

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, November 15, 2018
and Friday, November 16, 2018

RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

THURSDAY, NOVEMBER 15, 2018

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			Board Photos – Penticton Lakeside Resort
5:30 pm			Inaugural Reception - Penticton Lakeside Resort

FRIDAY, NOVEMBER 16, 2018

8:00 am	-	9:00 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

Advance Notice of Meetings:

November 22, 2018	Budget Workshop
November 29, 2018	Strategic Planning Workshop
November 30, 2018	Budget Workshop
December 06, 2018	RDOS Board/Committee Meetings
December 20, 2018	RDOS Board/OSRHD Board/Committee Meetings

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD-ELECT WORKSHOP – DAY 1

Thursday, November 15, 2018

8:00 a.m.



AGENDA

Participants: Board-Elect/ Alternates/ Senior Management Team

A. Doors Open / Continental Breakfast 8:00 a.m.

B. Introduction 8:30 a.m.

- CAO's Greeting
- Purpose of the Workshop
- Review of Workshop Agenda
- Confidentiality
- Parking Lot
- Member Introductions

C. Break 10:00 a.m.

D. The Foundation 10:15 a.m.

- Introduction of the Regional District Form of Government
- Board Mandate and Authority
- Introduction to the Regional District of Okanagan Similkameen
- Conflict of Interest
- Open vs. Closed Meetings
- Freedom of Information & Protection of Privacy Legislation

Richard Thompson, QC
Richard Thompson, QC

E. Lunch Noon

F. Governance 12:30 p.m.

- Guiding Principles
- Decision Making Policy & Model
- Board Procedure Bylaw
- Board Protocol
- Accountability Framework

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- G. Legislative Structure** 1:30 p.m.
- Alternates – Appointment and Role
 - The Select Committee System
 - Committee Terms of Reference
 - Committee Procedural Guidelines
 - Board Advisory Commissions
 - Ad hoc Committee Appointments
-
- H. Organizational Structure** 2:15 p.m.
- Organization Chart
 - Department Profiles
 - Working Together
-
- I. Organizational Meeting Prep** 2:45 p.m.
-
- J. Adjourn** 3:00 p.m.
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Board Inaugural Meeting to commence at 3:30 p.m.

OSRHD Inaugural Meeting to commence at 4:30 p.m.

Board Photos at 5:00 p.m. at the Lakeside Resort

Board Inaugural Reception to begin at 5:30 p.m. at the Lakeside Resort

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD-ELECT WORKSHOP – DAY 2

Friday, November 16, 2018

8:00 a.m.



AGENDA

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

K. Doors Open / Continental Breakfast 8:00 a.m.

Chair and Electoral Area Directors to receive tablets and phones
(Similkameen Room) 8:00 a.m.

L. Thursday Recap 9:00 a.m.

M. Communications 9:15 a.m.
Eric Thompson

- The Communication Process
- Roles and Responsibilities
 - a. Chair
 - b. Vice Chair
 - c. Board of Directors
 - d. Chief Administrative Officer
- Getting Things Done or Who Talks to Whom?

N. Break 10:00 a.m.

O. Organizational Culture 10:15 a.m.

P. Organizational Items 11:15 a.m.

- Seating/Parking
- Agenda Process
- Stipend/Expense Forms

Q. Open Discussion / Questions

R. Lunch Noon
MLAs Dan Ashton and Linda Larson will be present

S. Department Profiles *(20 minutes each department)* 1:00 p.m.

- Human Resources
- Information Services
- Legislative Services
- Finance
- Public Works
- Community Services
- Development Services

T. Conclusion 3:00 p.m.

U. Adjourn 3:30 p.m.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Code of Ethics

AUTHORITY: Board Resolution No. B24/05 dated January 21, 2005.
Administrative Review April 15, 2015

POLICY STATEMENT

The citizens of the Regional District of Okanagan-Similkameen are entitled to have fair, honest and open local government that has earned the public's full confidence for integrity. In keeping with the Regional District's Principles and Corporate Values, the Regional District seeks to maintain and enhance the quality of life for all Regional District residents through effective, responsible and responsive government.

PURPOSE

To outline standards of conduct expected of all Regional District representatives.

DEFINITIONS (IF REQUIRED)

Member means an elected or appointed Director of the Regional District, an appointee to a board, committee, commission, panel, task force or other body of the Regional District.

RESPONSIBILITIES

Members commit to ensure that:

- public business is conducted with integrity, in a fair, honest and open manner;
- they respect one another, the public and staff and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;
- their conduct in the performance of their duties and responsibilities with the Regional District be above reproach; and
- the decision-making processes be accessible, participatory, understandable, timely, and just, in addition to satisfying the requirements of applicable enactments.

PROCEDURES

1. Act in the Public Interest

Recognizing that the Regional District seeks to maintain and enhance the quality of life for all Regional District residents through effective, responsive and responsible government, Members will conduct their business with integrity, in a fair, honest and open manner.

2. Comply with the Law

Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: *the Constitution Act, the Provincial Human Rights Code, the Criminal Code, the Community Charter and the Local Government Act*; laws pertaining to financial disclosures and employer responsibilities; and relevant Regional District bylaws and policies.

3. Conduct of Members

The conduct of Members in the performance of their duties and responsibilities with the Regional District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, Regional District staff or the public.

4. Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Regional District governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Regional District by Regional District staff. Members of committees shall be aware of the mandate of their respective committee and act in accordance with it.

5. Conduct of Public Meetings

Members shall prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the body or otherwise disturb a meeting.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated circumstances.

7. Communication

Subject to paragraph 10, Members shall share with the body of which they are a member all substantive information that is relevant to a matter under consideration by them which they may have received from sources outside of the public decision-making process. Prior to doing so, Members shall discuss the information with the Chief Administrative Officer so as to ensure that the appropriate procedure is followed in the decision-making process.

8. Conflict of Interest

All Regional District directors shall be aware of their responsibilities under the *Local Government Act* and shall fulfil the requirements of section 787.1(1) of that Act and Division 6 of Part 4 of the *Community Charter*. All other Members shall act in accordance with the Regional District's *Conflict of Interest Policy*.

