



**Regional District of
Central Okanagan**

INTERIM COMMITTEE REVIEW

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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

PURPOSE OF THE REVIEW

The Regional District of Central Okanagan (RDCO) has undertaken an interim review to assess the work of one standing committee and three advisory committees to explore potential paths forward to improve the structure of the committees and overall effectiveness and value of the role they play in supporting the RDCO Regional Board and staff.

The committees included in this review are:

- ▶ Electoral Area Services Committee
- ▶ Agricultural Advisory Committee
- ▶ Environment and Climate Advisory Committee
- ▶ Planning Advisory Committee

This facilitated review, led by third-party consultant, Martin Bell Consulting Inc., evaluates the Terms of Reference, function, and processes of these four committees and aims to address feedback from committee members regarding the clarity and value associated with them.

KEY FINDINGS AND INSIGHTS

The review included the following steps to foster a clear understanding of the current state of the four committees and legislative requirements and constraints:

- ▶ Review of the legislative framework governing regional districts and local government committees in British Columbia
- ▶ Review of the Terms of Reference and historical documents associated with each RDCO committee
- ▶ Analysis of the structure of committees of comparable regional districts
- ▶ Assessment of the current committee structure compared to the RDCO strategic priorities
- ▶ Interviews with RDCO staff and committee members

Based on the findings from this approach, several governance challenges have been identified with the existing committee structures:

**Overlapping or
redundant mandates**

**Capacity and resourcing
constraints**

**Inconsistent committee
engagement and
resulting effectiveness**

SUMMARY OF RECOMMENDATIONS

POTENTIAL OPTIONS

Three potential options were developed and explored to address the key challenges identified through the review process:

- ▶ **Option 1:** Maintain all four current committee structures with improvements to clarify mandates, reduce overlap, ensure improved continuity in meeting schedules, delineate roles, and increase reporting.
- ▶ **Option 2:** Consolidate and realign committees to create efficiencies and provide potentially more holistic recommendations to the Regional Board.
- ▶ **Option 3:** Disband or reallocate responsibilities from some of the committees to staff or the Regional Board as a while.

PREFERRED APPROACH

The preferred option based on the benefits and challenges associated with each approach is **Option 2: consolidation and realignment of committees**, and specifically the consolidation of all four committees into a refreshed Electoral Area Services Advisory Committee.

This Electoral Area Services Advisory Committee is envisioned to have an expanded mandate to provide advice on a broader range of items, including their historic involvement with local area services but now also including consideration of climate action and environment, agricultural concerns, and planning and development applications in the electoral areas.

RATIONALE

The preferred option has the greatest potential for enhancing committee input to matters of import for the RDCO's electoral areas while also increasing efficiencies and generating cost savings by reducing staff effort for administrative support. Further, this approach will reduce potential duplication of effort and time delays when matters need to be considered by multiple committees. Combining the four committees into one committee with a broader mandate would also create the potential for a larger, more inter-disciplinary committee member base providing more holistic and timely recommendations to the Regional Board.

One larger committee with greater responsibilities would likely be able to meet more frequently, resulting in enhanced team momentum while also improving the efficiency of reviewing files. This would allow recommendations to be made more regularly to the Board and also eliminate the sense from committee members about inconsistencies in the files upon which they are asked to comment. A revised mandate would further enable the committee to be more involved in long-term policy and planning initiatives and this is something committee members interviewed for this review expressed almost universally as being desirable.

1.0 INTRODUCTION

1.1 BACKGROUND AND SCOPE OF REVIEW

The Regional District of Central Okanagan (RDCO) encompasses four member municipalities, including Kelowna, West Kelowna, Peachland and Lake Country, as well as Central Okanagan East Electoral Area and Central Okanagan West Electoral Area. Westbank First Nation (WFN) is a participant in the RDCO but is not a voting member. They have a unique collaborative relationship with the RDCO and it is presently the subject of the RDCO and WFN joint collaboration on the Indigenous Governance project with the Province of BC to determine a legislative pathway for full membership and voting participation by WFN in the RDCO Board in the future. WFN presently holds an observer status at the RDCO Board table although representatives are asked to participate in Board discussions as any Board member might be – the key difference at this stage being the WFN representative may not vote at the Board. WFN is self-governing and maintains a government-to-government relationship with RDCO and, as such, have been engaged in this process in a manner similar to the RDCO's member municipalities and electoral area representatives.

The Regional Board, which includes the four municipalities, two electoral areas and Westbank First Nation as characterized previously, manages fiscal and policy issues and decision-making for the organization. These decisions are supported by various boards, committees and commissions that undertake work on behalf of the Board or provide advice on a wide range of topics.

This interim review focuses on assessing the functioning of one standing committee and three advisory committees to present options and a recommended path forward to improve the structure of the committees and overall effectiveness and value of the role they play in supporting the RDCO Board and staff in regional governance and service delivery.

The four committees considered in this review include:

- ▶ **Electoral Area Services Committee (EASC):** considers matters related to electoral area services, including annual budget, community parks and community halls, community services, and advocacy to senior levels of government.
- ▶ **Agricultural Advisory Committee:** provides advice on agricultural issues and the potential impact of planning decisions on agriculture in the electoral areas.
- ▶ **Environment and Climate Advisory Committee:** provides advice on environment and climate related applications, projects, programs and policy.
- ▶ **Planning Advisory Committee:** provides advice on electoral area planning matters related to land uses, bylaw and Official Community Plan preparation, and permits issued under Part 14 of the Local Government Act.

This interim review of the current state of the committees has been initiated pursuant to recent feedback from committee members related to a need for updated Terms of Reference for the EASC and clarification on how committee recommendations are considered by the Regional Board due to inconsistencies experienced between committee recommendations and decisions ultimately taken by the Board. The methodology and options laid out in this report aim to capture and address these concerns and identify other challenges and opportunities to improve the how the committees' work aligns with and supports the RDCO Board and staff decision-making processes and strategic priorities.

1.2 METHODOLOGY AND APPROACH

To gather a better understanding of the context of the committees, clarify challenges and opportunities, and explore best practices for regional district committees in British Columbia, the following approach was taken for this review:

- ▶ Review of the Legislative Framework governing regional districts and local government committees in British Columbia
- ▶ Review of the Terms of Reference and historical documents associated with each committee
- ▶ Analysis of the structure of committees of comparable regional districts
- ▶ Assessment of the current committee structure compared to the RDCO strategic priorities
- ▶ Interviews with RDCO staff and committee members

1.3 STRUCTURE OF THE REPORT

This report is structured to establish a general context and understanding of the roles and responsibilities of regional districts in British Columbia, then diving deeper into the governance contexts for local government committees and more specific mandates and history of each of the four committees included in this review. This basis of understanding supports the assessment of the current state of the four committees, including their effectiveness and challenges with the model.

Three potential options have been developed based on the current state and areas for improvement shared, which have been presented with the challenges and opportunities related to each approach.

Finally, this report presents a recommended path forward for the future of these four committees, and the considerations for implementation and next steps.



2.0 LEGAL AND GOVERNANCE CONTEXT

2.1 OVERVIEW OF REGIONAL DISTRICTS IN BRITISH COLUMBIA

The local government system in British Columbia (B.C.) is unique within Canada, comprising 161 municipalities and 27 regional districts. Regional districts are, in effect, federations of municipalities, electoral areas, and sometimes First Nations, that are represented by elected officials on a regional district board.

Regional districts across B.C. vary significantly in population and size. The Regional District of Central Okanagan includes the third largest urban area in B.C. and it is the fourth largest regional district in the province in terms of population.

Regional districts were established in 1965 through an amendment to the *Municipal Act* to improve regional cooperation and to ensure more equitable cost-sharing through a 1965 amendment to the *Municipal Act*. Prior to that time, B.C. lacked a structured form of governance for unincorporated (rural) areas. Although regional districts initially had limited powers, they now have greater power under B.C.'s local government legislative framework and are flexible in the roles they play as service providers to unincorporated electoral areas across the province and in helping achieve regional economies of scale through greater collaboration with municipalities.

The three basic roles of a regional district are to:

- ▶ Provide region-wide services like regional parks and 911 emergency services.
- ▶ Offer inter-municipal services or sub-regional services that benefit all residents in the region.
- ▶ Serve unincorporated communities within electoral areas as the general local government and provide local services like waterworks and fire protection.

Beyond these roles, regional districts have the flexibility to provide a broad range of services based on the needs of the member municipalities and residents.

Regional Boards of Directors govern regional districts and are composed of elected representatives from each electoral area and appointed representatives from municipalities based on population. First Nations participate in different ways across the province, and as noted, WFN participates in the RDCO with an observer status and do not vote on Board matters. Municipal directors remain until their appointing body alters the appointment, while electoral area directors serve four-year terms. Member municipalities lend authority to the regional government, and voting on Board decisions can be weighted or unweighted, depending on the issue.

2.2 LEGISLATIVE AUTHORITY GOVERNING REGIONAL DISTRICT COMMITTEES

Local governments are granted authority and decision-making powers through the *Community Charter* and the *Local Government Act*. These pieces of legislation specify the decision-making processes for local governments and define the organizational structures and regulations necessary for delivering services to their communities.

COMMUNITY CHARTER

The *Community Charter* establishes the framework for all municipalities in British Columbia, except for the City of Vancouver, which adheres to the *Vancouver Charter*. Certain provisions of the *Community Charter* also apply to regional districts.

The *Community Charter* outlines rules and responsibilities for municipalities, including financial management, bylaw enforcement, property taxes, procedures such as adopting bylaws, and other broad powers. These extensive powers enable municipalities to provide services and enact regulations. Additionally, the corporate powers conferred upon municipalities grant them the rights and privileges of a “natural person.” This includes the authority to buy and sell land, hire and manage staff, enter into legal agreements, and initiate or be subject to legal actions.

The *Community Charter* also contains requirements for local government accountability to communities. These rules include requirements for municipalities to consult their residents or obtain electoral approval for certain decisions, mandates for annual reporting, and ethical conduct guidelines for elected officials.

LOCAL GOVERNMENT ACT

The *Local Government Act* is the main legislation for regional districts. It provides the framework for the responsibilities, powers, operations, and structure of regional districts. The *Local Government Act* also applies to municipalities for matters not included in the *Community Charter*. The *Local Government Act* also provides important powers to regional districts and municipalities, such as the power to organize elections and make land use and planning decisions.

The *Local Government Act* also grants the authority to appoint select and standing committees to consider and provide advice to council or a regional board, as well as the power to delegate parts of their powers, duties and functions to committees and commissions.

2.3 ROLE OF REGIONAL DISTRICTS AS THE LOCAL GOVERNMENT FOR ELECTORAL AREAS

Regional districts have two key roles:

1. They serve as the local government for unincorporated, electoral areas.
2. They are regional service providers for services which benefit multiple communities.

A key insight from this review process is the need to **affirm one of the key roles for regional districts is as the local government for the RDCO's electoral areas.**

There is only one electoral area representative for each of Central Okanagan East (Electoral Area East) and Central Okanagan West (Electoral Area West). The RDCO is the local government for these areas and a key distinction here is that this is where the “buck stops” with EA directors. In comparison, municipal elected officials on the RDCO Board, return to and govern their incorporated municipalities with multiple other Council colleagues. This issue is raised here as the local accountability for EA Directors is significant and this responsibility is carried out solely through their activities with the RDCO (there is no other municipal “home base” to which they return after their RDCO Board meetings). This distinction is important to understand in the context of the approaches to governance which will be considered as part of this review.

As the local government for electoral areas within a region, regional districts provide services to communities within electoral areas that are considered necessary by the Board of Directors. These services can vary within the regional district based on the needs of the communities and services provided by members municipalities.

There are a few services that regional governments are required to provide, including emergency planning and capital financing for local governments. Other regional district services are optional and at the discretion of the regional district Board. Some services that are commonly provided by regional governments include:

- ▶ Water supply
- ▶ Sewer service
- ▶ Fire protection
- ▶ Parks and recreation
- ▶ Solid waste management
- ▶ Economic development
- ▶ Animal control
- ▶ Public housing
- ▶ Libraries
- ▶ Emergency services
- ▶ Airports

These services are generally established through a bylaw, with consent from the participating regions to fund the service. A regional district may administer the service directly or enter into an agreement with another public authority, individual, or organization.

The RDCO, for example, provides wastewater treatment, solid waste collection, fire department services, building permits and inspections and planning for the electoral areas. The district also manages regional parks and facilities, dog control, recycling collection, and more for the entire region.

2.4 STANDING AND ADVISORY COMMITTEES

The *Local Government Act* allows regional boards to form select and standing committees, which may include Board directors and non-directors such as community members with specific expertise or interest in the subject matter. The procedural rules for these committees are typically set in the Board procedure bylaw, such as the RDCO’s Board Procedure Bylaw No. 1501.

A regional district Board may delegate some of its authority to a committee or commission. However, many committees are established solely in an advisory capacity, and don’t have direct approval, ownership, or authority over the matters referred to them.

For the purposes of this review, it is important to consider the nature of the committees as well as how they might contribute to more effective and efficient operation of the RDCO Board through approaches including delegation and the use of tools such as consent agendas to advance local area decisions.

The committees included in this interim review are considered as follows:

Standing Committee

- ▶ Electoral Area Services Standing Committee

Advisory Committee

- ▶ Agricultural Advisory Committee
- ▶ Environment and Climate Advisory Committee
- ▶ Planning Advisory Committee

Under British Columbia regional district legislation, the difference between a standing committee and an advisory committee primarily lies in their purpose, authority and composition. **Table 1: Comparison of Standing Committee and Advisory Committee features** summarizes the differences between each feature of a standing committee and an advisory committee. These are then described in greater detail below.

Table 1: Comparison of Standing Committee and Advisory Committee features

FEATURES	STANDING COMMITTEE	ADVISORY COMMITTEE
Purpose	Ongoing function and operations	Specific issues or project advice
Authority	Can be delegated authority from the Regional Board	Advisory only
Composition	Board Directors – elected official (at least 1) and the Board chair has the authority to appoint individuals who are not Directors to the Standing Committee	Public members appointed by the Board. Board Directors, employees or officers of the regional district are ineligible to be members
Duration	Ongoing	Temporary or ongoing

STANDING COMMITTEES

A standing committee manages or oversees ongoing functions or areas of responsibility, such as finance, transportation or planning. These committees have greater decision-making influence, may make recommendations to the Board, and can be delegated authority by the Regional Board. A regional district Board Chair may establish a standing committee and appoint Board members to that committee for matters the chair considers would be better dealt with by committee.

- ▶ **Permanent:** Standing committees are permanent bodies established under the standing rules of the organization.
- ▶ **Specific Responsibilities:** They have specific responsibilities and jurisdictions that are defined in the organization's rules.
- ▶ **Ongoing Role:** These committees continue to function and address issues within their designated areas on an ongoing basis with regular meetings.

The Electoral Area Services Committee (EASC) is a standing committee.

ADVISORY COMMITTEES

Local governments can also establish advisory committees as a means of seeking input from a broad or select stakeholder group on particular issues. Though advisory committees are not set out explicitly in provincial legislation, the ability to seek advice external to the Board is implied in corporate powers.

- ▶ **Advisory Only:** Advisory committees provide input and recommendations to the Regional Board, but cannot be delegated authority, so have no independent decision-making power.
- ▶ **Public Members:** Advisory committees can include Regional Board members and members of the public who have specific expertise or community involvement and can provide unique insights or perspectives.
- ▶ **Temporary:** Advisory committees are often temporary or project-specific, although they may be ongoing if the Board chooses.

For the purposes of this review, the Planning Advisory Committee, the Agriculture Advisory Committee and the Environment and Climate Advisory Committee are all advisory committees per the definition provided above.

OTHER FORMS OF ADVISORY BODIES

As this review process has been established to consider means for more effective and efficient governance and decision-making in the electoral areas, it is important also to consider other types of committees the RDCO might employ in this regard.

SELECT COMMITTEES

Unlike standing committees, select committees are established for specific purposes. The authority to appoint select committees and their members resides with the Board as a whole.

- ▶ **Specific Purpose:** Select committees are usually temporary and are created to address a specific issue or perform a special function that is beyond the authority or capacity of a standing committee.
- ▶ **Defined Duties:** They are created by a resolution that outlines their duties, powers, and the procedures for appointing members.
- ▶ **Limited Duration:** Once the specific task or issue is resolved, the select committee is typically dissolved.

