



**REGIONAL DISTRICT OF CENTRAL OKANAGAN
GOVERNANCE AND SERVICES COMMITTEE MEETING
AGENDA**

Thursday, July 18, 2019

8:30 a.m.

Woodhaven Board Room
1450 K.L.O. Road, Kelowna, BC

Pages

1. CALL TO ORDER

Chair Given acknowledged that this meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.

2. ADDITION OF LATE ITEMS

3. ADOPTION OF THE AGENDA

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1 Governance & Services Committee Meeting Minutes - June 13, 2019

1 - 4

Recommended Motion:

THAT the Governance & Services Committee meeting minutes of June 13, 2019 be adopted.

5. COMMUNITY SERVICES

5.1 Okanagan Lake Protection Strategy

5 - 11

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board receive for information the report dated July 18, 2019 regarding the development of the Okanagan Lake Protection Strategy,

AND FURTHER THAT the Regional Board support in principle, Phase 1 development of the Okanagan Lake Protection Strategy.

6. CORPORATE SERVICES

6.1 Emergency Management Update (Sandra Follack-City of Kelowna)

Recommended Motion:

THAT the Emergency Management update presented by Sandra Follack be received for information

6.2 Emergency Management Program Amendment Bylaws

6.2.1 RDCO Emergency Preparedness Service Establishment Amendment Bylaw No. 1443 (Draft) 12 - 23

Recommended Motion:

THAT the Governance and Services Committee recommend the Board approve First, Second and Third Readings to Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019 and seek 'consent' from the service participants in accordance with Sections 346 and 347 of the *Local Government Act*.

6.2.2 Emergency Management Program Bylaw No. 1444 (Draft) 24 - 43

Recommended Motion:

THAT the Governance and Services Committee recommend the Regional Board approve First, Second, and Third Readings and Adoption of the Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019.

6.3 2019 Corporate Communications 44 - 64

Recommended Motion:

THAT the Governance & Services Committee receive the Corporate Communications Update dated July 8, 2019 for information;

AND FURTHER THAT the Governance & Services Committee recommend the Regional Board approve an update to the Regional District of Central Okanagan logo as shown in the report as Option 2.

6.4 Regional Board 2019 Strategic Priorities Update 65 - 79

Recommended Motion:

THAT the Governance & Services Committee recommends the Regional Board approve the Regional Board Strategic Priorities for 2019 – 2022, and further that the Board direct staff to bring this document forward for review during the annual Five Year Financial Planning process.

- 6.5 Central Okanagan West Participation in West Kelowna Service (Johnson Bentley Memorial Aquatic Centre and Mount Boucherie Recreation Complex and Westside Senior Citizens Activity Centre).

80 - 86

Recommended Motion:

THAT the Governance & Services Committee receive for information the July 9, 2019 report from the CAO and Director of Financial Services regarding Central Okanagan West participation in West Kelowna Services (Johnson Bentley Memorial Aquatic Centre and Mount Boucherie Recreation Complex and Westside Senior Citizens Activity Centre).

7. **NEW BUSINESS**

8. **ADJOURN**

Directors: J. Baker (District of Lake Country)
M. Bartyik (Central Okanagan East Electoral Area)
W. Carson (Central Okanagan West Electoral Area)
M. Singh, alternate for M. DeHart (City of Kelowna)
C. Fortin (District of Peachland)
G. Given (City of Kelowna)
C. Hodge (City of Kelowna)
D. Findlater, alternate for S. Johnston (City of West Kelowna)
G. Milsom (City of West Kelowna)
B. Sieben (City of Kelowna)
L. Stack (City of Kelowna)
L. Wooldridge (City of Kelowna)

Absent: C. Basran (City of Kelowna)
T. Konek (Westbank First Nation)

Staff: B. Reardon, Chief Administrative Officer
T. Cashin, Director of Community Services
C. Griffiths, Director of Economic Development
D. Komaike, Director of Engineering Services
M. Kopp, Director of Parks Services
B. Smith, Communications Coordinator
M. Drouin, Manager - Corporate Services (recording secretary)

1. CALL TO ORDER

Chair Given called the meeting to order at 8:30 a.m.

This meeting is being held on the traditional territory of the Syilx/Okanagan Peoples.

2. ADDITION OF LATE ITEMS

There are no late items for the agenda

3. ADOPTION OF THE AGENDA

#GS32/19

MILSOM/HODGE

THAT the agenda be adopted.

CARRIED unanimously

4. ADOPTION OF MINUTES

4.1 Governance & Services Committee Meeting Minutes – May 9, 2019

#GS33/19

WOOLDRIDGE/MILSOM

THAT the Governance & Services Committee meeting minutes of May 9, 2019 be adopted.

CARRIED unanimously

Chair Given acknowledged recent awards of RDCO staff:

- Brian Reardon, LGMA President's Award
- Murray Kopp, Canadian Parks & Recreation Association – President's Award
- Todd Cashin, Top 40 over 40 by the Kelowna Chamber of Commerce

Directors Baker and Stack arrived at 8:35 a.m.

5. DELEGATION

- 5.1 Economic Development Commission – Strategy to 2025, facilitated by consultant MDB Insight Inc., Lauren Millier, Executive Vice President

Staff introduced the workshop topic and the consultant. The Terms of Reference was highlighted.

L. Millier addressed the Committee:

- Exercise began approximately two months ago, Project Charter developed.
- Where are we now? This has been the major work to date. Economic base analysis. Economic forecasting and looked at impact of shifting market trends.

Director Sieben arrived at 8:45 a.m.

- Where do we want to go? Series of one-on-one interviews have occurred, including members of the EDC Advisory Board, targeted interviews, telephone survey of approximately 80 businesses,
- How do we get there? Regional competitive analysis and trend analysis, establishing overarching vision, strategic direction and action plan.
- Priority Matrix highlighted.

Director Hodge left the meeting at 8:52 a.m.

Discussion focused on three key questions:

- What are the good news stories and key areas of strength for the economy of the Central Okanagan?
- What challenges are limiting economic growth in the Central Okanagan?
- What steps need to be taken to make the region more attractive to new businesses and retain existing ones? Near term? Longer term?

The steps to make the region more attractive to business was outlined.

Director Hodge returned to the meeting at 9:05 a.m.

A question and answer session followed the consultant's presentation.

Director Findlater left the meeting at 9:40 a.m. and returned at 9:44 a.m.

The final report will be distributed throughout the region once completed, as well as the Advisory Commission Board whose members are from a wide-sector throughout the Okanagan.

Director Wooldridge left the meeting at 9:47 a.m. and returned at 9:51 a.m.

#GS34/19

SIEBEN/STACK

THAT the Economic Development Commission Strategy to 2025 presentation facilitated by Lauren Millier, Executive Vice President of MDB Insight Inc. be received

CARRIED unanimously

6. COMMUNITY SERVICES

6.1 Agricultural Compliance and Enforcement Strategy

Staff report outlined the significant increase in illegal activity on farm lands within the electoral areas. Staff are proposing a comprehensive compliance and enforcement strategy for agricultural compliance ranging from assisting property owners in understanding their obligations to comply with legislative requirements and extends to monitoring compliance, performing inspection activities where required to the various tools available to respond to non-compliance.

Staff outlined the strategy to be undertaken. Staff responded to questions.

Director Milsom left the meeting at 9:53 a.m. and returned at 9:57 a.m.

The strategy will be about education first and foremost.

#GS35/19

FINDLATER/BARTYIK

THAT the Governance & Services Committee receive the presentation from the Director of Community Services, dated June 13, 2019, regarding the Regional Agricultural Compliance and Enforcement Strategy for information.

CARRIED unanimously

7. ADJOURN

There being no further business the meeting was adjourned at 10:40 a.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

B. Reardon (Chief Administrative Officer)

Governance & Services Report

TO: Governance & Services Committee

FROM: Todd Cashin
Director of Community Services

DATE: July 18, 2019

SUBJECT: Okanagan Lake Protection Strategy (File: 6440-30)

Purpose: To inform the Governance & Services Committee on the proposed Okanagan Lake Protection Strategy and request Regional Board support, in principle, for the Phase 1 initiative.

Executive Summary:

Through coordination by Okanagan Collaborative Conservation Program (OCCP) and South Okanagan Similkameen Conservation Program (SOSCP), the Okanagan Lake Protection Strategy is intended to address current challenges of shoreline protection, and planning for the region's future at a multi-regional scale. The main objectives are to identify the most pertinent issues impacting the lake including water quality, aquatic and terrestrial ecosystem health, cultural and recreational values, and ultimately collaborating to develop a practical and enforceable strategy to enhance shoreline management and source water protection.

A critical next step in the process is establishing formal inter-regional support. A Board resolution for the initiative has been requested by OCCP and SOSCP with respect to supporting and participating in the development of the Okanagan Lake Protection Strategy.

RECOMMENDATION:

THAT the Governance & Services committee receive for information the report dated July 18, 2019 regarding the development of the Okanagan Lake Protection Strategy,

AND FURTHER THAT the Committee recommends the Regional Board support, in principle, Phase 1 development of the Okanagan Lake Protection Strategy.

Respectfully Submitted:



Todd Cashin
Director of Community Services

Approved for Board's Consideration



Brian Reardon, CAO

Prepared by: Danika Dudzik, Environmental Planner

Implications of Recommendation:

Strategic Plan:	Support of the initiative meets the 2015-2018 Strategic Priorities Plan <ul style="list-style-type: none"> • Strategic Priority #1: Strengthen all partnership relationships to collaborative effectively • Strategic Priority #1: Promote responsible environmental protection and Support biodiversity initiatives with OCCP.
Policy:	Support of the initiative complies with <ul style="list-style-type: none"> • Regional Growth Strategy Bylaw No. 1336

Background:

History:

Okanagan Lake is one of the most important natural features of the region. It provides several key economic and ecological benefits to the communities that surround its shores. Due to its attractiveness, there has been a dramatic increase in development pressure, especially on the foreshore and adjacent terrestrial upland areas.

The 2016 update to the Foreshore Inventory and Mapping (FIM) of Okanagan Lake identified the cumulative impacts of development on natural areas over the past seven years. The results of the study indicate significant losses, with only 41% of natural shoreline areas remaining. What is at stake is the future of our fisheries, our wildlife, our places to live and recreate, our tourism, and the ability of communities to attract investment. Each of these is dependent on the abundance, safety, and quality of our water.

At this time, there are various shoreline policy documents that have been prepared across the region in response to significant development pressures. However, there is a need for multijurisdictional and consistent shoreline management in order to be effective and protect remaining natural areas for generations to come.

Through coordination provided by Okanagan Collaborative Conservation Program (OCCP) and South Okanagan Similkameen Conservation Program (SOSCP), the Okanagan Lake Protection Strategy is a partnership of various organizations, agencies, local governments, First Nations, and the province. Each of the partners will have a key role in the project and subsequent phases. Responsibilities will include expert review and guidance on the approach and deliverables moving forward. Each partner will be involved in varying capacities. It is anticipated that the partners will work collaboratively to provide direction and feedback informing the overall development of the Okanagan Lake Protection Strategy.

Okanagan Collaborative Conservation Program:

The OCCP is a partnership of organizations and government with shared goals, which include maintaining regional biodiversity, protecting Species at Risk, maintaining ecological connectivity throughout the Okanagan Basin, and balancing regional growth with conservation.

Partners in the OCCP include local, provincial and federal levels of government (Department of Fisheries and Oceans (DFO), BC Ministry of Environment (BC MOE), land trusts, stewardship and outreach organizations.

South Okanagan Similkameen Conservation Program:

The SOSCP is a partnership of fifty organizations that work together to conserve the unique biodiversity and environment of this region. The membership is a diverse array of government, non-government, First Nations and academic institutions. SOSCP has been working collaboratively in the South Okanagan Similkameen community, coordinating and facilitating partner activities and improving the effectiveness of conservation efforts for over 17 years.

Project Description:

The goal of the Okanagan Lake Protection Strategy is to identify policies, regulations, and best practices to enhance multi-jurisdictional shoreline management to protect water quality and environmental values of Okanagan Lake.

In November 2018, the OCCP and SOSCP met with partners throughout the region to discuss the important issue of protecting our region's greatest resource – Okanagan Lake. At the workshop participants identified the need for formal support by way of council resolution or a letter of support from their respective agencies, local government, or First Nations to help foster regional collaboration, commitment and communication for this project. Formal support will enable elected officials and decision makers with the opportunity to discuss and address local water challenges and the importance of protecting Okanagan Lake.

This initiative is supported by the objectives and policies of all three Regional Growth Strategies in the Okanagan with regards to water stewardship, ecosystems, and natural lands and additionally, aligns with both the 2016 *State of the Basin Report*, and the ongoing implementation of *Keeping Nature in Our Future – A Biodiversity Conservation Strategy* for the Okanagan Region.

Deliverables for Phase 1:

As supported by OCCP and SOSCP, the collaborative working group will:

- Engage with all applicable agencies, First Nations, and partners to gather input, build consensus, and establish support for developing an approach/model for a region-wide protection strategy for Okanagan Lake.
- Formalize a Terms of Reference.
- Review existing policies, discussion papers, and other previous works related to shoreline development for Okanagan Lake, and review shoreline management plans that have been developed in other jurisdictions in British Columbia.
- Conduct a high-level gap analysis and create recommendations for policy and direction to effectively manage shoreline development.
- Establish a Communications Strategy for public engagement.
- Develop a framework for the Okanagan Lake Protection Strategy.

Regional Growth Strategy Bylaw No. 1336

- Policy No. 3.2.1.12: “Encourage cooperation and information sharing with regional partners to identify data and information necessary to improve hazard and resiliency planning”.

- Policy No. 3.2.3.1: “Consider water resources in land use planning decisions”.
- Policy No. 3.2.3.3: “Work with local governments, provincial agencies to assess and mitigate the risks in floodplains”.
- Policy No. 3.2.3.4: “Utilize best management practices to protect and manage water resources, groundwater and surface water, through integrated watershed planning to improve water quality, and adequate supply for the Region”.
- Policy No. 3.2.3.5: “Continue in partnership with the Okanagan Basin Water Board (OBWB) and regional partners to encourage valley wide cooperation and coordination regarding the conservation of water and protection of all water sources”.
- Policy No. 3.2.8.2: “Encourage collaboration to adopt consistent terminology, policies and actions that support the protection and conservation of environmental features and watersheds within the Region”.
- Policy No. 3.2.8.3: “Manage growth to minimize disturbance to habitat, watershed and natural drainage areas and systems”.
- Policy No. 3.2.8.4: “Encourage collaboration with regional partners on enhancing wildlife corridor linkages to improve habitat connectivity that avoids fragmentation and isolation of important habitats”.
- Policy No. 3.2.8.4: “Protect natural environments, parks and water systems, as these systems are essential to the quality of life in the Okanagan that support active and healthy lifestyles”.
- Policy No. 3.2.8.12: “Encourage collaboration with regional partners, provincial ministries and stakeholders to consider regional conservation, watershed and other ecosystem-based plans and strategies that will update existing inventories”.
- Policy No. 3.2.10.3: “Continue to build and enhance communications and relationships with local First Nations communities”.
- Policy No. 3.2.10.4: “Support opportunities for regional partners to collaborate, communicate and coordinate on matters of regional significance”.

The initiative also supports the ongoing implementation of Keeping Nature in Our Future – The Biodiversity Conservation Strategy for the Okanagan Region by promoting a collaborative approach to conservation, and ensuring decision-makers and citizens have the information and tools needed to protect sensitive ecosystems.

Financial Considerations:

The first phase of development of the Okanagan Lake Protection Strategy has funding approved from the Okanagan Basin Water Board (OBWB) Water Conservation and Quality Improvement Grant. Further, RDCO staff were successful in securing provincial funding (\$10,000) which will assist in implementing a number of the focus areas identified in the RGS Priority Projects Plan and also may leverage additional funding in the future.

Alternative Recommendation:

No recommendation.

Considerations not applicable to this report:

- *General*
- *Organizational*
- *External Implications*

Attachment:

- Request for Expression of Support – Okanagan Lake Protection Strategy

June 7, 2019



Re: Request for Expression of Support - Okanagan Lake Protection Strategy

The Okanagan Collaborative Conservation Program and the South Okanagan Similkameen Conservation Program are requesting an expression of support for the Okanagan Lake Protection Strategy from your organization. At the workshop in November 2018, participants identified the need for formal support by way of council resolution or a letter of support from their respective agencies, local government, or First Nations to help foster regional collaboration, commitment and communication for this project. Formal support will enable elected officials and decision makers with the opportunity to discuss and address local water challenges and the importance of protecting Okanagan Lake.

The Project

The goal of the Okanagan Lake Protection Strategy is to identify policies, regulations, and best practices to enhance multi-jurisdictional shoreline management to protect water quality and environmental values of Okanagan Lake.

Background

In 2016, an updated Foreshore Inventory and Mapping (FIM) project for Okanagan Lake identified significant, cumulative losses of natural shoreline areas. Increased development and loss of natural areas impacts the ecological functioning of the lake and has negative consequences for the health and well-being of our communities, including reducing the ability of the lake to provide safe drinking water and habitat for fish and wildlife. The loss of natural areas also negatively impacts recreation values and opportunities to attract investment to the region.