9. Gifts and Favours

All Regional District directors shall be aware of their responsibilities under the *Local Government Act* and shall fulfil the requirements of section 787.1(1) of that Act and sections 105 and 106 of the *Community Charter*. All other Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Regional District, save appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in Regional District programs open to the public and may purchase Regional District property or goods offered for public sale.

10. Confidential Information

Members shall respect the confidentiality of information concerning property, personnel or legal affairs of the Regional District and of information provided by a third party to the Regional District on a confidential basis. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use Regional District resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Advocacy

Members shall represent the official policies or positions of the Regional District to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall expressly state the views are their own and do not represent the views of the Regional District. Members shall not use Regional District letterhead for personal matters.

13. Policy Role Members

Members shall respect and adhere to the Regional District Management staff structure of government as practiced in the Regional District of Okanagan-Similkameen. In this structure, the Regional District Board makes policy decisions and the Regional District Management staff implements those with appropriate advice, information and analysis.

Members, therefore, shall not interfere with the administrative functions of the Regional District or with the professional duties of the Regional District staff; nor shall they impair the ability of staff to implement Regional District policy decisions.

14. Positive Work Place Environment

Members shall treat other members, the public and Regional District staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties.

15. Implementation

The Regional District's Code of Ethics is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when Members are thoroughly familiar with the Code and embrace its provisions.

For this reason, the Code of Ethics will be provided to candidates for Regional District Directorship and applicants to committees. Persons elected to Regional District Directorship or appointed to a body by the Regional District will be requested to sign the Member Statement affirming they have read and understand the Regional District's Code of Ethics.

16. Compliance and Enforcement

The Regional District's Code of Ethics expresses standards of ethical conduct expected for Members. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Regional District.

The Regional District may impose sanctions on Members whose conduct does not comply with the Regional District's standards, such as motions of censure and rescission of committee and other appointments.

To ensure procedural and administrative fairness, Members who are accused of violating any provision of the Code of Ethics shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to the allegations. Before considering a sanction, the Regional District must ensure that the member has;

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against the allegations; and
3. an opportunity to be heard.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Regional District decision.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

POLICY NO: P0530-00.02

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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.

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. The Board 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 in the Corporate Action Plan.

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.

Regional District of Okanagan-Similkameen

2.0 Governance

2.1 Board Mandate and Authority

2.1 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.

2.2 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.

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

e) An organizational culture that reflects the personality of its leaders.

The RDOS System of Governance has evolved over the past ten years, 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 2018 - 2022 Board of Directors.

2.3 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. The Regional District developed our Time Tracker Program in 2010 to provide the rationale of how much each electoral area should be paying compared to our municipal members.

The basis of property taxation in most local governments follows the “Redistribution Principle”, whereby the municipality takes 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.

2.4 Mandate and Authority

Section 185 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 nineteen members, nine rural and ten urban. The nine 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 term 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 whole.

Alternates

Electoral Area Directors are required to appoint “alternates” who can attend Regional Board meetings if the director cannot be in attendance.

Weighted Vote Allocation

To fairly represent the population that makes up the Regional District at the Board, the Supplementary Letters Patent provide that 1 voting unit = 1800 people. One 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"	3
Electoral Area "E"	2
Electoral Area "F"	2
Electoral Area "G"	2
Electoral Area "H"	2
Electoral Area "I"	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 a 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 requirements. Following 3rd reading, and before seeking elector assent, the bylaw 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 electors³ (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 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;**
 - 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

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: Bill Newell, CAO
DATE: 15 November 2018
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.

