



REGIONAL DISTRICT OF CENTRAL OKANAGAN
REGULAR BOARD MEETING
AGENDA

Monday, December 9, 2019

7:00 p.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

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

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1 Regional Board Meeting Minutes - November 25, 2019

4 - 9

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

Recommended Motion:

THAT the Regional Board meeting minutes of November 25, 2019 be adopted.

5. CORPORATE SERVICES

5.1 Regional District of Central Okanagan Bylaw Notice Enforcement Amendment
Bylaw No. 1446

10 - 15

1st, 2nd and 3rd reading and Adoption

(All Directors - Unweighted Corporate Vote - 2/3 Majority [LGA 214(b)])

Recommended Motion:

THAT Regional District of Central Okanagan Bylaw Enforcement Amendment Bylaw No. 1446, 2019 be given first, second and third readings and adopted.

6. FINANCIAL SERVICES

6.1 2020 Financial Plan - Q1 2020 Project Spending

16 - 24

(All Directors - Weighted Vote - Simple Majority - LGA 210.2)

Recommended Motion:

THAT the Regional Board approve the Projects listed in the November 30th 1Q 2020 Project Spending report under Categories 2 and 4 for commitment/expenditure in 1Q 2020, ahead of the 2020 Financial Plan approval;

AND THAT the Regional Board approve the Projects listed under Category 5 for commitment/expenditure, ahead of the 2020 Financial Plan approval in Q1 2020, subject to budget amendment approvals;

AND FURTHER THAT the Regional Board receives for information projects listed in Categories 1 and 3.

7. NEW BUSINESS

7.1 Provincial/UBCM Community Evacuation Route Fund Grant

25 - 27

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

Recommended Motion:

THAT the Regional Board supports submitting a grant application under the Union of BC Municipalities – Community Emergency Preparedness Fund for Evacuation Route Planning.

7.2 2020 UBCM Electoral Directors' Forum & LGLA Leadership Forum

28 - 31

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

Recommended Motion:

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2020 UBCM Electoral Area Directors' Forum & LGLA Leadership Forum, including registration and travel expenses as per Board policy.

7.3 2020 Board Committee Appointments

32 - 46

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

Recommended Motion:

THAT the Regional Board approve the 2020 appointments as recommended by Chair Given.

8. DIRECTOR ITEMS

9. ADJOURN IN CAMERA

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

Recommended Motion:

THAT pursuant to Section 90 (k) of the Community Charter the Regional Board adjourn and convene to an 'In-Camera' session to discuss:

- negotiations and related discussion respecting the proposed provision of a service

Minutes of the *REGIONAL BOARD MEETING* of the Regional District of Central Okanagan held at the Regional District offices, 1450 KLO Road, Kelowna, B.C. on Monday, November 25, 2019

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

Staff: B. Reardon, Chief Administrative Officer
T. Cashin, Director of Community Services
M. Kopp, Director of Parks Services
M. Rilkoff, Director of Financial Services
B. Smith, Communications
M. Drouin, Manager-Corporate Services (recording secretary)

1. CALL TO ORDER

Chair Given called the meeting to order at 7:00 p.m.

The meeting is being held on the traditional territory of the syilx/Okanagan Peoples.

2. ADDITION OF LATE ITEMS

There were no late items for the agenda.

3. ADOPTION OF THE AGENDA

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

#209/19 HODGE/BAKER

THAT the agenda be adopted.

CARRIED Unanimously

4. ADOPTION OF MINUTES

- 4.1 Regional Board Statutory Inaugural Meeting Minutes - November 14, 2019 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#210/19 BAKER/HODGE

THAT the Statutory Inaugural Board meeting minutes of November 14, 2019 be adopted.

CARRIED Unanimously

- 4.2 Regional Board Meeting Minutes - November 14, 2019 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#211/19 MILSOM/BAKER

THAT the Regional Board meeting minutes of November 14, 2019 be adopted.

CARRIED Unanimously

5. CORRESPONDENCE

- 5.1 Okanagan Basin Water Board Meeting Highlights - November 8, 2019 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#212/19 FORTIN/BARTYIK

THAT the Okanagan Basin Water Board meeting highlights of November 8, 2019 be received for information.

CARRIED Unanimously

6. CORPORATE SERVICES

- 6.1 RDCO Voting Unit Review (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated November 19, 2019 outlined options with a view of potentially changing the composition of the Regional Board's voting unit from the current value of 4,000. Staff outlined the background on the provincial voting units. A provincial Order In Council would be required if there is a change in the voting unit.

#213/19 MILSOM/BASRAN

THAT the Regional Board authorize the Chief Administrative Officer to enter discussions with the Ministry of Municipal Affairs & Housing to review and amend the Voting Unit assigned to the Regional District of Central Okanagan.

CARRIED Unanimously

#214/19 MILSOM/BAKER

THAT the Regional District pursue with the Province of BC a change in the Regional Board's voting unit from 4,000 to 6,000 and report back to the Board prior to any final decision of the Province.

CARRIED Unanimously

7. FINANCIAL SERVICES

7.1 2020-2024 Financial Plan Preliminary Budget Items *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Staff report dated November 15, 2019 outlined proposed new items for addition to the 2020 budget, as well as proposed staffing increases and newly identified capital and operating budget items for discussion.

#215/19 SIEBEN/BAKER

THAT staff be directed to explore opportunities to enhance and build indigenous relationships with the Okanagan's First Nations either within existing services or potentially creation of a new service and report back to the Board.

CARRIED Unanimously

#216/19 BAKER/JOHNSTON

THAT the Board receive the 2020-2024 Financial Plan Preliminary Items report for information.

CARRIED Unanimously

8. COMMUNITY SERVICES

8.1 Regional Floodplain Management Plan Phase 2 Update - Peachland/Trepanier Creeks Geoffrey Cahill, Associated Engineering Ltd.'s Water Resources Engineer, presenting *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

Staff report outlined information on the regional growth strategy priority project plan—Phase 2, Peachland/Trepanier Creeks project. Associated Engineering Ltd.'s Geoffrey Cahill presented an update to the Board and staff identified next steps.

#217/19 BAKER/FORTIN

THAT the Regional Board receives the Regional Floodplain Management Plan – Phase 2 Report dated November 25, 2019, from the Director of Community Services for information.

CARRIED Unanimously

8.2 Bylaws: Rescind 1st Reading and Re-reading 1st Reading

8.2.1 Zoning Amendment Bylaw No. 871-243 for Regional District of Central Okanagan, to amend Zoning Bylaw No.871, 2000 to incorporate changes to Secondary Suite Regulations (Z17/05) Central Okanagan East and Central Okanagan West Electoral Areas *(All Directors - Custom Vote - Simple Majority, 1 Director, 1 Vote)*

Staff report provided an update and bylaw amendment in regards to changes to secondary suite regulations.

#218/19 BARTYIK/CARSON

THAT first reading of Zoning Amendment Bylaw No. 871-243 given on May 9, 2019 be rescinded.

CARRIED Unanimously

#219/19 BARTYIK/HODGE

THAT Zoning Amendment Bylaw No. 871-257 be given first reading;

AND FURTHER THAT the application Z17/05 be scheduled for a Public Hearing.

CARRIED Unanimously

8.2.2 Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 for Regional District of Central Okanagan, to incorporate changes to Secondary Suite Regulations. (RLUB-17-02) Central Okanagan East Electoral Area *(Custom Vote - Electoral Areas and Kelowna Fringe Area, Simple Majority, 1 Director, 1 Vote)*

Staff report provided an update and bylaw amendment in regards to changes to secondary suite regulations.

#220/19 BARTYIK/BAKER

THAT first reading given May 9, 2019 of Joe Rich Rural Land Use Amendment Bylaw No. 1195-16 be rescinded.

CARRIED Unanimously

#221/19 BARTYIK/SIEBEN

THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 be given first reading;

AND FURTHER THAT the application RLUB-17-02 be scheduled for a Public Hearing.

