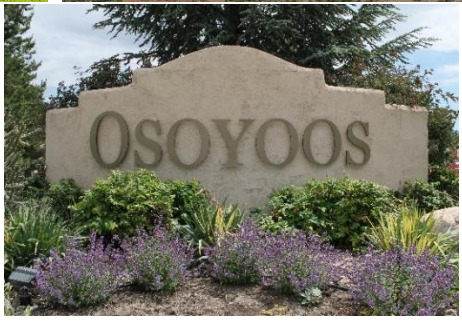
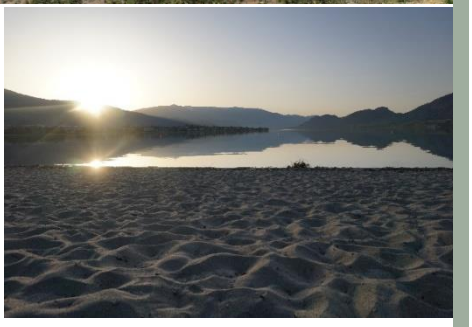










2019 ANNUAL REPORT

FISCAL YEAR ENDING DECEMBER 31, 2019

Osoyoos

Canada's warmest welcome ®*



MISSION STATEMENT

To provide quality community services and facilities, which meet the needs of the current and future residents of Osoyoos, in a socially, economically and environmentally sustainable manner.

TABLE OF CONTENTS

Mayor's Message 4

Chief Administrative Officer 5

Corporate Services 6
Financial Services 10
Fire Department 11
Operational Services 14
Planning & Development Services 16
Community Services 20

Organizational Structure 24

Management Report 25

Consolidated Financial Statements as of December 31, 2019 28

2019 - 2022 Business Plan Strategic Direction 61

Resident Feedback Form 118



MAYOR'S MESSAGE

On behalf of Osoyoos Town Council and Staff, I am pleased to present the 2019 Annual Report. This report provides the community with an update on projects identified in our 4-year Business Plan.



- We are pleased to see the continuation of the Resort Municipality Initiative (RMI) Funding.
- Council has been proactive by meeting with Provincial Ministers at Union BC Municipalities (UBCM), Federation of Canadian Municipalities (FCM), and Southern Interior Local Government Association (SILGA) on issues concerning roads, water and sewer infrastructure, education, health, tourism and policing.
- Council continues to serve on the Destination Osoyoos (DO) Board, the Okanagan Regional Library (ORL) Board, Regional District of Okanagan Similkameen (RDOS), Okanagan Basin Water Board (OBWB), International Lake Osoyoos Board of Control (ILOBC), Municipal Insurance Association (MIA), Southern Interior Development Initiative Trust SIDIT and attend all Board and Education meeting at School District (SD) 53.

Mission Statement

To provide quality community services and facilities, which meet the needs of the current and future residents of Osoyoos, in a socially, economically and environmentally sustainable manner.

In keeping with this statement, we strive to ensure that we provide a safe environment, efficiently managed services and an attractive town for both our citizens and our many visitors.

I would like to acknowledge and thank the Volunteers who contribute countless hours to our community. The many Festivals, Conferences, Farmers' Markets, Car Shows, Live Music are annual events that can only happen with the support of our dedicated volunteers. Our community groups, coaches, and mentors provide our residents and visitors with numerous Arts, Sports and Leisure activities all year.

As Mayor of the Town of Osoyoos, it is my great privilege to be associated with the Council and staff who are working so diligently to provide the best quality services to our residents, in a fiscally responsible manner.

Osoyoos shall continue to be a transparent, inclusive and progressive community offering "***Canada's warmest welcome***.

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER -



I am pleased to provide this introduction to the Town of Osoyoos' 2019 Annual Report. The requirement to prepare and present an Annual Report comes from the Community Charter. In this report you will find an overview of municipal services, operations and progress reports, milestones, audited Financial Statements for the year ended December 31, 2019 and a 2019-2022 business plan that sets out strategic directions and progress towards goals and objectives.

This Annual Report is one method of reporting our activities and efforts and being accountable to the public. This Annual Report pulls together a broad range of information regarding Town operations, structure, goods and services, finances and strategic goals and it is hoped that this report will promote greater understanding of the Town's goals and activities.

2019 was a busy year for the Town of Osoyoos and a number of projects were completed, infrastructure and equipment were acquired and plans commenced and completed. Of note in 2019, the following items were addressed:

- West Bench washroom building installed;
- Official Community Plan update process commenced;
- Osoyoos Childcare Society in partnership with the Town obtains UBCM Childcare Space Creation Program grant of $892,500;
- Fire Department Master Plan received;
- Bylaw Enforcement services brought in-house (formerly under contract);
- 2019-2021 Resort Development Strategy developed and approved;
- Fulltime Fire Chief hired;
- New beach cleaner and street sweeper ordered;
- Work continued on the main waste water pump station; and
- Bi-election held for 1 Water Councillor position.

Through the Annual Report and the strategic business plan, Town Council is setting the stage for municipal services and operations, community growth and development and community sustainability now and for years to come. Osoyoos' future is bright and with solid leadership and strategic objectives in mind we can achieve the Town's vision as described in the Official Community Plan.

In closing, I would like to express my sincere appreciation to our Town Council for their leadership and our loyal and dedicated staff and employees and community volunteers. Their efforts make Osoyoos a great community and a good place to live, work and play.

CORPORATE SERVICES

The Corporate Services Department encompasses legislated responsibilities for the Corporate Officer under the Community Charter, main reception duties, Bylaw Enforcement, land issues, Human Resources, Emergency Management, Victim Services, Transit, insurance, contract administration, leases and records management.

LAND ISSUES

- A License to Use the Airport lands was granted to both Wine Country Racing Association and Penticton Model Airplane Club each for a one-year term.

NEW BYLAWS

New bylaws for 2019 included:

- Osoyoos Rural Water District Service Authorization Bylaw No. 1353, 2019
- Water Rates and Regulations Bylaw No. 1355, 2019
- Sewer Connection and Regulation Bylaw No. 1356, 2019
- Osoyoos Water District Rates and Regulations Bylaw No. 1357, 2019
- Sewer Fees Bylaw No. 1358, 2019
- Town of Osoyoos Indemnification Bylaw No. 1359, 2019

POLICIES

A new policy manual was prepared for all staff. This was created in a compact size to make it easier for public works and arena staff to store in their workspaces. All staff are now required to sign off on all policies.

New policies for 2019:

- Half-masting of flags
- Temporary Staff Placement Policy
- First Aid Training Policy
- Medical Leave Policy
- Relief Staff Call In
- Leave of Absence
- Street Food Vendor Selection and Approval

TRANSIT



Photo Courtesy of the Osoyoos Times

The Regional District of Okanagan Similkameen took over the operating agreement with BC Transit for the South Okanagan Transit System in 2017. The Director of Corporate Services remains on the Regional Transit Committee. This committee reviews the changes identified in the Transit Future Plan and works toward implementation in consultation with other Okanagan Transit providers.

HUMAN RESOURCES

2019 was one of the busiest years for job postings in recent memory. This was due to several long-term employees retiring, people moving on in their careers to other municipalities or jobs, filling positions internally leaving another vacancy, or filling newly created positions.

The following positions were posted and filled:

- Student positions for Public Works and Community Services.
- Labourers–seasonal building caretakers
- Bylaw Enforcement Supervisor
- Part Time Bylaw Enforcement Officer
- Seasonal Bylaw Enforcement Officer
- Seasonal Park Ambassador
- Community Services Assistant
- Corporate Services Administrative Support
- Development Services Secretary
- Senior Accounting Clerk
- Director of Operational Services
- Operational Services Manager

- Senior Planner
- Chief Administrative Officer
- Fire Chief
- Journeyman Mechanic
- Lead Hand Water/Wastewater
- Parks Maintenance Specialist
- Relief Clerks

CONTRACTS MONITORED

- Victim Services
- Bylaw Enforcement (January – April only)

EMERGENCY MANAGEMENT

The Director of Corporate Services was appointed the Emergency Program Coordinator (EPC).

Although the Town experienced significant flooding from Osoyoos Lake in April 2018, there was no flooding in 2019. The EPC monitored both river and lake levels but no action was required.

Osoyoos was spared from significant wildfires in 2019.

The Town applied for and was successful in receiving a Community Emergency Program Fund grant through the Union of BC Municipalities for completion of an Evacuation Route Plan for the Town of Osoyoos.

Emergency Support Services (ESS) was not deployed in 2019. A new Regional ESS group was formed through the RDOS in 2019 in which ESS representatives throughout the RDOS area meet regularly and join forces if needed in large scale evacuations. The ESS Director for Osoyoos is Eileen Varga, her Deputy is Judy Dallas.

RECORDS MANAGEMENT

- The e.Filing system continued to be improved.
- All Departments worked toward moving all electronic documents into the central network drive.
- A new large-scale scanner was purchased in 2019 to allow Planning staff to be able to scan

ELECTIONS



Town of Osoyoos Council

In 2019 a Water Councillor was declared disqualified from holding office due to his non-attendance at Council meetings. A bi-election was set and held November 2nd with two advance voting days being held October 23rd and 30th. A second advance voting opportunity was required due to the Town's population being over 5,000. There was a very poor turnout to all three voting opportunities. Mr. Robert Appleby was voted in as Water Councillor to fill the role until the next General Local Election in 2022.

The election for Water Councillor had a voter turnout of approximately 8.54% (94 voters out of an estimated 1,100 eligible electors voted). Only those who are property owners or residents in RDOS Area A and users of Water District Systems 8 or 9 were eligible to vote. Since 2002, there has not been an election for Water Councillor as those nominated were voted in by acclamation. In 2008, Council had to appoint one position due to lack of sufficient candidates at the end of an extension of the nomination period.

Total cost for the bi-election was $7,312.12.

INSURANCE

The Municipal Insurance Association of BC (MIABC) continues to provide the liability insurance for the Town. The sat on the MIABC Claims Advisory Committee which meets once per year.

- 4 new liability insurance cases were received in 2019 and two of those have since been closed. There are 4 active claims being handled through MIABC.

A Risk Management Grant in the amount of $2,500 was received from the Municipal Insurance Association of BC. This funding was used to purchase an AED machine for Desert Park. This location is used by pickleball players, squash players, desert dog agility and archery persons.

OTHER ISSUES

- The public was able to stream Council meetings live or on demand from their desktop, laptop, tablet, or smart phone through the Granicus platform on the Town's website. We are unable to provide comparisons of views from previous years as the Town has moved to a different platform and unfortunately the history of views was deleted by Granicus.
- The new system being provided by the Town for streaming council meetings is through iCompass Technologies. The Town already contracts through iCompass for website, meeting manager, and other applications. The system is now provided through a YouTube platform and meetings can be viewed live or on demand. The new system will save the Town $3,000 - $5,000 per year over the previous costs of webcasting council meetings.
- 7 Freedom of Information requests were dealt with.
- The 2018 Annual report was completed.
- General upkeep to the Town website continued throughout the year.

PROFESSIONAL DEVELOPMENT

- The Director of Corporate Services attended the Local Government Management Association of BC Conference in Vancouver.
- The Director of Corporate Services is a member of the Municipal Insurance Association Claims Advisory Committee.
- The Director of Corporate Services and Deputy Corporate Officer attended a labour law seminar in Kamloops hosted by the City of Kamloops.
- The Deputy Corporate Officer attended the Clerks & Corporate Officers Forum in Prince George.
- The Deputy Corporate Officer attended an FOI Enhancement Seminar online.

COMPLAINTS/CUSTOMER CONCERNS

- 259 complaints were registered at town office in 2019 this is down from 263 complaint in 2018.

Broken down by month looks as follows:

	2017	2018	2019
January	15	17	10
February	5	5	7
March	23	10	10
April	11	17	25
May	19	41	27
June	12	51	40
July	35	40	54
August	31	24	39
September	10	8	19
October	16	16	15
November	6	22	7
December	0	12	6

The total complaints received consisted of:

	2017	2018	2019
Animal	32	45	24
Construction	3	0	3
General Requests	39	44	72
Noise Complaints	13	12	10
Parks	3	3	3
Roads/Sidewalks	29	25	20
Traffic Violations	19	20	26
Unsightly Premise	42	91	91
Water Conservation	1	1	1
Water/Sewer Utility	1	12	2
Weed Control on Town Property	1	2	5
Zoning Concern	0	8	2

General complaints include issues such as transient complaints, abandoned vehicles and boats, tree maintenance, litter, unsafe fencing, etc.

INTERESTING INFORMATION

Council Committee of the Whole meetings totaled 14.31 hours with 60 resolutions; Regular Open meetings totalled 20.15 hours with 360 resolutions passed; Special Open Meetings totalled 1.55 hours with 17 resolutions; and Public hearings totalled 4.36 hours with 4 resolutions passed.



2019 Music in the Park

BYLAW ENFORCEMENT

Seasonal workers continued to be an issue in 2019. The town continues to work with the RCMP and focusing Bylaw Enforcement on parks and beaches to minimize issues. One (1) park expulsion letter was handed out during 2020 which is the same as 2018.

The following park infractions were dealt with by the Bylaw Officers during the Year:

Infraction	2017	2018	2019
Alcohol	1306	1123	476
Dog	1196	1023	420
Smoking	761	689	350
Nuisance	80	68	49
Boat in Swimming area	29	11	2
Traffic	167	126	32
Tightrope	7	6	6
Inappropriate clothing	17	9	0
Drive/Park on grass	70	42	5
Skateboard	97	86	50
Camp in Park	15	11	15

In addition, approximately 139 Warning tickets were issued as opposed to 151 in 2018.

166 Municipal Tickets were issued for the following infractions:

Boat Trailer Parking –130

Parking - 32

Fire Alarm - 1

Dog – 3

Bylaw Officers completed unsightly property inspections on 91 different properties. Some of these properties required several inspections, taking up a considerable amount of enforcement time.

There were 24 dogs and 2 cats impounded in 2018. This is compared to 16 Dogs and 18 Cats that were impounded in 2017.

FINANCIAL SERVICES

The Finance Department's responsibilities and authority come from legislation mandated by the Community Charter, Provincial and Federal Statues and Municipal Bylaws.

THE DEPARTMENT'S MAIN GOALS ARE

- To provide excellent financial services to the citizens of Osoyoos, Town Council, staff, visitors and external agencies.
- To provide sound and timely financial advice to Council and the administration to assist in making the best decisions on behalf of the citizens of Osoyoos.
- To safeguard the assets of the Town of Osoyoos.

FUNCTIONS OF THE FINANCE DEPARTMENT

- Preparation and monitoring of the Five-Year Financial Plan and the Annual Financial Statements.
- Preparing and interpreting interim financial statements.
- Levying and collecting municipal taxes and utility fees.
- Processing accounts payable, receivables and payroll.
- Maintaining & updating cemetery records.
- Developing and maintaining financial systems.
- Borrowing and investing surplus and reserve funds.

  Total revenues generated in 2019 from the sale of land &/or services, taxation, grants, fees and other sources totaled $13,369,489, less expenses of $11,548,043, for a net revenue of $1,821,446

- Net Financial Assets $8,757,834 increased by $428,773 in 2019.
- 2019 saw a 2.93% increase to municipal taxes, a $10.29 increase to residential water user fees, a $5.02 increase to residential sewer user fees.
- The town of Osoyoos received a number of grants in 2019 and include:
  - RMI $515,720
  - Community Works Fund $538,373
  - Community Child Care Space Funding $5,596
  - Federation of Canadian Municipalities $40,000
  - Small Comm. Grant $500,278
  - Federal Grants in Lieu $14,336
  - Canada Summer Jobs $13,583
  - Provincial Street Lights $2,270
  - OBWB Sewer $11,278
  - Rural Twinning Grant $74,557

All statutory requirements were met in 2019.

A copy of the 2019 Audited Financial Statements is located under the Financial Statements section of this report.

FIRE DEPARTMENT



In January 2019, the Town of Osoyoos Fire Master Plan was finalized and provided to administration and council. The report identified areas of non compliance and necessary improvements at Osoyoos Fire Department (OFD). The main conclusion of the report was the need to identify and hire a full time Fire Chief.

In spring 2019, a hiring panel was established and at the end of that process, a Fire Chief was hired with a starting date of July 2019. The Fire Chief got to work prioritizing the needs of the community and ensuring the Fire Departments response model was aligned with those risks and in compliance with Office of the Fire Commissioner 2015 Play Book minimum standards, Work Safe BC, NFPA standards/best practice.

From July of 2019 to December of 2019:

- Assessment of Paid on Call (POC) member response and availability status - balanced with individual members certificated/training level conducted.
- Training tracker implemented that provides accurate training attendance throughout a calendar year in line with Fire Underwriters Survey (FUS) criteria for fire departments.
- CVSE compliant truck checks implemented, with all associated written records (log books) being accounted for and provided to the Town mechanic.
- E191, E192 and E193 were identified as requiring tire replacements, to ensure safety of members and public in line with NFPA, CVSE & manufactures specifications and/or guidelines.
- Assessment of the OFD officer group was conducted with all officer's present. This resulted in the officer stipend being redirected to the officer that could best support the Fire Chief and membership in taking on the immediate priorities. POC Deputy Chief Ryan McCaskill was identified for this roll. The stipend was redistributed at an hourly officer rate for hours worked on a biweekly time sheet format.
- Healthy and Safety program established at OFD. Safety boards installed at Fire Halls 1&2 in line with WSBC standards. Site inspections and Safety Committee meetings implemented.
- BC Wildfire Service requested the use of OFD fire Hall #1 for their command post - for a wildfire West of Osoyoos. This had been done in a previous year and the Fire Chief wanted to support our partners at BC Wildfire. Whilst the Command Post was operated successfully and BC Wildfire communicated their gratitude, it did significantly impact the OFD operations, had a negative effect on areas of the fire hall deemed as clean and no contaminates, with the highlighted potential to impede OFDs response - should the Town have an incident of significance. It was mutually agreed at breakdown of the command post - that this site would not be offered again as a command post for BC Wildfire Service



Fire Chief Dave McMahon
Photo Courtesy of the Osoyoos Times

- Hose test machine purchased and all OFD Fire Hose tested/marked and logged in line with NFPA 1962 standard and WSBC standards. Fire hose that failed/pre dated 1986 removed from service.
- All Structural PPE inspected/logged/repaired and removed from service where necessary - in line with NFPA and WSBC standards.
- In August 2019, an external contractor was sought, to identify the barriers challenging current OFD members ability to respond to

emergencies and look into potential barriers for community members joining OFD as POC firefighters. Desirable Futures was identified as being a good fit for OFD and Dan Seguin conducted a thorough assessment and environmental community scan. Dan had two face to face sessions with OFD members, conducted both internal and external public surveys, to gather data and provided the end report to the Fire Chief November 25th, 2019. This was an extremely useful project and has allowed OFD to better understand the barriers and look to new ways of attracting POC fire fighters. Most importantly understanding the factors internally that would improve the sustainability of the POC model.

- After exploring a number of education and training provider options – OFD partnered with VIERA in September 2019 and enrolled all non-qualified members in VIERAs NFPA 1001 firefighter 1&2 Pro-Board program. This program follows the OFC playbook model, working through exterior/interior/full-service criteria and best suits the needs of this fire department and our community.
- October 2019 saw six OFD members and two Anarchist Mountain FD members, take and successfully pass NFPA 1021 Emergency Scene Management 1 – provided by an external trainer. This was the first time ever that OFD hosted this level of training and reached out to neighbouring Fire Departments to also benefit from the essential course. This week long course elevates the Officer supervision level of our department and ensures safe operations of the incident ground is aligned with our industry best practices.



Bev Grant (Past President of Skaha Kennel Club) and Fire Chief Dave McMahon
Photo Courtesy of the Osoyoos Times

- Two OFD members attended Rescue Trauma & Casualty Care (RTACC) in Nelson BC. This training is cutting edge - critical medical intervention(s) that elevates OFDs road rescue capability.



Mia Keller appointed as Jr Fire Chief by OFD Chief Dave McMahon
Photo Courtesy of the Osoyoos Times

- October 2019 – All OFD members were put through the NFPA 1407 standard for Rapid Intervention Team (RIT). Provincial Fire safety were identified as the training provider and a number of other fire departments joined to receive this training. Peachland, Anarchist, Keremeos and Christina Lake fire departments all sent members, once again benefiting those communities and offsetting the cost of these courses for OFD.
- Fire Prevention week – OFD hosted an open day at Fire Hall 1 where a number of demonstrations and education initiatives were provided to the public. The open house was a great success seeing over 130+ members of our community attend.
- Fire Chief presented five-year fiscal plan to Osoyoos Rural Fire Protection District trustees. The plan reprioritized the Fire department Capital projects in line with the risks within OFDs response areas, compliance with governing bodies and building a sustainable Fire Department that meets the needs of the community now and in the future.
- In the past, OFD has not provided uniform for its members. All members were sized and by year end received two T-shirts, one station shirt and one pair of cargo pants. The pride and inclusivity of moving into a uniformed department was welcomed by all members. During public engagements we have received very positive comments - fire department branding is extremely important

and ensures we are identified when on Fire Department business.

- The Fire Chief encouraged the membership to establish a registered charitable society. OFD has been very successful in the past at raising monies for good causes, this was a necessary and important step in framing that. The process was completed by year end and OFD firefighters are now a registered charitable society status.
- November 2019 – OFD had its first ever awards recognition evening. This was hosted at Fire Hall 1 and both the Mayor and CAO attended. The evening consisted of a sit-down meal and awards/medals for many OFD members, some who were provided with service milestones, as well as certificates for training achievement. The evening was a great success.
- Brian Starkell former Nipawin Fire Chief came to OFD and gave a presentation on the Humboldt disaster. Anarchist, Oliver, Keremeos, Naramata, Christina Lake FDs all sent members that attended this informative presentation.



OFD rescuing a dog who fell through the ice
Photo Courtesy of Todd Kunz

- All OFD members were issued PPE - station boots that meet the NFPA standard for wildland and medical response.
- All OFD members were issued PPE - structure boots that meet NFPA standard for structural firefighting.
- All OFD members were issued PPE - structural gloves and flash hoods that meet NFPA standards.
- Fire Chief prepared and submitted an application to UBCM - Community Resiliency Investment program with Council resolution.
- Fire Chief prepared and submitted an application to UBCM - Community Emergency Preparedness program with Council resolution.
- Fire Commissioner of BC contacted all Fire Chiefs throughout the Province, asking for an update on Playbook training progress within each Fire Department and to resubmit their declared service level. Fire Chief advised Council that Osoyoos Fire Department should change their original declaration of “Interior” service level to ‘Exterior” service level working towards the “Interior” service level. Council adopted the advised service level with a resolution, which was submitted to the Office of the Fire Commissioner.
- A Rapid Deployment Craft was purchased in December 2019. This piece of safety equipment is primarily for Ice rescue, but works well in mud and open water. Osoyoos has historically had a number of Ice Rescues, where members were at risk, due to long travel on Ice - away from the shoreline. This new equipment provides members with a safe working platform and safe retrieval of injured patients.
- OFD responded to a total of 236 incidents in 2019, this averages out at 4.53 incidents per week

OPERATIONAL SERVICES

The Operational Services Department's main areas of responsibilities are:

- Delivery of safe drinking water;
- Operations of Agriculture Irrigation Systems 8 & 9.
- Ensuring the municipal sewer system meets all legislated standards;
- Maintenance and repairs of all town infrastructure including roads, sidewalks, parks & municipal buildings;
- Operation of the Osoyoos and District Landfill;
- Design and construction of water, sewer and roads;
- Project management of numerous capital projects and equipment purchases.

Below are some the highlighted projects for 2019 as the Department looks to provide the community with the necessary infrastructure for now and future.

ROADS

Intersection improvements at Jasmine at 32nd as well as Main Street (Highway 3) at 70th Avenue; these improvements addressed pedestrian and vehicular safety as well as some aesthetics upgrades and additions.

PARKS

- Upgraded path lighting in Cottonwood Park; upgraded the lighting to new modern standards with LED heads.
- Started the process to make repairs to the concrete block retaining wall surrounding Cottonwood Park; it was damaged by wave and high-water levels from the 2017 and 2018 flood events.
- New washroom facility at the west bench park area; full service single room facility.

LANDFILL

New litter fencing for the active face; a mobile panel system to help reduce the amount of litter being blown from the active face to the rest of the property.

GENERAL

- Replacement of a tire changing machine.
- Purchase and installation of additional self-watering planters throughout the community.
- Purchase of a new self-propelled beach cleaner.



Town Staff and Council planting an Autumn Blaze Maple Tree for the 100th Year Celebration of Local Government Administration (LGMA)

WATER

- Successful in obtaining grant funding to extend the Town of Osoyoos's domestic water system to the south of the community; in the rural area currently being provided water via the agriculture irrigation system.
- Phase one of a multi-phase uni-directional flushing program was initiated; the area of Dividend Ridge will be the first area to be flushed, fall of 2020.

WASTEWATER (SANITARY SEWER)

- Construction started on the Town's new Main Wastewater Pump Station (MMWPS) at the intersection of Kingfisher and 89th. This project will replace the aging and obsolete pump station and will provide the community with an additional 30 to 40 years of service life.
- Improvements to Starlite Wastewater Pump Station; the chamber to extended 1.2 m in height to help protect it from raising lake levels. This was identified due to the recent flood levels and will minimize the amount of sand bagging as well as water intrusion during flood events.
- Pump and Electrical Upgrades to the Golf Course Wastewater Pump Station; new grinder pumps where installed to help minimize the amount of large debris entering the Town's Wastewater Treatment Process.
- Wastewater CCTV inspection; the Operational Services Department hired a contractor to inspect older sections of our wastewater system for to complete a condition report.
- Expansion of our solar generation system at the Town's Wastewater Treatment plant was completed. This will further offset our electrical usage for our blower system

PERSONNEL

- After 27 years of dedicated service Helen Pain retired.
- Created the Parks Maintenance Specialist position to replace an existing Utility Person position.
- Jared Brounstein was hired as the Director of Operational Services in July of 2019.
- Andrew McKillop was hired as the Operational Services Manager in September of 2019.



PLANNING AND DEVELOPMENT SERVICES

Responsibilities of the Department of Planning and Development Services include:

- Customer services and inquiries.
- Land use planning, growth management, urban design, parks and trails planning, environmental protection, affordable housing, and special project management.
- Maintenance of Town Official Community Plan (OCP) and other bylaws for land and water zoning, land use procedures, subdivisions, building construction, signage, soil removal and deposit, DCCs, street naming and addressing, and business licensing.
- Applications for OCP amendments, ALR exclusions, re-zonings, subdivision approvals, building design and riparian development permits, building construction and sign permits, and water and sewer connections, and collecting DCCs, securities and other fees.
- Community and inter-municipal business licensing.
- Bylaw enforcement, building permit processing, plan reviews and inspections, and annual fire safety inspections and follow up.

Following are highlights of Planning and Development's work achievements for 2019.