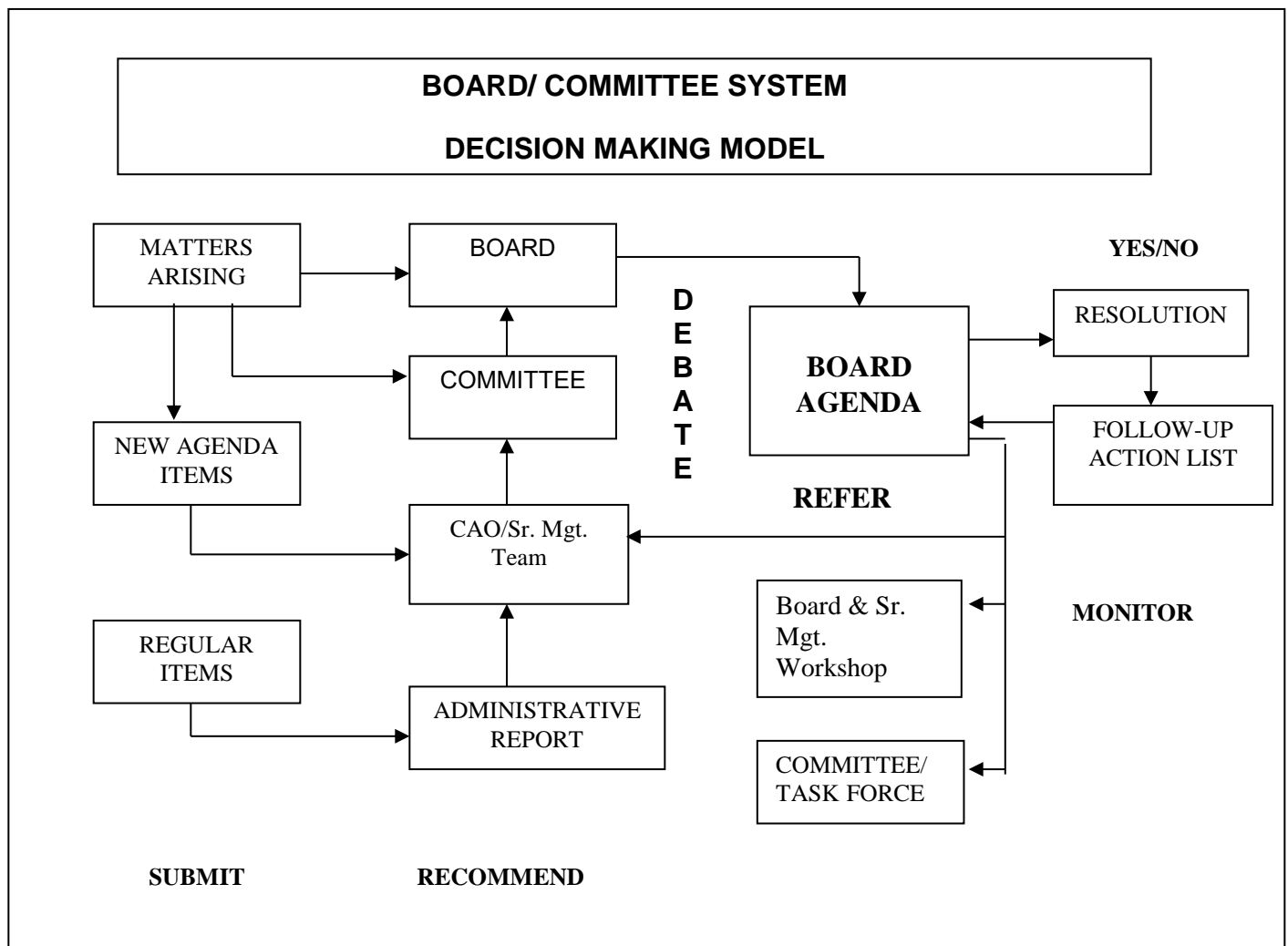
PROCEDURES

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.



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:
October 20, 2016

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.
2620.03	Oct. 20, 2016	Amend Section 4.1; and Remove Section 6.2 and renumber rest of Sec. 6	Change date of Inaugural meeting to comply with change to Local Government Act; Remove reference to a deadline for receipt of agenda items.

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 in accordance with the *Local Government Act*¹.

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.

¹ Bylaw No. 2620.03, 2016 Regional District of Okanagan-Similkameen Board Procedure Amendment Bylaw adopted October 20, 2016

- 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.
- 6.2² 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.
- 6.3 The agendas for all regular Regional Board meetings shall contain the following matters where there are items pertaining to them:

- Adoption of Agenda
- Consent Agenda³
- 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.⁴

- 6.4 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.

² Bylaw No. 2620.03, , 2016 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw, adopted October 20, 2016

³ Bylaw No. 2620.02, 2013 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw, adopted December 19, 2013

⁴ Bylaw No. 2620.01, 2013 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw, adopted June 6, 2013

- 6.5 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

- 6.6 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.
- 6.7 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.
- 6.8 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

- 6.9 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 interest, he shall conduct himself in accordance with the law, including with the provisions of the *Community Charter and Local Government Act*.
- 6.10 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.
- 6.11 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.
- 6.12 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.
- 6.13 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.

- 6.14 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.
- 6.15 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

- 6.16 The Chair shall preserve order and decide all points of order, subject to appeal, which may arise.
- 6.17 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.
- 6.18 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

- 6.19 A member shall speak at a Regional Board meeting only after being recognized by the Chair, except to raise a point of order.
- 6.20 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 _____).
- 6.21 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.
- 6.22 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.
- 6.23 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.

- 6.24 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

- 6.25 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.
- 6.26 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.
- 6.27 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

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

Reconsideration

- 6.33 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.
- 6.34 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.
- 6.35 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.
- 6.36 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

Privilege

- 6.37 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.
- 6.38 A matter of privilege must be immediately considered when it arises at the Regional Board meeting.
- 6.39 For the purposes of section 6.38, a matter of privilege listed in section 6.37 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 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 6.19 to 6.24 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.

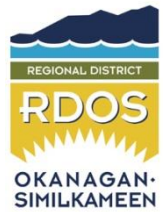
READ A FIRST, SECOND, AND THIRD TIME this 21st day of February, 2013.

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

RDOS Board Chair

Chief Administrative Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: Bill Newell, CAO
DATE: November 15, 2018
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.

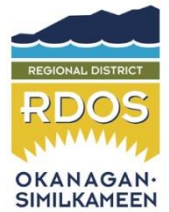
c) Confidentiality

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. Implementation of the rules of procedure are not just a responsibility of the Chair, but should be recognized as a Board responsibility,

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. Not “through the Chair” but “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. Chair” or Madam 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.

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.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

- POLICY:** TERMS OF REFERENCE-SELECT COMMITTEES
- AUTHORITY:** Board Resolution No. B281/09 dated May 21, 2009.
- AMENDED:** Board Resolution No. B374/09 dated July 16, 2009
Board Resolution No. B292/10 dated June 17, 2010
Board Resolution dated July 2, 2015

POLICY STATEMENT

The Regional District of Okanagan Similkameen promotes good decision-making through effective structure and information flow. A Select Committee system has been created to provide an opportunity for informal discussion between elected officials, administrative staff and the public on significant issues coming before the Board to assist in achieving the informed decision making model.

PURPOSE

1. To outline the duties of the Regional District Select Committees.
2. To establish procedures for the Select committees.
3. To establish membership for the Select committees.

RESPONSIBILITIES

In addition to any other duties referred to the Select Committees by the Regional District of Okanagan-Similkameen Board, the Select Committees duties are as follows:

1. Corporate Services Committee Terms of Reference
 - a. Governance
 - b. Human resources
 - c. Legislation, bylaws and policy
 - d. Litigation and risk management
 - e. Information systems and technology
 - f. Information and privacy legislation
 - g. Intergovernmental relations
 - h. Communications
 - i. Finance
 - j. Property acquisition or disposal
 - k. Fleet Services

2. Planning & Development Committee Terms of Reference
 - a. Official Community Plans and Land Use Bylaws
 - b. All matters related to the Sub-Regional Growth Strategy
 - c. Bylaw enforcement activities, including Building bylaw

- d. Land development related matters
- e. Climate Change
- f. matters relating to critical habitat as related to local government land and local government jurisdiction