Findings from the 2016 FIM reinforced the importance of previous foreshore assessment recommendations, including the development of a collaborative Shoreline Management Plan, and an education program to increase public awareness of the lake's critical importance. Currently, an outreach initiative is being coordinated by Okanagan Collaborative Conservation Program and the South Okanagan Similkameen Conservation Program to provide practical information on best practices for lakeshore landowners.

What is needed now is enhanced collaboration to improve effective shoreline management through the participation of all agencies, local and provincial government, First Nations, environmental organizations, and community groups.

Foundations for Collaborative Management

This initiative is supported by the objectives and policies of all three Regional Growth Strategies in the Okanagan with regards to water stewardship, ecosystems, and natural lands and additionally aligns with both the 2016 *State of the Basin Report*, and the ongoing implementation of *Keeping Nature in Our Future – A Biodiversity Conservation Strategy* for the Okanagan Region.

Deliverables for Phase 1 (2019)

As supported by OCCP and SOSCP, the collaborative working group will:

- Engage with all applicable agencies, First Nations, and partners to gather input, build consensus, and establish support for developing an approach/model for a region-wide protection strategy for Okanagan Lake.
- Formalize a Terms of Reference.
- Review existing policies, discussion papers, and other previous works related to shoreline development for Okanagan Lake, and review shoreline management plans that have been developed in other jurisdictions in British Columbia.
- Conduct a high-level gap analysis and create recommendations for policy and direction to effectively manage shoreline development.
- Establish a Communications Strategy for public engagement.
- Develop a framework for the Okanagan Lake Protection Strategy.

Respectfully,



Scott Boswell BA, MEdes
OCCP Program Manager



Bryn White, BA
SOSCP Program Manager

For more information regarding the project, please contact:

Okanagan Collaborative Conservation Program

1450 KLO Road, Kelowna, BC V1W3Z4

Office: 250-469-6292

Brittany Lange, Project Coordinator: occpprojects@gmail.com
www.okcp.ca



Governance & Services Committee

TO: Governance and Services Committee

FROM: Brian Reardon, CAO

DATE: July 2, 2019

SUBJECT: Proposed Amendments to the Preparation for Emergencies Bylaw No. 489, 1991

Purpose: To amend the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991.

Executive Summary:

As part of the systematic review of all documents associated with service establishment bylaws, staff is pleased to present proposed amendments to the Preparation for Emergencies Bylaw No. 489, 1991. This bylaw authorizes the Regional District of Central Okanagan (RDCO) to provide a service for the preparation for emergencies. This bylaw has its origins going back 27+ years.

Proposed amendments being brought forward for the Committee's consideration include adding a description of the service, updating the participating areas to reflect municipal incorporations and renaming the electoral areas', expressly refer to additional cost recovery methods, and to rename the bylaw using current legislative terminology. These proposed amendments were presented to the RDCO CAO Committee on June 19, 2019 and received unanimous support.

Should the Committee support the proposed amendments, a motion supporting staff's recommendation below would be in order. In terms of process, all amendments to service establishment bylaws must receive approval from the Inspector of Municipalities in Victoria before the Board is able to give final consideration and approval to this bylaw. We will also be seeking consent from the Electoral Areas and Municipalities to approve this amendment bylaw.

RECOMMENDATION:

THAT the Governance and Services Committee recommend the Board approve First, Second and Third Readings to Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019 and seek 'consent' from the service participants in accordance with Sections 346 and 347 of the *Local Government Act*.

Respectfully Submitted:

Brian Reardon, CAO

Background:

In the fall of 1991 the Regional Board gave initial readings to Bylaw No. 489 being a bylaw to establish and operate an extended service for the preparation for emergencies. This service establishment bylaw was subsequently approved by the Inspector of Municipalities and referred back to the Regional Board in January, 1992 at which point it was approved. The participants in the service included the District of Peachland and Electoral Areas “A”, “G”, “H” and “I”.

A lot has happened with the service in following 27+ years. In 1993, a year after the creation of the service, the Board approved an Emergency Program Bylaw No. 576 that set out the parameters on how the program would operate. In July, 1994 the Board approved Amendment Bylaw No. 589 which added the City of Kelowna as a new participant to the service and converted a sub-regional service into a fully regional service. In 1995, a year after the City of Kelowna joined the service the Board approved an updated Emergency Program Bylaw (Bylaw No. 635).

Service Establishment Bylaw No. 489, 1991 has been amended twice since its adoption. The first amendment, Bylaw No. 506, 1992, added a reference to the applicable section of the then Municipal Act that establishes a service. Then in July 1994, Bylaw No. 589 added the City of Kelowna as a participant in the service and provided changes to the cost allocation formula. .

With respect to the service establishment bylaw, staff is recommending changes that include:

Proposed Amendments	Reasoning:
Add a Description of the Service	Pursuant to Section 339(1) (a) of the <i>Local Government Act</i> an establishing bylaw must describe the service. Bylaw No. 489, 1991, as amended, currently has no description.
Updating the Participating Areas in the Service	Since the adoption of Bylaw 489 in 1991 the District of Lake Country and the City of West Kelowna have incorporated. Also, the names of the two Electoral Areas have been changed.
Include Additional Cost Recovery Methods	In addition to the current method of recovering costs through property value taxes, it is deemed prudent to also recover costs by way of agreement, enterprise, gift, grant or otherwise in accordance with the <i>Local Government Act</i> .
Rename the Bylaw using Current Legislative Terminology	The current bylaw name implies the scope of the service is for the “ <i>preparation for emergencies</i> ”. In fact the Provincial legislation regulating this type of service includes preparation for, response to, and recovery from emergencies.

These proposed amendments were presented to the RDCO CAO Committee on June 19th, 2019 and received unanimous support.

Financial Considerations:

Recognizing that the service has evolved significantly over time, one of the guiding principles in redrafting this bylaw was to reflect our current practice that has made our Emergency Management Program one of the best in the Province. To that end, the provisions contained in the “Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019” will not increase costs associated with this service. To the contrary, by adding the authority to generate other revenue streams we hope we will be able to offset program costs in the future.

Organizational Issues: None.**External Implications:**

Updating this service establishment bylaw will clarify the current scope of the program, reflect current participants in the service and bring our current procedures into compliance with all legislative requirements. This will be appreciated by all of our municipal partners and Westbank First Nation. WFN is a valued partner in the service and participates through a service agreement with the RDCO.

All of our municipal partners will be required to bring this matter forward to their respective Council for consideration and provide “consent” to the adoption of Bylaw No. 1443, 2019 in accordance with Section 346 of the *Local Government Act*.

Additionally, both Electoral Area Directors will be asked to provide their “consent” to the adoption of Bylaw No. 1443, 2019 in accordance with Section 347 of the *Local Government Act*.

Alternative Recommendation:

Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991 is more than 27 years old, does not meet current legislative requirements, and limits our ability to provide this service in an effective manner. The proposed amendments to this service establishment bylaw reflect our current practice which has been in place for more than two decades. The recommendation in this report aims to align the bylaw provisions with our current practice and meet current legislative requirements.

As such, staff has no alternative recommendation at this time.

Attachment(s): Bylaw No. 489, 1991
Bylaw No. 506, 1992
Bylaw No. 589, 1994
Draft Bylaw No. 1443, 2019

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 489

Being a bylaw to establish and operate the extended service for the preparation for emergencies.

WHEREAS Section 789 of the Municipal Act provides for the establishment and operation of extended services within the Regional District;

AND WHEREAS the Regional Board of the Regional District of Central Okanagan wishes to establish an extended service for the preparation for emergencies;

AND WHEREAS the Electoral Areas A, G, H and I and the Corporation of the District of Peachland wish to participate in this service;

AND WHEREAS under Section 799 the Council of the Corporation of the District of Peachland has waived the assent requirements of Section 795(2)(a)(i);

AND WHEREAS under Section 800(1)(b), the Board has waived the assent requirements of Section 795(2)(a)(i)

AND WHEREAS the Directors of Electoral Areas A, G, H and I have consented in writing to the adoption of this Bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

1. The Regional District of Central Okanagan hereby establishes an extended service for the preparation for emergencies.
2. That Electoral Areas A, G, H and I and the Corporation of the District of Peachland shall participate in this extended service as participating areas.
3. That the annual cost for this service shall be recovered by the requisition of money to be collected by a property value tax levied and collected upon land and improvements within the participating areas under Sections 810(1) and 810.1(1) of the Municipal Act.
4. The cost of providing the services shall be apportioned among the participating areas on the basis of the converted values of Land and Improvements in those areas.
5. This Bylaw may be cited for all purposes as the "Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991.

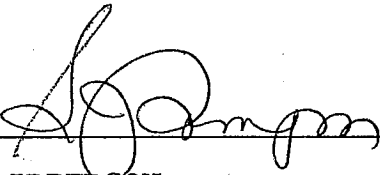
READ A FIRST TIME THIS 21st DAY OF October 1991

READ A SECOND TIME THIS 21st DAY OF October 1991.

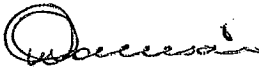
READ A THIRD TIME THIS 4th DAY OF November 1991.

Approved by the Inspector of Municipalities this 23rd day of
January, 1992.

RECONSIDERED AND ADOPTED THIS 3rd DAY OF February, 1992.



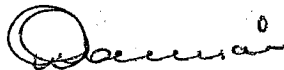
CHAIRPERSON



SECRETARY

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 489 cited as the "Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991" as read a third time by the Regional Board on the 4th day of November, 1991.

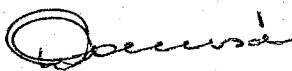
Dated at Kelowna, B.C. this
5th day of November
1991.



Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 489 cited as the "Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991" as adopted by the Regional Board on the 3rd day of February, 1992.

Dated at Kelowna, B.C. this
4th day of February,
1992.



Secretary

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 506

Being a bylaw to amend the Regional District of Central Okanagan Preparation for Emergencies Extended Service Bylaw No. 489.

WHEREAS the Regional Board of the Regional District of Central Okanagan adopted the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991 on the 3rd day of February, 1992;

AND WHEREAS it is deemed necessary to acquire additional powers contained in the Emergency Program Act as provided for in the Municipal Act;

AND WHEREAS pursuant to Section 790 of the Municipal Act the Regional District of Central Okanagan has been granted by B.C. Reg. No. 445/92 the additional powers under the Emergency Program Act;

AND WHEREAS consent from the Electoral Areas and participating municipality have been obtained pursuant to the Section 802 (1)(b) of the Municipal Act;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

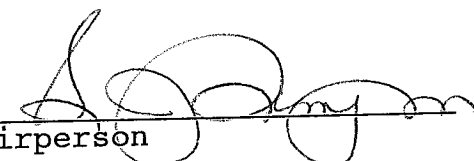
1. THAT the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991 be amended by repealing and replacing Section 1 with the following:
 1. The Regional District of Central Okanagan hereby establishes an extended service for the preparation for emergencies, pursuant to the provisions of Section 790(2)(b) of the Municipal Act RSBC 1979.
 2. This Bylaw may be cited as the "Regional District of Central Okanagan Preparation for Emergencies Extended Service Amendment Bylaw No. 506, 1992.

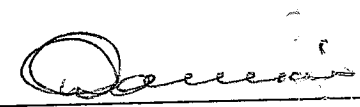
READ A FIRST TIME this 2nd day of March, 1992.

READ A SECOND TIME this 7th day of December, 1992.

READ A THIRD TIME this 7th day of December, 1992.

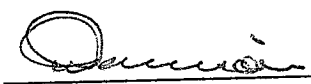
RECONSIDERED and FINALLY PASSED and ADOPTED this 8th of March, 1993.


Chairperson


Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 506 cited as "Regional District of Central Okanagan Preparation for Emergencies Extended Service Amendment Bylaw No. 506, 1992" as read a first time this 2nd day of March, 1992.

Dated at Kelowna, B.C. this
4th day of March, 1992


Secretary

2.

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 506 cited as "Regional District of Central Okanagan Preparation for Emergencies Extended Service Amendment Bylaw No. 506, 1992" as read a second and third time this 7th day of December, 1992.

Dated at Kelowna, B.C. this
8th day of December, 1992


Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 506 cited as "Regional District of Central Okanagan Preparation for Emergencies Extended Service Amendment Bylaw No. 506, 1992" as reconsidered and adopted this 8th day of March, 1993.

Dated at Kelowna, B.C. this
10th day of March
1993.


Secretary

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 589

Being a bylaw to amend the Regional District of Central Okanagan Preparation for Emergencies Extended Service Bylaw No. 489.

WHEREAS the Regional Board of the Regional District of Central Okanagan established the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991 on the 3rd day of February, 1992;

AND WHEREAS the Regional Board deems it expedient to amend Bylaw No. 489, as amended, to include the City of Kelowna as a participating municipality;

AND WHEREAS consent from the Electoral Areas and participating municipalities has been obtained pursuant to the Section 802 (1)(b) of the Municipal Act;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

1. THAT the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991, as amended, be further amended by repealing and replacing Section 2 and Section 4 with the following:

2. That Electoral Areas A, G, H and I and the Corporation of the District of Peachland and the City of Kelowna shall participate in this extended service as participating areas.

4. The costs of providing the services that will be paid for by amounts requisitioned under section 809 or 809.1 shall be apportioned among the participating areas as follows:

a) 50 percent apportioned to the City of Kelowna, and

b) the remaining balance apportioned among all other participating areas on the basis of converted values of land and improvements.

2. This Bylaw may be cited as the "Regional District of Central Okanagan Preparation for Emergencies Extended Service Amendment Bylaw No. 589, 1994.

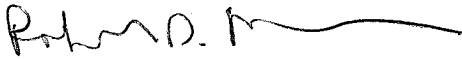
READ A FIRST TIME this 13th day of June, 1994.

READ A SECOND TIME this 13th day of June, 1994.

READ A THIRD TIME this 13th day of June, 1994.

Approved by the Inspector of Municipalities this 4th day of July, 1994.

RECONSIDERED and FINALLY PASSED and ADOPTED THIS 11th DAY OF
July , 1994.



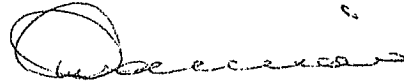
CHAIRPERSON



SECRETARY

I hereby certify the foregoing to be a true and correct copy of Bylaw
No. 589 cited as "Regional District of Central Okanagan Preparation
for Emergencies Extended Service Amendment Bylaw No. 589, 1994" as
read a third time this 13th day of June , 1994.

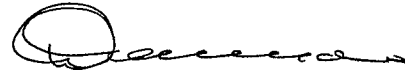
Dated at Kelowna, B.C. this
15th day of June , 1994.



Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw
No. 589 cited as "Regional District of Central Okanagan Preparation
for Emergencies Extended Service Amendment Bylaw No. 589, 1994" as
reconsidered and adopted this 11th day of July , 1994.

Dated at Kelowna, B.C. this
28th day of July, 1994.



Secretary

(489am.blw)

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1443

Being a bylaw to amend the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991

WHEREAS a regional district may, under section 332(1) [*General authority for services*] of the *Local Government Act* operate any service that the board considers necessary or desirable for all or part of the regional district subject to certain limitations and conditions;

AND WHEREAS under section 338(1) [*Establishing bylaws required for most services*] of the *Local Government Act*, in order to operate a service the board of a regional district must first adopt an establishing bylaw for the service;

AND WHEREAS the Regional District of Central Okanagan is a local authority under the *Emergency Program Act*;

AND WHEREAS the Regional Board has established a service for the preparation for emergencies, through the adoption of the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991;

AND WHEREAS the Regional Board wishes to amend Bylaw No. 489, 1991, to modernize the description of the service, update the participating areas to reflect municipal incorporations and expressly refer to additional cost recovery methods under the *Local Government Act*;

AND WHEREAS consent from the participating Municipalities and Electoral Areas has been obtained pursuant to Sections 346 and 347, respectively, of the *Local Government Act*.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

1. That the Regional District of Central Okanagan Preparation for Emergencies Bylaw No. 489, 1991, as amended be further amended by deleting Sections 1, 2, 3, 4, and 5 in their entirety and replacing them with the following:

Service Description

1. The service of regional emergency management, planning and coordination, including:
 - a. developing or assisting in the development of strategies, plans and programs for:
 - i. the prevention of,
 - ii. preparation for,
 - iii. response to, and
 - iv. recovery from

regional emergencies, which, for the purposes of this bylaw, means an emergency or disaster that affects or threatens more than one of the

participating areas or that activates the Regional Emergency Operations Centre by the Emergency Program Coordinator and/or the Emergency Operations Centre Director ;

- b. supporting and coordinating or assisting in supporting and coordinating:
 - i. the management and implementation of the plans, strategies and programs referred to in subsection 1(a) of this bylaw, and
 - ii. the preparation for, response to and recovery from regional emergencies;
- c. establishing, operating and maintaining or assisting in the establishment, operation and maintenance of regional emergency facilities; and
- d. preparing for, responding to and recovering from or assisting in the preparation for, response to and recovery from emergencies that affect or may affect the delivery of services provided by the participating areas;

is hereby established.

