

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

THURSDAY, DECEMBER 11 & 12, 2014
RDOS BOARDROOM

Thursday December 11, 2014

8:00 am		8:30 am	Continental Breakfast
8:30 am	-	3:30 pm	Board-Elect Workshop
3:30 pm	-	4:30 pm	RDOS Inaugural Board Meeting
4:30 pm	-	5:00 pm	OSRHD Inaugural Board Meeting
5:00 pm			Inaugural Reception, Penticton Lakeside Resort

Friday December 12, 2014

8:00 am			Continental Breakfast
8:00 am	-	9:00 am	Chair and Electoral Area Directors technology session
9:00 am	-	3:30 pm	Board-Elect Workshop (continued)

"Bill Newell"

Bill Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Board-Elect Workshop
Thursday, December 11, 2014
8:00 am

AGENDA

Participants: Board-Elect/ Alternates/ CAO/ Management Team

A. Doors Open/Continental Breakfast 8:00 am

B. Introduction 8:30 am

- a. CAO's Greeting
- b. Member Introductions
- c. Purpose of the Workshop
- d. Review of Workshop Agenda
- e. Confidentiality
- f. Parking Lot

C. Eli Mina 9:30 am

Eli Mina is a board effectiveness consultant and an expert on group decision making, dispute resolution, chairing contentious meetings, and demystifying the rules of order. In practice since 1984, Eli serves municipal governments, school boards, native communities, regulatory bodies, credit unions businesses, and the non-profit sector.

Board Elect Workshop to resume Friday December 12 at 9:00 a.m.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, December 11, 2014

3:30 p.m.

INAUGURAL BOARD MEETING AGENDA

A. CALL TO ORDER

B. SWEARING IN CEREMONY

C. ELECTION OF 2015 BOARD CHAIR AND VICE CHAIR

D. ADOPTION OF AGENDA

E. LEGISLATIVE ISSUES

1. 2015 RDOS Schedule of Meetings

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the 2015 Regional District of Okanagan-Similkameen Board and Committee Schedule of Meetings as contained in the December 11, 2014 report from the Chief Administrative Officer, be approved.

2. 2015 Advisory Planning Commission Schedule of Meetings

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the 2015 Meeting Schedule for the Electoral Area Advisory Planning Commissions, as contained in the December 11, 2014 report from the Chief Administrative Officer be approved.

3. 2015 Regional District Signing Authority

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the following Directors as signing officers for the Regional District of Okanagan-Similkameen for the 2015 year:

RDOS Board Chair:

RDOS Board Vice Chair:

4. 2014 Local Government Election Results

5. Olalla Local Community Commission Appointment

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint four qualified people to the Olalla Local Community Commission for a four year term ending with the next local government elections in 2018.

THAT, if a sufficient number of individuals are not appointed, the Board of Directors initiate the dissolution process for the Olalla Local Community Commission and establish an Advisory Committee in its place.

F. FINANCE

1. Revenue Anticipation Borrowing Bylaw

- a. Bylaw No. 2681, 2014 Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw

RECOMMENDATION 5 (Weighted Corporate Vote – 2/3 Majority)

THAT Bylaw No. 2681, 2014 Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw be read a first, second and third time and be adopted.

G. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: 2015 Board and Committee Schedule of Meetings

Administrative Recommendation:

THAT the 2015 Regional District of Okanagan-Similkameen Board and Committee Schedule of Meetings as contained in the December 11, 2014 report from the Chief Administrative Officer, be approved.

Analysis:

The 2015 meeting schedule is before the Board for review and approval. Generally, the Board follows a schedule of convening meetings on the first and third Thursday of each month; however, the following changes are proposed and reflected in the attached meeting schedule:

- That, due to the holiday season, the January meetings be moved forward one week and take place on January 8 and 22, 2015. It should be noted that SILGA Elected Officials Seminar takes place Jan 20 – 22 in Kelowna. Moving the meeting to the next week (Jan 29) would mean only one week between that and the next meeting (Feb 5) and would also conflict with a Budget meeting scheduled for January 29. Alternatives would be to move the January 22 meeting to Friday, January 23 or cancelling it.
- That, although FCM takes place June 5 – 8 in Edmonton, the June 4 meetings remain as scheduled; however, to ensure a timely adjournment on that day, non-essential matters may be deferred to the June 18, 2015 meeting.

Respectfully submitted,

C. Malden, Manager of Legislative Services

Attachment 1



RDOS Board of Directors 2015 Meeting Schedule

Month	Board and Committee Day	Board and Committee Day
January	January 8	January 22
February	February 5	February 19
March	March 5	March 19
April	April 2	April 16
May	May 7	May 21
June	June 4	June 18
July	July 2	July 16
August	August 6	August 20
September	September 3	September 17
October	October 1	October 15
November	November 5	November 19
December	December 3 Inaugural Meeting	December 17

LGLA - Electoral Areas: (January 19-21)
 (Richmond - TBD)
 SILGA - Elected Officials Seminar (January 20 – 22)
 (Kelowna – Delta Grand Okanagan Resort and Conference Centre)
 SILGA – Annual Conference (April 29 – May 1)
 (Kamloops – Coast Hotel and Convention Centre)
 FCM – Annual Conference (June 5 – 8)
 (Edmonton – Shaw Conference Centre)
 UBCM – Annual Conference (September 21 – 25)
 (Vancouver – Vancouver Convention Centre)

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: Electoral Area Advisory Planning Commissions — 2015 Meeting Schedule

Administrative Recommendation:

THAT the 2015 Meeting Schedule for the Electoral Area Advisory Planning Commissions, as contained in the December 11, 2014 report from the Chief Administrative Officer be approved.

Purpose:

The purpose of this report is to provide the Board with an overview of the meeting schedules for the various Electoral Area Advisory Planning Commissions (APCs) for 2015.

Background:

Under Section 6.3 of the Regional District's Advisory Planning Commission (APC) Bylaw No. 2339, 2006, "a schedule of regular Commission meetings including time, date and place shall be arranged by each Commission in consultation with the Regional District and shall be forwarded to the Board at the first meeting of each new year."

Alternatives:

1. THAT the Board of Directors not accept the 2015 Meeting Schedule for the Electoral Area Advisory Planning Commissions; or
2. THAT the Board of Directors defer consideration of the 2015 Meeting Schedule for the Electoral Area Advisory Planning Commissions to its first meeting of 2015.

Analysis:

The following APC meeting schedule, contained at Attachment No. 1 to this report, has been prepared on the basis of the 2014 meeting schedule for each APC.

The Board, however, may wish to defer making a decision on this matter until such time as Directors have formally (re)appointed their APCs in accordance with Bylaw No. 2339, 2006 — as the term of each Electoral Area APC expired on December 11, 2014 — and can select a meeting date which accords with their APC members schedules.

The Board is also asked to be aware that an APC for Electoral Areas "B" and "G" was not established under the previous term and, on this basis, have not been shown as having any meeting dates in 2015 (this is subject to change).

Respectfully submitted:

Handwritten signature of C. Garrish in blue ink.

C. Garrish, Planning Supervisor

Endorsed by:

Handwritten signature of D. Butler in blue ink.

D. Butler, Development Services Manager

Attachments: No. 1 – 2015 APC Meeting Schedule

Attachment No. 1 – 2015 APC Meeting Schedule

AREA "A"	AREA "B"	AREA "C"	AREA "D"	AREA "E"	AREA "F"	AREA "G"	AREA "H"
January 12	N/A	January 20	January 13	January 12	January 8	N/A	January 20
February 9	N/A	February 17	February 10	February 9	February 5	N/A	February 17
March 9	N/A	March 17	March 10	March 9	March 5	N/A	March 17
April 13	N/A	April 21	April 14	April 13	April 2	N/A	April 21
May 11	N/A	May 19	May 12	May 11	May 7	N/A	May 19
June 8	N/A	June 16	June 9	June 8	June 4	N/A	June 16
July 13	N/A	July 21	July 14	July 13	July 2	N/A	July 21
August 10	N/A	August 18	August 11	August 10	August 6	N/A	August 18
September 14	N/A	September 15	September 8	September 14	September 3	N/A	September 15
October 13	N/A	October 20	October 13	October 13	October 1	N/A	October 20
November 9	N/A	November 17	November 10	November 9	November 5	N/A	November 17
December 14	N/A	December 15	December 8	December 14	December 3	N/A	December 15

Electoral Area "A": 8505 – 68th Avenue (Sonora Centre), Osoyoos, B.C. at 7:00 P.M.

Electoral Area "B": N/A

Electoral Area "C": 36003 – 79th Street (Oliver Community Centre), Oliver, B.C. at 7:00 P.M.

Electoral Area "D": 5013 – 11th Avenue (Okanagan Falls Firehall), Okanagan Falls, B.C. at 7:00 P.M.

Electoral Area "E": 3rd & Ritchie Avenue (Naramata Old Age Pensioners Hall), Naramata, B.C. at 7:30 P.M.

Electoral Area "F": 101 Martin Street (RDOS Boardroom), Penticton, B.C. at 7:00 P.M.

Electoral Area "G": N/A

Electoral Area "H": 148 Old Hedley Road (Riverside Centre), Princeton, B.C. at 7:00 P.M.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: 2015 Regional District Signing Authority

Administrative Recommendation:

THAT the Board of Directors appoint the following Directors as signing officers for the Regional District of Okanagan-Similkameen for the 2015 year:

RDOS Board Chair:

RDOS Board Vice Chair:

History:

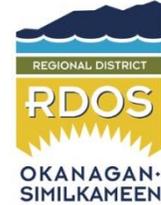
The Board historically by resolution each year appoints the Chair and Vice-Chair as signing authorities for the Regional District.

Respectfully submitted,

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: 2014 Local Government Elections Results – For Information Only



Reference:

Local Government Act

Analysis:

Pursuant to Section 148 of the *Local Government Act* and within 30 days after the declaration of official election results under Section 136 for an election by voting, the Chief Election Officer must submit a report of the election results to the Local Government. The Act further states that in the case of an election by voting, the report must include a compilation of the information on the ballot accounts for the election.

Schedule 'A' is the ballot account for the 2014 Local Government Elections and Schedule 'B' provides the breakdown of voter turnout

In 2011, the Regional District amended the Election Bylaw to include the opportunity for mail-in ballots. In that year, ninety one ballots were sent out throughout the region with 77 being returned prior to 8:00 pm on Saturday November 19. This year, ninety four ballots were sent out, 81 were returned, with the breakdown as follows:

Electoral Area 'C' – 4	Returned - 3
Electoral Area 'D' – 12	Returned - 9
Electoral Area "F" – 3	Returned - 3
Electoral Area 'G' – 7	Returned - 6
Electoral Area 'H' – 57	Returned – 53
Assent Vote Electoral Area "C" / Town of Oliver – 11	Returned - 7

A tremendous amount of work goes on behind the scenes to ensure that the Election process is conducted in an accurate and transparent way. I would like to acknowledge the Deputy Chief Election Officer Gillian Cramm and the rest of the OCAO Team for their hard work and dedication. They helped to ensure that the Regional District elections were run with the utmost integrity. Thanks also go to the Information Services Department for ensuring all polling station software was glitch-free, all the Presiding Election Officials and Election Staff for their extremely long day, as well as RDOS staff for supporting the Team while our focus in 2014 turned to Elections.

Respectfully submitted:

C. Malden, Chief Election Officer

SCHEDULE "A"- 2014 LOCAL GOVERNMENT ELECTION RESULTS

Electoral Area Director

**Venables Theatre Referendum
Electoral Area "C" / Town of Oliver**

Yes	1364
No	458
<i>Number of ballots</i>	9341
<i>Ballots without objection</i>	1973
<i>Ballots accepted subject to objection under S. 130</i>	0
<i>Ballots rejected without objection</i>	0
<i>Ballots rejected subject to objection under S. 130</i>	0
<i>Spoiled ballots that were replaced under S. 118</i>	14
<i>Mail in ballots without objection</i>	9
<i>Number of ballots given to the electors</i>	1996
<i>Number of ballots used for audit</i>	57
<i>Unused ballots</i>	7282

Electoral Area "C"

Knodel	270
Malcolm	53
Schafer	367
<i>Number of ballots</i>	4240
<i>Ballots without objection</i>	689
<i>Ballots accepted subject to objection under S. 130</i>	0
<i>Ballots rejected without objection</i>	0
<i>Ballots rejected subject to objection under S. 130</i>	0
<i>Spoiled ballots that were replaced under S. 118</i>	5
<i>Number of ballots given to the electors</i>	698
<i>Number of ballots used for audit</i>	18
<i>Mail in ballots without objection</i>	4
<i>Unused ballots</i>	3524

Electoral Area "D"

Siddon	638
Whitman	376
<i>Number of ballots</i>	6500
<i>Ballots without objection</i>	1014
<i>Ballots accepted subject to objection under S. 130</i>	0
<i>Ballots rejected without objection</i>	3
<i>Ballots rejected subject to objection under S. 130</i>	0
<i>Spoiled ballots that were replaced under S. 118</i>	3
<i>Number of ballots given to the electors</i>	1022
<i>Spoiled ballots</i>	2
<i>Mail in ballots without objection</i>	4
<i>Unused ballots</i>	5476

Electoral Area "F"

Brydon	245
Johnson	99
<i>Number of ballots</i>	3786
<i>Ballots without objection</i>	346
<i>Ballots accepted subject to objection under S. 130</i>	0
<i>Ballots rejected without objection</i>	2
<i>Ballots rejected subject to objection under S. 130</i>	0
<i>Spoiled ballots that were replaced under S. 118</i>	2
<i>Mail in ballots without objection</i>	3
<i>Number of ballots given to the electors</i>	348
<i>Number of ballots used for audit</i>	0
<i>Unused ballots</i>	3086

Electoral Area "G"

Christensen	234
Wood	202
<i>Number of ballots</i>	2400
<i>Ballots without objection</i>	436
<i>Ballots accepted subject to objection under S. 130</i>	0
<i>Ballots rejected without objection</i>	3
<i>Ballots rejected subject to objection under S. 130</i>	0
<i>Spoiled ballots that were replaced under S. 118</i>	5
<i>Number of ballots given to the electors</i>	444
<i>Number of ballots used for audit</i>	0
<i>Mail in ballots without objection</i>	5
<i>Unused ballots</i>	1955

Electoral Area "H"

Coyne	354
Weber	193
Frandsen	37
<i>Number of ballots</i>	3200
<i>Ballots without objection</i>	584
<i>Ballots accepted subject to objection under S. 130</i>	0
<i>Ballots rejected without objection</i>	0
<i>Ballots rejected subject to objection under S. 130</i>	0
<i>Spoiled ballots that were replaced under S. 118</i>	8
<i>Number of ballots given to the electors</i>	604
<i>Number of ballots used for audit</i>	0
<i>Mail in ballots without objection</i>	44
<i>Unused ballots</i>	1896



SCHEDULE 'B'

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

GENERAL LOCAL ELECTION – 2014

	TOTAL BALLOTS CAST	PERCENTAGE OF VOTE	ELIGIBLE ELECTORS (Stats Canada)	ELECTOR TURNOUT Percentage
ELECTORAL AREA DIRECTOR				
Electoral Area C (Oliver Rural)				
KNODEL	270	39		
MALCOLM	53	8		
SCHAFFER (ELECTED)	367	53		
TOTAL	690	100%	3473	20%
Electoral Area D (Kaleden/Okanagan Falls)				
SIDDON (ELECTED)	638	63		
WHITMAN	376	37		
TOTAL	1014	100%	5717	18%
Electoral Area F (Okanagan Lake West/West Bench)				
BRYDON (ELECTED)	245	71		
JOHNSON	99	29		
TOTAL	344	100%	1785	19%
Electoral Area G (Keremeos Rural/Hedley)				
CHRISTENSEN (ELECTED)	234	54		
WOOD	202	46		
TOTAL	436	100%	2035	21%
Electoral Area H (Princeton Rural)				
COYNE (ELECTED)	354	61		
FRANSEN	37	6		
WEBER	193	33		
TOTAL	584	100%	1630	36%
ASSENT VOTING - Frank Venables Theatre Service Establishment Bylaw No. 2660, 2014			YES	NO
Total Ballots Cast			1364	458
Eligible Electors (Town of Oliver / Electoral Area "C") - 7045				
Elector Turnout - 26%				

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: Olalla Local Community Commission Appointment

Administrative Recommendation:

THAT the Board of Directors appoint four qualified people to the Olalla Local Community Commission for a four year term ending with the next local government elections in 2018.

THAT, if a sufficient number of individuals are not appointed, the Board of Directors initiate the dissolution process for the Olalla Local Community Commission and establish an Advisory Committee in its place.

Reference:

Local Government Act

Analysis:

Section 78(1) of the *Local Government Act* states:

If there are fewer candidates declared elected by acclamation under section 76 than there are to be elected, the local government must appoint a person to each vacant office,

- (a) in the case of general local election, within 30 days after the first meeting of the local government at which the persons elected in the election are holding office.