PLANNING

- **South East Meadowlark Development Area**

  The first application of the Town's affordable housing program was the development of the 3.23-acre Richter property in the South East Meadowlark Area. The development included the opportunity for four near market homes for sale to members of the community. All four of the homes in the Near Market Program have now been sold. Phase 2 and Phase 3 are currently underway.

- **Town Centre Renewal Plan**

  A new Town Centre Renewal Plan was completed in 2018. The plan is a call to action and includes fourteen strategies and the top ten action plan items which were prioritized by community members who participated in the process. These action items included physical improvements such as wayfinding signage and developing conversation corners and increased pedestrian safety. In 2019 a new bump out at Main Street and 70th Avenue was installed, the bumpout includes a seating area and improved crosswalk for pedestrian traffic.

SPECIAL PROJECTS

- **Official Community Plan Review**



Gina McKay and Don McArthur at the Splash Days event

Urban Systems and Urban Matters were selected as the firms to work with the Town on the development of a new Official Community Plan. The project includes the preparation of a Housing Needs Report. In 2019, there were several opportunities for community members to participate in the information gathering portion of the project. These included an on-line survey, stakeholder workshops and two community forums. The project will continue into 2020.

ORGANIZATIONAL

- The Director continued membership in the Waterfront Steering Committee (WSC), and Traffic Safety Committee (TSC).
- The Director continued as Town representative on the Technical Implementation Committee (TAC) for the South Okanagan Regional Growth Strategy (RGS), including their recent focus on a 5-year Strategy Review.

DEVELOPMENT MANAGEMENT

The following applications were processed in 2019:

Subdivision Applications

- **S14-02 Dividend Ridge – Olympic View Drive.**
  After careful review of the proposal, the geotechnical information and a visit to the site, the Director of Planning issued a preliminary layout review (PLR) letter for the approval of an 18 lot Strata subdivision. The process can be completed subject to the applicant providing securities for the required onsite and offsite works. The PLR letter has been reissued with an expiry date of September 2020.

- **S19-01 3810 Lobelia Drive.**
  The Director issued a preliminary layout review letter for approval of a 15-lot subdivision in June of 2019. The Town and the applicant are working out servicing details.

- **S19-02 2412 Lakeshore Drive.**
  Two lot single family residential subdivision. Applied for and completed in 2019.

Zoning Bylaw Applications

- **Z18-04 9110 & 9120 Main Street.**
  Council approved rezoning to accommodate 54-unit Townhome development with a potential 28 rentals suites with access from Vedette Drive. Amending Bylaws adopted July 2, 2019.

- **Z18-07 8304 72nd Avenue.**
  Council gave the first 3 readings to this zoning amendment for a retail cannabis store. Final approval is pending provincial licencing approval.

- **Z18-08 Sawgrass Drive.**
  Proposal for 8 duplex units and 3 single family lots at the top of Dividend Ridge.

- **Z18-09 8322 Main Street.**
  Council gave first reading to this zoning amendment for a retail cannabis store. Adopted by Council September 2019.

- **Z19-02 9129 Main Street.**
  Site specific rezoning to allow for a cannabis retail store. Final approval pending provincial licensing approval.

- **Z19-03 8131 Main Street.**
  Site specific rezoning proposal to allow for a cannabis retail store. Application cancelled by the applicant after 1st and 2nd readings.

- **Z19-04 11201 115th Street.**
  Site specific rezoning to allow for a cannabis production facility. Adopted by Council July 15, 2019.

- **Z19-05 11609 115th Street.**
  Site specific rezoning to allow for a cannabis production facility. Adopted by Council on August 19, 2019.

- **Z19-06 6801, 6805, 6809 Nighthawk Drive.**
  Rezoning from R7 to Single Family R1 to accommodate 3 single family dwellings on steep lots within an existing residential neighbourhood.

- **Z19-07 9111 92nd Avenue.**
  Proposed rezoning from R1 to R7, in conformance with the OCP to allow for 6 level entry townhomes. Application pending, waiting for submission of DP information in order to complete.

- **Z19-08 4205 Oleander Drive**
  Proposed rezoning from existing R7A to R3. Application denied by Council October 7, 2019.

- **Z19-09 15 Park Place (and C1, C2, C3 zones).** Proposed rezoning to allow for a craft brewery to be located at the Watermark Resort. Staff took this opportunity to amend the craft brewery definition and to add this use the C1, C2 and C3 zones.

- **Z19-10 9150 Main Street.** Site specific rezoning to allow for a retail cannabis store. A public hearing was held on December 16, 2019. Application approval pending confirmation from the Province that provincial licensing will be approved.

- **Z19-11 10189 74th Avenue.** Phase 2 Meadowlark. Application received.

- **Z19-12 10105 74th Avenue.** Phase 3 Meadowlark. Application received.

- **Z19-13 5401 Lakeshore Drive.** Casa de Milo Oro. Application received. Proposed site specific.

- **Z19-14 5820 89th Avenue.** Text amendment to add Shopping Centre as a permitted use to the C7 zone.

Agriculture Land Reserve Applications

- **A19-01 4107 36th Avenue.** ALR exclusion application to allow for a new townhome development. Council denied the application on June 17, 2019.

Development Permit (DP) Applications

- **Riparian DP18-05 7 Acacia Court:** DP for work within the riparian area; issued in conjunction with Council approved **DVP18-01** for reconstruction of an SFD under undue hardship request. Finalized July 2019.

- **Commercial DP18-07 6303 & 6305 Jackpine Lane:** Director issued commercial DP for a 4-unit boutique hotel with 5 residential units above. Permit was issued March 8, 2019.

- **Commercial DP 18-09 9141 Main Street:** Drive-thru Car Wash / Oil Change. Not completed due to inability to secure new tenant on behalf of the applicant.

- **Multi-Family DP 18-10 5416 89th Street:** New 7-unit townhome. Town staff worked with the applicant to ensure a good project was developed. Now awaiting final design drawings.

- **Commercial DP18-11 5601 Lakeshore:** Proposed Recreation Vehicle Resort. Staff working with the developer to rezone property to mixed residential uses.

- **Commercial DP18-12 7506 Main Street:** Exterior upgrades, renovations, revitalization and maintenance of the Richter Pass Motel. Director issued March 22, 2019.

- **Environmental DP19-01 12 Empire Street:** Permit issued to ensure protection of natural habitat and species, includes opportunity for transplanting of native species.

- **Commercial DP19-02 12 Empire Street:** Form and character DP for the new Home Building Supply Centre, with landscaping component. Issued to Home Building Centre Ltd. February 2019.

- **Commercial 19-03 8322 Main Street:** Façade improvements for cannabis retail store.

- **Commercial DP19-04 6010 Lakeshore:** Interior, exterior renovations and new special use building.

- **Commercial DP19-05 12 Empire Street** Form and character DP for landscaping and the Quonset hut. Issued to the franchisee February 2019.

- **Industrial DP19-06 9420 115th Street:** Form and character DP include landscaping component for new industrial building.

- **Foreshore DP19-07 5803 Oleander Drive:** Director issued DP for a dock and boat lift in conformance with Provincial best practices.

- **Foreshore DP 19-08 9203 Spartan Drive:** Director issued DP for a new dock and boat lift in conformance with Provincial best practices.

- **Foreshore DP19-09 8311 Kingfisher Drive:** Director issued DP for a new dock.

- **Industrial DP19-10 32 Empire Street:**
  Industrial DP for form and character for new strata industrial building with residential units above, includes landscaping component.

- **Multi-Family DP19-11 8000 Vedette Drive:**
  Council issued DP for 54-unit townhome development which includes landscaping component.

- **Foreshore DP19-12 8000 Vedette Drive:**
  Director issued DP for landscaping and trail construction adjacent to Peanut Pond.

- **Multi-Family DP19-14 7510 70th Avenue:**
  Director issued DP for a new 4-plex.

Development Variance Permit Applications

- **DVP19-01 7028 45th Street:**
  Council approved variance to allow for reduced front and rear setbacks for the location of a single-family home.

- **DVP19-02 8407 87th Street:**
  Council approved a variance to allow for a garage to be sited in the front yard of a single-family lot.

- **DVP19-03 3219 Jasmine Drive:**
  Council approved minor variance to allow for an encroachment into the front yard setback.

CONSTRUCTION

Building Inspections

- 69 building permits were issued for a total construction value of $17.052 million.
- Permits issued included 9 new single-family homes (down from 34 last year); 9 multi-family residential units and 3 new industrial buildings were started
- Approximately 226 building inspections were conducted.
- 4 stop work orders were issued and 1 do not occupy notice was issued.

Fire Inspections

- In 2019, approximately 160 fire safety inspections and follow-ups were conducted.

Sign Permits

- 6 sign permits were issued in 2019 for a fee value of $450.00.

Soil Deposit and Removal Permits

- The Director issued one soil removal permit for 5601 Lakeshore Drive.

Records Management

- A large format scanner was purchased in 2019 to start scanning in-house rather than sending the permits out for scanning. Staff intend to continue scanning older files and documents into 2020. Plans to electronically copy and dispose of other old departmental paper records are in place. With the continued scanning, staff can now search older building permits in a few minutes.

BUSINESS LICENCING

- 382 renewed municipal business licences were issued for a value of $34,481.25
- 53 new municipal business licences were issued for a value of $4,108.28
- 20 renewed inter-community business licences were issued for a value of $3,000.
- 14 new inter-community business licences were issued for a value of $1,195.82
- 42 business license inspections were completed following-up on safety issues.

OTHER

Climate Action Revenue Incentive Program (CARIP) Reporting

The Town prepared its annual CARIP public report as required by the Province, summarizing actions taken in 2019 and proposed for 2020 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHGs).

PERSONNEL

Gina MacKay continued as Director of Planning and Development Services, along with Neil Pagett as Senior Building Inspector, Amy Robinson joined the team as the Departmental Clerical Assistant, Don McArthur continued as the Senior Planner until November 2019 at which time he went on to pursue other opportunities.

COMMUNITY SERVICES

The Community Services Department develops programs, coordinates special events, participates in council appointed committees and manages facilities for the Town of Osoyoos. This past year has been busy and we were rewarded with many improvements along with new programs and community events. Accessibility enhancements continue to advance and the Town is making significant strides to make Osoyoos "Age Friendly". The Sun Bowl Arena was busy as it hosted a number of tournaments, figure skating camps, hockey camps and the community's Junior "B" team – The Osoyoos Coyotes. Thank you to the Osoyoos Rotary Club for sponsoring public skating at the Sun Bowl Arena. This has been a rewarding sponsorship and it has been appreciated by the community. Thank you to the countless volunteers, staff and Town Council who keep the community thriving.

Following are the highlights throughout the year.

ADMINISTRATION

- Staff was successful in making an application to HRDC (Human Resources & Development Canada) for summer job funding.
- Received a grant from the Province of BC to put on a Family Day Event.



2019 Family Day Skate Event

- Staff developed 3 leisure guides in house for the Spring/Summer and Fall/Winter season. New programs included the Parkour Camp for kids and photography workshops for adults.
- Dennis Heigh, OHS consultant continued delivering the Town's Occupational Health and Safety training program.
- Community Services grant program was well received with over 20 applicants who applied for funding. Council approved over $60,000 in grant funding.



2019 Community Service Grant Recipients

- Community Services Director completed a professional certificate in Asset Management Planning with NAMS (National Asset Management System) Canada.
- Jenna Riznek was hired as the summer program coordinator. She started employment June 3rd. Cactus Kids Day Camp registration started June 19th.
- The Community Services Advisory committee included RDOS appointed individuals: Fred Hamilton, Carol Nesdoly and Brian Lobb. The Town appointed Mike Stiles, Howard Rensler and Michelle Quail. The committee met every other month. Howard Rensler was appointed as chair and Michelle Quail as vice-chair.
- Staff attended the RFABC (Recreation Facilities Association of BC) symposium on May 14th-16th at Harrison Hot Springs and the BCRPA (British Columbia Recreation and Parks Association) conference on May 1-3 in Whistler.
- June 1st was proclaimed as Access awareness day. The Accessibility and Age Friendly Committee took part in the Farmers Market to raise more awareness for accessibility. Kudos to Mayor McKortoff for taking part in a demo with a wheelchair.



2019 Osoyoos Market on Main held at the Osoyoos Town Hall

- The majority of staff took part in first aid training.
- Service Canada and WorkBC rented office space at the Sonora Community Center on various days throughout the year.
- The Osoyoos and District Arts Council renewed their lease with the Town for another 5-year term.
- The annual pass sale took place from Sept 11th-18th, the sale discounts 30% off all Annual Passes. Approximately 160 annual memberships were sold during this period.
- Participate Osoyoos occurred on Sept 11th. Early bird registration for community programs took place during Participate Osoyoos. Staff took a total of 84 enrollments for programs. Fewer business and non-profit groups took part and we will look at making changes for future years.
- The Town was recognized as an "Age Friendly" community in 2019. The Town will continue with the Accessibility and Age Friendly committee to monitor effectiveness and bring forward recommendations to accommodate seniors in our community. The committee met once a month.
- The request for proposal closed for the Sun Bowl Arena condition assessment. There were 10 proposals that were received.
- Staff took part in WHMIS (Workplace Hazardous Materials Information System) training.
- The Accessibility and Age Friendly Committee hosted a luncheon to discuss the new accessibility legislation that is being proposed by the province. Thank you to all who participated.
- West Bench dog park committee met a number of times to discuss plans for 2020.

FACILITIES PARKS & GREEN SPACE

- Water softener was installed at the Sonora Community Center. The addition of the water softener will help maintain our plumbing equipment for years to come.
- Sun Bowl Staff had a follow up inspection with Work Safe BC in relation to working with ammonia.
- Sun Bowl Arena was shut down for annual maintenance on May 6th.



West Bench Dog Park

- Signage for the West Bench Dog Park was installed. The official grand opening of the West Bench Off-Leash Dog Park was June 19th. There was a good turn out as cake, hotdogs, vegetarian dogs and refreshments were served.
- West bench baseball field was completed and minor baseball utilized the field for the first time.
- Staff created a request for proposal for the elevator lift at the Sun Bowl Arena. Staff received a grant from Accessibility BC to help offset the costs. An agreement was signed with Garaventa Lift to install the elevator lift. It was later installed prior to the Christmas break. This will assist with our accessibility needs within the facility.
- The Town installed a wide screen projector and screen at the Sonora Center. This will be an added amenity for presentations and special events.
- Arena staff installed wind screening on the outdoor pickle ball courts and removed the fencing for the temporary dog park.
- The gymnasium at the Sonora Community Center was painted.
- The Pay Parking Ticket machine was installed at the boat trailer parking lot. In 2019, it brought in over $25,000 in revenue.

- A new rooftop unit was installed for the weight room and the weight room was painted.
- Wibit Aqua Park opened in June and had a successful first year.



Mayor McKortoff at the 2019 Volunteer Appreciation Breakfast

- The Direct Digital Control (DDC) project for the Sonora Community Centre was awarded to Care Service Systems LTD. Staff were provided with limited training and more complex training will be scheduled in 2020. These controls will ultimately help reduce greenhouse gas emissions and reduce the Towns carbon footprint.
- Stephenson Engineering completed the Sun Bowl Arena condition assessment and it was presented to Council for information.
- The de-icing equipment was installed at the Desert Sun Rise marina to mitigate the damage of potential ice flow.
- The accessible ramp leading into Council Chambers was renovated.

PROGRAMS AND EVENTS

- Had great success with some new programs such as “Springs & Spirals”, Archery and wood carving workshop for children and adults.
- Bantam Rec Tournament Jan 18-20th
- Novice Tournament Feb 1st-3rd
- Family Day Disco Skate planned for Feb 18th 12:00pm-2:00pm at the Sun Bowl Arena. Approximately 150 people attended the skate.
- The 18th Annual Volunteer Appreciation event was moved to a breakfast format this year. The Volunteer Appreciation event was held on April 6th and had approximately 175 people attended in honoring the community’s dedicated volunteers.
  - The 2019 Winners were:
    - Best Community Project – Osoyoos Gift Cupboard
    - Outstanding Community Group – United Church Thrift Shop
    - Best Council Appointed Committee or Taskforce Member – Osoyoos Dog Park
    - Outstanding Individual Volunteer – Sue Whittaker

    Congratulations to all.
- Adult Mixed Slow Pitch League was organized with 7 teams participating.
- Spring Break activities were finalized. Activities included two cooking classes, an Imagination Station class put on by Children for a Better Future and a free coding working day through Code Mobile.
- Annual Atom Fiesta was held at the Sun Bowl Arena – organizers were sporting a return of “Don Carlos” on t shirts. Don Carlos is an Osoyoos historical character from 1979.
- Sun Bowl Arena had a busy spring with the figure skater’s spring school, Desert Classic which have four weekends booked for tournaments and the Coyote’s Spring Camp.
- Spring programs included new offerings as well as hiking programs for adults and children, photography workshops and a 3D pen workshop.
- The ospreys returned April 15th and people were excited to watch them on the webcam.
- Spirit of Osoyoos Community BBQ on May 3rd was very successful. Thanks to all who participated. Proceeds went to the Heart and Stroke foundation for the Big Bike Ride.
- Family Splash Days were celebrated on July 17th and Aug 14th sponsored by AG Foods. Approximately 150 people attended both events. The RDOS’s PAT (Physical Activity Trailer) was in attendance for fun activities for those who wanted to participate.



2019 Family Splash Days

- Sun Bowl Arena opened on July 15th. West Coast All-stars Camp and Osoyoos Hockey Camp took place in July.
- Cactus Kids Day Camp ended in late August. Thank you to all the summer students for doing such a wonderful job. The camp averaged 35-40 participants per day.



2019 Cactus Day Camp Leaders

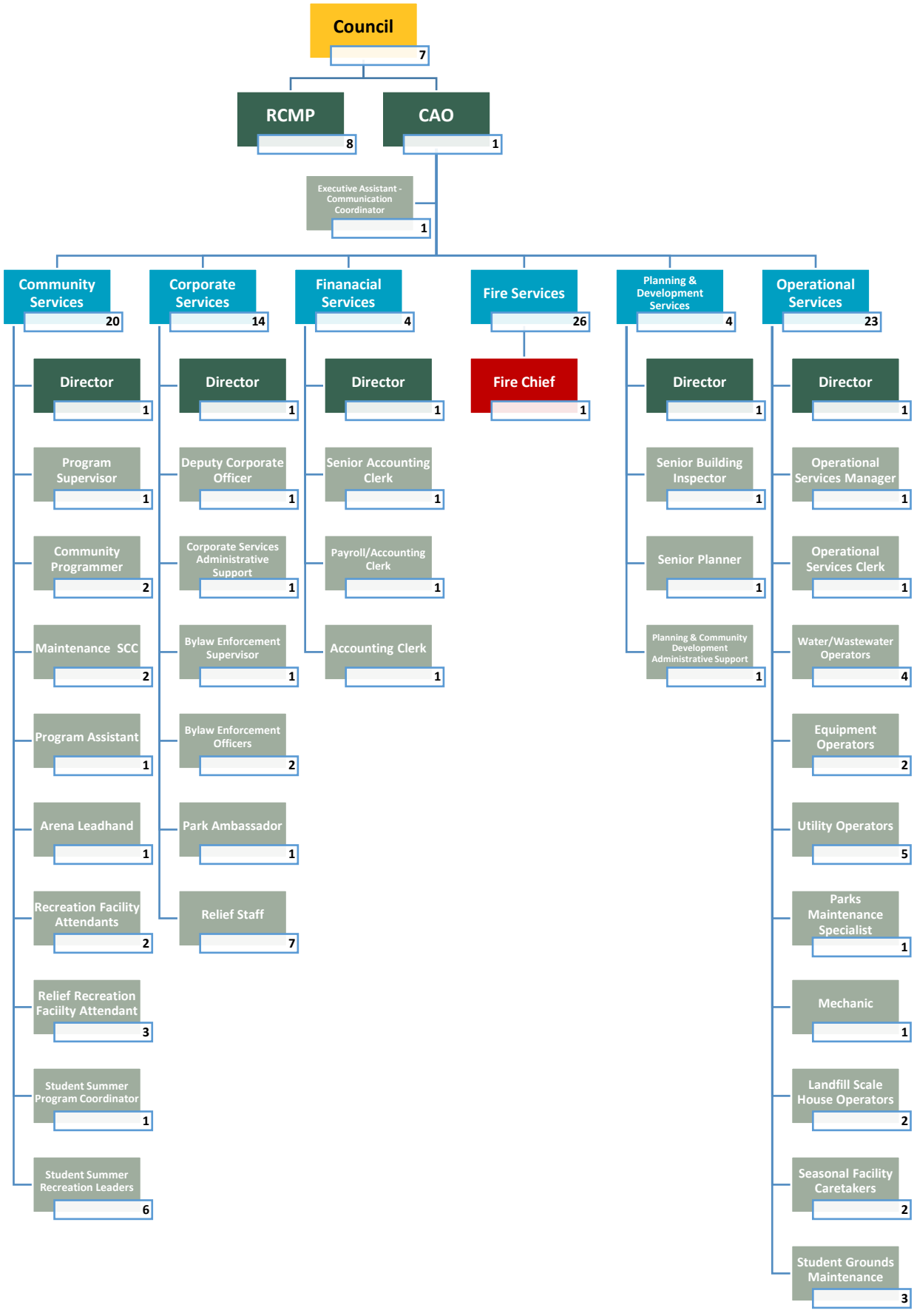
- The annual Terry Fox Run occurred on Sunday, Sept 15th. Thank you to everyone who came and participated.
- Monster's Ball occurred on October 31st at the Sonora Community Center. It was a success once again this year. Thank you to the Osoyoos Elks for sponsoring the event, the Desert Dog Agility Group who helped set and clean up and the OSS grads who helped run the event.



2019 Trick or Treat on Main Street

- Choosing Wellness program took place at the Cactus Center.
- Santa's Night Out (Osoyoos Secondary School grad fundraiser) was scheduled for Friday, November 29th at Sonora Community Center from 6:00 – 9:00 pm.
- Winter Program & Activity Guide was available the week of Dec 9th. Registration took place December 18th.
- Rockin' with Santa took place on December 21st from 2:00 pm - 4:00 pm at the Sun Bowl Arena. This is an annual family event. Thank you to all who participated and all the volunteers who helped set up for this event.
- Staff processed a total of 51 Special Event Application Forms and Park Use Permits in 2019.

ORGANIZATION CHART



Corporation of the Town of Osoyoos

Management Report

The financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls and exercises this responsibility through the Chief Administrative Officer. Council meets with management quarterly and with the external auditors 1 time a year.

The corporation's Director of Finance has the responsibility for assessing the management systems and practices of the corporation.

The external auditors, MNP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council and meet with them annually.

On behalf of the Corporation of the Town of Osoyoos.

Jim Zakall
Director of Finance
June 15, 2020

Corporation of the Town of Osoyoos

APPROVAL OF FINANCIAL INFORMATION

➢ FIR, Schedule 1, section 9

Town of Osoyoos

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Name: Jim Zakall	Name: Sue McKortoff
Position of: Director of Finance	Position of: Mayor
Date: June 15, 2020	Date: June 15, 2020

☐ Prepared pursuant to the Financial Information Regulation, Schedule 1, section 9

Osoyoos
Canada's warmest welcome ®*

CERTIFIED RESOLUTION

Certified a true copy of a resolution passed by the Council of the Town of Osoyoos at the Regular Open meeting of June 15, 2020.

Moved by Councillor Rhodes
Seconded by Councillor Bennett
The Town of Osoyoos and Sun Bowl Arena Audit Finding Reports, for the Year Ending December 31, 2019, provided by MNP be received for information.

CARRIED

Moved by Councillor King
Seconded by Councillor Rhodes
That Council approves the Town of Osoyoos and Sun Bowl Arena audited Financial Statements as presented.

CARRIED

Dated this 9th day of July, 2019

Brianne Hillson
Deputy Corporate Officer

Corporation of the Town of Osoyoos

Financial Statements

December 31, 2019

Corporation of the Town of Osoyoos

Contents

For the year ended December 31, 2019

Page

Management's Responsibility

Independent Auditor's Report

Financial Statements

Statement of Financial Position *1*

Statement of Operations and Accumulated Surplus *2*

Statement of Changes in Net Financial Assets *3*

Statement of Cash Flows *4*

Notes to the Financial Statements *5*

Schedule 1: Restricted Surplus – Reserves for Future Expenses *21*

Schedule 2: Schedule of Property and Other Taxes *22*

Statement of Cemetery Care Trust Funds *23*

Management's Responsibility

To the Mayor and Council of the Corporation of the Town of Osoyoos,

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Mayor and Council are composed entirely of individuals who are neither management nor employees of the Town. The Mayor and Council are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Mayor and Council fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Mayor and Council are also responsible for appointing the Town's external auditors.

MNP LLP, an independent firm of Chartered Professional Accountants, is appointed by the Mayor and Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

June 15, 2020

Chief Administrative Officer

Director of Finance

Independent Auditor's Report

To the Mayor and Council of the Corporation of the Town of Osoyoos,

Opinion

We have audited the financial statements of the Corporation of the Town of Osoyoos (the "Town"), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2019, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matters

The financial statements of the Town for the year ended December 31, 2018 were audited by another auditor who expressed an unmodified opinion on those financial statements on May 6, 2019.