Participating Areas

- 2. The participating areas for the service consist of all of Central Okanagan East Electoral Area (electoral area "I"), Central Okanagan West Electoral Area (electoral area "J"), the District of Peachland, the City of Kelowna, the District of Lake Country and the City of West Kelowna.

Service Area

- 3. The service area for the service is all of the area within the boundaries of the participating areas.

Cost Recovery

- 4. The costs of the service shall be recovered by:
 - a. property value taxes imposed in accordance with *Part 11 – Regional Districts: Financial Management, Division 3 [Requisition and Tax Collection]* of the *Local Government Act*;
 - b. revenues raised by other means authorized under the *Local Government Act* or another Act; and
 - c. revenues received by way of agreement, enterprise, gift, grant or otherwise.

Cost Apportionment

5. The costs of the service, after deducting the revenues (if any) raised or received under subsections 4(b) and (c) above, shall be apportioned among the participating areas on the basis of net taxable value of land and improvements for Regional Hospital District tax purposes.
2. This bylaw may be cited for all purposes as the 'Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019'.

READ A FIRST TIME THIS	DAY OF	2019
READ A SECOND TIME THIS	DAY OF	2019
READ A THIRD TIME THIS	DAY OF	2019
APPROVED BY INSPECTOR THIS	DAY OF	2019
ADOPTED THIS	DAY OF	2019

CHAIRPERSON

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1443 cited as the "Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019" as read a third time by the Regional Board on the ____ day of _____ 2019.

Dated at Kelowna, B.C. this
____ day of _____ 2019

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1443 cited as the "Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019" as adopted by the Regional Board on the ____ day of _____ 2019.

Dated at Kelowna, B.C. this
____ day of _____ 2019

DIRECTOR OF CORPORATE SERVICES



Governance & Services Committee

TO: Governance and Services Committee

FROM: Brian Reardon
Chief Administrative Officer

DATE: July 5, 2019

SUBJECT: Proposed Update to Emergency Program Bylaw No. 635, 1995

Purpose: To replace and rescind Regional District of Central Okanagan Emergency Program Bylaw No. 635, 1995.

Executive Summary:

As part of the systematic review of all documents associated with service establishment bylaws, staff is pleased to present a complete rewrite of the Emergency Program Bylaw No. 635, 1995. This bylaw establishes the operational parameters under which the Regional District of Central Okanagan (RDCO) provides a regional emergency management program.

The program has evolved significantly in the past 24+ years. Upon review, it became apparent that a complete rewrite and rescindment of the current bylaw would be necessary in order to meet current provincial regulations and match our current operating guidelines.

It should be noted that the Central Okanagan Regional Emergency Management Program is touted as one of the best in the Province. This is in large part due to lessons learned in the 2003 Kelowna Fire Storm, the 2017 & '18 flood seasons and the expertise of our Emergency Program Coordinators over the years. The new Emergency Management Program Bylaw was developed in collaboration with our Emergency Program Coordinator, Travis Whiting, with the assistance of our solicitors and presented to the RDCO CAO Committee on June 19, 2019 which received unanimous support.

Should the Committee support the proposed amendments, a motion supporting staff's recommendation below would be in order. In addition, the wording of the Council Resolution mentioned under External Implications of this report will be forwarded to all municipal partners.

RECOMMENDATION:

THAT the Governance and Services Committee recommend the Regional Board approve First, Second, and Third Readings and Adoption of the Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019.

Respectfully Submitted:

Brian Reardon, CAO

Background:

Four months after the City of Kelowna became a participant in the extended service for the preparation for emergencies the Regional Board adopted RDCO Emergency Program Bylaw No. 576, 1993 being a bylaw that established the operational parameters under which the Regional District of Central Okanagan provides a regional emergency management program in accordance with the powers conferred to it in Provincial Regulation #445/92.

Bylaw No. 576 was subsequently repealed when, in the spring of 1995, the Regional Board gave initial readings and adopted Bylaw No. 635 which added the newly incorporated District of Lake Country as a participant. Bylaw No. 635 has remained unchanged to this day.

A lot has happened with the service in the 24+ following years. Amongst them are the lessons learned during the 2003 Kelowna Fire Storm and the 2017/18 Flood Seasons. Despite the best of intentions, the paperwork related to this service never kept up with the evolution of the program and the changes that had to be made to keep the program running. It was out of necessity that new operating guidelines were introduced and with time have become established practice over the years.

Upon review, it became apparent that a complete rewrite and rescindment of the current bylaw would be necessary in order to meet current provincial regulations and reflect our current operating guidelines. In 2017, just weeks before record setting flooding occurred in the Okanagan Valley, a complete review of Bylaw No. 635 was identified as a top priority.

It should be noted that the Central Okanagan Regional Emergency Management Program is touted as one of the best in the Province. This is in large part due to lessons learned in the 2003 Kelowna Fire Storm, the 2017 & '18 flood seasons and the expertise of our Emergency Program Coordinators.

The new Emergency Management Program Bylaw was developed in collaboration with our Emergency Program Coordinator, Travis Whiting and led by the RDCO Chief Administrative Officer, with assistance from our solicitors at Young Anderson. Our systematic approach included this new draft bylaw being presented to the RDCO CAO Committee on June 19th, 2019 which received unanimous support.

Guiding Principles:

The guiding principles used to develop Emergency Management Program Bylaw No. 1444 are:

- Must meet all requirements of the Provincial Emergency Program Act,
- Must meet all requirements of the BC Emergency Program Management Regulation,
- Must conform to the B.C. Emergency Management System (BCEMS),
- Must reflect current RDCO EOC operating guidelines and established practices,
- Must be structured as a regional program with a clear reporting structure,
- New bylaw to be written to replicate the systems and structure used in 2018. Any deviations from that are identified, explained and agreed to prior to moving forward,
- New bylaw to be written with the appropriate delegated authority to the Emergency Management Organization and the Regional District CAO.

Emergency Management Program Bylaw No. 1444, 2019 is based on the principles noted above. At its core it has the Board, an Emergency Management Organization, an Emergency

Program Coordinator, and an Emergency Operations Centre Director as the four entities and persons that form the Regional District's Emergency Management Program. The roles, responsibilities, and authority of each person and entity are described in the bylaw.

The draft Emergency Management Program Bylaw No. 1444, 2019 envisions the Regional Board delegating its full authority to the Emergency Management Organization comprised of the CAO's from each member municipality plus the Emergency Program Coordinator. It is also based on the continuation of a Service Agreement with the City of Kelowna for the provision of an Emergency Program Coordinator and the Emergency Operations Centre itself.

The Emergency Management Organization is responsible for developing and implanting the Emergency Management Program, including emergency plans and other preparedness, response and recovery measures for emergencies and disasters. This is further explained in Section 4.3 of Bylaw No. 1444.

The Emergency Program Coordinator is appointed by the Regional District CAO, reports to the Regional District CAO, and is responsible for providing leadership and administration services to the Emergency Management Program. This is further explained in Section 5.3 of Bylaw No. 1444.

The Emergency Operations Centre (EOC) Director is designated using criteria approved by the Emergency Management Organization and will depend on the location(s) of the emergency, the Director's proximity to the EOC and the nature of the emergency. The default EOC Director at this time is the Regional District CAO. The EOC Director is accountable to the Emergency Management Organization. Emergency Response Authority is further explained in Section 6 of Bylaw No. 1444.

The Regional Board and Municipal Councils retain the exclusive authority to declare a State of Local Emergency, which is something that cannot be delegated.

Financial Considerations:

The adoption of the Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019 reflects current operational requirements and in of itself will not result in any increase in costs.

The other financial consideration associated in the adoption of this bylaw can be found in Section 7 of Bylaw No. 1444 which includes provisions that regulate maximum spending limits for the Regional District CAO when responding to Electoral Area Emergencies and Disasters. Municipalities establish maximum spending limits for their CAO's through a separate municipal bylaw.

Organizational Issues:

The adoption of Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019 will create a true regional emergency management program that is rooted under the authority of the Regional District, is written with shared decision making and collaboration in mind and maintains the grit and essence of the best Emergency Management Program in the province.

External Implications:

In order to legitimize the adoption of this Emergency Program Bylaw all municipal participants in the RDCO Emergency Preparedness Service must adopt a Council resolution worded as follows:

“Whereas council wishes to establish an emergency management organization, as required by the Emergency Program Act and to provide a framework for the municipality to develop its own operational emergency response protocols, Council hereby resolves that:

- 1. Pursuant to the Emergency Program Act (British Columbia), the emergency management organization established by under Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019 is hereby established as the emergency management organization for the whole of the municipality and.*
- 2. All of council’s duties and powers under the Emergency Program Act (British Columbia) are hereby delegated to that emergency management organization, except for the power to make a declaration of a state of local emergency under that Act.”*

The wording of the resolution was provided by our solicitors at Young Anderson and has been reviewed and approved by myself and our Emergency Program Coordinator. It provides the necessary linkages to the Regional District Emergency Management Program and formalizes council's delegation of duties and powers, except for the power to make a declaration of a state of local emergency under the Emergency Program Act.

Alternative Recommendation:

Regional District of Central Okanagan Emergency Program Bylaw No. 635, 1995 is more than 24 years old, does not reflect our current practice, and limits our ability to provide this service in an effective manner. The recommendation in this report aims to align the new bylaw provisions with our established practices and meet current legislative requirements.

As such staff has no alternative recommendation at this time.

Attachment(s): Bylaw No. 576, 1993
Bylaw No. 635, 1995
Draft Bylaw No. 1444, 2019

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 576

A bylaw of the Regional District of Central Okanagan to provide for the establishment of an Emergency Program.

WHEREAS the Regional Board of the Regional District of Central Okanagan;

SHALL establish and maintain a Regional Emergency Planning and Response organization;

SHALL appoint a Co-ordinator of the Regional District who will assume overall co-ordination of the response for an emergency or disaster;

AND SHALL ALSO appoint an Emergency Plan Co-ordinator of the Regional District and prescribe his or her duties which shall include the preparation and co-ordination of emergency plans and programs for the Regional District;

AND SHALL prepare and approve emergency plans and programs;

AND MAY enter into agreements with and make payments to organizations for the provision of services in the development and implementation of emergency plans and programs;

AND WHEREAS pursuant to Sec. 790 of the Municipal Act, the Regional District of Central Okanagan has been granted the additional powers under the Emergency Program Act by B.C. Regulation #445/92;

AND WHEREAS the Council of the City of Kelowna and the Council of the District of Peachland have passed a resolution supporting the adoption of this bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting enacts as follows:

1. In this bylaw, unless the context otherwise requires:
 - a. "Regional District" shall mean the Regional District of Central Okanagan as described in Letters Patent, including the City of Kelowna, the District of Peachland and Electoral Areas A, G, H and I;
 - b. "Regional Board" shall mean the Regional Board of the Regional District of Central Okanagan;
 - c. "Disaster" means a calamity caused by accident, by an act of war or insurrection or by forces of nature that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - d. "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
2. The term "Co-ordinator" and "Emergency Plan Co-ordinator" shall mean the person(s) appointed by the Regional Board of the Regional District.

3. The Emergency Planning organization of the Regional District shall be comprised of the Emergency Plan Executive Board, Regional District departments and participating departments of the City of Kelowna and the District of Peachland, and voluntary organizations within the Regional District, the City of Kelowna and the District of Peachland.
4. There shall be established an Emergency Plan Executive Board consisting of the Chairperson of the Regional District, the Mayor of Kelowna, the Mayor of Peachland, one Regional District Electoral Area representative and one City of Kelowna Councillor; which shall be chaired by the Chairperson of the Regional District. In the absence of the Chairperson of the Regional District, the Mayor of the City of Kelowna shall act as Chairperson and in his/her absence, the Mayor of the District of Peachland.
5. There shall be an Emergency Operations Control Group comprised of the Co-ordinator and the Emergency Plan Co-ordinator, the Chief of Police, a representative from the Regional Fire Chiefs, an appointee of the City of Kelowna, an appointee of the Regional District and an appointee from the District of Peachland and such other persons when required, that may be deemed necessary to formulate a regional emergency plan.
6. The Emergency Operations Control Group through the Emergency Plan Co-ordinator will integrate any municipal, provincial, regional and voluntary emergency services emergency plans into one comprehensive plan.
7. The Emergency Operations Control Group shall be responsible for:
 - a. exercise of overall responsibility of planning and co-ordinating of emergency measures in the City of Kelowna, Regional District and the District of Peachland;
 - b. submission to the Executive Board of estimates of expenditures for the maintenance and operation of the Emergency Plan;
 - c. submission to the Executive Board at least once per year of a progress report of activities;
 - d. submission to the Executive Board, for approval, of a Municipal Emergency Plan;
8. The Regional Board hereby appoints the Administrator of the City of Kelowna as Co-ordinator and hereby appoints the Administrator of the Regional District of Central Okanagan and the Administrator of the District of Peachland as Deputy Co-ordinator. The Co-ordinator shall ensure an adequate co-ordinated response is carried out by assuming control of the Emergency Operations Centre and its staffing during the declared emergency.
9. The Regional Board hereby appoints the Fire Chief of the City of Kelowna as Emergency Plan Co-ordinator and in his/her absence, the Assistant Fire Chief of the City of Kelowna is hereby appointed and shall act as the Emergency Plan Co-ordinator.
10. The Emergency Plan Co-ordinator shall have the following duties and responsibilities:

- a. acts as Chairperson of the Emergency Operations Control Group established under this bylaw;
 - b. initiates and co-ordinates the development of an emergency plan for the Regional District in co-operation with all government agencies, municipal government departments and volunteer organizations within the Regional District.
 - c. provides emergency plans from guidelines laid down by the Emergency Operations Control Group;
 - d. submits regular reports to the Emergency Plan Executive Board to keep them fully informed of progress;
 - e. correlates all activities of those persons and/or organizations involved within the Regional District and designated for emergency operations;
 - f. ensures that a continuous program of training for local Emergency Operations Control Group personnel is carried out, either by local training classes or attendance at provincial or federal training schools;
 - g. co-operates with the Mutual Aid areas and the Provincial Emergency program on all matters pertaining to planning and operation;
 - h. submits a projected budget to cover costs of emergency operations within the Regional District;
 - i. acts as advisor to the Co-ordinator and to the Regional and Municipal Governments during emergencies or disasters;
11. Each regional or municipal department or voluntary organizations within the Regional District shall be responsible to develop and execute the emergency plan of the service he or she represents, train employees and volunteers and make a comprehensive study of existing resources.
 12. The Regional Board may co-operate with other jurisdictions for the purpose of jointly establishing and operating emergency measures organizations and emergency plans upon appropriate agreement.
 13. In the case of an emergency, the Emergency Plan Co-ordinator shall determine the jurisdiction or jurisdictions within which the emergency exists or has occurred.
 14. The Co-ordinator may, on advice from the Emergency Plan Co-ordinator that an emergency exists or has occurred within a single jurisdiction, delegate his duties under this bylaw to the Deputy Co-ordinator for that jurisdiction.
 15. In the case of an emergency, the Regional Board for Electoral Areas A, G, H & I, the Council of the City of Kelowna or the District of Peachland as the case may be, shall have the primary responsibility for response to the emergency occurring within their jurisdictions together with associated costs, including the recovery of said costs from the Provincial and/or Federal emergency funding resources.
 16. The Regional District Chairperson or Mayor of the City of Kelowna, or Mayor of the District of Peachland, the Acting Chairperson or Acting Mayor, a majority of the members of the Regional Board or the Council of the City of Kelowna or Council of the District of Peachland are hereby authorized to declare a state of local emergency in the Regional District,

City of Kelowna or District of Peachland, whichever applies, under this bylaw. Upon such declaration being made, the Emergency Plan Organization shall exercise all powers conferred upon it by the Emergency Measures Act of the Province of British Columbia.

17. On making of the declaration and for the duration of the state of local emergency, the Regional District Chairperson or the Mayor of the City of Kelowna, or the Mayor of the District of Peachland, or in his/her absence the Acting Chairperson or Acting Mayor of each jurisdiction, may do all acts and take all necessary proceedings including the following:
 - a. put into operation an emergency plan or program, in accordance with the provisions of this bylaw;
 - b. authorize or require the preparation of an emergency plan or program for the Regional District, the City of Kelowna or the District of Peachland, whichever applies;
 - c. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - d. authorize or require any qualified person to render aid of a type he is qualified to provide;
 - e. control or prohibit travel to or from any area of the Regional District, City of Kelowna or District of Peachland;
 - f. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Regional District, City of Kelowna or District of Peachland;
 - g. cause the evacuation of persons and the removal of livestock and personal property from any area of the Regional District, City of Kelowna or District of Peachland that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - h. authorize the entry into any building or onto any land, without warrant, by any person in the course of implementing an emergency plan, program or operation;
 - i. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of an emergency or disaster, or to attempt to forestall their occurrence or to combat their progress;
 - j. procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the Regional District, City of Kelowna or District of Peachland for the duration of the state of local emergency;
 - k. authorize the recruitment of persons needed to meet an emergency;

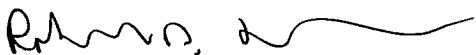
18. The Regional Board may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the Regional District of Central Okanagan. The Council of the City of Kelowna may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the City of Kelowna. The Council of the District of Peachland may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the District of Peachland.
19. This bylaw shall come into force and take effect on the day of the final passing thereof.
20. This bylaw may be cited as "Regional District of Central Okanagan Emergency Program Bylaw No. 576 , 1993."