Section 78(3) of the *Local Government Act* states:

A person appointed under this section: (a) must be qualified under section 66 to hold the office, and (b) must reside in the municipality, electoral area or neighbourhood constituency, as applicable, at the time of the appointment.

At the close of the Nomination Period on October 10, 2014, no nomination papers had been received for the four Olalla Local Community Commission (LCC) positions. As per section 74(2) of the *Local Government Act*, the nomination period for the Olalla LCC was extended to 4 pm on October 14, 2014. The extension was advertised and at the close of the extended nomination period, no further nominations were received. The Regional Board must appoint 4 qualified individuals to the Olalla LCC by January 9, 2015 which is within thirty (30) days of the RDOS Inaugural Meeting of December 11, 2014.

It should be noted that since the 1999 Local Government Elections, the Regional District Board has had to appoint members to the Olalla LCC and was unsuccessful in appointing anyone in 2011.

As the Board has consistently been challenged to find individuals to serve on the Commission, the Board may wish to consider repealing the Olalla Local Community Commission Establishment Bylaw and establish an Advisory Committee similar to the Naramata Water Advisory Committee.

A formal Advisory Committee would enable residents of Olalla to still have input with respect to the Olalla water system, and would alleviate the election expenses associated with the having a

commission.

Section 838 Local Community Commissions of the *Local Government Act* outlines how a commission is established, amended and repealed. If the Board wishes to proceed with repealing the bylaw there are two options available.

Section 838(2) of the *Local Government Act* states:

A bylaw establishing a local community, or a bylaw amending or repealing such a bylaw, has no effect unless it receives the assent of the electors in the area of the local community and is approved by the inspector.

Section 838(3) of the *Local Government Act* states:

As an exception to subsection (2) the minister may waive the requirement for the assent of the electors to a bylaw that amends or repeals a bylaw establishing a local community.

If the Board were to proceed under section 838(2) elector assent for repealing the bylaw may be sought on its own or in combination with any other assent voting in that area, as it may arise. However, as there has consistently been minimal interest shown by those qualified to seek election for these positions; the Board may request that the Minister waive the assent requirement for repealing the bylaw.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'C. Malden', written in a cursive style.

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: Bylaw 2681 2014 Revenue Anticipation Borrowing Bylaw

Administrative Recommendation:

THAT Bylaw No. 2681, 2014 Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw be read a first, second and third time and be adopted.

Reference:

Local Government Act Section 821

Analysis:

The authority to borrow in the short term is required for the current lawful expenditures of the Regional District until tax monies are received on August 1, 2015.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2681, 2014

A bylaw to provide for the borrowing of such sums of money as may be requisite to meet the 2015 current lawful expenditure of the Regional District.

WHEREAS the Board of the Regional District of Okanagan-Similkameen is empowered by Section 821 of the *Local Government Act* by bylaw to provide for the borrowing of such sums of money as may be requisite to meet the current lawful expenditure of the Regional Board and 2015 current lawful expenditure of the Regional District; it is deemed expedient that the Board borrows an aggregate sum of FOUR MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$4,750,000.00);

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

1 Citation

- 1.1 This Bylaw shall be cited as the **Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw No. 2681, 2014.**

2 Interpretation

2.1 In this bylaw:

- (a) That it shall be lawful for the Regional Board to borrow upon the credit of the Regional District from a chartered bank the sum of FOUR MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$4,750,000), in such amounts and at the rate thereon at the prevailing bank prime rate per annum.
- (b) That all monies so borrowed and interest payable thereon shall be payable on or before the thirty-first (31) day of December, 2015.
- (c) That the form of the obligation or obligations to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Treasurer.
- (d) That there is hereby set aside as security for the liability hereby authorized to be incurred, being that part of the tax requisitions from member municipalities for the year 2015 deemed by the Regional Board expedient to be so set aside.

READ A FIRST, SECOND, AND THIRD TIME this ___ day of December, 2014

ADOPTED this ___ day of December, 2014

RDOS Board Chair

Corporate Officer

BOARD of DIRECTORS MEETING

Thursday, December 11, 2014

4:30 p.m.

INAUGURAL BOARD MEETING AGENDA

A. CALL TO ORDER

B. ELECTION OF 2015 OSRHD BOARD CHAIR AND VICE CHAIR

C. ADOPTION OF AGENDA

D. LEGISLATIVE ISSUES

1. 2015 RDOS Schedule of Meetings

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the 2015 Okanagan-Similkameen Regional Hospital District Board Schedule of Meetings as contained in the December 11, 2014 report from the Chief Administrative Officer, be approved.

2. 2015 Regional District Signing Authority

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2015 year:

OSRHD Board Chair:

OSRHD Board Vice Chair:

E. FINANCE**1. Anticipated Borrowing**

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

WHEREAS pursuant to Section 31 of the Hospital District Act, the Board may, by resolution, with the approval of the Minister, or a person authorized by him to act in his behalf, borrow for the purposes other than capital expenditures, by way of temporary loan, such sums as the Board may deem necessary to meet current operating expenditures for the year, including the amounts required for current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board; and

WHEREAS pursuant to Section 25 of the Act, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a District until August 1, of each year; and

WHEREAS estimated expenditures in the amount of five hundred thousand dollars, (\$500,000) may be required before payment of such revenue is due;

NOW THEREFORE be it resolved that the Board of the Okanagan-Similkameen Regional Hospital District borrow, pursuant to Section 31 of the Hospital District Act, a sum not exceeding five hundred thousand dollars, (\$500,000) for the purpose of paying 2015 lawful expenditures.

F. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Okanagan-Similkameen Regional Hospital Board
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: 2015 Regional Hospital Board Schedule of Meetings

Administrative Recommendation:

THAT the 2015 Okanagan-Similkameen Regional Hospital District Board Schedule of Meetings as contained in the December 11, 2014 report from the Chief Administrative Officer, be approved.

Analysis:

The 2015 meeting schedule is before the Hospital Board for review and approval. Generally, the Board follows a schedule of convening meetings on the third Thursday of each month; however, the following changes are proposed and reflected in the attached meeting schedule:

- That the January 22, 2015 meeting take place on fourth Thursday of the month, to reflect the proposed amendment to the Regional District Board schedule.
- That the 2015 Inaugural Hospital Board meeting be held on December 3, 2015.

Respectfully submitted:

C. Malden, Manager of Legislative Services

Attachment 1

OKANAGAN – SIMILKAMEEN

R E G I O N A L H O S P I T A L D I S T R I C T

**OSRHD
2015 Meeting Schedule**

Month	Board Day
January	January 22
February	February 19
March	March 19
April	April 16
May	May 21
June	June 18
July	July 16
August	August 20
September	September 17
October	October 15
November	November 19
December	December 3 (Inaugural)

ADMINISTRATIVE REPORT



TO: Okanagan-Similkameen Regional Hospital Board
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: OSRHD Signing Authority

Administrative Recommendation:

THAT the Board of Directors appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2015 year:

OSRHD Board Chair:

OSRHD Board Vice Chair:

Reference:

Hospital District Act

Analysis:

Pursuant to Section 17 of the *Hospital District Act* the Board historically by resolution appoints the Chair and Vice-Chair as signing authorities for the Regional Hospital District.

Respectfully submitted:

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT



TO: Okanagan-Similkameen Regional Hospital Board
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: Anticipated Borrowing

Administrative Recommendation:

WHEREAS pursuant to Section 31 of the *Hospital District Act*, the Board may, by resolution, with the approval of the Minister, or a person authorized by him to act in his behalf, borrow for the purposes other than capital expenditures, by way of temporary loan, such sums as the Board may deem necessary to meet current operating expenditures for the year, including the amounts required for current operating expenditures for the year, including the amounts required for principal and interest falling due within the year upon any debt of the Board; and

WHEREAS pursuant to Section 25 of the *Act*, member municipalities and the Province are not required to make payment from taxation revenues of amounts requisitioned by a District until August 1, of each year; and

WHEREAS estimated expenditures in the amount of five hundred thousand dollars, (\$500,000) may be required before payment of such revenue is due;

NOW THEREFORE be it resolved that the Board of the Okanagan-Similkameen Regional Hospital District borrow, pursuant to Section 31 of the *Hospital District Act*, a sum not exceeding five hundred thousand dollars, (\$500,000) for the purpose of paying 2015 lawful expenditures

Reference:

Hospital District Act

History:

The tax requisition funds are transferred from the Province on August 1, 2015. As such, the Regional District may be required to borrow funds to meet the current year's expenditure until these funds are received.

Pursuant to Section 31 of the *Hospital District Act*, the Board may, by resolution, with the approval of the Minister, or a person authorized by him to act in his behalf, borrow for the purposes other than capital expenditures.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Board-Elect Workshop – Day 2

Friday, December 12, 2014

8:00 am

AGENDA

Participants: Board-Elect/Alternates/CAO/ Management Team

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- | | | |
|-----------|---|---------|
| A. | Continental Breakfast | 8:00 am |
| B. | Chair and Electoral Area Directors to receive tablets and phones
(Public Meeting Room) | 8:00 am |
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- | | | |
|-----------|---|---------|
| C. | Governance | 9:00 am |
| | a. Board Mandate and Authority | |
| | b. Getting Things Done | |
| | c. Local Government Act/Community Charter | |
| | d. First Nations Relations | |
| | i. History | |
| | ii. Protocol Agreement | |
| | iii. Addendum to Protocol Agreement | |
| | e. Code of Ethics | |
| | f. Conflict of Interest | |
| | g. Fiscal Accountability Framework | |
| | h. Board Procedure Bylaw | |
| | i. Board Remuneration Bylaw | |
| | j. Board Policy Index | |
| | k. Open vs. Closed Meetings | |
| | l. Freedom of Information and Protection of Privacy legislation | |
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- | | | |
|-----------|-------|----------|
| D. | Break | 10:30 am |
|-----------|-------|----------|
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- | | | |
|-----------|-----------------------------|----------|
| E. | Decision Making | 10:45 am |
| | a. Decision Making Policy | |
| | b. Decision Making Protocol | |
| | c. Cooperation and Teamwork | |
-

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- F.** Organizational Items Prep 11:00 am
- a. Committees
 - i. Legislative Structure
 - ii. External Agencies
 - b. Board Training Opportunities
 - c. Board Seating / Parking
 - d. New Agenda Process
-

- G.** Organizational Culture 11:30 am
-

- H.** Lunch Noon
MLAs Dan Ashton and Linda Larson will be present
-

- I.** Issues 1:00 pm
- a. Development Services
 - b. Public Works
 - c. Community Services
 - d. Office of the CAO
 - e. Human Resources
 - f. Finance
 - g. Information Systems
-

- J.** Conclusion 2:30 pm
- a. Board Roundtable
 - b. Next Meeting Date (Issues)
-

- K.** Adjourn 3:30 pm
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Regional District of Okanagan-Similkameen Elected Officials Workshop

1.0 Governance

1.1 Board Mandate and Authority

Purpose

The Constitution Act of 1867¹ identifies the specific services the Canadian Parliament administers and delegates the specific authorities belonging to the provinces², one of which is the creation of Local Governments. Consequently, the Regional District of Okanagan Similkameen is a corporation officially established on March 4th, 1966 by Letters Patent issued by the Executive Council pursuant to Section 766 of the Municipal Act of British Columbia. As a creation of the Province, the Regional District relies on Provincial Legislation to provide the authority necessary for it to fulfil its mandate of providing services to the citizens within its corporate boundaries.

The Basis for Good Government

In a world where success stems from responsiveness and organizational flexibility, regional government presents a special challenge. Due to restrictive legislation and an often over-reliance on due process, local governments, generally, are less than ideally suited to an environment of rapid change. Regional Districts are especially subject to inertia just because of the many diverse interests represented on the Board, the size of the Board and the complex funding and voting procedures. Yet regional governments perform important work and deal with important issues that affect the very lives of those who depend on us for service. They also rely on the Board to set a strategic direction for the Region and to do what's right to make their future sustainable and our organization responsive and accountable.

There are many moving parts of a Local Government; some positions are statutory and others are created by the Board. To make our system of government effective, there are some basic principles that it must incorporate:

- a) Clear identification of roles.
- b) Efficient and effective legislative and organizational structures.
- c) An established and well-understood communication system to promote information-sharing and decision-making.
- d) A clear description and understanding of the Vision, Mission, Values and Goals of the organization, so that all parts are working together.
- e) An organizational culture that reflects the personality of its leaders.

¹ The Constitution Act 1867 to 1982, Section 91, Part VI, Department of Justice Canada, (Ottawa, Ontario: Minister of Supply and Services Canada, 1983).

² Ibid, Section 92(8) of Part VI

The RDOS System of Governance developed over the past six years is fairly robust, but with the changeover in Board Members, it would seem beneficial to use this opportunity to review the systems and components of our organization to ensure they fit the 2014-2018 Board of Directors.

Local Government - A Brief History

Municipalities were created in certain geographic areas to accomplish tasks and provide services that could be more adequately achieved by action of a group than by the action of an individual. A Regional District operates on the same principle, and goes further, to provide a forum for local governments and electoral areas in the region to come together to coordinate their actions for the benefit of all.

In Canada, local government has its roots in the British system and, initially, our citizens were at the will of an appointed Governor. As early as the 19th century increasing population and increasingly dense settlements created demands for services at the local level that caused strains on the system and, in 1816, the British Government allowed the election of public officials for the first time. The continuing unrest of people in the colonies led to the Baldwin Act of 1849, which really laid the basis for our present system of Local Government. It has often been called the first Municipal Act.

At the time that Local Government was introduced in Canada, we had a predominantly agrarian Society. With the introduction of the industrial revolution in the early 1900's, and significant immigration to Canada from the North-eastern United States, Europe and Ireland, the trend was changing to an urban society with citizens already familiar with a democratic government.

Increased density in urban areas came with increased demands for roads, sanitation, utilities, parks, health and protective services. There became a need for elected officials to employ administrators and professionals to carry out those programs that were deemed essential by the taxpayers. With the beginning of that mix began a variety of system reforms to provide the best means of implementing programs.

As does most everything in the world of business, the increasing demand for such a diverse range of programs requires local governments to collect money from those citizens in their jurisdictions that benefit. By law, the only form of taxation available to local government is property tax. A Regional District is somewhat of a different beast with regard to taxation than an urban municipality. It is intended that it be more rigorous in its attempt to identify a direct benefit for taxpayers. This is of specific interest to the Regional Board of Directors which is searching for a rationale of how much each electoral area should be paying compared to our municipal members.

The basis of property taxation in most local governments follow the "Redistribution Principle", whereby the municipality collects taxes from residents and create

services which they might not directly subscribe to and redistribute it for the benefit of all. The Regional District form of government moves much closer to the “Direct Benefit” principle of taxation, whereby we create service bylaws and only those directly benefiting pay into the Service.

Mandate and Authority

Section 2 of the LGA provides that regional districts are an independent, responsible and accountable order of government within their jurisdiction. The purposes of a regional district include:

- (a) providing good government for its community,
- (b) providing the services and other things that the board considers are necessary or desirable for all or part of its community,
- (c) providing for stewardship of the public assets of its community, and
- (d) fostering the current and future economic, social and environmental well-being of its community.

While the Local Government Act and the Community Charter are the main pieces of enabling legislation for Regional Districts, we also draw authority from, or are affected by, many other pieces of Provincial legislation or regulation.

Letters Patent

The Regional District is led by a Board of Directors which, for RDOS, has eighteen members, eight rural and ten urban. The eight electoral areas each have one elected director and of the six municipal members, Penticton appoints four Directors, Summerland appoints two Directors and Osoyoos, Oliver, Keremeos and Princeton each appoint one. The rural Directors are elected to a four-year term³ while the urban members are appointed by their councils annually. The Act also provides that the authority and power to govern the municipality is vested in the Board as a whole⁴.

Alternates

Each of our jurisdictions are required to appoint “alternates” who can attend Regional Board meetings if the director cannot be in attendance⁵.

³ Municipal Act, Chapter 19, Revised Statutes of British Columbia, 1998

⁴ Ibid, Section 167

⁵ Local Government Act, s.787

Weighted Vote Allocation

To fairly represent the population that makes up the Regional District at the Board, The Supplementary Letters Patent have identified that 1 voting unit = 1800 people. 1 director may carry a maximum of 5 votes.

Representing	Vote
Electoral Area "A"	2
Electoral Area "B"	1
Electoral Area "C"	3
Electoral Area "D"	5
Electoral Area "E"	1
Electoral Area "F"	2
Electoral Area "G"	2
Electoral Area "H"	2
Town of Osoyoos	3
Town of Oliver	3
City of Penticton	5
City of Penticton	5
City of Penticton	5
City of Penticton	4
District of Summerland	4
District of Summerland	3
Village of Keremeos	1
Town of Princeton	2

Establishment Bylaws

Where authority to provide a service was initially established in the Letters Patent, changes to the Municipal Act in 1989 made it possible for Regional Districts to provide services to their constituents without having to apply for supplementary letters patent, but gave them the ability to create a service through a service establishment bylaw. The service can be for all or part of the Region, but only the people receiving the service contribute to its cost.