Other Information

Management is responsible for the other information. The other information comprises the annual report. The annual report is expected to be made available us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Independent Auditor's Report

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

MNP LLP

Kelowna, British Columbia

June 15, 2020

Chartered Professional Accountants

Corporation of the Town of Osoyoos
Statement of Financial Position
As at December 31, 2019

	2019	2018
Financial assets		
Cash *(Note 2)*	**15,446,548**	8,437,022
Temporary investments *(Note 3)*	**9,757,767**	10,561,844
Accounts receivable *(Note 4)*	**1,113,509**	2,199,514
	26,317,824	21,198,380
Financial liabilities		
Accounts payable and accrued liabilities *(Note 5)*	**1,699,638**	1,517,100
Building deposits	**1,505,885**	1,145,191
Deferred revenue *(Note 6)*	**2,456,347**	1,516,638
Deferred development cost charges *(Note 7)*	**1,713,398**	1,708,169
Long-term debt *(Note 8)*	**9,974,660**	6,806,221
Landfill closure and post-closure *(Note 9)*	**210,062**	176,000
	17,559,990	12,869,319
Net financial assets	**8,757,834**	8,329,061
Non-financial assets		
Inventory of supplies	**168,708**	138,664
Prepaid expenses	**62,842**	138,200
Tangible capital assets *(Note 10)*	**70,661,907**	69,223,920
	70,893,457	69,500,784
Accumulated surplus *(Note 11)*	**79,651,291**	77,829,845

Commitments and contingencies *(Note 12)*
Municipal Finance Authority of BC deposits *(Note 13)*
Subsequent events *(Note 17)*

Mayor

Director of Finance

The accompanying notes are an integral part of these financial statements

Corporation of the Town of Osoyoos
Statement of Operations and Accumulated Surplus
For the year ended December 31, 2019

	Budget *(Note 15)*	**2019**	2018
Revenue			
Sale of services	4,653,052	**4,691,980**	4,543,043
Taxation - net *(Schedule 2)*	4,200,028	**4,198,285**	3,898,668
Grants - provincial *(Note 14)*	5,427,141	**1,561,426**	3,804,789
Solid waste management	869,950	**924,413**	904,388
Grants - other *(Note 14)*	877,680	**731,449**	496,008
Return on investments	176,500	**332,715**	255,862
Administration and miscellaneous recoveries	430,100	**271,567**	400,931
Licences, permits, rentals and fines	233,150	**257,182**	247,296
Contribution from developers	796,592	**200,592**	-
Penalties and interest on taxes	65,000	**73,932**	66,437
Franchise fees	64,300	**59,323**	64,367
Actuarial gains	-	**41,593**	57,761
Grants in lieu of taxes *(Note 14)*	10,200	**14,336**	13,647
Donations	-	**9,476**	703,086
Land and equipment sales	3,000	**1,220**	1,223,918
	17,806,693	**13,369,489**	16,680,201
Expenses			
General government services	1,806,130	**3,014,630**	3,284,621
Protective services	2,095,055	**2,022,581**	1,415,962
Water services	1,853,974	**1,918,051**	1,691,604
Sewer services	1,341,158	**1,733,980**	1,586,699
Recreation and cultural services	1,450,650	**1,395,039**	1,337,917
Environmental services	726,600	**746,486**	637,652
Transportation services	798,110	**666,398**	658,523
Public health services	52,140	**50,878**	43,998
	10,123,817	**11,548,043**	10,656,976
Annual surplus	7,682,876	**1,821,446**	6,023,225
Accumulated surplus, beginning of year	77,829,845	**77,829,845**	71,806,620
Accumulated surplus	85,512,721	**79,651,291**	77,829,845

The accompanying notes are an integral part of these financial statements

Corporation of the Town of Osoyoos
Statement of Changes in Net Financial Assets
For the year ended December 31, 2019

	Budget *(Note 15)*	**2019**	2018
Annual surplus	7,682,876	**1,821,446**	6,023,225
Acquisition of tangible capital assets	(17,681,830)	**(3,529,790)**	(5,141,152)
Contributed tangible capital assets	-	**-**	(700,000)
Amortization of tangible capital assets	-	**2,091,803**	1,942,011
	(17,681,830)	**(1,437,987)**	(3,899,141)
Change in inventory of supplies	-	**(30,044)**	9,218
Change in prepaid expenses	-	**75,358**	(297)
	-	**45,314**	8,921
Increase (decrease) in net financial assets	(9,998,954)	**428,773**	2,133,005
Net financial assets, beginning of year	8,329,061	**8,329,061**	6,196,056
Net financial assets, end of year	(1,669,893)	**8,757,834**	8,329,061

The accompanying notes are an integral part of these financial statements

Corporation of the Town of Osoyoos
Statement of Cash Flows
For the year ended December 31, 2019

	2019	2018
Cash provided by (used for) the following activities		
Operating Activities		
Annual surplus	**1,821,446**	6,023,225
Items not involving cash included in annual surplus:		
Amortization of tangible capital assets	**2,091,803**	1,942,011
Actuarial adjustment	**(41,593)**	(57,761)
Contributed asset	**-**	(700,000)
Net change in non-cash working capital items:		
Inventory	**(30,044)**	9,218
Landfill closure and post-closure	**34,062**	20,000
Net change in cash working capitals items:		
Accounts receivable	**1,086,005**	(872,857)
Prepaid expenses	**75,358**	(297)
Accounts payable and accrued liabilities	**182,538**	(393,475)
Deferred revenue	**939,709**	(230,803)
Other liabilities	**360,694**	88,606
Deferred development cost charges	**5,229**	31,795
	6,525,207	5,859,662
Capital Activities		
Acquisition of tangible capital assets	**(3,529,790)**	(5,141,152)
Investing Activities		
Decrease (increase) in temporary investments	**804,077**	(90,973)
Financing Activities		
Proceeds from long-term debt issue	**3,500,000**	193,990
Repayment of long-term debt	**(289,968)**	(277,166)
	3,210,032	(83,176)
Increase in cash and cash equivalents	**7,009,526**	544,361
Cash and cash equivalents, beginning of year	**8,437,022**	7,892,661
Cash and cash equivalents, end of year	**15,446,548**	8,437,022

The accompanying notes are an integral part of these financial statements

The Corporation of the Town of Osoyoos (the "Town") was incorporated as a Town in 1983 under statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include general government, protective, water, sewer, recreation and cultural, environmental, transportation, and public health services. The financial statements include the results of operations for all services.

1. Significant accounting policies

The financial statements of the Town are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board (PSAB) of CPA Canada. Significant accounting policies adopted by the Town are as follows:

(a) Basis of accounting

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Budget Figures

The budget figures presented are from the Five Year Financial Plan Bylaw 1349.02, 2019 adopted by council. Subsequent amendments have been approved by council and are not reflected in the financial statement budget figures presented.

(c) Property tax revenue

Property tax revenue is recognized at the date property tax notices are issued, based on property assessment values issued by BC Assessment for the current year and tax rates established annually by bylaw. Assessments are subject to appeal and tax adjustments are recorded when the results of appeals are known.

(d) Government transfers

Government transfers are recognized as revenue in the period the transfers are authorized and any eligibility criteria have been met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability and recognized in the statement of operations as revenue as the stipulation liabilities are settled.

(e) Deferred revenue

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenses are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

1. Significant accounting policies *(continued)*

(f) Investment income

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(g) Restricted surplus

The restricted surplus represents reserves set aside for future expenses. Non-statutory reserves represent an appropriation of surplus for specific purposes. Reserves for future capital expenditures represent funds to finance incomplete capital projects. Statutory reserves are restricted by the Community Charter and the associated municipal bylaws that establish the reserves. A schedule accompanying these financial statements provides details of the various restricted surpluses held and the changes during in the current year

(h) Cash and cash equivalents

Cash and cash equivalents include cash and highly liquid investments with a term to maturity of 90 days or less at acquisition and readily convertible to cash.

(i) Long-term debt

Long-term debt is recorded net of principal repayments and actuarial adjustments.

(j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2019. No liability has been recorded at December 31, 2019 as no contaminated sites exist.

(k) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

1. Significant accounting policies *(continued)*

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost less residual value of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	15-25
Buildings	20-50
Furniture, equipment and vehicles	5-25
Roads and drainage	10-60
Water infrastructure	10-80
Sewer infrastructure	10-80

Annual amortization is charged in the year of acquisition. Amortization is charged to the date the asset is sold in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

(iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

(v) Interest capitalization

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(l) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period.

1. Significant accounting policies *(continued)*

Significant estimates include assumptions used in estimating provisions for accrued liabilities, estimated useful lives of tangible capital assets, valuation of accounts receivable, and landfill closure and post-closure liabilities.

Liabilities for contaminated sites are estimated based on the best information available regarding potential contamination where the Town is responsible.

(m) Debt charges

Debt principal repayments are not included in the statement of operations pursuant to PSAB disclosure. Interest expense is recorded on an accrual basis and is expensed to the current year operations.

(n) Deferred development cost charges

Certain user fees and development charges are collected for future services and acquisitions. These revenues are deferred and recognized in the period in which the specified expenses are incurred, services performed, or the tangible capital assets acquired.

(o) Employee future benefits

The Town and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer defined benefit pension plan, the Town's contributions are expensed as incurred.

(p) Expenses

Expenses are recognized as they are incurred and measurable based on receipt of goods or services and/or the creation of a legal obligation to pay.

(q) Inventory

Inventory is valued at the lower of cost and net realizable value, with cost determined on a first-in, first-out basis.

(r) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(s) Prepaid expenses

Various items are included in prepaid expenses including insurance and deposits. These items are intended to be included in expenses in the next financial reporting period and as such are not considered financial instruments.

1. Significant accounting policies (continued)

(t) Tax collections for other governments

The Town is required by legislation to collect property taxes on behalf of other governments. These collections and requisitions are not included in the Town's financial statements as part of the statement of operations.

(u) Temporary investments

Temporary investments consist of Guaranteed Investment Certificates (GICs) with varying maturity dates between one and five years. These investments are carried at cost plus accrued interest which approximates the fair value due to the liquidity of the temporary investments.

(v) Trust funds

Trust funds and the related assets and liabilities held by the Town for cemetery care are not included in the statement of financial position. A Statement of Cemetery Care Trust Funds is provided for information purposes.

2. Cash

	2019	2018
General funds	**12,710,820**	6,022,811
Development cost charge fund	**1,713,398**	1,708,169
Federal Gas Tax funds	**523,109**	235,998
Resort Municipality funds	**499,221**	470,044
	15,446,548	8,437,022

3. Temporary investments

Interest earned on the various GIC's ranges from 1.00% to 2.75% (2018 – 1.40% to 2.50%) per annum depending on the maturity of the GIC and is accrued as earned over the term of the investment. All investments are held in the general fund.

4. Accounts Receivable

	2019	2018
Trade accounts and other receivables	**888,035**	1,951,537
Property taxes:		
- Current	**178,332**	247,977
- Arrears and delinquent	**47,142**	-
	1,113,509	2,199,514

5. Accounts payable and accrued liabilities

	2019	2018
Trade payables and accrued liabilities	**1,109,153**	746,123
Due to other governments	**294,718**	503,958
Deposits payable	**160,057**	142,482
Wages payable	**135,710**	124,537
	1,699,638	1,517,100

6. Deferred revenue

	2019	2018
Property taxes	**812,201**	711,950
Grants	**668,931**	128,765
Federal Gas Tax Funding (Community Works Fund)	**523,109**	235,998
Contributions from customers	**426,000**	425,000
Licenses	**14,106**	14,925
	2,456,347	1,516,638

Federal Gas Tax funding

Federal Gas Tax Funding (Community Works Fund) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Federal Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	2019	2018
Unspent funds, opening balance	**235,998**	474,259
Funding received during the year	**538,373**	269,206
Interest earned	**9,255**	6,240
Funds used	**(260,518)**	(513,707)
	523,109	235,998

7. Deferred development cost charges

	2019	2018
Development cost charges by category:		
Parks	**814,096**	728,384
Roads	**604,112**	556,863
Water**814,096**	**245,027**	228,451
Sewer	**64,137**	211,652
Storm drains	**(13,974)**	(17,181)
	1,713,398	1,708,169

	2019	2018
Development cost charges, opening balance	**1,708,169**	1,676,374
Return on investments	**39,469**	31,795
Contributions from developers	**166,352**	-
Acquisitions of tangible capital assets	**(200,592)**	-
Development cost charges, closing balance	**1,713,398**	1,708,169

8. Long-term debt

	2019	2018
Outstanding debt, beginning of year	**6,806,221**	6,947,158
Issues of debt	**3,500,000**	193,990
Repayment of debt	**(289,968)**	(277,166)
Actuarial reduction of debt	**(41,593)**	(57,761)
	9,974,660	6,806,221

			Cash Payments			Balance Outstanding	
Bylaw	Year Maturing	% Rate	Interest	Principal	Actuarial Adjustment	**2019**	2018
0003-0	2019	-	-	1,595	-	-	1,595
0004-0	2019	-	-	2,209	-	-	2,209
0005-0	2019	-	-	1,020	-	-	1,020
0006-0	2019	-	-	7,949	-	-	7,949
0007-0	2019	-	-	30,293	-	-	30,293
0001-1	2020	-	-	12,597	-	**181,061**	193,658
0002-0	2021	-	-	25,690	-	**31,104**	56,794
0008-0	2022	-	-	4,463	-	**10,523**	14,986
0009-0	2023	-	-	20,726	-	**73,994**	94,720
0010-0	2023	-	-	6,811	-	**28,295**	35,106
0011-0	2023	-	-	9,572	-	**40,428**	50,000
1258	2030	3.80%	7,336	6,604	2,434	**126,774**	135,812
1290	2033	3.85%	11,059	9,646	2,090	**223,266**	235,002
1306	2047	2.80%	160,724	120,653	3,620	**5,495,220**	5,619,493
1185	2020	4.78%	8,664	9,194	9,919	**86,499**	105,612
1152	2021	3.05%	196	676	874	**3,336**	4,886
1153	2021	3.05%	75	261	337	**1,286**	1,884
1154	2021	3.05%	1,988	3,436	4,438	**16,948**	24,822
1184	2023	4.78%	15,618	16,573	17,881	**155,926**	190,380
1347	2039	2.66%	-	-	-	**3,500,000**	-
			205,660	289,968	41,593	**9,974,660**	6,806,221

The estimated aggregate repayments on long-term debt over the next five years are as follows:

2020	430,077
2021	439,319
2022	437,127
2023	434,580
2024	370,698

Interest paid on the long-term debt totaled $205,660 (2018 - $206,572) and is expensed in the segment to which the debt relates (see Note 16). The actuarial adjustment for the year was $41,593 (2018 - $57,761).

9. Landfill closure and post-closure liability

The provincial Waste Management Act, as well as the B.C. Landfill Criteria for Municipal Solid Waste, sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. The Town is committed to ensuring that the landfill in its care is managed in a fiscally responsible manner, which has included setting aside funds to pay for landfill closure and post-closure activities in accordance with the Solid Waste Management Plan which was updated in 2018. Landfill closure and post-closure requirements have been defined in accordance with industry standards and remediation activities include final covering of the site, groundwater and surface water monitoring, maintenance of the drainage structure, site inspection and environmental monitoring. Post-closure care is estimated to continue for 30 years after final closure of the landfill site, which is planned for 2042. Based on current estimates, remaining capacity of the landfill is 79.3% (2018 – 81.5%).

This requirement is being provided for based on a number of factors including the percentage of landfill capacity already filled, usage based on tipping fees and consultant estimates, the projected closure dates, the regulated monitoring period, the estimated annual management costs and a present value discount rate. As at December 31, 2019, using the most recent closure plans and updated cost estimates for closure and post-closure care, the Town has estimated its liability for these costs at $210,062 (2018 - $176,000). The unspent reserves that were established towards funding the landfill closure and post-closure care costs form part of the accumulated surplus and had a balance of $359,438 at December 31, 2019 (2018 - $373,500).

The estimate for closure and post-closure liability in these financial statements has been calculated based on consultants' estimates in their preparation of the closure plans for the landfill and estimated timing of closure projects. The 2019 increase in closure and post-closure costs of $34,062 (2018 - $20,000) has been included in the environmental health services repairs and maintenance expenses.

10. Tangible capital assets

2019	Land & Improvements	Buildings	Furniture, Equipment & Vehicles	Roads & Drainage	Water Infrastructure	Sewer Infrastructure	Total
Cost							
Balance, beginning of year	15,616,684	13,350,245	3,820,637	25,435,226	14,773,481	24,373,490	**97,369,763**
Additions	325,116	201,547	249,608	382,731	76,055	2,294,733	**3,529,790**
Disposals	-	-	-	-	-	-	-
Balance, end of year	15,941,800	13,551,792	4,070,245	25,817,957	14,849,536	26,668,223	**100,899,553**
Accumulated amortization							
Balance, beginning of year	1,596,572	4,022,701	2,643,239	8,987,857	4,502,859	6,392,615	**28,145,843**
Amortization expense	203,541	392,022	211,199	579,715	244,580	460,746	**2,091,803**
Accumulated amortization on disposals	-	-	-	-	-	-	-
Balance, end of year	1,800,113	4,414,723	2,854,438	9,567,572	4,747,439	6,853,361	**30,237,646**
Net book value, end of year	**14,141,687**	**9,137,069**	**1,215,807**	**16,250,385**	**10,102,097**	**19,814,862**	**70,661,907**

10. Tangible capital assets (continued)

2018	Land & Improvements	Buildings	Furniture, Equipment & Vehicles	Roads & Drainage	Water Infrastructure	Sewer Infrastructure	Total
Cost							
Balance, beginning of year	14,497,337	13,337,336	3,626,853	23,128,622	13,681,563	23,357,782	91,629,493
Additions	1,119,347	12,909	294,666	2,306,604	1,091,918	1,015,708	5,841,152
Disposals	-	-	(100,882)	-	-	-	(100,882)
Balance, end of year	15,616,684	13,350,245	3,820,637	25,435,226	14,773,481	24,373,490	97,369,763
Accumulated amortization							
Balance, beginning of year	1,401,751	3,647,678	2,564,079	8,462,829	4,276,897	5,951,480	26,304,714
Amortization expense	194,821	375,023	180,042	525,028	225,962	441,135	1,942,011
Accumulated amortization on disposals	-	-	(100,882)	-	-	-	(100,882)
Balance, end of year	1,596,572	4,022,701	2,643,329	8,987,857	4,502,859	6,392,615	28,145,843
Net book value, end of year	14,020,112	9,327,544	1,177,398	16,447,369	10,270,622	17,980,875	69,223,920

11. Accumulated Surplus

Accumulated surplus is represented by:

	2019	2018
Unrestricted surplus	**6,895,931**	6,318,394
Restricted surplus *(Schedule 1)*	**12,068,113**	9,093,752
Equity in tangible capital assets	**60,687,246**	62,417,699
	79,651,291	77,829,845

12. Commitments and contingencies

a) The Town, as a member of the Regional District of the Okanagan-Similkameen ("RDOS") and the Regional Hospital District ("RHD"), is responsible for its portion of any operating deficits or long-term debt related to functions in which it participates. Under provisions of the Local Government Act, the RDOS debt is a joint and several liability of the RDOS and each of its member municipalities.

b) The Town and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusteed pension plan. The Board of Trustees, representing plan members and employers, is responsible for administering the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan has approximately 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a $2,866 million funding surplus for basic pension benefits on a going concern basis.

The Corporation of the Town of Osoyoos paid $255,761 (2018 - $230,646) for employer contributions to the Plan in fiscal 2019.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate, resulting in consistent and reliable basis for allocating the obligation, assets, and cost to the individual employers participating in the Plan.

c) Debentures are covered by a loan agreement with the Municipal Finance Authority of British Columbia (the "MFABC") which provides that, if at any time the payments provided for in the agreement are not sufficient to meet the authority's obligations in respect of such borrowings, the resulting deficiency becomes a proportional liability of each local government member. As these demand notes are contingent in nature, no liability is recorded.

d) The Town is currently engaged in certain legal actions, the outcomes of which are not determinable at this time. Accordingly, no provision has been made in the accounts for these actions. The amount of loss, if any, arising from these actions will be recorded in the accounts in the period in which the loss becomes estimable and likely.

e) The Town rents a space for a fire hall under an annual operating lease which expires in May 2024. Future minimum payments under the operating lease for the firehall space are as follows:

2020	15,114
2021	15,474
2022	15,834
2023	16,194
2024	6,810

f) The Town, along with the Regional District of Okanagan Similkameen (Regional District), jointly appoints members to a recreation commission having responsibility for the management of the Sun Bowl Arena. The Town provides management services under a contract that allows for the supervision and operation of the Sun Bowl Arena. The operations of Sun Bowl Arena are wholly consolidated by the Regional District.

13. Municipal Finance Authority of BC deposits

The Town issues its debt instruments through debenture financing obtained from the MFABC. A condition of the MFABC borrowing is that a portion of the debenture proceeds are withheld by the MFABC as a debt reserve fund. The Town executes demand notes in connection with each debenture and the related debt reserve, whereby the Town may be required to loan certain amounts to the MFABC (see Note 12c). The details of the cash deposits and demand notes at the year-end are as follows:

	Demand Notes	Cash Deposits	**2019**	2018
General fund	95,771	66,873	**162,644**	161,122
Sewer fund	89,191	46,809	**135,999**	31,279
Water fund	9,899	5,843	**15,742**	15,609
Total	194,860	119,525	**314,385**	208,010

14. Government transfers

Government transfers are included in the revenues identified as Grants – provincial, Grants – other, and Grants in lieu of taxes. In 2019, the Town received and recorded as revenue the following transfers:

	2019	2018
Unconditional transfers		
Federal	**14,336**	13,646
Provincial	**500,278**	1,738,574
Municipal	**76,410**	70,527
	591,024	1,822,747
Conditional transfers		
Provincial	**1,061,149**	2,066,216
Municipal	**655,038**	425,481
	1,716,187	2,491,697
Total government transfers	**2,307,211**	4,314,444

15. Budget amounts

The budget data presented in these financial statements is based upon the 2019 operating and capital budgets adopted by Council on February 6, 2019. The following table reconciles the approved budget to the budget figures reported in these financial statements.

	Budget amount
Excess of revenue over expenses	7,682,876
Adjust for budgeted cash items not included in statement of operations	
Borrowing Proceeds	5,978,859
Transfer from reserves and prior year surplus	4,747,355
Transfer to reserves and other governments	(560,100)
Tangible capital asset acquisitions	(17,681,830)
MFA debt principal repayments	(167,160)
Total adjustments	(7,682,876)
Balanced budget per financial plan	-

16. Segmented information

The Corporation of the Town of Osoyoos is a municipal government that provides a range of services to the citizens of Osoyoos and area. The Town is governed by an elected Council comprised of a Mayor, four Councilors, and two Water Councilors, whose authority is set out in the Community Charter and Local Government Act. The Town operations are organized and reported by Fund. The Funds have been segmented into the various services provided and summarized below.

General government services include administration, finance, legislative, information, customer services, and human resources functions. Revenue and expenses in this segment relate to operations of the Town and cannot be directly attributed to another segment.

Protective services includes fire protection, bylaw enforcement, animal control, community planning and development services, and occupational health and safety functions of the Town. Fire protection is provided by a fire chief and volunteer members whose duties include inspections, enforcement, and fire suppression.

Transportation services include road and sidewalk maintenance, street lighting maintenance, storm drain maintenance, snow removal, and the equipment used within these functions.

Environmental services include garbage collection, recycling, and landfill operations of the Town.

Recreation and cultural services include various recreational programs, the Desert Park facility, Sun Bowl arena, the Sonora Centre, the marina, the museum, the library and the parks operations.

Public health services include the operations related to South Okanagan Emergency Preparedness, Emergency Social Services, the health centre and cemetery functions.

Sewer services include the operating activities of the Sewer Fund that relate to the collection and treatment of wastewater, maintenance of the related equipment, and capital upgrade of the sewer system of the Town.

Water services include the operating activities of the Water Fund that relate to the treatment, distribution, maintenance, and capital upgrade of the water system of the Town and the outlying Irrigation District.

16. Segmented information (continued)

2019	General Government	Protective Services	Transportation Services	Environmental Services	Recreation & cultural services	Public health services	Sewer services	Water services	Total
Revenues									
Sale of services	-	196,487	-	-	195,865	45,852	1,807,514	2,446,262	**4,691,980**
Taxation – net	4,198,285	-	-	-	-	-	-	-	**4,198,285**
Grants – provincial	914,534	-	2,270	-	530,047	-	40,000	74,575	**1,561,426**
Solid waste management	-	-	-	924,413	-	-	-	-	**924,413**
Grants – other	-	245,538	-	-	474,632	-	11,279	-	**731,449**
Return on investments	332,715	-	-	-	-	-	-	-	**332,715**
Admin & recoveries	227,389	10,568	-	-	-	-	32,000	1,610	**271,567**
Licences, rentals, fines	21,748	100,650	2,500	-	111,563	-	4,870	15,851	**257,182**
Contribution from DCCs	-	-	-	-	-	-	200,592	-	**200,592**
Penalties and interest	63,853	-	-	-	-	-	-	10,079	**73,932**
Franchise fees	59,323	-	-	-	-	-	-	-	**59,323**
Actuarial adjustment	8,144	-	-	-	-	-	22,319	11,130	**41,593**
Grants in lieu of taxes	14,336	-	-	-	-	-	-	-	**14,336**
Donations	9,476	-	-	-	-	-	-	-	**9,476**
Land and equipment sales	1220	-	-	-	-	-	-	-	**1,220**
	5,851,023	**553,243**	**4,770**	**924,413**	**1,312,107**	**45,852**	**2,118,574**	**2,559,507**	**13,369,489**
Expenses									
Wages and benefits	501,862	620,659	235,076	67,867	925,188	29,007	702,741	881,382	**3,963,782**
Amortization	1,386,477	-	-	-	-	-	460,746	244,580	**2,091,803**
Maintenance & supplies	311,845	270,236	234,797	114,176	414,370	19,301	248,327	414,871	**2,027,923**
Contracted services	21,300	1,028,585	-	473,200	-	-	-	-	**1,523,085**
Utilities and telephone	61,621	26,681	80,038	-	44,285	1,070	184,560	242,107	**640,362**
Grants	372,844	-	-	-	-	-	-	-	**372,844**
Other	24,393	70,355	116,487	91,243	11,196	-	-	-	**313,674**
Admin charges	-	-	-	-	-	1,500	120,000	126,176	**247,676**
Debt charges - interest	179,119	-	-	-	-	-	17,606	8,935	**205,660**
Insurance	155,169	6,065	-	-	-	-	-	-	**161,234**
	3,014,630	**2,022,581**	**666,398**	**746,486**	**1,395,039**	**50,878**	**1,733,980**	**1,918,051**	**11,548,043**
Annual surplus (deficit)	**2,836,393**	**(1,469,338)**	**(661,628)**	**177,927**	**(82,932)**	**(5,026)**	**384,594**	**641,456**	**1,821,446**

16. Segmented information (continued)

2018	General Government	Protective Services	Transportation Services	Environmental Services	Recreation & cultural services	Public health services	Sewer services	Water services	Total
Revenues									
Sale of services	-	190,153	-	-	177,177	50,554	1,760,088	2,365,071	**4,543,043**
Taxation – net	3,898,668	-	-	-	-	-	-	-	**3,898,668**
Grants – provincial	2,659,845	-	2,382	-	387,873		383,889	370,800	**3,804,789**
Land and equipment sales	1,223,918	-	-	-	-	-	-	-	**1,223,918**
Solid waste management	-	-	-	904,388	-	-	-	-	**904,388**
Donations	703,086	-	-	-	-	-	-	-	**703,086**
Grants – other	-	175,455	-	-	309,275	-	11,278	-	**496,008**
Admin & recoveries	141,954	3,188	-	-	-	-	255,789	-	**400,931**
Return on investments	255,862	-	-	-	-	-	-	-	**255,862**
Licences, rentals, fines	43,913	88,088	2,500	-	82,852	-	12,230	17,713	**247,296**
Penalties and interest	57,280	-	-	-	-	-	-	9,157	**66,437**
Franchise fees	64,367	-	-	-	-	-	-	-	**64,367**
Actuarial adjustment	3,725	-	-	-	-	-	43,919	10,117	**57,761**
Grants in lieu of taxes	13,647	-	-	-	-	-	-	-	**13,647**
Contributions from DCCs	-	-	-	-	-	-	-	-	-
	9,066,265	**456,884**	**4,882**	**904,388**	**957,177**	**50,554**	**2,467,193**	**2,772,858**	**16,680,201**
Expenses									
Wages and benefits	468,625	393,313	202,542	55,104	811,641	24,350	666,745	793,284	**3,415,604**
Amortization	1,274,914	-	-	-	-	-	441,135	225,962	**1,942,011**
Maintenance & supplies	412,720	122,453	265,483	57,747	469,777	17,584	175,132	279,620	**1,800,516**
Contracted services	30,160	742,803	-	447,628	-	-	-	-	**1,220,591**
Grants	712,298	-	-	-	-	-	-	-	**712,298**
Utilities and telephone	64,312	25,586	85,250	-	44,671	564	162,170	259,900	**642,453**
Other	4,447	126,178	105,248	77,173	11,828	-	-	-	**324,874**
Admin charges	-	-	-	-	-	1,500	121,902	125,000	**248,402**
Debt charges - interest	179,119	-	-	-	-	-	19,615	7,838	**206,572**
Insurance	138,026	5,629	-	-	-	-	-	-	**143,655**
	3,284,621	**1,415,962**	**658,523**	**637,652**	**1,337,917**	**43,998**	**1,586,699**	**1,691,604**	**10,656,976**
Annual surplus (deficit)	**5,781,644**	**(959,078)**	**(653,641)**	**266,736**	**(380,740)**	**6,556**	**880,494**	**1,081,254**	**6,023,225**

17. Subsequent events

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus) and was declared a pandemic on March 12, 2020 by the World Health Organization, which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Town of Osoyoos as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

18. Comparative Figures

Certain comparative figures have been reclassified to conform with current year presentation.