COMMISSIONS

Regional district boards also have the authority to form commissions to distribute their responsibilities or provide insights on operational matters. These commissions are frequently used to manage regional district services, enforce regulations within the district's jurisdiction, oversee property management, or handle interests related to properties owned by the regional district.

2.5 BEST PRACTICES IN COMMITTEE GOVERNANCE

Best practices for local government committee governance include establishing clear and comprehensive Terms of Reference to define the committee's purpose, scope, and responsibilities, allocating appropriate and reasonable resources to support the administration of the committee, and ensuring membership reflects the perspectives and qualifications needed to make informed recommendations.

Specific best practices that help ensure the value and efficacy of committees include:

Alignment with Strategic Priorities

In determining the need for committees and their mandates, it is important to first ask, what are we trying to accomplish? The committees should then be developed with Board and electoral area objectives in mind and this would include support toward achieving strategic goals and in core service delivery.

Clearly Defined Mandates

Ensure each committee has a clearly defined mandate and written Terms of Reference outlining its purpose, authority, responsibilities, participants, meeting expectations, and reporting relationships to the Board.

Respect the Board's Role in Decision-Making

Advisory committees advise. Standing committees may hold votes and provide recommendations but it is important to be clear that committees should not duplicate or override the authority of the Board. Reciprocally, for effective and efficient Board governance, it is important for the Board to actively consider

the opportunities for delegation of decision making and also for the active use of consent agendas in the case of work advanced by standing committees.

Use the Committees Appropriately

Standing committees, which are created by the Board Chair, should typically address ongoing topics of relevance to their members. Advisory committees, also created by the Board chair, provide both professional and local advice and perspectives on matters of import to the region and Board. They are not, however, vested with decision making authority and this distinction is important to be shared with those considered for participation on committees.

Establish Regular Meeting Dates

It is important for committees to develop a sense of team, collaboration and momentum in order to be effective. Regular scheduled meeting dates at a reasonably frequency (e.g. no less than quarterly) contribute to this best practice.

Include Diverse Membership

Consider committee approaches and structures which enable diverse membership and participation by non-elected members which might include Indigenous perspectives (e.g. on governance, traditional land use, knowledge keepers, etc.), professionals, subject matter experts, and stakeholders particularly as it pertains to planning, environmental or economic development considerations.

Ensure Transparent Appointment Processes

As with Board selection and skills matrices for corporate or non-profit boards, it is key to employ a transparent and criteria-based process for selecting committee members. This is particularly true for public appointees or advisory committee appointees. Transparent process leads to increased trust in the committee formation and operations.

Provide Effective Onboarding

While experts and other knowledgeable stakeholders are often appointed to committees for their technical or personal skills, they often do not have experience or knowledge of the RDCO, regional districts, procedures bylaws and the role of committees. As such, effective onboarding and launch processes which clarify strategic priorities, roles and responsibilities for members and the committee, considerations around conflicts of interest, and regional district legislation, powers, governance and operations are necessary for committee member success and satisfaction.

Maintain Consistent Rules of Procedure

All committees should follow standard meeting procedures aligned with the Board's procedure bylaws and these should function comparably across committees to ensure continuity and predictable operation. This makes things more efficient and effective and reduces issues in onboarding.

Define Conflict of Interest Rules

Ensure the committee members understand the conflict-of-interest rules which apply to them and the regional district per the *Community Charter* and the *Local Government Act*.

Set Clear Reporting Expectations

Committees should meet regularly per their terms of reference and should also have clear and consistent reporting to the Board. Recommendations from the committees should be clearly documented in terms of their considerations and aligned with corporate and Board reporting and decision-making formats.

Provide an Effective Staff Liaison

Provide a dedicated staff member from the regional district to support the committee. The committee members should be clear about who the staff member is, their ability to contact them and where they reside in the organization. The staff member would be asked to provide policy support, prepare agendas and minutes, and ensure continuity and follow through for the committee in its regular communication with the Board.

Promote Interjurisdictional Collaboration

Where appropriate and aligned with the Board's strategic priorities (e.g. Truth and Reconciliation) consider joint committees or intergovernmental working groups (e.g. with First Nations, neighbouring regional districts or municipalities) in order to improve coordination and collaboration.

Annual Assessment

Each committee should be assessed annually (or at the very least, bi-annually) to determine their effectiveness in working on behalf of the regional district to assist in advancing key priorities. Typically, this assessment is completed based on established performance measures.

3.0 HISTORY AND MANDATE OF EACH COMMITTEE

3.1 PLANNING ADVISORY COMMITTEE (PAC)

PURPOSE AND MANDATE

The Planning Advisory Committee (PAC) provides the RDCO Board with local perspective and expertise on how planning policy and permit issuance may impact the RDCO Electoral Areas. This includes:

- ▶ Official Community Plan development or amendment
- ▶ Zoning Bylaw development or amendment
- ▶ Development approval requirements and the Development Application Procedures Bylaw
- ▶ Development Permits within commercial, industrial, intensive residential, or multi-family residential Development Permit Areas
- ▶ Temporary Use Permits
- ▶ Development Variance Permits

The PAC may also serve as a working group to provide guidance on specific matters related to the committee's mandate.

HISTORICAL EVOLUTION

The initial Regional District of Central Okanagan Advisory Planning Commissions were established in 1969. These commissions provided advice to the Regional Board, its Committees, and staff on policy amendments concerning Regional Planning matters, focusing on the potential impacts on the community.

In 2008, the Regional District of Central Okanagan Advisory Planning Commissions Bylaw No. 1229 established two advisory planning commissions, one for the Central Okanagan West Electoral Area and one for the Central Okanagan East Electoral Area.

In 2023, the Regional District of Central Okanagan Advisory Planning Commissions Bylaw No. 1229, 2008 was repealed, and the current Planning Advisory Committee was established under the Board Procedure Bylaw No. 1501. This transitioned the advisory body from a commission to a committee and established a new Terms of Reference with updated language, formatting and additional corporate services legislative support to schedule and manage the records of the committee. This shift also increased the scope of the committee to its current mandate of advising the regional board on electoral area planning issues related to land uses, bylaw and Official Community Plan preparation, and permits issued under Part 14 of the *Local Government Act*.

3.2 ENVIRONMENT AND CLIMATE ADVISORY COMMITTEE (ECAC)

PURPOSE AND MANDATE

The Environment & Climate Advisory Committee (ECAC) helps the RDCO fulfill its commitment to protect the environment and mitigate and adapt to climate change in the delivery of regional services for present and future generations.

The ECAC's responsibilities include providing advice on strategic planning initiatives, relevant projects, services, and policy development. The committee identifies and reviews opportunities for environmental protection and enhancement, climate change mitigation and adaptation within the Regional District. It also advises on natural environment and climate change matters pertaining to development proposals, applications and referrals from other governmental agencies, and various studies and assessments.

Additionally, the ECAC aims to engage local environmental awareness and promote environmental stewardship and climate change mitigation and adaptation. The committee may also function as a working group to advise on specific delegations as directed by the Regional Board.

Specific matters the ECAC provides advice on include:

- ▶ Impact of development proposals on designated as environmentally sensitive or hazardous.
- ▶ Relevant applications and referrals from other governmental agencies and levels of government.

- ▶ Studies, plans, assessments and professional reports related to topics such as environmental impact, wildfire hazard, storm water management and drainage, groundwater management, flood protection, and climate mitigation and adaptation.
- ▶ Mitigation and enhancement projects that could protect wildlife, wildlife habitat and other ecological and environmental assets
- ▶ Ways to improve local environmental awareness and promote environmental stewardship and climate change mitigation and adaptation.

RELATIONSHIP TO PROVINCIAL AND FEDERAL CLIMATE POLICIES

Provincially, the ECAC's work supports the goals outlined in the Province's CleanBC plan, which aims to reduce greenhouse gas (GHG) emissions and enhance climate preparedness and adaptation. Federally, the committee's initiatives are in line with Canada's 2030 Emissions Reduction Plan and the National Adaptation Strategy, which focus on mitigating climate change impacts and promoting resilience.

- ▶ **Province of BC CleanBC Roadmap to 2030**, which is the Government of BC's plan to protect nature, build a cleaner economy and prepare communities for the future climate, with a target of achieving a 40% reduction in GHG emissions by 2030. Relevant actions in the CleanBC Roadmap include:
 - ▶ Shifting from auto-oriented transportation modes to more sustainable options, such as active transportation and integrated transit-oriented improvements.
 - ▶ Ensuring water and watersheds are protected, healthy and resilient.
 - ▶ Enhancing local government disaster risk reduction and climate adaptation.
 - ▶ Improving public sector organization's ability to track and report climate change data.
 - ▶ Helping BC farmers assess their environmental awareness.
- ▶ **Government of Canada 2030 Emissions Reduction Plan**, which is the Government of Canada's plan to reach its emissions reduction target by 40% below 2005 levels by 2030 and net-zero emissions by 2050. This includes action such as:
 - ▶ Empowering communities to take climate action by providing funding for sustainable regional growth opportunities.
 - ▶ Investing in nature and natural climate solutions to deliver emission reductions from nature-based climate solutions.
 - ▶ Supporting farmers as partners in building a clean, prosperous future.
- ▶ **Government of Canada National Adaptation Strategy**, which aims to create strong, resilient communities that manage climate risks to health, well-being and livelihoods. The National Adaptation Strategy focuses on action across five interconnected systems:
 - ▶ reducing the impacts of climate-related disasters
 - ▶ improving health and well-being
 - ▶ protecting and restoring nature and biodiversity
 - ▶ building and maintaining resilient infrastructure
 - ▶ supporting the economy and workers

EVOLUTION OF MANDATE

The former Environmental Advisory Commission was established in 2000 to advise the Regional Board on environmental matters. The commission's mandate was to review, discuss and make recommendations of support or non-support for various proposals to inform decisions made by the Regional Board on specific applications and contribute to the stewardship of the natural environment.

In 2023, the commission was transitioned to an advisory committee, and the mandate for this new Environment and Climate Advisory Committee was shifted to focus more on climate action. Along with an updated name, and the change from an advisory commission to an advisory committee, the new Terms of Reference for the ECAC included updated language and formatting and additional corporate services legislative support in scheduling and managing the records of the committee. This reframed mandate and Terms of Reference aimed to support the RDCO's strategic priorities related to reducing the region's environmental footprint, connecting with nature, creating a healthy built environment, and adapting to climate change.

3.3 AGRICULTURAL ADVISORY COMMITTEE (AAC)

PURPOSE AND MANDATE

The Agricultural Advisory Committee (AAC) provides local perspectives and expertise regarding the protection and enhancement of agricultural lands within the Regional District of Central Okanagan. This includes advising the Regional Board on agricultural matters and the potential impact of planning decisions on agriculture in the electoral areas. The committee reviews applications under the *Agricultural Land Committee Act* and *Soil Conservation Act*, relevant applications and referrals from other governmental agencies, and assists with the comprehensive review and development of bylaws, official community plans, neighbourhood plans, agricultural plans, farm 'edge' policies, parks and recreation plans, and transportation plans.

The AAC also addresses major development proposals that may impact agriculture, irrigation, drainage, and other water management issues affecting agriculture, as well as the effectiveness of noxious insect and weed control regulations and programs. Additionally, the committee provides recommendations to increase awareness of agricultural issues in the Regional District of Central Okanagan, enhance understanding of agriculture's role in the local and regional economy, address competition for agricultural land, examine legislation for improvements to support agriculture, improve opportunities for joint funding of drainage and irrigation works, and report on the impacts of park and recreation proposals on agriculture.

PROVINCIAL AGRICULTURAL LAND COMMISSION (ALC) INTEGRATION

The Agricultural Land Commission (ALC) is an autonomous provincial agency, independent of the provincial government, that is responsible for administering the ALC Act. The ALC exercises provincial stewardship over the Agricultural Land Reserve (ALR) to protect agricultural lands. One of the goals of the ALC is to support coordinated and collaborative planning with local governments to ensure agricultural lands are protected and available to provide food and other agricultural products for generations to come.

The integration between the AAC and the ALC ensures that local agricultural policies and decisions are consistent with provincial objectives and regulations, promoting sustainable agricultural practices and land

use planning. The AAC reviews ALC applications on behalf of the Regional Board and provides advice for consideration when the Board is making decisions related to application approvals.

The RDCO AAC provides a direct link to farmers and the agricultural sector in the Central Okanagan and represents the local farming community's perspectives on the protection and enhancement of agricultural lands within the RDCO. This early consultation helps identify and resolve potential problems and provides opportunities for suggestions that can benefit the overall process and assist the agricultural industry.

ROLE IN SUPPORTING AGRICULTURAL POLICY

Agricultural Advisory Committees are an effective way for local governments to engage with their farm and ranch communities to develop agricultural policy that meets the unique agricultural context of the region. The AAC generally can support agricultural policy through:

- ▶ Steering agricultural studies, economic plans, and agricultural area plans to completion
- ▶ Assisting with implementation of the plans for the agriculture and food sectors
- ▶ Assisting with the development of agricultural edge policies to enhance land use compatibility
- ▶ Advising on the need for and appropriateness of farm bylaws
- ▶ Steering studies and reports on farm infrastructure needs
- ▶ Proposing local government policies related to farming
- ▶ Advising on opportunities for joint funding of drainage or irrigation works
- ▶ Steering studies on the impacts of transportation corridors and park and recreation proposals
- ▶ Raising agricultural awareness

KEY ACHIEVEMENTS AND CHALLENGES

The RDCO AAC has participated in the process to develop a Regional Agricultural Strategy, which was initiated in 2022. The involvement of the AAC has included providing expert insight, reviewing drafts, and ensuring that agricultural interests were well-represented in the Central Okanagan Agricultural Background Report. The AAC provided technical input and recommendations on how to support and sustain agriculture in the region, and helped guide public engagement, ensuring that the challenges and opportunities facing farmers, ranchers, and other agricultural sector representatives are reflected in the background report.

Beyond development of this strategy, the AAC continues to offer guidance on implementing the strategy, addressing emerging agricultural challenges, and ensuring alignment with provincial and municipal policies.

3.4 ELECTORAL AREA SERVICES COMMITTEE (EASC)

PURPOSE AND MANDATE

The Electoral Area Services Committee (EASC) is a standing committee that addresses electoral area services. Its mandate includes reviewing electoral area financing, services, and advocacy initiatives, making recommendations to the Regional Board as needed.

The committee consists of five voting members: the Directors of Electoral Areas East and West, the Regional Board Chair, an RDCO-appointed Municipal Director, and a Westbank First Nation appointee, along with an alternate member. It oversees matters such as the annual budget, community parks and halls, local services (e.g., water systems, waste collection, business licensing, fire protection, land use planning), and advocacy efforts to higher levels of government.

The EASC may invite staff, organizations, and community representatives to participate in meetings as approved by the Chair. Additionally, the committee collaborates with Syilx/Okanagan governments to strengthen government-to-government relationships and support meaningful reconciliation.

BUDGETING AND DECISION-MAKING AUTHORITY

The EASC is responsible for considering items related to the annual budget, community parks and community halls, community services (such as water systems, solid waste collection, building inspection, business licensing, untidy premises, fire protection, land use planning), and Board-endorsed advocacy initiatives to senior levels of government regarding issues of importance to electoral areas. The committee has the authority to make recommendations to the Regional Board on these matters.

4.0 PRESENT CONTEXT AND EFFECTIVENESS REVIEW

4.1 COMMITTEE COMPOSITION AND MEMBERSHIP

The membership of these four committees aim to represent the perspectives of the community most impacted by the topics included in their mandate to serve as an effective form of stakeholder engagement in the Regional Board's decision-making.

Legislation specifies that 'committees' must include local government elected officials among its members, but advisory bodies can be established with no elected officials as members.

Table 2: Overview of Committee Membership shows a breakdown of the unique aspects of each Committee's membership, including the number of members, unique minimum qualifications, and the preferred composition of each Committee.

The Electoral Area Services Standing Committee, as a standing committee rather than an advisory committee compared to the other three committees included in this review, is composed of elected officials and staff appointments, including:

- ▶ Director, Electoral Area East
- ▶ Director, Electoral Area West
- ▶ Chair, Regional Board
- ▶ Municipal Director, Regional Board (RDCO Appointed)
- ▶ Westbank First Nation (WFN Appointed)

For each of the advisory committees, elected officials and Regional District staff are not eligible for appointment.