CARRIED Unanimously

9. NEW BUSINESS

- 9.1 Notice of Motion - Director Carson - Climate Change (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

At the October 10, 2019 Board meeting, Director Carson served notice that he intended to bring forward a motion declaring an environmental emergency in the region. A draft resolution and background was presented for consideration.

A general discussion ensued. A broader level Board discussion on adaptive climate change needs to be considered as there are many initiatives the Regional District is already undertaking. It was noted a climate resiliency plan may fit under regional growth strategy.

#222/19 CARSON/BARTYIK

THAT staff be directed to report to the Board on what the region and its' partners are currently doing with climate change initiatives and what options are available for the Board to consider.

CARRIED Unanimously

10. DIRECTOR ITEMS

There were no items for Board discussion.

11. ADJOURN

There being no further business the meeting was adjourned at 9:32 p.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

Brian Reardon (Chief Administrative Officer)



Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager – Corporate Services

DATE: December 4, 2019

SUBJECT: RDCO Bylaw Notice Enforcement Amendment Bylaw No. 1446, 2019

Voting Entitlement: All Directors – Unweighted Corporate Vote – 2/3 Majority LGA 214 (b)

Purpose: To Amend RDCO Bylaw Notice Enforcement Bylaw No. 1326

Executive Summary:

In 2019, the Regional Board approved an updated Regional Parks Bylaw No. 1427 and Community Parks Bylaw No. 1431. As a result, and in follow up to approving an amendment to the region's Ticket Information Utilization Bylaw No. 435 i.e.: municipal ticket information [MTI ticket], an amendment is also required to the region's Bylaw Notice Enforcement Bylaw No. 1326. The majority of tickets issued by parks staff would be issued as a Bylaw Offence Notice under Bylaw No. 1326.

The proposed amendments would delete and replace Appendix 5 and Appendix 19 of Schedule A in Bylaw No. 1326. The offences outlined are the same offences in the region's Ticket Information Utilization Bylaw No. 435.

The amendment bylaw is attached for consideration.

RECOMMENDATION:

THAT Regional District of Central Okanagan Bylaw Notice Enforcement Amendment Bylaw No. 1446, 2019 be given first, second and third readings and adopted .

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "MJDrouin".

Mary Jane Drouin
Manager – Corporate Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Attachment(s): Amendment Bylaw No. 1446

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1446

Being a bylaw to amend the Regional District of Central Okanagan Bylaw Notice Enforcement Bylaw No. 1326

WHEREAS the Regional District of Central Okanagan adopted the Regional District of Central Okanagan Bylaw Notice Enforcement Bylaw No. 1326;

AND WHEREAS it is deemed necessary to amend the Bylaw Notice Enforcement Bylaw No. 1326;

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

1. Schedule A, Appendix 5 shall be deleted in its entirety and replaced with Schedule A, Appendix 5 (2019) attached hereto and forming part of this bylaw.
2. Schedule A, Appendix 19 shall be deleted in its entirety and replaced with Schedule A, Appendix 19 (2019) attached hereto and forming part of this bylaw.
3. This Bylaw may be cited as the "Regional District of Central Okanagan Bylaw Notice Enforcement Amendment Bylaw No. 1446, 2019".

READ A FIRST TIME THIS 9th DAY OF December 2019

READ A SECOND TIME THIS 9th DAY OF October 2019

READ A THIRD TIME THIS 9th DAY OF October 2019

ADOPTED THIS 9th DAY OF October 2019

CHAIRPERSON

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1446 cited as the "Regional District of Central Okanagan Bylaw Notice Enforcement Amendment Bylaw No. 1446, 2019" as read a third time and adopted by the Regional Board on the 9th day of December 2019

Dated at Kelowna, B.C. this
9th day of December 2019

DIRECTOR OF CORPORATE SERVICES

Bylaw Notice Enforcement Bylaw No. 1326

Schedule A

Appendix 5 to Schedule A

(Amendment Bylaw No 1446, 2019)

(For Regional Parks Regulation Bylaw No.1427)

Offence	Section	A1 Penalty	A2 Early Payment Discount	A3 Late Payment Penalty	A4 Compliance Agreement Available
Person in park closed for hazard	3 b)	500.00	25.00	25.00	Y
Obstruct Bylaw Officer	4 a)	150.00	25.00	25.00	Y
Failure to obey posted sign or notice	4 c)	100.00	25.00	25.00	Y
Possess or consume liquor	4 d)	200.00	25.00	25.00	Y
Defecate or urinate in public	4 e)	100.00	25.00	25.00	Y
Person in Park after park closure times	4 f)	100.00	25.00	25.00	Y
Damage to natural landscape by motor vehicle	4 i) iii	500.00	25.00	25.00	Y
Interfere with person lawfully using park	4 j)	100.00	25.00	25.00	Y
Possess, use or ignite any combustible device	4 k)	250.00	25.00	25.00	Y
Make a fire or open flame	4 l)	1,000.00	25.00	25.00	Y
Smoking in park	4 o)	250.00	25.00	25.00	Y
Violent, lewd or sexual conduct	4 p)	250.00	25.00	25.00	Y
Operate unmanned, remote control or similar device	4 q)	100.00	25.00	25.00	Y
Create nuisance, loiter, harass or accost park users	4 r)	150.00	25.00	25.00	Y
Build or alter any trail	6 a) ii	250.00	25.00	25.00	Y
Damage or remove any park feature	6 a) iii	500.00	25.00	25.00	Y
Build, place or install temporary structure	6 a) iv	150.00	25.00	25.00	Y
Deposit or release any dead or living plant or animal	6 a) vi	250.00	25.00	25.00	Y
Interfere and/or feed wildlife	6 a) vii	200.00	25.00	25.00	Y
Introduce any contaminate into a park or water body	6 a) ix	250.00	25.00	25.00	Y
Litter not in waste receptacle	6 b)	250.00	25.00	25.00	Y
Dispose of domestic, commercial or industrial waste	6 c) i	250.00	25.00	25.00	Y
Cut, remove or damage tree(s)	6 d)	1,000.00	25.00	25.00	Y

Appendix 5 to Schedule A continued...

Dog off leash – 1 st Offence	7 a)	150.00	25.00	25.00	Y
Dog off leash – 2 nd Offence	7 a)	200.00	25.00	25.00	Y
Dog off leash – 3 rd Offence and subsequent offences	7 a)	300.00	25.00	25.00	Y
Failure to remove dog feces	7 b)	150.00	25.00	25.00	Y
Dog in designated beach area	7 c)	100.00	25.00	25.00	Y
Damage to park property by domestic animal	7 d)	100.00	25.00	25.00	Y
Dog disturbing people or wildlife	7 e)	300.00	25.00	25.00	Y
Dog in prohibited area	7 f)	100.00	25.00	25.00	Y
Horse in prohibited area	7 h) i	100.00	25.00	25.00	Y
Failure to remove horse feces from trail	7 h) ii	150.00	25.00	25.00	Y
Possess or discharge firearm, firework or other without permit	8 a)	250.00	25.00	25.00	Y
Motor vehicle off public roadway or parking lot	9 a)	100.00	25.00	25.00	Y
Illegal Parking	9 c)	50.00	25.00	25.00	Y
Park in disabled parking without permit	9 f)	100.00	25.00	25.00	Y
Unsafe operation of vehicle	9 g)	100.00	25.00	25.00	Y
Use of vessel in a designated swim area	9 j)	250.00	25.00	25.00	Y
Endanger or interfere with a designated swim area	9 k)	150.00	25.00	25.00	Y
Attach vessel to swim buoy	9 l)	150.00	25.00	25.00	Y
Moor outside of designated area or boat launch	9 m)	200.00	25.00	25.00	Y
Sell in Park	10 a) i	200.00	25.00	25.00	Y
Conduct commercial or business activity	10 a) ii	200.00	25.00	25.00	Y
Advertise in park	10 a) iv	100.00	25.00	25.00	Y
Park Use Event or Special Event without Permit	11 c)	300.00	25.00	25.00	Y
Breach of Park Use Permit	11 g)	150.00	25.00	25.00	Y