Corporation of the Town of Osoyoos
Restricted Surplus - Reserves for Future Expenses
Schedule 1
For the year ended December 31, 2019

	Opening balance	Transfer to	Transfer from	**Closing balance**
General Capital Fund				
Land acquisitions - statutory	1,615,000	-	-	**1,615,000**
General Reserves fund	690,418	169,899	-	**860,317**
R.C.M.P.	707,649	19,000	(46,760)	**679,889**
Resort Municipality fund	470,043	434,783	(405,605)	**499,221**
Landfill post-closure	373,500	-	(14,062)	**359,438**
Fire department	291,871	38,000	-	**329,871**
Landfill future use	220,000	-	-	**220,000**
Roads - Mariposa	83,000	-	-	**83,000**
Water/recycling initiatives	40,000	10,000	-	**50,000**
Marina	31,971	11,500	-	**43,471**
Museum land restoration	40,000	-	-	**40,000**
Cemetery operations	25,983	-	-	**25,983**
Park development - statutory	21,733	-	-	**21,733**
Desert Park	8,013	-	-	**8,013**
Environmental projects	5,223	-	-	**5,223**
Bursaries	11,000	3,000	(10,600)	**3,400**
	4,635,404	686,182	(477,027)	**4,844,559**
Water Capital Fund				
Equipment replacement	2,181,024	490,696	(39,945)	**2,631,775**
Water metering	375,000	125,000	-	**500,000**
Leak detection / line cleaning	140,000	-	-	**140,000**
Water pump and motor replacement	81,220	-	-	**81,220**
Reservoir cleaning	70,000	-	-	**70,000**
	2,847,244	615,696	(39,945)	**3,422,995**
Sewer Capital Fund				
Equipment replacement	1,611,104	2,206,091	(16,636)	**3,800,559**
Total restricted surplus	9,093,752	3,507,969	(533,608)	**12,068,113**

Corporation of the Town of Osoyoos
Schedule of Property and Other Taxes
Schedule 2
For the year ended December 31, 2019

	Budget (Note 15)	2019	2018
Taxation			
General Municipal purposes	4,084,878	**4,078,350**	3,789,307
Regional District Okanagan-Similkameen	839,268	**839,276**	783,571
1% Utility tax	123,750	**125,793**	114,428
Collection for Other Governments			
School District	3,799,396	**3,796,896**	3,728,839
Reginal Hospital District	524,154	**524,154**	525,546
Okanagan Reginal Library	254,205	**254,205**	256,572
B.C. Assessment Authority	82,188	**82,119**	81,352
Municipal Finance Authority	400	**400**	371
	9,708,239	**9,701,193**	9,279,986
Requisitions Paid			
School District	3,807,596	**3,802,604**	3,733,574
Regional District	839,268	**839,268**	783,574
Regional Hospital Distrcition	524,154	**524,154**	525,546
Okanagan Reginal Library	254,205	**254,205**	256,572
B.C. Assessment Authority	82,588	**82,277**	81,681
Municipal Finance Authority	400	**400**	371
	5,508,211	**5,502,908**	5,381,318
Taxation - Net	4,200,028	**4,198,285**	3,898,668

Corporation of the Town of Osoyoos
Statement of Cemetery Care Trust Fund
Statement of Financial Position
As at December 31, 2019

	2019	2018
Assets		
Cash	**78,269**	74,203
Temporary investments	**18,000**	18,000
Due from ther funds	**832**	2,262
	97,101	94,465
Equity		
Balance, beginning of year	**94,465**	90,742
Contributions	**2,636**	3,723
	97,101	94,465

The Cemetery Care Trust funds are administered by the Town have not been included in the statement of financial position. The trust fund is used for the perpetual maintenance of the cemetery.

TOWN OF OSOYOOS

Schedule Showing the Remuneration and Expenses Paid to or on Behalf of Each Employee

1. Elected Officials

Name	Position	Remuneration	Expenses
Bennett, Myers	Councillor	$ 19,557.92	6,032.90
Harvey, Brian	Councillor	$ 19,957.92	3,546.24
King, Jim	Councillor	$ 19,957.92	5,593.86
McKortoff, Sue	Mayor	$ 32,273.00	5,980.90
Rhodes, Cecil J	Councillor	$ 19,507.92	4,556.66
Appleby, Robert	Water Councillor	$ 687.90	0.00
Dhaliwal, Kuldeep	Water Councillor	$ 2,195.40	0.00
Moreira, Claude	Water Councillor	$ 5,268.96	0.00
Total: Elected Officials		$(A) 119,406.94	25,710.56

2. Other Employees (excluding those listed in Part 1 above)

Name	Remuneration	Expenses
(list all employees, alphabetically, with remuneration and expenses exceeding $75,000, excluding those listed in Section 1 above)		
Brounstein. Jared, Director of Operational Services	$ 99,612.65	1,960.60
Davis, Gerald, Director of Community Services	$ 106,696.00	1,475.41
Fichter, Karl, Water/Wastewater Operator	$ 80,209.35	621.25
Lougheed, Leigh, Water/Wastewater Operator	$ 77,094.28	631.75
MacKay, Gina, Director of Plannning & Dev. Services	$ 119,387.61	5,582.88
Pagett, Neil, Senior Building Inspector	$ 85,018.86	701.57
Romanko, Barry, CAO	$ 119,383.12	3,165.16
Snoek, Tom, Arena Leadhand	$ 82,342.53	231.48
VanVianen, Janette, Director of Corporate Services	$ 117,017.57	3,696.35
Zakall, Jim, Director of Finance/ Deputy C.A.O.	S 122,477.16	3,561.43
Zandvliet, Frank, Water/Wastewater Operator	$ 87,195.53	1,236.40
Consolidated total of other employees with remuneration and expenses of $75,000 or less	$ 2,470,370.45	22,864.28 73,775.96
Total: Other Employees	$(B) 3,566,805.11	96,640.24

3. Reconciliation

Total remuneration - Elected Officials	$(A)	119,406.94
Total remuneration - Other Employees	$(B)	3,566,805.11
Subtotal	$	3,686,212.05
Reconciling Items		
Employers portion EI	$	52,163.38
Employers portion CPP	$	126,974.53
Employers portion Pension	$	255,760.83
Employers portion Group Benefits	$	260,163.93
Wages & Benefits allocated to (RDOS) Sun Bowl Arena	$	-417,492.98
Total per Statement by Object (page 20 of audited Financial Statements)	$	3,963,781.74
Variance	$	0.00

Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3), (4), (5) and (6)

Jim Zakall
Director of Finance

Supplier Code **From :** 0719305 **Sequence :** By Code **Date Range From :** 01-Jan-2019
To : ZUP010 **To :** 31-Dec-2019
Categories **From :** C - Council **Suppress Printing for $ Under** 25,000.00
To : U - Unknown

Supplier Code	Name	Total
AAR010	AARDVARK PAVEMENT MARKING SERVICES	35,157.46
ABE035	ABERDEEN PUBLISHING INC	34,954.28
ACT060	ACTION PLUMBING & HEATING INC	34,827.47
ARG030	ARGON ELECTRICAL SOLAR	90,744.47
B&B010	B&B GROUP VENTURES INC	268,748.88
BAL010	BALOGH ELECTRIC LTD	34,977.18
BCA030	BC ASSESSMENT AUTHORITY	82,276.82
BRE010	BRENNTAG CANADA INC	47,538.19
CAE010	CARO ANALYTICAL SERVICES	43,582.58
CAL040	CALGARY SEWER SCOPE	93,280.32
CAR010	CARE SYSTEMS SERVICES LTD	46,103.26
CEN075	CENTRIX CONTROL SOLUTIONS LP	213,576.99
CEN080	CENTRIX CONTROL SOLUTIONS	33,693.52
COM015	COMPLETE CLIMATE CONTROL INC	40,291.34
COO045	COOL CREEK ENERGY LTD	85,527.08
CUM015	CUMMING CONSTRUCTION LTD	1,460,845.93
CUP010	C.U.P.E. LOCAL 608	44,854.98
DES060	DESTINATION OSOYOOS	242,339.23
EMPS	EMPS	59,868.45
FOR010	FORTISBC - ELECTRICITY	694,428.13
FOR025	FORTISBC - NATURAL GAS	60,130.43
GAR010	GARAVENTA CANADA LTD	31,444.00
GRA030	GRANT THORNTON LLP	28,087.50
GRE085	GREEN FLUSH TECHNOLOGIES	111,192.48
H&M010	H & M EXCAVATING LTD	232,396.19
ICB010	I.C.B.C.	28,068.00
JOH010	JOHNSTON BUILDERS LTD	34,000.00
LID035	LIDSTONE & COMPANY	34,357.29
LOR010	LORDCO PARTS LTD	40,670.91
MASZAK	MASTERCARD	31,658.39
MET025	META WEST SALES LTD	36,595.65
MIA010	MUNICIPAL INSURANCE ASSOC. OF BC	45,699.60
MIK020	MIKE JOHNSON EXCAVATING LTD	361,344.67
MIN130	MINISTER OF FINANCE...	2,302,246.04
MPF010	MUNICIPAL PENSION PLAN	478,189.05
MSP010	MINISTER OF FINANCE - MSP	27,600.00
MUN030	MUNICIPAL FINANCE AUTHORITY	129,122.60
NOR095	NORTHERN COMPUTER	87,994.16
OAK025	OAKCREEK GOLF & TURF INC	206,054.33
OKR020	OKANAGAN REGIONAL LIBRARY	254,204.88
ORC010	ORCHARD FORD SALES LTD	31,249.12
OSO045	OSOYOOS MUSEUM SOCIETY	57,300.00
PBC010	PACIFIC BLUE CROSS	235,142.32
REC010	RECEIVER GENERAL FOR CANADA	961,132.81
REG010	R.D.O.S.	1,786,325.42
RES020	RESPONSE SPECIALTIES	29,790.52
ROC	ROCKS 'N' BLOCKS LANDSCAPE DESIGN	136,173.81
ROC020	ROCKY MOUNTAIN PHOENIX	40,491.66
ROY050	ROYAL CANADIAN MOUNTED POLICE E DIVISION	779,258.67
TAL010	TALUS SAFETY INC	42,958.03
TEL010	TELUS	39,959.13
TRU010	TRUE CONSULTING	699,841.67
URB015	URBAN SYSTEMS LTD	56,283.42
VAD010	VADIM COMPUTER MGMT GROUP	41,968.61

Supplier Code From : 0719305 To : ZUP010
Sequence : By Code
Date Range From : 01-Jan-2019 **To :** 31-Dec-2019
Categories From : C - Council To : U - Unknown
Suppress Printing for $ Under 25,000.00

Supplier Code	Name		Total
WAS010	WASTE CONNECTIONS OF CANADA INC		335,319.97
WAS055	WASTE'N WATERTECH		62,720.00
WES050	WESTCON PRECAST INC		49,684.69
WOL010	WOLSELEY CANADA INC WZ16470		47,559.96
WOR010	WORKERS COMPENSATION BOARD		58,426.80
XYL010	XYLEM CANADA COMPANY		29,859.20
ZEP010	ZEP OKANAGAN - BRANDT ENTERPRISES LTD		77,725.62
	Total Suppliers Equal and Over	25,000.00	13,847,844.16
	Other Suppliers Under	25,000.00	1,791,941.02
	Total Of Printed Suppliers :		**15,639,785.18**

Corporation of the Town of Osoyoos

Schedule of Guarantee and Indemnity Agreements

The Corporation of the Town of Osoyoos has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Jim Zakall
Director of Finance
June 15, 2020

Corporation of the Town of Osoyoos

Statement of Severance Agreements

There was one severance agreement under which payment commenced between the Corporation of the Town of Osoyoos and its non-unionized employees during the fiscal year 2019.

- **This agreement represents 3.67 months of compensation.***

* “Compensation” means (This severance agreement was determined based on salary).

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7).

Jim Zakall
Director of Finance
June 15, 2020

STATEMENT OF PROPERTY TAX EXEMPTIONS

In accordance with Section 98 (2) (b) of the *Community Charter,* the following properties in the Town of Osoyoos were provided permissive property tax exemptions by Council in 2019:

Folio	Legal Description	Civic Address	Organization	Value of Permissive Exemption
00515.010	Lot 557 Plan 1949	301A Hummingbird Lane	Osoyoos Curling Club Society	14,831.94
00437.000	Lot 530 Plan 2450	8015 Spartan Drive	Lake Osoyoos Sailing Club	8,399.70
00965.000	Lot 974 Plan 16985	12300 Golf Course Drive	Osoyoos Golf Club	36,344.55
00967.000	Lot 766 Plan 2476		Osoyoos Golf Club	5,237.74
00985.400	Lot 1003, Plan 31183, Except Plan KAP7535		Osoyoos Golf Club	3,007.00
00966.075	Lot 1009 Plan 38144	4000 Golf Course Drive	Osoyoos Golf Club	1,043.78
00966.840	Lot 74 Plan 42262	12130 Golf Course Drive	Osoyoos Golf Club	221.17
00038.000	Lot 12, Plan KAPB10406	6901 Main Street	Osoyoos Pyramid Corp Ltd (Boat Trailer Parking Lot)	8,606.69
00435.000	Lot 530 Plan 2450	Park Place	Osoyoos Senior Centre and Museum Society+	73,351.16
00443.000	Lot 536 Plan 1949	6609 – 89th Street	Osoyoos Nursery School	4,144.30
00644.000	Lot 1A Plan 5120	8713 - Main Street	Osoyoos Arts Council+	5,104.92
00963.000	Lot 991 Plan 21072	3800 Golf Course Drive	Osoyoos Portuguese Canadian Cultural Society	354.51
00963.000	Lot 991 Plan 21072	3800 Golf Course Drive	Desert Park Exhibition Society	11,744.48
00966.075	Lot 1009, Plan KAP38144	4000 Golf Course Dr	Desert Park Exhibition Society	633.87
01316.040	Lot 3, Plan 23385	51st Street	Robert Grant (Firehall)	1,001.54
00646.000	Lot 5, Plan KAP5120	8701 Main Street	Desert Sun Counselling Centre	6,868.06
01345.005	Lot A Plan KAP70164	9912 - Highway #3	Visitor Information Centre+	17,574.39
06093.010	Lot B, Plan 22765	8506 – 92 Ave	Osoyoos Lodge No436 of the Elks of Canada	6,162.70
00596.000	Lot 1 Plan 3262	7206 – 87th Street	Synod of Diocese of Kootenay Anglican	2,052.63
00372.030	Lot 3-4 Plan 27473	6 Finch Crescent	Grace Lutheran Church	3,067.09
00761.010	Lot A Plan KAP69873	7812 – 7814 Spartan Drive	Osoyoos United Church	3,858.94
00516.100	Lot A Plan 31734	6221 – 97th Street	Trustee of Osoyoos Congregation of Jehovah Witness	3,858.94
00371.005	Lot 1 Plan 52821	42 Finch Crescent	Osoyoos Christian Centre (P.O.A.C.)	3,452.62
00840.010	Parcel A Plan 2450 Block 762	8514 – 74th Avenue	The President of the Lethbridge Stake	2,201.64
00828.010	Lot A Plan KAP79658	7610 – 87th Street	Roman Catholic Bishop of Nelson	5,818.32
00535.220	Lot 2 Plan 28953	6210 – 97th Avenue	Trustees of Osoyoos Congregational Baptist Church	8,753.37
			TOTAL	**237,696.05**

+ Includes permissive tax exemption and includes wages, maintenance and utilities for the facilities)

2019 - 2022

Osoyoos

Canada's warmest welcome ®*

Town of Osoyoos Business Plan

March 18, 2019
FINAL

Section 1

- Implementation Process ---------- 1-1

Section 2

- Operational Plan - Vision ---------- 2-1
- Operational Plan - Goals ---------- 2-2
- Annual Budget Development Process ---------- 2-3

Section 3

- Council Strategic Priorities Chart ---------- 3-1
- Directors Strategic Priorities Chart ---------- 3-2

Section 4

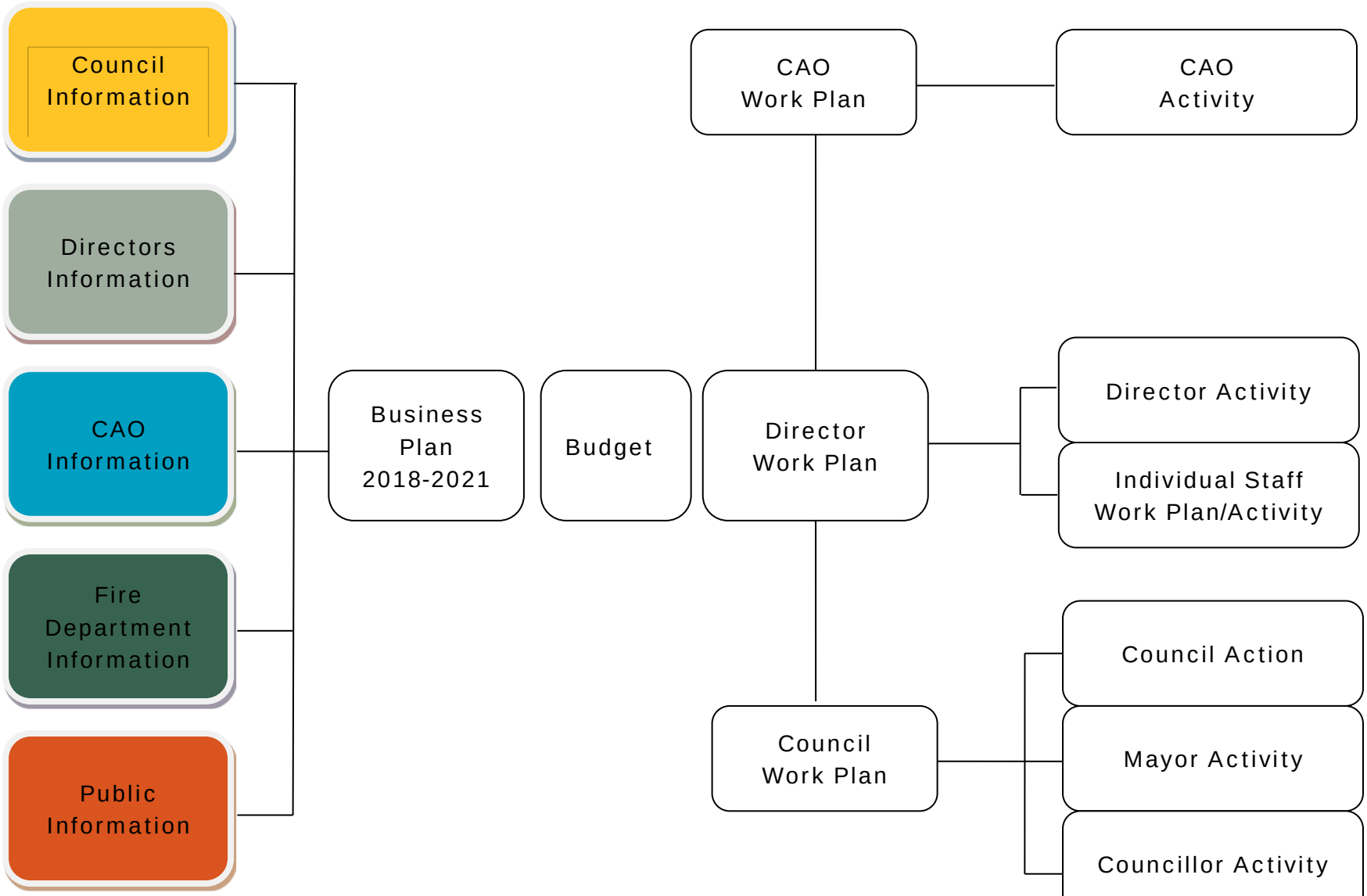
- Strategic Directions
  - Community Life ---------- 4-1
  - Economic Development ---------- 4-6
  - Environmental Sustainability ---------- 4-8
  - Community and Land Use Planning ---------- 4-9
  - Community Infrastructure ---------- 4-13
  - Community Safety ---------- 4-23
  - Governance and Municipal Management ---------- 4-25
  - Financial Sustainability ---------- 4-30
  - Organizational Development ---------- 4-33

Section 5

- Capital General Fund ---------- 5-1
- Capital Sewer Fund ---------- 5-2
- Capital Water Fund ---------- 5-3

Section 6

- Acronym Guide ---------- 6-1


Council Information
Directors Information
CAO Information
Fire Department Information
Public Information
Business Plan 2018-2021
Budget
CAO Work Plan
CAO Activity
Director Work Plan
Director Activity
Individual Staff Work Plan/Activity
Council Work Plan
Council Action
Mayor Activity
Councillor Activity

Vision

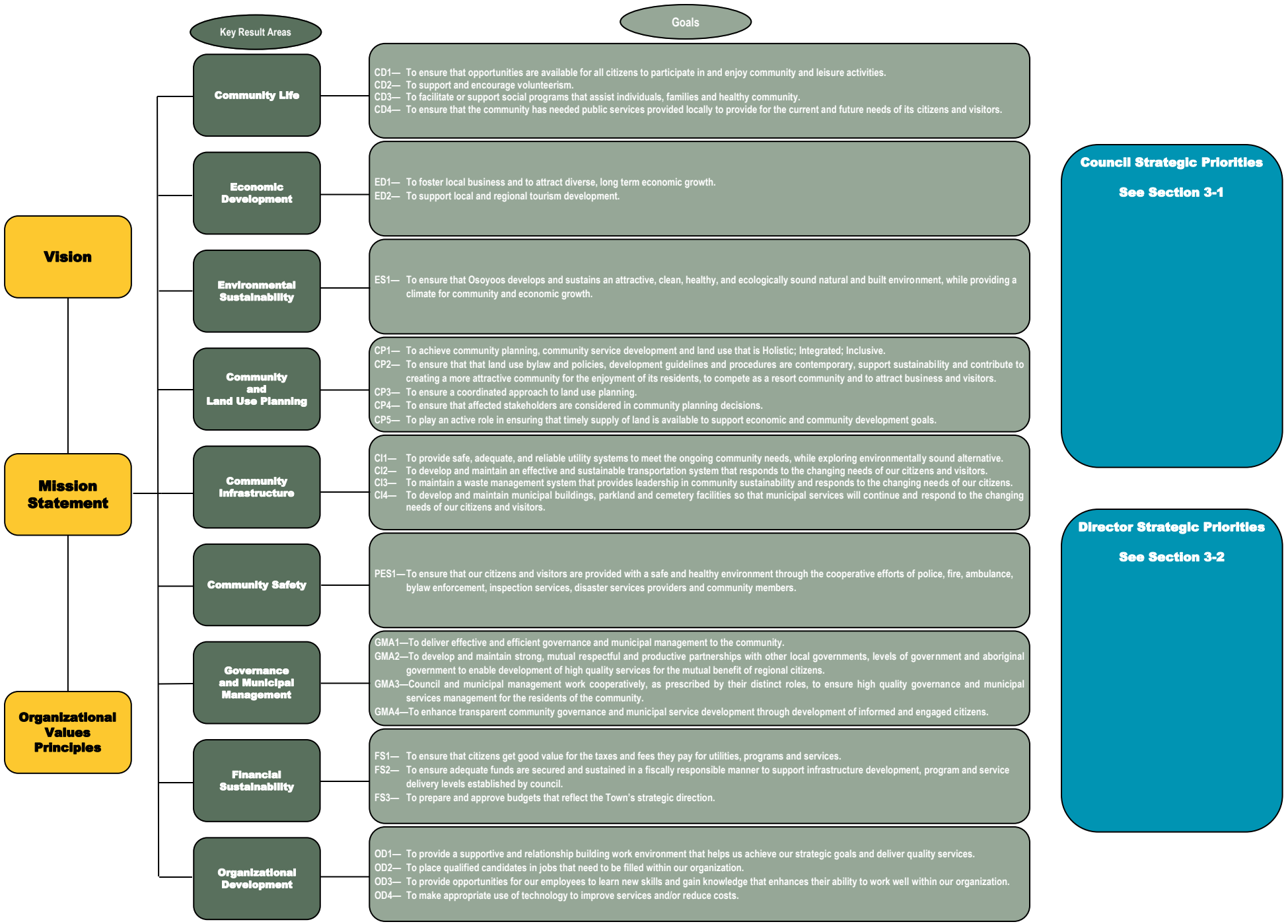
Osoyoos' vision is to excel as a community which meets current and future population needs in a socially, economically, and environmentally sustainable manner.