3. Environment & Infrastructure Committee Terms of Reference

- a. capital construction and operation of waterworks and sewerage systems of the Regional District, the property and distribution and collections systems connected therewith
- b. environmental , maintenance and construction matters pertaining to all streets, roads and highways in the electoral areas and liaison with the Ministry of Transportation and Infrastructure
- c. matters pertaining to the solid waste collection service of the Regional District and the maintenance of the waste disposal grounds under the control of the Regional District
- d. air quality
- e. Water Quality & Quantity Governance
- f. street lighting and traffic signs
- g. RDOS building maintenance

4. Community Services Committee Terms of Reference

- a. Liaison with all lay recreation and parks commissions
- b. Operation and control of all public parks, trails, public recreation grounds and facilities and to recommend the establishment of such parks and recreation grounds and facilities deemed necessary to carry on a comprehensive parks and recreation program
- c. Encouraging, initiating and supervising programs which will include physical, artistic, cultural and intellectual recreation while continually striving to meet the parks and recreation needs of the District
- d. Co-operation with and encouragement of all organizations and institutions within the Regional District that are engaged in recreational or cultural pursuits or activities whether such organizations and institutions are public, private, civic, social or religious and to co-operation with provincial and national groups or organizations that support and promote parks and recreation
- e. economic development and tourism development within the Regional District
- f. Public Transit and Transportation
- g. Heritage

5. Protective Services Committee Terms of Reference

- a. Prevention and suppression of fires
- b. Matters related to Ambulance Service
- c. crime prevention
- d. Search and Rescue
- e. Emergency Planning
- f. Mitigation of Wildfire Risk

PROCEDURES

The Select committees will conduct its business in accordance with the Regional District of Okanagan-Similkameen Procedure bylaw.

MEMBERSHIP

The Select committees consist of all members of the Regional District of Okanagan-Similkameen Board of Directors.

VOTING

All members are entitled to vote and have one vote on all recommendations to the Regional District of Okanagan-Similkameen Board.

APPOINTMENT OF CHAIR / VICE CHAIR

The Chair of the Board of Directors shall call for expressions of interest from Board members wishing to act as Chair or Vice Chair of a Committee and will make recommendations at the next Corporate Services meeting.

The Chair and Vice Chair of the Board of Directors will also be the Chair and Vice Chair (respectively) of the Corporate Services Committee.

Members should consider the potential for conflict of interest when submitting their name as Chair of a specific committee.

LEGISLATIVE STRUCTURE

RDOS Committee System

The Regional District of Okanagan Similkameen adopted a select committee system in 2010. Both the structure and the Terms of Reference for the five select committees has been reviewed annually since that time to ensure it was still working.

The change to a Select 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

2018 – 2022 Term

Local Government elections were conducted on October 20, 2018 and the Regional District turned over close to 65% of its members. The 2018 – 2022 Board of Directors 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 2019, to allow our new members the chance to get familiar with what we have and form ideas for improvement.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Communications Policy

AUTHORITY: Board Resolution dated July 16, 2015.

AMENDED: Board Resolution No. _____ dated _____.

POLICY STATEMENT

Consistent communications enable the Regional District of Okanagan-Similkameen (RDOS) to optimize the customer experience and build the organization's brand by fostering dynamic and effective community relationships. The Regional District strives to elevate external communications to a high performing level and values effective communications as an integral part of good governance. It embraces open government and transparency as a fundamental responsibility.

PURPOSE

The purpose of this policy is to establish guidelines to facilitate coordinated, open and responsive corporate communications that consistently and effectively provides information concerning the Regional District's policies, programs, services and initiatives to ratepayers, stakeholders and other partners.

DEFINITIONS

Brand: The personification of our organization: the visual, emotional, rational, and cultural image that is associated with our organization. It is a collection of perceptions in the mind of our stakeholders.

CAO: The Chief Administrative Officer of the Regional District of Okanagan Similkameen, duly appointed by resolution or bylaw of the Board of Directors, and holding the designations under s. 197, 198 and 199 of the Local Government Act.

Chair: The person elected as Chairperson of the Board of Directors for the Regional District of Okanagan Similkameen by his peers on the Board.

Communications Committee: A team comprised of Regional District staff who meet regularly to network and provide input on communication issues.

Corporate Advertising: Advertising generated at the corporate or departmental level with the function of building the Regional District's corporate image or name-awareness or to disseminate information.

Corporate Signature: The primary way the Regional District identifies itself visually. It is composed of two elements: the symbol and the word mark.

Information Release: A factual written summary of information issued to the Public for the purpose of making a statement or announcement.

Legislative Advertising: Advertising generated at the corporate or departmental level with the function of meeting the statutory advertising requirements specified in relevant legislation.

Manager of Legislative Services: The person delegated the responsibility of Corporate Officer under the Local Government Act by the CAO.

Media: Representatives of the print and electronic Media.

Plain Language: Effective communication that is clear, concise, relevant and easy to understand.

Senior Management Team: The Senior Management Team for the Regional District of Okanagan Similkameen, as appointed by the CAO.

Stakeholder: Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

Target Audience: Groups of people that the RDOS is impacting. In general, target audiences can be divided into two groups, internal and external:

Internal

- Regional Board
- RDOS Staff and Management
- Regional Committees
- RDOS Volunteers

External

- RDOS residents, rural and urban
- Member municipalities, including councillors and staff
- First Nations
- Media
- RDOS business communities
- Identified stakeholder groups
- Senior governments

RESPONSIBILITIES

Information provided by the Regional District to the public will be delivered by trained and knowledgeable staff.

Legislative Services Office

While every employee has an influence on the Regional District's communication efforts, the Legislative Services Office is responsible for managing overall corporate communications.

As part of this function, the Manager of Legislative Services is responsible for the development, management and implementation of corporate communication efforts. The Manager of Legislative Services, with the assistance of staff in that department, will work with all departments and Directors to assist with and guide as necessary, communication and engagement issues.

Regional Board

The Chair and/or their Designate is the primary spokesperson for the Regional District. The Chair is authorized to release information releases on behalf of the Regional District and provide media interviews in relation to any Board position.

Other members of the Regional Board are secondary spokespersons for the Regional District.