There is a core of basic services which the Letters Patent require a Regional District to provide, such as General Government, Electoral Area Administration, Electoral Area Planning, Solid Waste Management, etc. but generally, a Regional District establishes and provides a service in direct response to the expressed needs, desires and instruction of their member jurisdictions.

Once a Regional District determines a service is necessary, it must describe the benefiting area and prepare an establishment bylaw according to content requirements⁶. Following 3rd reading, and before seeking elector assent, the bylaw

⁶ Local Government Act, s. 800.1

must be approved by the Province. Should the bylaw receive approval from the Province, it must then receive the Assent of the electors in one of the following ways.

Assent of the electors by voting (referendum)

Assent of the electors by alternative approval process (assent deemed unless 10% object)

Consent on behalf of electors⁷ (Board waives assent)

Management System

The Regional District of Okanagan-Similkameen has determined a need to employ personnel to carry out the needs of the citizens, as perceived by the Board, and they have created an organizational structure to achieve the agreed upon goals and level of service.

The organizational structure at the Regional District has evolved over the past six years, through a number of adjustments, to become flatter and leaner. Most local governments will use a fairly typical hierarchical structure, broken into functional Departments based on a major purpose, all reporting to the Chief Administrative Officer.

Max Weber is credited as the father of Public Administration in the modern age and he emphasized certain formal principles as the key to co-ordinated and efficient administration to achieve collective action. These include:

- i) **Work should be divided to make use of specialization of skills and activities within a hierarchical system division of labour in which each employee is responsible for performance to a superior;**
- ii) **People should be appointed to positions on their technical qualifications, that is on the merit system;**
- iii) **There should be continuity of service;**
- iv) **Public servants should conduct their work according to consistent principles and in an objective, fair, and respectful manner without favouritism or arbitrariness.**

While these principles are still valid, obviously they have been found to lack a certain dimension necessary for successful management in the post-modern age and more current political scientists have modified them. There is a need for what current managers are calling the informal activities, which include:

- v) **The need for each member of the organization to develop his own job within the limits of discretion given him;**
- vi) **The need for lines of communications and advice that are not on the organizational chart;**

⁷ Local Government Act, s.797.4

- vii) **The need for each individual to understand the broad goals and objectives of the organization and how his activities contribute to them;**
- viii) **The need for every member of the organization to be willing to co-operate and work together with other members of the organization to accomplish its goals.**
- ix) **The need for flexibility and adaptability in these fast-changing times.**

Until recently, management theory focused on the "form" of an organization and concentrated on the formal principles stated earlier. In a never-ending attempt to dissect and improve, it was realized that the form was important, but that the form should be developed to promote the function and processes of the organization, such as our communication processes, our strategic planning process, our budget process, decision-making, our human resources processes, etc. We need to bring this perspective into RDOS and perpetuate it so that we are continually looking for improvement and efficiencies.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

1.2 KEYS FOR GETTING THINGS DONE

By law, Boards exist and have authority only when their members convene as bodies to do business. They also are components of corporate beings that must speak, act, and fulfill their commitments with one voice and in a mature, effective, and reliable manner.

Carl Larson, a pre-eminent authority on teams and teamwork, defines a team as an entity comprising two or more people working together to accomplish a specific purpose that can be attained only through coordinated activity among the team members. It does not mean that team members must agree with each other on every issue, but they must recognize that they need to speak their piece and then accept the will of the majority. Work with the other members, not against.

On a football team, identifying the purpose of the team is relatively simple - to win the game. The quarterback, the guard, the coach, the water boy, the trainer, etc. all form part of the team and all have different roles.

The team that you will work on as a part of this corporation is formed of many different players, all with diverse roles. We will talk about the different roles of elected officials and administration later this morning. What I want to argue at this point, though, is that what you will accomplish over your four-year term will depend on the working relationship you have with the rest of Board and your administration. That, to some extent, will also impact on how you are judged by your colleagues, the media and the public.

Working with the CAO

The basis for sound leadership of a local government is teamwork. The Gage Canadian Dictionary defines "Teamwork" as the acting together of a number of people to make the work of the group successful and effective.

Throughout history there have been many examples of candidates for elected office who believe internal government politics should be a competitive venture and they take a "watchdog" role over their colleagues and staff. We have also seen administrations where the staff believed that the elected members were unequipped to make decisions and should leave the running of the corporation to them.

I can guarantee you that neither of these approaches will work to the benefit of the citizens in those jurisdictions.

As we have discussed, there are different roles that elected officials, the CAO and other members of the Administration play in the organization. But these roles must be cumulative, not individual.

In our system the interface between elected officials and administration is represented by the interface between the Board of Directors and the CAO.

An effective relationship might be presumed to exist wherein the Board recognizes its role as leaders and policy setters in the District and respects the role of the CAO as administrator of those policies and as a policy advisor. Our system, to be successful, requires both Parties to respect their role and for Board members to channel their directions and concerns to other staff through the office of the CAO. As well, the Board understands that direction to the CAO is not individual but rather, would recognize that their powers as the Board are to be exercised only through a meeting of the full Board unless otherwise delegated.

Similarly, the CAO must recognize the need for the Board to be aware of both current as well as impending issues and the action planned by administration to respond. The CAO does not play games by lobbying to one faction of the Board while alienating another.

In our system, it is expected that the CAO would remain as apolitical as possible in a political environment. He ensures that each issue is effectively researched and that the Board is afforded with a reasonable range of alternatives including cost implications, together with the final recommendation as to the most suitable course of action determined by staff.

There would be a trust established between Board and the CAO that "we mean each other no harm". The Centre for Excellence in Local Government has published a document that states, "Excellent local governments have positive, open respectful, and mutually supportive relationships between policy makers and the CAO".

How does teamwork grow? Goals and objectives, group relationships, communication among members and the CAO and established methods for solving problems and making group decisions. How well elected members get along with each other and with the CAO will have a significant impact on how well the organization will function.

Working with the Board

A term on the Board can be a very enjoyable experience or it can be pure hell; and really, it depends on you and how willing you are to work together with your colleagues on the Board.

You will spend much time together in committee meetings, workshops, conferences and Board meetings. There will be issues upon which you disagree with other members of the Board. This means the Board is working. The last thing that a Board should wish to see is unanimity on all issues.

Diversity is good. Conflict can be productive, but there are some important points to remember; some rules to make the conflict productive.

1. Don't personalize. Argue the issue and stay away from the character traits of the individual. Justify your point of view with facts and let your associates do the same. Argue all points of the issue and ensure that all viewpoints have been considered. Do not criticize those who disagree with you or their right to do so. In these cases arguments become purely personal and the issue is forgotten.
2. Maintain a sense of decorum. Watch your language and recognize that the rules of order are there to protect people's rights and ensure that the system works. It is not there to purposely frustrate one member of the Board, but to ensure that all members of the Board are afforded the opportunity to speak, not just the ones with the loudest voice.
3. Stay on Topic. Don't drag other issues into a discussion or stray to other subjects before a resolution has been obtained on the issue on the floor.
4. Listen. Avoid push button reactions. Try and glean at least one element of understanding from each of your colleagues as they take their turn to talk before you frame your next response.
5. Accept the will of the majority; it's how our system works. Once you have had a chance to offer your thoughts on an issue and the matter has been fully debated, accept the will of the Board. If new information comes up, bring the matter back; otherwise, support the direction that the Board has chosen to proceed in. Do your arguing at the table, not on the street or in the newspaper.
6. Treat your colleagues with respect. All members of the Board were elected in their jurisdiction and share equally the responsibility for providing their input into Board decisions, based on our odd voting rights, of course. Even if you do not like them personally or agree with their views, it does nobody any good to weaken their credibility, or your own, in the District by gossiping or criticising each other in public.
7. Reach your personal goals through the goals of the Board. Power is vested in the Board as a whole, not individuals. To be successful in this game you need the support of the Board.

8. Maintain a high level of integrity. Citizens have become suspicious of politicians at all levels. Always be straight with people. If you do not agree with the request of a constituent or a delegation, tell them why. Don't mislead and do not misrepresent.
9. Be prepared to compromise. Don't compromise your principles but conflict resolution and negotiation require starting from extreme positions and working towards a consensus. You may not always like doing it, but be prepared for it.
10. "Beware of People With Simple Answers To Complex Questions". This was a quote from Ross Perot during his U.S. Presidential Election campaign. People who think they have a simple answer for you often approach the Board. Be careful about examining that answer before you apply it to a complex problem. Mr. Perot was also quoted as saying, "anything is possible if you don't know what you're talking about".

Working with the Public

A few simple tips from long experience

1. Be accountable

Don't be afraid to stand up and defend the decisions you have made, and when I say "you", I mean the Board. If you remain objective, listen carefully to all points of view; reserve your decision until you have enough information to make an informed decision and debate that with your colleagues at the Board. You should then be able to defend why Board made the decision they did.

2. Maintain your contacts with your constituents

Being on the Board can be a time-monster. Those activities that you previously enjoyed will seem onerous and require good time management. Your family, your church, your community groups, your hobbies, your athletic pursuits, will all be encroached upon. Don't give them up. It's important that you maintain the contacts and community accessibility that allowed you to gain the support necessary to get elected and it will be important to help you keep grounded in the decisions you will have to make on their behalf.

How the Day-To-Day Issues are Administered

What do you do if an irate citizen calls you, as their elected representative or as a member of the Board, to complain about a service we offer?

With complaints that come from citizens or for ideas that members of the Board have to improve the organization or our service, there are a number of ways to enter those into the system to make sure they are addressed.

1. Give it to Administration - Either have the affected party call, or you call, the CAO to deal with the matter and report back. For those issues that are controlled by policy, administration can provide the answer immediately. For those issues that fall outside policy, administration will review alternatives for resolving it and provide the necessary research on legislation, precedent, funding, etc. When a report is prepared it will go to the appropriate committee or the Board for discussion
2. Bring it to a Committee - The Board has five committees. A member may simply choose to raise a matter at the appropriate committee for discussion. The basis for good decision-making, however, is good information. It is important that the members allow for due process and refer these matters to administration for a report. If it is merely a question that you want raised for the public's information, please advise administration beforehand so they can provide the desired report.
3. Bring it to the Board - There may be some issues that a member may wish to bring directly to the formality of a Board meeting for a decision. Again, because we are so legislated and because we have an obligation for consistency and fairness, on most issues the Board is encouraged to receive these types of issues and refer them to the appropriate committee or to Administration for discussion. Administration is then able to provide a report providing the background information necessary for the Committee to make a recommendation to Board.

The Importance of Leadership

One of the greatest challenges that our electoral area members of the Board will face during their term is to stay above the administrative and managerial quagmire. Once entrapped by the quicksand of day-to-day issues, it is almost impossible to get your head back to the surface to catch that essential breath of fresh air.

It is important for members of the Board to understand why their peers elected them. Members of the Board typically campaign on the basis of their willingness to volunteer and serve others; their concern with regard to the direction of the incumbent Board; their vision of the future of the region, their desire to provide leadership, for the views they represent and other honourable reasons.

The focus is on the future and the individual's vision of the ideals and aspirations of their Area and how to pursue them. When we compare that sense of vision with what happens to many of those who are elected we realize how easy it is to get involved in "managing" the Area. It is important for the Board to not get caught-up in performing those tasks most municipalities delegate to their staff.

While this situation might be based on a desire to help wherever possible, it nonetheless blurs the expected lines of separation between the Board and staff. As

a result, too little of a members energies are focused on where the organization might be going as an unbalanced portion of their time is spent examining where they are.

There will be a pressure, once a member has been elected, to become mesmerized with bi-weekly Board agendas and frequent committee meetings, rather than pausing to take stock and determine how existing events impact longer term goals and priorities. Unfortunately, many elected officials would be unable to clearly articulate which of the goals and objectives that they had defined early in their term of office that they were able to accomplish.

Steering vs. Rowing

Corporate Management in local government can be broadly defined as the co-ordination and integration of the efforts of all of the people in the regional district corporation in order to fulfil our purpose as efficiently and as effectively as possible.

The Regional District of Okanagan-Similkameen needs to be goal-directed. Over the past six years the Regional District has established a really robust strategic planning cycle and process. There are three distinct levels of the organization that we need to establish different management controls for.

Five-year goals are established through the Strategic Planning process and measured by annual objectives identified in the Business Plan. Progress against our corporate objectives are reported to the Board on a quarterly basis.

Department goals are identified through Department Business Plans developed in accordance with the budget and through Performance reviews.

Individual goals for all of our employees need to be developed through the performance planning and review process, negotiated between the employee and his supervisor, but aligned with the department and corporate plans. This approach provides the opportunity for all members of the organization to participate in the development of the corporate business plan and the measures of accountability that will be set.

PROTOCOL AGREEMENT

BETWEEN

The Penticton Indian Band of the Okanagan Nation ("PIB")

AND

Osoyoos Indian Band of the Okanagan Nation ("OIB")

AND

Lower Similkameen Indian Band of the Okanagan Nation ("LSIB")

AND

The Regional District of Okanagan-Similkameen ("Regional District")

WHEREAS the PIB, LSIB and OIB are three of seven Indian Bands (Lower Similkameen Indian Band, Upper Similkameen Indian Band, Osoyoos Indian Band, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and Upper Nicola Band) who together form the Okanagan Nation; and,

WHEREAS the Okanagan Nation is comprised of the original inhabitants and stewards of this beautiful Okanagan Region, whose aboriginal title was never surrendered or extinguished; and,

WHEREAS the Regional District also has a responsibility to steward the Okanagan Region for the mutual prosperity and well-being of aboriginal and non-aboriginal residents alike; and,

WHEREAS the Regional District is a local government exercising jurisdiction and authority delegated by the Province pursuant to the *Local Government Act* RSBC 1996, c. 323; and,

WHEREAS the Okanagan Nation, of which PIB, LSIB and OIB are members, exercises inherent jurisdiction and authority to practise and maintain the ancient Okanagan culture, traditions and values, which include systems of governance, law and social organization which continue to evolve. The PIB, LSIB and OIB also exercises jurisdiction delegated by the federal government pursuant to the *Indian Act*, R.S.C. 1985, c. I-5; and,

WHEREAS the Regional District recognizes that the Okanagan Nation, of which PIB, LSIB and OIB are members, has distinctive constitutional rights, including Aboriginal title and Aboriginal rights that flow from their prior and organized occupation of their territory, and that give rise to

corresponding constitutional obligations on the Crown, including upholding the honour of the Crown through meaningful reconciliation, accommodation and consultation; and,

WHEREAS this protocol coincides with the adoption by the United Nations General Assembly of the Declaration of the Rights of Indigenous Peoples on September 7, 2007, recognizing Indigenous Peoples' rights to their lands, and rights to self-determination, to maintain and strengthen their political, legal, economic, social and cultural institutions, to participate in decisions that could affect their rights, to maintain and strengthen their distinctive spiritual relationships with their territories and uphold their responsibilities to future generations and to the conservation and protection of their territories; and,

WHEREAS the Parties celebrate their cultural differences, while recognizing that they have overlapping and mutual interests, and that their decisions impact one another; and,

WHEREAS the Parties acknowledge their mutual interest and responsibility to ensure the proper stewardship of the ecosystems in the region, for their grandchildren and great-grandchildren to come; and,

WHEREAS the Parties have in the past worked in isolation of one another within their respective jurisdictions, and now wish to establish a Government to Government relationship to identify, consult and address common concerns and mutual interests, and such other issues of importance to either Party as may arise in the future.

THEREFORE in the spirit of mutual respect and cooperation, the Parties agree as follows:

1. PURPOSE

1.1 The Purpose of this Protocol Agreement is to provide a framework for

- a) formalizing a Government to Government relationship;
- b) recognizing and celebrating diversity, while cooperating with each other to achieve mutual prosperity;
- c) consultation, communication, information sharing, education, and cooperation between the Parties; and
- d) collaborative decision making or negotiations in appropriate areas of common interest.

2. COMMITMENTS

2.1 The Parties commit to:

- a) implementing this Protocol Agreement in the spirit of respect, trust, transparency and co-operation;
- b) stewardship of the land, waters and ecosystems of the Region for the benefit of future generations;
- c) building a trusting relationship in which the parties can seek agreement on future social, economic and environmental goals and priorities for the region through accountability and transparency in communications and decision making;
- d) developing a working relationship that will foster cooperation, identify common concerns and interests, establish formal communications and optimize the region's diverse interests in planning for the future;
- e) educating about Aboriginal title recognition, including consultation and accommodation; and
- f) educating about Regional District roles, services and potential partnerships.