Mission Statement

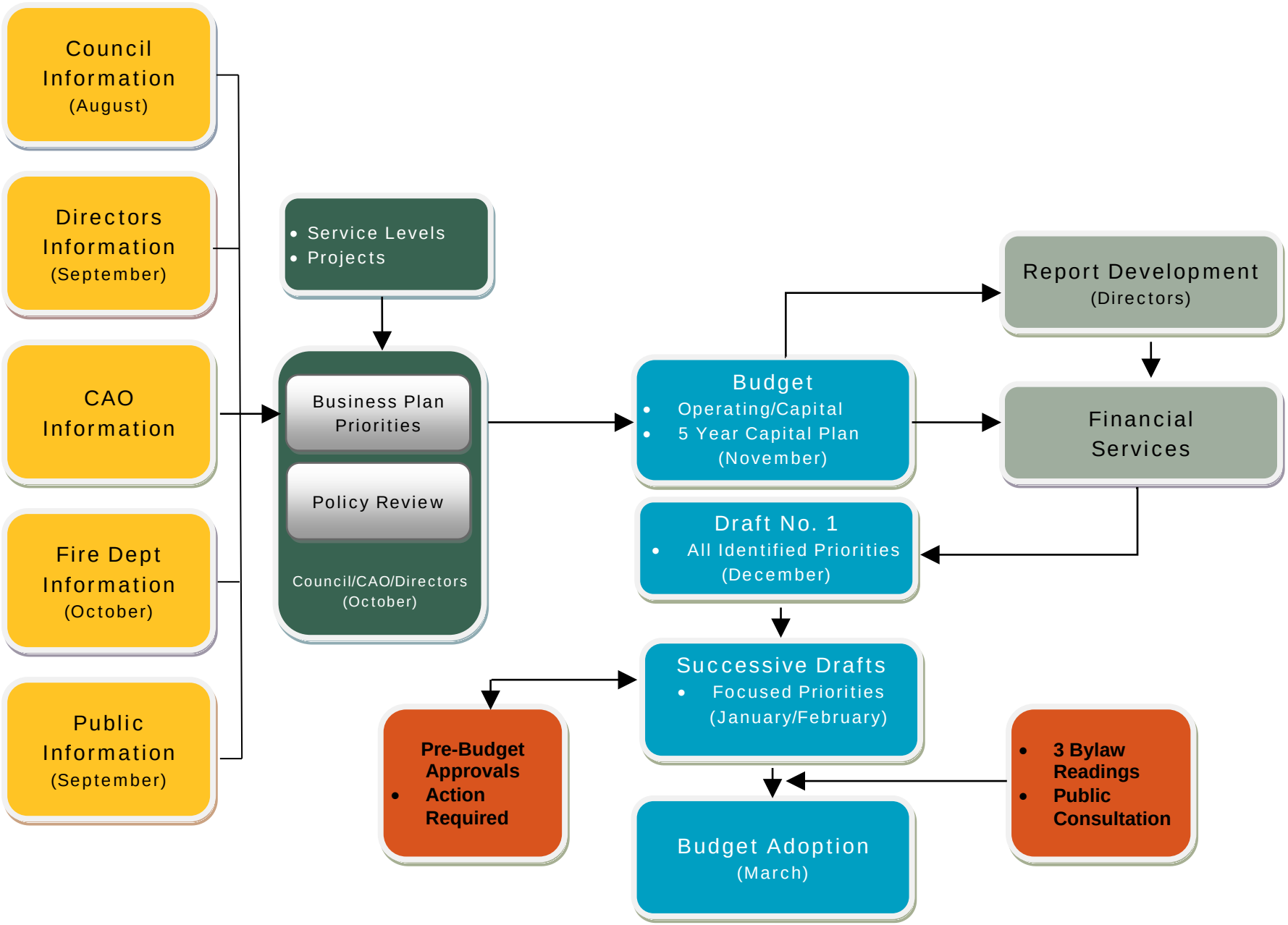
"To provide quality community services and facilities, which meet the needs of the current and future residents of Osoyoos, in a socially, economically and environmentally sustainable manner."

Organizational Values Principles

(To be developed)


Vision
Mission Statement
Organizational Values Principles
Key Result Areas
Goals
Community Life
CD1— To ensure that opportunities are available for all citizens to participate in and enjoy community and leisure activities.
CD2— To support and encourage volunteerism.
CD3— To facilitate or support social programs that assist individuals, families and healthy community.
CD4— To ensure that the community has needed public services provided locally to provide for the current and future needs of its citizens and visitors.
Economic Development
ED1— To foster local business and to attract diverse, long term economic growth.
ED2— To support local and regional tourism development.
Environmental Sustainability
ES1— To ensure that Osoyoos develops and sustains an attractive, clean, healthy, and ecologically sound natural and built environment, while providing a climate for community and economic growth.
Community and Land Use Planning
CP1— To achieve community planning, community service development and land use that is Holistic; Integrated; Inclusive.
CP2— To ensure that that land use bylaw and policies, development guidelines and procedures are contemporary, support sustainability and contribute to creating a more attractive community for the enjoyment of its residents, to compete as a resort community and to attract business and visitors.
CP3— To ensure a coordinated approach to land use planning.
CP4— To ensure that affected stakeholders are considered in community planning decisions.
CP5— To play an active role in ensuring that timely supply of land is available to support economic and community development goals.
Community Infrastructure
CI1— To provide safe, adequate, and reliable utility systems to meet the ongoing community needs, while exploring environmentally sound alternative.
CI2— To develop and maintain an effective and sustainable transportation system that responds to the changing needs of our citizens and visitors.
CI3— To maintain a waste management system that provides leadership in community sustainability and responds to the changing needs of our citizens.
CI4— To develop and maintain municipal buildings, parkland and cemetery facilities so that municipal services will continue and respond to the changing needs of our citizens and visitors.
Community Safety
PES1—To ensure that our citizens and visitors are provided with a safe and healthy environment through the cooperative efforts of police, fire, ambulance, bylaw enforcement, inspection services, disaster services providers and community members.
Governance and Municipal Management
GMA1—To deliver effective and efficient governance and municipal management to the community.
GMA2—To develop and maintain strong, mutual respectful and productive partnerships with other local governments, levels of government and aboriginal government to enable development of high quality services for the mutual benefit of regional citizens.
GMA3—Council and municipal management work cooperatively, as prescribed by their distinct roles, to ensure high quality governance and municipal services management for the residents of the community.
GMA4—To enhance transparent community governance and municipal service development through development of informed and engaged citizens.
Financial Sustainability
FS1— To ensure that citizens get good value for the taxes and fees they pay for utilities, programs and services.
FS2— To ensure adequate funds are secured and sustained in a fiscally responsible manner to support infrastructure development, program and service delivery levels established by council.
FS3— To prepare and approve budgets that reflect the Town's strategic direction.
Organizational Development
OD1— To provide a supportive and relationship building work environment that helps us achieve our strategic goals and deliver quality services.
OD2— To place qualified candidates in jobs that need to be filled within our organization.
OD3— To provide opportunities for our employees to learn new skills and gain knowledge that enhances their ability to work well within our organization.
OD4— To make appropriate use of technology to improve services and/or reduce costs.
Council Strategic Priorities
See Section 3-1
Director Strategic Priorities
See Section 3-2

Annual Budget Development Process



	COUNCIL PRIORITIES (Council/CAO)	
1	Resort Municipality Initiative (RMI) Strategic Development	February
2	Water Systems (Source Options and Drinking Water Quality)	February
3	Official Community Plan (OCP) Terms of Reference	March
4	5 Year Capital Plan (Approve Priorities)	March
5	CAO Recruitment	May
	NEXT	
	Aquatic Centre (Project Update)	March
	Airport (Future Invest and Municipal Role)	April
	Boundary Expansion (Lakeshore Drive)	May
	Housing (Completed Housing Needs Assessment Study)	June
	Town Center Renewal	June
	Medical Center Feasibility (Municipal Role)	July
	Town Hall (Options)	July
	COUNCIL ADVOCACY	
	Boat Inspection Stations (DFO)	
	Lake Health Report (OBWB)	
	Main Street Resurface (MOTI)	
	Local/Regional Medical Services	
	Local School Service	

OPERATIONAL STRATEGIES (CAO/Staff)

	CAO			**Corporate**	
1	Complete Bike BC Application	February	1	Delegation Authority Bylaw	March
2	Town Hall (Feasibility Study)	May	2	Staff Substance Abuse Policy	March
3	Boundary Expansion Lakeshore Drive (Business Case)	May	3	Emergency Plan Review	April
4	Aquatic Center Feasibility Study	June	4	Records Scanned (Completion)	April
5	Hire Fire Chief	June	5	Succession Planning (Plan)	June
6	Conconi Property Negotiations	July	6	Housekeeping Bylaw	October
7	Director Evaluations	July	7	Archive Redundant Vault Records	December
8	Airport Governance	August	8	Municipal Ticket Review	December
9	CAO Issue Briefing Book	August	9		
10			10		
	Planning			**Community**	
1	OCP (Terms of Reference)	April	1	Age Friendly Program (Start Up)	February
2	Gyro Park (Pier Project)	April	2	Update Fees and Charges Bylaw (Prior to Ice Installation)	June
3	RMI Strategy (Stakeholder Forum-February)	April	3	Sun Bowl Building Assessment	July
4	Housing (Needs Assessment Report)	April	4	Volunteer Recruitment Program	August
5	Town Centre Renewal Plan (2019 Projects)		5	Policy for the Memorial Bench Program	August
6			6	Capital Upgrades to Sonora	September
7			7	Occupational Health and Safety Policy (Review)	September
8			8	Grant In-Aid Policy (How funds are expended tax relief, use of facilities at no charge.)	September
9			9	Community Bus Policy (Review/Update)	April
10			10	Zoning Bylaw 1085	
	Finance			**Operations**	
1	Borrowing Authorization Bylaw	January	1	Water Systems (Options)	December/2018
2	Fees & Charges Bylaw	March	2	Snow and Ice Control Policy (PW - 010)	April
3	5 Year Capital Plan (Priorities)	December	3	Cottonwood Retaining Wall (Completion)	May
4	E-Commerce (Utility Billing)		4	Main Sewer Lift Stations Replacement	July
5			5	Assessment Management System	
6			6	Main Street Sidewalk (Analysis)	
7			7	Parks Inspection Policy (PW - 017)	
8			8		
9			9		
10			10		

OPERATIONAL STRATEGIES

	Administrative (CAO) Services	Date	Comments
1	Complete Bike BC Application	February	
2	Town Hall (Feasibility Study)	May	
3	Boundary Expansion Lakeshore Drive (Business Case)	May	
4	Aquatic Center Feasibility Study	June	
5	Hire Fire Chief	June	
6	Conconi Property Negotiations	July	
7	Director Evaluations	July	
8	Airport Governance	August	
9	New CAO Briefing Book	August	
10			
	2019		
	RMI Reporting And Other Activities	December	
	New CAO Job Description	December	
	Director Project Reviews	Semi-Annual	
	Gyro Park Pier	May	
	Identify Funds For Administration Building Feasibility Study	June	
	Delegation Of Authority Bylaw	September	
	Coordination Of Marijuana Legislation And Community Implementation	September	
	Pool Feasibility Study Development And Project Implementation	September	
	Boundary Expansion	October	
	Rental Property Developer Search	October	

OPERATIONAL STRATEGIES

	Community Services	Date	Comments
1	Age Friendly Program (Start Up)	February	
2	Sun Bowl Building Assessment	July	
3	Capital Upgrades to Sonora	Ongoing	
4	Volunteer Recruitment Program	Ongoing	Large events like "Halloween Howl" and "Rockin with Santa" can be organized to better, to achieve a unified community event.
5	Memorial Bench Policy	August	This program is organized by past history with no policy attached.
6	Community Bus Policy		Review and Update the Policy
7	Update Fees and Charges Bylaw		
8	Occupational Health and Safety Policy		Review the Policy
9	Grant In-Aid Policy		Update Grant in-aid Policy to reflect how funds are expended. i.e. Tax relief, use of facilities at no charge.
10	Zoning Bylaw 1085		Use of c-can storage in parks or green spaces (i.e.: west bench)
	2019/2020/2021		
	West Bench Dog Park	01-May-18	Work with committee to complete park. Budget of $125,000.
	Baseball Diamond	01-Mar-19	In progress. Part of the West Bench Project.
	Elevator Lift At Desert Park	01-Mar-19	Enabling accessibility grant of $32,000. Project to start on March 1. Need to be completed within one year of starting. Tender for installation awarded.
	Outdoor Pickle Ball Courts	01-May-19	Courts completed however cracking has occurred in paint. No warranty. Will fill cracks in house.
	Repair concrete at front steps and sidewalk at the Sonora Community Centre	2019	Concrete is crumbling and becoming uneven making it unsafe
	Review and update Community Bus Policy	2019	The current Community Bus Policy is outdated and changes are needed to reflect insurance concerns and overnight requests.
	Review and update the Community Services Fees and Charges Bylaw	2019	The current fees and charges bylaw should be reviewed to ensure adequate fees are being collected to cover increasing operational costs. The by-law has an automatic CPI increase annually, but it can at times be very minimal.
	Review grant in aid policy	2019	Some applicants request funding that could be allocated from other sources.
	Zoning Bylaw 1085	2019	Use of storage containers in parks areas
	Building Controls At Sonora Community Center	2019	This will be tendered in May and is part of an energy grant program.
	Front office renovations	2020	Renovations are needed to expand window, increase front counter height and move the main entrance to the office.
	Develop Mini Park for SE Meadowlark Development	2020	Part of the development to include a mini park
	Desert Park Electrical upgrades	2021	investigate the need to upgrade the power supply by the backstop to accommodate larger events such as weddings and concerts.
	Kitchen Equipment Replacement	2021	Research and plan for the eventual replacement of commercial fridge and freezer in commercial kitchen.

OPERATIONAL STRATEGIES

	Community Services	Date	Comments
	Age Friendly Program	Ongoing	Committee formed and application made to become an age friendly community. Meetings are held every month and meeting minutes are circulated to council agenda.
	Aquatic/Recreation Feasibility Study	Ongoing	Work with CAO to review the aquatic study and develop plan to assess future recreation facilities.
	Implement Accessibility Recommendations	Ongoing	
	Sun Bowl Arena Cost Analysis	Ongoing	Cost/benefits analysis to open arena in the summer months. Feasibility study . Future of the current arena.
	Weight Room Equipment	Ongoing	Replace aging fitness equipment as needed
	Occupational Health And Safety Program	Ongoing	Meetings once a month with joint committee and liaise with OH&S consultant Talus - Dennis Heigh. We need to review and update the OH&S policy.
	Community Services Advisory Committee	Ongoing	Council approval completed. Age friendly program and Healthy Living Coalition now part of new committee. Potential funding opportunities with age friendly program for outdoor fitness equipment. Working with committee to develop a survey for Age Friendly Program.
	Osprey Nest Camera	Ongoing	Ongoing. Streaming capabilities through "YouTube" that is more cost effective.
	Infrastructure Asset Management Plan	Ongoing	Department shared. (To Be Shared Responsibility)
	Community Services Grant Program	Ongoing	Funding budget of $70,000 for 2019. Grants to be handed out in April.
	Leisure Guide	Ongoing	Completed in house and delivered 3 times a year as a major production. Summer guide is smaller and completed entirely in house. Investigate cost analysis to contract development of leisure guide out.
	Expanded Infrastructure/Programming At Sonora (Patio, Climbing Wall)	Future	Part of 5 year Capital program. Need to research these projects and bring a business case forward on how much value added benefits they will have. Include renovations to Room 1 to include better storage and update meeting room.

OPERATIONAL STRATEGIES

	Corporate Services	Date	Comments
1	Delegation Authority Bylaw	March	Completed
2	Staff Substance Abuse Policy	March	Completed
3	Emergency Plan Review	April	
4	Records Management Scanning	April	Second round only. Ongoing until completed
5	Succession Planning (Plan)	June	
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	2019/2020		
	Prepare RFP for Evacuation Route Planning - grant funding received	31-Mar-19	CEPF of $25,000 received to prepare plan. RFP to go out for outsourcing this work
	2018 Annual Report	30-Apr-19	Must be available for public no later than May 31, 2019
	Bylaw Enforcement - Staffing positions	31-May-19	finalize job descriptions and post
	Close Road - Bayview	31-May-19	awaiting survey
	Water Rights At Cottonwood	31-Dec-19	review licences and trespass pump houses on Town Road
	Policy Governance - New/Existing	31-Dec-19	Ongoing
	Municipal Ticket Review	31-Dec-19	Review current process with new Bylaw Supervisor & make recommendation
	Action Tracker Clean Up	31-Dec-19	Follow up on outstanding trackers - some have been done
	Records Clean Up - Archives	31-Dec-19	Both paper and electronic records to be archived and destroyed where necessary
	Human Resource - Job Postings	31-Dec-19	Ongoing
	CUPE Negotiations	31-Mar-20	Current contract expires December 31, 2019

OPERATIONAL STRATEGIES

	Financial Services	Date	Comments
1	Fees & Charges Bylaw	May	
2	Borrowing Bylaw - Main Lift Station	May	
3	Borrowing (AAP) Quint Fire Truck	August	
4	Budget Preparation	September	
5	Budget Policy Review And Updates	October	
6	5 Year Capital Plan (Priorities)	December	
7			
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	2019		
	Fee for Service - Review of Audit Agreement	June	
	Borrowing Bylaw - Water Twinning	November	
	OIB Connections Review Spirit Ridge And Osoyoos Cottages	December	
	Sewer Servicing Agreement (RDOS Areas)	December	
	Review And Update Landfill Post Closure Costs	December	
	OBWB Sewer Grant Application	December	
	Infrastructure Asset Management Plan		To Be Shared Responsibility

OPERATIONAL STRATEGIES

	Protection Services	Date	Comments
1	Orientation and Integration of New Fire Chief		
2	Purchase New Fire Truck		
3	Rural Protection District Fire Protection Bylaw		
4			
5			
6			
7			
8			
9			
10			
	2019		

OPERATIONAL STRATEGIES

	Operational Services	Date	Comments
1	Water Supply Systems (Options)	December	
2	Main Sewer Lift Stations Replacement	July	
3	Cottonwood Retaining Wall (Completion)	May	
4	Assessment Management System	March	Lightship GIS program subscription purchased March 2, 2019. Training in progress.
5	Main Street Sidewalk (Analysis)		
6	Update to Snow and Ice Control Policy (PW - 010)	April	
7	Create a more detailed Parks Inspection Policy (PW - 017)		
8			
9			
10			
	2019/2020 Projects		
	Repair Effluent Water Intake At Storage Pond No. 2 At The Sewer Lagoons	30-Mar-19	Project to be tendered in Spring of 2019 and completed prior to July 1, 2019.
	Park Facility Development (Washrooms, Paved Parking) At Osoyoos Park	30-Mar-19	Pre-fab washroom building to be installed by March 30, 2019
	Install A Second 50 Kw Solar Array At The Sewer Lagoons	31-Mar-19	Project to be completed by March 31, 2019.
	Intersection improvements at Jasmine Drive & 32 Avenue	17-May-19	Tender closing date Feb. 26, 2019, scheduled completion date is May 17, 2019.
	Intersection improvements at Main Street & 70 Avenue	17-May-19	Tender closing date Feb. 26, 2019, scheduled completion date is May 17, 2019.
	Repair retaining Wall at Cottonwood Park	20-May-19	DFA funds are paying for $281,000 of this project.
	Installation of new Parks Washroom in the West Bench Recreation Area	20-May-19	Project to be completed by May 20, 2019.
	Replace Trees And Shrubs At The Osoyoos Marina	20-May-19	
	Lake Access Pathway Maintenance Throughout The Community	20-May-19	
	Installation Of Xeriscape Landscaping, Trees, Hedge, Grass & Irrigation On Boulevards In The Southeast Meadowlark Subdivision	20-May-19	Contract scheduled to be tendered in Spring 2019.
	Perform a video camera inspection of existing storm sewer infrastructure.	31-May-19	Tender closing date March 12, 2019, scheduled completion date is May 31, 2019.
	Development of a uni-directional water main flushing program	30-Jun-19	
	Replace Existing Electrical Kiosk, Radio And Upgrade Scada Control At The Golf Course Lift Station	30-Jun-19	Contract scheduled to be completed by June 30, 2019.
	Landfill Scale Replacement c/w new scale house and civil works	31-Jul-19	This project was deferred to 2020 by Town Council at the December 18, 2018 Capital budget planning meeting.
	Pump Replacement (Submersible To Vertical Turbine Pump) At Well No. 8	30-Oct-19	Project scheduled to be completed by October 30, 2019
	Water Supply Main Installation Between Gyro Park And The Holiday Inn	31-Dec-19	This project has been delayed receiving a SRW to install the water main under Osoyoos Lake.
	Rural Water Twinning System No. 9 Phases 2 & 3	31-Dec-19	Dependent upon receiving grant funding
	Design future Water Treatment Facilities	31-Dec-19	Town Council must decide the future water source for the Town's distribution system. Future water sourcing presentation was given to Town Council at the Feb. 19, 2019 COW meeting.
	Pedestrian Access To The Lake At The South End Of Gyro Park	31-Dec-19	

OPERATIONAL STRATEGIES

	Operational Services	Date	Comments
	Replacement of the Main Sewage Lift Station	28-Feb-20	Failure of the existing lift station is inevitable and will cause raw sewage to be discharged directly into Osoyoos Lake.
	Locate new Water Well locations (preferably on the West Bench)	31-Dec-20	This is especially important if the future water source of the Town continues to be Groundwater (Wells). This project was deferred to 2020 by Town Council at the December 18, 2018 Capital budget planning meeting.
	Relocate Jenko sewer lift station	31-Dec-20	Project should be completed prior to any future Lake flooding events. This project was deferred to 2020 by Town Council at the December 18, 2018 Capital budget planning meeting.

OPERATIONAL STRATEGIES

	Planning and Development Services	Date	Comments
1	OCP (Terms of Reference)	January	
2	RMI Strategy (Stakeholder Forum-February)	April	
3	Housing (Needs Assessment Report)	April	
4	TCRP (2019 Projects)		
5	Gyro Park (Pier Project)	March	
6			
7			
8			
9			
10			
	2019		
	Richter Property Servicing, Lot Sales And House Building	Ongoing	Underway, amending covenant to be flexible with affordable units
	Affordable Housing	Ongoing	Underway
	Processing Major Development Applications (4217 Lakeshore)		Lakeshore RAR assessment underway now
	General Development Applications	Ongoing	Underway
	Coordinated OCP / Zoning Bylaw Review		Commence 2019
	Trails And Parks Plan Implementation	Ongoing	Commence
	South-East Meadowlark (Seem) Plan Implementation	Ongoing	Awaiting development application on private property
	Modernize Business Licence Bylaw	Ongoing	Underway
	Gyro Park Pier Design And Construction	Ongoing	Underway
	Directional/Wayfinding Signage	Ongoing	Include in Town Centre Renewal (TCRP) project
	Economic Development - Create Strategic Plan, become Investment Ready	Ongoing	Commencing August 2019
	Town Centre Renewal Plan (TCRP)		TCRP complete - now implementing key directives (Sidewalk Patio Policy, Food Vendor Policy, installation of bollards, programming for bump outs)
	Sustainable Urban Forestry Plan And Bylaw		Phase 1 completed (tree inventory analysis) next stage includes public consultation on tree bylaw (during OCP review)
	Kruger Mountain Municipal Expansion		Work with CAO to determine next steps
	Implement LRCU Task Force Recommendations On Public Tenures		Work with CAO to determine next steps
	Rental Housing Strategy And Implementation		Commence
	Cannabis Business Licence Bylaw Update		Underway
	Business Licence Bylaw Renewal		Underway
	Amend Water Zoning Bylaw	Complete	Complete
	Cannabis Regulation Development	Complete	Complete

Community Life

Goals **CL1** **To ensure that opportunities are available for all citizens to participate in and enjoy community and leisure activities.**

Strategies
1.1 Maintain a commitment to offer accessible, basic community and leisure programs, services and opportunities.
1.2 Support and facilitate community groups and agencies in their development and delivery of services.
1.3 Set program priorities, standards and service levels by taking into account demographic trends, contemporary program ideas and affordability.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Continue to operate the Sonora Center at the current service levels	1.1/1.3	Continue to operate center as a community and conference center	Community Services	2017-2020	Continue budget support that enable response to inflation.	No planned changes in staffing or hours of operations.	CL1-2012-01
Continue to operate the Arena at the current service levels	1.1/1.3	Quality programming to a maximum number of users	Community Services	2017-2020	RDOS Requisition	Undertake a cost analysis of supplying summer ice in July and August to determine value added to the community. **This will be completed in 2019.**	CL1-2012-03
Continue to operate playing fields at current levels and standards		Quality programming to a maximum number of users	Community Services/Operational Services	2017-2020	Internal Staffing	Need to review service standards on shale ball fields and town role in maintaining diamonds.	CL1-2012-04
Continue to maintain trails at current levels and standards		Trails contribute economic, physical and social goals of our community	Operational Services	2017-2020	Internal Staffing	Development of additional trails based on recommendations included in Community Services and Parks and Trails Master Plan. There is an identified need for increased signage on canal trail for dog control and dog clean up.	CL1-2012-05
Continue to operate and improve the Desert Park recreation building	1.1	Maintain levels of service to community	Community Services	2017-2020	Internal Staffing		CL1-2012-06
Plan and deliver community events that enhance community livability and sustainability	1.3	Support to volunteers or deliver direct community program outside the Sonora Centre	Community Services	2017-2020	Internal Staffing	Priority program include Terry Fox Run, special days like earth day and environment week, **Annual celebration of Community(April/May)** Family Day, Pitch In week (April), Halloween, Pickle ball Tourney, Rocking with Santa, Earth Hour, family splash and disco family skate. Continue to offer similar events and programs.	CL1-2012-09
Maintain trails map and website tourism information	1.2	Increased awareness of trails for visitors and residents	Community Services/Executive Assistant	2017-2020		Trail maps to be updated to reflect upgrading and connectivity changes.	CL1-2012-10
Investigate and implement the Age Friendly BC Community program	1.2	Access to information and grant opportunities up to $20,000 for health and well being of seniors who are active agers in our community	Community Services	2018	Internal Staffing	Receive designation, identify grant application project and work with the committee.	CL1-2012-14
Monitor marina operator agreement ends 2020, need to issue new RFP		Provide for transparent leasing process.	Community Services/Core	October 2020		Need to clarify washroom cleaning standards for the operator.	CL1-2014-01
Investigate potential use of ***test orchard*** for future green space development	1.1/1.2	Possible options could include ball diamonds/soccer fields/other.	Community Services	2019-2020	TBD	The test orchard will need an engineered site plan to assist in determining the use of the land. Site use potential includes planting a hay crop and using as a recycled watering site.	CL1-2017-01
Expand program potential of Sonora Centre		Additional rental and activities developed and increased services.	Community Services	2017-2020		Need to bring a business case to council for revenues from patio development and further work to explore climbing wall installation.	CL1-2014-03

Community Life

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Work with Oliver, OIB and RDOS to determine feasibility of developing a regional pool.		Additional service to the region that will assist with social, physical and economic development of the region.	CAO/Community Services	2018-22	$40,000 budget	Alternately explore the development of a pool in Osoyoos using infrastructure funding.	CL1-2018-01
							CL1-2019-01
							CL1-2019-02
							CL1-2019-03
							CL1-2019-04
							CL1-2019-05

Community Life

Goals **CL2** **To support and encourage volunteerism.**

Strategies
2.1 Partner with community groups to develop and celebrate volunteerism.
2.2 Take advantage of opportunities to nominate volunteers for outstanding service awards at a provincial and national level.
2.3 Provide funding to assist with volunteer initiatives in the community.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Deliver a volunteer week appreciation event	2.1	Volunteer recognition and appreciation	Community Services	2019-2022	$6,000	Excellent event and was very well received by the public. Included in the budget process. Continue to deliver the volunteer event as a breakfast event.	CL2-2012-01
Continue to fund museum as a budget line item	2.3	A consistent funding amount to assist with operations	Finance	2019-2022	$56,000 - Operations plus approximately $10,00 in utility and other costs	Museum requesting town/RDOS provide more funding for new facility in 2019. museum received an additional $5,000 of operating funds that were taken from the Grant In Aid program.	CL2-2012-02
Continue to provide volunteer groups with activity set up assistance as resources can support	2.2	Assist groups with delivering successful events within staffing resources	Community Services/Operational Services	2017-2020	Internal Staffing	The recreation department continues to administer the special event process.	CL2-2012-03
Continue to fund the Desert Center as a line item	2.3	A consistent funding amount to assist with operations	Finance	2019-2022	$15,000	Funding paid to Osoyoos Desert Society. Funding has remained consistent since 2012.	CL2-2013-01
Deliver the Grant In Aid program	2.3	Help with delivering funds to more groups who need assistance	Community Services	2019-2022	$70,000		CL2-2014-01
							CL2-2019-01
							CL2-2019-02
							CL2-2019-03
							CL2-2019-04
							CL2-2019-05