READ A FIRST TIME THIS 11th DAY OF July , 1994.

READ A SECOND TIME THIS 11th DAY OF July , 1994.

READ A THIRD TIME THIS 11th DAY OF July , 1994.

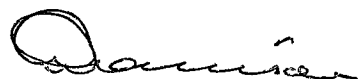
RECONSIDERED AND ADOPTED THIS 17th DAY OF October , 1994.


CHAIRPERSON


SECRETARY

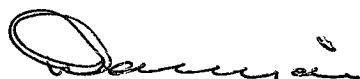
I hereby certify the foregoing to be a true and correct copy of Bylaw No. 576 cited as "Regional District of Central Okanagan Emergency Program Bylaw No. 576 , 1993" as read a third time by the Regional Board on the 11th day of July , 1994.

Dated at Kelowna, B.C. this
12th day of July , 1994.


Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 576 cited as "Regional District of Central Okanagan Emergency Program Bylaw No. 576 , 1993 " as adopted by the Regional Board on the 17th day of October , 1994.

Dated at Kelowna, B.C. this
20th day of October , 1994.


Secretary

emerg.blw

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 635

A bylaw of the Regional District of Central Okanagan to provide for the establishment of an Emergency Program.

WHEREAS the Regional Board of the Regional District of Central Okanagan;

SHALL establish and maintain a Regional Emergency Planning and Response organization;

SHALL appoint a Co-ordinator of the Regional District who will assume overall co-ordination of the response for an emergency or disaster;

AND SHALL ALSO appoint an Emergency Plan Co-ordinator of the Regional District and prescribe his or her duties which shall include the preparation and co-ordination of emergency plans and programs for the Regional District;

AND SHALL prepare and approve emergency plans and programs;

AND MAY enter into agreements with and make payments to organizations for the provision of services in the development and implementation of emergency plans and programs;

AND WHEREAS pursuant to Sec. 790 of the Municipal Act, the Regional District of Central Okanagan has been granted the additional powers under the Emergency Program Act by B.C. Regulation #445/92;

AND WHEREAS the Council of the City of Kelowna and the Council of the District of Peachland have passed a resolution supporting the adoption of this bylaw;

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting enacts as follows:

1. In this bylaw, unless the context otherwise requires:
 - a. "Regional District" shall mean the Regional District of Central Okanagan as described in Letters Patent, including the City of Kelowna, the District of Peachland, the District of Lake Country and Electoral Areas G, H and I;
 - b. "Regional Board" shall mean the Regional Board of the Regional District of Central Okanagan;
 - c. "Disaster" means a calamity caused by accident, by an act of war or insurrection or by forces of nature that has resulted or may result in serious harm to the safety, health or welfare of people, or in widespread damage to property;
 - d. "Emergency" means a present or imminent event that requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;
2. The term "Co-ordinator" and "Emergency Plan Co-ordinator" shall mean the person(s) appointed by the Regional Board of the Regional District.
3. The Emergency Planning organization of the Regional District shall be comprised of the Emergency Plan Executive Board, Regional District departments and participating departments of the City of Kelowna, the District of Lake Country, the District of Peachland, and voluntary organizations within the Regional District, the City of Kelowna, the District of Lake Country and the District of Peachland.

4. There shall be established an Emergency Plan Executive Board consisting of the Chairperson of the Regional District, the Mayor of Kelowna, the Mayor of the District of Lake Country, the Mayor of Peachland, one Regional District Electoral Area representative, one Councillor of the District of Lake Country, one Councillor of the District of Peachland and one City of Kelowna Councillor; which shall be chaired by the Chairperson of the Regional District. In the absence of the Chairperson of the Regional District, the Mayor of the City of Kelowna shall act as Chairperson and in his/her absence, the Mayor of the District of Peachland.
5. There shall be an Emergency Operations Control Group comprised of the Co-ordinator and the Emergency Plan Co-ordinator, the Chief of Police, a representative from the Regional Fire Chiefs, an appointee of the City of Kelowna, an appointee of the Regional District, an appointee of the District of Lake Country and an appointee of the District of Peachland and such other persons when required, that may be deemed necessary to formulate a regional emergency plan.
6. The Emergency Operations Control Group through the Emergency Plan Co-ordinator will integrate any municipal, provincial, regional and voluntary emergency services emergency plans into one comprehensive plan.
7. The Emergency Operations Control Group shall be responsible for:
 - a. exercise of overall responsibility of planning and co-ordinating of emergency measures in the City of Kelowna, Regional District, the District of Lake Country and the District of Peachland;
 - b. submission to the Executive Board of estimates of expenditures for the maintenance and operation of the Emergency Plan;
 - c. submission to the Executive Board at least once per year of a progress report of activities;
 - d. submission to the Executive Board, for approval, of a Municipal Emergency Plan;
8. The Regional Board hereby appoints the Administrator of the City of Kelowna as Co-ordinator and hereby appoints the Administrator of the Regional District of Central Okanagan, the Administrator of the District of Lake Country and the Administrator of the District of Peachland as Deputy Co-ordinator. The Co-ordinator shall ensure an adequate co-ordinated response is carried out by assuming control of the Emergency Operations Centre and its staffing during the declared emergency.
9. The Regional Board hereby appoints the Fire Chief of the City of Kelowna as Emergency Plan Co-ordinator and in his/her absence, the Assistant Fire Chief of the City of Kelowna is hereby appointed and shall act as the Emergency Plan Co-ordinator.
10. The Emergency Plan Co-ordinator shall have the following duties and responsibilities:
 - a. acts as Chairperson of the Emergency Operations Control Group established under this bylaw;
 - b. initiates and co-ordinates the development of an emergency plan for the Regional District in co-operation with all government agencies, municipal government departments and volunteer organizations within the Regional District.
 - c. provides emergency plans from guidelines laid down by the Emergency Operations Control Group;

- d. submits regular reports to the Emergency Plan Executive Board to keep them fully informed of progress;
 - e. correlates all activities of those persons and/or organizations involved within the Regional District and designated for emergency operations;
 - f. ensures that a continuous program of training for local Emergency Operations Control Group personnel is carried out, either by local training classes or attendance at provincial or federal training schools;
 - g. co-operates with the Mutual Aid areas and the Provincial Emergency program on all matters pertaining to planning and operation;
 - h. submits a projected budget to cover costs of emergency operations within the Regional District;
 - i. acts as advisor to the Co-ordinator and to the Regional and Municipal Governments during emergencies or disasters;
- 11. Each regional or municipal department or voluntary organizations within the Regional District shall be responsible to develop and execute the emergency plan of the service he or she represents, train employees and volunteers and make a comprehensive study of existing resources.
 - 12. The Regional Board may co-operate with other jurisdictions for the purpose of jointly establishing and operating emergency measures organizations and emergency plans upon appropriate agreement.
 - 13. In the case of an emergency, the Emergency Plan Co-ordinator shall determine the jurisdiction or jurisdictions within which the emergency exists or has occurred.
 - 14. The Co-ordinator may, on advice from the Emergency Plan Co-ordinator that an emergency exists or has occurred within a single jurisdiction, delegate his duties under this bylaw to the Deputy Co-ordinator for that jurisdiction.
 - 15. In the case of an emergency, the Regional Board for Electoral Areas G, H & I, the Council of the City of Kelowna, the District of Lake Country or the District of Peachland as the case may be, shall have the primary responsibility for response to the emergency occurring within their jurisdictions together with associated costs, including the recovery of said costs from the Provincial and/or Federal emergency funding resources.
 - 16. The Regional District Chairperson or Mayor of the City of Kelowna, the Mayor of the District of Lake Country or Mayor of the District of Peachland, the Acting Chairperson or Acting Mayor, a majority of the members of the Regional Board or the Council of the City of Kelowna or the Council of the District of Lake Country or Council of the District of Peachland are hereby authorized to declare a state of local emergency in the Regional District, City of Kelowna, the District of Lake Country or District of Peachland, whichever applies, under this bylaw. Upon such declaration being made, the Emergency Plan Organization shall exercise all powers conferred upon it by the Emergency Measures Act of the Province of British Columbia.
 - 17. On making of the declaration and for the duration of the state of local emergency, the Regional District Chairperson or the Mayor of the City of Kelowna, or the Mayor of the District of Lake Country, or the Mayor of the District of Peachland, or in his/her absence the Acting Chairperson or Acting Mayor of each jurisdiction, may do all acts and take all necessary proceedings including the following:

- a. put into operation an emergency plan or program, in accordance with the provisions of this bylaw;
 - b. authorize or require the preparation of an emergency plan or program for the Regional District, the City of Kelowna, the District of Lake Country or the District of Peachland, whichever applies;
 - c. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - d. authorize or require any qualified person to render aid of a type he is qualified to provide;
 - e. control or prohibit travel to or from any area of the Regional District, City of Kelowna, District of Lake Country or District of Peachland;
 - f. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and co-ordinate emergency medical, welfare and other essential services in any part of the Regional District, City of Kelowna, the District of Lake Country or District of Peachland;
 - g. cause the evacuation of persons and the removal of livestock and personal property from any area of the Regional District, City of Kelowna, the District of Lake Country or District of Peachland that is or may be affected by an emergency or disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;
 - h. authorize the entry into any building or onto any land, without warrant, by any person in the course of implementing an emergency plan, program or operation;
 - i. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of an emergency or disaster, or to attempt to forestall their occurrence or to combat their progress;
 - j. procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the Regional District, City of Kelowna, District of Lake Country or District of Peachland for the duration of the state of local emergency;
 - k. authorize the recruitment of persons needed to meet an emergency;
18. The Regional Board may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the Regional District of Central Okanagan. The Council of the City of Kelowna may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the City of Kelowna. The Council of the District of Peachland may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the District of Peachland. The Council of the District of Lake Country may, from time to time, appropriate and expend monies required to meet the ordinary operating expenses of the Emergency Plan, within the boundaries of the District of Lake Country.

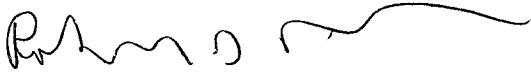
19. This bylaw shall come into force and take effect on the day of the final passing thereof.
20. This bylaw hereby repeals and replaces Bylaw No. 576 cited as the "Regional District of Central Okanagan Emergency Program Bylaw No. 576, 1993".
21. This bylaw may be cited as "Regional District of Central Okanagan Emergency Program Bylaw No. 635 , 1995."

READ A FIRST TIME THIS 8th DAY OF May , 1995.

READ A SECOND TIME THIS 8th DAY OF May , 1995.

READ A THIRD TIME THIS 8th DAY OF May , 1995.

RECONSIDERED AND ADOPTED THIS 8th DAY OF May , 1995.



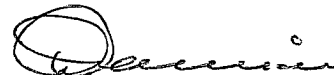
CHAIRPERSON



SECRETARY

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 635 cited as "Regional District of Central Okanagan Emergency Program Bylaw No. 635 , 1995" as read a third time by the Regional Board on the 8th day of May , 1995.

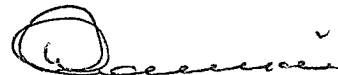
Dated at Kelowna, B.C. this
10th day of May , 1995.



Secretary

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 635 cited as "Regional District of Central Okanagan Emergency Program Bylaw No. 635 , 1995 " as adopted by the Regional Board on the 8th day of May , 1995.

Dated at Kelowna, B.C. this
10th day of May , 1995.



Secretary

emerg.blw

REGIONAL DISTRICT OF CENTRAL OKANAGAN
EMERGENCY MANAGEMENT PROGRAM BYLAW NO. 1444, 2019

Being a bylaw to update, modernize and replace the current Regional District of Central
Okanagan Emergency Program Bylaw No. 635, 1995

WHEREAS:

- A.** The Regional District of Central Okanagan has, by Preparation for Emergencies Service Establishing Bylaw No. 489, 1991, and amendments made thereto, established the service for the preparation for emergencies;
- B.** The Board wishes to provide a comprehensive regional emergency management program by a coordinated response of the Board, its member municipal councils and Westbank First Nation Council, and their respective officers and employees, volunteer service groups and external agencies, that will respond to natural and man-made emergencies and disasters with the goal of preserving life, property, the local economy and the environment in a comprehensive approach using prevention, preparedness, response and recovery, all in a manner that will ensure the continuity of government;
- C.** The Board has, through Emergency Program Bylaw No. 635, 1995, established a regional emergency management program in accordance with the *Emergency Program Act*, AND
- D.** The Board wishes to update and modernize the provisions of its Emergency Program Bylaw, to amend the Committee structure, to clarify the reporting structure, and to delegate Board authority to the EOC Director in order to effectively execute the RDCO Emergency Management Program.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows:

1. Interpretation

- 1.1. In this bylaw, “Act” means the *Emergency Program Act*.
- 1.2. Unless otherwise specifically stated, the words used in this bylaw shall have the same meaning as words have in the *Act*.
 - a) “Board” means the board of the Regional District,
 - b) “CAO” means the Chief Administrative Officer, Administrator or City Manager of the applicable organization.
 - c) “Chair” means that person elected by the Board as chair.
 - d) “Region” means all of the area within the boundaries of the Regional District.
 - e) “Regional District” means the Regional District of Central Okanagan.

- f) “Declaration of a State of Local Emergency” means a declaration, pursuant to Section 12(1) of the *Act* by the Chair, or by a municipal council or Mayor, or by a Band Council or Chief as the case may be, that an emergency exists or is imminent.
- g) “Disaster” has the same meaning as under the *Act*, being “a calamity that:
 - i. is caused by accident, fire, explosion or technical failure or by the forces of nature, and
 - ii. has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
- h) “Emergency” has the same meaning as under the *Act*, being “a present or imminent event or circumstance that:
 - i. is caused by accident, fire, explosion or technical failure or the forces of nature, and
 - ii. requires prompt coordination of action or special regulation of persons or property, to protect health, safety or welfare of a person or to limit damage to property”.
- i) “Emergency Program Coordinator” means the person appointed by the Regional District CAO as coordinator for the Emergency Management Organization pursuant to section 6(3.1) of the *Act*.
- j) “Emergency Management Organization” means the organization of that name established under this bylaw.
- k) “Emergency Management Program” means the organization, plan and procedures established from time to time for overall coordination of emergency planning, preparedness, response and recovery actions within the Region.
- l) “EOC” means the Emergency Operations Centre as defined in the Emergency Management Program, or such other facility as may be designated from time to time as the EOC.
- m) “EOC Director” means the person with overall responsibility and authority for coordinating the site support response and recovery in the Regional District EOC.

2. Emergency Program

- 2.1. The following entities and persons are part of the Regional District’s Emergency Management Program:
 - a) the Board,
 - b) an Emergency Management Organization,
 - c) an Emergency Program Coordinator, and
 - d) an Emergency Operations Centre Director.

3. The Board

- 3.1. In accordance with the section 6(1) of the *Act*, the Board is at all times responsible for the direction and control of the response of the Board to an emergency or disaster, and in particular:

- a) in accordance with the Act, the Board may declare a State of Local Emergency in an electoral area;
 - b) the Board may delegate its powers and duties under the Act, as required, and to monitor the use of such powers; and
 - c) to prepare, or cause to be prepared an emergency plan respecting preparation for, response to, and recovery from an emergency or disaster.
- 3.2. Notwithstanding the provisions of subsection 3.1, in accordance with the Act the Chair may carry out the responsibilities specified in clause (a), provided the Chair has used best efforts to obtain the consent of the other members of the Board.

4. Emergency Management Organization

- 4.1. The Board hereby delegates its responsibilities and powers under the Act, except for the power to make a Declaration of a State of Local Emergency, to the Emergency Management Organization.
- 4.2. An Emergency Management Organization consisting of the following persons is hereby established pursuant to section 6(3) of the Act:
- a) the CAO for each of the following:
 - i. the City of Kelowna,
 - ii. the City of West Kelowna,
 - iii. the District of Peachland,
 - iv. the District of Lake Country,
 - v. the Regional District, and
 - b) the Emergency Program Coordinator.

The Emergency Management Organization is accountable to the Board and shall have as its Chair, the CAO from the Regional District.

- 4.3. The Emergency Management Organization shall be responsible for the following:
- a) developing and implementing the Emergency Management Program, including emergency plans and other preparedness, response and recovery measures for emergencies and disasters,
 - b) providing strategic direction and oversight to the Emergency Program Coordinator,
 - c) recommending the appointment of the Emergency Program Coordinator;
 - d) providing oversight of the Emergency Management Program;
 - e) producing an Emergency Plan Manual based on the principles of the British Columbia Emergency Management System, which manual shall provide a general framework that covers preparedness, response, and recovery plans within which the Emergency Management Organization can formulate roles and responsibilities to deal with emergencies and disasters (for clarity, minor amendments, such as names, addresses and telephone numbers in the Emergency Plan Manual may be approved by the Emergency Program Coordinator),.