Bylaw Notice Enforcement Bylaw No. 1326

Schedule A

Appendix 19 to Schedule A

(Amendment Bylaw No 1446, 2019)

(For RDCO Community Parks Regulation Bylaw No.1431, 2019)

Offence	Section	A1 Penalty	A2 Early Payment Discount	A3 Late Payment Penalty	A4 Compliance Agreement Available
Person in park closed for hazard	3 b)	500.00	25.00	25.00	Y
Obstruct Bylaw Officer	4 a)	150.00	25.00	25.00	Y
Failure to obey posted sign or notice	4 c)	100.00	25.00	25.00	Y
Possess or consume liquor	4 d)	200.00	25.00	25.00	Y
Defecate or urinate in public	4 e)	100.00	25.00	25.00	Y
Person in Park after park closure times	4 f)	100.00	25.00	25.00	Y
Damage to natural landscape by motor vehicle	4 i) iii	500.00	25.00	25.00	Y
Interfere with person lawfully using park	4 j)	100.00	25.00	25.00	Y
Possess, use or ignite any combustible device	4 k)	250.00	25.00	25.00	Y
Make a fire or open flame	4 l)	1,000.00	25.00	25.00	Y
Smoking in park	4 o)	250.00	25.00	25.00	Y
Violent, lewd or sexual conduct	4 p)	250.00	25.00	25.00	Y
Operate unmanned, remote control or similar device	4 q)	100.00	25.00	25.00	Y
Create nuisance, loiter, harass or accost park users	4 r)	150.00	25.00	25.00	Y
Build or alter any trail	6 a) ii	250.00	25.00	25.00	Y
Damage or remove any park feature	6 a) iii	500.00	25.00	25.00	Y
Build, place or install temporary structure	6 a) iv	150.00	25.00	25.00	Y
Deposit or release any dead or living plant or animal	6 a) vi	250.00	25.00	25.00	Y
Interfere and/or feed wildlife	6 a) vii	200.00	25.00	25.00	Y
Introduce any contaminate into a park or water body	6 a) ix	250.00	25.00	25.00	Y
Litter not in waste receptacle	6 b)	250.00	25.00	25.00	Y
Dispose of domestic, commercial or industrial waste	6 c) i	250.00	25.00	25.00	Y
Cut, remove or damage tree(s)	6 d)	1,000.00	25.00	25.00	Y

Appendix 19 to Schedule A continued...

Dog off leash – 1 st Offence	7 a)	150.00	25.00	25.00	Y
Dog off leash – 2 nd Offence	7 a)	200.00	25.00	25.00	Y
Dog off leash – 3 rd Offence and subsequent offences	7 a)	300.00	25.00	25.00	Y
Failure to remove dog feces	7 b)	150.00	25.00	25.00	Y
Dog in designated beach area	7 c)	100.00	25.00	25.00	Y
Damage to park property by domestic animal	7 d)	100.00	25.00	25.00	Y
Dog disturbing people or wildlife	7 e)	300.00	25.00	25.00	Y
Dog in prohibited area	7 f)	100.00	25.00	25.00	Y
Horse in prohibited area	7 h) i	100.00	25.00	25.00	Y
Failure to remove horse feces from trail	7 h) ii	150.00	25.00	25.00	Y
Possess or discharge firearm, firework or other without permit	8 a)	250.00	25.00	25.00	Y
Motor vehicle off public roadway or parking lot	9 a)	100.00	25.00	25.00	Y
Illegal Parking	9 c)	50.00	25.00	25.00	Y
Park in disabled parking without permit	9 f)	100.00	25.00	25.00	Y
Unsafe operation of vehicle	9 g)	100.00	25.00	25.00	Y
Use of vessel in a designated swim area	9 j)	250.00	25.00	25.00	Y
Endanger or interfere with a designated swim area	9 k)	150.00	25.00	25.00	Y
Attach vessel to swim buoy	9 l)	150.00	25.00	25.00	Y
Moor outside of designated area or boat launch	9 m)	200.00	25.00	25.00	Y
Sell in Park	10 a) i	200.00	25.00	25.00	Y
Conduct commercial or business activity	10 a) ii	200.00	25.00	25.00	Y
Advertise in park	10 a) iv	100.00	25.00	25.00	Y
Park Use Event or Special Event without Permit	11 c)	300.00	25.00	25.00	Y
Breach of Park Use Permit	11 g)	150.00	25.00	25.00	Y



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: November 30, 2019

SUBJECT: Board Approval for 1Q 2020 Project Spending

Voting Entitlement: *All Directors – Weighted Corporate Vote – Simple Majority – LGA 210.2*

Purpose: To seek Board approval to issue RFPs/Tenders and make Expenditure commitments in 1Q 2020 ahead of the 2020 budget approval process, and also to provide information on project budget carryovers from 2019.

Executive Summary:

In January 2014, the Board directed the following via Board Resolution #19/14:

“THAT staff be directed to review further the draft Q1 purchasing commitments and expenditure policy to include consideration by the Board in the last quarter of the year, for the projects identified for early expenditure during the first quarter of the following year.”

In accordance with this, and under a process similar to last year, staff are now making this request for project expenditures in 1Q 2020 for the projects detailed.

RECOMMENDATION:

THAT the Regional Board approve the Projects listed in the November 30th 1Q 2020 Project Spending report under Categories 2 and 4 for commitment/expenditure in 1Q 2020, ahead of the 2020 Financial Plan approval;

AND THAT the Regional Board approve the Projects listed under Category 5 for commitment/expenditure, ahead of the 2020 Financial Plan approval in Q1 2020, subject to budget amendment approvals;

AND FURTHER THAT the Regional Board receive for information projects listed in Categories 1 and 3.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "M. Rilkoff".

Marilyn Rilkoff
Director of Finance & Administrative Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Prepared by: Andy Brennan, Purchasing Consultant – The Interior Purchasing Office Inc.

Implications of Recommendation:

Strategic Plan: Supports Sustainability and Growth Management

Policy: Board Resolution #19/14

Legal/Statutory Authority: Regional District of Central Okanagan 2019 – 2023 Financial Plan Bylaw 1432 and Amendments

Background:

In January 2014, staff requested the Board approve some expenditures on projects to occur in the first quarter of 2014 (before 2014 budget approval in late March). These projects were already in the 5-year Financial Plan approved by the Board. In providing that approval, it was agreed by the Board, that this request would be made each year in the fall, for expenditure in 1Q of the following year, via Board Resolution #19/14:

“THAT staff be directed to review further the draft Q1 purchasing commitments and expenditure policy to include consideration by the Board in the last quarter of the year, for the projects identified for early expenditure during the first quarter of the following year.”

In accordance with this direction staff has categorized carryover projects into 5 categories outlined in the table below:

Category	Year Project Was Budgeted	Project Status:	Approval Sought from the Board:
1	2019	Purchase already committed in 2019. Goods and services to be received, and payment made, in 2020.	None – for information only – 2019 commitment must be carried forward and re-budgeted for 2020. Appendix A.
2	2019	Purchase not yet committed. Seeking carryover of budget to 2020 with commitment in 1Q.	Approval to carry over budget and make purchase commitments in 1Q 2020. Projects listed below.
3	2019	Purchase not yet committed. Will seek carry over and re-approval of budget in 2020 with commitment in 2Q-4Q.	None -- for information only. Will be reviewed via 2020 budget process along with any new priorities. Appendix B.
4	2020 (in 5 Year Budget Plan)	Not started. Benefit in commencing in 1Q (before 2020 budget approval)	Approval to make these purchase commitments in 1Q 2020. Projects listed below.
5	Not budgeted in 5 Year Plan (unforeseen circumstance)	Not started. Benefit in commencing in 1Q (before 2020 budget approval)	If the Board agrees, a budget amendment will be made. Subject to approval of the bylaw amendment, purchase commitments could then be made in 1Q 2020, or as noted.

This process is similar to past years. It should be noted that although category 3 relates to expenditure after 1Q 2020, it has been included as an information item to provide the Board with greater transparency on the projects which are being carried over from 2019.