Community Life

Goals **CL3** **To facilitate or support social programs that assist individuals, families and healthy community.**

Strategies **3.1** Continually assess our organization's appropriate role, as we partner to address social service needs including housing.
3.2 Work in partnership with provincial and federal governments and community organizations to facilitate community awareness and cooperation in:

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Start implementing SE Meadowlark Area plan for market and affordable housing on private lands	3.1	Target market for affordable housing is young working households to purchase or rent at less than market rates	Planning	2016+	Legal costs / general operating. Town-provided	ALC has given approval in principle for excluding ALR lands through a staged process in accordance with our SEM area plan and IRDPA guidelines. All rezoning applications to medium density housing will be subject to developers providing a 15% set aside for affordable housing.	CL3-2012-01
Implement an affordable housing authority	3.1	Delivery and administration of affordable housing	Planning	2017-2020	Internal staffing	Committee to continue assessing applicants on 2 units remaining for sale.	CL3-2012-05
Explore use of 1 lot purchased as part of the museum project		Land is used to address community needs or placed for sale to recover costs.	CAO/Planning	2109		Land was purchased for affordable housing but no formal use was identified or discussed.	CL3-2013-02
Send out a letter in Spring reminding main street businesses of their obligation to have clean sidewalks in summer.		Community has cleaner appearance.	Corporate	2018-22		Annual friendly reminder letter from Mayor to Main Street businesses and look for information and enforcement in 2019. Letters went out in 2018. Review for 2019	CL3-2015-01
Explore issues related to Victim Services program funding and service delivery.		Program will receive adequate funding.	Corporate	2019-22			CL3-2016-01
Victim Services Mutual Aid Agreement with Town of Oliver		Establish formal agreement between both communities to ensure coverage when Program Manager is absent, unavailable, or requires assistance.	Corporate	2016		Oliver and Osoyoos now have the same V/S manager. We share the part time assistant and therefore monitoring to ensure there is equal use of this position is required.	GMA2-2015-06
Complete subdivision of town lands from the Palms development		Land will be available for next steps decision of Council	CAO/Planning	2019-20		Lands will be available for sale or development	CL3-2019-01
Complete public consultation on potential use of Conconi lands		Council will gain community insights into the future uses for the land.	Planning	2019		Council can make decision on future use of lands. Timing of consultation impacted by time needed to receive clear title.	CL3-2019-02
							CL3-2019-03
							CL3-2019-04
							CL3-2019-05

Community Life

Goals **CL4** **To ensure that the community has needed public services provided locally to provide for the current and future needs of its citizens and**

Strategies
4.1 To take a leadership role with regional partners and other levels of government to ensure local delivery of health services.
4.2 To take a leadership role with regional partners and other levels of government to ensure local delivery of education services.
4.3 To take a leadership role with regional partners and other levels of government to ensure local delivery of library services.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Participate in public process relating to retaining school services in the community		All schools remain open in Osoyoos	Council	2017-2020		Council representatives to attend School Board meeting and advocate for meetings between local trustees and council.	CL4-2016-01
Continue to have membership on Rural Health Committee		Council is informed on activities relating to provision of health care services	Mayor	2017-2020			CL4-2017-01
Identify options for attracting rental accommodation developers to the community.		Attract rental accommodation developer to build new rental accommodation to meet rental housing needs.	Planning/CAO/ Council	2018-22		Identified need for rental accommodation as entry level housing in the community and to house tourism related employees. Need for a proactive process to explore private sector and public funding opportunities. Explore options for non profit society to develop rental housing units. Conconi lands project.	CL3-2017-02
Implement Community Health Center Feasibility Study		Address local concerns related to number of local physicians and potential for expanded services.	Council/CAO	2017-2020		Council needs to complete an in depth review to determine next steps.	CL3-2017-03
							CL4-2019-01
							CL4-2019-02
							CL4-2019-03
							CL4-2019-04
							CL4-2019-05

Economic Development

Goals **ED1** **To foster local business and to attract diverse, long term economic growth.**

Strategies
1.1 Deliver economic development as a direct municipal service and coordinate with DO initiatives and tourism development.
1.2 Work from an approved economic development plan.
1.3 Work cooperatively with regional economic development initiatives.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Follow up action from completed Town Centre Renewal Plan	3.2	Need to maintain an attractive and competitive Downtown	Planning	2019-22		Need to identify "small wins" that can incrementally implement ideas from the plan.	ED1-2012-07
Deliver an In House Economic Development program.	1.1	Business development, business retention and increased relationship development between the Town and the business community	CAO/Planning Director/Senior Planner	2019-22	$88,000	Staff and contractor delivered.	ED1-2014-04
							ED1-2019-01
							ED1-2019-02
							ED1-2019-03
							ED1-2019-04
							ED1-2019-05

Economic Development

Goals **ED2** **To support local and regional tourism development.**

Strategies

2.1 Allocate a sustainable amount of budget for tourism marketing and development, provide appropriate direction to contracted agency and approve Tourism Marketing Plan.

2.2 Work to maintain and enhance the Resort Municipality status.

2.3 Develop community infrastructure that compliments visitor service needs.

2.4 Proactively work with other stakeholders in the tourism sector to seek fair cost sharing of services.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Implement RMI projects	2.3	Develop facilities and services that will increase visitor and resident satisfaction	CAO/Operational Services/Community Services/Planning	2019-21	Allocation from Resort Municipality fund approximately $400K annually	Prioritize projects from new RMI Strategic Plan	ED2-2011-04
Complete annual reporting requirement for RMF	2.2	Legislated requirements are met for continued funding	Finance/CAO/DO	2019-2022		Template to be followed with June 30 delivery.	ED2-2011-05
Attend Resort Municipality meetings and promote community connections to maintain RM program	2.2	Continued relationship development with other resort municipalities and input into program development	CAO/Council	2019-21		Identify "hot topic ideas" to bring to group for discussion.	ED2-2011-06
Allocate funding and monitor DO Tourism marketing Contract	2.1	Promote regional stakeholder involvement in tourism marketing	CAO	June 2018	$75,000	New agreement developed for 2019-21. DO to present budget in November and report on activities from previous year in March.	ED2-2011-11
Monitor Hotel Tax Agreement		DO receives MRDT funds as towns designated destination marketing organization.	CAO	2019-23			ED2-2018-01
Develop new Resort Development Strategy		Updated plan for funding	CAO/Planning	2019		Project to be facilitated with staff and staff report developed prior to April 2019.	ED2-2019-01
Review need for special activities related to facility "opening".		Community is made aware of impacts of RMI funding.	CAO/ Community Services	2019		Invite minister to grant openings of canal trail, Desert center and West bench washroom.	ED2-2019-02
Enroll in the Entrepreneur Immigration Regional Pilot Program		Attract new immigrants interested in starting a new business in the community	Planning	2019-22		Provincial Nominee Program is aimed at providing an opportunity for new immigrants to move to rural BC and start new businesses	ED2-2019-03
Preparing our community to be Investment Ready		Attract new business and contribute to economic sustainability	Planning	2019-23		Complete an economic development strategic planning process; keep Ec Dev website current; collaborate with businesses and support the development of a business association (BIA or DBA)	ED2-2019-04
Explore opportunities technology related businesses		Attract tech industry or individuals to the community	Planning	2019-23		Develop strategy to attract tech business	ED2-2019-05
							ED2-2019-06
							ED2-2019-07
							ED2-2019-08
							ED2-2019-09

Environmental Sustainability

Goals **ES1** **To ensure that Osoyoos develops and sustains an attractive, clean, healthy, and ecologically sound natural and built environment, while providing a climate for community and economic growth.**

Strategies

1.1 Maintain and review environmental standards for municipal infrastructure and services.

1.2 Support and facilitate programs and initiatives that increase awareness and illustrate results in the areas of conservation of resources and utility services and community sustainability.

1.3 Maintain a strategy that assesses and determines municipal involvement in a broad range of environmental initiatives.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Ongoing - Community Climate Action Plan Implementation: Prepare "Green" Checklist for rezoning, DPs, & BPs in combination with incentive program	1.1	Meet requirements of Bill 27 - Green Communities Act to incorporate GHG targets and actions in OCP's. Improve green standards of development applications	Planning	2016+		May be combined with Downtown Revitalization.	ES1-2011-04
Ongoing - Corporate Climate Action implementation - implement carbon neutral plan for Town operations	1.1	Meet requirements of Climate Action Charter to continue to receive Gas Tax funding	Planning/Directors	2016 +	Offset was $11,800 for 2011 but with target to eventually reduce to zero	Carbon credits purchased for 2015. Completed Annual Report for Climate Action Revenue Incentive Program (CARIP).	ES1-2011-06
To implement provisions of the water master and conservation plans with a goal of meeting BC Water Smart Targets	1.1	Redefine water use culture in the community and decreased water use.	Operational Services/Engineering	2016-20	$500,000 from water accts at a rate of $125K annually	Continue with existing meter reading programs and program annually directed by Council. Implement water metering by 2021.	ES1-2011-08
Integrated Community Sustainability Plan (ICSP)		Integrate the plan into the Town municipal planning process.	Planning	2016-20		Sustainability planning will be part of our OCP review by setting sustainability objectives with community input and reviewing policies for conformity. Town Centre Renewal Plan to build on objectives of ICSP.	ES1-2012-02
Upgrade our OCP Environmentally Sensitive Development Permit Area (ESDPA) Guidelines		Increase protection of rare and endangered species and habitats	Planning	2016	SOSCP will assist as part of $5,000 contract including Conservation Fund (see below)	Assistance will be provided by the South Okanagan-Similkameen Conservation Program (SOSCP). Part of OCP Review. (part of OCP review to commence early 2019- funding source to be determined)	ES1-2013-03
Regulate private moorage in front of Town lands		Improved lake protection and collection of Town resource rents	Planning	2016-20	Staff	Areas include fronting Acacia Court and Oasis RV Park. Initial assessment and review of provincial policies completed.	ES1-2015-05
Develop a Sustainable Urban Forestry Plan & Bylaw for planting desirable species and removing undesirable ones	1.3	Replace trees lost to development and increase community green landscaping. Also contribute to GHG reduction program	Planning	2019-22		First phase of urban forestry plan complete (status report) in 2018. Discussion on development of bylaw to regulate private land planting will be part of OCP review.	ES1-2019-01
							ES1-2019-02
							ES1-2019-03
							ES1-2019-04
							ES1-2019-05

Community and Land Use Planning

Goals **CP1** **To achieve community planning, community service development and land use that is:**
• Holistic, in its approach in that it considers overall community development and benefit;
• Integrated, so that no neighborhood, service or function of government, action by community service delivery agent or individual citizen lacks the benefit of access to community vision, principles, values and goals to guide them in their activity;
• Inclusive, opportunity for individuals, stakeholders and or affected parties to participate in the leadership and future development of the community.

Strategies **1.1** Develop and maintain community service plans that provides for overall community vision, principles, values and goals to assist government, individuals and service delivery agents to work toward overall community success.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Continued assessment of Gyro Park Plan	2.3	Cohesive planning for the main park in Osoyoos	Waterfront Master Plan Committee/Planning	2019/20		2020 project to have a public consultation on next phase of Gyro park development.	CP1-2013-02
Review Community Services Plan to identify priority projects for development.		Community planning processes are validated and projects are developed with community support.	Community services/CAO/ Operations	2017-20		Some projects may be completed by Operations.	CP1-2017-01
Review Parks and Trails Plan to identify priority projects for development.		Community planning processes are validated and projects are developed with community support.	Community Services/CAO/Operations/Planning	2017-20		Planning will recommend on bringing projects forward from Plan. Some projects may be completed by Operations. Priority is create hard surface trails in missing link areas.	CP1-2017-02
Close Road at Bayview Crescent		Road needs to be closed to allow for construction of Jenko Lift Station	Corporate Services/Planning	2019	$2,000	Land Survey to be completed then bylaw brought forward to council	CP1-2019-01
							CP1-2019-02
							CP1-2019-03
							CP1-2019-04
							CP1-2019-05

Community and Land Use Planning

Goals **CP2** **To ensure that that land use bylaw and policies, development guidelines and procedures are contemporary, support sustainability and contribute to creating a more attractive community for the enjoyment of its residents, to compete as a resort community and to attract business and visitors.**

Strategies
2.1 Conduct land use planning and development processing in a manner that considers fiscal, environmental and social sustainability.
2.2 Maintain contemporary Official Community Plan, Land Use Bylaw, Building Bylaw and other bylaws that will guide development, construct and land use.
2.3 Improve quality of urban design, develop attractive civic spaces and improve integrated parks and trails.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Process development applications for rezoning, development permits, variances and ALR exclusions within legislative and policy frameworks	2.1	Developers receive high quality customer service	Planning	Core	Existing staff complement	Ongoing	CP2-2011-02
Update Commercial Activity on Sidewalk Policy	2.3	Allow cafés to have tables in front of adjacent building with their permission.	Planning	2017-19	Internal Staffing	In progress	CP2-2013-01
Create a plaza on the 83rd and Main Street intersection	2.3	Creates an outdoor eating area for adjacent businesses, green space, and improve traffic and pedestrian safety	Planning	2016-19	Internal Staffing	Will be included in Downtown Renewal Action Plan	CP2-2013-03
Assess Walnut Beach parking issues based on cumulative effects of commercial marina operations.		Collaboration with Walnut Beach to decrease street level parking issues.	Planning	2018-20		Highlighted during discussion related to area development.	CP2-2017-02
Update Zoning Bylaw following completion of the OCP		New zoning bylaw to be developed to reflect new OCP policies and changes in provincial regulation/ policy	Planning	2021	TBD	A new zoning bylaw will be needed following adoption of a new/updated OCP.	CP2-2018-01
5 year review of OCP to reflect changing needs	2.2	Best Practices OCP	Planning	2020	$100,000 in 2019 and $50,000 in 2020	Will implement our Community Sustainability Plan (CSP) and generally update our OCP. The budget required for this project will depend on staff workloads at the time this project is started.	CP2-2019-01
							CP2-2019-02
							CP2-2019-03
							CP2-2019-04
							CP2-2019-05

Community and Land Use Planning

Goals	**CP3**	**To ensure a coordinated approach to land use planning.**
Strategies	**3.1**	Work cooperatively with other governments and agencies that may have an impact on Osoyoos land use planning. Examples include but are not limited to the Regional District, Osoyoos Indian Band, Agricultural Land Commission and provincial and federal governments.
	3.2	Monitor the impacts of the Regional District Growth Strategy.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Ongoing coordination on implementing and improving Regional Growth Strategy (RGS) with other governments	3.1	Promote coordinated regional land use planning	Planning	2016+		Director is member of RDOS Technical Committee. Ongoing	CP3-2011-03
							CP3-2019-01
							CP3-2019-02
							CP3-2019-03
							CP3-2019-04
							CP3-2019-05

Community and Land Use Planning

Goals **CP4** **To play an active role in ensuring that a timely supply of land is available to support economic and community development goals.**

Strategies
4.1 Maintain a positive and proactive working relationship with the Agricultural Land Commission and the provincial government.
4.2 Explore opportunities to sell existing municipal lands and reinvest in needed lands.
4.3 Monitor community needs and explore opportunities to purchase needed land.
4.4 Secure land for urban growth.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Kruger Mountain municipal Boundary Extension	4.4	Secure lands for urban growth and environmental protection	Planning	2019-22		Refer to new OCP Process	CP4/5-2011-01
Explore opportunity to complete Spartan Drive improvements	4.4	Enhance connection with Spartan Drive and 92 Street	CAO/Planning	2019-22	Park DCC/ Borrowing	This would require additional lands in the area known as the Y lands. Town was approached by an owner in 2018 and they will try and organize.	CP4/5-2011-02
Explore opportunities to secure lands that will enable boat and RV parking in core areas	4.4	Make lands available to deal with impacts of tourism on parking	CAO	2019-22		Boat Trailer lands are secure for 10 years. Additional Spartan Dr. lands have been secured for 3 years, subject to any sale of property.	CP4/5-2013-01
Secure lands around landfill for treat effluent irrigation	4.4	Community secures sufficient lands to ensure distribution of waste water	Operations	2019-22		Need to work through provincial requirements.	CP4/5-2013-02
Explore all options available to increase the availability of industrial lands .		Secure additional industrial lands	CAO/Planning	2019-22		Economic development is limited due to the shortage of developable industrial lands. See ED2015ED-01	CP4-2015-01
Revisit the expansion of industrial lands in the Strawberry Creek Area.	4.4	Secure additional industrial lands	Planning	2019-22		Provide council with overview of the Strawberry Creek area.	CP4-2015-02
Explore opportunities to obtain brownfield lands and convert into park space.		Town will receive needed park lands and companies will rid themselves of liability of brownfield lands.	CAO/Planning	2019-22	Park DCC	Targeted areas is the corner of Cottonwood and Highway #3.	CP4-2017-01
Explore parkland acquisition priorities to facilitate parks master plan and development of community or residential area parks.		Bring Osoyoos to average amount of per capita parklands.	CAO/Planning/ Council	2019-22	Parks DCC would be the source of purchase revenue	Parks study identified that Osoyoos was below average in the per capita supply of parkland. To be part of Council planning session in Aug 2017. Dividend Ridge is an area identified for parkland development.	CP4-2017-02
Implement BC Building Code - new Step Codes		Comply with Step One	Planning / Senior Building Inspector			Current volunteer, the Step Code will be mandatory as of the end of 2019	CP4-2019-01
Amend the Building Administration Bylaw		Align Bylaw with Building Act & MIA Core Bylaw	Planning / Senior Building Inspector	2019-22		These updates include mandatory updates and general house keeping	CP4-2019-02
Update Fees & Charges Bylaw for Building Bylaw		Align Fee Bylaw with Schedule One of the Building Code Administration Bylaw	Planning / Senior Building Inspector	2019-22		Current fees and deposit values need increasing	CP4-2019-03
							CP4-2019-04
							CP4-2019-05

Community Infrastructure

Goals **CI1** **To provide safe, adequate, and reliable utility systems to meet the ongoing community needs, while exploring environmentally sound alternatives.**

Strategies
1.1 Provide a safe and adequate water supply and sewer services that meets all legislative requirements and the evolving needs of the community.
1.2 To work with hydro and gas suppliers to ensure consistent services and supply that meet the needs of the community.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
To deliver water services to the legislative requirements	1.1	Minimal disruptions in service, no boil water advisories in Town	Operational Services	Core Service		Ongoing, numerous capital projects identified in 2019-2023 Capital Budget Plan.	CI1-2011-01
To deliver sewer services to the legislative requirements	1.1	Minimal disruptions in service	Operational Services	Core Service		Ongoing, numerous capital projects identified in 2019-2023 Capital Budget Plan.	CI1-2011-02
To implement priority projects from the 5 year capital/operational plan	1.1	Ongoing capital development to protect infrastructure	Operational Services	Annual review of Budget		See 5 year capital plan for specific action items to be completed on an annual basis.	CI1-2011-03
Continue to operate and monitor the waste water distribution system to ensure adequate spray effluent distribution areas		Waste water is distributed through spray effluent system that has adequate land base	Operational Services	Core Service		Explore option of extension to Test Orchard, Desert park and Airport.	CI1-2012-01
Implement water metering in a phased strategy.		Increase water conservation	Operational Services/CAO	2016-19	$500,000	Reserve to be developed to assist with 2021 implementation	CI1-2013-03
Supply and Install 96 water meters in Phase 1 of Rural Water Twinning Project (Irrigation System No. 8)	1.1	Increase water conservation	Operational Services / True/ Contractor	2018	**$110,000**	Project to be completed by March 31, 2019. **Carry Over Project**	CI1-2013-03
Implement rural water twinning	1.1	Deliver municipal standard water service at a year round service level to Irrigation Districts 8/9.	Operational Services/True	2019-22	Based on grant application and annual council allotment	Contracts 1, 2 & 3 for the water twinning in Irrigation District No. 8 are now complete (Phase 1). The twinning of domestic water service into Irrigation District No. 9 is awaiting funding from upper levels of government (Phases 2 & 3).	CI1-2013-05
Construct new Pump House at Well No. 7 complete with chlorination capabilities and begin operation as a full production well	1.1	Well No. 7 has been evaluated and deemed capable of operating as a full production well.	Operational Services / True/ Contractor	2019	$1,380,000	IHA has not issued an operational permit to use Well No. 7 as of October 22, 2018. True Consulting and Op Services will ask IHA to re-consider this decision in 2019. It is possible to convert Well No. 7 into a production facility first and then phase in the chlorination and manganese removal components over time. The cost estimate is $450,000.	CI1-2017-02
Replace existing submersible pump at Well No. 8 with a vertical turbine pump.	1.1	Improved pumping performance and ease in maintenance.	Operational Services / True/ Contractor	2019	**$345,000**	Design of this proposed improvement is now complete (including new structure for the vertical turbine pump). Construction is scheduled for the Spring of 2019. **Carry Over Project.**	CI1-2017-04
Construct twin 300mm water supply mains between Gyro Park and the Holiday Inn.	1.1	This project has the objective of upgrading the distribution system capacity between east and west Osoyoos and to provide redundancy.	Operational Services. / True Consulting	2019	**$410,000**	Project is currently delayed, unable to secure a SRW from the Province. Project is currently delayed, unable to secure a SRW from the Province. Carry Over Project.	CI1-2017-05

Community Infrastructure

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Main Sewage Lift Station detailed design & new roadway construction.	1.1	Complete detailed design and construct new proposed roadway. Tender actual building construction with a start date of late 2018 / 2019.	Operational Services / True Consulting / Contractor	2018 / 2019	**$5,500,000**	Detailed design is now 90% complete. A NRFP for this project has been issued and closes Dec. 18, 2018. Construction is scheduled to begin march 1, 2019 with a completion date of July 31, 2019. **Carry Over Project.**	CI1-2017-06
Installation of a second 50 kW Solar Panel array at the sewer lagoons.	1.1	Installation of a second 50 kW Solar Panel array at the sewer lagoons.	Operational Services / Contractor	2019	**$87,000**	Contract has been awarded with a scheduled completion date of March 31, 2019. **Carry Over Project.**	CI1-2018-01
Repair effluent water intake in Storage Pond No.2 at the sewer lagoons,	1.1	Installation of a new section of pipe at the effluent water intake in Storage Pond No. 2.	Operational Services / True Consulting / Contractor	2019	**$150,000**	A temporary repair was installed in 2017 and this permanent fix should improve odor conditions which occur when the Osoyoos Golf Course waters the fairways and greens. **Carry Over Project.**	CI1-2018-02
Installation of a new Electrical Kiosk and Grinder at the Golf Course Lift Station.	1.1	Replace existing Electrical Kiosk and add a Grinder to the Lift Station to minimize sludge build up in the sewer lagoons.	Operational Services / True Consulting / Contractor	2018/19	**$237,400**	Design has now been completed and two replacement pumps have been purchased. Fortis power relocation has been paid for and the remainder of the electrical work is scheduled to be completed in the Spring of 2019. **Carry Over Project.**	CI1-2018-03
Upgrades to SCADA water and sewer monitoring systems	1.1	Replacement of existing obsolete radios and PLC's , installation of additional repeater station.	Operational Services / IITS	2018/19	**$125,000**	The existing radios and PLC can no longer be maintained. The addition of a repeater station at Spirit Ridge should dramatically reduce communication errors in the system. Work is scheduled to be completed by April 30, 2019. **Carry Over Project.**	CI1-2018-04
Develop a plan for future water treatment of the community's water service.	1.1	Council to decide on the source of future water supply (existing ground water or surface water) and the corresponding treatment process needed to meet IHA standards.	Operational Services / True/ Contractor	2019	$250,000	After a decision has been made on the source of the future water supply, further testing and detailed design will have to occur to insure IHA water quality standards are being met. Water sampling schedule for Osoyoos Lake will be implemented in 2019, analysis of data to follow.	CI1-2019-01
Develop and implement a uni-directional flushing program for existing water main infrastructure.	1.1	Model the existing water main infrastructure and develop a plan to flush and clean mineral build up on the inside of the pipes.	Operational Services / True/ Contractor	2019	$30,000	Once a plan has been developed, the Operational Services department will attempt to implement it, as resources permit.	CI1-2019-02
Locate new water well sources	1.1	Locate a new site for a viable water production well preferably on the West Bench.	Operational Services / True/ Contractor	2019	$100,000	If ground water is to remain the source of the Town's water supply a new water well will need to be located to accommodate future water demands. This will become especially important if IHA does not allow the use of Well No. 7 as a production well. Town Council deferred this project until 2020 at the Dec. 18, 2018 Capital Budget Planning meeting.	CI1-2019-03
Relocate Jenko Lift Station	1.1	Remove existing sewer lift station and build a new lift station on the Road ROW at the North end of Bayview Crescent.	Operational Services / True Consulting / Contractor	2020	$545,000	Osoyoos Lake flooding in May of 2018 highlighted the vulnerability of the existing lift station to flood waters. An isolation valve will be installed before the new LS to prevent any future lake flooding from entering the sanitary sewer system. Town Council deferred this project until 2020 at the Dec. 18, 2018 Capital Budget Planning meeting.	CI1-2019-04

Community Infrastructure

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
							CI1-2019-06
							CI1-2019-07
							CI1-2019-08
							CI1-2019-09
							CI1-2019-10

Community Infrastructure

Goals **CI2** **To develop and maintain an effective and sustainable transportation system that responds to the changing needs of our citizens and visitors. Transportation systems include public transit, walking, cycling, roads, airport, etc.**