In addition to the unique minimum qualifications for each advisory committee, the standard minimum qualifications for the RDCO advisory committees include that members:

- ▶ Reside within the electoral areas of the Regional District of Central Okanagan.
- ▶ Are available to attend most Committee meetings.
- ▶ Are committed to the Committees objectives.
- ▶ Have the ability to objectively review complex applications and planning considerations.
- ▶ Have access to a computer and an e-mail address to receive and respond to communications and information including meetings packages.

Table 2: Overview of Committee Membership

	PLANNING ADVISORY COMMITTEE	AGRICULTURAL ADVISORY COMMITTEE	ENVIRONMENT AND CLIMATE ADVISORY COMMITTEE	ELECTORAL AREA SERVICES COMMITTEE
NUMBER OF MEMBERS	Seven voting members, appointed by the Regional Board.	Five voting members appointed by the Regional Board.	Five voting members appointed by the Regional Board.	Five members appointed by the Regional Board Chair, each with one vote on matters considered by the Committee.
UNIQUE MINIMUM QUALIFICATIONS	Demonstrated interest in community planning and land use	Demonstrated interest in agricultural and community matters	Demonstrated interest in environmental and community matters	<i>None</i>
PREFERRED COMPOSITION	<ul style="list-style-type: none"> ▶ A Syilx/Okanagan representative ▶ Residents from individual communities within each Electoral Area ▶ A diversity of demographic characteristics and professional backgrounds ▶ At least 2/3 of the members of the PAC must be residents of the Regional District of Central Okanagan's Electoral Areas 	<ul style="list-style-type: none"> ▶ Residents from each Electoral Area ▶ A diversity of demographic characteristics and professional backgrounds ▶ A diversity of agricultural professions, practices, sectors, and commodity groups ▶ A designated representative of the Ministry of Agriculture 	<ul style="list-style-type: none"> ▶ Residents from each Electoral Area ▶ A diversity of demographic characteristics and professional backgrounds ▶ At least 2/3 of the members of the ECAC must be residents of the Regional District of Central Okanagan ▶ Academic or technical backgrounds in environmental and climate change related fields 	<i>None</i>

4.2 DECISION-MAKING PROCESSES AND TRANSPARENCY

The decision-making processes and transparency of the Regional District of Central Okanagan's (RDCO) committees are designed to ensure accountability and inclusivity. Each committee is tasked with considering various policy options, evaluating them, and making recommendations to the Regional Board. The committees are subject to procedural rules similar to those that apply to Board meetings, which are outlined in Board Procedure Bylaw No. 1501. This ensures that the decision-making process is documented and accessible to the public. Additionally, the committees often invite staff, organizations, and delegations to participate in meetings, fostering open communication and stakeholder engagement. Transparency is further enhanced by the requirement for committees to include at least one Board director and may include individuals who are not directors. This diverse composition helps ensure that different perspectives are considered in the decision-making process.

4.3 ALIGNMENT WITH REGIONAL PRIORITIES AND POLICY GOALS

The Regional Board's Strategic Priorities for 2023-2026 are:

- ▶ Emergency Preparedness
- ▶ Truth & Reconciliation
- ▶ Transportation
- ▶ Health & Wellness
- ▶ Environment
- ▶ Growth & Development

As shown in **Figure 1: RDCO Strategic Priorities 2023-2026**, the priorities for the region overall differ slightly from the electoral areas. "Environment" is a key regional priority but not listed as an electoral area priority, and "growth and development" is an electoral area priority but not a specific regional priority.



Figure 1: RDCO Strategic Priorities 2023-2026

These priorities were developed through community engagement and serve as a guide for all RDCO initiatives and activities. For the first time, sessions to inform the strategic priorities were held with the Electoral Area Services Committee to inform the needs of Electoral Area East and West.

The alignment between the mandates of each of the four Committees of the Chair are detailed in **Table 3, 4, and 5**.

Table 3: EASC alignment with Regional Board priorities

PRIORITY	COMMITTEE
ELECTORAL AREA SERVICES COMMITTEE	
Emergency Preparedness	<ul style="list-style-type: none"> ▶ The EASC mandate includes reviewing and updating OCPs for the electoral areas, which include provisions for emergency preparedness. ▶ The EASC discusses and recommends policies to guide community development, community safety, fire departments, and emergency preparedness.
Truth & Reconciliation	<ul style="list-style-type: none"> ▶ The EASC explicitly acknowledges its responsibility to align with UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples) and the Truth and Reconciliation Commission's Calls to Action. ▶ It supports government-to-government relationships with Syilx/Okanagan governments, ensuring Indigenous voices are included in decision-making. As part of this, Westbank First Nation is represented as a voting member on the EASC.
Transportation	<ul style="list-style-type: none"> ▶ As part of land use planning, the EASC helps shape transportation infrastructure to support safe and accessible travel for residents in electoral areas. ▶ The EASC plays a role in advocating on behalf of the electoral areas to the Ministry of Transportation and Transit to advance provincial infrastructure to address transportation priorities in the electoral areas.
Health & Wellness	<ul style="list-style-type: none"> ▶ The EASC mandate includes reviewing and updating OCPs for the electoral areas, which include provisions for community health and wellness. ▶ The committee is responsible for community services such as water systems, parks, and waste management, which directly affect public health and quality of life.
Environment	<ul style="list-style-type: none"> ▶ The EASC plays a role in land use planning and solid waste management, ensuring environmental sustainability in electoral areas.
Growth & Development	<ul style="list-style-type: none"> ▶ The EASC addresses various aspects of community development, infrastructure planning, and policy updates for the electoral areas. ▶ The EASC serves as an advocate for the electoral areas with member municipalities and senior levels of government to ensure growth and development initiatives align with the broader provincial and regional planning.

Table 4: PAC alignment with Regional Board priorities

PRIORITY	COMMITTEE
PLANNING ADVISORY COMMITTEE	
Emergency Preparedness	<ul style="list-style-type: none"> ▶ PAC's role in reviewing development applications includes considering potential natural hazards that may impact proposals. This indirectly supports emergency preparedness by ensuring that developments are planned with awareness of risks such as flooding, wildfires, and other natural disasters.
Truth & Reconciliation	<ul style="list-style-type: none"> ▶ The PAC acknowledges the importance of Truth and Reconciliation by committing to update its governance in line with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission Calls to Action.
Transportation	<ul style="list-style-type: none"> ▶ The PAC considers transportation accessibility as part of its review criteria for development proposals. This includes evaluating whether a site is adequately serviced for transportation needs, which helps ensure that developments are accessible and well-integrated with existing transportation infrastructure.
Health & Wellness	<ul style="list-style-type: none"> ▶ Health and wellness are indirectly supported through the PAC's consideration of community interests and the suitability of proposed land uses. By ensuring that developments are appropriate for the community context and adequately serviced (including water supply and wastewater management), the PAC contributes to the overall health and well-being of residents.
Environment	<ul style="list-style-type: none"> ▶ Environmental considerations are a key part of the PAC's review process. The committee evaluates the proximity of proposals to environmental assets and water resources, as well as the potential impacts on these resources. This helps protect and preserve the natural environment within the RDCO.
Growth & Development	<ul style="list-style-type: none"> ▶ The PAC plays a central role in guiding growth and development within the RDCO. It reviews and advises on Official Community Plan developments or amendments, zoning bylaw developments or amendments, and various permits related to development. By providing local perspective and expertise, the PAC ensures that growth and development align with RDCO policies, regulations, and strategic priorities.

Table 5: AAC alignment with Regional Board priorities

PRIORITY	COMMITTEE
AGRICULTURAL ADVISORY COMMITTEE	
Emergency Preparedness	<ul style="list-style-type: none"> ▶ The AAC advises on irrigation, drainage, and water management issues impacting agriculture, which are crucial for mitigating the effects of droughts and floods. ▶ By addressing noxious insect and weed control regulations, the AAC helps prevent agricultural disruptions that could affect food supply resilience during emergencies.
Truth & Reconciliation	<ul style="list-style-type: none"> ▶ The AAC's role in increasing awareness of agricultural issues can include Indigenous perspectives on land stewardship and sustainable farming practices. ▶ The committee's advisory function allows it to support policies that recognize and incorporate traditional Indigenous agricultural knowledge.
Transportation	<ul style="list-style-type: none"> ▶ The AAC provides recommendations on the impact of transportation and utility corridors near or on agricultural land, ensuring that transportation planning considers agricultural viability. ▶ The committee evaluates how planning decisions affect farm owners and workers, including transportation accessibility for agricultural operations.
Health & Wellness	<ul style="list-style-type: none"> ▶ By promoting sustainable agriculture, the AAC indirectly supports local food production, which contributes to community food security and nutrition. ▶ The committee's focus on water resources and environmental protection helps maintain safe and healthy conditions for farming communities.
Environment	<ul style="list-style-type: none"> ▶ The AAC advises on bylaws, community plans, and agricultural plans that contribute to land conservation and sustainable farming practices. ▶ The committee's work on irrigation, drainage, and noxious species control supports ecological balance and protects biodiversity in agricultural areas.
Growth & Development	<ul style="list-style-type: none"> ▶ The AAC assesses the impact of major development proposals on agriculture, ensuring that growth does not undermine agricultural sustainability. ▶ The committee helps address land-use competition and suggests improvements to legislation that protect farmland amidst expanding urbanization.

Table 6: ECAC alignment with Regional Board priorities

PRIORITY	COMMITTEE
ENVIRONMENT AND CLIMATE ADVISORY COMMITTEE	
Emergency Preparedness	<ul style="list-style-type: none"> ▶ The ECAC advises on development proposals and their impact on areas designated as environmentally sensitive or hazardous. This includes reviewing geotechnical, environmental impact, wildfire hazard, stormwater management, drainage, groundwater management, and flood protection studies. By considering these factors, the ECAC supports emergency preparedness by ensuring that developments are planned with awareness of environmental hazards and risks.
Truth & Reconciliation	<ul style="list-style-type: none"> ▶ The ECAC has members that can provide a lens on Syilx/Okanagan traditional knowledge related to environmental and climate decision-making.
Transportation	<ul style="list-style-type: none"> ▶ The ECAC focus on environmental and climate impacts indirectly supports sustainable transportation planning.
Health & Wellness	<ul style="list-style-type: none"> ▶ The ECAC's work on environmental protection and climate change mitigation directly supports health and wellness. By advising on air quality, water quality, and the protection of ecosystems, the committee helps ensure that the community's natural environment is conducive to good health and well-being.
Environment	<ul style="list-style-type: none"> ▶ Environmental protection is at the core of the ECAC's mandate. The committee advises on a wide range of environmental issues, including biodiversity conservation, habitat protection, invasive species management, and climate change mitigation and adaptation. This comprehensive approach ensures that environmental priorities are thoroughly integrated into regional planning and decision-making.
Growth & Development	<ul style="list-style-type: none"> ▶ The ECAC provides advice on development proposals, strategic planning initiatives, and policy development, ensuring that growth and development within the RDCO align with environmental and climate priorities. By reviewing the impact of development on environmentally sensitive areas and advising on best management practices, the committee helps guide sustainable growth and development.

4.4 RESOURCE ALLOCATION AND BUDGETARY CONSIDERATIONS

A key consideration amongst many in the overall evaluation pertains to value for money related to the ongoing operation of the committees. Interviews with RDCO staff have indicated a rough cost of approximately \$3,000 to \$3,500 per meeting for staff time in preparing for, participating in and following up on each committee meeting. A deeper dive analysis was completed as part of this review to test and validate this projected cost for analysis purposes.

RDCO Planning and Development staff are largely unionized. We would then consider the costs for each meeting with a loaded hourly wage, benefit and overhead rate to determine a range of costs per meeting. For the purposes of this analysis, the loaded hourly rate by job classification is projected as follows:

- ▶ Admin support - \$45/hr
- ▶ Planner 1 - \$60/hr
- ▶ Senior/Environmental Planner - \$65/hr

We have assumed 4 work days (28 hours) for preparation, report writing, presentation development, participation and follow up for the committee meeting. For meetings of this nature, for each hour of meeting, we assume one full day of preparation is required.

Based on the assumption the 28/hrs a meeting is reasonable; the cost range would be from approximately \$1,500 to \$2,500 per meeting depending on the mix of team participants required. The top end of this range is somewhat less than anecdotal amounts provided. As such, we have employed the higher end cost developed through this assessment of \$2,500 per meeting in order not to overstate or understate the cost implications.

In simple terms then, when considered with the Terms of Reference for each committee including at least 4 meetings per year, staff time to support the committees in their current configuration is projected to be in the order of \$40,000 per year. Past history suggests some of the committees have met fewer than 4 times annually while others like the Advisory Planning Committee may in fact be required to meet more frequently due to the volume of relevant applications in the Electoral Areas. This interim review did not quantify the “value for money” spent but it is observed that if the committees typically meet fewer than 4 times per year, and on infrequent scheduling, this raises some question about the value of the committees overall.

4.5 COMMUNITY AND STAKEHOLDER PERCEPTION OF VALUE

The community and stakeholder perception of value from the Planning Advisory Committee, the Environment and Climate Advisory Committee, and the Agricultural Advisory Committee of the Regional District of Central Okanagan is generally centered on their role in ensuring transparent, informed, and inclusive decision-making. These committees are seen as important conduits for local knowledge, technical expertise, and public input, helping to shape policies and land-use decisions that reflect regional priorities and values.

The committee work is seen as both useful and valuable by the committee members. The mix of local knowledge and professional participation on the committees is seen to add a needed "lens" which adds value to considerations included by the distinct lenses offered by RDCO staff and the Board.

Stakeholders value their advisory role in balancing growth with environmental stewardship, agricultural preservation, and climate resilience. There is some question from stakeholders about mandate clarity (described in a separate section) but also about the perceived value of the committees (are they valued by the Board or are they a "checkbox" on a community engagement program). Further to this, committee participants have indicated that there is inconsistency in terms of timing and the files they are requested to review and this at times is misaligned with their mandates and team composition. The committees have met infrequently over the past year and this has undermined momentum in team formation and raises questions amongst the committee members about the perceived value of their work by the RDCO Board and staff.

Some committee members suggested that a more streamlined approach may be desirable, particularly in light of the sheer number of home rebuilds post the fires in 2021 and 2023 as a means to enable participation of affected community interests but to limit this to fewer committees and venues such that applicants and their projects might proceed in a more timely manner.

4.6 COMPARATIVE ANALYSIS WITH SIMILAR REGIONAL DISTRICTS

The RDCO’s approach to these four committees has been compared against the four regional districts in British Columbia having similar sized populations:

- | | |
|--|---|
| <ul style="list-style-type: none">▶ Capital Regional District<ul style="list-style-type: none">▶ Population: 460,000▶ Jurisdiction: thirteen municipalities, three electoral areas▶ Regional District of Nanaimo<ul style="list-style-type: none">▶ Population: 170,367▶ Jurisdiction: four municipalities, seven electoral areas▶ Fraser Valley Regional District<ul style="list-style-type: none">▶ Population: 325,000▶ Jurisdiction: six municipalities, eight electoral areas▶ Thompson Nicola Regional District<ul style="list-style-type: none">▶ Population: 143,680▶ Jurisdiction: 11 municipalities, 10 electoral areas | <ul style="list-style-type: none">▶ Regional District of Central Okanagan<ul style="list-style-type: none">▶ Population: 222,000▶ Jurisdiction: four municipalities, two electoral areas. Westbank First Nation participates on a non-voting basis as part of the region’s Indigenous Governance initiative |
|--|---|

It is important to note up front that each regional district is unique in scope, context, services and integration with other local governments and First Nations, so a direct comparison cannot be made, but this review is intended to provide a snapshot comparison to how other regional districts approach committees that have similar mandates of the four included in this review. The details for the committees of each of these four regional districts are included in **Table 7: Comparison to similar regional districts in British Columbia**, along with the RDCO as a baseline.