Expenditures / Commitments for Board Approval:

In accordance with the categories above, the following detail on projects under each category is provided for the Board's review and approval (where requested):

Category 1

Year Budget Approved For:	2019
Status:	Purchase already committed in 2019, but goods and services to be received, and payment made, in 2020.
Approval Sought:	None - for information only -- 2019 commitment must be carried forward and re-budgeted for 2020.

See APPENDIX A for the list of 6 projects totalling \$155,569.

* Budget carried into 2020 will not exceed the approved 2019 budget amount. Figure shown is the remaining budget amount as at November 6, 2019.

Category 2

Year Budget Approved For:	2019
Status:	Purchase not yet committed. Seeking carryover of budget to 2020 with commitment in 1Q.
Approval Sought:	Approval to carryover budget and make purchase commitments in 1Q 2020.

** Budget to be used in 1Q 2020 will not exceed the approved 2019 budget amount. Figure shown is the remaining budget amount as at November 6th, 2019.

Project Name:	Cost Centre:	2019 Budget	Budget to carryover to 1Q 2020**	Reason for Carryover to 1Q 2020:
Fire Services:				
RDCO ESS Reception Centre	030	\$24,882	\$11,200	Completion of Project
Regional Rescue Equipment	030	\$250,000	\$250,000	Design options are being considered and finalized for Hazmat Unit
Financial Services:				
Server Migration from Finance to Information Services	003	\$60,000	\$48,000	Timing of the project. Information Services working with multiple partners, coordination causing delays.
Parks:				
Bertram Creek Security Contractor Residence Asset Sale and Site Remediation	142	\$5,111	\$5,111	Public posting for the sale of the asset to occur in Q4 2019, with removal in Q1 2020.

Scenic Canyon Cabin Disposal	142	\$5,126	\$5,126	Removal and/or public posting for sale of asset to occur in Q1 2020, with removal in Q1 2020.
Goats Peak Habitat Restoration Project	142	\$117,003	\$117,003	Seeking appropriate restoration project in conjunction with CWK, WFN and provincial partners.
Star Park Trail	143	\$31,200	\$31,200	Issue of RFP in Q1 for construction in fish window in Q2, currently awaiting Section 11. (Community Works Funds, or CWF Carryover)
Antlers Saddle Trail	143	\$50,750	\$49,541	Continuing to work with the province on receiving appropriate tenure for the trail alignment and finding a solution for the current land use issues. (CWF Carryover)
Ellison Hall – Heritage Reno's, Design/Build	121	\$91,350	\$91,350	Awaiting the final completion of the EPRS operating agreement prior to commencing renovation works. (CWF Carryover)
Joe Rich Hall Renovation / Expansion	123	\$46,028	\$46,028	Works to commence in Q1 2020 with completion in early Q2. (CWF Carryover)
Joe Rich Hall Renovation / Expansion	123	\$38,021	\$38,021	Works to commence in Q1 2020 with completion in early Q2. (CWF Carryover)
Post Fire Trail (Philpott Trail)	144	\$30,450	\$22,450	Project commenced in October 2019 in conjunction with adjacent fuel modification works and will continue in 2020.
Engineering Services:				
Killiney Beach - Distribution System	301	\$375,863	\$141,176	Carry forward balance to facilitate PRV installation (Engineering and PRV in Q1).
Falcon Ridge - Reservoirs	303	\$23,587	\$13,969	Carry forward all remaining funds. Continuation of project.
WRWTP - HVAC	401	\$135,960	\$122,960	Continuation of project.
Joe Rich - Water Supply	022	\$30,900	\$30,900	Currently reviewing options and may need to proceed with detailed design and construction in Q1.
Falcon Ridge Water System – Distribution System	303	\$15,900	\$15,900	Await Grant Modification Agreement from Ministry prior to installing either fire hydrants or intake automation.

Planning Services:

RGS Projects: Regional Housing Strategy (Category 1) & Five Year Review (Category 2)	110	\$60,000 (Category 1) & \$25,000 (Category 2)	\$60,000 (Category 1) & \$25,000 (Category 2)	In 2019, under RGS Plans, \$41.5 was budgeted for the Regional Housing Strategy & \$18.5k for the Five Year Review. The cost for the Housing Strategy was \$60k, and due to momentum to address housing needs and gaps, funds were internally reallocated from the Five Year Review to try to complete the project in 2019. The Five Year Review was scheduled to begin in 2019, and will be carried into Q1 2020. In 2020, there were contract funds of \$107.5k budgeted for RGS Projects. The Five Year Review would come from these funds.
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CATEGORY 2: TOTAL OF 18 CARRYOVERS	\$1,124,935
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Category 3

Year Budget Approved For:	2019
Status:	Purchase not yet committed. Will seek carryover and re-approval of budget in 2020 with commitment in 2Q-4Q.
Approval Sought:	None- for information only. Will be reviewed via 2020 budget process along with any new priorities.

See APPENDIX B for the list of 18 projects totalling \$2,462,438.

Category 4

Year Budget Approved For:	2020 (in 5-Year Budget Plan for 2019 - 2023)
Status:	Not started. Benefit in commencing in 1Q (before 2020 budget approval)
Approval Sought:	Approval to make these purchase commitments in 1Q 2020

Project Name:	Cost Centre:	2020 Budget	Reason for Carryover to 1Q 2020:
Financial Services:			
Server Migration from Finance to Information Services	003	\$20,000	Requesting approval prior to budget approval in March to complete the server migration from Finance to Information Services.

CATEGORY 4: TOTAL OF 1 CARRYOVER	\$20,000
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Category 5

Year Budget Approved For: Not budgeted in 5-Year Plan (unforeseen circumstance)

Status: Not started. Benefit in commencing in 1Q (before 2020 budget approval)

Approval Sought: **If the Board agrees, a budget amendment will follow. Subject to approval of the bylaw amendment, purchase commitments could then be made in 1Q 2020, or as noted.**

Project Name:	Cost Centre:	Project Budget:	Reason to commence in 1Q 2020
WRWTP - TWAS Expansion	401	\$1,400,000	Allows issuing construction RFP in January/February 2020 which would help facilitate construction in 2020. Detailed design is targeted to be complete at end of 2019. Noted in 2019-2023.
Mission Creek – Spawning Channel Retaining Wall and Guardrail Fencing	142	\$65,975	Retaining wall failed in Q4 2019 and threatens water quality and kokanee spawning eggs from movement of sediments into the channel. In addition this wall is located in a busy section of the park and provides access to the heart of the park.
Purchase of new folding/sorter machine	002	\$20,000	Current machine is ~15 years old and incurs high maintenance costs. Plan to buy new machine in 2020. It would be beneficial to purchase in early 2020 as large volumes of utility bills, dog license renewals, and water talk newsletters, will be issued in 1Q.

CATEGORY 5: TOTAL OF 3 CARRYOVERS	\$1,485,975
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Alternative Recommendation:

All projects listed under Categories 2, 4, and 5 above could be delayed to be re-approved as part of the 2020 Budget Process, as no purchase commitment has been made.

APPENDIX A**Category 1**

Year Budget Approved For:	2019
Status:	Purchase already committed in 2019, but goods and services to be received, and payment made, in 2020.
Approval Sought:	None - for information only – 2019 commitment must be carried forward and re-budgeted for 2020.

Project Name:	Cost Centre:	2019 Budget	Budget Carried into 2020:	Reason for Continuation into 2020:
Parks:				
Ellison Hall – Storage Rooms for Community Hall Tables, Chairs, and Equip.	121	\$20,300	\$20,300	Project contractor selected in Q4 2019, work expected to be completed in Q1 2020.
Engineering Services:				
Fleet	199	\$117,300	\$51,437	Service truck purchased and box refurbishment likely to be completed in 1Q
Killiney Beach - Distribution System	301	\$375,863	\$40,000	PRV supply may be invoiced in 2020 but should be 2019. Engineering completed by year end.
WRWTP - Engineering and Design	401	\$130,500	\$27,488	TWAS Expansion design to be complete by end of 2019 implying final invoice to be paid in early 2020.
Westshore Reservoirs	307	\$197,028	\$2,375	Awaiting final invoice.
Falcon Ridge Water System – Reservoirs	303	\$23,587	\$13,969	Await final invoices after WTP investigation and resolution
CATEGORY 1: TOTAL OF 6 CARRYOVERS			\$155,569	

APPENDIX B**Category 3**

Year Budget Approved For:	2019
Status:	Purchase not yet committed. Will seek carryover and re-approval of budget in 2020 with commitment in 2Q-4Q.
Approval Sought:	None- for information only. Will be reviewed via 2020 budget process along with any new priorities.