- f) completing the annual Emergency Management Program budget and work plan then forwarding it to the Regional District Chief Financial Officer,
- g) approving emergency plans and procedures developed by the Emergency Program Coordinator,
- h) establishing such sub-committees and working groups as it deems necessary to carry out its duties and obligations.

5. Emergency Program Coordinator

- 5.1. The Board hereby delegates to the Regional District CAO the responsibility and power to appoint the Emergency Program Coordinator.
- 5.2. The Emergency Program Coordinator is accountable to the Regional District CAO.
- 5.3. The Emergency Program Coordinator is responsible for:
 - a) providing leadership and administration for the emergency management program,
 - b) coordinating and/or supervising any sub-committees or work groups,
 - c) developing a Strategic Plan, action plans and budget,
 - d) maintaining all emergency plans and documentation,
 - e) providing an annual status report on the level of preparedness,
 - f) coordinating a training and exercise program,
 - g) coordinating with other governments, non-government agencies, First Nations and private sector organizations,
 - h) establishing and maintaining an EOC, and
 - i) establishing, coordinating and supporting volunteer programs.
- 5.4. The Emergency Program Coordinator will produce an annual program budget and work plan and submit it to the Regional District CAO prior to January 1st.
- 5.5. The Emergency Program Coordinator may establish committees and working groups as considered necessary to assist with carrying out the Emergency Coordinator's duties and obligations.

6. Emergency Response Authority

- 6.1. The Emergency Management Program will conform to the "*B.C. Emergency Management System*" (BCEMS).
- 6.2. The Emergency Management Organization will determine the criteria and implement a policy & procedure that designates who the EOC Director is under various conditions and stages of EOC activation.
- 6.3. The EOC Director is accountable to the Emergency Management Organization.

- 6.4. Pursuant to Section 8 of the *Act*, the EOC Director may, whether or not a Declaration of a State of Local Emergency has been made, implement all or portions of the Emergency Management Program, if, in the opinion of the EOC Director, there is an emergency disaster within the Region.
- 6.5. Pursuant to Section 12 of the *Act*, upon issuance of a Declaration of a State of Local Emergency, the EOC Director will implement the applicable portions of the Emergency Management Program.
- 6.6. For clarity, in the case of an emergency or disaster, the jurisdiction or jurisdictions in which the emergency or disaster occurs, shall have the primary responsibility for response to the emergency or disaster, including all associated costs, including the recovery of such costs from the Provincial and/or Federal emergency funding resources.
- 6.7. The Regional District and the Westbank First Nation have entered into an agreement, and may enter into further agreements in the future, establishing and setting out the relationship between the Regional District and the Westbank First Nation in respect of equitable distribution of costs pertaining to the subject matter of this bylaw, and including the role of the CAO from the Westbank First Nation, the role of the Westbank First Nation in the Emergency Management Organization and the roles of the Westbank First Nation, CAO of the Westbank First Nation, Emergency Management Organization, Emergency Program Coordinator and EOC Director in relation to emergencies and disasters affecting the jurisdiction of the Westbank First Nation.

7. Emergency Expenditures for Electoral Area Emergencies and Disasters

- 7.1. Pursuant to *Section 401 [Limit on Expenditures]* of the *Local Government Act*, the Regional District CAO is authorized to make expenditures on behalf of the Regional District which are not included in the financial plan of the Regional District, where such expenditures are required for the preservation of life, health and the protection of property during an emergency or disaster in the electoral areas, on the following basis:
 - a) Up to and including two hundred and fifty thousand dollars (\$250,000), after consultation with the Chair; and
 - b) All amounts exceeding two hundred and fifty thousand dollars (\$250,000), with the prior written approval of the Chair.

Any expenditure made under this section must be presented to the Board in a report under the signature of the Chair.

8. Liability

- 8.1. In accordance with the *Act*, no person, including, without limitation, the Board, its municipal Councils, their respective officers and employees, the Chair, members of Regional District of Central Okanagan Emergency Management Organization, a volunteer and any other persons appointed, authorized or requested to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expense, damages or injury to persons or property that result from:

- a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this bylaw, unless, in doing or omitting to do the act, the person was grossly negligent, or
- b) any acts done or omitted to be done by one or more of the persons who were, under this bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

9. Repeal

9.1. Regional District of Central Okanagan Emergency Program Bylaw No. 635, 1995 as adopted by the Regional Board on the 8th day of May 1995 is hereby repealed.

10. Citation

10.1. This bylaw may be cited for all purposes as the "Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019.

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED THIS DAY OF 2019

CHAIRPERSON

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1444 cited as the "Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019" as read a third time and adopted by the Regional Board on the ____ day of ____ 2019.

Dated at Kelowna, B.C. this
____ day of ____ 2019

DIRECTOR OF CORPORATE SERVICES



Governance & Services Committee

TO: Governance and Services Committee

FROM: Jodie Foster
Corporate Communications Manager

DATE: July 8, 2019

SUBJECT: 2019 Corporate Communications Update

Purpose: To provide the Regional Board with a general overview of work being done in the communications function during 2019.

Executive Summary:

In January 2019, regional district resources were reallocated to retain a Corporate Communications Manager to bolster our public engagement and communications capacity. The mandate for this new position was to take inventory of how we are currently handling our communications needs, identify opportunities for improvement, and bring forward recommendations on how to better serve our residents, the Board and the corporation.

A wholesale review of how we undertake our corporate communications was undertaken and to assist with that work, a subject matter expert was retained to identify short, medium and long term needs for our program. This report explains what work has been completed or is underway in 2019 including the development of a formal visual identity standard for the RDCO.

Lastly, staff is proposing an update to the RDCO logo and has included some options for the Committee's consideration.

RECOMMENDATION:

THAT the Governance & Services Committee receive the Corporate Communications Update dated July 8, 2019 for information;

AND FURTHER THAT the Governance & Services Committee recommend the Regional Board approve an update to the Regional District of Central Okanagan logo as shown in the report as Option 2.

Respectfully Submitted:

Jodie Foster
Corporate Communications Manager

Approved for Committee's Consideration

Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan:	The proposed actions will help raise awareness of RDCO services, as well as creating better two-way communication channels for residents and employees.
Organizational:	The Visual Identity Guidelines will be used across the organization with the acknowledgement that there will be additional work to include sub-brands including Central Okanagan Economic Development Commission, Crime Stoppers and the fire departments.
Financial:	Work listed within the report will take place within existing budgets or will be addressed during annual budget deliberations.

Background:

In January, the Regional District of Central Okanagan (RDCO) reallocated resources to add a Corporate Communications Manager to the communications function. This is a .5 position, with the other .5 overseeing the Regional Waste Reduction Office.

Until the beginning of this year, the communications function at the RDCO existed entirely within the hands of one staff member, whose role was largely media relations, advertising, website and social media, plus support for the regional emergency operations centre. As a result, although that staff member was able to help out with other projects as much as possible, the various other communications activities and outputs were initiated by the operating departments.

The purpose of the new position is to increase communications support for the organization and to ensure that the work is done strategically, coordinating efforts to make the best use of resources.

Communications Review

A communications review was completed by Cross Wise Communications this spring to determine what communications activities are currently undertaken across the organization and to recommend priority actions going forward. Work for the review included:

- A material and channel review for visual identity consistency, design principles, use of print vs. digital material and language choice
- A review of communications policies
- Interviews with 17 RDCO leaders including three Board members to identify trends and future needs for corporate communications
- Benchmarking communications resources at the RDCO vs. other regional districts; AND
- Comparison of RDCO communications function to the International Association of Business Communicators Excellence Model

The review determined that while the RDCO has had a communications function in place for more than a decade, the mandate for that function has been narrow. As a result, the formative stage of the function might best be described as “early stage or basic”. The review outlines actions for the development of a more “mature” function.

These actions fall into three categories of work over the short, medium and long term:

- Develop the communications function – positioning within the RDCO, department structure and reporting, integration, develop overarching three-year strategy, branding and visual identity, policies and service offering.
- Build plans and content which recognize the trends and business issues of the RDCO – employee, research, climate change, regional growth strategy, transportation, water, major projects, taxation etc.
- Develop communication channels to better reach key audiences – web site replacement, intranet replacement and social media review.

Specifically, these can be broken down into the following actions by timeframe.

Short term actions (rest of 2019):

- Build visual identity guidelines and begin brand development including confirming name use (RDCO vs. CORD), publishing and enforcing visual identity standards, creating templates
- Build a three-year strategic communications plan that responds to the trends and business issues identified during the review.
- Build case and start budget process for new website
- Complete the new intranet for staff, contributing to employee engagement goals

Medium term actions (2020):

- Define communications policies
- Develop media relations strategy and training program
- Conduct citizen survey
- Partner with HR on employee communication strategy
- Start development of new website
- Create and standardize interaction tools for use to provide residents with information and receive feedback

Long term (2021) and beyond:

- Build public engagement strategy
- Build communications / marketing research plan and program
- Conduct social media channel review
- Update three year communications plan

Work Underway

Some of the work listed above is already underway or completed.

- The Visual Identity Guidelines will be made up of two parts, with the first part complete. See details below.
- The web domain rdco.com has been purchased and will allow name consistency through website and email addresses going forward.
- A new interactive staff intranet is under development and expected to launch later this summer. It will be available to all staff and can be accessed remotely from mobile devices.
- An automated media monitoring program has been implemented.

- An automated system for programming the foyer TVs is under development.
- An annual photography program is underway to capture images for new website.

Visual Identity Guidelines

Work is already underway to establish formal visual identity standards. To understand the function and value of the RDCO identity, it is important to recognize that every organization has a specific public identity—an identity partly formed by the look of its printed materials, website, communication channels etc. Each element of communication contributes to the overall impression people have of the organization.

When an organization's identification program is a coordinated one, it projects a unified character which works effectively to reinforce all of its activities. In many cases, it also helps the organization to be more cost-effective in its communication efforts by simplifying certain decision-making processes.

Our visual identity is an essential part of a planned approach to building the RDCO's reputation and raising awareness about its facilities, services and programs. Everything the RDCO does, every service it provides, everything it owns should project a clear idea of what the RDCO and its goals are. The visual identity standards set specific rules that are meant to reinforce the projection of a consistently strong and distinguished image.

The visual identity program:

- Ensures citizens can easily identify, recognize and access all RDCO programs, services, facilities and information
- Assists citizens to recognize the value of the services they get for their tax dollars
- Helps the RDCO create a positive and approachable image of our organization
- Helps reinforce or support the RDCO's reputation or brand as it's otherwise known

Attached in Appendix A is a draft of the first part of the RDCO's visual identity standards which outline use of the logo, corporate fonts and a standard colour palette for use across all corporate communications and marketing materials. Part 2 of the guidelines will be developed later this summer and will include a set of templates, graphic elements and grandfathered sub-brands with specifics around how the RDCO will be acknowledged, as well as the use of any additional allowable logos such as the Central Okanagan Economic Development Commission, Crime Stoppers and the fire departments.

Logo Update

The existing RDCO logo has been in use since the early 1990s. It is a difficult logo from a graphic standpoint in that it:

- Contains two unique fonts
- Includes a redundancy showing both RDCO and REGIONAL DISTRICT OF CENTRAL OKANAGAN
- Does not produce well on a copier because of the inconsistent colour in the brushstroke effect
- Contains font that is difficult to read due to its size, narrowness and all capitals structure

Staff are proposing a change in the logo to make it simpler and easier to read. The change does not significantly impact colour or form of the logo, so changes to existing materials, signage, business cards etc. could be done over time as replacement occurs. Additional cost is expected to be minimal.

Below is the existing logo and two simplified options. Staff is recommending that Option 2 be adopted as the new RDCO logo for all uses going forward.

Existing logo



New Option 1

New Option 2
(Recommended)

Organizational Issues

The Visual Identity Guidelines will be used across the organization. Communications staff met with senior leaders in the organization including the fire chiefs to start discussion around branding and visual identity. While in general there is agreement with the need for more branding consistency, details around grandfathering the sub-brands are still underway and will be finalized in Part 2 of the Visual Identity Guidelines.

Financial Considerations:

Work as listed above will take place within existing budgets or will be addressed in annual budget deliberations. The only significant investment required over the next three years will be for a new website.

Considerations not applicable to this report:

- *External Implications*
- *Alternative Recommendation*

Attachment(s): Appendix A - Draft Visual Identity Guidelines



Regional District of Central Okanagan

RDCO BRAND



Visual Identity Guidelines
July 2019

INTRODUCTION

Importance of Brand and Identity

To understand the function and value of the Regional District of Central Okanagan (RDCO) identity, it is important to recognize that every organization has a specific public identity—an identity partly formed by the look of its printed materials, website, communication channels etc. Each element of communication contributes to the overall impression people have of the organization.

When an organization's identification program is a coordinated one, it projects a unified character which works effectively to reinforce all of its activities. In many cases, it also helps the organization to be more cost-effective in its communication efforts by simplifying certain decision-making processes.

The purpose of this manual is to explain the components of the RDCO visual identity program, to define its graphic design standards and to illustrate how these standards are applied. It includes specific instructions for the use of the logo, fonts, corporate colours, as well as several rules governing their use.

Our visual identity is an essential part of a planned approach to building the RDCO's reputation and raising awareness about its facilities, services and programs. Everything the RDCO does, every service it provides, everything it owns should project a clear idea of what the RDCO and its goals are. The visual identity standards set specific rules that are meant to reinforce the projection of a consistently strong and distinguished image.

INTRODUCTION

Why we need a visual identity

Our visual identity and standards promote a uniform identity to the general public and support the organizations reputation as a service provider.

The visual identity program:

- Ensures citizens can easily identify, recognize and access all RDCO programs, services, facilities and information
- Assists citizens to recognize the value of the services they get for their tax dollar
- Helps the RDCO create a positive and approachable image of our organization
- Helps reinforce or support the RDCO's reputation (or brand as it's otherwise known)

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PART

1

OUR LOGO

In many ways, the RDCO's corporate identity has been formed by the work it does. The RDCO is increasingly known as an organization with a regional focus on fostering our economy and protecting our land, water and environment.

Our logo therefore suitably depicts Okanagan Lake at the centre, surrounded by forest and agriculture, with the Interior mountains rising above.

Corporate logo, colours, typeface - these are the pillars of the visual identity of our organization. Their characteristics ensure a consistent image. The logo must not be altered, cropped or reconfigured in any way.



PRIMARY LOGO - STACKED



SECONDARY LOGO - HORIZONTAL

LOGO ANATOMY



RDCO

Helvetica Neue Bold Condensed

LOGO FONT

MOUNTAIN

PANTONE 268
CMYK: 86/100/0/12
RGB: 79/45/127
HEX: #4F2D7F

ORCHARD

PANTONE 362
CMYK: 78/2/98/9
RGB: 63/156/53
HEX: #3F9C35

LAKE

PANTONE 299
CMYK: 86/8/0/0
RGB: 0/161/222
HEX: #00A1DE

LOGO COLOURS

PRIMARY LOGO



FULL COLOUR ON WHITE



ONE COLOUR ON WHITE



ONE COLOUR KNOCKOUT ON DARK BACKGROUND

SECONDARY LOGO



FULL COLOUR ON WHITE



ONE COLOUR ON WHITE



ONE COLOUR KNOCKOUT ON DARK BACKGROUND

PRIMARY LOGO USAGE

The primary logo stacked is the most important part of the brand identity. It should be used correctly across all materials for an accurate and consistent look and feel. This ensures that the brand's integrity and identity are protected.



GUIDE FOR WHITE SPACE AROUND LOGO



MINIMUM SIZE 0.5" HIGH

SECONDARY LOGO USAGE

The secondary horizontal logo is for use in special cases only. Use it for very small applications less than 0.5" high, or for long narrow formats when the stacked logo will not fit comfortably in the allotted space or cannot be clearly represented.



GUIDE FOR WHITE SPACE AROUND LOGO



MINIMUM SIZE 0.25" HIGH

LOGO MISUSE

In order to maintain a strong, consistent, and successful brand, please keep the logo in the original format in which it was designed. Do not add to or change anything about the logo. These usage guidelines apply to all versions of the logo.



X STRETCH



X ADD SHAPES



X CHANGE COLOURS



X USE KNOCKOUT LOGO
ON LIGHT BACKGROUND



X USE PRIMARY LOGO
ON DARK BACKGROUND



X ADD SHADOWS
OR EFFECTS



X SKEW



X ROTATE



X ADD GRADIENTS

TYPOGRAPHY

Helvetica Neue is the primary typeface for body copy and contact information. It's a clean and sophisticated sans serif that can be used for most text applications.

Aleo is a contemporary serif typeface that has semi-rounded details and a sleek structure, giving it a strong personality while still keeping readability high. It can be used for headings, subheading, pull quotes and call to action items.