3. COOPERATION

- 3.1 The Parties will meet semi-annually to exchange information, discuss common social, economic and environmental objectives, identify issues of concern and coordinate efforts to address those issues.
- 3.2 The Parties will meet as required to address issues raised by either Party of mutual concern which engage the purpose and commitments set out in this Agreement.
- 3.3 The Parties will consider joint responses to the provincial and federal governments on issues of mutual concern or interest.
- 3.4 The Parties will notify each other, as early as possible in their respective decision making processes, regarding decisions which will likely affect one another, and matters of potential concern or impact to the other Parties.
- 3.5 The Parties will share all relevant information in a timely manner with each other, and conduct discussions transparently and openly.

3.6 The Parties will consider and, by mutual agreement, invite the provincial and/or federal government or industry to attend meetings from time to time, as and when appropriate.

3.7 The Parties will consider whether they want to recommend to the Province of British Columbia that it establish a seat for a representative of the Okanagan Nation of the Regional District Board.

4. **JOINT COUNCIL**

4.1 The Parties will establish a Joint Council composed of:

- a) the Chief of the Penticton Indian Band;
- b) one representative appointed by the Regional District;
- c) one representative appointed by the Municipalities who join the Accord and Protocol, or Electoral Areas, upon their request and by agreement of the Parties;
- d) one representative agreed to by the Okanagan Nation Alliance and the Regional District;
- e) the Chiefs of the Okanagan Nation Bands who join the Accord and Protocol.

4.2 The Parties shall maintain an equal number of Okanagan Nation and non-Okanagan Nation seats on the Joint Council and may each appoint such people from time to time as needed to achieve this objective, and will develop procedures for the timing, location and record-keeping of meetings.

4.3 The Joint Council will meet bi-annually in the fall and spring to identify and address issues of common concern and to make recommendations to the Parties.

4.4 The Joint Council will meet on an emergency basis, upon receiving written notice by either Party of an issue that engages the purpose and commitments set out in this Agreement.

4.5 The Parties, with or without the assistance of the Joint Council, may enter into agreements in relation to specific issues and projects, including:

- a) land use planning and development, including the incorporation of traditional ecological knowledge;
- b) environmental protection;
- c) cultural and heritage protection;
- d) health care;
- e) housing;
- f) employment;
- g) drug use;
- h) economic opportunities and collaboration on projects of mutual interest and benefit;
- i) revenue sharing;
- j) delivery of services to Reserves; and
- k) harmonization of bylaws.

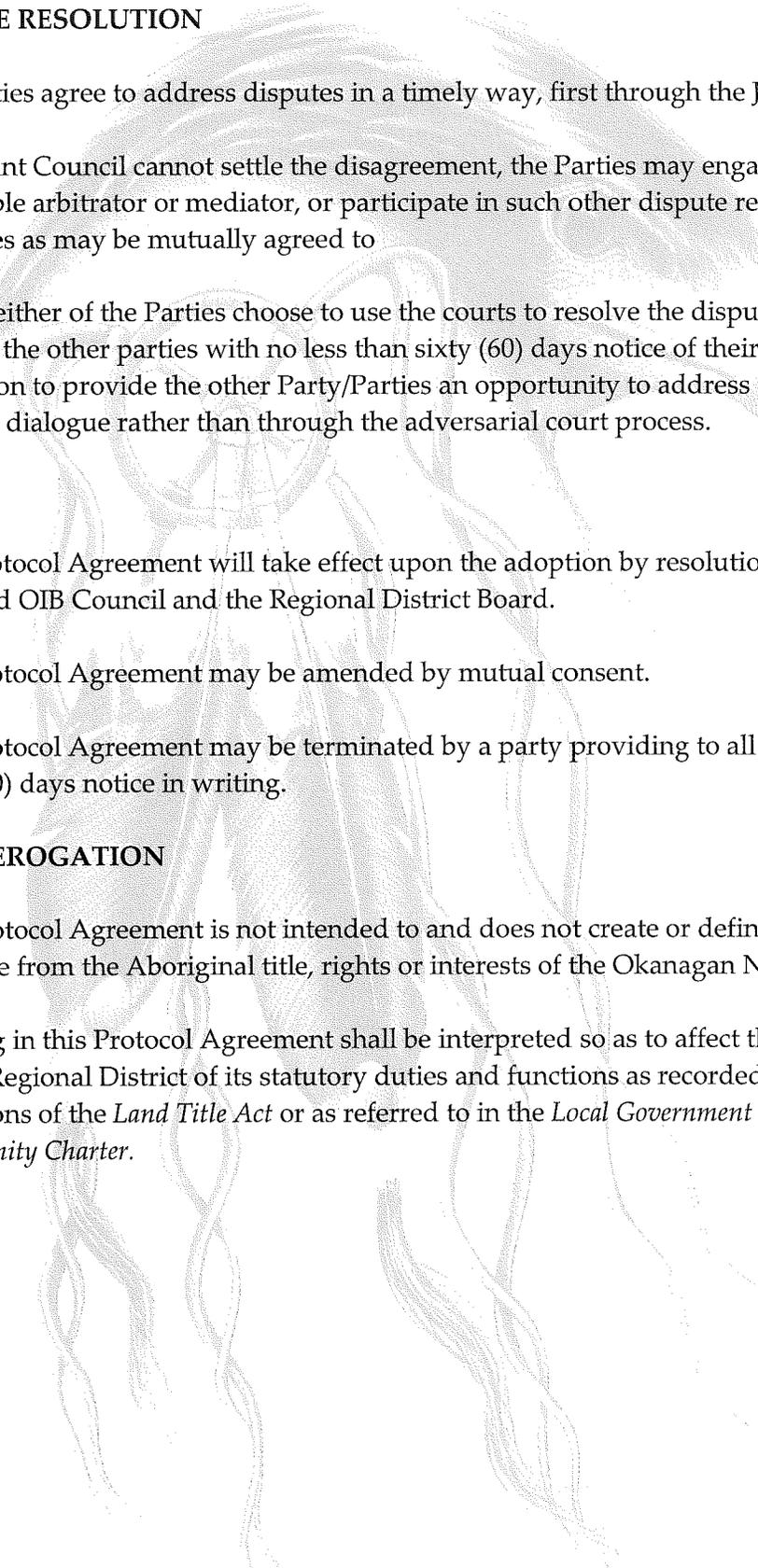
4.6 The Joint Council may establish working groups to assist the work of the Joint Council.

4.7 The Joint Council shall report to the Parties on issues of common concern and may make recommendations to the Parties.

5. EDUCATION

5.1 The Parties agree to sponsor and promote education forms to:

- a) permit the Regional District to gain an understanding of the Okanagan culture, history, Aboriginal title and rights, including laws and issues of concern to the PIB, LSIB and OIB and the Okanagan Nation;
- b) permit the Okanagan Nation to gain an understanding of issues of concern to the Regional Districts; and

- 
- c) permit the general public to gain an understanding about Aboriginal title recognition.

6. DISPUTE RESOLUTION

- 6.1 The Parties agree to address disputes in a timely way, first through the Joint Council.
- 6.2 If the Joint Council cannot settle the disagreement, the Parties may engage a mutually acceptable arbitrator or mediator, or participate in such other dispute resolution processes as may be mutually agreed to
- 6.3 Should either of the Parties choose to use the courts to resolve the dispute, they agree to provide the other parties with no less than sixty (60) days notice of their intention to file any action to provide the other Party/Parties an opportunity to address the conflict through dialogue rather than through the adversarial court process.

7. TERM

- 7.1 This Protocol Agreement will take effect upon the adoption by resolution of the PIB, LSIB and OIB Council and the Regional District Board.
- 7.2 This Protocol Agreement may be amended by mutual consent.
- 7.3 This Protocol Agreement may be terminated by a party providing to all other Parties sixty (60) days notice in writing.

8. NON DEROGATION

- 8.1 This Protocol Agreement is not intended to and does not create or define, abrogate or derogate from the Aboriginal title, rights or interests of the Okanagan Nation.
- 8.2 Nothing in this Protocol Agreement shall be interpreted so as to affect the performance by the Regional District of its statutory duties and functions as recorded under the provisions of the *Land Title Act* or as referred to in the *Local Government Act* or the *Community Charter*.

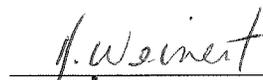
Signed this 21st day of June, 2013.

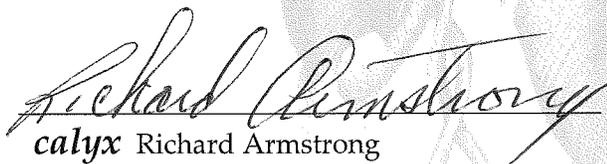

Nq'as m'ulhan Chief Jonathan Kruger
Penticton Indian Band

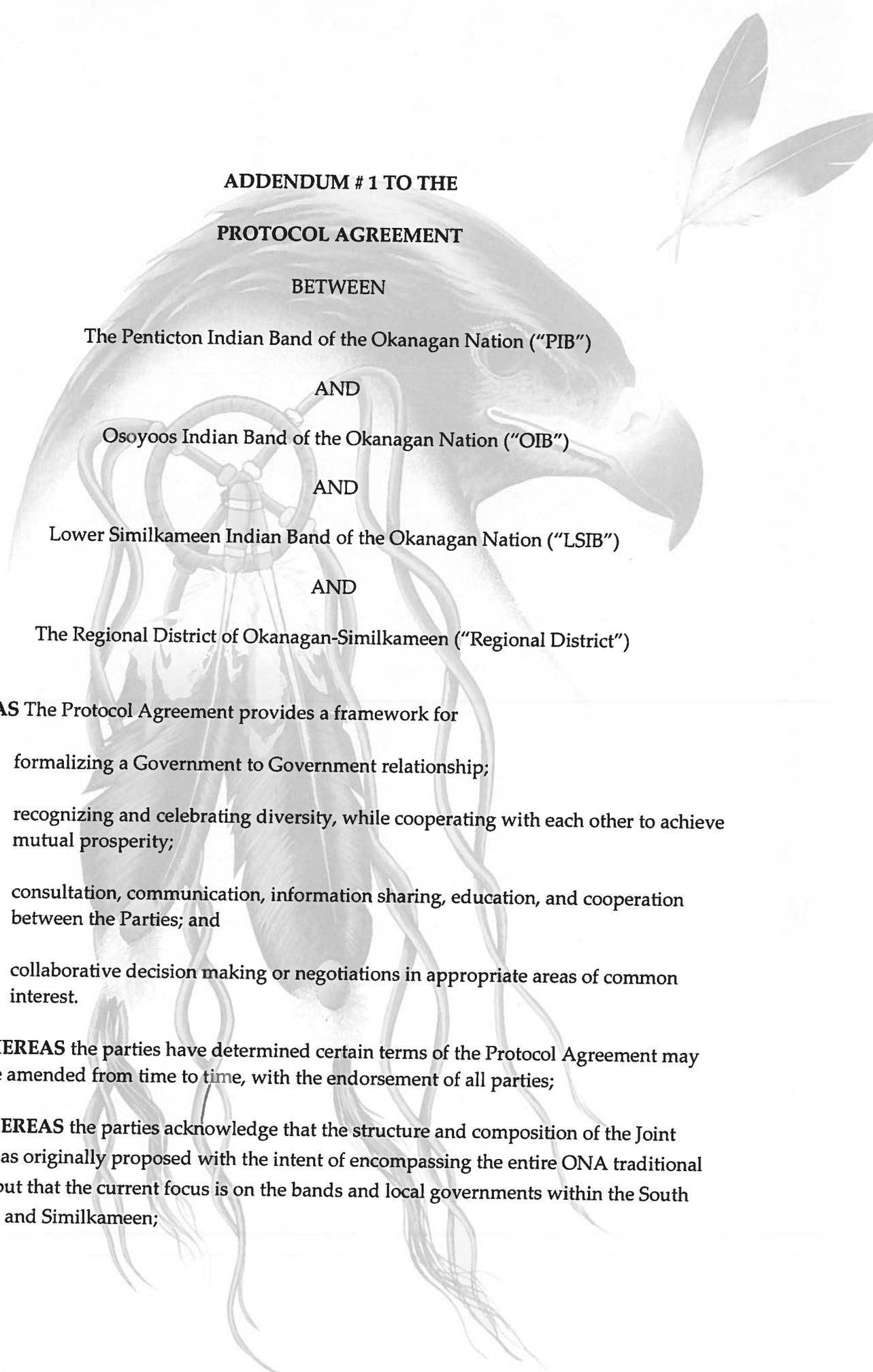

Mark Pendergratt, Acting-Chair
Regional District of Okanagan-Similkameen


kt'as p'umint Chief Robert Edward
Lower Similkameen Indian Band


Bill Newell, Chief Administrative Officer
Regional District of Okanagan-Similkameen


Ki lan na Chief Clarence Louie
Osoyoos Indian Band


calyx Richard Armstrong
Witness



**ADDENDUM # 1 TO THE
PROTOCOL AGREEMENT**

BETWEEN

The Penticton Indian Band of the Okanagan Nation ("PIB")

AND

Osoyoos Indian Band of the Okanagan Nation ("OIB")

AND

Lower Similkameen Indian Band of the Okanagan Nation ("LSIB")

AND

The Regional District of Okanagan-Similkameen ("Regional District")

WHEREAS The Protocol Agreement provides a framework for

- a) formalizing a Government to Government relationship;
- b) recognizing and celebrating diversity, while cooperating with each other to achieve mutual prosperity;
- c) consultation, communication, information sharing, education, and cooperation between the Parties; and
- d) collaborative decision making or negotiations in appropriate areas of common interest.

AND WHEREAS the parties have determined certain terms of the Protocol Agreement may need to be amended from time to time, with the endorsement of all parties;

AND WHEREAS the parties acknowledge that the structure and composition of the Joint Council was originally proposed with the intent of encompassing the entire ONA traditional territory, but that the current focus is on the bands and local governments within the South Okanagan and Similkameen;

NOW THEREFORE all parties agree to amend *Section 4 - Joint Council* of the Protocol Agreement to reflect the existing participants

4. JOINT COUNCIL

The Parties will establish a Joint Council composed of:

- a) the Chief of the Penticton Indian Band;
- b) the Chief of the Osoyoos Indian Band
- c) the Chief of the Lower Similkameen Indian Band
- d) the Chair of the Regional District
- e) the Vice Chair of the Regional District
- f) a third representative from RDOS

Signed this 31st day of January, 2014.



Nq'as mulmin Chief Jonathan Kruger
Penticton Indian Band



Mark Pendergraft, Acting-Chair
Regional District of Okanagan-Similkameen



Chief Keith Crow
Lower Similkameen Indian Band



Bill Newell, Chief Administrative Officer
Regional District of Okanagan-Similkameen



Ki Tan na Chief Clarence Louie
Osoyoos Indian Band

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

POLICY NO: P0530-00.02

Page 1 of 1

SUBJECT: CONFLICT OF INTEREST

Effective Date
January 20, 2005

Amendment

Board Resolution
B24/05

Administered By
CAO & Board Chair

CONFLICT OF INTEREST

For Director Members of the Regional District of Okanagan-Similkameen, Appointees to Boards, Committees, Commissions and Task Forces (hereby collectively referred to as "Members"):

A conflict of interest exists where:

- a committee member is a director, member or employee of an organization seeking a benefit from the Regional District of Okanagan-Similkameen upon which the committee will make a recommendation;
- the committee member has a direct or indirect pecuniary interest in the outcome of committee deliberations.

A conflict of interest does not exist if:

- the pecuniary interest of the member is a pecuniary interest in common with members of the Regional District generally, or
- the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Where a conflict of interest exists, members:

- Are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;
- Must declare to the committee that a conflict exists; and
- Must declare themselves and exit from the meeting during consideration of the issue to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.

Perceived Conflict of Interest:

Where a perceived conflict of interest might exist, the member may note that a perception of conflict might exist but need not declare a conflict and exit the meeting if in the member's view there is no actual conflict of interest.

Directorship Review:

Where in the opinion of a committee member is in a conflict of interest and has not so declared, the committee may ask for a review of the matter by the Chief Administrative Officer. The matter, if unresolved, may then be referred to the Board for review.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 12, 2014
RE: Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw No. 2620

The Regional District of Okanagan-Similkameen (RDOS) Board Procedure Bylaw sets out the regulations for scheduling and notification of Regular, Special and Committee Meetings; procedures for the public to follow at Board meetings; the rules of procedures (agenda preparation, quorum, voting, points of order, conduct and debate, motions, etc.).

Furthermore, the RDOS Board Procedure Bylaw sets out the regulations of minutes, bylaws, resolutions and Board committees.

It is a good practice for Local Governments to review their Procedures Bylaw annually and when changes in relevant legislation occur.