Project Name:	Cost Centre:	Budget Carried Forward to 2020:	Reason for carryover to 2020
Corporate Services:			
Building Renovations to KLO Road Administration Building	002	\$152,250	Carryover to 2020 for future projects upgrades to KLO Road Administration building.
Administration Vehicle	002	\$30,075	Original budget was reduced to \$30k, but is insufficient to purchase an SUV with the required features. It is anticipated vehicle would be kept for 8-10 years
Regional Board:			
Regional Board room equipment	001	\$2,500	Carryover for purchase of new podium.
Dog Control:			
Communications Upgrades	046	\$12,360	Carryover for future communication upgrades.
Vadim financial system upgrades	046	\$5,150	Carry over for future upgrades related to Dog Control.
Dog Pound Improvements	046	\$6,500	Carryover for upgrades to Weddell Place parking lot.
Parks:			
Park Development – West Zone Yard	142	\$131,950	Still seeking an appropriate location for the location of the West Zone Operational Yard.
Land Purchase Acquisition	142	\$1,096,254	In-progress, still in negotiations and discussions with properties of interest owners.
Black Mountain Trail & Parking Lot	142	\$37,394	Construction work has started, and will continue over into 1Q 2020.

Engineering Services:			
Killiney Beach Water System - Leak Detection Equipment	301	\$10,000	Work not completed due to staffing shortage and large project load.
Westshore - Leak Detection Equipment	307	\$31,230	Work not completed due to staffing shortage and large project load.
WRWTP - Pumps (Headworks)	401	\$79,568	Work not completed due to staffing shortage and large project load. (Alum scaffold,#2 Clarifier repair)
WRWTP - Security System	401	\$10,000	Work not completed due to staffing shortage and large project load.
RDCO Collection System - Communication Electrical	470	\$13,500	Work not completed due to staffing shortage and large project load.
RDCO Collection System - Flow Meters	470	\$6,694	Work not completed due to staffing shortage and large project load.
UV disinfection system Intake Replacement	301 301	\$106,000 \$420,201	Projects delayed due to finalization of design approach.
UV disinfection system Reservoirs	307 307	\$106,000 \$138,404	Projects delayed due to finalization of design approach.
Fire:			
Ellison SCBA	021	\$66,408	Assessing needs. Full upgrade to 4500 cylinders may be required with a larger project in 2020

CATEGORY 3: TOTAL OF 18 CARRYOVERS	\$2,462,428
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Regional Board Report

TO: Regional Board

FROM: Todd Cashin
Director of Community Services

DATE: November 29, 2019

SUBJECT: Community Emergency Preparedness Fund: Evacuation Route Planning

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To seek grant funding from the Union of BC Municipalities - Community Emergency Preparedness Fund to develop Evacuation Route Plans for parts of the Central Okanagan that are challenged with higher threat levels.

Executive Summary:

The Province of British Columbia has made funding available through the Union of BC Municipalities (UBCM) intended to enhance the resiliency of local governments. Applications are being accepted under the Community Emergency Preparedness Fund (CEPF) for those projects that will support eligible applicants in developing Evacuation Route Plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency.

The Regional District of Central Okanagan is requesting support for a grant application for Evacuation Route Planning. Efficient and safe evacuation routes are needed for the movement of people, livestock, animals and personal property from an area of imminent or actual threat to an area of safety. A requirement in the application package is a Board resolution supporting this application. Accordingly, this matter is now before the Board for its consideration and approval.

RECOMMENDATION:

THAT the Regional Board supports submitting a grant application under the Union of BC Municipalities – Community Emergency Preparedness Fund for Evacuation Route Planning.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Todd Cashin".

Todd Cashin
Director of Community Services

Approved for Board's Consideration

A handwritten signature in blue ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Implications of Recommendation:

Strategic Priorities:	Support sustainable communities by ensuring healthy, high quality of life for our residents.
	Safe Communities: The RDCO will continue to work to protect communities from harm through the highly recognized Regional Emergency Management Program in collaboration with the member municipalities and Westbank First Nation.
Legal/Statutory Authority:	Through the Emergency Program Act, the Province of BC requires all local authorities to be prepared for emergency situations, including response and recovery.

Background:

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

There are seven different funding streams available:

- Indigenous cultural safety and cultural humility training;
- Emergency operations centres and training;
- Emergency support services;
- Evacuation route planning;
- Flood risk assessment, flood mapping and flood mitigation planning;
- Structural flood mitigation; and
- Volunteer and composite fire departments equipment and training.

The Regional District has been fortunate to receive CEPF grants in the past for EOC Upgrades, ESS Equipment and Floodplain Mapping. This application focuses on evacuation route planning.

The maximum grant available is \$25,000 however funding requests from two or more eligible applicants for regional projects may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible applicants included in the application. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The intent of this funding stream is to build the resiliency of evacuations. The grant funding would result in the completion of an Evacuation Route Plan which identifies and addresses existing challenges to successfully implement an evacuation in the event of an emergency, such as:

- Identification and capacity of available routes;
- Methods of evacuation;
- Modes of transportation;
- Anticipated speed of progression of local hazards (e.g. wildfire, flood, etc.);
- Availability of early warning systems or other emergency notification tools; and
- Other factors that impact the functionality of evacuation routes.

The grant funding would allow the completion of an Evacuation Route Plan and may include preparation of maps, exercises required to inform or test the Evacuation Route Plan and amendments to relevant local plans, bylaws or policies that are specific to evacuation route planning (e.g. OCP, rural land use plans, engineering and public works bylaws or policies).

The deadline for the submission of the grant application is April 17th, 2020 and applicants will be advised of the status of their application within 90 days of the application deadline.

Financial Considerations:

Annual operation and maintenance costs are not covered by the CEPF grant.

Alternative Recommendation:

THAT the Regional Board accepts the report regarding the UBCM – Community Emergency Preparedness Fund for information.

Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager – Corporate Services

DATE: November 27, 2019

SUBJECT: 2020 LGLA Leadership Forum & UBCM Electoral Area Directors Forum

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To seek Board approval for Director Carson and Director Bartyik's attendance at the 2020 LGLA Leadership Forum and & UBCM Electoral Area Directors' Forum.

Executive Summary:

The LGLA and UBCM Forums are being held in Richmond, BC February 4-7, 2020. As per Board policy, Board approval is required for Directors to attend conference/forums.

Registration fees and travel costs for the electoral area directors is accounted for in the electoral area budget.

As per Board policy:

Board Remuneration and Expense Policy No. 7.15

Expenses for attending Conference and Seminars (All Directors)

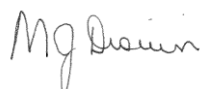
When attending out of District meetings, seminars, conferences or other business authorized by the Board, Directors are entitled to claim receipted expenses for the following:

- i) ferry tolls, ferry reservation fees and highway tolls;
- ii) airline tickets including all fees and charges;
- iii) bus, taxi, and limousine services;
- iv) parking charges;
- v) business phone calls;
- vi) accommodation ...

RECOMMENDATION:

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2020 UBCM Electoral Area Directors' Forum & LGLA Leadership Forum, including registration and travel expenses as per Board policy.