Helvetica Neue Bold

Helvetica Neue Bold Italic

Helvetica Neue Regular

Helvetica Neue Italic

PRIMARY FONT

Aleo Bold

Aleo Bold Italic

Aleo Regular

Aleo Italic

SECONDARY FONT

Arial Bold

Arial Bold Italic

Arial Regular

Arial Italic

USE ONLY IF HELVETICA NEUE
IS UNAVAILABLE

Sitka Bold

Sitka Bold Italic

Sitka Regular

Sitka Italic

USE ONLY IF ALEO
IS UNAVAILABLE

COLOURS

Consistent use of colour is a vital part of branding and marketing because it is what makes a brand recognizable and over time strengthens the identity. Furthermore colours convey emotions, feelings and experiences. Part of engaging the right emotions is making customers feel like they know the brand and more importantly that it can be trusted. The following colours have been chosen specifically to project the RDCO brand and are for use across all marketing materials

ACCENT COLOURS

MOUNTAIN	ORCHARD	LAKE	SUNFLOWER	FOREST
PANTONE 268	PANTONE 362	PANTONE 299	PANTONE 116	PANTONE 349
CMYK: 86/100/0/12	CMYK: 78/2/98/9	CMYK: 86/8/0/0	CMYK: 0/12/100/0	CMYK: 94/11/84/43
RGB: 79/45/127	RGB: 63/156/53	RGB: 0/161/222	RGB: 254/203/0	RGB: 0/105/60
HEX: #4F2D7F	HEX: #3F9C35	HEX: #00A1DE	HEX: #FECB00	HEX: #00693C

BASE COLOURS

CREEK	KOKANEE	STONE	BLACK BEAR	SNOW
PANTONE 295	PANTONE 427	PANTONE: 430	PANTONE Pro. Black	CMYK: 0/0/0/0
CMYK: 100/68/8/52	CMYK: 7/3/4/8	CMYK: 33/18/13/37	CMYK: 0/0/0/100	RGB: 255/255/255
RGB: 0/47/95	RGB: 209/212/211	RGB: 129/138/143	RGB: 30/30/30	HEX: #FFFFFF
HEX: #002F5F	HEX: #D1D4D3	HEX: #818A8F	HEX: #1E1E1E	

COLOUR FORMULAS

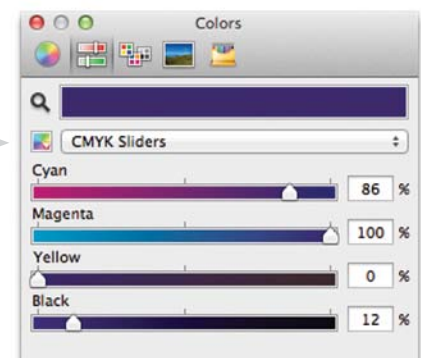
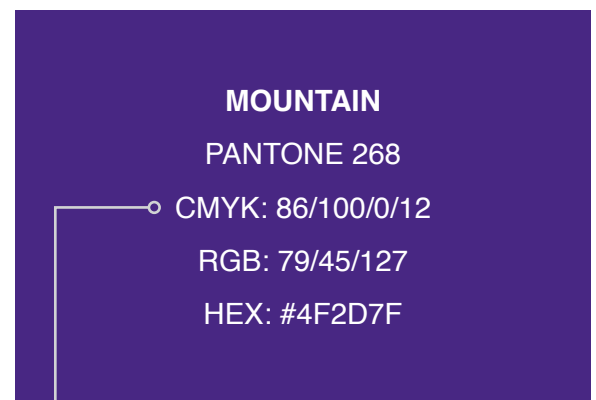
There are a variety of ways to achieve the brand colours based upon the application. The colour formulas and numbers help designers, printers and output devices ensure colour consistency. Most desktop publishing programs have an option to set and adjust colours as either CMYK or RGB.

PMS - (which stands for Pantone Matching System) is a colour system based upon over one thousand standardized ink colours. Unlike the CMYK colour system, where cyan, magenta, yellow and black ink are mixed during the printing process, PMS inks are already mixed long before printing begins. That helps to ensure you'll always get the colour you're expecting and minimizes variation throughout the print run. Most often used for decals, signs and silk-screening.

CMYK - is a colour set up used for print material and it stands for C = Cyan, M = Magenta, Y = Yellow and K = Black. These 4 colours are combined to achieve "full colour" printed material. Used for brochures, posters, rack cards and most printed collateral.

RGB - is an additive colour system, it combines R = red, G = green, and B = blue light to create the colours we see on our TV screens, computer monitors, and smartphones.

HEX - The code is generally associated with HTML and websites, viewed on a screen, and as such the hex value refers to the RGB colour space.



FILE FORMATS

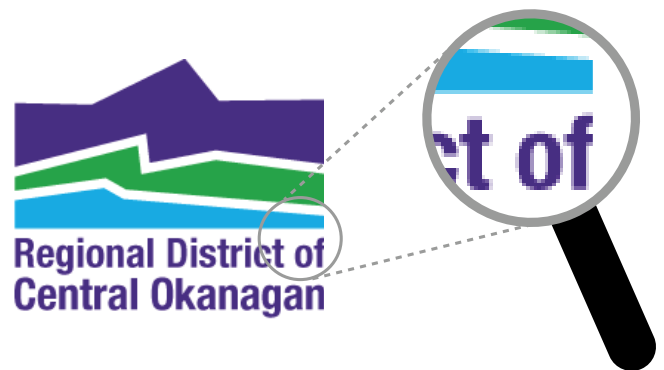
The logo has two main file types: bitmap and vector. For most in-house designs a jpeg or png (bitmap file) will be compatible with standard software. They are essentially the same format, however, the png has a transparent background.

There are two main types of image files: Bitmap and Vector.

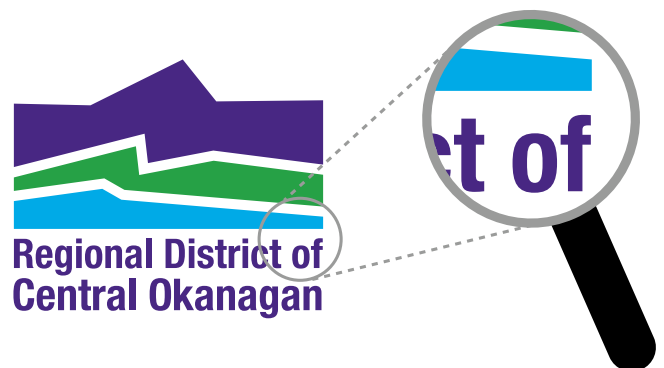
Bitmap images are exactly what their name implies: a collection of bits that form an image. The image consists of a matrix of individual dots (or pixels) that all have their own colour (described using bits, the smallest possible units of information for a computer). Bitmap data can be saved in a wide variety of file formats including; jpeg, gif and png.

Vector images are mathematical calculations from one point to another that form lines and shapes. When you enlarge a vector graphic, the math formulas stay the same, rendering the same visual graphic no matter the size. As such, vector graphics can be scaled to any size without losing quality. Vectors are usually either eps or ai files, and can only be opened with specific software (such as adobe illustrator).

Who needs what file? Bitmap files are best for in-house use and for web design (jpeg, gif or png). Graphic designers, printers and sign makers typically prefer a vector file (eps or ai).



BITMAP LOGO



VECTOR LOGO

Governance & Services Committee

TO: Governance and Services Committee

FROM: Brian Reardon
Chief Administrative Officer

DATE: July 5, 2019

SUBJECT: Final Draft - Regional Board Strategic Priorities 2019 - 2022

Purpose: To present the final draft of the Regional Board Strategic Priorities 2019 – 2022 document and confirm next steps.

Executive Summary:

On April 11, 2019 the Governance & Services Committee received a presentation by Allan Neilson that summarized the results of the Committees' Strategic Priorities Workshop held on January 16, 2019 which was facilitated by Allan Neilson and Martin Bell. On April 11th, 2019 the Committee passed a resolution that "received" the Draft 2019 – 2022 Strategic Plan".

Staff has since incorporated the information provided by Mr. Neilson and Mr. Bell into a regional district publication that uses graphics, text and charts to explain what our strategic priorities are, what it means to the region, how we will measure success, and what we are committing to do.

This document does not have a long list of projects included with it. It includes a number of example projects to set the stage for staff to align their work plans with the Board's vision and allow for an annual check-in and review process as outlined in "Message from the Chair".

In terms of next steps, if the Committee so desires, a motion to the Board to approve the Regional Board Strategic Priorities 2019 – 2022 document would be in order. Staff will then develop organizational work plans that align with the Board's priorities. Capital projects and operational programs will reflect the Board vision, input from the public will be sought, and regular updates will be provided to the Regional Board to keep this document current and meaningful.

RECOMMENDATION:

THAT the Governance & Services Committee recommends the Regional Board approve the Regional Board Strategic Priorities for 2019 – 2022, and further that the Board direct staff to bring this document forward for review during the annual Five Year Financial Planning process.

Respectfully Submitted:



Brian Reardon, CAO

Background:

At the beginning of every term, the regional district undertakes a strategic planning workshop to set the vision, mission and priorities of the Board. On April 11, 2019 the Governance & Services Committee received a presentation by Allan Neilson that summarized the results of the Committees' Strategic Priorities Workshop held on January 16, 2019 that was facilitated by Mr. Neilson and Mr. Martin Bell. At that time the Committee adopted a motion to receive the draft Regional Board Strategic Priorities 2019 – 2022 document.

Following this meeting staff met to discuss next steps. We identified the importance of keeping this document intact and not to change or operationalize the Board's work. That said, we all agreed the document needed to be reformatted and have some graphic design work done before we presented the final draft to the Board.

The "Final Draft of the Regional Board Strategic Priorities 2019 – 2022" document proposes to make the following changes from what was presented by Mr. Neilson on April 11th, 2019:

	Proposed Change	Reason / Rationale
1.	Changed title from "Strategic Plan" to "Strategic Priorities"	This document isn't a plan. A plan includes specifics about what we will accomplish and how we are going to do it.
2.	Changed two "Theme Titles": "Mobility" to "Transportation & Mobility" "Sustainable Living" to "Sustainable Communities"	This priority theme makes a number of specific references to 'transportation' issues not just mobility issues. It was felt that "Sustainable Living" was subjective and very difficult to measure and report back on. We have tools and criteria to measure progress regarding "Sustainable Communities"
3.	Changed focus area within the "Sustainable Communities" section:	Originally only addressed access to a diverse range of housing options and experience a high quality of life. Staff added community safety and "remain safe in the face of emergencies" with the work being the updating of the Regional Emergency Management Program Bylaw.
4.	Added the following sections: Regional Board Information; About the Regional District; How We Organize for Success	Tailored for public consumption. Lists Regional Board Members and includes basic information about the RDCO Illustrates work flow associated with the Strategic Priorities and explains our commitment to this process.
5.	In each Priority theme added a "What we will do" section	This new section will give us a measure or describe a way to measure our success in each Priority theme.
6.	Changed the use of "First Nations" to "syilx/Okanagan People":	"First Nations" is a general term. It is more accurate and personal to use "syilx/Okanagan People" which is the name of the indigenous people in this region.

Our Senior Leadership Team also wanted to find ways to help our employees identify where their work fits into the Board's priorities on a go forward basis. Historically, staff would start to operationalize the Board's priorities and develop an implementation strategy along with a list of suggested projects to create a "Plan". Several approaches were discussed however with the assistance of Allan Neilson, two distinct work streams were identified as follows:

Next steps for Board Strategic Priorities

- Reformat and add graphic design elements to the document,
- The document needs to go to the Regional Board for adoption,
- The "Message from the Chair" section talks about an annual check-in or review process. Make sure this happens,
- Have the CAO and staff Directors present the Board's priorities to their respective departments as part of the development of their annual work plans.

Next Steps for Organizational Work Plans

- Ensure the RDCO Senior Leadership Team align departmental work plans with the Board's Priorities. The alignment will be very clear and strong in some cases, less direct in others,
- A corporate plan, that sets out staff's work and show how it supports the Board's priorities should be produced and treated as an accompanying document to the Board's priorities would be an effective administrative management tool. This plan is written by staff, for staff.

Financial Considerations: ***None***

Organizational Issues:

Establishing a set of clear Board priorities and measuring the progress towards achieving those priorities is essential for RDCO staff, the Board and the public to understand.

Attachment(s): Final Draft – Regional Board Strategic Priorities 2019 - 2022

Regional District of Central Okanagan

Regional Board Strategic Priorities
2019-2022



Message from the Chair

It is my privilege to present the Regional District of Central Okanagan 2019-2022 Strategic Priorities.

This document sets out four themes that will guide the RDCO's work priorities during the current term:

Transportation and Mobility

Sustainable Communities

Economic Development

Environment

These priorities were developed by the Regional Board over two separate workshops in the months following the November 2018 inaugural meeting. Taken together, the priorities reflect the Board's sense of future challenges and opportunities, and speak to a shared vision for the Central Okanagan as a vibrant and resilient region.

Each priority has an explanation, success measures and accompanying actions. The Board's vision, mission and values are also featured with an emphasis on collaboration among municipal members, the syilx/Okanagan people and other partners.

The Board will review the completion of priority work each year during the term. This provides an opportunity to highlight achievements and challenges, as well as measure annual progress.



Gail Given

On behalf of the Regional Board, I wish to thank everyone who participated in developing the 2019-2022 Strategic Priorities. Progress on these will help achieve our collective vision and position our region for continued success and prosperity.

The Regional Board 2019-2022

The Regional District of Central Okanagan (RDCO) includes two unincorporated Electoral Areas of Central Okanagan East and Central Okanagan West, along with the member municipalities of the City of Kelowna, the District of Lake Country, the District of Peachland and the City of West Kelowna.

The Regional District Board of Directors includes 13 elected and appointed representatives from the Electoral Areas and member municipalities. In addition, Westbank First Nation Council appoints a non-voting representative.

Regional Board Members

Gail Given, <i>Chair</i>	Councillor, City of Kelowna
Gord Milsom, <i>Vice Chair</i>	Mayor, City of West Kelowna
Mark Bartyik	Director, Central Okanagan East Electoral Area
Wayne Carson	Director, Central Okanagan West Electoral Area
Colin Basran	Mayor, City of Kelowna
Maxine DeHart	Councillor, City of Kelowna
Charlie Hodge	Councillor, City of Kelowna
Brad Sieben	Councillor, City of Kelowna
Luke Stack	Councillor, City of Kelowna
Loyal Wooldridge	Councillor, City of Kelowna
James Baker	Mayor, District of Lake Country
Cindy Fortin	Mayor, District of Peachland
Stephen Johnston	Councillor, City of West Kelowna
Tom Konek	Councillor, Westbank First Nation

(Back row, left to right)

Luke Stack, James Baker, Cindy Fortin, Colin Basran, Tom Konek, Stephen Johnston, Brad Sieben, Wayne Carson, Gord Milsom

(Front row, left to right)

Charlie Hodge, Loyal Wooldridge, Gail Given, Maxine DeHart, Mark Bartyik



About the RDCO

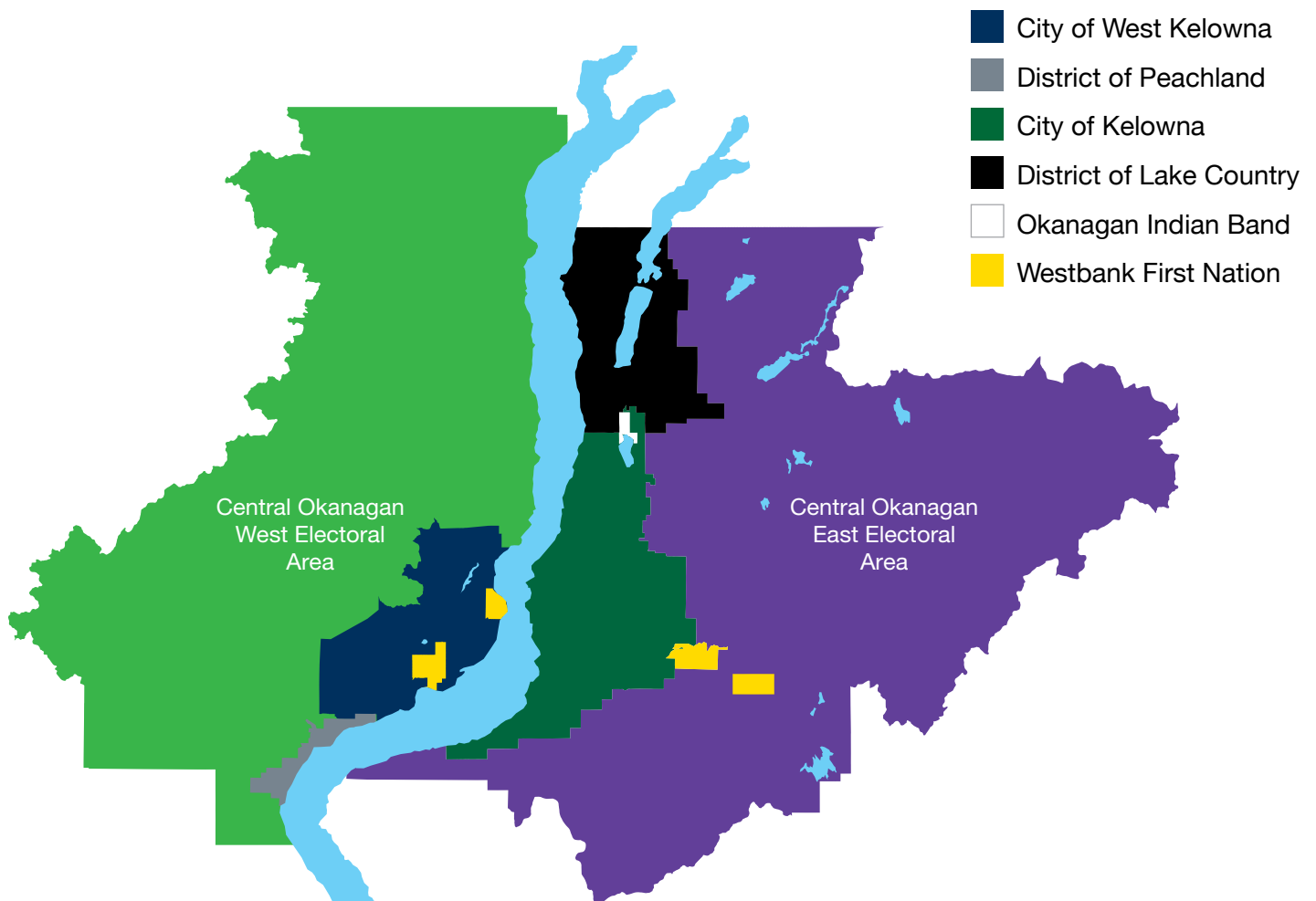
The RDCO is located in the picturesque Okanagan Valley in British Columbia's Southern Interior. The RDCO covers over 314,000 hectares that straddle the shoreline of Okanagan Lake. Over 194,000 people call the region home, making it the third largest urban area in the Province.