The RDOS Procedure Bylaw has been updated periodically over the past; however, a full bylaw review was completed in 2012 and proposed changes were presented to the Board at the November 21, 2012 Legislative Workshop. Those changes included:

- Inclusion of detailed process for election of Chair/Vice Chair
- Provision of authority for Chair and Vice Chair to cancel a meeting at their discretion if no business is expected
- Removal of delegation process to a policy
- Changes to the order of Business of the Board agenda
 - Removal of unfinished business, correspondence, staff reports, committee reports as these categories were no longer required.
 - Change in order of department reports and consolidation under one heading 'Department Reports' for a more cohesive flow
- Clarity on 'Reconsideration'

In 2013, Administration introduced the 'consent' agenda process which allowed the Board to approve specific items together in one motion. These items include:

- Approval of minutes;
- Reports for information only;
- Routine matters such as appointments to committees;
- Staff or volunteer appointments requiring board confirmation;
- Matters which do not appear to warrant discussion.

At the Board elect workshop on December 12, 2014, changes will be proposed to the existing Board agenda format. If those changes are endorsed by the Board, an amendment to the Procedure Bylaw will be brought forward in January 2015.

Respectfully submitted:

C. Malden, Manager of Legislative Services

Bylaw No. 2620, 2013

Regional District of Okanagan-Similkameen

Regional Board Procedure Bylaw

Consolidated for convenience purposes.
Includes all amendments to the text up to:
December 19, 2013

Summary of Amendments

Bylaw No.	Adopted	Amendment	Purpose
2620.01, 2013	June 6, 2013	Addition to Section 6.4	Provision to allow the Board, for a specified time period, to experiment with the order or content of the agenda to seek efficiencies or improve effectiveness.
2620.02, 2013	Dec. 19, 2013	Addition to Section 6.4	Provision to add Consent Agenda to the order of business, when appropriate.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2620, 2013

A bylaw to regulate the meetings of the Regional Board of the Regional District of Okanagan-Similkameen and the conduct thereof

WHEREAS pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing committees, including the manner by which resolutions may be passed and bylaws adopted;

AND WHEREAS pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for advance public notice respecting the time, place and date of board and committee meetings;

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

1.0 GENERAL

- 1.1 The provisions of this bylaw govern the proceedings of the Regional Board and all standing, select and other committees of the Regional Board, as applicable.
- 1.2 In cases not provided for under this bylaw, the Regional Board may determine the appropriate rules of procedure, or may follow the most current version of Robert's Rules of Order, so long as those rules are applicable in the circumstance and are not inconsistent with the provisions of this bylaw or with any Provincial Act.
- 1.3 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of the Regional Board of the Regional District of Okanagan-Similkameen, as amended, revised, consolidated, or replaced from time to time.
- 1.4 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 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 shall not affect the validity of the remaining portions of the bylaw.
- 1.6 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments is given to each Director 5 days before the meeting at which the amendment is to be introduced.

2.0 CITATION

- 2.1 This bylaw may be cited for all purposes as the **Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw No. 2620, 2013.**

3.0 DEFINITIONS

- 3.1 In this bylaw:

“Audio and video recording devices” means any equipment enabling the recording and/or transmission of sound and/or visual images;

“Board” means the Board of Directors of the Regional District of Okanagan-Similkameen;

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

“Chief Administrative Officer” means the individual appointed by the Regional Board as the Chief Administrative Officer of the Regional District of Okanagan-Similkameen;

"Closed Meeting" means a meeting closed to the general public or employees, as deemed appropriate with items to be discussed as set out in the *Community Charter*;

“Corporate Officer” means the individual appointed by the Regional Board as the Officer assigned the responsibility of corporate administration of the Regional District of Okanagan-Similkameen or their designate;

“Delegation” means an individual or group of people addressing the Board regarding any matter that falls within the jurisdiction of the Board, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled;

“Director” means a member of the Board, whether as a municipal Director or an electoral area Director;

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

“Public Notice Posting Place” means the notice board at the Regional District administration office;

“Quorum” means a majority of the members of the Regional Board or a majority of the members of a Regional District Committee, unless otherwise adopted in a committee Terms of Reference;

“Regional District” means the Regional District of Okanagan-Similkameen;

“Regional District administration office” means the Regional District of Okanagan-Similkameen office located at 101 Martin Street, Penticton, British Columbia;

“Select Committee” means a committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board. Persons who are not directors may be appointed by the Board; at least one member of the committee must be a director;

“Special meeting” means any meeting other than a statutory, regular, or adjourned meeting;

“Standing Committee” means a committee established by the Chair for matters the Chair considers would be better dealt with by committee. Persons who are not directors may be appointed by the chair; at least one member of the committee must be a director;

“Vice-Chair” means the Vice-Chair of the Regional Board

3.2 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Community Charter* or the *Local Government Act*, as applicable.

4.0 REGIONAL BOARD MEETINGS

Inaugural Meeting

4.1 An inaugural Regional Board meeting shall be held at the first meeting of the Regional Board in December.

Election of Chair/Vice Chair

4.2 The Board shall elect a Chair from among its directors at the inaugural meeting pursuant to the *Local Government Act*. The Chair shall fulfill those obligations placed upon this position by legislation and by approved board policy.

- (1) The Corporate Officer shall call for nominations for the position of Chair of the Board and will do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives will be allowed a maximum of three (3) minutes to address the Board.
- (2) In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidates receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.
- (3) Only those ballots that indicate an officially nominated candidate will be counted towards the election and be used to determine a clear majority.
- (4) In the event of two consecutive tie votes the election shall be determined by the flip of a coin.

4.3 An election of Vice-Chair shall then be conducted pursuant to subsections above, but the candidates will be permitted a maximum of two (2) minutes to address the Regional Board.

Schedule of Meetings

4.4 Regular Regional Board and Committee meetings shall be held on the dates each year established by a resolution of the Regional Board prior to December 31 of the preceding year. At the discretion of the Board Chair and Vice Chair, a meeting of the Board of Directors may be cancelled or postponed, providing two consecutive meetings are not cancelled.

- 4.5 Notification of a cancelled or postponed meeting must be provided to the Corporate Officer at least 48 hours before the scheduled meeting, and the Corporate Officer must advise all Board members via email and the public by posting a notice on the Public Notice Posting Place.

Location of the Regional Board Meetings

- 4.6 All Regional Board meetings shall take place within the Regional District administrative office.
- 4.7 Notwithstanding subsection 4.6, at the discretion of the Chair, Regional Board meetings may take place at other locations. The change in location must be advertised in accordance with the *Local Government Act*.

Notice of Regular Regional Board and Committee Meetings

- 4.8 The annual schedule of regular Regional Board and Committee meetings, established pursuant to subsections 4.4 and 4.5 of this bylaw, shall be available to the public through posting on the Public Notice Posting Place, and notice of the availability of the Schedule shall be advertised by January 15 of each year in accordance with the public notice provisions set out in the *Local Government Act*.
- 4.9 At least 48 hours before a regular Regional Board or Committee meeting, the Corporate Officer must give notice of the meeting agenda, including confirmation of the time, place, and date, by:
- (a) Posting the agenda on the Public Notice Posting Place at the Regional District office;
 - (b) Leaving copies of the agenda at a public counter at the Regional District office for distribution to members of the public as requested; and
 - (c) Providing an electronic copy to each member of the Regional Board.
- 4.10 The Corporate Officer may post agendas on the Regional District's internet web site.

Notice of Special Regional Board Meetings

- 4.11 At least 48 hours before a Special Regional Board meeting, the Corporate Officer must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for meeting agendas in section 4.9 of this bylaw.
- 4.12 Each copy of a notice of a special Regional Board meeting must be signed by the Chair or the Chief Administrative Officer.
- 4.13 Notwithstanding sections 4.11 and 4.12, notice of a special Regional Board meeting may be waived by unanimous vote of all Regional Board members.

Electronic Meetings

- 4.14 Provided the conditions set out in Regional District Electronic Meetings [Regulation 271/2005](#) are met:
- (a) a Special Board meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities;
 - (b) a member of the Regional Board or Committee who is unable to attend at a Regional Board or Committee meeting, may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.
- 4.15 The facilities must enable the meeting's participants to hear, or watch and hear, each other.

- 4.16 The facilities must enable the public to hear, or watch and hear, except for any part of the meeting that is closed to the public, the meeting at the specified place, and a designated Regional District officer must be in attendance at the specified place.
- 4.17 The member presiding at a Special Board or Committee meeting must convene the meeting from the location specified on the agenda or notice of meeting

Use of Audio and Video Recording Devices

- 4.18 No person shall use or operate any audio or video recording device at a meeting without the permission of the Chair.
- 4.19 Nothing in this section precludes the person responsible for corporate administration or designate to record Regional District of Okanagan-Similkameen Board or Committee Meetings for the purpose of taking meeting minutes.

5.0 PUBLIC ATTENDANCE AT REGIONAL BOARD MEETINGS

Meetings to be Open to the Public

- 5.1 Unless a meeting or part of a meeting is authorized to be closed to the public by the *Local Government Act* and *Community Charter*, all meetings of the Regional Board shall be open to the public.

Visitors and Delegations to the Regional Board

- 5.2 A delegation shall only address the Regional Board during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if the Regional Board has passed a resolution by 2/3 member vote to hear from that person at that time.
- 5.3 A delegation who wishes to have a report or presentation scheduled to a Regional Board meeting agenda shall request the same through the Office of the Chief Administrative Officer. The request shall be processed in accordance with the [Regional District of Okanagan-Similkameen Delegations Policy](#).

6.0 RULES OF PROCEDURE AT REGIONAL BOARD MEETINGS

Agenda Preparation and Order of Proceedings

- 6.1 Prior to each meeting of the Regional Board, the Office of the Chief Administrative Officer shall prepare an agenda for approval by the Executive, of all items to be considered by the Regional Board at the meeting.
- 6.2 All items or reports for inclusion on the agenda of a meeting of the Regional Board, other than a special Regional Board meeting, must be received by the Office of the Chief Administrative Officer prior to 4:30 pm on the Wednesday two weeks preceding a Thursday meeting. Any item not electronically available or in an agenda-ready format by that deadline shall be held to the next meeting of the Regional Board, unless approved as a late item by the Chief Administrative Officer.
- 6.3 A late item may be approved for addition to an agenda by the Chief Administrative Officer prior to the meeting, or by a 2/3 resolution of the Regional Board at the meeting.

- 6.4 The agendas for all regular Regional Board meetings shall contain the following matters where there are items pertaining to them:

- Adoption of Agenda
- Consent Agenda¹
- Delegations
- Department Reports (listed by Department)
- Other Business
- Closed Session
- Adjournment

The Board of Directors may, by resolution, establish a specific period of time in which the order or content of the agenda may be adjusted for the purpose of investigating potential changes to increase the efficiency or effectiveness in the conducting of business. Upon expiry of the specified term, the Board must either revert back to the order determined in this bylaw, or amend the bylaw to reflect changes.²

- 6.5 No Regional Board meeting may start or continue past 5:00 p.m. unless the Regional Board passes a majority resolution to start or continue that meeting past that time.
- 6.6 During discussion, members of the Regional Board may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Items of new business which are not included in the agendas and are of a complex nature or that may affect existing Regional District bylaws and policies shall be introduced as a "Notice of Motion" for placement on an agenda for a future meeting. Other items of new business which are not of a complex nature, and do not require a motion may be accepted as verbal reports from any member of the Regional Board and noted under Other Business.

Quorum

- 6.7 As soon after the time specified for a Regional Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the meeting to order. Where the Chair is absent, the Regional Board member designated in accordance with this bylaw to act in the Chair's place for that meeting must take the chair and call the meeting to order.
- 6.8 If a quorum of the Regional Board is present, but neither the Chair nor the Regional Board member designated in accordance with this bylaw to act in the Chair's place for that meeting is present within 15 minutes of the time specified for the Regional Board meeting, the Chief Administrative Officer, or their designate shall call the meeting to order and the members of the Regional Board present shall choose one among them to preside at the meeting.
- 6.9 If there is no quorum of the Regional Board present within 15 minutes of the time specified for the Regional Board meeting, the Chief Administrative Officer shall record the names of the members present and those absent and shall adjourn the meeting to the next regular scheduled meeting.

Voting at Meetings

- 6.10 If a Regional Board member considers that he or she is not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of

¹ Bylaw No. 2620.02, 2013 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw

² Bylaw No. 2620.01, 2013 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw

interest, he shall conduct himself in accordance with the law, including with the provisions of the *Community Charter and Local Government Act*.

- 6.11 When debate on a matter is closed and the Regional Board is ready to vote, the Chair must put the matter to a vote by asking who is in favour of the question and then who is opposed.
- 6.12 Once the Chair has put the question to a vote, voting shall be by show of hands, by verbal confirmation, or by electronic vote, if facilities are so provided, and a member of the Regional Board shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order.
- 6.13 After the Chair has finally put the question to a vote, a member of the Regional Board shall 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.
- 6.14 Should the votes on a question, other than an appeal of a decision of the Chair on a point of order, be equal for and against, the motion is defeated.
- 6.15 Whenever a vote of the Board is taken, the Chair must state the names of those members voting in the negative, and those names must be entered into the record. The Chair must declare the result of the voting by stating whether the motion is carried or is defeated.
- 6.16 Where a member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

Points of Order

- 6.17 The Chair shall preserve order and decide all points of order, subject to appeal, which may arise.
- 6.18 When the Chair is required to decide a point of order:
 - (a) the Chair must cite the applicable rule or authority if requested by another Regional Board member;
 - (b) another member shall not question or comment on the rule or authority cited by the Chair; and
 - (c) the Chair may reserve the decision until the next Regional Board meeting.
- 6.19 A member of the Regional Board may appeal the decision of the Chair regarding the preservation of order and decisions on points of order that may arise. The question as to whether the Chair is to be sustained shall be immediately put by the Chair and decided without debate. The Chair cannot vote and the motion passes in the affirmative if votes are equal. The Chair must be governed by the result.

Conduct and Debate at Meetings

- 6.20 A member shall speak at a Regional Board meeting only after being recognized by the Chair, except to raise a point of order.
- 6.21 A Member shall address other members of the Regional Board by their title and their surname, as applicable (for example, Chair _____ or Vice-Chair _____ or Director _____).
- 6.22 No member shall interrupt another member who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.

- 6.23 A member of the Regional Board may make a motion to move the previous question being debated at a Regional Board meeting at any time during the debate. This motion requires a seconder and must be adopted by a two-thirds vote.
- 6.24 Members of the Regional Board may be limited to speaking twice only in connection with a single question, by the Chair, except to reply to debate on a substantive motion which the member has made.
- 6.25 Despite section 5.1 of this bylaw, the Chair at a Regional Board meeting may expel and exclude from any Regional Board meeting a person, including another Regional Board member, whom the Chair considers is engaging in inappropriate conduct.

Motions Generally

- 6.26 The Regional Board may debate and vote on a motion only if it is first made by one Regional Board member and then seconded by another.
- 6.27 The following motions are neither amendable nor debatable:
- (a) to table the main motion;
 - (b) to postpone the main motion, either indefinitely or to a specified time;
 - (c) to move the previous question; or
 - (d) to adjourn.
- 6.28 The Regional Board must vote separately on each distinct part of a question that is under consideration at a Regional Board meeting if so requested by a Regional Board member.

Amendments Generally

- 6.29 A Regional Board member may, without notice, move to amend a motion that is being considered at a Regional Board meeting.
- 6.30 A proposed amendment must be produced in writing by the mover if requested by the Chair.
- 6.31 A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote.
- 6.32 An amendment may be amended once only.
- 6.33 A motion to amend that has been defeated by a vote of the Regional Board cannot be proposed again.

Reconsideration

- 6.34 As provided in the *Local Government Act* and the *Community Charter*, the Chair may require board reconsideration of a matter as follows:
- (a) Without limiting the authority of a board to reconsider a matter, the Chair may require the Regional Board to reconsider and vote again on a matter that was the subject of a vote.

- (b) In exercising the power, the Chair may return the matter for reconsideration at the same board meeting as the vote took place, or at the meeting of the Regional Board following the original vote.
- (c) A matter may not be reconsidered under this section if
 - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Regional Board, or
 - (ii) there has already been a reconsideration under this section in relation to the matter.
- (d) On a reconsideration under this section, the Regional Board
 - (i) must deal with the matter as soon as convenient, and
 - (ii) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration; and
 - (iii) has not been acted on by an officer, employee or agent of the Regional District.
- (e) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

6.35 After a vote has been taken on any motion, a Director (except the Chair), who voted with the majority for or against the resolution may, at the regular meeting of the board following the original vote, introduce a motion to reconsider that resolution in accordance with section 6.2 or section 6.3.

6.36 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.

6.37 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

Privilege

6.38 In this section, a matter of privilege includes reference to any of the following motions:

- (a) to fix the time to adjourn;
- (b) to adjourn;
- (c) to recess;
- (d) to raise a question of privilege of the Regional Board; and
- (e) to raise a question of privilege of a member of the Regional Board.