Respectfully submitted,

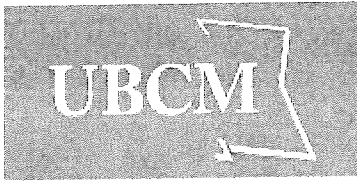


M. Drouin
Manager-Corporate Services

Approved for Board's Consideration



Brian Reardon, CAO



Electoral Area Directors' Forum

Oct. 30, 2019

The next Electoral Area Directors' (EAD) Forum will be held on February 4 and 5, 2020 at the Radisson Vancouver Airport Hotel in Richmond, BC. Hotel reservations are now available via phone (604.279.8384) or email under the UBCM/LGLA block until January 6, 2020.

The EAD Forum focuses on issues of concern to electoral area directors and provides an opportunity to discuss common problems and share potential solutions to the problems identified. The conference is open to electoral area directors and their alternates, regional district chairs, and regional district staff.

Director Grace McGregor, Electoral Area Representative on the UBCM Executive, will work with staff to build the agenda around matters of current concern to those representing electoral areas. In addition, Electoral Area Directors can submit their own ideas or examples of best practices for discussion at the forum. Please submit your suggested Forum topics by November 22.

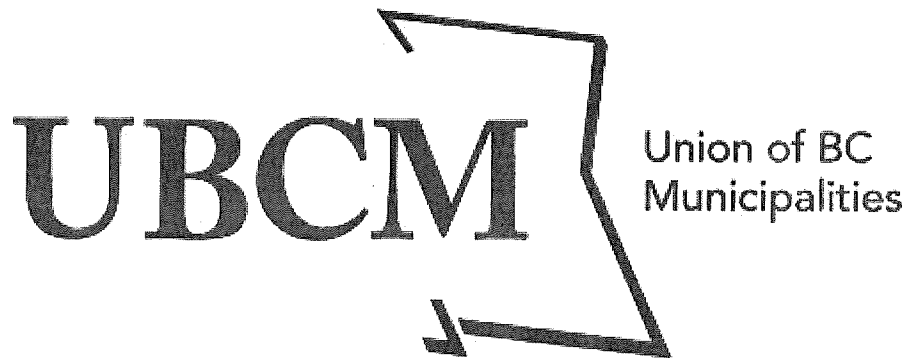
The Local Government Leadership Academy Forum is scheduled immediately after the EAD forum, from February 5-7, help reduce costs and provide an opportunity for delegates to attend both learning events.

Information on registration will be provided in next week's Compass.

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2020 Electoral Area Directors Forum

Richmond, BC, BC
February 4 - 5, 2020

Date: February 4 - 5, 2020

Location: Radisson Hotel Vancouver Airport
8181 Cambie Road
Richmond, BC, BC

Cost: \$195.00 plus GST
Fee includes lunch and reception on Tuesday, hot breakfast on Wednesday, and coffee breaks on both days.

Payment Methods: VISA and MasterCard payments will be accepted with your online registration. If paying by cheque, please include a copy of your registration confirmation, and make payable to '**Union of BC Municipalities**', send to:

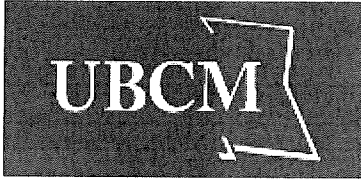
UBCM
60-10551 Shellbridge Way
Richmond, BC
V6X 2W9

Registration Deadline: December 31, 2019

Refund Policy: Cancellation in writing to radamson@ubcm.ca (mailto:radamson@ubcm.ca) required by Tuesday, December 31, 2019 to receive a refund. No refund after that date.

Instructions

1. Complete the entire on-line form. Fields marked with * are required. Once the form is complete, click the "Register" button at the bottom of this page.
2. After clicking "Register", your registration will be confirmed.



LGLA Leadership Forum Registration

Nov. 6, 2019

The Local Government Leadership Academy's 2020 Leadership Forum will be held Wednesday to Friday, February 5-7 in Richmond. This year's theme is: *Inclusive Leadership: Respectful, Collaborative, Engaged*. The Forum will provide elected officials with tools that strengthen relationships with colleagues, staff and the public and recognize the diversity of people and perspectives that make up BC communities.

The Forum is a great opportunity for delegates from all corners of BC to network, to learn from and to support each other. Forum participants can also obtain credits towards their LGLA certification.

The Forum is preceded by the UBCM *Electoral Area Directors Forum* from February 4-5. Both events take place at the Radisson Hotel Vancouver Airport in Richmond so that Electoral Area Directors may attend both events and save on travel costs.

Registration is \$350 per person and is available through CivicInfo. Accommodation is provided by Radisson Hotel Vancouver Airport. To book a room under the LGLA/UBCM block and receive a reduced room rate, please call the hotel's central reservations at 1-800-333-3333 or call the hotel directly at 604-279-8384 by January 6th, 2020. Guests can also reserve by email.

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Regional Board Report

TO: Regional Board

FROM: Brian Reardon
Chief Administrative Officer

DATE: December 2, 2019

SUBJECT: 2020 Appointments

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To approve committee appointments for 2020.

Executive Summary:

Chair Given has requested that the appointments for 2020 be brought forward for Board consideration. As per Section 218 of the *Local Government Act* appointments of committee members is as follows:

Appointment of select and standing committees

218 (1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.

(2) The chair may establish standing committees for matters the chair considers would be better dealt with by committee and may appoint persons to those committees.

(3) Subject to subsection (4), persons who are not directors may be appointed by the board to a select committee or by the chair to a standing committee.

(4) At least one member of each select and standing committee must be a director.

It has been the Board's practice to review committee appointments, including standing committees, for the upcoming year. For the Board's information, Terms of Reference approved by the Board for the RDCO committees are attached for reference. As noted in the attachment, Advisory Commission appointments are approved by the Board as they expire. The Chair is ex-officio of all Regional District committees; the Vice-Chair ex-officio at the direction of the Chair.

RECOMMENDATION:

THAT the Regional Board approve the 2020 appointments as recommended by Chair Given.

Respectfully Submitted:



Brian Reardon

Prepared by: M. Drouin, Manager-Corporate Services

Attachment(s): - Draft 2020 Appointments
- Terms of Reference: EDC Advisory Board, Audit Committee, Westside Wastewater Treatment Services Stakeholder Committee

REGIONAL DISTRICT OF CENTRAL OKANAGAN 2020 COMMITTEE/COMMISSION APPOINTMENTS

GOVERNANCE COMMITTEE

**Governance & Services
Committee (Committee of the Whole)**

Chair Given (Chair)
 Director Milsom (Vice Chair)
 Director Baker
 Director Bartyik
 Director Basran
 Director Carson
 Director DeHart
 Director Fortin
 Director Johnston
 Director Hodge
 Director Sieben
 Director Stack
 Director Wooldridge
 Councillor Jordan Coble (Westbank First Nation-non-voting)

RDCO COMMITTEES/COMMISSIONS

**Economic Development Commission
Advisory Board**
 (Terms of Reference approved)

Director Bartyik
 Director Carson (alternate)

Audit Committee
 (Terms of Reference approved)

Chair Given (Chair)
 Director Milsom (Vice-Chair)
 Director Baker
 Director Basran
 Director Fortin

**Westside Wastewater Treatment Service
Stakeholder Committee**
 (Terms of Reference approved)

Director Johnston (RDCO)
 Director Milsom (West Kelowna)
 Director Fortin (Peachland)
 Councillor Jordan Coble (WFN)

Parcel Tax Roll Review Panel (when required)
(Legislated CC 204)

Director Bartyik
 Director Carson
 Chair Given (Chair)

EXTERNAL COMMITTEE APPOINTMENTS

Kelowna Airport Advisory Committee

Chair Given

Municipal Finance Authority

Chair Given
Vice-Chair Milsom (alternate)

Okanagan Film Commission

Director Wooldridge
Director Bartyik (alternate)

**BC Rural Centre (previously known as
Southern Interior Beetle Action
Coalition (SIBAC))**

Director Carson

**Sustainable Transportation Partnership
Central Okanagan (STPCO)**

Chair Given (RDCO representative)
Brian Reardon (CAO Committee)