Table 7: Comparison to similar regional districts in British Columbia

REGIONAL DISTRICT	ELECTORAL AREA SERVICES COMMITTEE	AGRICULTURAL ADVISORY COMMITTEE	PLANNING ADVISORY COMMITTEE	ENVIRONMENTAL AND CLIMATE ADVISORY COMMITTEE
Regional District of the Central Okanagan	Yes	Yes	Yes	Yes
Capital Regional District	<p>Yes</p> <p>Electoral Areas Committee</p> <p>Standing committee that oversees and makes recommendations to the Board regarding services in the electoral areas.</p>	<p>Yes</p> <p>Agricultural Advisory Planning Commission</p> <p>Commission that considers proposed development applications and policies that affect agricultural lands in the Juan de Fuca Electoral Area.</p>	<p>Yes</p> <p>Planning and Protective Services Committee</p> <p>Oversees and makes recommendations to the Board regarding matters related to planning, protective services, and emergency management matters. The Development & Planning Advisory Committee reports through the Planning and Protective Services Committee</p>	<p>Yes</p> <p>Environmental Services Committee</p> <p>Standing committee that oversees and makes recommendations to the Board regarding waste management, resource recovery, climate change and other environmental matters.</p>

Regional District of Nanaimo	Yes	Yes	No	Yes
	<p>Electoral Area Services Committee</p> <p>Considers matters pertaining to current planning approvals and long-range planning, community parks, emergency preparedness, fire protection, bylaw enforcement, building inspection, electoral area services.</p>	<p>Increases awareness of agricultural issues in the RDN, assists in the implementation of the RDN AAP and other agricultural related initiatives, and provides local perspective and expertise to advise the Regional Board on a range of agricultural issues.</p> <p>The last time the Agricultural Advisory Committee met appears to have been in 2019</p>		<p>Climate Action Technical Advisory Committee</p> <p>Provides advice and recommendations to the RDN Board on specific issues emerging or foreseen as having potential local impacts of global climate change.</p>
Fraser Valley Regional District	Yes	No	No	No
	<p>Electoral Area Services Committee</p> <p>Reviews and advises the Board on matters relating to electoral area services.</p>			
Thompson Nicola Regional District	Yes	No	No	No
	<p>Electoral Area Directors Committee</p> <p>Provides advice and recommendations to the Board concerning services and service delivery in electoral areas.</p>			

5.0 POLICY AND GOVERNANCE CHALLENGES IDENTIFIED

5.1 OVERLAPPING OR REDUNDANT MANDATES

Committee members all noted an understanding for efficiency in approvals for rebuilds post the 2021 and 2023 wildfires. Further, there is understanding of the need for new housing construction as directed by the Province of BC in the *Housing Supply Act*.

Committee members noted there can be overlap and duplication in consideration of specific applications between the committees and wondered if there would be a means to streamline these such that they are not reviewed, independently by more than one committee.

5.2 CAPACITY AND RESOURCING CONSTRAINTS

The committees all noted that while their terms of reference consider four meetings per year, some have met fewer times than this over the past few years and some on an inconsistent schedule. While this can create challenges for the committee meetings (e.g. achieving quorum), it also results in challenges in developing momentum for each of the committee teams. Further, meeting inconsistently erodes the sense that the work is in fact necessary and valued. Some have questioned if this is because of a lack of files to consider or due to a lack of planning staff in the Development and Engineering Services department to serve as consistent liaisons for the committees.

5.3 “GETTING TO YES”

Multiple committee members while deeply grateful for the professionalism and care of the RDCO staff assigned to them as liaisons, raised the question about the RDCO’s processes and culture and if the work in the electoral areas was to start from “no” and applicants and others needed to prove why it should be a “yes” rather than adopting a culture of “getting to yes”. This would involve working with applicants collaboratively to help them obtain approvals in a timely manner which are well aligned with RDCO objectives, plans and strategies. In other words, there was deemed to be a need to consider committees and staffing approaches where teams formed to help applicants move forward and beyond zero sum negotiating approaches as the starting point.

5.4 ENGAGEMENT AND EFFECTIVENESS IN DECISION-MAKING

The RDCO Board Chair cited comments from the Electoral Area Services Committee requesting a review of the Terms of Reference. The remaining 3 Committees have had varying degrees of success, (measured by the consistency of the Board acting upon Committee recommendations), which can equate to a low Committee member engagement rate and a low return on the investment of staffing resources.

The Committee members have noted they feel well engaged and heard for their perspectives. Some have raised concerns about inconsistencies between recommendations which go to the Board and the decisions ultimately taken but this again speaks to mandate and understanding of being an advisory committee to an elected Board.

Perhaps of deeper concern was a question from several committee members about the value of the committees and if they were in fact "performative" in the sense of performing a public engagement function simply to check it off a list of inclusion in lieu of fulsomely hearing and considering their knowledge and perspective.

5.5 INCONSISTENT AGENDAS

Committee members also raised they are uncertain why specific files are submitted for their consideration and why others are not. There was a universal sense of appreciation for the work and collaboration with RDCO staff but concern for them was also raised as there is broad understanding of the workloads, particularly in the face of wildfire recovery.

Committee members noted that if committees are to be regular contributors to approval processes, the RDCO requires the staffing levels to ensure consistent participation by the organization's professionals in engaging the committees and ensuring their perspectives are adequately reflected to the Board. There was understanding this would result in increased costs and investments but if the committee work is deemed highly valuable to the RDCO Board and RDCO staff, consideration might be given to increased resource allocation in this regard.

5.6 MANDATE "ALTITUDE"

Committee members noted how much they appreciated working with their fellow committee members and this was universal between all committees considered. Each, however, noted that while they have powerhouse teams of experts combined with local knowledge, there is a tendency to use them for very small or site-specific electoral area files and there isn't enough use or engagement with them on broader policy planning (e.g. OCPs, major policies or plans). There appears to be a misalignment on the mandate "altitude", and this has also led to populating the committees with teams which are likely capable of higher and better contributions than those for which they are presently employed.

Committee members also questioned if the advisory committee approach with committees commenting on specific applications is in fact best for community participation or whether that in fact would be better achieved using select committees with term certain mandates to work on broader matters of policy development (e.g. Official Community Plan updates).

5.7 ORIENTATION AND LAUNCH

Multiple committee members indicated that there was not much done with them in terms of orientation and launch (and this is a best practice in committee governance). If any committees are to go forward and achieve greater efficiency and effectiveness, it will be important to have a more formal, robust and consistent approach to onboarding and launching new committee members.

5.8 LEGAL AND LEGISLATIVE COMPLIANCE CONSIDERATIONS

There was some question raised by committee members about whether the RDCO might amalgamate or disband the advisory committees and how this might fit in both with provincial legislation but also with RDCO bylaws. As noted in the comparative analysis and in the *Local Government Act* and the *Community Charter*, the establishment of the advisory committees and EASC is at the discretion of the RDCO Board Chair. Some

regional districts employ them and some do not. Analysis of the RDCO’s Bylaws by the Corporate Officer and the Director of Development and Engineering also indicated that changes which might amalgamate or eliminate the committees would not run counter to the RDCO’s bylaws.

5.9 EFFICIENCY AND EFFECTIVENESS OF BOARD MEETINGS

Questions and comments have been raised with the Board Chair on duplication between the work of the EASC, and the times those matters need to be reconsidered by the full Board. While there are matters addressed by EASC which must in fact be addressed by the Board as a whole (e.g. bylaw changes), there are matters which EASC can address, vote upon and forward as a recommendation for consideration on a consent agenda for the full Board. It appears there might be confusion or a lack of clarity in this regard. Others noted they wondered about delegated authorities and whether other matters which occur uniquely in the Electoral Areas can be addressed by the EASC instead of taking time up in the broader Board meeting.

6.0 OPTIONS FOR FUTURE GOVERNANCE AND STRUCTURE

Based on the legal and governance context for regional district committees, the present context and effectiveness review, and policy and governance challenges with the existing Committees of the Chair, three potential options for future governance and structure have been identified:

Option 1: Maintain Current Structure with Improvements	Option 2: Consolidation and Realignment of Committees	Option 3: Disbandment or Reallocation of Committees
Retain all four committees but implement governance and mandate improvements.	Merge or realign certain committees for improved efficiency and mandate clarity.	Disband one or more committees and reallocate responsibilities to staff or Regional Board.

1.1 OPTION 1: MAINTAIN CURRENT STRUCTURE WITH IMPROVEMENTS

DESCRIPTION

Keep all four existing committees intact, recognizing that each committee plays an important role in advising the Regional Board on items that are a priority for the RDCO and the community, and play an effective stakeholder engagement role that can be difficult to replicate in other formats. To improve the effectiveness of the four committees, the following improvements could be made:

- ▶ **Revise Terms of Reference to provide greater clarity on roles and responsibilities:** Ensure that each committee has a clearly defined mandate, with specific roles and responsibilities outlined that reduce overlaps and ensure alignment with strategic priorities.
- ▶ **Improve Onboarding and launching processes:** Ensure that all new members appointed to committees have a thorough and robust onboarding and launching process which helps them to clearly understand the committee mandate, its roles, and responsibilities as well as to understand its fit with RDCO policies and conflict of interest considerations.
- ▶ **Resource appropriately:** Based on the interviews, it would appear if the four committee approach is to continue, there would be an increased need for additional staffing in the Development and Engineering Department to complete the work on hand as well as acting as consistent liaisons to the three advisory committees in particular.
- ▶ **Improved reporting on outcomes:** Improve transparency by regularly reporting back to committees on the outcomes of their recommendations and rationale for how their advice was considered and why or why not their recommendation was followed. Again, per above, it is understood there is a relationship to staff resourcing required to achieve this objective.
- ▶ **Establish evaluation metrics and monitoring:** introduce performance evaluations for committees to assess their effectiveness and identify areas for improvement. This could include regular feedback on the efficacy of the committee from members and staff.

By retaining all four committees and focusing on these governance improvements, the organization could benefit from a well-rounded and effective oversight structure that supports its overall mission and objectives. That said, this approach would result in the need for additional budget allocation for staffing in the Development and Engineering department.

BENEFITS

- ▶ Continuity in the advice provided to the Regional Board across the four areas of committee focus.
- ▶ Retain the institutional knowledge of these committees and their members.
- ▶ Continue to have the ability for staff to test presentations at Committee meetings prior to presenting to the Board to gather feedback and refine staff recommendations.
- ▶ These long-standing committees have well-established administration processes and relationships with the Development and Engineering Services team.
- ▶ Distinct advisory committees have greater flexibility and autonomy in reviewing and providing advice on various topics.
- ▶ Advisory committees provide a venue for engagement and representation of community perspectives that may be challenging to replicate through other methods.
- ▶ Revised mandates could establish clearer decision-making authority and streamlined reporting.
- ▶ Revised mandates, clearer decision-making authority, streamlined reporting.

CHALLENGES

- ▶ Each committee requires ongoing resource allocation, at an estimated cost of \$2,500 per meeting.
- ▶ Improving the current governance structure will require staff time dedicated to reviewing Terms of Reference and implementing any changes for reporting, evaluation and communication.
- ▶ Maintaining momentum and member engagement with fluctuating relevancy and volume of files.
- ▶ Increased regulatory changes have increased delegation opportunities, meaning that fewer development applications are submitted to the committees or to the Board for approval.
- ▶ Committee reviews increase the time to process development applications, while the RDCO is aiming to reduce processing times.
- ▶ The Board does not consistently follow Committee recommendations, and occasionally, staff present files to the Board without a committee recommendation to improve the efficiency of development application processing.
- ▶ Members have expressed a concern that they are not adding value to regional governance processes.
- ▶ Development applications often intersect with multiple committees' areas of interest, however presenting to multiple committees can negatively impact approval timelines.
- ▶ It has been difficult attract a candidate pool that meets the minimum qualifications for some committees.

1.2 OPTION 2: CONSOLIDATION AND REALIGNMENT OF COMMITTEES

DESCRIPTION

Merge or realign committees to make better use of committee member and staff time, improve efficiency, and find cost savings for the RDCO. Potential combinations of consolidated or realigned committees could include:

Combine the ECAC and AAC	Combine the Environment and Climate Change Committee with the Agricultural Advisory Committee to a focus on sustainability. This merger will allow for a more holistic approach to addressing issues related to the environment and agriculture, ensuring that sustainable practices are integrated across both areas.
Combine the PAC and the EASC	Integrating the Planning Advisory Committee into the Electoral Area Services Committee . Crossover between these committees in terms of electoral area representation could lead to greater efficiencies in services and advice provided to the Regional Board.
Integrate the ECAC, AAC and PAC into the EASC	Integrate all four committees into a refreshed Electoral Area Services Committee . An advisory committee with a broader mandate and expanded membership would help streamline processes, improve advice provided to the Regional Board by offering a more holistic perspective, and save costs.

BENEFITS

- ▶ Reduced duplication of staff efforts to support committees administratively and in presenting files to multiple committees.
- ▶ Stronger policy alignment among committees to provide more cohesive to the Regional Board.
- ▶ A combined committee would be comprised of a relatively large member base to account for the different areas of interest.
- ▶ The expanded scope and elevated status of the committee may result in a larger candidate pool, allowing the Board to be more selective with its appointees.
- ▶ The larger member base would help enable quorum to be achieved and plan meetings at more regular intervals.
- ▶ A continued focus on professional experience would ensure that the committee remains technically oriented.
- ▶ An interdisciplinary advisory committee would be able to comment on development or policy proposals with potential impacts across multiple domains of knowledge, commenting on specific areas of interest where needed, and providing an overall recommendation that optimizes community outcomes.
- ▶ Being able to hold meetings more regularly would improve efficiency, so more files could be brought to committees for recommendation and files would not be delayed by irregular committee meetings.
- ▶ Committees could provide greater insight into long-term planning and initiatives.

CHALLENGES

- ▶ The transition period required to establish a new, revised committee that combines any number of the existing committees could lead to lack of momentum and a gap in service for the Regional Board.
- ▶ Potential resistance from committee members and the community from a perceived loss of focus on priority areas.
- ▶ Reduced effectiveness in community representation on specific topics and priorities.
- ▶ Increased burden on one committee absorbing the responsibilities of one or more other committees, including more files presented to the committee.
- ▶ A committee with a broader mandate may require additional staff support, offsetting the cost efficiencies of reducing the number of committees overall.

1.3 OPTION 3: DISBANDMENT OR REALLOCATION OF RESPONSIBILITIES

DESCRIPTION

Disband one or more of the committees and reassign tasks to RDCO staff or the Regional Board. Potential options for committees to disband include:

Disband the Agricultural Advisory Committee	The Agricultural Advisory Committee has met the least consistently out of all four committees over the last three years. Reallocating these responsibilities to staff or the Regional Board could provide better oversight and management of agricultural concerns. Engagement with farmers and the agricultural sector on relevant RDCO initiatives could take place through less formal channels.
Disband the Environment and Climate Advisory Committee	Transferring the responsibilities of the Environment and Climate Advisory Committee could streamline decision-making on environment and climate related initiatives. Staff with specialized knowledge in these areas can offer more consistent guidance and support.

Few comparable regional districts have these specific committees, suggesting that alternative models of governance and task management may be more efficient. Consolidating committee functions with existing staff or regional boards can lead to improved resource allocation, reduced administrative overhead, and enhanced responsiveness to district needs. Ultimately, this approach has the potential foster a more agile and effective administration that is better equipped to address the evolving challenges and opportunities within the region.

BENEFITS	CHALLENGES
<ul style="list-style-type: none">▶ Estimated cost savings of \$2,500 per committee meeting held.▶ Improved efficiency for decisions related to agriculture, environment and climate change, which are priority areas for the RDCO.▶ Potential to reduce development application timelines and improve resourcing efficiencies.	<ul style="list-style-type: none">▶ A risk of reduced public engagement on specific topics such as agriculture and climate.▶ Reduced technical and local knowledge contributing to governance decisions.▶ Reduced distribution of decision-making responsibility leading to potential for longer Board meetings and consideration on multiple topics.▶ Reduced level of assurance that Board decisions align with community interests.

7.0 RECOMMENDATIONS AND NEXT STEPS

7.1 PREFERRED OPTION AND RATIONALE

The preferred option to pursue is **Option 2: Consolidation and Realignment of Committees**, and specifically the consolidation of all four committees into a refreshed **Electoral Area Services Advisory Committee** which would be a standing committee. The EASC would have an expanded mandate to provide advice on a broader range of items, including climate action and environment, agricultural concerns, and planning and development applications.

This option has the greatest potential for increasing efficiencies and cost savings in reducing the duplication of staff effort for administrative support and minimizing the need to present to multiple committees. Combining all committees into a broader standing committee could also be designed to create a larger, more inter-disciplinary participant base that can provide recommendations to the Regional Board reflecting a more holistic perspective.