Strategies
2.1 Provide roadway, trail and other systems that address the need for safe transportation in the community.
2.2 Support and promote public transit systems that will facilitate needed community service.
2.3 Work proactively with provincial highways officials to seek resolution to issues that may develop due to operations of primary highways through the Town.
2.4 Maintain the airport as vital resource in community and economic development strategies.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Maintain road system to acceptable community safety standards	2.1	Improved traffic flow and safety for users	Operational Services/True Consulting	Core Service	Capital Plan	Numerous roads have been evaluated and their repair schedule prioritized in the 2019-2023 Capital Project Budget Plan.	CI2-2011-02
To implement a sidewalk development plan	2.1	Orderly and planned approach to sidewalk development	Operational Services/Engineering/ Planning	Core Service		Priority projects identified in capital plan and linked to trails connectivity.	CI2-2011-03
Work with Regional District toward expansion of South Okanagan Transit system	2.2	More bus routes and times between Osoyoos and Penticton to facilitate students attending Okanagan College as well as additional operating times to facilitate senior's transportation to medical appointments	Corporate/CAO	2015-2016		Looking to 2017 implementation of RDOS regional service. The AAP passed for RDOS service area. RDOS will be taking over the Transit Administration as off May 1, 2017 if board approval is given on April 20.	CI2-2011-08
Work with RDOS on linking Town trails to RDOS Trail system to Oliver and north		Connectivity for trails that increases tourism	CAO/Planning	2019-22		Follow up to RDOS initiated Trails Master Plan. Integrate into Parks & Trails plan.	CI2-2012-01
Plan options to facilitate bike travel from east end of town to beach and downtown		Safer bike travel	Planning/Operations	2017-2020		Priority to hard surface missing links. i.e. Visitor center to canal trail. Cottonwood Drive to 45th Ave. link	CI2-2015-02
Continue to connect with the Osoyoos Airport Committee		Committee seeking out opportunity to expand the airstrip.	Council/CAO	2017-2020		Need to identify Council commitment and airport s	CI2-2016-01
Develop a list of projects that will guide annual accessibility fund implementation		Projects can be shelf ready and promoted in the community.	Community Services	2017-2020		Some strategies include wheelchair accessibility at Desert Park (grand stands), adult change table at Sonora Center and accessible swings at Lions Park. The funding for this item has been increased to $30,000. A new accessibility committee formed that will include public, council and staff.	CI2-2017-02
Continue with Traffic Safety Committee meetings on a quarterly basis.	2.1	Public input and debate on community travel safety improvements.	Operations/Planning/CA O	2018		Ongoing.	CI2-2017-05
Operate paid boat trailer parking		Users pay a portion of costs of the lease and provide options if RMI is not renewed.	Community Services	2019-22		Ensure pay system is functioning and that all needed policies and bylaws are updated.	CI2-2017-11
Review our 2010 Lakeshore Drive Safety Review to implement worthwhile improvements.	2.1	Improved traffic flow and safety for pedestrians and vehicle users	CAO/Planning/Traffic Safety Committee	Review 2017 Implement 2018+	Capital Plan	Necessity by increased development pressure on Lakeshore Drive Corridor	CI2-2017-12
Plan for improvements to Hwy 3 / Lakeshore Drive intersection	2.3	Improved traffic flow and safety for pedestrians and vehicle users	Planning/TRUE/MOTI	Implement by 2026	DCC project and MOTI funding	Necessity by increased development pressure on Lakeshore Drive Corridor	CI2-2017-13

Community Infrastructure

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Pursue alternative route from Lakeshore Drive to Hwy 3	2.3	Improved street inter-connectivity	CAO/Planning/OIB / MOTI/Local Property Owners	ASAP	Funding to be determined	Coordinate with Municipal Boundary Expansion	CI2-2017-14
Road reconstruction: Vedette Drive: Jubilee Dr. to Valiant Lane	2.1	Remove & replace existing roadway, install new 1.5 m sidewalk, new street lights, storm drainage and landscaping.	Operational Services / True Consulting / Contractor	2020	$420,000	This project is proposed to accommodate future traffic demands caused by the development of a new subdivision by Peanut Pond. Developer has agreed to contribute $200,000 towards these road improvements.	CI2-2018-04
Intersection improvement at Jasmine Dr. & 32 Ave.	2.3	Installation of new asphalt curbing, storm drainage, improved pavement markings and removal of existing vegetation.	Operational Services / True Consulting / Contractor	2019	$90,000	This project should be tendered early in 2019 with a scheduled completion date of May 10, 2019. Contract awarded March 4, 2019, project scheduled to be completed by May 17, 2019.	CI2-2019-01
Intersection improvements at Main St / 70 Ave / 83 St	2.3	Installation of a large traffic island, curb bump outs, & landscaping.	Operational Services / True Consulting / Contractor	2019	$225,000	Traffic safety concerns have been raised about this intersection at the Traffic Safety Committee meetings. Contract awarded March 4, 2019, project scheduled to be completed by May 17, 2019.	CI2-2019-02
Civic naming policy development for parks and trails		Improves visitor directional finding and creates opportunity to highlight community culture or history.	Community Services	2019		Council wants a simple policy	CI2-2019-04
Condition Assessment of Existing Storm Sewer Infrastructure.	2.1	Camera existing storm sewer inventory to determine possible deficiencies in the system requiring repair.	Operational Services / True / Contractor / MOTI	2019	$62,000	FCM grant funding has been secured and a contract to perform this work will be issued in early 2019. Carry Over Project.	CI2-2019-05
Develop bike lane, community beautification and highway storm water control between Cottonwood Drive and Lakeshore Dr.		Safe bike travel on hard surface, taking bikes off the highway.	CAO/Operations	2019	Bike BC, RMI and Reserves to fund	Bike BC Grant Application is completed.	CI2-2019-06
							CI2-2019-07
							CI2-2019-08
							CI2-2019-09
							CI2-2019-10
							CI2-2019-11

Community Infrastructure

Goals **CI3** **To maintain a waste management system that provides leadership in community sustainability and responds to the changing needs of our citizens.**

Strategies
3.1 To maintain a user pay business model that enables user fees to contribute to the future development of waste management facility development.
3.2 To develop and maintain waste management programs that decreases the need for additional landfill resources.
3.3 To delivery landfill services to legislated requirements.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
To operate landfill to all legislative requirements	3.3	Meet legal requirements	Contractor	Core Service			CI3-2011-05
Work with RDOS on the regional composing strategy implementation.		Household organics will be composed and extend life of land fill.	Operations/CAO	2016-18		Meetings with RDOS in progress.	CI3-2015-04
Replacement of the Osoyoos Landfill scale	3.3	Removal of the old scale at the Landfill and replacement with a new larger scale.	Operational Services / Contractor	2020	**$310,000**	Project scope has changed to include a new scale, scale house c/w grading servicing and access construction. **Carry Over Project**. Project was deferred to 2020 by Town Council at the Dec. 18, 2018 Capital Budget Planning meeting.	CI3-2017-04
Purchase litter screens	3.3	Purchase 6 12 ft. high x 20 ft. long portable letter containment units with bucket lifting system.	Operations Services	2019	$40,000	As a result of a MOE inspection of the landfill in 2018, litter fencing installation is now required to meet MOE standards.	CI3-2018-01
							CI3-2019-01
							CI3-2019-02
							CI3-2019-03
							CI3-2019-04
							CI3-2019-05

Community Infrastructure

Goals **CI4** **To develop and maintain municipal buildings, park land facilities and cemetery facilities so that municipal services will continue and respond to the changing needs of our citizens and visitors.**

Strategies

4.1 Complete facility assessments enabling replacement or maintenance plans to be developed.
4.2 Implement a capital strategy that ensures that building replacements or redevelopment will not cause undue tax hardships.
4.3 Develop and maintain park land facilities in a manner that complements resident and visitor needs.
4.4 Develop and maintain cemetery facilities in a manner that provides for the existing and changing needs of residents.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Explore need to move weather station to new location	4.2	Ensure community weather is properly reported	Operational Services	2019-22		There is a number of standards that need to be met prior to moving a weather station. Location is the main criteria, linked to airport improvements.	CI4-2011-16
Seek out opportunity additional cemetery lands near existing site	4.2	Provide for long term needs	CAO	2017-2020		Provide update on capacity. May be a need to develop a capital fee and explore RDOS increase in operation contribution and capital fee.	CI4-2011-18
Explore development of outdoor equipment fitness area or circuit	1.1/1.2	Additional service to community residents and tourists	Community Service	2019	$15,000	Parks and trails master plan will provide direction from the public on nature and location of service. This is a good project for Age Friendly Grant. **This item has been moved to the 2019 budget.**	CI4-2012-02
Water Rights at the north end of Cottonwood Drive		Determine ownership of pump houses and water rights on and through roadway next to Indigo	Corporate Services	2015-2018		Pump houses built on Town Road. Legal rights and ownerships to be reviewed. A Provincial Government contact has been made to assist in the process. This will be research more in early 2018.	CI4-2012-09
Cemetery	4.4	Ongoing Maintenance	Operational Services	Core Services	Operating	Core business	CI4-2014-01
Plan for removal of museum building in 2020		Options are available to implement Waterfront Master Plan	Operation	2019	10000/year reserve fund	Planning in 2019 and removal in 2020.	CI4-2014-03
Respond to Walton's dock Proposal	1.6	Walton's needs to contribute a new dock in return for obtaining lake access in front of Town lands	Planning	2017	Internal staff	Viability will be reassessed before processing.	CI4-2015-02
Explore neighborhood park development at Dividend Ridge		Address needed service	Community Services	2019	$90,000	Long term vision from Community service Plan.	CI4-2015-06
Implement additional recycling bins in high public areas- main street/Gyro park)		Illustrate leadership in waste management.	Operational Services	2017		Review need on a ongoing basis	CI4-2015-15
Review the Xeriscaping of town green spaces to promote water conservation	4.3	Illustrates water conservation leadership in the community and decreases water use	Operational Services	2019-22		Project may be identified annually based on Operations availability.	CI4-2016-01
Construct new washroom at Legion Beach	4.3	Improve washroom to current Goodman Park standard and offer winter service in this area.	Operational Services / True Consulting / Contractor	2019		Exis+G119:G125ting washroom was removed as part of the Kingfisher/89 St road realignment project. New washroom will be built as part of the Main Sewer Lift Station Project.	CI4-2017-01

Community Infrastructure

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Fitness Room upgrades	1.1	Fitness equipment upkeep.	Community Services	2019	$20,000	We need to purchase new equipment as some of the current equipment is reaching its life expectancy. This is an on-going item that is included in capital budget.	CI4-2017-05
Commercial Water Softener - Sonora Center	4.2	Installation of a commercial water softener to decrease maintenance or replacement of taps, flushers and water fountains.	Community Services	2019	$30,000	A water softener will prolong the life of our shower heads, taps, flushers and will assist in keeping these areas more presentable to the public. In the process of obtaining quotes. This will go to tender once budget is approved. Water softener is in the process of being installed.	CI4-2017-06
Richter Property Mini Park	4.3	Park land needed for new development to attract younger families and to meet the need for playground activity space.	Community Services	2019	$90,000	Parkland DCC's to be used to fund this development. Will also be used for future developments to the west. This has been added to the capital budget for this year.	CI4-2017-07
Commercial Kitchen - Dishwasher	4.1	Dishwasher needs major overhaul or replacement	Community Services	2019	Increase Sonora operating $4,000/ year	enter into a lease contract. This is in the works.	CI4-2017-08
Tennis Courts Wind screening	1.1/4.3	Improve the tennis courts and keep up regular maintenance.	Community Services	2019	$2,000	Netting needs to be replaced. Upon further investigation the netting only requires one section at this time. New screening has been purchased and will be installed in the Spring.	CI4-2017-09
Upgrading Town of Osoyoos streetlights from HPS to LED		Remove all the HPS streetlight heads and replace them with more energy efficient LED fixtures.	Operational Services / Contractor	2021	$370,000	It is estimated that switching all 422 existing streetlights from HPS to LED will create a savings in energy costs of $28,581 annually. The new LED lights are also brighter and produce less light pollution (focus more light downward towards the street's surface.	CI4-2017-12
Explore opportunity to develop a new park site at the "Y" on the canal trail route.		Create a rest space and make the area aesthetically pleasing.	CAO/Operations	2018-19		This area currently looks like a waste land. Ability to develop will be impacted by access to irrigation water. Could be total desert natural vegetation.	CI4-2018-01
Collaborate with regional partners to explore opportunity to develop regional aquatic center.		Information will be available to assist decision relating to developing an aquatic facility.	CAO/Community Services	2018	$40,000	Work with regional partners to complete a regional aquatic center feasibility study funded by Rural Development Grant and partner contributions.	CI4-2018-02
Order and install playground equipment at Meadowlark Subdivision		Complete development commitments for a park site.	Community Services	2018-19	DCC funds	Project will wait until west facing houses are developed.	CI4-2018-03
Replace Trees & Shrubs at the Osoyoos Marina.	4.3	Replace dead and dying plants with new vegetation and Improve irrigation.	Operational Service	2019	**$5,000**	At a August 2, 2018 Council Meeting this project was deferred to 2019. **Carry Over Project.**	CI4-2018-08
Re-establishment of the Baseball Diamond and creation of a new Dog Park on the West Bench.	4.3	Install a shale infield, adjust the fence and remove the shade structure in the existing Dog Park and create a new fenced Dog Park beside the Baseball Diamond.	Operational Services / Community Services / Contractor	2019	**$156,750**	New Dog Park is complete, New ball diamond restoration is scheduled to be completed by April 15, 2019. **Carry Over Project.**	CI4-2018-11

Community Infrastructure

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Kitchen Equipment Replacement		Purchase new commercial fridge and freezer for the commercial kitchen at the Sonora Community Centre to replace aging equipment.	Community Services	2021	10,000	existing fridges and freezers will need replacing within the next five years	CI4-2019-02
Install Community Garden in parking lot behind Sonora Community Centre		Work with Desert Sun Counselling and Resource Centre to install and implement a community garden program	Community Services	2019	10,000		CI4-2019-03
Renovate the front counter area at the Sonora Community Centre		Renovate the front counter to adjust height of front counter and increase the size of window to provide better customer service	Community Services	2020	15,000	Renovations have not been done for the front counter reception since Sonora Community Center opened	CI4-2019-04
Renovate the front entrance at Sonora Community Centre		Renovations to provide covered walkway, better accessibility and better lighting	Community Services	2019	30,000		CI4-2019-05
Renovate washrooms at the Sonora Community Centre		Renovations needed to improve accessibility and install auto flushers	Community Services	2019/2020	30,000	Renovations in washrooms have not been done since Sonora Community Centre opened	CI4-2019-06
Renovate Room 1 at the Sonora Community Centre		Enclose alcove in Room 1 creating much needed storage space	Community Services	2019	10,000		CI4-2019-07
Upgrade air handling unit in weight room		Replace air handing unit that service the weight room and add additional ducting to mezzanine area	Community Services	2019	12,000		CI4-2019-08
Repair flooding damage to the Cottonwood Park Retaining Wall	4.3	Improve existing retaining wall to withstand future flooding events.	Operational Services/ True Consulting/ DFA/ and the successful contractor.	2019	$558,000	As a result of Osoyoos Lake flooding in 2018, DFA (Disaster Financial Assistance) has agreed to fund $281,000 of this repair project. Repairs are necessary to make the area safe for the public and to withstand any future flooding events.	CI4-2019-09
Purchase of a new Beach Cleaner	4.3	Purchase the Cherrington Model 5500 Beach Cleaner	Operational Services (financed thru MFA)	2019	$200,000	The existing beach cleaner has reached the end of its service life. A new unit is required to maintain our Public beaches to the standard expected by the Public.	CI4-2019-10
Install new beach access stairs at the South end of Gyro Park.	4.3	Install 8 foot Redi-rock stairs at a location to be determined at the South end of Gyro Park.	Operational Services/ True Consulting & successful contractor	2019	$24,000		CI4-2019-11
Feasibility study for a new town hall		Plans will be in place to enable the development of facility to enable the delivery of municipal administrative services.	CAO	2019	40,000	Follow up actions to the Town Hall Building Assessment completed in 2018.	CI4-2019-12
Allocate $30,000 annually to improve accessibility to public facilities.		Achieve goal of being most accessible community in BC	Community Services	2015-2018	$30,000	Accessibility Plan to guide annual projects. Council approved this budget to a maximum of $30,000 for 2019. An accessibility committee was established in 2018.	CI4-2019-13
Construct new washroom at West Bench park		Supportive facility for dog park use, ball diamonds, canal trail	Operations		RMI funds	Spring installation	CI4-2019-14

Community Infrastructure

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Improve directional, attraction and gateway signage services through development of a formal Way Finding Program	4.3	Develop professional Wayfinding sign program that compliments tourism and GHG initiatives	Planning	2019	Resort Municipality Funds.	Signage to be universal in appearance and provide community information service/linked to MOT info sign program. RFP needed for design, bid and install needed. This project is tied to the downtown revitalization.	CI4-2019-15
Reinstall a pier at Gyro Beach	4.3	Enable better water access	Planning/Engineering	2019-22		Project completion subject to available budget. Rural dividend Grant accounting must be completed.	CI4-2019-16
Plan park services for West bench washroom		Supportive facilities for many users in the area	Community Services/Operations	2019-2020		Shade structures, benches, etc.	CI4-2019-17
Review development of washroom and beach facility at 8000 Cottonwood site	4.3	Additional beach services to the public	Operational Services	2018	$100,000	Contractor (Westcon Precast Inc.) has been hired to construct a double washroom facility which will be installed in the Spring of 2019. Carry Over Project.	CI4-2019-18
							CI4-2019-19
							CI4-2019-20
							CI4-2019-21
							CI4-2019-22
							CI4-2019-23

Community Safety

Goals **CS1** **To ensure that our citizens and visitors are provided with a safe and healthy environment through the cooperative efforts of police, fire, ambulance, bylaw enforcement, inspection services, disaster services providers and community members.**

Strategies

1.1 Work with and contract where appropriate, community agencies and other governments to deliver innovative, regional protective, emergency and disaster services.

1.2 Monitor changing emergency response needs and determine appropriate levels of service to the community.

1.3 Annual identify bylaw enforcement and compliance needs.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Provide fire services through volunteers Fire Dept.	1.1	Fire safety and response within acceptable timeframes	Fire Dept.	Core		Fire services provided to OIB and RFPD through agreement as well as mutual aid agreements.	CS1-2015-01
Provide emergency management services and protection		Ensure appropriate responses are available in the event of disaster or community emergency.	Corporate	Core		Ensure Town Emergency Plan is up to date and prepare new Emergency Program Bylaw to designate Emergency Program Coordinator, etc. RFP required for evacuation route plan.	CS1-2015-02
MTI Processing		Considerable time is spent following up on tickets	Corporate	Core		The new ticket dispensing machine has cut down number of tickets an boots have cut down time required to collect payments. To be monitored for other efficiencies. Review with new Bylaw Supervisor regarding Bylaw Notice instead of MTI.	CS1-2015-04
Unsightly properties		Over 100 property inspections per year including follow up.	Corporate	Core		Ongoing issues with repeat offenders. Options to be considered regarding the enforcement,	CS1-2015-05
Bylaw Adjudication		Move away from Municipal Ticket Information and go toward the Bylaw Adjudication System	Corporate	2017		New bylaw and tickets as tickets would be Bylaw Notice rather than MTI. Decision on recommendation to council. This is again being considered for possible implementation in 2019.	CS1-2015-06
Monitor RCMP contract for services		Community pays fair share of blended detachment	CAO	2018-22		Additional rural constable to be added in 2019.	CS1-2017-01
Emergency Program Training		Updated training through EMBC and JIBC	Corporate	2018		Corporate Services and Fire Department to upgrade Emergency Management Training. Some training was completed. Work with new Fire Chief for further training.	CS1-2018-01
Implement an enforcement of illegal boulevard parking in the industrial park- U- Haul		Eliminate illegal use of public lands for business purposes.	Bylaw	2017-18		Project started with 2018 target date. Follow up to be done in 2019.	CS1-2018-03
Assess and develop needed actions to implement the integration of marijuana legislation into the community.		Community has all the regulatory tools to implement a safe implementation and bylaw enforcement.	All Directors	2018-21		Each director needs to assess their roles and responsibilities for implementation. CAO to coordinate.	CS1-2018-04
Follow on recommendations from the Fire Dept. Master Plan Report		Improve fire dept. services through implementation of recommendations.	CAO/Fire chief	2019-22	$25,000		CS1-2019-01
Hire a full time fire chef		Additional support to paid on call system and emergency response.	CAO/Fire Officers	2019		Targeted to have position operational by end of June.	CS1-2019-02
Provide bylaw enforcement service through in house services model	1.3	Increased safety of residents and response to bylaw enforcement.	Corporate	Core		This is being done in house. Job Descriptions and postings to be completed. Hiring to be fully completed by May, 2019	CS1-2019-03

Community Safety

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Purchase a new Quint fire truck		Maintain Fire Underwriters Pumping Standards and meet emerging needs of the community.	Fire Chief/ Finance/CAO		Need to borrow funds	municipal borrowing processes must be completed.	CS1-2019-04
							CS1-2019-05

Governance and Municipal Management

Goals **GMA1** **To deliver effective and efficient governance and municipal management to the community.**

Strategies

1.1 To ensure that programs and services provided address identified community needs.
1.2 To plan, prepare documents and implement processes that will enable strategic service delivery versus reactionary issue based processes.
1.3 Seek opportunities for cost-effective and cost sharing cooperation with other governments to develop and deliver needed regional services.
1.4 Commit to ongoing education so that the community leadership is aware of trends in municipal government and recommended "best practices".
1.5 Support existing memberships at the regional, provincial and national levels and develop new alliances that will promote value added to municipal operations and governance.
1.6 Ensure that legislative tools such as policies and bylaws are contemporary and reflective of community needs and values and mange risk.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
To develop and work from a council approved business plan.	1.2	Strategic development and operations that can be incorporated into an accountability system	CAO/Directors/Council	2019-2022		Business plan reviewed annually with updates every 6 months.	GMA1-2011-01
Records Management Audit, Policy and Bylaw		Audit all records in organization and set parameters for all record	Corporate	2017	$14,000	Review all records in all departments to remove duplication, improper filing and ensure e-filing processes are working. A policy and Bylaw to be prepared at end of the audit. Quote received from Ricoh. Must be reviewed and budget plan drafted. All document should now be in their rightful folder as per bylaw and policy. File manual to be continually updated.	GMA1-2013-02
Scan all Building Permits		Secure record keeping and maintenance of corporate memory	Planning/Corporate	2015	$15,000	Large project that requires additional planning and implementation over 2 years. The remaining building permits are being prepared for sending out to scan.	GMA1-2013-05
Council Agendas		Prepare bi-weekly and special meeting agendas	Corporate	Core		Ensuring agendas for all meetings are prepared, distributed to council, and posting requirements are met.	GMA1-2015-01
Council Minutes		Recording and finalizing all council meeting minutes	Corporate	Core		Ensuring minutes are taken, recorded and accurate, minutes are approved, signed and properly filed and uploaded to website.	GMA1-2015-02
Bylaw Administration		Ensure bylaws are finalized in accordance with legislation	Corporate	Core		Include all required dates onto bylaw, ensure proper reading procedures, amendments, etc. signatures, and where needed consolidate for public ease of reading. Ensure copies sent to Province where needed. Upload to website and file in permanent records.	GMA1-2015-04
FOI Administration		Ensure the legislated requirements for FOI requests are met.	Corporate	Core		Review all FOI requests and sever information, provide feedback to Departments, contact third parties, etc. and ensure responded to within time period.	GMA1-2015-05
Union contract information gathering and negotiations		Council and Administration are prepared for negotiation	CAO/Corporate	2019/20	$10,000	Union contract ends in 2019. Negotiation to be delivered through consultant, research completed internally.	GMA1-2015-06
Update Zoning Bylaw	1.6	Modern user-friendly bylaw that meets community needs	Planning	2017+		Modernization of 16 year old bylaw will be prepared in-house.	GMA1-2015-08
Update Business License Bylaw		Modernize based on best practices	Planning	2017	Staff	Background study is completed.	GMA1-2015-10

Governance and Municipal Management

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Electronic Records Management		Send out permanent property records and vault records to be scanned.	Corporate	Dec-16	$20,000	The property files, including service records need to be scanned. Permanent records in the vault including letters patent, etc. to be scanned.	GMA1-2015-13
Amend Foreshore and Lake Zoning Bylaw		Improve bylaw enforceability	Planning	2017	Staff	May include adding provisions for DPs as in Columbia Shuswap Rural District	GMA1-2015-14
Prepare new FOI Policy to incorporate ICBC Information Sharing requirements		New policy to replace existing CORP-004	Corporate	2017		The town needs information sharing agreement with ICBC to get vehicle ownership information for MTI follow-up. This has been completed. FOI Bylaw and Policy to be reviewed to ensure it covers the ICBC agreement	GMA1-2016-01
Develop an public lands encroachment policy		Protect the municipality from liability due to publics encroachment on public lands.	Corporate/ CAO	2018		This is a broader projects than just sidewalk encroachments- POL-042	GMA1-2016-03
Develop a summary that identifies all municipal contracts with expiry dates and any annual charges		Contracts expiry dates are easily monitored.	Finance	2018		Requires an up to date listing of all contracts and expiry dates.	GMA1-2016-06
Assist with developing Fire Services Bylaw for the Osoyoos Rural Fire Protection District.		Bylaw will be contemporary and have all fire related regulations.	CAO	2019		Bylaw to be developed in consultation with fire chief and board.	GMA1-2018-01
Review all bylaws to enable the implementation of cannabis sales and use in the community.		Community will be well positioned to follow the direction of council to implement the law needed to govern this activity.	CAO and all Directors	2019		Direction will be sought from Council on what steps will be followed in public consultation and implementation.	GMA1-2018-02
							GMA1-2019-01
							GMA1-2019-02
							GMA1-2019-03
							GMA1-2019-04
							GMA1-2019-05

Governance and Municipal Management

Goals **GMA2** **To develop and maintain strong, mutual respectful and productive partnerships with other local governments, levels of government and aboriginal government to enable development of high quality services for the mutual benefit of regional citizens.**

Strategies

2.1 Council to meet proactively with regional, provincial, federal and aboriginal governments to discuss topics of mutual concern and to develop working relationships.