RDCO FUNDED BOARD APPOINTMENTS

Okanagan Basin Water Board

Director Baker
Director Basran
Director Fortin
Director Bartyik (1st alternate)
Director Hodge (2nd alternate)
Director Johnston (3rd alternate)

Okanagan Regional Library

Director Carson
Director Bartyik (alternate)

Sterile Insect Release Board

Director Sieben
Director Baker
Director Hodge (1st alternate)
Chair Given (2nd alternate)

For Information Only - The following appointments are made by the Board as they expire

RDCO COMMISSION APPOINTMENTS (expiry dates as noted)

Agricultural Advisory Commission

Robyn Bunn (3 yr term – Sept 2021)
Kevin Burtch (3 Yr term – Jan 2019-Dec 2022)
Sandra Follack (3 yr term – Sept 2021)
Bob Fugger (3 yr term – March 2020)
Connie Muir (3 yr term - Sept 2021)
Aura Rose (3 yr term – March 2020)
Andreas Wins-Purdy (3 yr term – March 2020)
Anne Skinner, Ministry of Agriculture (advisory only)

Environmental Advisory Commission

Shannen Beckinsale (3yr term – Sept 2021)
Bobby Bedingfield (3 yr term – Aug 2022)
Robert Bonnell (3yr term – Sept 2021)
Tanis Gieselman (3 yr term – March 2020)
Les Gyug (3yr term – Sept 2021)
Jenna Hutchen (3 yr term – Sept 2021)
Rihanna (Ryhane) Moghadas (3 yr term – March 2020)
Mary Ann Olson-Russello - (3 yr term – Nov 2021)
Ian Walker (3 yr term- Sept. 2022)
Barry Jones (3 yr term- Sept. 2022)

**Central Okanagan West Electoral Area
Advisory Planning Commission**

Dave Cousins (4Yr term – Nov 2019-Nov 2023)
Eric Denison (4 Yr term – Jan2019-Dec 2023)
Barb Hayden (4Yr term – Nov2019-Nov2023)
Edward McLean (4Yr term – May 2021)
Keith Nixon (4Yr term – May 2022)
Michael Balfour (4Yr term – May 2022)

(Chair) is Ex-officio of all Regional District committees

(Vice-Chair) is Ex-officio to all Regional District committees at the direction of the Chair

Approved:

RDCO Economic Development Commission Bylaw No. Schedule 'A'



TERMS OF REFERENCE

RDCO Economic Development Commission Advisory Council (COEDC)

1. Economic Development Commission Mandate:

Working in partnership to facilitate and encourage the development of a healthy and dynamic sustainable community economy by supporting existing businesses and encouraging new business investment within the Regional District of Central Okanagan.

To assist with the mandate, the Advisory Council:

- (a) Will serve as a forum for discussion between member municipalities, industry and regional economic service delivery organizations *i.e. Chambers of Commerce, Business Improvement Associations, Community Futures*, as a means to increase RDCO's knowledge of economic development opportunities and needs throughout the Central Okanagan.

2. Composition:

2.1 The composition of the Advisory Council shall be comprised of not less than twenty-five (25) or more than forty (45) persons.

2.2 The Advisory Council will consist of but not limited to:

- (a) One (1) elected official from each Central Okanagan government;
- (b) One (1) economic development or senior leadership staff person from each Central Okanagan government.
- (c) Representative(s) from business and partner organizations including:
 - Accelerate Okanagan,
 - Business Development Bank of Canada,
 - Community Futures of the Central Okanagan,
 - Greater Westside Board of Trade,
 - Kelowna Chamber of Commerce,
 - Kelowna International Airport,
 - Lake Country Chamber of Commerce,
 - Okanagan College,
 - Peachland Chamber of Commerce,
 - Tourism Kelowna,
 - University of British Columbia, Okanagan and
 - Women's Enterprise Centre.

(d) Members at large from key industry sectors including:

- Agriculture,
- Aviation/Aerospace,
- Health Care,
- Construction/Development
- Manufacturing,
- Professional Services,
- Technology, and
- Tourism.

2.3 Executive Committee

(a) The Executive Committee will be composed of no less than three (3) and no more than seven (7) industry members at large currently serving on the Advisory Council.

(b) The executive committee of the Advisory Council to be comprised of a chair, vice-chair and no less three (3) and no more than five (5) Industry members at large.

3. Appointment Process and Term

3.1 Appointment term duration:

- (a) Elected officials to be appointed by their council/boards annually,
- (b) Local government staff to be appointed bi-annually,
- (c) Partner organization representatives to be appointed bi-annually,
- (d) An Industry sector member is appointed bi-annually and may be re-appointed to serve a maximum of two consecutive terms.

3.2 Timing of appointments

- (a) Elected officials to be appointed according to each communities' internal process,
- (b) Local government staff to be appointed according to each communities' internal process,
- (c) Partner organizations to be appointed according to each organization's internal process,
- (d) Industry sector representatives to be appointed beginning January 1st of each calendar year.

3.3 Process of Industry representative appointments

- (a) Call out for Expressions of Interest published in newsletter, social media platforms and to the current members on the COEDC,

(b) Nominations Committee consists of the COEDC Past Chair, Chair and Vice-Chair.

- Nominations Committee reviews resumes submitted from interested persons and applies skills matrix and interview process to determine best candidates to fill vacant seats.

4. Functionality

4.1 Advisory Council to Operate on Consensus

Achieving consensus on matters is the goal of the Advisory Council and every attempt will be made to ensure consensus decision making.

4.2 The Advisory Council's role includes:

- (a) Attend Advisory Council meetings and communicate economic development opportunities of the region.
- (b) Review and make recommendation(s) on the RDCO EDC programming,
- (c) Communicate the RDCO EDC activity reporting to member's organizations.

4.3 Meeting Dates and Materials

- (a) The Advisory Council will generally meet monthly, and every attempt will be made to preschedule meetings one month or more in advance, and provide agendas one week prior to council meetings.
- (b) The Executive Committee will meet monthly in addition to the Advisory Council meetings and every attempt will be made to preschedule meetings one month or more in advance, and provide agendas one week prior to executive council meetings.

4.4 Staff Support - The RDCO's Economic Development Commission will provide administrative and technical support for the COEDC. Typical support functions include:

- Organizing and preparing meeting agendas;
- Distributing the meeting agenda packages to Advisory Council members, posting notices of meetings at the Regional District office;
- Assisting the Advisory Council with special projects such as roundtables, educational and promotional materials and workshops; and
- Assisting the Advisory Council with the process for new appointments including advertising for applicants, review of applications, and bringing appointment recommendations to the RDCO Board for approval.

4.5 Conflicts of Interest

Council members are expected to undertake their responsibilities on an impartial and objective basis. Advisory Council members will act with honesty, integrity and openness.

4.6 Experts and Invited Guests

The COEDC may, from time to time, require experts or other representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject. Such invitations will be agreed to in advance by the Advisory Council Executive Committee Chair.

4.7 Public Relations

Advisory Council members should be careful when speaking in public or to the media in regards to their role on the Council. Opinions expressed should be clearly identified as individual opinions and not representing the Regional District of Central Okanagan.

Regional District of Central Okanagan
Audit Committee

TERMS OF REFERENCE
(amended Dec, 7, 2015)

INTRODUCTION

The Audit Committee will provide additional support to the Board as required for the review of the annual financial statements and operating results of the Regional District.

The Audit Committee reinforces the principle that the administrative function of the Regional District is accountable to the legislative arm of the Regional District, and in turn the legislative arm is accountable to the taxpayers of the Region.

The Committee will provide this oversight, and also coordinate the Administrator's annual review and executive search in the event of a vacancy. The Committee will provide oversight of the collective bargaining process and human resource issues of management and exempt staff.

The Audit Committee is a Standing Committee of Regional Board under the Board's Procedures Bylaw No. 1278.

OBJECTIVE

The objective of the Committee is to make recommendations to Regional Board on the:

- Audit matters of the Regional District as required.
- Legal matters which may have an impact on the Regional District.
- Human resource issues related to Collective Agreement bargaining, management and exempt staff policy line, and the Regional District Administrator's annual review and recruitment.
- Any other matter which may impact on the efficiency and effectiveness of Regional District operations, or that will significantly impact Regional District assets.