6.39 A matter of privilege must be immediately considered when it arises at the Regional Board meeting.

6.40 For the purposes of section 6.39, a matter of privilege listed in section 6.38 has precedence over those matters listed after it.

7.0 MINUTES

7.1 Minutes of the proceedings of the Regional Board must be legibly recorded, certified as correct by the Chief Administrative Officer, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

- 7.2 Subject to section 7.3 of this bylaw, the minutes of the proceedings of the Regional Board must be open for public inspection at the Regional District during the regular office hours.
- 7.3 Section 7.2 of this bylaw does not apply to minutes of a Regional Board meeting, or part of a meeting, from which persons were excluded pursuant to section 5.1 of this bylaw.

8.0 BYLAWS

Copies of Proposed Bylaws to the Regional Board Members

- 8.1 A proposed bylaw may be introduced at a Regional Board meeting only if a copy of it has been made available to each Regional Board member and the Chief Administrative Officer prior to the Regional Board meeting, or if all Regional Board members unanimously agree to waive this requirement.

Form of Proposed Bylaws

- 8.2 A bylaw must be printed, have a distinguishing name and a distinguishing number, and must be divided into relevant sections.

Reading Consideration of Proposed Bylaws

- 8.3 The Regional Board must consider a proposed bylaw at a Regional Board meeting either:
- (a) separately when directed by the Chair or requested by another Regional Board member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the Chair providing the voting entitlement and weighting is the same for all bylaws under consideration.
- 8.4 The Chair of the Regional Board meeting may read, or have the Chief Administrative Officer read, a synopsis of each proposed bylaw or group of bylaws and may then either request a motion or read a motion which has already been submitted that the proposed bylaw or group of bylaws be given appropriate readings.
- 8.5 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act*.

Bylaws must be Signed

- 8.6 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the Regional Board meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District's records for safekeeping and endorse upon it:
- (a) the Regional District's corporate seal; and
 - (b) the dates of its readings, adoption and any required approvals that have been obtained.

9.0 RESOLUTIONS

Copies of Proposed Resolutions to Regional Board Members

- 9.1 A proposed resolution may be introduced at a Regional Board meeting only if a copy of it has been made available to each Regional Board member and the Chief Administrative Officer prior to the Regional Board meeting, or if all the Regional Board members unanimously agree to waive this requirement.

Form of Proposed Resolutions

9.2 A resolution must be in written form.

Consideration of Proposed Resolutions

9.3 The Chair of the Regional Board meeting may read, or have a staff member read, the proposed resolution and may then request a motion that the resolution be introduced or delayed until such time as it may be dealt with.

10.0 REGIONAL BOARD COMMITTEES

Establishment of Committees (LGA)

10.1 The Chair may establish standing committees and the Regional Board may establish select committees of the Regional Board, in accordance with the provisions of the *Local Government Act*.

10.2 The Regional Board may establish other committees in accordance with the provisions of the *Local Government Act*.

Duties of Standing Committees

10.3 Standing Committees must consider, inquire into, report on, and make recommendations to the Regional Board about any of the following:

- (a) matters that are related to the general subject indicated by the name of the committee;
- (b) matters that are assigned by the Regional Board;
- (c) matters that are assigned by the Chair.

10.4 Standing Committees must report and make recommendations to the Regional Board as required by the Regional Board or the Chair.

Duties of Select Committees

10.5 Select Committees must consider, inquire into, report on, and make recommendations to the Regional Board about matters referred to the committee by the Regional Board.

10.6 Select Committees must consider, inquire into, report on, and make recommendations to the Regional Board as soon as possible, unless a date and time is established by the Regional Board.

General Duties of Committees are as follows:

10.7 All committees are considered to be advisory in nature.

10.8 No committee has the power to pledge the credit of the Regional Board or commit the Regional Board to any particular action.

10.9 No member of the committee shall give specific direction to any staff member. The responsibility of giving specific direction to administration shall reside with the full Regional Board at a duly assembled meeting unless otherwise delegated to the Chief Administrative Officer.

- 10.10 Elections for Chair and Vice Chair of each standing committee shall be conducted at the call of the Chief Administrative Officer and at such time as is determined by the Regional Board.
- 10.11 The minutes of each committee, along with that committee's recommendation to the Regional Board, shall be submitted to the Board for adoption at the next meeting of the Regional Board.

Attendance of Non-Committee Members at Committee Meetings

- 10.12 The Regional Board members who are not members of a committee may attend the meetings of the committee.
- 10.13 Unless a meeting or part of a meeting of a committee is authorized to be closed to the public by the *Community Charter*, all meetings of committees shall be open to the public.

Minutes of Committee Meetings

- 10.14 Minutes of the proceedings of a committee meeting must be legibly recorded, signed by the Chair of the meeting upon adoption by the Board, and open for public inspection in accordance with the requirements of the *Local Government Act*.

Quorum

- 10.15 Unless otherwise stated in the terms of reference of the committee as adopted by the Regional Board, the quorum for a committee is a majority of all of its members.

Conduct and Debate

- 10.16 The Regional Board members who are attending a meeting of a Regional Board committee of which they are not a member may participate in a discussion only with the permission of the majority of all members of the committee.
- 10.17 The Regional Board members who are attending a meeting of a Regional Board committee of which they are not a member must not vote on a question.
- 10.18 Sections 6.20 to 6.25 of this bylaw apply to a Regional Board member's conduct and debate at a committee meeting, in the same manner as it does in relation to a Regional Board meeting.

REPEAL

- 11.1 Regional District of Okanagan-Similkameen Procedures Bylaw No. 2503, 2010, together with all amendments to it, is hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME this 21st day of February, 2013.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 21st day of February, 2013.

RDOS Board Chair

Chief Administrative Officer

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: December 12, 2014
RE: Board Remuneration Bylaw

The Regional District of Okanagan-Similkameen provides, by bylaw, for the budgeting and paying out of annual remuneration to the Chair and Directors, as well as for the reimbursement of expenses incurred by these officials while representing the Regional District on business.

The bylaw directs that a Consumer Price Index adjustment take place annually and that a review take place every 5 years to ensure that the amount paid is reasonable in comparison to other Regional Districts in the Province of a similar size.

In April of 2013, a summarization of a Remuneration study conducted in 2011 by another Regional District was provided to the Board to assist with determining whether RDOS remuneration was comparable and found them to be fairly consistent with the data provided at that time.

At the November 14, 2013 Legislative Workshop, Administration was directed to consider options for increased remuneration for those alternate Electoral Area Directors who regularly or frequently conduct Regional District business on behalf of the Electoral Area Director, whether it be in the Directors absence or to assist with fulfilling the duties required of an Electoral Area Director.

In January 2014, the Board resolved to enable each Electoral Area Director the discretion to compensate their alternate Directors for attendance at other meetings within the Electoral Area while the Alternate is conducting business on behalf of the Director. The meeting rate was established at \$108.35 per meeting day, prorated based on an eight hour day and the bylaw was amended accordingly.

Respectfully submitted:

C. Malden, Manager of Legislative Services

Bylaw No. 2621, 2013

Regional District of Okanagan-Similkameen Board Remuneration, Expenses and Benefits Bylaw

Consolidated for convenience purposes.
Includes all amendments to the text up to:
February 6, 2014

Summary of Amendments

Bylaw No.	Adopted	Amendment	Purpose
2621.01, 2014	February 6, 2014	Replaced Alternate Director Remuneration table of Schedule A	Provision to enable each Electoral Area Director the discretion to compensate their Alternate Director for attendance at other meetings while the Alternate is conducting business on behalf of the Director.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2621, 2013

A bylaw to provide for remuneration and expenses to Elected Officials of the Regional District of Okanagan-Similkameen.

CITATION

1. This Bylaw may be cited for all purposes as the “**Board Remuneration, Expenses and Benefits Bylaw No. 2621, 2013**”

DEFINITIONS

2. In this Bylaw:

“**Committee**” means a standing, select or special Committee of the Regional Board and also means an appointment of a Director for representation to an outside committee whereby the Director does not receive remuneration or expenses from that committee.

“**Director**” means a Municipal Director or Electoral Area Director of the Board, and includes Alternate Directors when that Alternate Director has been delegated by the Director to act in the place of the Director for an event or a specified period of time.

“**Double Occupancy Rates**” means the rate charged when one or two individuals occupy a hotel or motel room. Additional persons would result in a higher rate charged.

REMUNERATION

3.
 - (a) There shall be provided in the annual budget an amount sufficient to pay remuneration to each of the Directors the amounts indicated on Schedule ‘A’ attached to and forming part of this bylaw.
 - (b) The annual remuneration listed in Schedule ‘A’ shall be increased each January 1 by the change in the Consumer Price Index for the Province of British Columbia. This amount shall be reviewed after each five years to ensure that the amount paid is reasonable in comparison to other Regional Districts in the Province of a similar size.
 - (c) One-third (1/3) of the annual remuneration listed in Schedule ‘A’ shall be considered as an allowance for expenses incidental to the discharge of the Director’s duties of office and does not form a part of the expense allowances provided for in Section 4 of this bylaw.

EXPENSES

4. (a) There shall be provided in the annual budget an amount sufficient to pay expenses to each of the Directors the amounts indicated in Schedule 'B' attached to and forming part of this bylaw.
- (b) Such amounts are payable only to reimburse each Director for expenses incurred when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention, or attending a meeting of a committee of which the Director is a member.

BENEFITS

5. (a) There shall be provided in the financial plan an amount sufficient to pay benefits, if applicable, on behalf of each of the Directors. The amounts are indicated on Schedule 'C' attached hereto and forming part of this bylaw.

REPORTING

6. The remuneration, expenses and benefits paid to each member of the Board, by name, shall be reported annually in accordance with the *Local Government Act*.

REPEAL

7. Bylaw No. 2542, 2012 is hereby repealed.
8. The decision of a court that a provision of this bylaw is invalid shall not affect the validity of the remainder of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this 16th day of May, 2013.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 16th day of May, 2013.

RDOS Chair

Chief Administrative Officer

SCHEDULE 'A'

DIRECTOR REMUNERATION

CPI at Dec 2012

DESCRIPTION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Municipal Director	\$325.75/month	\$162.63/month	\$488.38/month
Electoral Area Director	\$1,126.75/month	\$562.53/month	\$1,689.28/month
RDOS Chairperson	\$1,689.79/month	\$843.63/month	\$2,533.41 month ¹
RDOS Vice-Chair	\$309.72/month	\$153.73/month	\$461.65/month ²
Attendance at Board Meetings	\$146.07/meeting	\$72.93/meeting	\$219.00/meeting
Attendance at Committee Meetings – same day as Board meeting	\$48.69/meeting	\$24.31/meeting	\$73.00/meeting ³
Attendance at Committee Meetings – separate day from Board meeting	\$108.35/ mtg day	\$54.10/ mtg day	\$162.45/mtg day
Electronic Attendance at meetings	\$54.18/meeting day		\$54.18/meeting day

ALTERNATE DIRECTOR REMUNERATION⁴

CLASSIFICATION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Attendance at Board Meetings (in place of Director)	\$146.07/meeting	\$72.93/meeting	\$219.00/meeting
Attendance at Committee Meetings – same day as Board meeting (in place of Director)	\$48.69/meeting	\$24.31/meeting	\$73.00/meeting ⁵
Attendance at Committee Meetings – separate day from Board meeting (in place of Director)	\$108.35/ mtg day	\$54.10/ mtg day	\$162.45/mtg day
Attendance at Other Meetings (in place of Director)	\$108.35/ mtg day (pro-rated to time spent)	\$54.10/ mtg day	\$162.45/mtg day
Electronic Attendance at meetings - teleconference	\$54.18/meeting day		\$54.18/meeting day
Electoral Area Alternate Director	\$48.69/month	\$24.31/month	\$73.00/month

¹ The RDOS Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

² The Vice-Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

³ The maximum remuneration for attendance at a full day of Board and Committee meetings is \$292.

⁴ Bylaw No. 2621.01, 2014 Board Remuneration, Expenses and Benefits Amendment Bylaw

⁵ The maximum remuneration for attendance at a full day of Board and Committee meetings is \$292.

SCHEDULE 'B'

DIRECTORS' EXPENSES

TRAVEL EXPENSES

1. (a) Travel throughout the Regional District by a Director to attend Board meetings, public hearings and other non-sanctioned meetings to fulfill the duties of an elected official will be reimbursed. Travel expenses will commence from the home or place of work (whichever is closer) of the director to the place of the meeting, and return.

A base is set at \$1.00 per liter of gas which equates to \$.048 per kilometer. All increases above \$1.00 will result in an increase of the kilometer rate by 20% of the increase

Regular Travel: \$0.48 per kilometer

- (b) For other travel – travel by automobile will be reimbursed at the rate of \$0.48 per kilometer.

Actual expenses incurred will be reimbursed for travel by bus, train, ferry or air (economy class). Receipts are required. The Regional District will reimburse the lower transportation cost of airfare or vehicle. An analysis must be made to identify the most economical mode of transportation that will be reimbursed.

MEALS

2. (a) When travel requires over 24 hours absence from place of residence, a daily allowance in accordance with 2(b) will be paid to a Director. Partner or spouse's meals cannot be claimed. Alcoholic Beverages cannot be claimed.
- (b) When travel requires less than 24 hours absence from place of residence, meal expenses will be paid as follows:

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>	<u>Zone D</u>
Breakfast:	\$20	\$20	\$15	\$15
Lunch:	\$30	\$30	\$25	\$20
Dinner:	\$41	\$51	\$36	\$31
Daily Allowance:	<u>\$91</u>	<u>\$101</u>	<u>\$76</u>	<u>\$66</u>

Zone A – Vancouver Island
Zone B – Lower Mainland – includes Whistler and meals outside BC and Canada
Zone C – Okanagan & Thompson Valley's
Zone D – All other BC

- (c) Partial Day Travel Allowance

On the day of departure, if the travel status begins:

- After 7:00 a.m., breakfast cannot be claimed;

- After 12:00 noon, breakfast and lunch cannot be claimed;
- After 6:00 p.m., no meals can be claimed.

On the day of return, if a Director's travel status terminates:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 noon, breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed;
- After 6:00 p.m., all meals can be claimed.

* *As meal expenses will be claimed on the Director Mileage and Claim form and reimbursed in accordance with the terms of Section 2 of this Schedule; the submission of receipts is not required. Should a Director not use the full amount of the daily allowance/partial day allowance, nothing precludes that individual from claiming a lesser amount by submitting receipts.*

SEMINARS, COURSES, CONFERENCES AND MEETINGS

3. Registration fees will be paid for single participation only. Receipts are required. If any meals are included with registration fee, they are to be deducted accordingly from the daily allowance/partial day allowance.

ACCOMMODATION

4. Expenses will be reimbursed based on double occupancy rates. Receipts are required. If a Director chooses not to stay at a hotel, a \$52 per day accommodation allowance may be claimed.

TAXI EXPENSES, LONG DISTANCE TELEPHONE CALLS, PARKING, MISCELLANEOUS EXPENSES

5. Reimbursement will be made for actual expenses incurred while performing duties for the Regional District. Receipts are required.

MISCELLANEOUS EXPENSES

6. Commemorative expenses and the postage, stationary and printing costs associated with providing newsletters to constituents while performing the duties of a rural area director within the Regional District shall be reimbursed from each Electoral Area's Directors administration budget.

SCHEDULE C

DIRECTORS' BENEFITS

1. Pursuant to the *Local Government Act*, the Regional Board may enter into agreements for benefits for all or some of its Directors and their dependents, including medical and dental services and insurance policies.

Benefits provided to a Director and their dependants shall terminate at the end of the month in which they cease to be a member of the Board.

ACCIDENT INSURANCE

2. The Board may provide all or part of a premium required by an agreement under Section 1 of this Schedule for accident insurance coverage for Directors while on Regional District business.