A larger committee with greater responsibilities would likely be able to meet more frequently, improving the efficiency of reviewing files and allow recommendations to be made more regularly to the Board. In specific areas, the Board's consent agenda process could be used to streamline the Board's approval of recommendations coming from the EASC. This would also enable the committee to be more involved in long-term planning and initiatives, something for which the committee members have an expressed interest.

7.2 IMPLEMENTATION ROADMAP

The following steps will need to be taken to consolidate these four committees into a refreshed Electoral Area Services Advisory Committee:

- ▶ Internal RDCO review and confirmation of the preferred approach.
- ▶ Communication to all advisory committee members about the approach and rationale
- ▶ Disband the existing advisory committees (recission of any related resolutions)
- ▶ Review and revise the Electoral Area Services Committee Terms of Reference to establish a new and refreshed mandate for the EASC
- ▶ Facilitated session with existing EASC to review draft Terms of Reference and mandate
- ▶ Consider expanding the current EASC by adding 2 additional elected officials who presently sit on the RDCO Board to participate
- ▶ Consider adding an additional 2 non-Board appointed members, one from each electoral area
- ▶ Consider a "rostering" program such that the EASC may invite volunteer experts to specific meetings to augment their knowledge and conversations on specific topics. Some of those experts might include:
 - ▶ Indigenous governance experts
 - ▶ Indigenous traditional land use experts
 - ▶ Knowledge keepers from WFN
 - ▶ Planners (Urban or Rural)
 - ▶ Engineers

- ▶ Transportation specialists
- ▶ Biologists
- ▶ Hydrologists
- ▶ Agrologists
- ▶ Climate change experts
- ▶ Etc.
- ▶ Establish processes for staff administrative support
- ▶ Ensure resourcing is adequate in the Development and Engineering and Corporate Services Departments to support a refreshed and expanded mandate for EASC
- ▶ Adopt new resolution establishing the EASC with a refreshed terms of reference and mandate
- ▶ Appoint members based on the new Terms of Reference

7.3 TIMELINE FOR DECISION AND REVIEW

The RDCO Board will convene in April 2025 to review this report. It is proposed the consultant would then work with the EASC in a facilitated session to revise the Terms of Reference and mandate for consideration by the Board. It is expected after some additional review post this meeting of the Board that a refreshed terms of reference would be prepared for the EASC and provisions would be made to wind down the three other advisory committees.

7.4 KEY PERFORMANCE INDICATORS FOR SUCCESS

Key performance indicators to track the success of this refreshed Electoral Area Services Advisory Committee could include:

- ▶ Greater frequency of Committee meetings.
- ▶ Rate of Regional Board acting upon Committee recommendations.
- ▶ Service delivery and investment efficiency – reporting out the investment levels and works completed in the Electoral Areas and whether these are delivered on time and on budget.
- ▶ Budget alignment and financial oversight – participation in the budget setting process and follow up on results to demonstrate fiscal responsibility to electoral area residents.
- ▶ Timeliness of decision making – what is the average amount of time taken to review and make recommendations to the Board on land use, service requests or bylaws.
- ▶ Intergovernmental collaboration with Westbank First Nation to address areas of common and shared interest.
- ▶ Resolution of Electoral Area concerns.
- ▶ Satisfaction of Committee members in their role.
- ▶ Resident satisfaction with governance and services as determined by a bi-annual survey process.
- ▶ Increased number of files reviewed, and recommendations made to the Board.
- ▶ Reduced staff time and costs associated with administrative support for committees.

8.0 CONCLUSION

8.1 SUMMARY OF FINDINGS

The interim review of the four RDCO committees has identified several key findings and insights. The current committee structures face challenges related to overlapping or redundant mandates, staff capacity and resourcing constraints, and engagement and effectiveness in decision-making. These challenges have led to inefficiencies and inconsistencies in the committee processes and their contributions to the Regional Board's decision-making.

Three potential options for future governance and structure have been proposed:

1. Maintaining the current structure with improvements,
2. Consolidating and realigning committees, and
3. Disbanding the committees and reallocating responsibilities.

The preferred option is to consolidate and realign the committees into a refreshed Electoral Area Services Committee, a standing committee with an expanded mandate. This approach aims to streamline processes, improve efficiency, and provide more cohesive advice to the Regional Board.

By implementing these changes, the RDCO can enhance the effectiveness and value of its committees, ensuring they better support the organization's strategic priorities and contribute to the overall governance and decision-making processes.

APPENDICES

APPENDIX A: COMMITTEE MANDATES AND TERMS OF REFERENCE



TERMS OF REFERENCE

Electoral Area Services Committee (EASC)

1. Introduction

The Electoral Area Services Committee (EASC) is a ***standing committee*** established and appointed by the Chair of the Regional Board to consider matters related to electoral area services.

2. Mandate

The EASC provides an opportunity to consider or inquire into electoral area financing, services and Board endorsed advocacy initiatives best dealt with by committee, and when required, make recommendations to the Regional Board.

3. Composition

The EASC is comprised of five (5) members* each with one (1) vote on matters considered by the Committee:

- Director, Electoral Area East
- Director, Electoral Area West
- Chair, Regional Board
- Municipal Director, Regional Board (RDCO Appointed)
- Westbank First Nation (WFN Appointed)

*The EASC will also include an alternate. If a member is unable to attend a committee meeting, advance notice is requested to make the appropriate arrangements.

The Chair and Vice-Chair of the EASC standing committee is to be elected annually at the first meeting of each year.

3.1 Appointment and Term

At the direction of the Chair of the Regional Board based on their discretion and upon annual review.

4. Scope

The Committee will consider items for the agenda package as set out in herein, and may consider and make recommendations to the Board on electoral area services, including matters related to:

- Annual budget
- Community parks and community halls;
- Community services, including water systems, solid waste collection, building inspection, business licencing; untidy premises; fire protection; land use planning;
- Board endorsed advocacy initiatives to senior levels of government regarding issues of importance to electoral areas.

The Committee may invite staff, organizations, and delegations to participate in a committee meeting as authorized by the Chair and included as an item on the meeting agenda. These include, but are not limited to, representatives from community associations, service providers and agencies.

Community associations, organizations, and members of the public requesting to appear before the Committee as a delegation, must be in accordance with RDCO Board Policy No. BP8-2018, Delegation/Presentations, as amended.

5. Truth and Reconciliation

The RDCO acknowledges the responsibility to update its governance under the United Nations Declaration on the Rights of Indigenous Peoples UNDRIP, and the Truth and Reconciliation Commission Calls to Action.

Local governments and Indigenous governments working together take actions that support meaningful reconciliation, including how best to collaborate in government-to-government relationships and participate in decisions that affect our communities.

The RDCO is committed to working with the syilx / Okanagan governments on how best to collaborate in government-to-government relationships. Taking actions such as inviting syilx / Okanagan governments to participate in making decisions that affect our communities supports meaningful reconciliation.

6. Meetings (Frequency)

The EASC will meet a minimum of four (4) times per year on meeting dates set annually. Additional meetings may be scheduled upon resolution of the Committee.

7. Meeting Procedures

All committee meetings will follow the procedures found in the Regional Board Procedure Bylaw as amended from time to time.

Meetings must be open to the public and held in the Woodhaven Boardroom at 1450 KLO Road. A meeting which has been in session for three (3) hours from the time the meeting was convened

will be adjourned unless the Board or Committee resolves to extend the meeting by a majority vote of the members present.

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. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

The order of business is to be set out in an agenda package, provided to the Committee members, and posted for the public 72 hours in advance of the meeting. Items for the agenda, including presentation materials, must be forwarded to Corporate Services at least seven working days prior to the meeting date.

Minutes of the meetings will be prepared by staff and signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Officer for record keeping and a copy provided to the Regional Board for their information.

7.1 Conflict of Interest

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.

7.2 Code of Conduct

Committee members must adhere to the Regional Board Code of Conduct and Respectful Workplace policies and as amended.

7.3 Communications

The Chair of the Committee is the spokesperson to the Regional Board for all matters referred to and resolutions made by the Committee. For technical or operational matters, or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer (CAO) or a senior staff member is the appropriate spokesperson. Where necessary and practical, the Committee Chair, Regional Board Chair and CAO confer to determine the most appropriate representative to speak.

7.4 Voting

All Committee members, including the Committee Chair, vote unless they have declared a conflict and left the meeting. Members who do not indicate their vote, are counted as having voted in favour of the recommendation. If the votes are equal for and against, the recommendation is defeated.

7.5 Remuneration

Remuneration will be in accordance with the Regional District of Central Okanagan Board Remuneration Bylaw No. 1421 and as amended.

8. Resources and Support

The RDCO CAO will assign a staff committee liaison to serve as the principal point of contact for committee members, and work with the Chair of the committee to coordinate agenda items.

Corporate Services staff will provide legislative and administrative support for the committee ensuring the committee agendas and related material is distributed to all committee members and posted for the public prior to the meeting, and that the agendas and minutes of each meeting are available as an official record.

Westbank First Nation may provide a WFN committee liaison to provide support to Westbank First Nation's appointee.

***** END OF TERMS OF REFERENCE *****



TERMS OF REFERENCE

Planning Advisory Committee

1. Introduction

The Planning Advisory Committee (PAC) advises the Regional District of Central Okanagan (RDCO) Board on electoral area planning matters relating to land uses, bylaw and Official Community Plan preparation, and permits issued under Part 14 of the Local Government Act. The PAC functions as an Advisory Committee of the Regional Board and is established pursuant to Section 7.9 of Board Procedure Bylaw No. 1501.

2. Mandate

The Committee provides the Regional Board with local perspective and expertise on how planning policy and permit issuance may impact the community in the RDCO Electoral Areas.

3. Scope

The PAC acts in an advisory capacity on electoral area planning matters with respect to land use, community planning, proposed bylaws and permits issued under Part 14 of the *Local Government Act* including:

- Official Community Plan development or amendment
- Zoning Bylaw development or amendment
- Development approval requirements and the Development Application Procedures Bylaw
- Development Permits within commercial, industrial, intensive residential or multi-family residential Development Permit Areas
- Temporary Use Permits
- Development Variance Permits

As directed by the Regional Board, the PAC may also function as a working group to advise on specific delegations as it pertains to the mandate of the Committee.

4. Criteria

In reviewing plans, proposals and other items, the PAC will consider the following:

- The alignment with RDCO policies, regulations and Strategic Priorities;
- The alignment with provincial and federal regulations;
- Community interests, i.e., whether the proposed land use, building siting and development activity is suitable for the community context;
- The potential impact of the proposal on surrounding properties and land uses, i.e., for proposals adjacent to the Agricultural Land Reserve, are appropriate buffering techniques employed to enhance land use compatibility;
- Whether the site is adequately serviced for the proposal, i.e., water supply, wastewater management, drainage, fire protection and transportation accessibility;
- The proposal's proximity to, and potential impacts on, environmental assets and water resources;
- Potential natural hazards that may impact the proposal;

- Where appropriate, possible alternatives to the proposal; and
- Whether appropriate community consultation been undertaken.

For each development application reviewed, the PAC will recommend one of the following options to the Regional Board:

- Support the proposal, as presented;
- Support the proposal, with conditions; or
- Provide a recommendation of non-support.

5. Truth and Reconciliation

The RDCO acknowledges the responsibility to update its governance under the United Nations Declaration on the Rights of Indigenous Peoples UNDRIP, and the Truth and Reconciliation Commission Calls to Action.

Local governments and Indigenous governments working together take actions that support meaningful reconciliation, including how best to collaborate in government-to-government relationships and participate in decisions that affect our communities.

The RDCO is committed to working with the syilx / Okanagan governments on how best to collaborate in government-to-government relationships. Taking actions such as inviting syilx / Okanagan governments to participate in making decisions that affect our communities supports meaningful reconciliation.

6. Membership

Membership of the Committee will be comprised of seven (7) voting members, appointed by the Regional Board.

The following are minimum qualifications to serve on the Committee:

- Reside within the electoral areas of the Regional District of Central Okanagan;
- Demonstrated interest in community planning and land use;
- Available to attend most PAC meetings;
- Commitment to the PAC's objectives;
- Ability to objectively review complex applications and planning considerations; and
- Access to a computer and an e-mail address in order to receive and respond to communications and information including meetings packages.

The preferred composition of the membership will include a syilx/Okanagan representative, residents from individual communities within each Electoral Area and reflect a diversity of demographic characteristics and professional backgrounds.

Student representatives and others that reside outside of the Electoral Areas, but within the Regional District of Central Okanagan may be considered where they have professional expertise or other required qualifications not presented on the Committee. However, at least 2/3 of the members of the PAC must be residents of the Regional District of Central Okanagan's Electoral Areas.

Elected officials and Regional District staff are not eligible for appointment as a voting member of the PAC.

7. Appointment Process and Term

All advisory committee membership vacancies are advertised and follow an application process. All applications are reviewed and appointments to the PAC are made by the Regional Board.

Member appointments will be for a two (2) year term with the ability for reappointment for a second term. All advisory committees and their member appointments will end at the time of a general local election for a new Regional Board (every 4 years).

8. Vacancies

The Regional Board, may, at any time, terminate the appointment of a member at their discretion.

Committee members who are absent for three (3) consecutive meetings will forfeit their appointment unless such absences are authorized by resolution of the committee.

A member of the committee may resign at any time upon sending written notice to the Corporate Officer at the Regional District of Central Okanagan.

9. Chair/Vice-Chair

The Committee will elect a Chair and Vice-Chair annually during the first meeting of a calendar year. In the absence of the Chair and Vice-Chair, the Committee may elect an Acting Chair from those members in attendance.

The Chair, Vice-Chair or Acting Chair is required to be physically present at a meeting and cannot Chair a meeting remotely.

10. Quorums and Voting

Quorum of the Committee is comprised of three (3) members of the Committee for the purpose of conducting business of the Committee.

Majority vote means more than half of the votes of those present on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative. In the event of a tie vote, the question will be defeated.

11. Frequency of Meetings

The Committee will meet a minimum of four times per year.

The meeting schedule will be established and adopted by the PAC annually during the first meeting of a calendar year and can be amended as needed.

Additional meetings may be required for projects, site visits or urgent matters.

12. Agendas and Information Packages

Staff will prepare agendas for each meeting of the Committee and provide the agenda package to members at least 3 working days prior to the meeting date.

The order of business for each meeting will be governed by the agenda. New agenda items may be added by a majority vote of those present.

13. Meeting Procedures

All PAC meetings are held in person and are open to the public at the Regional District Office, 1450 K.L.O Road, Kelowna. Electronic participation at a committee meeting is permitted upon confirmation of available technology, and provided that sufficient voting members are in attendance to reach quorum.

Applicants whose matters appear on an agenda are encouraged to attend and be heard at PAC meetings at which the Committee will consider their application. Attendance by applicants is not mandatory; however, it is recommended so that applicants have an opportunity to answer any questions, which the Committee may have.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the Director of Community Services or their delegate and identified in advance as an item on the meeting agenda.

14. Minutes

The minutes will:

- Record the motion and voting on all resolutions;
- Include anecdotal comments that provide context on pertinent discussions;
- Be adopted at a subsequent Committee meeting;
- Be secured at the Regional District office and signed by the Chair or Vice-Chair as the true record of the decisions made; and
- Once adopted, be provided to the Corporate Officer for circulation to the Board and made available for public viewing on the Regional District's website.

15. Administrative/Technical Support

Community Services staff will provide administrative, technical, and secretarial support for the PAC.

Corporate Services will provide Legislative support including the recruitment process for the appointments of Committee members by the Regional Board.

16. Code of Conduct

The Regional Board Policy No. 2 – 2016 established guidelines for conduct for advisory bodies of the Regional District of Central Okanagan. Advisory bodies must commit to performing their function of office truthfully, faithfully, and impartially to the best of their knowledge and ability while acting in a manner that is respectful, ethical, accountable, responsible, transparent, and open. The Code of Conduct Policy will be provided to committee members during orientation.

17. Conflict of Interest

If a committee member perceives that he or she may have a direct or indirect pecuniary interest in a matter before the Committee or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict, and its general nature.

Upon such a declaration being made, it will be recorded in the minutes of the meeting and the member declaring the conflict:

- Will not participate or vote in any discussion regarding the matter in question;
- Will leave the meeting during consideration of and voting on the matter in question; and
- Will not attempt, in any way, whether before, during or after the meeting, to influence the voting on any aspect of the matter in question.

18. Public Relations

When speaking in public on an issue, PAC members must make clear that opinions expressed are individual and not representing the PAC or the Regional District of Central Okanagan.