Senior Management Team

Senior Management Team should be prepared to speak to media and/or designate staff from their departments to speak to the media. Management must ensure messages coming from their departments are consistent and timely, and that good media relations are maintained.

Designated staff are expected to maintain media relationships with respect to their specific programs and present consistent and timely messages as required by the Senior Manager.

Communications Committee

The Communications Committee is organized under and administered through the Manager of Legislative Services. Its primary function is to provide advice to the Manager of Legislative Services on communications matters.

PROCEDURES

General

Information provided by the Regional District to the public will be delivered to various target audiences in a timely, courteous and efficient manner. As much as possible, information provided shall be delivered using Plain Language.

When information is provided, it shall be delivered in a format that ensures it is identified as being delivered by the Regional District of Okanagan-Similkameen and will be accompanied by the Corporate Signature.

The range of communication tools at the Regional District's disposal shall be considered with each communication application and staff will identify and use those tools deemed most effective.

When information is unavailable, a prompt and clear explanation shall be provided to the party requesting the information.

Communication Planning

To ensure coordinated and consistent communication practice, strategic communication planning should be part of the annual business planning process.

The Manager of Legislative Services, with input from the organization's various departments and managers, is responsible for developing a strategic communications plan that integrates the Regional District's Vision, Mission and Key Success Drivers.

This plan will broadly identify target audiences, and develop objectives, tools, messages, responsibilities, resources required and means of evaluation parallel to the organization's strategic business plan.

Communicating on behalf of the Regional District

Members of the Regional Board, the Chief Administrative Officer, and Senior Managers are authorized to communicate on behalf of the Regional District in interviews, publications, news releases, on social media sites, and related communications. Other staff may represent the Regional District if approved by a Senior Manager to communicate on a specific topic.

When discussions are held with the media and/or material such as ads, press releases and newsletters are produced, Directors, employees and specified contractors are responsible to ensure that:

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- the privacy of members of the public, District employees and elected officials are respected to the extent required by the Freedom of Information and Protection of Privacy Act. If there is any question about what material is routinely releasable, staff should make contact with the Manager of Legislative Services prior to releasing the information.
 - the interests of the District are not jeopardized;
 - the information provided is factual and free of personal opinions that may embarrass the District, Chair, individual Directors and other District employees;
 - the issues discussed are directly relating to the areas of responsibility of the employee who is providing the information to the media;
 - questions relating to other Departments are referred to the relevant Department Head for comments;
 - they do not respond to media questions if they are not sure of the answers;
 - they will refrain from speculation on an individual Director's or the Board's position on District issues; and,
 - the confidential nature of sensitive issues is respected.

Handling Information Releases

Department staff are responsible for preparing Information Releases in accordance with the appropriate Administrative Directive.

Information Releases containing information pertaining to Regional Board matters of decisions, potential litigation, controversial issues of involving Regional District personnel shall be routed to the Manager of Legislative Services for approval by the Chairperson of the Regional Board or his/her designate prior to public release.

Information Releases containing routine or public information, including advisories, meeting notices and agendas shall be routed to the Manager of Legislative Services for release in accordance with delegation from the Chair.

Handling General Requests

All staff are responsible for communicating basic and routine information to the public in relation to specific job duties as outlined in the RDOS Freedom of Information and Protection of Privacy Corporate Guide.

Information outside of the scope of an individual's job duties should be routed to a supervisor or manager. Requests for or questions about private data should be routed to the Manager of Legislative Services for disposition.

Handling Media Requests

With the exception of routine events and basic information that is readily available to the public, all requests for interviews from the media are to be routed through the applicable Manager.

Media requests include anything intended to be published or viewable to others in some form, including television, radio, newspaper, newsletters, and websites. When responding to media requests, employees should follow these steps:

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- If the request is for routine or public information (such as a meeting time or agenda) provide the information.
 - If the request is regarding information about Regional District personnel, potential litigation, controversial issues, an opinion on a Regional District matter, or if you are unsure if it is a “routine” question, forward the request to the Manager of Human Resources for matters related to personnel or the Manager of Legislative Services for all other matters.

Internal Communications

The Regional District recognizes that open, two-way communication among Managers and Employees is vital to the effective operation of the Corporation and to achieve its Vision, Mission and Goals. Internal communication is an integral part of the annual Corporate Communications Plan.

Corporate Advertising

Corporate Advertising plays an integral role in the Regional District of Okanagan-Similkameen’s brand management and corporate communication efforts. Advertising can be a key instrument in building the corporate image, name-awareness and providing information to stakeholders.

An Administrative Directive shall be developed and maintained to effectively administer corporate advertising at the Regional District.

GUIDING PRINCIPLES

The Regional District of Okanagan-Similkameen will:

- Provide information that is timely, accurate, clear, accessible and responsive;
- Respect the access to information and privacy rights of citizens and employees;
- Support opportunities for engagement to inform public policy;
- Strive to achieve a culture of two-way communication and communications excellence practices.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

- POLICY:** Board Correspondence
- AUTHORITY:** Board Resolution dated July 16, 2015.
- AMENDED:** Board Resolution No. _____ dated _____.

POLICY STATEMENT

The Regional District of Okanagan-Similkameen ensures that both incoming and outgoing correspondence is handled in a timely fashion in order to optimize the customer experience and cultivate a high performing organization.

PURPOSE

To foster a consistent, professional image in all business dealings related to the Regional District and the correspondence received from the public.

DEFINITIONS (IF REQUIRED)

1. "Board" means the Board of Directors for the Regional District of Okanagan Similkameen.
2. "CAO" means the Chief Administrative Officer of the Regional District of Okanagan Similkameen, duly appointed by resolution or bylaw of the Board of Directors, and holding the designations under s. 197, 198 and 199 of the Local Government Act.
3. "Chair" means the person elected as Chairperson of the Board of Directors for the Regional District of Okanagan Similkameen by his peers on the Board.
4. "Committee" means a standing, select or ad hoc committee of the Regional District of Okanagan Similkameen.
5. "Manager of Legislative Services" means the person delegated the responsibility of s. 198 (Corporate Officer) of the Local Government Act by the CAO.
6. "Member" means an individual member of the Board of Directors.
7. "RDOS" means the Regional District of Okanagan Similkameen.
8. "Senior Management Team" means the Senior Management Team for the Regional District of Okanagan Similkameen, as appointed by the CAO.