MEDICAL AND DENTAL SERVICES

3. The Board may provide medical and/or dental services by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

EXTENDED HEALTH BENEFITS

4. The Board may provide extended health benefits by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

LIFE INSURANCE

5. The Board may provide life insurance coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

ACCIDENTAL DEATH AND DISMEMBERMENT

6. The Board may provide accidental death and dismemberment coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

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- 11.3.2 [Co-Permittee Liquid Waste Management Permits - Package Type Sewage Treatment Plants](#)

11.4 Solid Waste Disposal

- 11.4.1 [Regional Landfill Sites After Hours Access](#)
- 11.4.2 [Contaminated Site Profiles](#)
- 11.4.3 [Contaminated Soils - Application & Agreement for Relocation](#)
- 11.4.4 [Landfill Tipping Fees - Environmental Clean-Up Activities](#)
- 11.4.5 [300 Metre Landfill Buffer Zones](#)
- 11.4.6 [Campbell Mountain Landfill - Rural Curbside Garbage Collection](#)

11.5 Solid Waste Disposal - Recycling

- 11.5.1 [Recycling Collection Services](#)

SECTION

11.6 Water Supply and Distribution

- 11.6.1 [Naramata Water Utility - Chlorine Protocol for Power Outage](#)

12. PARKS ADMINISTRATION**13. PLANNING AND DEVELOPMENT****13.1 Community Planning - Official Community Plan**

- 13.1.1 [Land Use Bylaw Disclosure Policy](#)
- 13.1.2 [OCP Bylaw Preparation and Consultation Policy](#)

13.2 Community Planning - Individual Areas

- 13.2.1 [Advisory Planning Commission Policy](#)

13.3 Development - General

- 13.3.1 [Temporary Commercial and Industrial Permits](#)
- 13.3.2 [Crown Land Telecommunications Public Consultation](#)

13.4 Development - Waterfront

- 13.4.1 [Application for Relaxation of the Ten Per Cent Frontage Requirement](#)

13.5 Redevelopment

- 13.5.1 [Manufactured Home Park Redevelopment Policy](#)

14. PROTECTIVE SERVICES**14.1 Protective Services - General**

- 14.1.1 [Emergency Response Outside of Service Area](#)

14.2 Emergency Measures - General

- 14.2.1 [Mutual Aid Cost Recovery](#)

14.3 Emergency Measures - 911 Program

- 14.3.1 [911 Radio Equipment Cost Apportionment](#)

15. RECREATION AND CULTURAL SERVICES**15.1 Special Events**

- 15.1.1 [Beer Garden License Application Referral](#)
- 15.1.2 [Special Events Control](#)

16. TRANSPORTATION AND TRANSIT SERVICES

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: Bill Newell, CAO
DATE: 12 December 2014
RE: Open vs. Closed Meetings

Open vs. Closed Meetings

As an organization incorporated by OIC under the Local Government Act of British Columbia, the Regional District must ensure it complies with “open meeting” legislation. The Community Charter, S. 89, requires that every council (Board) and council committee shall hold its meetings openly, and provides that no person shall be excluded except for improper conduct.

This is clear direction from the Provincial Government that public bodies should do their business openly. There are exceptions to this, however.

Exclusions

There will be issues that may be discussed in-camera, including:

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) **personal information** about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) **personal information** about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) **labour** relations or other employee relations;
- (d) the **security of the property** of the municipality;
- (e) the **acquisition, disposition or expropriation of land** or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

- (f) **law enforcement**, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
 - (g) **litigation** or potential litigation affecting the municipality;
 - (h) an **administrative tribunal hearing** or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
 - (i) the receipt of advice that is subject to **solicitor-client privilege**, including communications necessary for that purpose;
 - (j) information that is prohibited, or information that if it were presented in a document would be **prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act***;
 - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to **harm the interests of the municipality** if they were held in public;
 - (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
 - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
 - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
 - (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.
- (2) A part of a council meeting **must be closed** to the public if the subject matter being considered relates to one or more of the following:
- (a) a request under the ***Freedom of Information and Protection of Privacy Act***, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a **provincial government** or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the **Ombudsperson Act** of which the municipality has been notified under section 14 [*ombudsperson to notify authority*] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.
- (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act*.

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

There will be times in a meeting when discussing a controversial issue would be easier done in a meeting closed to the public. There will be arguments that members would speak more freely if they could do so without public scrutiny.

There is no easy answer to this. There must be a reconciliation between the members reluctance to give a stated position in public and the need to provide greater public access and accountability to how the Board is making decisions on behalf of their stakeholders. A general rule of thumb would suggest that, **“if you would be embarrassed to express your opinion on a matter in public, then perhaps you need to review it”**.

Local government is important to your citizens. It has a major determination on quality of life. The Board has taken a position that it should invite citizens into the decision-making forum, not find ways to keep them out, but this is rarely a black & white determination. Discretion is always required, but the onus should be on justifying the need for closing a discussion.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD POLICY

POLICY: **DECISION-MAKING GUIDELINES**

AUTHORITY: Board Resolution # _____ dated _____

DECISION-MAKING GUIDELINES

POLICY STATEMENT

The Regional District of Okanagan-Similkameen has determined a benefit to adopting the 'informed consent' decision-making model. While acknowledging that time constraints often make consensus or unanimous agreement unavailable, the Board believes the process associated with the 'simple majority' system of decision-making has weaknesses, in that it inhibits transparency and may fail to provide the opportunity for all members to support implementation of a decision for the following reasons:

- They were not offered full information or adequate research on the issue, or an explanation of why their colleagues voted in a certain manner;
- They felt their views were not fully heard and debate was limited;
- That the process failed to acknowledge and respect diverse opinions;
- That the planning, implementation and monitoring of the decision was weak.

PURPOSE

1. To provide a universal understanding of the fundamental process the Board will use to make decisions in the best interests of the Corporation.
2. To identify the information required to enable the Board to make informed decisions.
3. To promote transparency in decision-making.
4. To provide clear direction for District employees for the implementation of Board policy.
5. To set out objective decision-making criteria.

DEFINITIONS

6. Administration - includes all employees and officers of the Regional District of Okanagan-Similkameen as defined in all collective agreements and employment bylaws.
7. Board – means the Board of Directors for the Regional District of Okanagan Similkameen.

8. CAO - means the Chief Administrative Officer of the Regional District of Okanagan Similkameen.
9. Committee – means a Board or Committee created by the corporation by Bylaw.
10. Confidential Information - while the classification of information as “confidential” is a matter of discretion, whether labelled as confidential or not, disclosure of information will not constitute a breach of the Board Oath unless that information is of an inherently confidential nature such as:
 - (1) personal data of employees or others.
 - (2) records related to internal policies and practices which, if disclosed, may prejudice the effective performance of a corporate operation.
 - (3) records of a financial nature reflecting information given or accumulated in confidence.
 - (4) files prepared in connection with litigation and adjudicative proceedings.
 - (5) preliminary reports of consultants, policy drafts and internal communications which, if disclosed, may prejudice the effective operation of the corporation or impugn the reputation of any person.
 - (6) any report prepared for the Board is to be released only by the Board.
 - (7) information regarding the acquisition or disposal of land, until it becomes a matter of public record.
11. Corporation - means the Regional District of Okanagan-Similkameen.
12. SMT – means the Senior Management Team of the corporation, chaired by the CAO.

RESPONSIBILITIES

13. Board of Directors shall:
 - (1) Adopt the Board Decision-making policy and any amendments thereto.
 - (2) Review the policy annually.
14. The Chief Administrative Officer shall:
 - (1) Ensure the Decision-Making Policy is added to the agenda of the annual Legislative Workshop for review.
 - (2) Recommend changes to the decision-making process.
 - (3) Ensure the Decision-making policy is implemented and that administration complies with the information requirements of the policy.
 - (4) Assist the Board with the interpretation of the policy.
 - (5) Assign the issues to the appropriate administrative resource.

15. The Senior Management Team shall:

Review administrative reports being prepared for an agenda and ensure that they present fairly all alternative solutions to the issue and the spectrum of information necessary for the Board to make a decision.

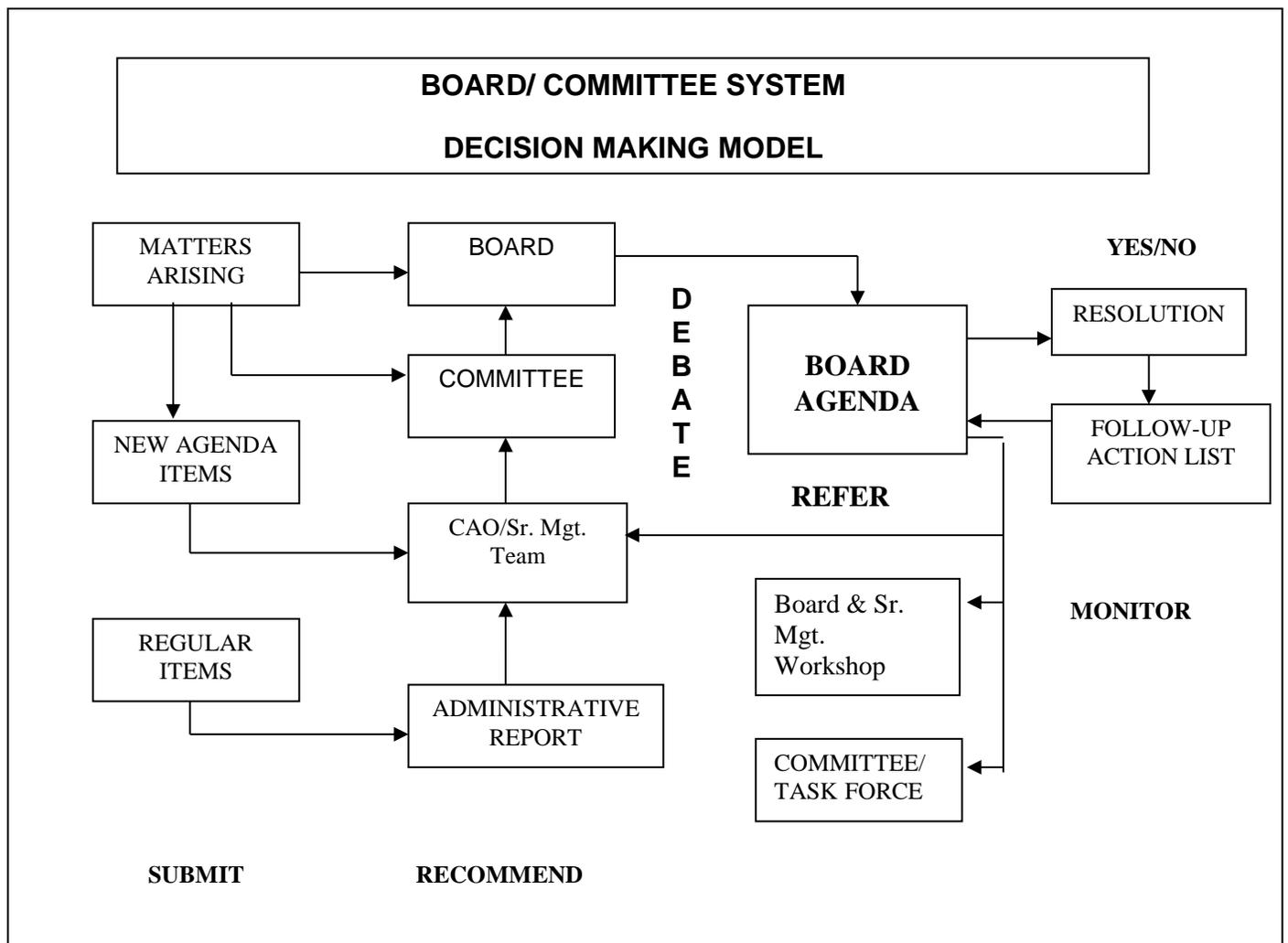
PROCEDURES

16. Agenda Submissions

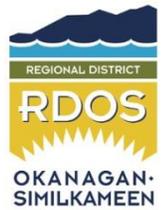
1. All items requiring a Board decision should initially appear on a Committee agenda. The CAO is authorized to place an item directly on a Board Agenda if the issue is considered to have a level of importance and urgency that requires this attention.
2. Reports to Committee should be initially researched by Administration and submitted in Administrative Report format, meaning the issue should be clearly identified, reference materials are disclosed, a brief summary of the issue is provided, all options for resolving the item are identified and analysed, and there is a clear administrative recommendation. All Administrative submissions are subject to the discretion of the CAO.
3. Committees are designed to provide a forum where the administrative, public and political perspectives of the issue are discussed. Committees are advisory in nature, having no decision-making authority.
4. A Committee may receive a report for information, refer a report to administration for additional information or make a recommendation to the Board. When requesting additional information, Committee should be specific in the information they require. All referrals must go through the CAO.
5. When Committee is of the opinion they have enough information to send a recommendation to the Board, the minutes of the Committee meeting summarizing the discussion shall go on a Board agenda with the Committee recommendation.
6. By the time the issue is placed on the Board agenda, the Board should have enough information to debate the issue and make a decision. Should the debate identify additional information is necessary, the matter may be referred back to Administration for research and re-entry. If the Board requires additional public input or the matter has strategic direction implications, the Board may choose to refer the matter back to Committee. The CAO shall assign the staff necessary to assist the Board with the information required or to initiate the processes necessary for the matter to be resolved.
7. New issues entered at either the Committee or Board should be referred to Administration for report.
8. Draft Committee and Board agendas will be prepared by the Senior Management Team. It is not the role of the Senior Management Team to

decide what issues go onto an agenda; they simply facilitate the delivery of the item to Committee for discussion and ensure the issue is placed according to the terms of reference for the Committee as identified in the Procedure Bylaw. Final agenda's will be presented to the Chair/Vice-Chair by the CAO prior to distribution.

9. All Board direction to staff should be given by way of a resolution or notation in the meeting minutes. This step ensures clarity in the intent of the Board, documentation of the direction and accountability on the part of staff to follow up. It also allows the Board to control the administrative capacity box.
10. The CAO is responsible for the implementation of all Board decisions and shall report to Board on their status.



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: Bill Newell, CAO
DATE: 12 December 2014
RE: Board Protocol

Introduction

Protocol is necessary for any group of people to work together co-operatively; the Board is no exception. Largely based upon the customary practices regulating procedure in-group action developed over time, it is the etiquette practiced so that we know what to expect and how to act in certain situations.

a) Group Action

We have already roundly discussed that the authority for decision-making is vested in the Board as a whole. There will be times when individual members of the Board do not agree with the majority. In those situations, it is necessary that the minority members put forth their arguments at the duly constituted Board meeting for their associates and the public to hear. Once the matter has been decided upon, the majority rules and the decision is the decision of the Board. It is not proper protocol for individual members to disparage other members of the Board because they disagree with their opinion. Unless new information is provided or factors used to make the decision change, it is up to all members of the Board to support the decision and see that it is carried out.

b) Talk to the Issue - Not the Individual

There is a line where members of the Board may disagree about an issue where that issue can be discussed objectively and impersonally. Should one member cross the line and try and make a point at the expense of the credibility of another member of the Board, often the issue is forgotten and personal attacks begin. It is not proper protocol to attack the member or their credibility to prove a point. Stick to the issue.

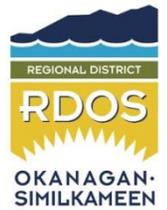
c) Confidentiality

It should be generally accepted that the Board and their committees should resist going in-camera except when it is absolutely necessary. When it is necessary, those matters discussed in-camera should be held confidential until released by the Board at a duly constituted meeting.

Simply because one member of the Board does not want to go in-camera to discuss a confidential matter is not sufficient justification for that member of the Board to divulge the contents of the in-camera session to anyone outside of the Board. Confidential sessions are not intended for the Board's use simply because an item is of significant public interest or is controversial.

The public expects that public business will be conducted openly, but, when the Board deems an item confidential, members should not abuse that trust. To operate effectively, Board members and

administration must maintain a high level of trust in each other. Breaches of confidentiality will surely destroy this and reduce the effectiveness of the organization.



d) Recognize the Chair

Group discussions and group action require rules for their operation. The Board has the rules of the Local Government Act, the Community Charter, the Procedure By-law and Roberts Rules of Order as their basis for procedure in meetings.

To allow the Chair or a Committee Chairperson the opportunity to carry out their role as Chairperson, it is necessary that the members accord them the respect necessary to perform their function.

In a forum that operates on an “informed decision-making process”, it is necessary that each member have a chance to voice their opinion and that they have the chance to complete their opinion uninterrupted. In addition, it is necessary that a dialogue be carried out in a controlled manner.

To accomplish these two objectives, questions and discussions must be addressed to the Chair. In this manner, the Chairperson can ensure that each member will get an opportunity to speak and by the members addressing each other through the Chair we can control the possibility that the discussion can be dominated by the loudest voice and we proceed in an organized manner.

e) Addressing the Chair

Board meetings, due to their long tradition, carry with them some formality. Certain terminology has developed over the course of the years and should be adopted as practice by the Regional District of Okanagan-Similkameen.

The Chair is traditionally addressed as "Mr.(s) Chair" just as a Mayor is addressed as “Your Worship: or a judge is addressed as “Your Honour”. It would be appropriate if members of Board and Administration accorded this office the same respect.

As indicated in the Local Government Act, members of the Board should address each other as Director (last name).

Closing

Many of our rules of protocol are common sense or covered in other regulations. In the end, it's a matter of dealing with each other, your staff and your citizens professionally and with respect. Procedure and Protocol are a Board responsibility, not just the Chair.

