

COMMUNICATION PLAN

Outlines the methods and timing used to facilitate engagement opportunities and share information.

PROJECT TITLE: **Vintage Views Wastewater & Lakeshore Waterworks Acquisition**

PROJECT LEAD:

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- Title: Sr Manager Public Works / Engineering Technologist
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CONTRACTOR: *[consultant or partner]*

- Name: Mike Young
- Title: Principal Engineer
- Company: Ecora
- Phone: 250-469-9757 x1014
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PROJECT LOCATION:

- **Electoral Area “D”** (Lakeshore Highlands, Vintage Views and Heritage Hills)

PROJECT OVERVIEW:

The owner of the Vintage Views Sewer (wastewater) and Lakeshore Waterworks utilities approached the Regional District of Okanagan-Similkameen (RDOS) expressing a desire to discuss the transfer of ownership to the RDOS. Following the RDOS Utility Acquisition Policy, an assessment of the utilities/water and sewer systems is performed. Ecora Engineering & Resource Group Ltd. (Ecora) was retained to undertake the assessment of these utilities.

The Vintage Views Sewer and Lakeshore Waterworks utilities serve the semi-urban, residential neighborhoods located on the hillside east of East Side Road, between Okanagan Falls and Penticton, known as Lakeshore Highlands, Heritage Hills, and Vintage Views developments. Together, these areas are approximately 112 ha in size.

Lakeshore Waterworks Ltd. is a privately held corporation that owns and operates the Lakeshore Waterworks System. The utility received its first Certificate of Public Convenience and Necessity (CPCN) in 1975 authorizing the construction and operation of the water system to serve 51 lots and has expanded several times over the years. The current system configuration has 270 residential customers and 41 vacant lots.

The Vintage Views sewer system and wastewater treatment plant was constructed in 2003 and currently services 97 households and 15 vacant lots (a total of 112 connections). The treatment facility is permitted to discharge up to 65 m³ /day from the Class II treatment facility into the infiltration field situated on an adjacent agricultural lot.

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KEY MESSAGES: *[communications and engagement objectives]*

- Project timeline
- Project status
- Proposed costs
- Key findings

PROJECT TIMELINES: *[key dates and milestones]*

- December 2022 – Board approval to proceed with assessment
- March 2023 – Retain consultant to perform technical and financial assessment
- February 2024 – Completion of assessment
- Spring 2024 – Public engagement via open house
- **Fall 2024** – Commence assent process, distribute detailed information, community meetings
- **Spring 2025** - hold assent process (referendum)
- **Summer 2025** – Commence transition of service to the RDOS
- **Summer 2025** – Completion of utility transition

ENGAGEMENT MATERIALS: *[highlight in yellow]*

<input type="checkbox"/> INFORMATION RELEASE	<input type="checkbox"/> SOCIAL MEDIA GRAPHICS	<input type="checkbox"/> EVENT/MEETING
<input type="checkbox"/> FACT SHEET	<input type="checkbox"/> RDOS WEB PAGE	<input type="checkbox"/> VOYENT ALERT!
<input type="checkbox"/> FAQ	<input type="checkbox"/> RDOS REGIONAL CONNECTIONS PROJECT	<input type="checkbox"/> ADVERTISING
<input type="checkbox"/> BROCHURE	<input type="checkbox"/> WEB BANNER	<input type="checkbox"/> ADDITIONAL PRINTING
<input type="checkbox"/> NEWSLETTER	<input type="checkbox"/> PHOTOS	<input type="checkbox"/> GRAPHIC DESIGN*
<input type="checkbox"/> POSTER	<input type="checkbox"/> VIDEOS	<input type="checkbox"/>
<input type="checkbox"/> SANDWICH BOARD	<input type="checkbox"/> MAPS	<input type="checkbox"/>
<input type="checkbox"/> INFOGRAPHIC	<input type="checkbox"/> POWERPOINT	<input type="checkbox"/>

*Please indicate whether your project includes contractor support (communications and engagement strategies, graphic design, photos, videos, maps, web design, events, or other elements).

MARKETING MATERIALS: *[Itemized list with distribution dates]*

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INDIGENOUS RELATIONS:

- Prepare and send letters to sylix Okanagan communities (OIB, PIB)

ACCESSIBILITY:

- Ensure in-person meetings are accessible
- Confirm hybrid meeting options

*EVENT/MEETING CHECKLIST:

<input type="checkbox"/> VENUE ADDRESS <input type="checkbox"/> INSURANCE	<input type="checkbox"/> FEEDBACK FORMS <input type="checkbox"/> PENS <input type="checkbox"/> TAPE	<input type="checkbox"/> PARKING <input type="checkbox"/> PARKING SIGNAGE <input type="checkbox"/> PARKING CONES
<input type="checkbox"/> CHAIRS	<input type="checkbox"/> EXIT SURVEY	<input type="checkbox"/> SECURE BIKE PARKING
<input type="checkbox"/> TABLES/TABLE CLOTH	<input type="checkbox"/> STICKY NOTES	<input type="checkbox"/> ACCESSIBILITY - confirm access
<input type="checkbox"/> POWER CORDS	<input type="checkbox"/> PROJECT SIGNAGE	<input type="checkbox"/> SNACKS/WATER
<input type="checkbox"/> PROJECTOR	<input type="checkbox"/> MAPS/PHOTOS	<input type="checkbox"/> GARBAGE/RECYCLING
<input type="checkbox"/> SCREEN	<input type="checkbox"/> SIGNAGE STANDS	<input type="checkbox"/> RDOS SIGNAGE
<input type="checkbox"/> PODIUM	<input type="checkbox"/> HANDOUTS	<input type="checkbox"/> SWAG
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Consider environmentally-friendly elements (recycling, compostable cups, secure bike parking)

ADDITIONAL NOTES: *[other action items, roles and responsibilities]*

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN



Material	Action	Date
<i>Communication Plan</i>	<i>Final review and sign off</i>	
<i>Marketing Material</i>	<i>Prepared for distribution</i>	
<i>Engagement</i>	<i>Begin distribution</i>	
<i>Updates</i>	<i>Additional distribution</i>	
<i>Conclusion</i>	<i>Notice of completion, report out, board report</i>	

Prepared by:

RDOS Communications

Approved by:

Project Lead