PROCEDURES

Incoming Correspondence

Correspondence addressed to Chair will be placed in the Chair's wall file for review. A copy will be provided to the CAO

Correspondence addressed to Chair and Board will be posted each Friday on www.rdos.bc.ca under Regional Government / Board Correspondence for Board and public viewing.

A copy of any correspondence addressed to a specific Director will be placed in their mail folder for retrieval at the next Board meeting and the writer advised that they may email the Director directly

Correspondence which is anonymous will not be actioned and will be destroyed except when the correspondence is a request for information under the Freedom of Information and Protection of Privacy Act or if it pertains directly to public health or safety.

Anonymous complaints will not be investigated unless potential safety, liability or health issues are raised. Determination will be made by the CAO.

Any correspondence to the Chair or Director marked 'personal' or 'confidential' will be forwarded to the Manager of Legislative Services in the form it was received.

Notwithstanding the foregoing, the Regional District of Okanagan-Similkameen will not publish, in an agenda or otherwise, any material deemed to be libelous. Materials which have been deemed libelous will be returned to the sender with an invitation to remove the libelous comments and resubmit the materials.

Outgoing Correspondence

All corporate correspondence shall be sent out under the letterhead of the Regional District and shall be used for the purpose of obtaining or giving information or conveying the official position of the Regional Board established by resolution adopted at a regularly constituted meeting.

Official correspondence under the signature of the Chair may have an electronic signature attached, providing proof of confirmation by the Chair is obtained and attached to the file copy of the correspondence.

Any Director sending out correspondence for those matters related to their constituency shall do so on personal letterhead and shall include a statement that the views expressed are not those of the Board. All correspondence on Directors letterhead must be forwarded to the Office of the CAO to ensure that proper records are maintained and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.

Correspondence which advises of a Board direction and which may have implications with a higher level of government shall be copied to the appropriate MLA, Minister or MP's office.

Correspondence arising from a Board meeting shall be prepared within five business days following the meeting and a copy will be posted each Friday on www.rdos.bc.ca under Regional Government / Board Correspondence for Board and public viewing.

General

Incoming and Outgoing correspondence related to a specific Electoral Area shall be copied to the affected Director.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Electronic Mobile Communication Device Policy

AUTHORITY: Board Resolution No. B216/12A dated June 7, 2012.

AMENDED: Board Resolution dated June 18, 2015¹

POLICY STATEMENT

The Regional District provides electronic communication devices and services such as cell phones, smartphones and data cards for Regional District business use to employees and elected officials who require them for work as designated by their Department manager. The Regional District is responsible for paying for all business related costs of these devices. To maintain credibility and the trust of our citizens, it is important these devices are assigned, used and paid for in an efficient, fair and cost effective manner.¹

PURPOSE

To provide the terms by which employees and elected officials with assigned Regional District electronic communication devices and services are to operate and to ensure that these devices are managed and used cost effectively, safely and appropriately.

RESPONSIBILITIES¹

1. The Board of Directors shall:
 - a. Make such revisions, additions or deletions to the Policy as may be required.
 - b. Investigate allegations and inquiries relating to inappropriate conduct by elected officials and the CAO and take appropriate action.
2. The Chief Administrative Officer shall:
 - a. Make such revisions, additions or deletions to the Policy as may be required by law.
 - b. Investigate allegations and inquiries relating to inappropriate conduct by employees and volunteers and take appropriate action.
3. IS Responsibilities
 - i) Ensuring the accuracy of supplier billings
 - ii) Ensuring that the most cost effective plans are being utilized for each device
 - iii) Providing a report highlighting individual bills where there are usage concerns/questions. Focus will be on, but not limited to, bills where excessive costs beyond normal plan costs or obvious personal use costs were incurred
 - iv) Provide primary level Help Desk support for devices
 - v) Assist with the selection of supplier and device type for new/replacement devices
 - vi) Selection of and adjustment to the most appropriate plan
4. Finance Responsibilities
 - i) Ensuring the timely payment of supplier billings
5. Managers Responsibilities
 - i) Ensuring that there is justification for each new device and service and continuing justification for existing devices and services (see 1 Eligibility)

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- ii) Ensuring that each employee with a Regional District communication device is familiar with this policy
 - iii) Review and follow up of items on individual bills where there are usage concerns/questions
 - iv) Ensuring that employees reimburse the Regional District for reimbursable costs
 - v) Ensure that IS has up-to-date and accurate information regarding device owners name and charge to account number
 - vi) Notification to IS if there is a change in device owners employment status
 - vii) Notification and return of device to IS when no longer required. Departments will be responsible for any early cancellation charges relating to the device

6. Users Responsibilities

- i) Complying with this policy and any related procedural documents that may be issued
- ii) Lost, stolen or damaged devices reported to IS Department immediately
- iii) Regular reimbursement to the Regional District for all reimbursable costs (see Reimbursable Costs)
- iv) Showing due care for the devices in their possession
- v) Will act in accordance with the RDOS Communication Devices and Safe Driving Administrative Directive regarding the use of such devices while operating powered vehicles or equipment
- vi) Inform IS Department of potential usage changes (i.e. significant change in text, voice data usage and/or roaming).

PROCEDURES

1. Eligibility - An employee of the Regional District whose manager/supervisor has deemed it a work necessity. Criteria may include but not be limited to (at discretion of manager or higher level senior official).
 - a) Board Chair and Rural Directors
 - b) Job related safety
 - c) Emergency or on-call contact requirements
 - d) Device used to monitor critical equipment
 - e) Considerable time spent out of office with requirement to communicate with staff and/or public
 - f) Improved customer service
 - g) Operational efficiency

Eligibility justification from the manager must be provided in the form of an email to the Manager of IS along with the employee's name, charge to account number, confirmation that the employee is familiar with this policy, type of device required (cell phone vs smart phone), intended use of device and any special considerations/uses that may affect the model of phone or type of plan selected for the device.