The region is diverse, including thriving urban centres and vibrant rural communities, nestled between orchards, vineyards and agricultural lands. Set against the backdrop of surrounding mountains and the pristine Okanagan Lake, this alluring geography attracts over 1.9 million visitors annually and is a popular destination for a wide range of businesses.

As a form of local government unique to BC, the Regional District provides services such as recreation, community park facilities, fire protection and garbage collection to homes and businesses located within the Electoral Areas.

The RDCO is also responsible for a wide range of regional services such as 9-1-1, dog control, parks and waste reduction for both the Electoral Areas and the member municipalities.

In addition, the RDCO provides wastewater treatment services for the City of West Kelowna, District of Peachland and Westbank First Nation.



What Inspires Us

Vision

The RDCO is a vibrant and resilient region, characterized by interconnected urban centres, robust rural communities and a stunning natural environment.

Member municipalities and Electoral Areas work together in a spirit of respect and collaboration, to address shared needs and pursue joint opportunities. The syilx/Okanagan people are true partners, helping to interpret the past, shape the present and define a common future.

Citizens across the region are engaged in governance and invested in efforts taken to strengthen the broader community.

Mission

The RDCO brings together member municipalities and Electoral Areas to plan for the future by identifying shared needs and opportunities, and by delivering cost-effective services.

Values

Relationships	We build strong relationships with our member municipalities, the syilx/Okanagan people and partners.
Collaboration	We seek opportunities to partner with others in addressing shared needs and pursuing common interests.
Regional Perspective	We recognize the broader regional community and the importance of a regional perspective in planning and service delivery.
Transparency	We are open and transparent in our decision-making and actions.
Resiliency	We anticipate, prepare for and adapt to challenges and changing circumstances.
Good Governance	We develop practical and innovative solutions based on evidence and analysis.

How We Organize for Success

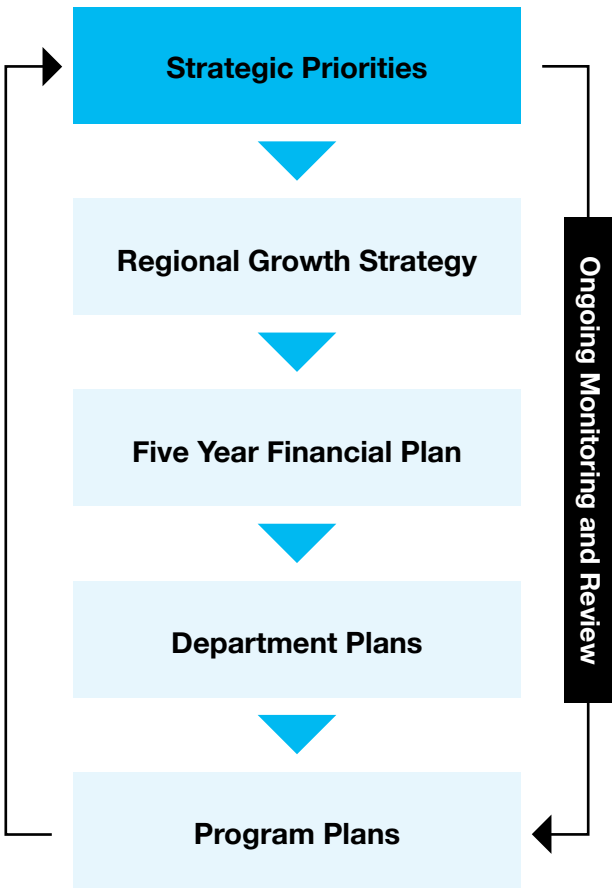
Delivering on our strategic priorities requires organizing for success.

Our Commitment...

- Identify and respond to the needs of the public within the bounds of the RDCO’s mandate to improve the quality of life for those living in the Central Okanagan. Provide solutions that consider competing interests and community expectations with the safety and health of residents as a paramount consideration.
- Communicate and work effectively with other governments (federal, municipal, provincial, First Nations, agencies, etc.) through an exchange of opinions, information and cooperation.
- Be accountable to the Board for the day-to-day affairs of the corporation, in a responsible and proactive manner to ensure the Board vision is realized.
- Continue to provide RDCO employees with a safe workplace and challenging career opportunities for a meaningful contribution, as well as personal and professional growth.
- Work together with suppliers and contractors to reach fair and mutually advantageous arrangements.

RDCO Strategic Priorities and Plans

The 2019-2022 Strategic Priorities document outlines our mission, vision, strategic priorities, implementation and progress measurement including key actions required over the next four years. All other plans and activities follow the direction provided by the Regional Board’s priorities.

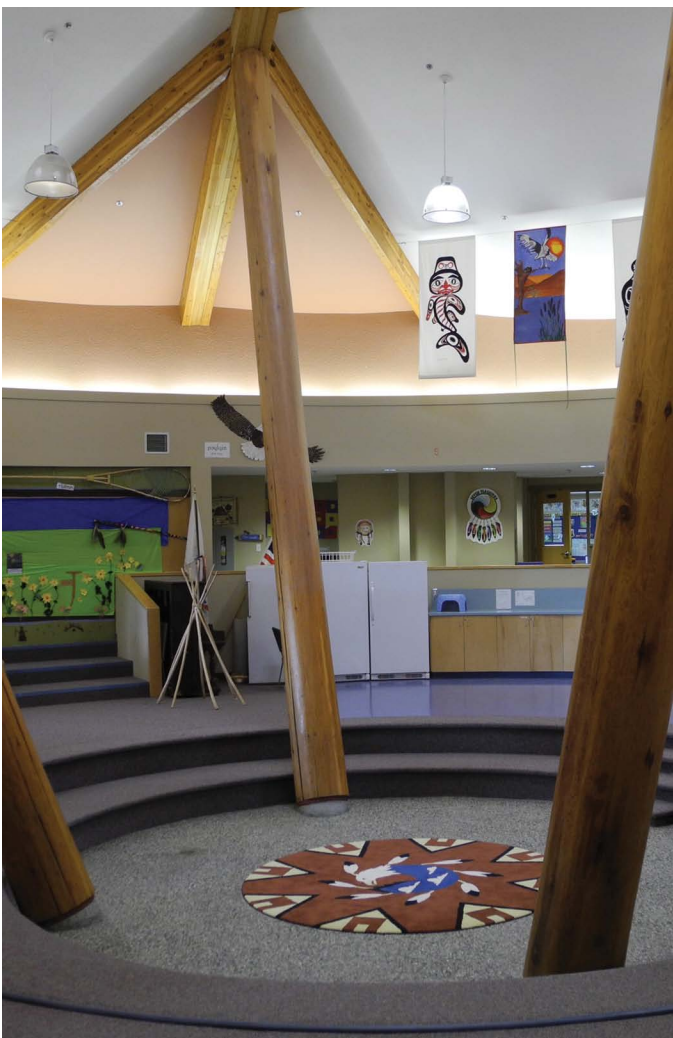


Identify and respond to the needs of the public within the bounds of the RDCO’s mandate to improve the quality of life for those living in the Central Okanagan.

Strategic Priorities at a Glance

Setting Our Priorities

RDCO’s strategic priorities, developed by the Regional Board, speak to important goals, services and needs on which the Board wishes to focus the organization’s attention and resources. The priorities, summarized in the accompanying table, form the backbone of the document. Success measures and actions identified for each priority are outlined further in the following sections to provide more detailed definition and direction.



Priorities Table

Transportation & Mobility
We will promote transportation and land use approaches that enhance movement throughout the region and reduce our collective reliance on vehicles.
Sustainable Communities
We will initiate and support efforts to create a healthy built environment in which all people throughout the region enjoy a high quality of life with access to safe neighbourhoods including a diverse range of housing options.
Economic Development
We will support economic development through the the efforts of the Central Okanagan Economic Development Commission, municipalities, silyx/ Okanagan people and others aimed at building the regional economy.
Environment
We will initiate and support efforts to reduce our environmental footprint, adapt to climate change and connect with nature.

Transportation and Mobility

What It Means

We will promote transportation and land use approaches that enhance movement throughout the region and reduce our collective reliance on cars.

How We Measure Success

The Regional Transportation Plan is completed and endorsed, and is used to guide the infrastructure investments, policy initiatives and transportation service decisions of our member municipalities, the syilx/Okanagan people and partners.

Regionally, we will see the transportation mode share, shift from single occupant vehicles to other more sustainable options such as transit, cycling, walking and carpooling / ride sharing.



What We Will Do

Regional planning is critical in improving connections and ensuring residents have transportation options to significant work and community hubs across the region.

Through the Regional Growth Strategy and participation in the Regional Transportation Plan, we are able to help shape transportation decisions in ways that achieve greater mobility and benefit the whole region. As a regional governing body, we are well positioned to develop ideas, spur others to action and advocate on behalf of the Central Okanagan for necessary resources and change.

Specific actions for RDCO this term include:

- Strengthening the linkage between land use and transportation in the Regional Growth Strategy
- Completing the Regional Transportation Plan
- Reviewing the governance model of the Sustainable Transportation Partnership of the Central Okanagan (STPCO)
- Advancing the inter-regional Rail Trail Corridor initiative

Regionally, we will see the transportation mode share, shift from single occupant vehicles to other more sustainable options such as transit, cycling, walking and carpooling.

Sustainable Communities

What It Means

We will initiate and support efforts to create a healthy built environment in which all people throughout the region enjoy access to a diverse range of housing options, remain safe in the face of emergencies and experience a high quality of life.

How We Measure Success

The Regional Housing Strategy is completed and endorsed and is used to guide land use, policy and development decisions across the region. We will see an increasing range of housing options required to meet growing demand.

A review of the Regional Emergency Management program is completed, enacting updated policies and procedures. We will continue to see a regionally supported Emergency Operation Centre with contributions from all our member municipalities and Westbank First Nation.

What We Will Do

Housing

RDCO's contributions to the provision of housing will take the form of advocacy and facilitation. RDCO is not proposing and does not envision the creation of a regional housing corporation.

The RDCO is ideally placed to convene discussions, outline innovative housing solutions and create best practices to inform local development policies and building standards.



Shawn Talbot

Specific actions for RDCO this term include:

- Completing a Regional Housing Strategy which will include and be informed by a housing needs assessment
- Developing best practices to encourage housing innovation and the adoption of sustainable building standards (e.g., BC Energy Step Code)
- Expanding the Regional Planning Lab initiative to identify common needs and opportunities for collaboration

Safe Communities

The RDCO will continue work to protect communities from harm through the highly-recognized Regional Emergency Management Program in collaboration with the member municipalities and Westbank First Nation.

Specific actions for the RDCO this term include:

- Updating the Regional Emergency Management Program bylaw

Economic Development

What It Means

We will support economic development through the efforts of the Central Okanagan Economic Development Commission (COEDC) and its partners to identify new and emerging opportunities on which to build the future prosperity of our community.

How We Measure Success

The 2020-2025 COEDC Strategic Plan is completed and endorsed in 2019, and informs decisions of the Regional Board as well as the service delivery efforts. We will see an enhanced environment for small and medium enterprise growth, as well as an increased awareness of the Central Okanagan as a destination for entrepreneurs, workforce, students and families.

What We Will Do

The RDCO through the COEDC service will identify economic challenges and opportunities

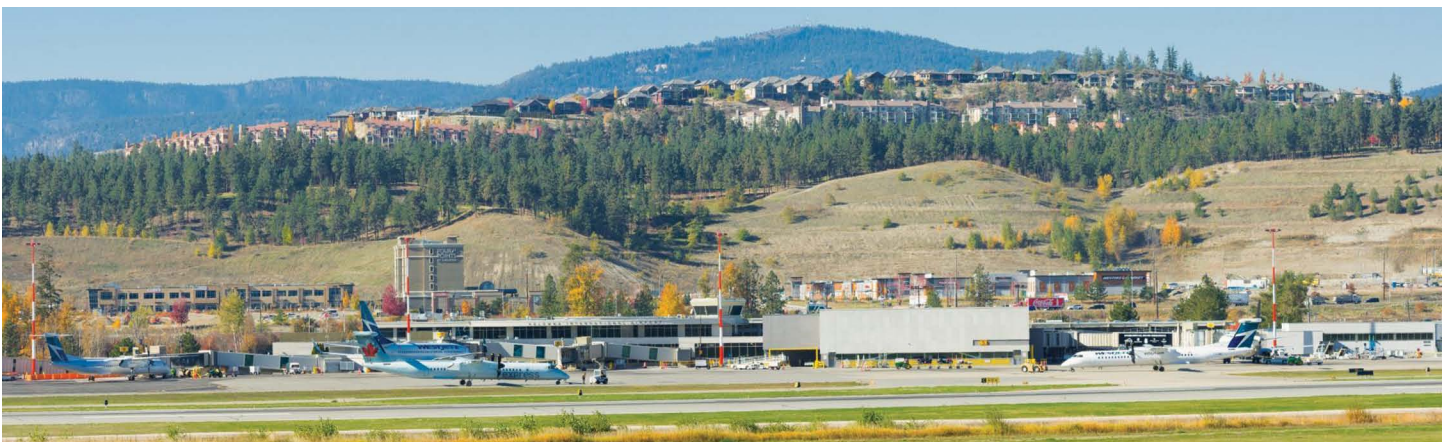
and determine strategies and actions aimed at fostering the Central Okanagan's long-term economic prosperity.

Through its Advisory Council, the COEDC ensures the perspectives of industry, local government, the syilx/Okanagan people and other partners are represented in strategic discussion. The objectives and goals of the 2020-2025 Strategic Plan will reflect these perspectives.

Actions for the RDCO to initiate or support include those that inform the development of the 2020-2025 Strategic Plan, as well as those that emerge from the Plan.

Specific actions include:

- Completing an Economic Base Analysis to fully understand the Central Okanagan economy, including its gaps and opportunities
- Publishing a Regional Competitiveness and Trend Analysis to inform the development of strategies, including those aimed at attracting investment



Environment

What It Means

We will initiate and support efforts to reduce our environmental footprint, adapt to climate change and connect with nature.

How We Measure Success

RDCO's Solid Waste Management Plan, Regional Floodplain Management Plan, Integrated Watershed Management Plan and Regional Park Management Plans are in place to guide and coordinate the efforts of the Regional District, its member municipalities and partners.

Through these plans and the actions listed below, we will see:

- A reduction in per capita waste generation
- A reduction in new construction in higher risk floodplain areas
- An increase in the number of hectares of regional park available for use by residents

What We Will Do

RDCO is well positioned as the regional governing body to study, provide guidance on and undertake regional initiatives to address environmental issues affecting all jurisdictions in the Central Okanagan.

In collaboration with others such as the Okanagan Basin Water Board, we will develop the strategies, plans and actions required to protect our



watersheds, care for our lakes and maintain foreshore areas. We will also work with partners and other levels of government to manage our solid wastes, address dangers from flooding and enhance the region's ecosystems.

