

Minutes of the **GOVERNANCE & SERVICES COMMITTEE** meeting of the Regional District of Central Okanagan held at Regional District Offices, 1450 KLO Road, Kelowna, BC on Thursday, July 18, 2019

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Directors:

- J. Baker (District of Lake Country)
- M. Bartyik (Central Okanagan East Electoral Area)
- C. Basran (City of Kelowna)
- W. Carson (Central Okanagan West Electoral Area)
- M. DeHart (City of Kelowna)
- C. Fortin (District of Peachland)
- G. Given (City of Kelowna)
- C. Hodge (City of Kelowna)
- D. Findlater, alternate for S. Johnston (City of West Kelowna)
- R. de Jong, alternate for G. Milsom (City of West Kelowna)
- B. Sieben (City of Kelowna)
- L. Stack (City of Kelowna)
- L. Wooldridge (City of Kelowna)
- T. Konek (Westbank First Nation)

Staff:

- B. Reardon, Chief Administrative Officer
- T. Cashin, Director of Community Services
- J. Foster, Manager of Corporate Communications
- C. Griffiths, Director of Economic Development
- D. Komaïke, Director of Engineering Services
- M. Rilkoff, Director of Financial Services
- M. Drouin, Manager - Corporate Services (recording secretary)

**1. CALL TO ORDER**

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

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

**2. ADDITION OF LATE ITEMS**

There are no late items for the agenda

**3. ADOPTION OF THE AGENDA**

**#GS36/19**

STACK/HODGE

THAT the agenda be adopted.

CARRIED unanimously

*Director Baker arrived 8:32 a.m.*

**4. ADOPTION OF MINUTES**

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

**#GS37/19**

WOOLDRIDGE/HODGE

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

CARRIED unanimously

**5. COMMUNITY SERVICES**

5.1 Okanagan Lake Protection Strategy

Staff report dated July 18, 2019 informed the Committee on the proposed Okanagan Lake Protection Strategy and to request support in principle for the Phase 1 initiative.

*Director Sieben arrived at 8:37 a.m.*

*Director Basran arrived at 8:40 a.m.*

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

Staff provided an update on Phase 1 and next steps. Questions followed.

**#GS38/19**

HODGE/BAKER

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

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

CARRIED unanimously

**6. CORPORATE SERVICES**

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

S. Follack presented an update on the emergency management program highlighting:

- Improvements to the program were outlined.
- Staffing changes to the emergency program were noted:
  - Sandra Follack, Deputy Chief, Communications and Emergency Management – program oversight and administration
  - Shannon Klonteig, Administration Officer (Emergency Management) – day-to-day operations, preparation and EOC readiness
- EOC staged for turn-key activation.
- All key staff prepared and available lists being maintained
- Developed a formal annual debrief process to capture potential program improvements.
- Development of a real time flood analytics dashboard.
- Transition to local knowledge based in-house training to meet operational needs
- ESS registration - modernization electronic pilot project has been implemented.
- ESS trailer purpose built trailer to house group lodging supplies in place for emergencies.

**#GS39/19**

FORTIN/BARTYIK

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

CARRIED unanimously

## 6.2 Emergency Management Program Amendment Bylaws

Staff report dated July 2, 2019 outlined the proposed amendments being brought forward for the Committee's consideration include adding a description of the service, updating the participating areas to reflect municipal incorporations and renaming the electoral areas', expressly refer to additional cost recovery methods, and to rename the bylaw using current legislative terminology. These proposed amendments were presented to the RDCO CAO Committee on June 19, 2019 and received unanimous support.

If supported, the bylaws will be forwarded to the Board for consideration.

### 6.2.1 RDCO Emergency Preparedness Service Establishment Amendment Bylaw No. 1443 (Draft)

**#GS40/19**

**BAKER/STACK**

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

CARRIED unanimously

#### 6.2.2 Emergency Management Program Bylaw No. 1444 (Draft)

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

The new Emergency Management Program Bylaw was developed in collaboration with our Emergency Program Coordinator, Travis Whiting, with the assistance of our solicitors and presented to the RDCO CAO Committee on June 19, 2019 which received unanimous support.

**#GS41/19**

**BAKER/SIEBEN**

THAT the Governance and Services Committee recommend the Regional Board approve first, second, and third readings and adoption of the Regional District of Central Okanagan Emergency Management Program Bylaw No. 1444, 2019.

CARRIED unanimously

#### 6.3 2019 Corporate Communications

Staff report dated July 8, 2019 provided the Committee with an overview of work being done in the communications function in 2019. A review of how the RDCO undertakes corporate communication was undertaken, and a consultant was contracted to identify short, medium and long term needs of the program and actions.

Staff reviewed the communication history and consultant's work to date, and work underway. The short (this year), medium (next year) and long term actions were identified. An update to the RDCO's logo was presented for consideration.

Questions and answer period followed. Concern was expressed regarding a change to any of the volunteer fire department logo identification/branding. Staff will continue conversation with the fire departments.

**#GS42/19**

**HODGE/DEHART**

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

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

CARRIED unanimously

*Director Fortin left the meeting at 10:08 a.m.*

**6.4 Regional Board 2019 Strategic Priorities Update**

Staff report dated July 5, 2019 presented a final draft of the RDCO Strategic Priorities 2019-2022. Consultant Allan Neilson presented to the Committee April 11, 2019 and summarized the results of the Committee's workshop. Staff have taken the information and incorporated into a document to explain what the strategic priorities are, what it means to the region, how RDCO will measure success, and what RDCO is committing to do. Once approved by the Regional Board, capital projects and operational programs will reflect the Board's vision, and updates will be provided to the Board to keep the document current and meaningful.

*Director deJong left the meeting at 10:12 a.m. and returned to the meeting at 10:15 a.m.*

It was noted to change the name from Plan to Priorities, transportation to transportation mobility; change focus areas within sustainable communities add safety; added new sections; change First Nations to silyx Okanagan People.

**#GS43/19**

**HODGE/WOOLDRIDGE**

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

CARRIED unanimously

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

Staff report dated July 9, 2019 outlined background information on two RDCO services that result in an annual requisition transfer to the City of West Kelowna from Central Okanagan West Electoral Area participation in West Kelowna services (Johnson Bentley Memorial Aquatic Centre [164 properties] and Mount Boucherie Recreation Complex [268 properties] and Westside Senior Citizens Activity Centre).

*Director Hodge left the meeting at 10:18 a.m.*

*Director Fortin returned to the meeting at 10:23 a.m.*

It was noted that during the 2019 budget process citizens from the Brent Road area and the Director Carson requested if it was possible to exit from these services.

Staff reviewed the history of the service with the incorporation of the City of West Kelowna.

*Director Hodge returned at 10:25 a.m.*

Question and answer period followed. It was noted Brent Road residents are affected the most by this tax requisition and residents have asked for reconsideration of this tax. Ultimately the Province would be required to make a formal change.

**#GS44/19**

**CARSON/FINDLATER**

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

AND FURTHER THAT the report be forwarded to West Kelowna Council for consideration and presentation.

**CARRIED unanimously**

**7. ADJOURN**

There being no further business the meeting was adjourned at 10:35 a.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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G. Given (Chair)

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B. Reardon (Chief Administrative Officer)