2. Electronic Communication Device. A list of approved devices is available from the IS Department.
3. Bring Your Own Device (BYOD)¹. If a staff member requests to use their personal device to connect to the corporate email system, and such action is approved by the department manager and the IS Department, then the following steps are required:
 - a. The user must agree to a Personal Device Usage Agreement.
 - b. Devices that do not have current operating system patch levels will not be accepted for connection.
 - c. It is expected that a user who has been provided with this benefit may also have the data features turned on outside of their scheduled work day. The user will not be expected to respond to work-related emails, calendar, text, etc. unless the user is on call or stand-by or overtime has been approved by the user's supervisor.
 - d. Corporate practices and policies related to computer and mobile phone use including the Information Systems Usage and Social Media Policy apply to the employee's personal phone. This includes but is not limited to the following:

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- i. Users should be aware that Regional District related content on personal devices can be made public through a *Freedom of Information and Protection of Privacy Act* request and in compliance with this legislation. Access to these devices may be requested by the Head of FOI at any time.
 - ii. The agreement would allow the IS Department to control the device and allow remote wipe of it in the event that it is lost/stolen. This will remove all of the user's content.
 - iii. Users must comply with security guidelines as stated in the Information Systems Use and Social Media Policy.
 - e. Support
 - i. The IS Department will assist employee's in configuring basic connectivity.
 - ii. The IS Department will install any necessary software to enforce security standards.
 - iii. These devices will only be supported by the IS Department on a "best effort" level.
 - f. Stipend.
 - i. The user is entitled to financial compensation, if the Manager determines a business requirement for a smart phone for electronic communication services (such as voice, email, contacts, and calendar).
 - ii. The stipend rate for the use of a personal device will be determined annually by the IS and Finance Department. The rate will be 75% of the cost to provide a standard device on the RDOS's plan.
 4. Non policy information – Additional information re vendor plans, travel options/considerations, usage guidelines, billing access is available from the Systems Administrator.
 5. Personal Use
 - a. In recognition of the need most users have to take care of occasional personal matters. Reasonable personal use of devices is allowed during business hours provided that it does not interfere with Regional District business.
 - b. Regional District cell phones and smartphones may be used for personal use outside of business hours (see section below)
 - c. Vendor plans provide for usage and services with limits at a fixed cost which is covered by the District. The Finance and IS Manager will determine appropriate monthly cost dependent on position. Any usage and/or services over these limits that are deemed to be personal use are reimbursable costs. Reimbursable costs are to be paid to the District by the user on a regular basis (see reimbursable costs).
 6. Travel
 - a. Voice (long distance in Canada plus roaming outside of Canada) and texting (outside of Canada) costs are only paid by the Regional District when;
 - i. The calls or text messages are work related
 - ii. If traveling see options for travel packs/bundles from IS Department
 - b. Data roaming costs for smartphones and data cards are only paid by the Regional District when;
 - i. There is a need (managers discretion) to remain in contact with work via email
 - ii. If traveling see options for travel packs/bundles from the IS Department
 - iii. Only reasonable roaming costs will be covered by the Regional District.
 7. Reimbursable Costs
 - a. Department managers are responsible for ensuring that their employees reimburse the Regional District regularly (minimum quarterly) for all reimbursable costs. Monthly billing review will identify possible potential significant personal use. Employee will be provided with a copy of the bill to reimburse or justify any extra usage.

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- b. Users are responsible for reimbursing the Regional District for their reimbursable costs regularly (at a minimum annually for the previous 12 month period)
 - 8. Device Use and Freedom of Information¹ –Device use guidelines as stated in the Information Systems Use and Social Media Policy must be followed. This includes, but is not limited to, all guidelines regarding security and access to the device for *Freedom of Information and Protection of Privacy Act* requests.
 - 9. Non-compliance with this Policy – Failure to comply with any portion of this policy or any future amendments could result in revocation of the District issued cell phone, smartphone or data card and/or disciplinary actions ranging from oral or written reprimands up to and including termination or legal action¹.

RELATED POLICIES

Information Systems Use and Social Media Policy

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Area Director and Peripheral Website Policy

AUTHORITY: Board Resolution No. **B220/13** dated July 4, 2013.

POLICY STATEMENT

The Regional District of Okanagan Similkameen has several Electoral Area Directors and peripheral organizations with independent websites. It is the policy of the Regional District to support these websites, ensure they comply with relevant legislation, work towards a consistent branding and realize efficiencies.

PURPOSE

To support Electoral Area Directors and peripheral organizations in getting their message to constituents through set up and maintenance of their website while at the same time ensuring related web sites are compliant with relevant legislation, are maintained to control outdated or neglected sites and information and also provide opportunities for efficiencies in use of web based technologies and cost savings.

DEFINITIONS

Web Hosting Service: A company that runs internet servers, allowing organizations to serve content to the internet. There are various kinds of services that are offered including hosting websites.

Administrator: A person from the Web Hosting Service in charge of managing and overseeing the websites.

Peripheral Website: A website created and/or maintained by any RDOS peripheral organization or Electoral Area Director publishing content related to the RDOS or the peripheral organization. Peripheral organizations may include but are not limited to:

- All Commissions and Committees created by the Board
- Economic Development Office
- Volunteer Fire Departments

RESPONSIBILITIES

1. Information Services (IS) Department Responsibilities

- i) Domain name registration.
- ii) Determine common Web Hosting Service for all peripheral websites.
- iii) Additional layer of support for peripheral organizations with questions/issues related to web sites.
- iv) Work with the Web Hosting Service to rectify neglected websites or websites which contravene legislation.
- v) Ensuring the accuracy of website billings and timely payment of billings

2. Managers Responsibilities

- i) Ensuring that all peripheral organizations are familiar with this policy.
- ii) Review and follow up of items on individual bills where there are concerns/questions.
- iii) Notify IS Department of any neglected/outdated websites.

3. Office of the CAO Responsibilities

- i) Audit website content that could expose the RDOS, themselves, or colleagues to potential criminal or other legal proceedings and advise the Administrator and IS.