SCOPE OF WORK

To achieve this objective, the Audit Committee will undertake the following activities:

- Review any audit matters as necessary and make recommendations to the Regional Board.
- Recommend 'value for money audits' in various operations of the Regional District as deemed necessary and to review results of these audits.
- Have regard for potential impact on Regional District assets, especially future liabilities that may be created by natural or other significant events.
- Provide oversight of the collective bargaining process for all Regional District labour agreements.
- Coordinate the annual Regional District Administrator's review process making recommendations to Regional Board.

- Coordinate the executive search process in the event the Regional District Administrator's position becomes vacant.

MEMBERSHIP

The Board Chair, as a representative of the electoral areas, Vice Chair, and the mayors of the member municipalities.

CHAIR

The Chair of the Committee shall be the Chair of the Regional Board.

APPOINTMENT AND TERM

Membership shall run concurrent with their Regional Board term.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term by the Chair.

The Committee may appoint sub-committees to deal with any special matters coming within the scope and jurisdiction of the Committee. Any sub-committee so created will report to the Committee.

MEETING PROCEDURES

The Committee shall meet annually to review the performance of the Regional District Administrator. The Chair shall call meetings of the Committee as required.

Unless otherwise authorized by Division 3 of Part 4 of the *Community Charter* or Regional District of Regional Board Procedure Bylaw No. 1278, all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda shall be forwarded electronically to the Regional District Corporate Services Department at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared by the staff liaison and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Services for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the Regional District-at-large.

CONFLICT OF INTEREST

Committee members must abide by the conflict of interest provisions of the Community Charter and Regional District Procedure Bylaw.

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

VOTING

All members of a committee, including the chair, vote on every question unless they have declared a conflict of interest and left the meeting.

Members who do not indicate how they vote, or have left the meeting without declaring a conflict, are counted as having voted for the question.

If the votes are equal for and against, the question is defeated.

REPORTING TO REGIONAL BOARD

Recommendations of the Committee must be adopted by Committee motion prior to presentation to Regional Board.

The Committee will regularly report to Regional Board regarding current activities and recommendations.

The Chair will report to Regional Board on behalf of the Committee.

The Corporate Services Department will ensure Committee agendas and minutes are forwarded electronically for circulation to all Regional Board members.

BUDGET

The routine operations and any special project initiatives of the Committee will be funded by allocations within the Administration budget.

STAFF SUPPORT

Corporate Services, Human Resources, as well as Finance & Administrative Services, will provide staff support for the Committee. Typical support functions include the following:

- Organizing and preparing the agenda, in conjunction with the committee chair;
- distributing the agenda packages to committee members;
- forwarding the agenda to the Committee a minimum of 3 days prior to the meeting and posting a public notice;
- taking and preparing draft minutes;
- forwarding the final minutes to Corporate Services for filing as a public record;
- managing the files of the committee, as necessary;
- maintaining a list of outstanding issues for committee action;
- in conjunction with the Chair, drafting Committee reports to Regional Board;
- providing financial and audit information as necessary, and
- providing the position of Regional District Staff on issues discussed by the Committee.

Revised TOR and endorsed by Regional Board: December 7, 2015

Regional District of Central Okanagan
Westside Wastewater Treatment Service
STAKEHOLDER SELECT COMMITTEE
Terms of Reference

October 14, 2010

#245/10 THAT the Regional Board approve the Westside Wastewater Treatment Service Stakeholder Select Committee Terms of Reference.

CARRIED

1 Purpose:

The mandate of the Westside Wastewater Treatment Service Stakeholder Select Committee (the Committee) is to create a forum for discussion between the parties to the service and to create a body to provide recommendations regarding operation of the service to the Central Okanagan Regional District Board regarding wastewater collection and treatment services provided under the service to the District of Peachland, the District of West Kelowna, and the Westbank First Nation (Indian Reserves No. 9 and 10).

To achieve this, the Committee shall:

- (a) address the social, environmental and economic issues and challenges that the Service faces regarding the management, provision, growth, and capacity of wastewater collection and treatment services within the communities; and
- (b) create a Master Joint Operating Agreement to define the working partnership between the Stakeholders and to facilitate these services.

2 Membership:

2.1 Membership has been designated by the Regional Board (April 26, 2010):

#115/10 THAT a Sewer Plant Stakeholder Select Committee be formed, membership consisting of elected officials from the stakeholders: Regional District of Central Okanagan, District of Peachland, District of West Kelowna and Westbank First Nation;
AND THAT the Committee develop its Terms of Reference to be approved by the Regional Board;
AND FURTHER THAT each stakeholder appoint technical staff required to participate in the meetings.

2.2 The Committee shall be comprised of four (4) Voting Members, one from each of the four stakeholders:

- Regional District of Central Okanagan
- District of Peachland
- City of West Kelowna (previously: District of West Kelowna)
- Westbank First Nation

- 2.3 Each jurisdiction is to appoint technical staff to participate in the meetings, and/or to otherwise facilitate the business of the Committee

3 Roles & Responsibilities of the Committee:

3.1 The Committee shall:

- a) review and make recommendations on user and regulatory policies,
- b) review and make recommendations on fiscal policies,
- c) review and make recommendations on the annual budget,
- d) review and make recommendations on proposed changes to fees, levies, or charges,
- e) facilitate the building of community consensus around the future direction of wastewater services,
- f) communicate the Committee's progress to the Regional Board.

4 Functionality:

The Chair

- 4.1 The Chair shall be selected by the Committee from among its voting members and, the Chair shall:
- a) lead the Committee in fulfilling its mandate;
 - b) act as a facilitator, identify points of agreement within the Committee, and generally assist the Committee on resolving those issues where general agreement is lacking;
 - c) act as the spokesperson for the Committee.

Meetings

- 4.2 The Committee shall meet at least 4 times each year--additional meetings may be required to achieve the mandate.

Quorum

- 4.3 A quorum shall be three (3) Voting Members.

Agendas

- 4.4 Agenda items submitted for meetings shall be consistent with the Committee's scope of advice and directly related to the fulfillment of the Committee's mandate.

Minutes

- 4.5 A record of "advice to the Regional Board" will be recorded and noted in meeting summaries which briefly summarize the matters discussed and any conclusions reached. The summaries shall not attribute specific points of view to individual members of the Committee.

Conflict of Interest Guidelines

- 4.6 Committee members are expected to undertake their responsibilities on an impartial and objective basis. Committee members will act with honesty, integrity and openness in advancing the joint process.

Experts and Invited Guests

- 4.7 The Committee may, from time to time, require experts or other representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject of as part of another project or consultation mechanism. Such invitations will be agreed to in advance by the Chair.

5 General:

- 5.1 These terms of reference may be amended from time-to-time by the Regional Board upon recommendation of the Committee, where appropriate.
- 5.2 The key functions of the Committee are to respond to the community wastewater issues and objectives defined above, and
- 5.3 These Terms of Reference constitute a "living" document and as such can be updated to reflect experience gained by the Committee.
- 5.4 The Committee terms of reference are to be interpreted in the context of existing service establishment bylaws, Regional Board policies and the Local Government Act, which requirements will have ultimate application in all matters.

Terms of Reference – Approved by the Regional Board: Oct, 14, 2010

AMENDED - November 22, 2010

#282/10 THAT the October 29, 2010 letter from Westbank First Nation (WFN) regarding the WWTP Select Committee and their appointed alternate to the Committee be received; AND FURTHER THAT the Board supports WFN's appointed alternate, Hilary Hettinga, Manager of Development Services, to the WWTP Select Committee and that the alternate be allowed to vote at committee meetings.

AMENDED - February 10, 2011

#37/11 THAT the Terms of Reference for the Westside Wastewater Treatment Service Stakeholder Select Committee be amended to include discussion on the service of the Westside Waste Disposal & Recycling Centre.