2.2 Administration is encouraged to meet with other government colleagues to promote regional services development and "best practices" information sharing.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
A minimum of 2 meetings with the OIB to discuss mutual community interest	2.1	Enhanced community relations, cooperation on projects and community development	Council			Council best practice recommendation	GMA2-2011-01
A minimum of 2 meetings with the MLA to discuss mutual community interest	2.1	Enhanced community relations, cooperation on projects and community development	Council			Council best practice recommendation	GMA2-2011-02
A minimum of 1 meeting with the MP to discuss community interest	2.1	Enhanced community relations, cooperation on projects and community development	Council			Council best practice recommendation	GMA2-2011-03
Explore opportunity to have discussions with Oliver and Areas A/C	2.1	Identification of common issues and work to cooperatively to resolve.	Council			Council best practice recommendation	GMA2-2011-07
Monitor and promote the development of the national park.		The provincial and federal governments go back to the negotiating table to enable the development of the park.	Council	Ongoing		Council passed a motion endorsing the 2 parties continue dialogue on this matter. Political action is needed on this matter.	GMA2-2015-04
Renew the 5 year recreation agreement with the RDOS.		Ensure financial support for RDOS residents who utilize recreation programs and events through the community services department.	Community Services	2021		Previous agreement was based on assessed value and was in place for the last 5 years.	GMA2-2016-01
A minimum of 2 meetings with school board members/board to discuss mutual community interest		Prevent closure of Osoyoos Secondary	Council			Council best practice recommendation	GMA2-2016-02
Advance a boundary expansion assessment and discussion with the province		Households interested in joining the town will have an opportunity	CAO	2019		Council provided direction to focus on Lakeshore Drive	GMA1-2017-01
To develop a working system that will limit conflict between municipal works and First Nation Archeological concerns		Maintain positive working relations with the OIB	CAO/Planning/Operations/Council	2018		CAO intends to explore education opportunities to establish knowledge of these matters in our systems approach.	GMA2-2018-01
							GMA2-2019-01
							GMA2-2019-02
							GMA2-2019-03
							GMA2-2019-04
							GMA2-2019-05

Governance and Municipal Management

Goals	**GMA3**	**Council and municipal management work cooperatively, as prescribed by their distinct roles, to ensure high quality governance and municipal services management for the residents of the community.**
Strategies	**3.1**	Annually business plan to be developed by administration based on prescribed results that council identifies and commits resources for implementation.
	3.2	To exchange business plan and budget update information on a quarterly basis enabling both parties to assess the progress and need to realign annual priorities.
	3.3	To maintain a formal relationship policy that enable successive councils and administrations to function to high degree of governance and management professionalism.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Operate from a policy governance mode.		More effective and efficient organization that allows for administration to deal with operations in a consistent manner.	CAO/Council	2018-22		Policy operations enables a strategic and planned operations of the community.	GMA3-2011-01
Project updates from Directors to Council	3.2	Council receives scheduled reports on identified priorities.	CAO/Directors	June and year end		Use Business Plan and Priority system as basis of reports.	GMA3-2011-02
Business Continuity Plan		Establish business continuity plan to ensure limited interruptions to Town facilities and utilities.	Corporate	2018		This plan may need to be prepared in parts beginning with Town hall and working through the various facilities and utilities	GMA3-2015-02
							GMA3-2019-01
							GMA3-2019-02
							GMA3-2019-03
							GMA3-2019-04
							GMA3-2019-05

Governance and Municipal Management

Goals **GMA4** **To enhance transparent community governance and municipal service development through development of informed and engaged citizens.**

Strategies

4.1 Use technology as a medium to provide update information on municipal business.
4.2 Continue to use traditional media to provide information to residents on municipal business.
4.3 Explore learning opportunities that enable greater citizen education on the role and functioning of local government.
4.4 Complete legal requirements to advertise and provide affected parties to provide feedback.
4.5 Assess the need on individual cases to provide additional consultation opportunities.
4.6 Ensure that consultation with citizens is a mandatory step when dealing with:
• major planning issues like growth, transportation routes
• redevelopment or redevelopment of major infrastructure including parks, roads

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Continue to deliver news, council updates and explore other opportunities	4.1 / 4.3	Informed and engaged community citizens	Corporate/Program Delivery Departments	2017-2020		eNews, Annual Report Summary, Granicus webcasting	GMA4-2011-01
Continue web-casting of council committee and main meetings	4.1 / 4.3	Increased opportunity for developing Informed and engaged community citizens	Corporate/Executive Assistant	2017-2020	$5,000 capital, $8,000 operating costs.	Review of alternate webcast providers to take place in 2019 as costs have increase exponentially with Granicus due to the dollar conversion to US.	GMA4-2011-03
Develop the legislated annual report and also provide a newsletter format summary for the public	4.3	Increased opportunity for developing Informed and engaged community citizens	Corporate	Annually- core		Legislated requirement. The 2018 Annual Report will be finalized in May for presentation to council in June.	GMA4-2011-05
Explore the implementation of a social media program		Increase connectivity of municipal government to residents, business and marketing.	Communication/CAO	2016-19		Low priority	GMA4-2013-01
Continue with public session to in take ideas for budget projects		All residents have the opportunity to input ideas into community budget.	CAO/Finance	Usual happens in early January			GMA4-2015-01
							GMA4-2019-01
							GMA4-2019-02
							GMA4-2019-03
							GMA4-2019-04
							GMA4-2019-05

Financial Sustainability

Goals **FS1** **To ensure that citizens get good value for the taxes and fees they pay for utilities, programs and services.**

Strategies

1.1 Through the business planning process, review the nature and level of services we offer and associated to ensure they reflect demographics, changing needs and fiscal realities.

1.2 Review service delivery and encourage the development of better and more efficient methods where warranted.

1.3 Review utility services and accounts to ensure that appropriate allocations are made for operating costs.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Annual review of fees and charges	1.2	Fees reflect current operational needs	Directors/Finance	2019-2022		Prior to Budget. Review fees and charges bylaw.	FS1-2011-01
Ongoing review of operational expenses	1.3	To keep within budget	Directors	2019-2022		Part of quarterly reporting.	FS1-2011-02
							FS1-2019-01
							FS1-2019-02
							FS1-2019-03
							FS1-2019-04
							FS1-2019-05

Financial Sustainability

Goals	**FS2**	**To ensure adequate funds are secured and sustained in a fiscally responsible manner to support infrastructure development, program and service delivery levels established by council.**
Strategies	**2.1**	Consider the tools, or combination of tools, to be used for capital funding in the following order of priority: • Grants or other outside source of funding, where available; • Operational funds, where feasible "pay as you go"; • Debt, used cautiously when supported by business case; • Reserves.
	2.2	Use debt to provide utility capital in accordance with generally accepted principles for utility financing.
	2.3	Inform citizens of our financial plans and decisions in a clear and timely manner and where warranted comparisons with similar communities.
	2.4	Take an active and persistent approach, as an individual municipality or through strategic alliances, to lobby other orders of government to encourage and maintain appropriate roles and financial partnerships, and to remove legislative barriers.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Provide directors and council quarterly updates of budget status	2.2	To keep Directors and Council updated on financial position	Finance	Quarterly		March/July/September/December. Accounts reviewed on a ongoing basis, updates sent to directors' as requested otherwise quarterly.	FS2-2011-01
Property Tax Inserts	2.3	To provide the property owners with current year information and comparable figures from other Municipalities	Finance/Communication Coordinator			Review opportunity to provide additional information in mail out and eNews.	FS2-2011-02
Develop a Community Infrastructure Asset plan		Enable planned renewal of infrastructure is linked to fiscal management	Operational Services/Finance	2019-2022	$25,000(estimate)	Follow up on work with TRUE	FS2-2015-01
Make a Rural dividend application to develop a plan for developing an Enhanced Cultural Streetscapes program		Additional cultural streetscapes figures will enhance the attractiveness and attraction of the community	CAO/Planning	2019-20	$10,000	Modelled after the Castlegar Program. Development of bench statues and other works of art.	FS2-2019-01
Continue to seek out funding for larger infrastructure projects.	1.1	Outside sources of funds assist ion project financing.	Operations/TRUE/CAO		$5,771,000	Application for Canada - BC Investing in Canada Infrastructure Program funding for System 9 Rural Water Twinning has been made- decision in Spring.	FS2-2019-02
							FS2-2019-03
							FS2-2019-04
							FS2-2019-05

Financial Sustainability

Goals **FS3** **To prepare and approve budgets that reflect the Town's strategic direction.**

Strategies

3.1 Continue to meet the requirements of 5 year capital planning for long term infrastructure development, maintenance and replacement, while considering the impacts on operating costs.

3.2 Develop the budget based on Council focused on policy decisions, including services and programs to be funded, service levels and standards to be achieved and the extent of risk to be accepted.

3.3 Provide management the authority and flexibility to allocate resources within service level and budget guidelines approved by Council, along with accountability for such decisions ad actions.

3.4 Avoid volatile tax and fee changes while providing effective and efficient services to citizens.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Council direction on business plan and policy direction for budget process	3.2	Efficient budget development that incorporates current and strategic direction	Council/CAO	2016-19		Items added to Financial Plan	FS3-2011-01
Preparation of Five Year Financial Plan	3.2	To compile all information brought forward by Council and Directors for budget discussions	Directors	Core		Annual preparation of Budget.	FS3-2011-03
Completion of Five Year Financial Plan	3.1	Completed Five Year Financial plan approved by Council	Directors/Council	Core		Complete presentation to Council	FS3-2011-04
Maintain a Community Development Budget to respond to annual "opportunity requests or projects".		To develop programs and services that will respond unforeseen requests.	CAO	2018-2022	Budget $10,000 annually	Respond to evolving needs. - Advertising - Projects	FS3-2014-02
Continue to allocate funds to develop a RCMP reserve operating fund.		Working to establish a sufficient reserve fund for policing.	Finance	2019-2022	$17,695	RCMP Traffic Fine Revenue Reserved each year.	FS3-2015-01
Develop a fund to plan for removal of old museum.		Enable project to occur with minimum impact in that budget year.	Finance	2017-2019	$10,000/year	Reserve fund to be established.	FS3-2015-03
Develop new general reverse and related policy			Finance	2017-2019		$500,000 First year commitment	FS3-2015-04
Develop budget policy process policy		standard practice for budget development	Finance/CAO	2019-2022			FS3-2015-06
Develop a landfill closure reserve		Sufficient funds are available for closure of landfill	Finance	2019-2022		This is an annual amount that is based on airspace used and tipping fees received	FS3-2016-01
							FS3-2019-01
							FS3-2019-02
							FS3-2019-03
							FS3-2019-04
							FS3-2019-05

Organizational Development

Goals **OD1** **To provide a supportive and relationship building work environment that helps us achieve our strategic goals and deliver quality services.**

Strategies
1.1 Monitor and adjust our organization's structure to ensure it supports our strategic direction.
1.2 Provide timely information that our staff require to understand decisions, make choices and take action.
1.3 Complete annual performance reviews on all staff.
1.4 Acknowledge and value our members' accomplishments and contributions.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Completion of staff evaluation are included in Director performance appraisals	1.3	All staff are provided formal ongoing feedback on performance	CAO/Corporate	Annual		Development of policy and training to Department Heads. New evaluation forms to be created.	OD1-2015-02
Work safe regulations		Ensure all Work safe BC regulations are followed	OH&S Committee/Corporate	2018	$25,000 - New contract in March, 2015. This was a three year term.	Ensure that OH &S training is supplied to all staff and that all required reporting and investigations are completed when necessary. Ongoing - working with OH&S Committee to develop policy on incident investigation and reporting. Will need to advertise and get a new consultant in place when contract expires in March. Working alone policy and Incident reporting policy completed. Monthly meetings with the Joint OH&S committee. McMullen completed first year of three year agreement.	OD1-2015-03
Stage business planning updates with staff		Informed staff and morale development	CAO	2016-19		Spring and Fall sessions	OD1-2015-05
Review policies relative to use of medicinal marijuana by staff		Clear direction to staff as to the legislation regarding use of medicinal marijuana	Corporate	2018		Prepare HR Policy on use of medicinal marijuana relative to job requirements	OD1-2018-01
							OD1-2019-01
							OD1-2019-02
							OD1-2019-03
							OD1-2019-04
							OD1-2019-05

Organizational Development

Goals **OD2** **To place qualified candidates in jobs that need to be filled within our organization and provide our employees with opportunities gain new skills.**

Strategies

2.1 Develop job descriptions and clearly communicate the competencies required, the authority assigned, the scope of the work performance expected and the accountabilities that ensue for all positions in the organization.

2.2 Maintain knowledge of succession needs to assist in the long term knowledge, skill, and leadership needs of our organization.

2.3 Provide a compensation package, working conditions and organizational environment to attract qualified candidates.

2.4 Provide employees with training and opportunities to enhance new skills.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Identify succession needs over the next 3 years	2.2	Identify needed position recruitment	Corporate/Directors	2019-22		Organizational review. In the next 3 years Operational Services as the possibility of 5 employees retiring.	OD2-2015-01
Send staff to appropriate training courses	2.4	Results will be a employees with contemporary skills and knowledge	Directors/ Communication Coordinator	Core	Annual Directors Budget.		OD2-2015-02
Hire Students		Students for Operational Services and Community Services	Community Services/Operational Services	Yearly		3 students for Operational Services and 7 students for Community Services. HRDC grants applied and awarded to community services.	OD2-2015-06
Recruit and orientate new senior accounting clerk		New Senior Accounting Clerk in finance to replace the retiring Phyllis Polukoshko.	Finance	2019		Anticipate new senior accounting clerk starting in April 2019	OD2-2018-02
Recruit new CAO		Replace CAO who is leaving.	Council	2019		Starting date target of Aug. 06, 2019	OD2-2019-01
Recruit New Bylaw Supervisor		New position	Corporate	2019		Job Description and posting target hire date of April 23, 2019	OD2-2019-02
Hire new Planning Admin Support		vacant as of March 31 due to retirement	Corporate	2019		target date to fill position - March 25, 2019	OD2-2019-03
Recruit and hire PT/Seasonal Bylaw officers and Park Ambassadors		new positions	Corporate	2019		Work with new supervisor to finalize hiring process. Postings to be completed prior to start of Supervisor.	OD2-2019-04
Hire Facility Caretakers		Previously LOU will now be fully considered under Collective Agreement	Corporate	2019		These have been posted and hired every 6 months and now will be under collective agreement	OD2-2019-05
							OD2-2019-06

Organizational Development

Goals **OD3** **To make appropriate use of technology to improve services and/or reduce costs.**

Strategies **3.1** Explore, invest in and support the technology requires to carry out our organizational roles in a cost effective and efficient manner.

Activity	Strategy	Desired Outcomes/Results	Activity Assignment	Due Date	Budget	Comments	Reference No
Improve IT systems	3.1	IT systems are contemporary and meeting operational needs	Finance/Executive Assistant	2019-2023	$56,150 in 2019 and $26,950 in 2020 and $38,800 in 2021 and $48,550 in 2022 and $24,250 in 2023.	See 2019 Information Technology Plan, attached to budget documents.	OD3-2015-01
Explore e business solutions	3.1	Better and efficient services to residents	Finance/Executive Assistant	2019-2022		Always looking to improve services within budget resources.	OD3-2015-02
Implement paperless report system software for all inspection activity. (Noratek/City Reporter)	3.1	Corporate memory is retained and record management efficiency increases.	Executive Assistant	2017-2020		City Reporter software implementation is underway.	OD3-2015-03
							OD3-2019-01
							OD3-2019-02
							OD3-2019-03
							OD3-2019-04
							OD3-2019-05

2019 Budget 3/13/2019 11:42

General Fund

SOURCE OF FUNDING :

Project Description	Responsible Director	GL Number	Amount	Operating	GRANTS	BORROWING	RESERVES	D.C.C.'s	OTHER	TOTAL	Descriptions
Land											
Parkland Acquisition	Barry	12286-031	400,000	0				400,000		400,000	
Land Acquisition	Barry	12286-031	500,000	0			500,000			500,000	
General Planning											
OCP Update	Gina	12286-014	100,000	50,000			50,000			100,000	
Gyro Park Pier Plan Finalization	Gina	12286-014	20,000	20,000						20,000	
Housing Needs Assessment	Gina	12286-014	20,000	10,000	10,000					20,000	BC Housing Grant
Aquatic Centre Feasibility Study	Barry	12286-014	40,000	0			40,000			40,000	
Office Equipment											
Computer Equipment	Jim Z	12286-001	56,150	18,700					37,450	56,150	Water & Sewer
Council Chambers Chairs	Janette	12286-001	4,500	4,500						4,500	
Office Furniture & Equipment	Directors	12286-001	4,500	4,500						4,500	
Roads											
Jasmine Drive/ 32 Avenue Intersection	Jim D	12286-068	90,000	79,450			10,550			90,000	
Intersection Improvements Main St @ 70 Avenue	Jim D	12286-068	231,100	0	231,100					231,100	CWF
Airport											
Airport Improvments	Barry	12286-020	15,000	0			15,000			15,000	
Accessibility											
Age Friendly and Assessibility Upgrades	Gerald	12286-013	30,000	30,000						30,000	
Desert Park Accessibility Lift	Gerald	12286-013	50,000	0			50,000			50,000	
Operational/Protection Services Equipment											
Beach Cleaner	Jim D	12286-093	190,000	0		190,000				190,000	
Quint Custom Cab Fire Truck	Jim D/Fire Chi	12286-093	1,000,000	0		750,000	250,000			1,000,000	
Tire Changing Machine	Jim D	12286-093	10,000	10,000						10,000	
Lawn Mower Attachment for Utility Tractor	Jim D	12286-093	7,000	7,000						7,000	
Community Services											
Outdoor Fitness Equipment (subject to grant funding)	Gerald	12286-047	25,000	0	25,000					25,000	Age Friendly Grant
Community Garden	Gerald	12286-047	10,000	10,000						10,000	
Fitness Room Upgrades	Gerald	12286-089	10,000	10,000						10,000	
Computer Building Controller (climate action plan)	Gerald	12286-089	70,000	0	70,000					70,000	Fraser Basin/CWF
Sonora Entrance Upgrade (sidewalk, stairs and cover)	Gerald	12286-089	30,000	30,000						30,000	
Weight Room Air Handling Unit Upgrade	Gerald	12286-089	12,000	12,000						12,000	
Parks-Trails											
Repair Cottonwood Park Retaining Wall	Jim D	12286-095	558,000	127,218	281,565		109,217		40,000	558,000	DFA Grant/$40,000RMI
West Bench Ball Diamond and Dog Park	Jim D	12286-095	38,300	0			38,300			38,300	
Lake Access Path Maintenance	Jim D	12286-095	10,000	0			10,000			10,000	
Replace Trees at the Marina	Jim D	12286-095	5,000	0			5,000			5,000	
Park Facility Development - Osoyoos Park Washroom	Jim D	12286-095	100,000	6,250					93,750	100,000	
SE Meadowlark Playground	Gerald	12286-095	90,000	0				90,000		90,000	
Buildings											
Town Hall - Feasibility Study	Barry	12286-002	85,000	45,000			40,000			85,000	
Other											
Main Street Improvements	Jim D	12286-015	6,000	6,000						6,000	
Landfill - Litter Fencing	Jim D	12286-062	40,000	40,000						40,000	
Electronic Records Management	Janette	12286-051	16,000	0			16,000			16,000	
Fire Department											
Equipment		12286-055	49,000	31,450					17,550	49,000	OIB & ORFPD
Resort Municipality Projects											
Trail Development	Jim D	12286-097	506,480	0	162,360		134,120		210,000	506,480	RMI/BikeBCGrant/Reserves

2019 Budget 3/13/2019 11:42

General Fund

SOURCE OF FUNDING :

Project Description	Responsible	GL Number	Amount	Operating	GRANTS	BORROWING	RESERVES	D.C.C.'s	OTHER	TOTAL		Descriptions
Beach Cleaner Maintenance	Jim D	12286-099	81,000	0					81,000	81,000	RMI	
Boat Trailer Parking	Jim D	12286-102	15,000	0					15,000	15,000	RMI	
Waterfront Facility Enhancement	Barry	12286-103	400,000	0					400,000	400,000	RMI	
Downtown Revitalization/Milfoil Control Reg.	Barry	12286-107	42,000	0					42,000	42,000	RMI	
Visitor Activity Enhancement	Barry	12286-105	40,000	0					40,000	40,000	RMI	
Waterfront Safety	Barry	12286-110	8,000	0					8,000	8,000	RMI	
Program Administration	Barry	12286-111	5,000	0					5,000	5,000	RMI	
Total			5,020,030	552,068	780,025	940,000	1,268,187	490,000	989,750	5,020,030		
Available Funds				**552,068**								

Available Funds for 2018 $508,005
Available Funds for 2017 $500,091
Available Funds for 2016 $504,193
Available Funds for 2015 $474,792
Available Funds for 2014 $549,305
Available Funds for 2013 $451,385
Available Funds for 2012 $441,975
Available Funds for 2011 $389,355
Available Funds for 2010 $509,880

2019 Budget 13-Mar-19

Sewer Fund

Responsible **SOURCE OF FUNDING :**

Project Description	Director	GL Number	Amount	Operating	GRANTS	BORROWING	RESERVES	D.C.C.'s	OTHER	TOTAL	Descriptions
Sewer											
Main Lift Station Reconstruction - Construction	Jim D	32299-006	5,500,000	459,530		3,500,000	1,339,878	200,592		5,500,000	
Extension to Starlite Lift Station	Jim D	32299-006	40,000	40,000						40,000	
New Pumps and Electrical Kiosk at GC Lift Station	Jim D	32299-002	237,400	0			237,400			237,400	
Effluent Pipe Repair Storage Pond 2	Jim D	32299-001	150,000	0			150,000			150,000	
Solar Array Expansion Project	Jim D	32299-016	80,000	0			80,000			80,000	
Radio SCADA Upgrades	Jim D	32299-010	59,100	0			59,100			59,100	
Xeriscaping Wren Project	Jim D	32299-016	20,000	0			20,000			20,000	
Storm & Sanitary Sewer Condition Assessment	Jim D	32299-014	62,000	22,000	40,000					62,000	
Golf Course Irrigation Replacement	Jim D	32299-015	300,000	0			300,000			300,000	
Total			6,448,500	521,530	40,000	3,500,000	2,186,378	200,592	0	6,448,500	
Available Funds				**521,530**							

Available funds for 2018 $495,195
Available funds for 2017 $449,885
Available funds for 2016 $454,065
Available funds for 2015 $455,250
Available funds for 2014 $448,135
Available funds for 2013 $419,995
Available funds for 2012 $419,695
Available funds for 2011 $505,248
Available funds for 2010 $329,800

2019 Budget 13-Mar-19

Water Fund

Responsible **SOURCE OF FUNDING :**

Project Description	Director	GL Number	Amount	Operating	GRANTS	BORROWING	RESERVES	D.C.C.'s	OTHER	TOTAL	Descriptions
Water											
Water Supply Main Gyro Park to Starlite Inn	Jim D	52293-021	410,000	0			304,000	106,000		410,000	
Water Treatment Plant Design	Jim D	52293-006	250,000	242,420			7,580			250,000	
Radio SCADA Upgrades	Jim D	52293-023	62,500	0			62,500			62,500	
Twinning Meter Installation	Jim D	52293-030	10,000	0			10,000			10,000	
Develop a Uni-Directional Watermain Flushing Program	Jim D	52293-000	30,000	30,000						30,000	
Well No. 8 Pump and Building Upgrade	Jim D	52293-017	345,000	314,740			30,260			345,000	
Rural Area Twinning - Phase 2 and 3	Jim D	52293-030	5,770,000	0	4,231,141	1,538,859				5,770,000	
Total			6,877,500	587,160	4,231,141	1,538,859	414,340	106,000	0	6,877,500	
Available Funds				**587,160**							

Available funds for 2018 $546,525
Available funds for 2017 $469,335
Available funds for 2016 $448,135
Available funds for 2015 $559,950
Available funds for 2014 $497,585
Available funds for 2013 $493,272
Available funds for 2012 $453,072
Available funds for 2011 $368,880
Available funds for 2010 $240,600

AHRT	Additional Hotel Room Tax
AHS	Affordable Housing Strategy
ALR	Agricultural Land Reserve
BCVC	British Columbia Visitor Centre
BEO	Bylaw Enforcement Officer
BIABC	Business Improvement Areas British Columbia
BP	Building Permit
CARIP	Climate Action Revenue Incentive Program
CEO	Chief Election Officer
CEPF	Community Emergency Preparedness Fund
COW	Committee of the Whole
CSP	Community Sustainability Plan
CUPE	Canadian Union of Public Employees
DBC	Destination BC
DCC	Development Cost Charges
DCEO	Deputy Chief Election Officer
DFA	Disaster Financial Assistance
DFO	Department of Fisheries and Oceans
DMO	Destination Marketing Organization
DO	Destination Osoyoos
DP	Development Permit
ED	Economic Development
EDABC	Economic Development Association of BC
EDO	Economic Development Officer(s)
EMBC	Emergency Management British Columbia
ESDPA	Environmentally Sensitive Development Permit Area
ESSD	Emergency Social Services Director
FCM	Federation of Canadian Municipalities
GHG	Green House Gases
GWUDI	Ground Water Under the Direct Influence
HRDC	Human Resource Development Canada
ICBC	Insurance Corporation BC
ICSP	Integrated Community Sustainability Plan
IHA	Interior Health Authority
IITS	Interior Instrument Tec Services
IRDPA	Intensive Residential Development Permit Area
JIBC	Justice Institute of British Columbia
LMRC	Labour Management Relations Committee
LRCU	Lake Recreation & Commercial Use (Task Force)
MH	Municipal Housing
MIA	Municipal Insurance Association
MLA	Member of Legislative Assembly
MMBC	Multi-Material BC
MOT	Minister of Transportation
MP	Member of Parliament
MRDT	Municipal Regional District Tax
MTI	Municipal Ticket Information
NRFP	Negotiated Request for Approval
NW	North West
OBWB	Okanagan Basin Water Board
OCP	Official Community Plan
OIB	Osoyoos Indian Band
OSD	Osoyoos Shoreline Development
PNEDC	Pacific Northwest Economic Development Council
POE	Presiding Election Official
PW	Public Works
PWC	Personal Watercraft
RAR	Riparian Areas Regulation
RDOS	Regional District of Okanagan Similkameen
RFPD	Rural Fire Protection District
RGS	Regional Growth Strategy
RM	Resort Municipality
RMF	Resort Municipality Funding
RMI	Resort Municipality Initiative
RWA	Recycle Waste Aggregates
SCADA	Supervisory Control and Data Acquisition
SE	South East
SEM	South East Meadowlark
SILGA	Southern Interior Local Government Association
SIREC	South Interior Recreational Equine Centre
SOMHA	South Okanagan Minor Hockey Association
SOSCP	South Okanagan-Similkameen Conservation Program
SP	Sustainability Plan
SRW	Statutory Right-of-Way
TBA	To Be Announced
TCRP	Town Centre Renewal Plan
TOR	Terms of Reference
UBCM	Union of British Columbia Municipalities

DEPARTMENTS

Administrative	Administrative Services
CAO	Chief Administrative Officer
Community Development	Community Development
Community Services	Community Services
Corporate	Corporate Services
Directors	All Departments
Finance	Financial Services
Planning	Planning and Development Services
Public Works	Public Works / Operational Services

RESIDENT FEEDBACK FORM

Please describe yourself. *(check all that apply)*

☐ Resident ☐ Non-Resident Property Owner ☐ Business Owner ☐ Student
☐ Professional ☐ Medical/Dental Field ☐ Teacher ☐ Retail Employee
☐ Retired ☐ Elected Official ☐ Municipal Employee ☐ Trades
☐ Other (please specify) _____

Do you work or reside in Osoyoos?

☐ Reside ☐ Work ☐ Both ☐ Neither

Would any additional information about Osoyoos not found in the 2019 Annual Report be beneficial to you?

_____

_____

_____

Do you find the format of the 2019 Annual Report to be an effective way to read the data?

☐ Yes ☐ No ☐ Somewhat

Do you find the information in the 2019 Annual Report to be useful?

☐ Yes ☐ No ☐ Somewhat

If you find the format of the 2019 Annual Report to be difficult to read or understand, please explain.

_____

_____

_____

Please leave any additional comments here. Thank you!

_____

_____

Please return the completed feedback form to:

Brianne Hillson
Deputy Corporate Officer
Town of Osoyoos
Box 3010, 8707 Main Street
Osoyoos BC V0H 1V0
Or by:
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The 2019 Annual Report was prepared by the
Town of Osoyoos
Corporate Services Department

Town of Osoyoos

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Osoyoos
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