3.1 LEGISLATIVE STRUCTURE

RDOS Committee System

The Regional District of Okanagan Similkameen conducted an internal Legislative Structure Review in January 2009 and a discussion paper recommending a standing committee system was presented to the Board on January 8th. The Terms of Reference for five standing committees was adopted by the Board by resolution B281/09 on May 21st. The resolution required a review of the system changes after six months to determine whether it met the objectives set out for it, which the Board did on January 7th, 2010. At that point the system was ratified and was reviewed again in 2011.

The change to a Standing Committee System of the Board was proposed to address three primary goals and it was intended that these goals would form the foundation for the review.

- 1.1 A better informed Board.
- 1.2 To provide wider public exposure to municipal issues earlier in the process.
- 1.3 To offer a simpler, quicker, more interactive decision making process for the Board.

RDOS has the following Committees

- a) Corporate Services Committee
- b) Community Committee
- c) Environment and Infrastructure Committee
- d) Planning and Development Committee
- e) Protective Services Committee

2014 – 2018 Term

Local Government elections were conducted on November 15, 2014 and the Regional District turned over close to 50% of its 18 members. The 2014 – 2018 Board of Directors, the first to experience a four-year term, will be spending a lot of time together and it would be appropriate to have an in-depth discussion on whether the current system meets their needs. Administration would propose this for 2016, to allow our new members the chance to get familiar with what we have and form ideas for improvement.

EXTERNAL AGENCY APPOINTMENT

RDOS Appointment System

Each year the Regional District of Okanagan-Similkameen is required to make appointments to various Boards and Associations which require representation from our organization. In the past it has been the role of the Chair to make recommendations to the Board on such appointments, preferably at the start of the new year, and staff then forward notification of appointments on to the external agencies.

In the interest of openness and to provide equal opportunity for all Directors, the Chair extends a request to all Directors to communicate their interest in serving as a Regional Board appointee to any the agencies noted below. In some cases, these are appointments to a “subregional” service, in which case participating Directors only would be eligible. In other “regional” services, any Board member is eligible.

If you are interested in representing the Board of Directors in one of these capacities, please forward your expression of interest to Christy Malden, Manager of Legislative Services prior to **December 30, 2014**. All responses will be submitted to the Chair for recommendation to the Board at the January 8, 2015 meeting. If there are appointments for which no Directors have expressed an interest, the Chair will make recommendations based on best judgement.

The following is a list of external agencies to which appointments are required:

Municipal Finance Authority: **(Chair & Vice Chair)**

- Chair as representative
- Vice Chair as alternate representative

Municipal Insurance Association: **(Chair & Vice Chair)**

- Chair as representative
- Vice Chair as alternate representative

Okanagan Basin Water Board:

Participants are Electoral Areas , A, C, D, E, F, part of G, City of Penticton, District of Summerland, Town of Osoyoos, Town of Oliver

- 3 Directors as representatives
- 3 Directors as alternate representatives

Okanagan Film Commission:

Any Director eligible

- 1 Director as representative

Okanagan Regional Library District:

Participants are Electoral Areas A, B,C,D,E,F,G

- 1 Electoral Area Director as appointee
- 1 Electoral Area Director as alternate appointee

Okanagan Sterile Insect Release Board:

Participants are Electoral Areas A, B, C, D, E, F, & G, City of Penticton, District of Summerland, Town of Osoyoos, Town of Oliver, Village of Keremeos

- 1 Director from participating Municipality or Electoral Area
- 1 Alternate Director from participating Municipality or Electoral Area

Southern Interior Beetle Action Coalition:

Any Director eligible

- 1 Director as representative

South Okanagan Similkameen Invasive Plant Society:

Participants are Electoral Area A, B, C, D,E,F,& G, City of Penticton, District of Summerland, Town of Osoyoos, Town of Oliver, Village of Keremeos

- 1 Director from participating Municipality or Electoral Area
- 1 Alternate Director from participating Municipality or Electoral Area

Southern Interior Municipal Employers Association:

Any Director Eligible

- 1 Director from participating Municipality or Electoral Area
- 1 Alternate Director from participating Municipality or Electoral Area

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 11, 2014
RE: Board of Directors Training Opportunities

Administrative Recommendation:

For Information Only

Analysis:

Local governments are increasingly asked to do more, often with fewer resources. Local elected officials are frequently called upon to understand and make decisions on a wide variety of issues with significant implications for their jurisdictions. Today's elected and appointed leaders must be well versed in everything from economic development and legislative matters to land-use planning, running effective meetings, and leadership skills. Training and educational opportunities can help to provide better insight and support elected officials in making those challenging decisions expected of them as community leaders, as well as assist in their day to day business.

The Local Government Leadership Academy (LGLA) was established in 2005 in conjunction with the 100th anniversary of UBCM to develop and provide education and training programs that focus on leadership and decision-making competencies for local government elected official and senior administrators.

The LGLA offers various programs and educational opportunities designed to support and encourage elected officials to enhance their leadership skills and knowledge. Sessions for Newly Elected Officials and Returning Elected Officials are also offered around the Province, dates for which are noted on the following page.

If you are interested in attending any of the LGLA sessions, please advise Nona Lynn at nlynn@rdos.bc.ca. For more information on the Local Government Leadership Academy, please visit www.lgla.ca

With respect to the more day-to-day business of an Elected Official, administration has recognized some key areas where Directors may benefit from technical and internal training opportunities, including:

- 'Freedom of Information – Responsibilities of the Elected Official'. This half-day session will highlight the increasing demands for transparency in local government, identify key contacts within the Regional District and outline the requirements under the Freedom of Information and Protection of Privacy Act.
- Communication Workshops – building consistent messaging, proactively engaging citizens and working with local media is the focus of this 2 hour session.
- Planning 101 – Everything you wanted to know about Local Government Planning and more

Many training opportunities that are offered to staff, such as Microsoft and other software, will also be extended to the Board, if an interest exists. Administration will endeavor to communicate any training/educational opportunities to the Board as they arise. Costs for training are often minimal, as administration actively seeks partnerships with other Local Governments wherever possible to jointly provide training opportunities.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "C. Malden". The signature is fluid and cursive, with a long horizontal stroke at the end.

C. Malden, Manager of Legislative Services



Local Government Leadership Academy

The Local Government Leadership Academy is a leadership development initiative that serves local government and First Nations elected officials and senior administrators throughout the Province of British Columbia by improving the competencies needed to effectively lead BC's communities.

LGLA Certificate Program

The LGLA Certificate Program is designed to support and encourage elected officials who want to enhance their leadership skills and knowledge. To qualify for a certificate, elected officials are required to document their learning activities and to submit a record of the courses and learning events they have attended. Coursework can be a mix of LGLA and other partner programming, such as UBCM and Area Association Conferences and seminars. Two levels of certification are offered: Level 1 - Certificate in Local Government Leadership and Level 2 - Advanced Certificate in Local Government Leadership. Please visit www.lgla.ca/programs for application forms and additional information.

2015 NEO/REO Seminar Series

Join us for the LGLA's 2015 Newly Elected Officials/Returning Elected Officials Seminar Series following the fall 2014 local government elections. Seminars will be offered around the province on these dates:

- Small Communities – January 13-15, Richmond
- Large Urban Communities – January 14-16, Richmond
- Electoral Areas – January 19-21, Richmond
- SILGA – January 20-22, Kelowna
- AVICC – January 27-29 & January 28-30, Parksville (2 sessions)
- NCLGA – February 4-6, Prince George
- AKBLG – February 18-20, Kimberley

Further details will be available soon at www.lgla.ca/events

LGLA Annual Leadership Forum

LGLA offers an annual Leadership Forum in between election years. This is a three-day learning and networking event held in the Lower Mainland, which brings together local government and First Nations elected officials and senior administrators from around the province. Join us in 2016 for our next province-wide event.

www.lgla.ca



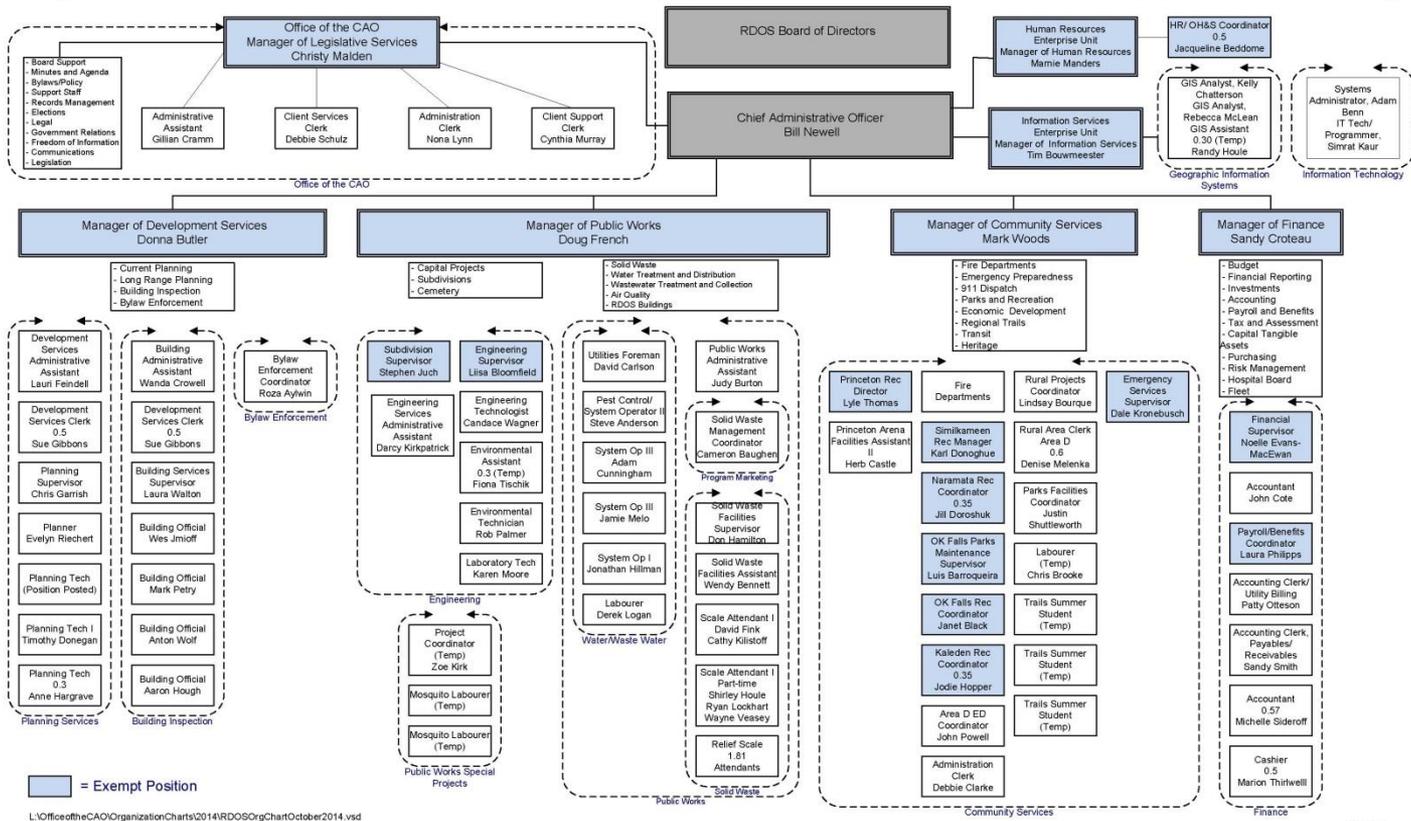
Human Resources

RDOS Board Orientation
December 12th, 2014

Organization Chart

Chief Administrative Officer:
Date:

Regional District Okanagan-Similkameen
October 2014



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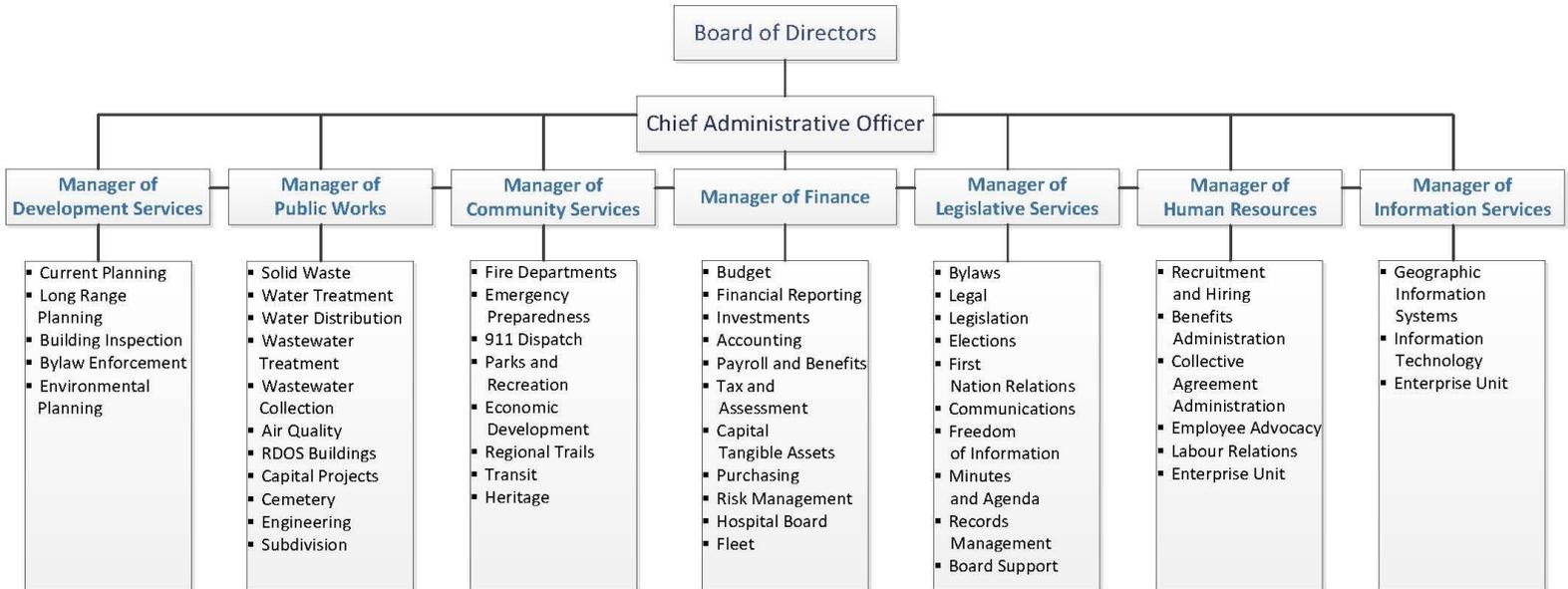
Departmental Functions



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

ORGANIZATION/FUNCTION CHART

December 2014



RDOS – Staff

- Management/Exempt Staff – 16.5
- BCGEU full-time staff – 44
- BCGEU part-time staff – 7
- BCGEU temporary/casual staff - 10

HR DEPARTMENT MISSION

We focus on the Regional District's most valuable asset – our employees. Through innovation, communication, collaboration and partnership we can provide an outstanding workforce and working environment.

- The first HR Manager was hired in 2005 and we now have Marnie Manders in the position who joined us in early 2014.
- Jacquie Beddome is our part-time HR Coordinator, who also assists with OH&S.
- British Columbia Government Employees Union (BCGEU) – certified in July 1999

Primary Responsibilities:

Traditional Human Resources
Functions

and

Occupational Health and Safety

Employment Standards *Act*

Human Rights *Act*

BC Labour Code

Workers' Compensation Board

Traditional Functions of HR

- Strategic Human Resource Management
- Recruitment & Selection
- Employee engagement/retention initiatives
- Labour Relations
- Training & Development
- Rewards & Recognition
- Job Evaluation/Classification
- HR Policies & Procedures

Occupational Health, Safety & Wellness

- Joint Health and Safety Committee (JHSC)
 - Meetings monthly
 - Regular worksite inspections
 - Accident/Incident investigations
 - Safe Work Procedures
- Occupational Health, Safety & Wellness
 - Increase organizational awareness
 - Ensure compliance
 - Manage risk
 - Return to work programs
 - Encourage wellness - organizational health

SIMEA

Southern Interior Municipal Employer's Association

Current Member Municipalities and SIMEA Members are:

City of
Kelowna

City of
Revelstoke

City of
Penticton

District of
Summerland

Town of
Princeton

Regional
District
Okanagan
Similkameen

...to reflect an organization whose purpose is to manage group benefits, provide advice to its members but removes accreditation through the Labour Relations Board.

The SIMEA summarized its vision for its future as follows:

“a non-accredited association based on voluntary membership for labour relations strategies and for continued access to health and welfare benefits”.

INTERNAL ISSUES

- 5-Year Collective Agreement recently ratified
- Management turn-over
- BCGEU certification drive
- OH&S consistency with external operations
- Less volunteerism

EXTERNAL INFLUENCES

- Penticton Employment primarily “Service Industry”
- Few jobs for second income earners in Penticton
- Cost of real estate

Questions?