Should the Committee be required to address the media, opinions expressed on behalf of the PAC should be communicated by the Director of Community Services or the Chair as appropriate.

On a matter before the Committee, PAC members will not communicate with elected officials directly.

***** END OF TERMS OF REFERENCE *****

<u>Department</u>	<u>Date Approved</u>
Community Services	March 16, 2023



TERMS OF REFERENCE Agricultural Advisory Committee

1. Introduction

The Agricultural Advisory Committee (AAC) advises the Regional District of Central Okanagan (RDCO) Regional Board on agricultural issues and the potential impact of planning decisions on agriculture in the electoral areas. The AAC functions as an Advisory Committee of the Regional Board and is established pursuant to Section 7.9 of Board Procedure Bylaw No. 1501.

2. Mandate

The Committee provides local perspective and expertise on the protection and enhancement of agricultural lands within the Regional District of Central Okanagan.

3. Scope

The AAC provides advice and recommendations to the Regional Board on matters relating to agricultural lands, including:

- Applications initiated under the *Agricultural Land Committee Act* and *Soil Conservation Act*;
- Relevant applications and referrals from other governmental agencies and levels of government;
- Assisting with comprehensive review and/or development of:
 - bylaws;
 - official community plans;
 - neighbourhood plans;
 - agricultural plans;
 - farm 'edge' policies;
 - parks and recreation plans; and
 - transportation plans;
- Major development proposals with potential impact on agriculture;
- Irrigation, drainage and other water management issues impacting agriculture; Effectiveness of noxious insect and weed control regulations and programs; and
- At the request of the Regional Board, review other matters as it pertains to the mandate of the Committee.

The AAC may provide recommendations relating to increasing awareness of agricultural issues in the Regional District of Central Okanagan including:

- Enhancing an understanding of agriculture's role in the local and/or regional economy, including the role of farm owners and farm workers;
- Addressing competition for the agricultural land base;
- Examining legislation to identify improvements to support agriculture;
- Improving opportunities for joint funding of drainage and irrigation works;
- Reporting on the impacts of park and recreation proposals on agriculture; and

- Identifying and effecting change regarding the impact of transportation and utility corridors on or near agriculture.

As directed by the Regional Board, the AAC may also function as a working group to advise on specific delegations as it pertains to the mandate of the Committee.

4. Criteria

In reviewing applications, plans, proposals, or items before the Committee, the AAC will consider the following:

- The effect of the proposal on agricultural potential;
- The effect of the proposal on adjacent Agricultural Land Reserve (ALR) properties and surrounding agricultural production;
- The effect of the proposal on people who rely on farming for their livelihood, including farm owners and farm workers;
- The effect of the proposal on water resources and transportation issues;
- A rating of the priority or impact of the application on the maintenance of the ALR;
- Where appropriate, possible alternatives to the proposal; and
- The identification of issues relating to the protection of the ALR land specific to the application, including the use of appropriate buffering techniques aimed at enhancing land use compatibility.

For each development application reviewed, the AAC will recommend one of the following options to the Regional Board:

- Support the application, as presented;
- Support the application, with conditions; or
- Provide a recommendation of non-support.

5. Membership

Membership of the Committee will be comprised of five (5) voting members appointed by the Regional Board.

The following are minimum qualifications to serve on the Committee:

- Reside within the Regional District of Central Okanagan;
- Demonstrated interest in agricultural and community matters;
- Available to attend most AAC meetings;
- Commitment to the AAC's objectives;
- Ability to objectively review complex applications and planning considerations; and
- Access to a computer and an e-mail address in order to receive and respond to communications and information including meetings packages.

The preferred composition of the membership will include residents from each Electoral Area and reflect a diversity of demographic characteristics and professional backgrounds.

The membership will reflect a diversity of agricultural professions, practices, sectors, and commodity groups and will include a designated representative of the Ministry of Agriculture.

Elected officials and Regional District staff are not eligible for appointment as a voting member of the AAC.

6. Appointment Process and Term

All advisory committee membership vacancies are advertised and follow an application process. All applications are reviewed and appointments to the AAC are made by the Regional Board.

Member appointments will be for a two (2) year term with the ability for reappointment for a second term. All advisory committees and their member appointments will end at the time of a general local election for a new Regional Board (every 4 years).

7. Vacancies

The Regional Board, may, at any time, terminate the appointment of a member at their discretion.

Committee members who are absent for three (3) consecutive meetings will forfeit their appointment unless such absences are authorized by resolution of the committee.

A member of the committee may resign at any time upon sending written notice to the Corporate Officer at the Regional District of Central Okanagan.

8. Chair/Vice-Chair

The Committee will elect a Chair and Vice-Chair annually during the first meeting of a calendar year. In the absence of the Chair and Vice-Chair, the Committee may elect an Acting Chair from those members in attendance.

The Chair, Vice-Chair or Acting Chair is required to be physically present at a meeting and cannot Chair a meeting remotely.

9. Quorums and Voting

Quorum of the Committee is comprised of three (3) members of the Committee for the purpose of conducting business of the Committee.

Majority vote means more than half of the votes of those present on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative. In the event of a tie vote, the question will be defeated.

The Ministry of Agriculture representative is not entitled to vote.

10. Frequency of Meetings

The Committee will meet a minimum of four times per year.

The meeting schedule will be established and adopted by the AAC annually during the first meeting of a calendar year and may be amended as required.

Additional meetings may be required for projects, site visits or urgent matters.

11. Agendas and Information Packages

Staff will prepare agendas for each meeting of the Committee and provide the agenda package to Committee members at least 3 working days prior to the meeting date.

The order of business for each meeting will be governed by the agenda. New agenda items may be added by a majority vote of those present.

12. Meeting Procedures

All AAC meetings are held in person and are open to the public at the Regional District Office, 1450 K.L.O Road, Kelowna. Electronic participation at a committee meeting is permitted upon confirmation of available technology, and provided that sufficient voting members are in attendance to reach quorum.

Applicants whose matters appear on an agenda are encouraged to attend and be heard at AAC meetings at which the Committee will consider their application. Attendance by applicants is not mandatory; however, it is recommended so that applicants have an opportunity to answer any questions, which the Committee may have.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the Director of Community Services or their delegate and identified in advance as an item on the meeting agenda.

13. Minutes

The minutes will:

- Record the motion and voting on all resolutions;
- Include anecdotal comments that provide context on pertinent discussions;
- Be adopted at a subsequent Committee meeting;
- Be secured at the Regional District office and signed by the Chair or Vice-Chair as the true record of the decisions made; and
- Once adopted, be provided to the Corporate Officer for circulation to the Board and made available for public viewing on the committee page of the Regional District website.

14. Administrative/Technical Support

Community Services staff will provide administrative, technical, and secretarial support for the AAC.

Corporate Services will provide Legislative support including the recruitment process for the appointment of Committee members by the Regional Board.

15. Code of Conduct

The Regional Board Policy No. 2 – 2016 established guidelines for conduct for advisory bodies of the Regional District of Central Okanagan. Advisory bodies must commit to performing their function of office truthfully, faithfully, and impartially to the best of their knowledge and ability while acting in a manner that is respectful, ethical, accountable, responsible, transparent, and open. The Code of Conduct Policy will be provided to committee members during orientation.

16. Conflict of Interest

If a committee member perceives that they may have a direct or indirect pecuniary interest in a matter before the Committee or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict, and its general nature.

Upon such a declaration being made, it will be recorded in the minutes of the meeting and the member declaring the conflict:

- Will not participate or vote in any discussion regarding the matter in question;
- Will leave the meeting during consideration of and voting on the matter in question; and
- Will not attempt, in any way, whether before, during or after the meeting, to influence the voting on any aspect of the matter in question.

17. Public Relations

When speaking in public on an issue, AAC members must make clear that opinions expressed are individual and not representing the AAC or the Regional District of Central Okanagan.

In the event the Committee is required to address the media, opinions expressed on behalf of the AAC are to be communicated by the Director of Community Services or the Chair as appropriate.

On a matter before the Committee, AAC members will not communicate with elected officials directly.

***** END OF TERMS OF REFERENCE *****

<u>Department</u>	<u>Date Approved</u>
Community Services	January 19, 2023



TERMS OF REFERENCE

Environment & Climate Advisory Committee

1. Introduction

The Environment & Climate Advisory Committee (ECAC) advises the Regional District of Central Okanagan (RDCO) Regional Board on environment and climate related applications, projects, programs, and policy. The ECAC functions as an Advisory Committee of the Regional Board and is established pursuant to Section 7.9 of Board Procedure Bylaw No. 1501.

2. Mandate

The Committee advises the Regional Board in fulfilling its commitment to protect the environment and mitigate and adapt to climate change in the delivery of regional services for present and future generations.

3. Scope

Responsibilities of the ECAC include:

- Provide advice to the Regional Board on a range of existing and emerging environmental and climate change related issues and trends for:
 - Strategic planning initiatives (ex. Regional Growth Strategy),
 - Relevant projects (ex. Regional Flood Management plan),
 - Services (ex. Solid Waste), and
 - Policy development (ex. Official Community Plan);
- Identify and review opportunities for environmental protection and enhancement, climate change mitigation and adaptation within the Regional District and advise the Regional Board of the same;
- Provide advice to the Regional Board on natural environment and climate change matters pertaining to:
 - Development proposals and the impact on areas designated as environmentally sensitive or hazardous in nature;
 - Relevant applications and referrals from other governmental agencies and levels of government;
 - Studies, plans, assessments and professional reports required in the review of regional initiatives including, but not limited, geotechnical, environmental impact, habitat or biological, wildfire hazard, storm water management and drainage, groundwater management, flood protection, climate mitigation and adaptation matters in nature; and
 - Mitigation and enhancement projects that could further protect aquatic and terrestrial wildlife, its habitat and other ecological and environmental assets;

- Identify and advise on ways to engage local environmental awareness and promote environmental stewardship and climate change mitigation and adaptation; and
- At the request of the Regional Board, review other matters as it pertains to the mandate of the Committee.

As directed by the Regional Board, the ECAC may also function as a working group to advise on specific delegations as it pertains to the mandate of the Committee.

4. Criteria

In review of development applications, plans, proposals or items before the Committee, the ECAC will consider the following:

- Relevant policies and regulations at a local level;
- Best Management Practices;
- Impacts on, but not limited to, air quality, cumulative effects, ecosystems (aquatic and terrestrial), hazard management, invasive species, wildlife corridors, species at risk, water quality and quantity, and climate change mitigation and adaptation;
- Regional Growth Strategy;
- Biodiversity Conservation Strategy for the Okanagan Region; and
- The effect of the proposal on the immediate site and adjacent lands.

For each development application reviewed, the ECAC will recommend one of the following options:

- Support the application, as presented;
- Support the application, with conditions; or
- Provide a recommendation of non-support.

5. Membership

Membership of the Committee will be comprised of five (5) voting members appointed by the Regional Board.

The following are minimum qualifications to serve on the Committee:

- Reside within the Regional District of Central Okanagan;
- Demonstrated interest in environmental and community matters;
- Available to attend most ECAC meetings;
- Commitment to the ECAC's objectives;
- Ability to objectively review complex applications and planning considerations; and
- Access to a computer and an e-mail address in order to receive and respond to communications and information including meetings packages.

The preferred composition of the membership will include residents from each Electoral Area and reflect a diversity of demographic characteristics and professional backgrounds.

Student representatives and others that reside outside of the Regional District of Central

Okanagan may be considered where they have professional expertise or other required qualifications not presented on the Committee. However, at least 2/3 of the members of the ECAC must be residents of the Regional District of Central Okanagan. Elected officials and Regional District staff are not eligible for appointment as voting member of the ECAC.

Although a demonstrated interest in environmental and community matters is a minimum qualification to serve on the ECAC, the following academic or technical backgrounds are favorable:

- Fisheries, wildlife biology, ecology, biogeography;
- Traditional Ecological Knowledge of Syilx tr̓xwúla?xw (land);
- Hydrology, soil science, environmental engineering;
- Water resource management, natural resource management;
- Climate mitigation and adaptation;
- Community and facility energy management;
- Land use planning; and
- Environmental education.

6. Appointment Process and Term

All advisory committee membership vacancies are advertised and follow an application process. All applications are reviewed and appointments to the ECAC are made by the Regional Board.

Member appointments will be for a two (2) year term with the ability for reappointment for a second term. All advisory committees and their member appointments will end at the time of a general local election for a new Regional Board (every 4 years).

7. Vacancies

The Regional Board, may, at any time, terminate the appointment of a member at their discretion.

Committee members who are absent for three (3) consecutive meetings will forfeit their appointment unless such absences are authorized by resolution of the Committee.

A member of the Committee may resign at any time upon sending written notice to the Corporate Officer at the Regional District of Central Okanagan.

8. Chair/Vice-Chair

The Committee will elect a Chair and Vice-Chair annually during the first meeting of a calendar year. In the absence of the Chair and Vice-Chair, the Committee may elect an Acting Chair from those members in attendance.

The Chair, Vice-Chair or Acting Chair are required to be physically present at a meeting and cannot Chair a meeting remotely.

9. Quorums and Voting

Quorum of the Committee is comprised of three (3) members of the Committee for the purpose of conducting business of the Committee.

Majority vote means more than half of the votes of those present on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative. In the event of a tie vote, the question will be defeated.

10. Frequency of Meetings

The Committee will meet a minimum of four times per year.

The meeting schedule will be established and adopted by the ECAC annually during the first meeting of a calendar year and may be amended as required.

Additional meetings may be required for projects, site visits or urgent matters.

11. Agendas and Information Packages

Staff will prepare agendas for each meeting of the Committee and provide the agenda package to Committee members at least 3 working days prior to the meeting date.

The order of business for each meeting will be governed by the agenda. New agenda items may be added by a majority vote of those present.

12. Meeting Procedures

All ECAC meetings are held in person and are open to the public at the Regional District Office, 1450 K.L.O Road, Kelowna. Electronic participation at a committee meeting is permitted upon confirmation of available technology, and provided that sufficient voting members are in attendance to reach quorum.

Applicants whose matters appear on an agenda are encouraged to attend and be heard at ECAC meetings at which the Committee will consider their application. Attendance by applicants is not mandatory. However, it is recommended so that applicants have an opportunity to answer any questions, which the Committee may have.

The Committee may, from time to time, invite resource people or delegations to participate in a Committee meeting. Individuals or delegations must be authorized by the Director of Community Services and identified in advance as an item on the meeting agenda.

13. Minutes

The minutes will:

- Record the motion and voting on all resolutions;
- Include anecdotal comments that provide context on pertinent discussions;
- Be adopted at a subsequent Committee meeting;
- Be secured at the Regional District office and signed by the Chair or Vice-Chair as the true record of the decisions made; and
- Once adopted, be provided to the Corporate Officer for circulation to the Board and made available for public viewing on the committee page of the Regional District website.

14. Administrative/Technical Support

Community Services staff will provide administrative, technical, and secretarial support for the ECAC.

Corporate Services will provide Legislative support including the recruitment process for the appointment of Committee members by the Regional Board.

15. Code of Conduct

The Regional Board Policy No. 2 – 2016 established guidelines for conduct for advisory bodies of the Regional District of Central Okanagan. Advisory bodies must commit to performing their function of office truthfully, faithfully, and impartially to the best of their knowledge and ability while acting in a manner that is respectful, ethical, accountable, responsible, transparent, and open. The Code of Conduct Policy will be provided to committee member during orientation.

16. Conflict of Interest

If a committee member perceives that they may have a direct or indirect pecuniary interest in a matter before the Committee or may, for any other reason, have a conflict of interest, the member must declare their interest or conflict, and its general nature.

Upon such a declaration being made, it will be recorded in the minutes of the meeting and the member declaring the conflict:

- Will not participate or vote in any discussion regarding the matter in question;
- Will leave the meeting during consideration of and voting on the matter in question; and
- Will not attempt, in any way, whether before, during or after the meeting, to influence the voting on any aspect of the matter in question.

17. Public Relations

When speaking in public on an issue, ECAC members must make clear that opinions expressed are individual and not representing the ECAC or the Regional District of Central Okanagan.

In the event the Committee is required to address the media, opinions expressed on behalf of the ECAC are to be communicated by the Director of Community Services or the Chair as appropriate.

On a matter before the Committee, ECAC members will not communicate with elected officials directly.