Specific actions for RDCO this term include:

- Exploring regional waste-to-energy opportunities and an approach to single-use plastics pursuant to the Solid Waste Management Plan
- Completing Phase II and Phase III of the Regional Floodplain Management Plan
- Investing in infrastructure required to enable greater access to Regional Parks in order to allow people to learn about and connect with our natural environment



Governance & Services Committee

TO: Governance and Services Committee

FROM: Brian Reardon, CAO
Marilyn Rilkoff, Director of Financial Services

DATE: July 9, 2019

SUBJECT: Central Okanagan West Participation in West Kelowna Services

Purpose: To provide background information on two of the RDCO's services that result in an annual requisition transfer to the City of West Kelowna from Central Okanagan West Electoral Area.

Executive Summary:

At the February 21st, 2019 Governance & Services Meeting the following resolution was adopted:

"THAT staff be directed to bring forward an information report including tax requisition information and the history of the Johnson Bentley Pool and Senior Center affecting the Central Okanagan West electoral area residents."

Our records indicate there are two services in question:

1. Mount Boucherie Recreation Complex and Westside Senior Citizens Activity Centre, AND
2. Johnson Bentley Memorial Aquatic Centre.

These services were established by the RDCO and transferred to West Kelowna when they incorporated in December 2007. The service establishment bylaw boundaries do not match West Kelowna's municipal boundaries resulting in electoral area residents being taxed for a municipal service which they claim they do not use nor benefit from.

This report is for information only. Should the Committee wish to make a recommendation to the Board for follow-up action, a resolution to that effect would be in order.

RECOMMENDATION:

THAT the Governance & Services Committee receive for information the July 9, 2019 report from the CAO and Director of Financial Services regarding Central Okanagan West participation in West Kelowna Services (Johnson Bentley Memorial Aquatic Centre and Mount Boucherie Recreation Complex and Westside Senior Citizens Activity Centre).

Respectfully Submitted:



Brian Reardon, CAO



Marilyn Rilkoff, Director of Financial Services

Prepared by: Marilyn Rilkoff

Implications of Recommendation:

Strategic Plan: Provide proactive and responsive governance. Proactively anticipate needs and find innovative solutions. Conduct actions with respect, integrity and accountability.

General: Some residents in the electoral area have expressed that they do not feel that they should participate in the two services identified because they do not utilize the services.

Organizational: This would result in reduced staff time spent administering the transfers.

Financial: Members of Electoral Area Central Okanagan West would like to withdraw from the two services. This would result in lower tax rates to those residents.

Legal/Statutory Authority:

- *Local Government Act* (re: Tax Requisitions)
 - Johnson-Bentley Aquatic Centre Specified Area Establishment Bylaw and Loan Authorization By-law No. 329, 1987.
 - Mount Boucherie Recreation Complex and Westside Senior Citizens Activity Centre Local Service Establishment Bylaw No. 408, 1989.
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Background:

The following resolution was adopted at the February 21, 2019 Governance & Services Committee meeting during budget discussions:

#GS12/19 JOHNSTON/MILSOM

THAT staff be directed to bring forward an information report including tax requisition information and the history of the Johnson Bentley Pool and Senior Center affecting the Central Okanagan West electoral area residents.

CARRIED unanimously

Historical Transitions -- RDCO's Westside Electoral Area:

- Over 20 years ago, there were two electoral areas on the Westside – Area G & Area Westbank (aka Area H). Each had its own EA Director.
- In 2002, Areas G & Westbank (H) became one – Electoral Area Westside (aka Area J) and had three EA Directors.
- Late 2007, West Kelowna incorporated -- After incorporation the area that was not within the municipal boundaries became known as the current EA Central Okanagan West (also aka Area J). Note: The current EA is parts of the old “Area G” that were not included in the municipal boundaries. Essentially all of the old “Area H” was included in the new municipality – this is important, as it relates to the bylaw information that follows).

The Issue: Two services were originally established by the RDCO. After incorporation, West Kelowna took over responsibility for the services whose boundaries did not match the municipal boundaries. Several EA Central Okanagan West properties remained in the services. EA Central Okanagan West taxpayers would like to exit the services as they assert that they do not benefit from them:

Prior to West Kelowna's incorporation, the RDCO had established and provided the following services (the bylaws are available on the RDCO's website as noted):

- Mount Boucherie Recreation Complex and Westside Senior Citizens Centre (Westside Recreation):
 - “Mount Boucherie Recreation Complex and Westside Senior Citizens Activity Centre Local Service Establishment Bylaw No. 408, 1989”.
 - <https://www.regionaldistrict.com/media/14624/Bylaw0408.pdf>
 - This bylaw encompassed all of the former “Area H”, and a portion of the former “Area G”, described in Schedule A of the bylaw.
 - A GIS map for the service is attached. It shows the service area boundaries per the RDCO bylaw, the municipal and EA boundaries, and the parcels within EA Central Okanagan West that are being taxed according to BC Assessment Authority.
- Johnson Bentley Memorial Aquatic Centre (JBMAC):
 - “Johnson-Bentley Aquatic Centre Specified Area Establishment Bylaw and Loan Authorization By-law No. 329, 1987”.
 - <https://www.regionaldistrict.com/media/14405/Bylaw0329.pdf>
 - This bylaw encompassed the whole of the former “Area H”, or “Westbank”. It should be noted that the old “Area G” which also formed part of the new municipality, was not included. In 1996, a referendum to add a portion of this area to the service was defeated. West Kelowna staff could confirm whether currently the original service boundaries still apply, or if they have been expanded so that the entire municipality pays for JBMAC after incorporation.
 - A GIS map for the service is attached. It shows the service area boundaries per the RDCO bylaw, the municipal and EA boundaries, and the parcels within EA Central Okanagan West that are being taxed according to BC Assessment Authority.

After incorporation in late 2007, in accordance with the newly formed municipal boundaries, provision of the services was transferred to the City of West Kelowna:

The Westside Recreation and JBMAC service area boundaries designated in the service establishment bylaws did not mirror the new municipal boundaries. As a result, some properties in the service areas remained in EA Central Okanagan West. According to BC Assessment information, the number of parcels taxed is as follows:

- Westside Rec – 268 Properties (same properties as JBMAC, plus Traders’ Cove area)
- JBMAC – 164 Properties

The related taxes have been received and transferred by the RDCO to the municipality annually. The amounts from 2009 to 2018, and the amount budgeted to be paid in 2019 are included in the table in the Financial Considerations section later in the report. In order to collect the taxes from these properties, the process is as follows:

- Each year, the City of West Kelowna advises the RDCO of its residential tax rate for these two services.
- This rate applied to the RDCO’s converted assessed values for the two service areas, and these amounts are included in the RDCO budget under cost centre 124 – Westside Recreation and cost centre 125 – JBMAC.
- The applicable taxes are thus requisitioned through the Surveyor of Taxes from the participating Electoral Area Central Okanagan West properties.

- Once the requisition amounts are received from the Surveyor of Taxes in August, the funds are then transferred to the City of West Kelowna.

The Electoral Area taxpayers and Electoral Area Directors (past and present) have expressed they would like to be excluded from these services. Inquiries were made, but there was no appetite on the part of West Kelowna to proceed with this request.

Financial Considerations:

The property tax requisitions collected by the Surveyor of Taxes on behalf of the RDCO are simply passed through to the City of West Kelowna.

Based on the budgeted figures for 2019, the impact on the average house assessed at \$739,500 was \$96.21 for Westside Recreation, and \$64.78 for Johnson Bentley Memorial Aquatic Centre (JBMAC).

Note: Actuals are shown for 2009-2018, and budget is shown for 2019.

Year	Cost Centre 124 – Westside Recreation	Cost Centre 125 – Johnson Bentley Memorial Aquatic Centre (JBMAC)
2019	B 31,208	B 12,371
2018	32,896	12,360
2017	32,454	12,152
2016	31,825	11,788
2015	34,770	11,546
2014	39,700	11,518
2013	*39,221	11,199
2012	*59,580	10,797
2011	58,586	10,296
2010	59,319	10,701
2009	56,767	12,662
2008	0	0

***Note:** In 2013, Mt. Boucherie Community Hall was turned into City of West Kelowna's municipal offices. The tax rate was adjusted by the City of West Kelowna to exclude the related costs, as only the Municipal properties benefited.

Organizational Issues:

Need to determine if and how properties are able to withdraw from the services. Many affected taxpayers and Electoral Area Director have indicated they no longer wish to participate.

External Implications:

If the electoral area properties are able to withdraw from the services, their taxes will be reduced.

Alternative Recommendation:

Continue with status quo.

Recommended Next Steps

If the Regional Board supports these recommendations:

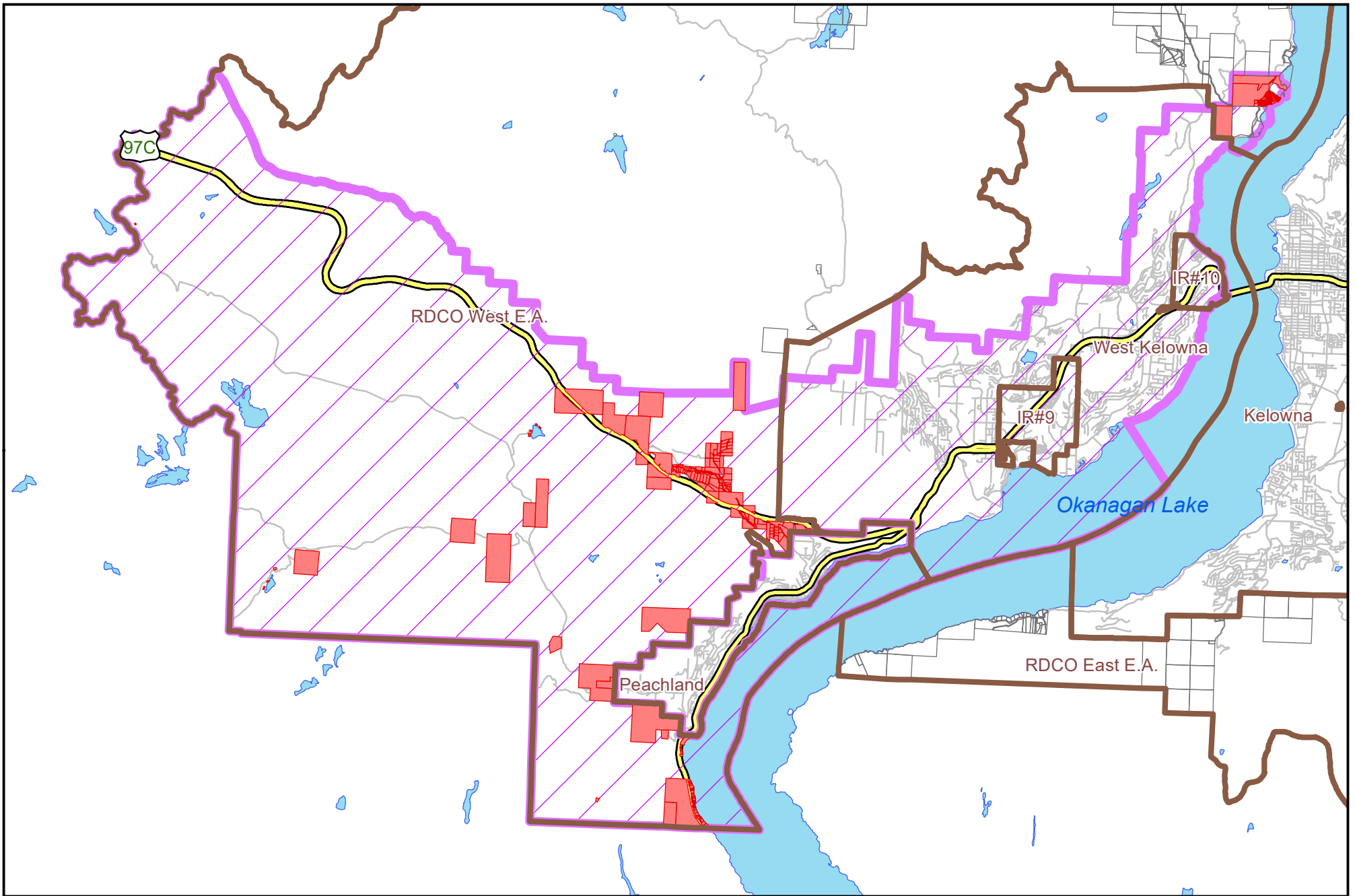
- Provide a copy of this report to the City of West Kelowna Council for consideration.
- If supported by West Kelowna Council, approach the Provincial Ministry to determine how to rescind the services in the Electoral Area.

Considerations not applicable to this report:

- Policy

Attachment(s):

- Map – Boucherie Rec Complex LSA#5, Bylaw #408
- Map – Johnson Bentley Memorial Aquatic Centre SA#38, Bylaw #329



**Regional District of Central Okanagan
Boucherie Rec Complex LSA#5
Bylaw #408 - 268 Parcels within EA West**

map created 7/10/2019

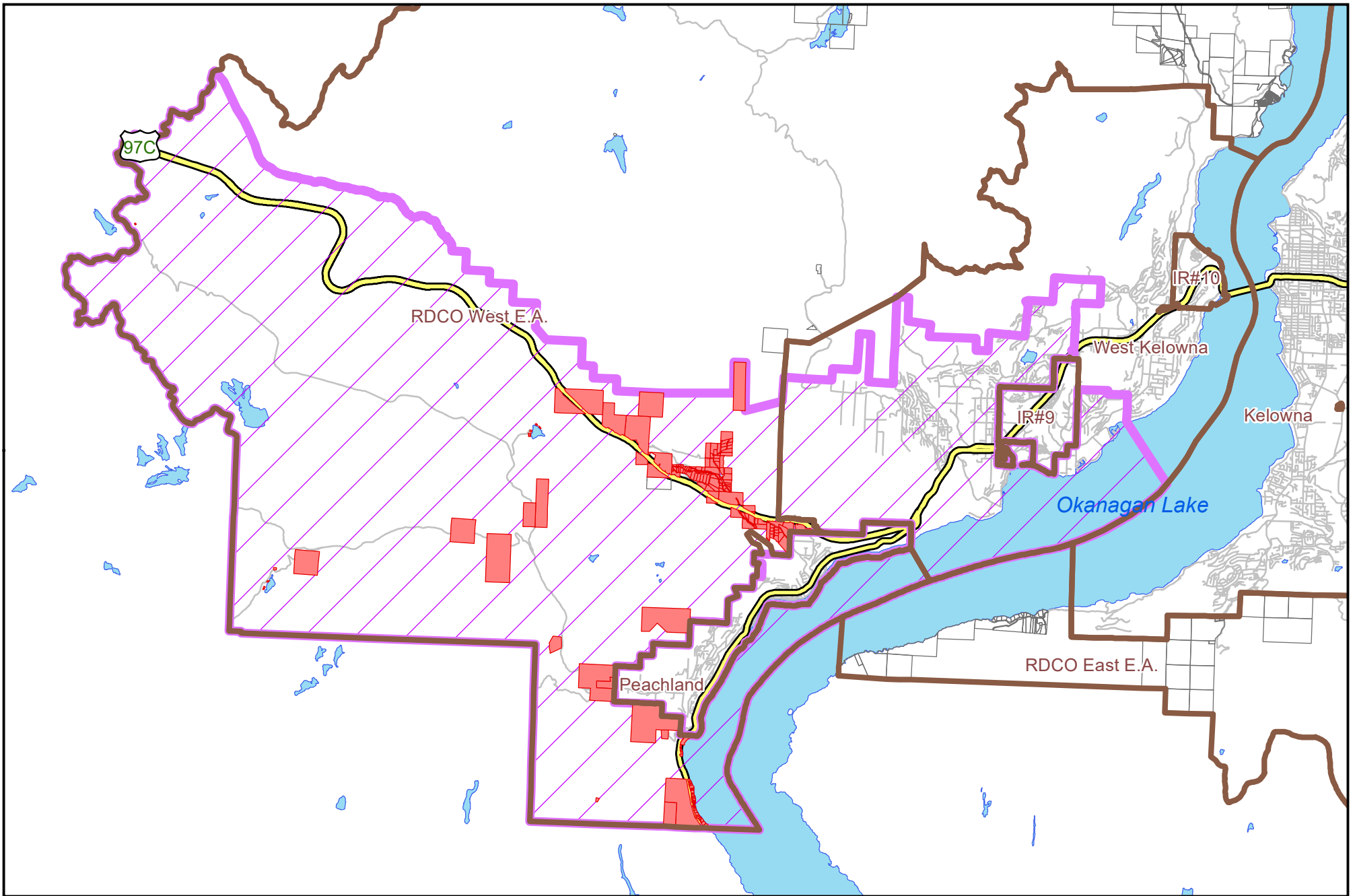
Bylaw #408 - Boucherie Rec Complex

Parcels

all other parcels

Bylaw #408 within EA West





**Regional District of Central Okanagan
Johnson Bentley Memorial Aquatic Centre SA#38
Bylaw #329 - 164 Parcels within EA West**

map created 7/10/2019

Bylaw #329 - JB Aquatic Centre

Parcels

all other parcels

Bylaw #329 within EA West

