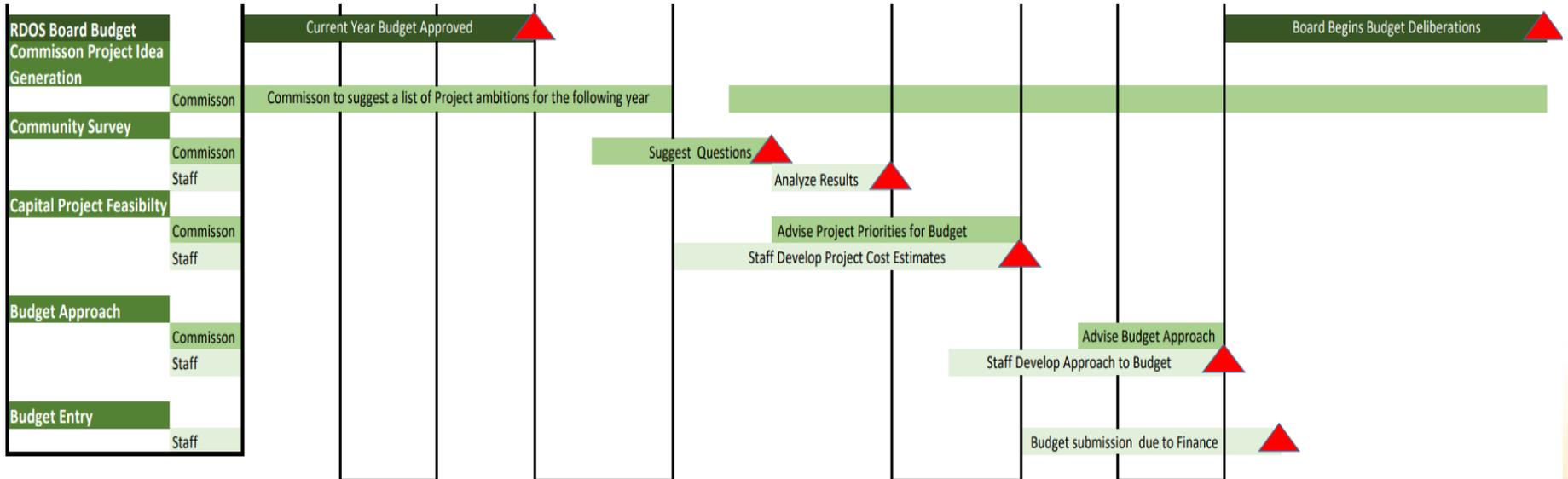


Key Areas:

- Budget: gets approved (by April)
- Projects/ideas: Commissions can discuss throughout the year. With staff at April Commission meeting.
- Community Survey: Questions from Commission
- Project/idea: Commission advise on community priorities
- Budget: Advise on Budget

Annual Timeline

	Jan	Feb	March	April	May	June	July	August	September	October	November	December
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Regional Commision Svmposium		All Commission Members										
Quarterterly Reports		Q4		Q1			Q2		Q3			



Annual Timeline – Staff Attendance

	Jan	Feb	March	April	May	June	July	August	September
Planned Staff @ Commission Meeting		Topic: Symposium/ Q4		Topic: Current year projects/ future year projects/ Q1			Topic: Pre-feasibility of future year projects / High-level survey updates/ Q2		Topic: Budget packages/ Fees and Charges/ Survey results/ Q3
Regional Commission Symposium		All Commission Members							
Quarterly Reports		Q4		Q1			Q2		Q3

- 1 (Feb)**
- Symposium
 - Q4 reports

- 2 (April)**
- Current Year Projects/ideas
 - Future year projects/ideas
 - Q1 reports

- 3 (July)**
- Pre-Feasibility
 - High-level Survey
 - Q2 reports

- 4 (Sept)**
- Budget packages
 - Fees and charges
 - Survey Results
 - Q3 reports

Additional meetings if required or if within capacity

Annual Timeline

Annual Commission Timeline

Questions?

RDOS Website

- Symposium Info:
 - Recording of the presentations
 - PowerPoint
 - from *Projects and Ideas* flow chart
 - *Annual Timeline*
 - Post-Symposium Survey



RDOS Website

The screenshot shows the RDOS website navigation menu with the following items: Agenda & Minutes, Regional Bylaws, Employment/Volunteer Opportunities, Notifications, I Want To..., Programs & Services, Property & Development, **Parks & Recreation**, Permits & Licences, and Local Government. The 'Parks & Recreation' menu is expanded, showing 'Parks & Trails', 'Click, Hike & Bike', 'Trails', and 'PLAY Recreation', with yellow arrows pointing to each item. Below the navigation is a banner for 'Building Climate Resilience in the Okanagan: A Homeowner's Resource Guide' with a 'Learn more' link. A utility navigation bar includes 'Emergencies, Fires & Floods', 'Make a Payment', 'Maps & GIS', 'Building Permits', and 'Garbage & Recycling'. Below this are three sections: 'Hot Topics', 'Upcoming Events', and 'Take Action', each with a list of recent news items and dates.

Community Services

- What We Do
- Cemetery
- Emergency/Protective Services ▾
- Kenny McLean Tribute
- Parks & Recreation Commissions ▲
- Parks and Recreation Commission Reference Documents
- Electoral Area B Kobau Parks & Recreation Commission
- Electoral Area E Naramata Parks & Recreation Commission
- Electoral Area F Parks & Recreation Commission
- Kaleden Parks & Recreation Commission
- OK Falls Parks & Recreation Commission
- Oliver Parks & Recreation Society
- Similkameen Recreation Commission ▾

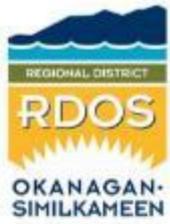
Parks and Recreation Commission Reference Documents

Commission Orientation Information & Reference Documents

- > [Parks and Recreation Commission Terms of Reference: Bylaw No. 2732, 2016](#)
- > [Code of Ethics](#)
- > [Commission Member Handbook](#)
- > [Committee and Commission Meetings Information](#)
- > [Freedom of Information and Protection of Privacy Act](#)
- > [Harassment, Bullying & Discrimination Policy](#)
- > [Parliamentary Procedure for Meetings](#)
- > [Process for Commission Meetings Agendas & Minutes](#)
- > [Sample Commission Letter](#)

Forms

- > [Member Statement to be returned](#)
- > [RDOS Information Form to be returned](#)



End of Symposium