***** END OF TERMS OF REFERENCE *****

<u>Department</u>	<u>Date Approved</u>
Community Services	February 23, 2023

APPENDIX B: KEY LEGISLATION AND POLICY DOCUMENTS

LOCAL GOVERNMENT ACT

[RSBC 2015] CHAPTER 1

Part 6 — Regional Districts and Their Boards

Division 4 — Board Chair and Committees

Chair and vice chair of board

215 (1)At the first meeting held after November 1 in each year, the board must elect a chair and a vice chair.

(2)The vice chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair.

(3)If the chair and the vice chair are not present at a meeting of the board, the directors present may elect an acting chair who, during that meeting, has all the powers of the chair and is subject to all rules applicable to the chair.

(4)For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

Responsibilities of chair

216 (1)The chair is the head and chief executive officer of the regional district.

(2)In addition to the chair's powers and duties as a board member, the chair has the following duties:

- ▶ (a)to see that the law is carried out for the improvement and good government of the regional district;
- ▶ (b)to communicate information to the board;
- ▶ (c)to preside at board meetings when in attendance;
- ▶ (d)to recommend bylaws, resolutions and measures that, in the chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the board by an enactment;
- ▶ (e)to direct the management of regional district business and affairs;
- ▶ (f)to direct the conduct of officers and employees in accordance with sections 239 [*chair to direct and inspect officers and employees*] and 240 [*suspension of officers and employees*].

This bylaw is a 'consolidated' version and includes amendments as noted below. It is placed on the Internet for convenience only. It is not the official or legal version and should not be used in place of certified copies which can be obtained through the Corporate Services Department. Plans, pictures, other graphics or text in the legal version may be missing or altered in this electronic version.

CONSOLIDATED FOR CONVENIENCE TO INCLUDE
BYLAW NO. 1524, 2023, 1536, 2023 and 1547, 2024.

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1501, 2022

A bylaw to regulate the meetings of the Board of the Regional District of the Central Okanagan and the conduct thereof.

WHEREAS pursuant to the *Local Government Act*, the Regional District Board must by bylaw provide for the procedure that is to be followed for the conduct of its business and the business of its committees;

AND WHEREAS, the Regional District of Central Okanagan has enacted the Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010 and considers that it is necessary to repeal the bylaw;

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

PART 1 - INTERPRETATION

Citation

- 1.1 This bylaw may be cited for all purposes as the "Board Procedure Bylaw No. 1501, 2022"

Application

- 1.2 The rules of procedure as set out in this Bylaw apply to all Meetings of the Board and Committees of the Board except as otherwise provided.
- 1.3 In cases not provided for under the Act, the Charter or this Bylaw, the current edition of *Robert's Rules of Order, Newly Revised* will apply to the extent that those *Rules* are applicable in the circumstances and are not inconsistent with the provisions of this Bylaw, the Act or the Charter.
- 1.4 A rule of procedure that does not originate in the Act or the Charter and does not affect voting may be suspended on a case-by-case basis if two-thirds (2/3) of the Members present agree.
- 1.5 The headings used in this Bylaw are for convenience of reference only and do not form part of this Bylaw to be used in the interpretation of this Bylaw.

- 1.6 If any section, paragraph, or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of the Bylaw.

Definitions

- 1.7 In this Bylaw:

Act means the *Local Government Act*;

Board means the Board of Directors of the Regional District of Central Okanagan;

Board Chair means the Chair of the Board elected pursuant to the Act and this Bylaw;

Chair means, where the context requires, the Chair of the Board elected pursuant to the Act, or the person appointed as the Chair, the Vice Chair or other person presiding at a meeting of the Board or Committee;'

Charter means the *Community Charter*;

Committee means a committee established by the Board as the context requires;

Corporate Officer means the officer assigned corporate administration responsibilities under the Act and includes that officer's deputy or other designate;

Director means a member of the Board, whether as a municipal director or as an electoral area director pursuant to the Act;

Majority Vote means more than half of the votes on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative;

Meeting means a meeting of the Board, or a meeting of a Committee of the Board, as the context requires;

Member means a Director of the Board, or a person appointed to a Committee, as the context requires;

Posting Place means the public bulletin board located in the lobby of the RDCO Administration Building at 1450 KLO Road, Kelowna,

RDCO means the Regional District of the Central Okanagan;

Recording Devices mean any equipment enabling the recording or transmission of sound or visual images;

Regular Meeting means all regularly scheduled meetings;

Special Meeting means a meeting other than a statutory or Regular Meeting, or statutory or regular adjourned meeting.

Specified Place means the location identified in a notice of electronic meeting where the public can attend to hear or watch and hear an open meeting.

PART 2 - ELECTION OF BOARD CHAIR AND VICE CHAIR

General provisions

- 2.1 At the first meeting of the Board after November 1 of each year the regular business of the Regional Board will be preceded by an election for Chair and an election for Vice Chair.
- 2.2 In the year of a general local election, and in other years as required, a ceremonial making of oaths of office by Directors will precede the election of Chair and Vice Chair.

Presiding official

- 2.3 The Corporate Officer will administer the election process and preside until the elections have been completed
- 2.4 The Chair will preside immediately following the declaration of election results for the position of Vice Chair.

Election of Board Chair

- 2.5 The Corporate Officer will call for nominations for the office of Board Chair:
 - (a) A director who has not made an oath of office, or an alternate director, is not eligible to be nominated.
 - (b) Each nomination must be seconded, and the nominee must consent to the nomination.
 - (c) If the nominee is not present at the Meeting, they must have advised the nominator of their consent in writing, and the written consent must be provided to the Corporate Officer, or else such person will not be considered for the position of Board Chair.
- 2.6 If only one candidate is nominated for the office of Board Chair, that candidate will be declared elected by acclamation.

Declaration of election

- 2.7 If more than one candidate is nominated for an office, each candidate will be given two minutes to speak. If a candidate is not present at the Meeting, they may have another Director deliver a prepared speech on their behalf.
- 2.8 At the conclusion of candidates' speeches, an election will be held, and voting will be conducted by secret ballot.
 - (a) Each Director present at the Meeting has one vote in each election for an office.
 - (b) If a Director is participating in the Meeting electronically as permitted under this Bylaw, to cast a vote for the office of Board Chair, they will, at the time the vote is being conducted, telephone the Corporate Officer who will record their vote on a ballot paper and deposit same in the ballot box.
- 2.9 The counting of ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate at the meeting location. The number of votes for each candidate will be announced and, immediately thereafter, the ballots will be destroyed.
- 2.10 The candidate with the most votes for the office of Board Chair will be declared elected to that office.

Tie Vote

- 2.11 In the event of a tie vote that makes the election results inconclusive, the candidates who are tied remain in the election and a new election process will be conducted as outlined in sections

2.5 through 2.9 of this Bylaw.

- 2.12 If a definitive election result cannot be declared after three elections have been held, then the result of the election will be determined by lot between those candidates as follows:
- (a) the name of each candidate is to be written on a separate piece of paper, as similar as possible to all other pieces prepared for the determination;
 - (b) the pieces of paper are to be folded in a uniform manner in such a way that the names of the candidates are not visible;
 - (c) the pieces of paper are to be placed in a container that is sufficiently large to allow them to be shaken for the purpose of making their distribution random, and the container is to be shaken for this purpose;
 - (d) a person who is not a candidate will be asked to withdraw one paper;
 - (e) the candidate whose name is on the paper that was drawn will be declared elected to that office.

Election of Vice Chair

- 2.13 The election for the position of Vice Chair will be subject to the procedures as set out in Sections 2.5 to 2.11 of this Bylaw and commence immediately following the election of Chair.

PART 3 - MEETINGS

Schedule of meetings

- Bylaw 1536
- 3.1 Regular meetings will be held on Thursdays as approved in the annual schedule of meetings adopted no later than the last meeting in November of each year.
- 3.2 Upon resolution of the Board, the time, date, and location of a scheduled meeting may be changed.
- 3.3 Should the Chair determine that there is insufficient business to justify a regularly scheduled meeting the Chair may cancel the meeting upon 72hrs notice.

Location of meetings

- 3.4 All meetings of the Board will be in the Woodhaven Boardroom, RDCO, 1450 KLO Road, Kelowna, B.C. unless the Board agrees in advance to hold the meeting elsewhere.

Notice of meetings

- Bylaw 1536
- 3.5 The Corporate Officer will post the annual schedule of meetings for the following year to the posting place no later than November 30.
- 3.6 In the event of a change to the time, date, or location of a scheduled meeting, the Corporate Officer will provide a minimum of 72hrs notice by sending the notice to members of the regional board and posting to the posting place.
- Bylaw 1536

Special Meetings

- 3.7 In accordance with the Act, on request of the Chair or any two Directors, a Special Meeting must be called by the Corporate Officer who will, at least twenty-four (24) hours before a Special Meeting:
- (a) give advance notice stating the general purpose of the Special Meeting, and the day, hour, and place of the Special Meeting to members of the members of the board electronically and by posting at the posting place.
- 3.8 The notice of a Special Meeting may be waived by a unanimous vote of the Board.

- 3.9 In an emergency, with the consent of the Chair and two Directors, notice of a Special Meeting may be given less than twenty-four (24) hrs before the date of the meeting, and need not be given in writing.

Electronic participation in meetings

- 3.10 Members of the Board who are unable to attend at the Meeting location may participate in a Regular, Special, Committee of the Whole or Standing Committee meeting by means of electronic or other communication facilities under the following conditions:

Bylaw
1524

- (a) The Corporate Officer is advised at least twenty-four (24) hours in advance of a member's intent to participate electronically;
- (b) The Chair must be physically present at the meeting;
- (c) In the event the Chair opts to participate electronically, the Vice-Chair, or other member attending in person and selected by the members, will assume the chair;
- (d) If a member is attending a closed meeting by electronic or other communication means, the member must state at the beginning of the closed meeting that they have assured adequate privacy for the conversation.

- 3.11 A meeting held with electronic participation must enable the meeting's participants, to hear, or watch and hear, the participation of the member.

- 3.12 The Chair may disconnect an electronic participant if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other members to hear, or see and hear, the member who is participating electronically.

- 3.13 In the event of an equipment failure or other occurrence which prevents or limits electronic participation in a meeting:

- (a) The interruption will be treated as if the member had been in attendance physically and left the meeting room;
- (b) The meeting will not be adjourned and may continue provided there is quorum;
- (c) If quorum is lost due to an event of equipment failure for longer than 15 minutes the Corporate Officer will record the names of the members present, and those absent, and adjourn the meeting.

- 3.14 Although every effort will be made to accommodate electronic participation, nothing in this Bylaw shall be construed to guarantee any member electronic access to a meeting.

Electronic meetings

- 3.15 With the approval of the Chair, and provided the electronic meeting notice requirements are met, Regular, Special, Committee of the Whole and Standing Committee meetings of the Board may be conducted by electronic or other communication facilities.

- 3.16 The electronic or other communication facilities for an electronic meeting, except for a meeting that is closed to the public, must enable the public to:

- (a) hear, or watch and hear, the meeting, and
- (b) attend at the specified place to hear, or watch and hear, the proceedings that are open to the public.

- 3.17 If there is an interruption in the communication link of a meeting participant during an electronic meeting, section 3.13 of this Bylaw will apply.

- (a) If the Chair of an electronic meeting leaves the meeting due to equipment failure or other

occurrence, the Vice Chair will be Chair of the meeting until the Chair returns.

3.18 In the event of an interruption of the electronic meeting proceedings due to an event of equipment failure the Corporate Officer will consider the Board proceedings to be suspended until such time the meeting can be resumed.

- (a) If the meeting proceedings are suspended due to an event of equipment failure for longer than 15 minutes the Corporate Officer will record the names of the members present at the time the meeting was suspended, and those absent, and adjourn the meeting.
- (b) Notwithstanding section 3.18 (a), a motion to suspend a meeting beyond 15 minutes may be adopted by at least (2/3) two-thirds of the majority present.

Bylaw
1524

Notice of electronic meetings

3.19 In addition to the notice requirements for Regular, Special, Committee of the Whole and Standing committee meetings, the notice for an electronic meeting must include:

- (a) the way in which the meeting is to be conducted by means of electronic or other communication facilities; and
- (b) the specified place where the public may attend to hear, or watch and hear, the proceedings that are open to the public.

Attendance of public at meetings

3.20 Except where provisions of the Act and Charter apply, all Board and Committee Meetings must be open to the public.

- (a) Where public comment is invited on an agenda item by the Board/Committee with a 2/3 majority vote, five (5) minutes will be allocated to each speaker.

Bylaw
1524

3.21 Before closing a meeting or a portion of a meeting to the public, the Board must pass a resolution in an open meeting closing the meeting in accordance with the Charter *[Meetings that may or must be closed to the public]* and include reference to the section in which the meeting is being closed.

Electronic access to public meetings

3.22 Regular Meetings, Standing and Select Committee meetings of the Board will be livestreamed, and a recording made available at rdco.com.

- (a) Due to limitations related to technology nothing in this Bylaw shall be construed to guarantee the live-stream or video recording of a meeting.
- (b) Minutes of a meeting, approved by the Board or Committee are the official record.

Bylaw
1524

Meetings held outside the regional district boundaries

3.23 As provided in the Act, a meeting of the Board may take place outside the boundaries of the RDCO if the Board passes a resolution to that effect.

PART 4 – QUORUM

4.1 A quorum for a meeting of the Board is a majority of all the Members.

4.2 As soon after the scheduled start of the meeting, the Chair will take the chair and call the meeting to order.

- (a) If the Chair is not present within fifteen (15) minutes after the time appointed for the meeting, the Vice Chair will take the Chair and call the meeting to order.
- (b) If the Vice Chair is absent and no acting Chair has been appointed, the Corporate Officer will call the meeting to order and if a quorum is present, the members will appoint a Chair

for the meeting who will preside for the meeting or until the arrival of the Chair or Vice Chair.

- 4.3 Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the Corporate Officer will record the names of the members present and the meeting will stand adjourned until the next meeting.

PART 5 – MEETING PROCEDURES

Agenda Preparation

- 5.1 Prior to each meeting, the Corporate Officer will prepare an agenda of all items for consideration at the meeting of the Board for approval by the Chief Administrative Officer.
- 5.2 Board meeting agendas and supporting documents will be provided to each member of the board electronically and the agenda posted to the posting place, a minimum of seventy-two (72) hours prior to the start time for each meeting.
- 5.3 If required, the Corporate Officer will provide Addenda materials to members of the board electronically by the day of the meeting, with copies available for members and the public at the meeting.

Order of Business

- 5.4 Unless otherwise determined by resolution of the Board, the order of business of all meetings will be as follows:

(a) Regular Meetings

Bylaw
1524

1. Call to Order and Territorial Acknowledgement
2. Adoption of the Agenda
3. Adoption of Minutes
4. Delegations
5. Removed
6. Department Reports & Bylaws
7. Correspondence
8. Committee and New Business
9. Director Items
10. Motion to Close the meeting
11. Adjourn

(b) Closed

Bylaw
1524

1. Call to order
2. Adoption of the Agenda
3. Adoption of Minutes
4. Closed Meeting Matters
5. Adjourn and reconvene to open meeting

(c) Special

1. Call to order and Territorial acknowledgement
2. Motion to Close the meeting
3. Adoption of the Agenda
4. Special Meeting Matters
5. Adjourn

Adoption of Agenda

5.5 An item not included on the agenda may be introduced at the time adoption of the agenda is being considered, however, a motion to amend the agenda must be adopted by at least (2/3) two-thirds of the majority present.

5.6 Items that may be considered as a late item to a published agenda include:

Bylaw
1536

- (a) items that have been dealt with previously by the board;
- (b) items to receive for information with a decision to be made at a future meeting; and
- (c) items of an emergent nature or circumstance requiring board consideration and action.

Delegations

5.7 Any Member, person, persons, or organization wishing to present a delegation on the Regular Meeting agenda for consideration by the Board, will follow the Board's Delegation/Presentation Policy.

Correspondence

5.8 Information addressed to the Board from local government organizations or other levels of government; RDCO funded organizations; or other correspondence upon request of a Board member and approval of the Chair.

Committee and New Business

Bylaw
1524

5.9 Rise and report considerations, committee minutes and reports, and/or new business added by amending the agenda.

Director items

5.10 Each Director will have an opportunity to publicly announce events happening within their jurisdictions; acknowledge or thank a person, or organization for contributions made within their jurisdictions; and to recognize outstanding achievements within the region. This opportunity is neither to raise administrative matters nor to introduce "New Business" to the agenda.

Adjourn

Bylaw
1524

5.11 If there is no further business to discuss, the Chair will adjourn the meeting. A resolution to adjourn is not required.

Bylaw
1524

5.12 A meeting which has been in session for four (4) hours from the time the meeting was convened will be adjourned unless the Board or Committee resolves to extend the meeting by a majority vote of the members present.

Voting

5.13 When debate on a matter is closed and the Board is ready to vote, the Chair will put the matter to a vote by asking who is in favour of the question, followed by who is opposed.

5.14 Voting will be by a show of hands, by verbal confirmation or as determined by the Chair for electronic participants as permitted under this Bylaw.

5.15 The Chair will state the names of those members voting in the negative and declare the result of the voting by stating whether the motion is carried or is defeated.

5.16 If a member who is present when a vote is taken abstains from voting, the member is deemed to have voted in the affirmative.

5.17 Where the votes on a question are equal for and against, the motion is defeated.

Motions Generally

5.18 The Board or committee may debate and vote on a motion only if it is first made by one member and then seconded by another.

- 5.19 At the direction of the Chair, the Board or Committee may vote separately on each distinct part of a question that is under consideration at a meeting.
- 5.20 When a motion is under debate it is deemed to be in possession of the Board or committee and no motion will be received unless to amend it, to refer it, to table it, to defer it, to withdraw it, to adjourn, or to call the question.

Amendments Generally

- 5.21 Amendments will be voted on in the reverse order to that in which they were moved.
- 5.22 Every amendment submitted will, when requested by any member, be provided verbally by the Corporate Officer, and be decided upon or withdrawn before the main question is called.
- 5.23 Amendments will be allowed to the main motion but only one amendment will be allowed to an amendment.
- 5.24 A motion to refer, until it is decided, will take precedence over the main motion and motions to amend the main motion.
- 5.25 With the approval of the Board, a motion or an amendment may be withdrawn at any time before a vote on the motion or amendment is taken. Motions or amendments that were withdrawn will not be entered into the minutes.

Notice of Motion

Bylaw
1524

- 5.26 A notice of motion will be used when an individual member of the Board would like to request an action of the Board that deviates from current operations, policies, or financial plan.

Bylaw
1524

- 5.27 A notice of motion is prepared, and a written copy of the motion provided to the Chair and Corporate Officer prior to a Regular meeting.

Bylaw
1524

- 5.28 A notice of motion will be placed on the agenda of the next regular meeting for consideration, or other future meeting designated by the member bringing forward the notice of motion.

Bylaw
1524

- 5.29 The motion will be read aloud at the meeting and will appear in the minutes of the meeting as a "Notice of Motion."

Minutes.

- 5.30 Minutes of the proceedings of the Board must be legibly recorded and certified as correct by the Chair and Corporate Officer.
- 5.31 The minutes for all Board meetings will note members who are participating electronically and be a decision only format
- 5.32 The results of each vote will be recorded in the minutes, with the name of any Member who voted in the negative recorded.
- 5.33 The Corporate Officer will ensure that a copy of the minutes of each meeting are distributed to each member prior to the meeting at which they are proposed to be adopted, which will, wherever possible, be in the next meeting agenda package.

- 5.34 Minutes adopted by the Board or committee will be available for public inspection at the RDCO office at 1450 KLO Road, Kelowna during regular office hours, and provided for convenience at rdco.com, except minutes from which the public has been excluded as provided for under the legislation and in this Bylaw.

Bylaw
1524

Bylaws

- 5.35 All bylaws will be read and adopted in accordance with the Act.
- 5.36 Every proposed bylaw will be in written form, have a distinguishing name and distinguishing number and be divided into relevant sections.
- 5.37 A written copy of a bylaw under consideration must be provided to each member of the Board in advance of the meeting at which it is to be considered.
- 5.38 A proposed bylaw may be debated or amended at any time during the first three readings unless prohibited by the Act.
- 5.39 A bylaw is deemed to be read when its title or bylaw number is stated and can be given first, second and third readings at the same meeting by one motion for all three readings.
- 5.40 A bylaw that does not require approval, consent or assent under the Act or any other act before it is adopted, may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least two thirds (2/3) vote of the directors' present.
- 5.41 A motion for readings and adoption of a bylaw may be read together under one resolution using the two thirds (2/3) voting rule.
- (a) The Chair may request that the motion to adopt a bylaw be separated from first three readings.

Bylaw
1536

- 5.42 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting at which it was adopted, it will be placed in the Regional District's records for safekeeping with the dates of its readings, adoption and any required approvals that have been obtained forming part of the bylaw.

Bylaw
1524

PART 6 – KEEPING ORDER

Conduct and Debate at Meetings

- 6.1 Any member of the Board who wishes to speak to any question or motion will address themselves to the Chair.
- 6.2 The Chair will always conduct the manner and order of speaking so that all sides of the question may be as fully presented as the circumstances warrant, and the Chair will ensure that each member be allowed an equal opportunity to speak.
- 6.3 No member will interrupt another member who is speaking except to raise a point of order, and members will always use respectful language in accordance with the RDCO Board Code of Conduct and Respectful Workplace Policies.
- 6.4 Once the Chair has put the question to a vote, a member of the Board will not speak to the question or make a motion concerning it. The Chair's decision as to whether a question has been finally put is conclusive.

Bylaw
1524

Expelling a person

- 6.5 In accordance with the provisions of the Charter, if the Chair considers that another person at the Meeting is acting improperly, the Chair may order that the person is expelled from the Meeting.
- 6.6 If a person who is expelled does not leave the Meeting, a peace officer may enforce the Chair's order as if it were a court order.

Behavior

- 6.7 Those in attendance will refrain from applause, cheering, heckling, booing, inappropriate language, other expressions of emotion, outbursts or criticisms aimed at individuals or groups whether in favor of, or opposition to, any application or argument.
- 6.8 Placards, posters, signs, and other distracting material are not permitted.

Recording devices

- 6.9 Except for audio or video devices necessary for conducting the business of the Regional Board, such devices may only be used or operated during meetings in the locations approved for that purpose, or as permitted on a specific basis by the Chair.
- 6.10 Cell phones or other electronic devices must be set to vibrate or be turned off.
- 6.11 In accordance with the provisions of the Local Government Act, a member must request a leave from the Board if the member is to be absent from meetings of the Board for a period of 4 consecutive regularly scheduled board meetings, or a period of 60 consecutive days.
- Bylaw
1524
- (a) Once notified by the member of their absence, and if required, the Corporate Officer will prepare a resolution for board consideration to approve the requested leave.
- (b) this section does not apply if the absence is due to illness or injury.

PART 7 – COMMITTEES AND COMMISSIONS

In this part ***Terms of Reference*** means a written description of a committee's purpose, objectives and procedures that are in addition to any of the requirements under this Bylaw.

- 7.1 No Board committee may take up business until the terms of reference for that committee have been approved as provided for in this Part.

Committee of the Whole (COTW)

- 7.2 A Committee of the Whole (COTW) of the Regional Board is a standing committee of the Board with one vote for each Director representing Electoral Area East (1), Electoral Area West (1), Westbank First Nation (1), District of Peachland (1), City of West Kelowna (2), City of Kelowna (6) and District of Lake Country (1) on items considered by the committee.

Bylaw
1524

- 7.3 The authority to pass resolutions in a Committee of the Whole is restricted to resolutions of direction to RDCO administration and does not permit a resolution or consideration of a bylaw that is required to be dealt with in an open meeting of the Board.

Bylaw
1524

- 7.4 The Board may resolve to sit as a committee of the whole at any time, upon adoption of a resolution that the Board proceed into Committee of the Whole.

- (a) While in a committee of the whole, Board proceedings will be considered suspended until the committee meeting is terminated, and the Board has passed a resolution to “rise and report to the Board”; or a resolution to “rise without reporting “

Bylaw
1524

7.5 Removed

7.6 Removed

Establishment and Duties of Committees

7.7 A Standing committee, is established, and members are appointed, by the Regional Board Chair.

Bylaw
1524

- (a) General duties include inquiring into, reporting on, and making recommendations to the Board on matters identified in a terms of reference, or received through resolution of the Board.
- (b) Standing committees are deemed to be continuous subject to direction from the Chair of the board.
- (c) A terms of reference for a standing committee is approved by the Board.

- 7.8 A Select committee may be established by resolution of the Board, to consider or inquire into any matter dealing with a specific subject or issue referred by the Board, and to report to the Board following its consideration and inquiry.
- (a) The Select Committee will cease to exist once it has reported its findings, opinions, and recommendations to the Board.
 - (b) The Board may delegate to the Board Chair the establishment of a Select Committee and the appointment of its members.
 - (c) A terms of reference for a select committee is approved by the Board.

7.9 Community advisory committees are comprised of members of the public to act in an advisory role to the Regional Board as established and approved by the Board through a term of reference.

Bylaw
1524

7.10 The Board may establish a Commission regarding a service provided by the RDCO within the authorities delegated to it and as mandated by the Board by bylaw.

Notice

7.11 Notice of Standing, Select and community advisory committee meetings will be provided at least seventy-two (72) hours before a meeting of the committee, by providing to members electronically and posting the time, place, and date of the meeting in the posting place.

Bylaw
1524

Electronic Meetings and Participation

Bylaw
1524

7.12 Electronic participation in a standing, select or community advisory committee or commission is permitted in accordance with sections 3.10 to 3.14 of this Bylaw.

Bylaw
1524

7.13 Notwithstanding section 7.12, electronic participation in a select or community advisory committee meeting will not exceed a number equal to or greater than quorum and may be further limited in the terms of reference for the committee.

7.14 An Electronic Meeting may only be convened for a standing committee, and only in accordance with sections 3.15 to 3.19 of this Bylaw.

Quorum

7.15 The quorum for any committee will be a majority of the members of that committee.

- 7.16 The Board Chair and Board Vice Chair will be ex-officio members of all standing committees but will not be entitled to vote, and will not constitute quorum
- 7.17 Members of the Board who are not members of a committee may attend meetings of the committee and participate by permission of a majority of the Committee members present, but will not be entitled to vote, and will not constitute quorum.

Minutes

- Bylaw 1524 7.18 Minutes of the proceedings of all Committee meetings must be legibly recorded and signed by the Chair of the committee or Member presiding.
- Bylaw 1524 7.19 Minutes are to capture key themes of discussion that reflect the decision of the committee as a collective body. For clarity, there will be no verbatim minutes of the committee identifying specific member comments or questions.
- Bylaw 1524 7.20 Minutes must be open for public inspection as provided in Section 5.34 of this Bylaw.

General

- 7.21 All Standing and Select Committees must include at least one Board Member.
- 7.22 An annual schedule of committee meetings may be established as provided in sections 3.1 to 3.6 of this Bylaw.
- Bylaw 1524 7.23 The term of all community advisory committees and appointment of members will end with the term of the Board as provided through the General Local Election held every four years.
(a) Following the inaugural meeting of a new Board and the election of Board Chair, community advisory committees will be established through approval of a terms of reference, as provided in this Bylaw, for the following four-year term.
- Bylaw 1524 7.24 A committee at its first meeting of each year will appoint the Chair and Vice chair from among the members of the committee, or as provided in the terms of reference.
- 7.25 No recommendation or decision of a committee, except the election of a Committee Chair, will be binding until it has been accepted and approved by the Regional Board, except where the Board has, by bylaw, delegated administrative powers to a Standing Committee.
- Bylaw 1524 7.26 No member of a select or community advisory committee will give specific direction to any staff member at any meeting beyond the scope provided in the terms of reference of the committee. The responsibility of giving specific direction to staff will reside with the full Board at a duly assembled meeting unless otherwise delegated to the Chief Administrative Officer.

PART 8 – PUBLIC HEARINGS: RULES OF PROCEDURE

- 8.1 Public Hearings will be held in the Woodhaven Board Room at 1450 K.L.O. Road in Kelowna immediately preceding a Regular Board Meeting unless the Regional Board passes a resolution changing the time or location of a particular hearing.
- 8.2 Correspondence received from the date of statutory public notice, until 12:00pm of the business day prior to the Public Hearing, will be circulated to the board and made available as part of the public agenda package.
 - a. Any submissions received after 12:00pm the business day prior to the Public Hearing will not be circulated to the Regional Board, but may be presented verbally at the Public Hearing.
 - b. All correspondence received prior to the date of statutory notification will be available through the Development and Engineering Services department.
- 8.3 All persons with an interest in the proposed bylaw which is the subject of a public hearing will be given the opportunity to be heard or to present written submissions on matters contained in the bylaw, after first providing their name and address, or the name and address of the person or body they represent.
- 8.4 The Chair will conduct the Hearing in the following manner:
 - i. Call the meeting to order;
 - ii. Provide the purpose for the Public Hearing;
 - iii. Provide information on the roles of the Chair, Regional Board members and person(s) wishing to speak at the Public Hearing;
 - iv. Request the Corporate Officer provide a summary on how notice was provided, and any correspondence received;
 - v. Request staff to describe the proposed application/amendment, followed by questions from the board as required;
 - vi. Invite the applicant and/or the applicant's representative to comment or elaborate on the application up to a maximum of ten (10) minutes, followed by questions from the board as required;
 - vii. Invite members of the public in attendance, individually or on behalf of an organization, to present their views on the application up to a maximum of five (5) minutes per speaker, followed by clarifying questions from the board as required;
 - viii. Invite the applicant and/or the applicant's representative to respond to comments or questions raised by the public up to a maximum of five (5) minutes;
 - ix. Invite those in attendance to provide any new additional information;
 - x. Close the Public Hearing once all submissions have been heard and/or received and there are no further comments and/or questions.
- 8.5 A Public Hearing may be adjourned to a future date and no further notice of the Hearing is necessary if the time and place for the resumption of the Hearing is stated to those present at the time the Public Hearing is adjourned.

- 8.6 No decision will be made at the public hearing; bylaws that are the subject of the hearing will be debated at a regular meeting of the Regional Board following the close of the public hearing when the bylaw is presented for reading consideration.
- 8.7 No further information, submissions, correspondence, or representations can be considered by the Regional Board after the Public Hearing is closed.

Bylaw
1547

PART 9 - REPEAL

Repeal

- 9.1 Regional District of Central Okanagan Regional Board Procedure Bylaw No. 1278, 2010 as adopted by the Regional Board of the Regional District of Central Okanagan on the 25th day of October 2010 is hereby repealed

Read a first, second and third time this 17th day of February, 2022

Adopted this 17th day of February, 2022

“Original signed by”

CHAIR

“Original signed by”

CORPORATE OFFICER

Chair may require board reconsideration of a matter

217 (1)The chair of a regional district has the same authority as a mayor under section 131 [*mayor may require council reconsideration of a matter*] of the [Community Charter](#).

(2)In exercising the power under subsection (1), the chair may return the matter for reconsideration at the meeting of the board following the original vote, whether or not this is within the 30 day period referred to in section 131 (2) of the [Community Charter](#).

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.

APPENDIX C: REVIEW INTERVIEW PARTICIPANTS

Standing Committee

Electoral Area Services Committee

- ▶ Loyal Wooldridge, RDCO Chair
- ▶ Kevin Kraft, Director, Elector Area East, Electoral Area Services Committee Chair
- ▶ Wayne Carson, Director, Electoral Area West
- ▶ Patrick Van Minsel, Mayor, Peachland
- ▶ Angie Derrickson, Councillor, Westbank First Nation

Advisory Committees

Agriculture Advisory Committee (Advisory Committee)

- ▶ Aaron Godin, Chair
- ▶ Rico Thorsen

Planning Advisory Committee (Advisory Committee)

- ▶ Barb Hayden, Chair
- ▶ David Chattersson
- ▶ Davis Kyle
- ▶ Rolf Van Andrian

Environment and Climate Adaptation Committee (Advisory Committee)

- ▶ Robert Stupka, Chair
- ▶ Jeff Austin
- ▶ Tanis Gieselman
- ▶ Tom Warshawski

Regional District of Central Okanagan

Regional District of Central Okanagan Administration

- ▶ Sally Ginter, Chief Administrative Officer
- ▶ Danielle Noble, Director of Development and Engineering
- ▶ Travis Kendel, Associate Director – Development and Engineering Services
- ▶ Mariah VanZerr, Regional Planning Manager