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- ii) Audit content on the website for compliance with Freedom of Information and Protection of Privacy Act and advise the Administrator and IS.

4. Users Responsibilities (Peripheral organization or Electoral Area Director)

- i) To maintain content on the peripheral website.
- ii) Ensuring that content on website is current.
- iii) To correct any information on the site that may be incorrect in a timely manner.
- iv) Ensure there is no content on the website that could expose the RDOS, themselves, or colleagues to potential criminal or other legal proceedings.
- v) Ensure content on the website is compliant with Freedom of Information and Protection of Privacy Act.

PROCEDURES

1. Web Hosting Service

The IS Department with input from peripheral organizations will determine the Web Hosting Service by following the RDOS Purchasing Policy. The Web Hosting Service must be able to provide a range of web site support from a full content management system to a basic web and database service where the user can create their own website using the software and technology of their choice. The Electoral Area Directors and peripheral organizations can choose the level of service and functionality they require. The Web Hosting Service is responsible for hosting, maintenance and upgrades of website applications, providing primary level of technical support and for backup and disaster recovery. All Electoral Area Directors and peripheral organization web sites are encouraged to use this provider.

2. Branding

All peripheral websites are required to clearly indicate on the home page that they are affiliated with the RDOS. There should also be a link from the peripheral website to the corporate website (www.rdos.bc.ca), preferably from the RDOS logo on the home page. All peripheral websites are encouraged to use similar colours and fonts as the RDOS corporate website.

3. Freedom of Information

Content on peripheral websites including but not limited to: photos, text, discussion forums and polls may have to be released to the public under the Freedom of Information and Protection of Privacy Act. Should a peripheral organization receive a request from the public for access to records, the request must be referred to the OCAO for processing in accordance with the Act. The peripheral organization must release all records to the Freedom of Information Coordinator when requested.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Information Systems Use and Social Media Policy

AUTHORITY: Board Resolution dated June 18, 2015.

AMENDED: Board Resolution dated May 19, 2016¹.

POLICY STATEMENT

The use of computers and social media in both a personal and professional setting is now, and will more so become critical to the success of the Regional District of Okanagan-Similkameen (RDOS). To maintain the credibility and trust of our citizens, it is important that our employees, volunteers and elected officials be accountable for maintaining high standards of ethical conduct in their use of company property.

PURPOSE

1. To establish corporate practice and provide guidance around acceptable and appropriate usage of:
 - a. computers owned by the RDOS and provided to employees, volunteers and elected officials for work purposes; and,
 - b. work related Social Media
2. To set out the means to correct unethical conduct;

DEFINITIONS (IF REQUIRED)

"Computer" is defined as Computer hardware and ancillary devices (including but not limited to desktop and laptop workstations, mobile or "smart" phones, tablet computers, PDA's, and portable USB Flash drives photocopiers, printers, fax machines and the telephone system) as well as the software and data contained on them.

"Information Systems" include (but are not limited to) Computers, network infrastructure, servers, internet, remote access, corporate software (including but not limited to email, Electronic Document Management Software, Financial and GIS) and databases.

"Social Media" is defined as any group of internet based applications that allow the creation and exchange of user-generated content (including but not limited to Facebook and Twitter).

"Illegal activity" is an act committed in violation of the law (including but not limited to downloading copyright or pirated songs or videos and hacking into other computer systems).

RESPONSIBILITIES

1. The Board of Directors shall:
 - a. make such revisions, additions or deletions to the Policy as may be required.
 - b. investigate allegations and inquiries relating to unethical conduct by elected officials and the CAO and take appropriate action.

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2. The Chief Administrative Officer shall:
 - a. make such revisions, additions or deletions to the Policy as may be required by law.
 - b. investigate allegations and inquiries relating to unethical conduct by employees and volunteers and take appropriate action.
 - c. ensure the administrative controls referred to in the Code of Conduct are in place.
 3. Information Services Department shall:
 - a. maintain overall security and integrity of the Information Systems.
 4. Managers shall:
 - a. ensure that each employee in their Department is familiar with this policy.
 5. User's shall:
 - a. comply with this policy and any related procedural documents that may be issued.
 - b. not use the Information Systems for an activity that could expose the RDOS, themselves, or colleagues to potential criminal, ethical or any legal proceedings.
 - c. take reasonable steps to not compromise the performance and/or affect the integrity of the Information Systems.
 - d. follow security measures and restrictions that are in place.
 - e. report to the Information Services Department if something potentially negative happens, or anything suspicious is noticed in regards to the Information Systems.

PROCEDURES

This Procedure is broken down into four specific areas:

1. General Computer use guidelines for employees and Elected Officials on RDOS Computers.
2. RDOS Social Media internal operational guidelines.
3. Internal guidelines for public interaction with Social Media sites and key components to keep in mind.
4. General guidelines and summary.

1. ***General Computer Use Guidelines for Employees, Volunteers and Elected Officials on RDOS Computers.***

- 1.1 The RDOS recognizes there are times when company Computers may be used (i.e. email, web surfing, use of audio/visual programs/software, Social Media sites, phones) for personal use. However using Computers for personal use must not affect the productivity, disrupt the system and/or harm the RDOS's reputation.
- 1.2 All Computers are to have a login password set and a Computer lockout after a period of idle activity.
- 1.3¹ Login information (including PIN or Personal Identification Number for RDOS phones) is to be protected and not shared with anyone. The exception being for IT related troubleshooting purposes only.
- 1.4 Report lost/stolen Computers to the Information Services Department as soon as possible.
- 1.5 Downloading of large personal use programs/files/software is monitored by IS Department for bandwidth usage and security issues, and subsequent information may be brought to the users attention, or their respective supervisor. Users unsure of bandwidth allocation/usage for specific downloads/programs should consult the IS Department beforehand.
- 1.6 Downloading and/or viewing illegal material or participating in illegal activity on RDOS Computers is not permitted. Illegal activity conducted on RDOS Computers and/or portable/handheld devices will be dealt with through respective legal and labour relations means.

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- 1.7 Downloading and/or viewing of pornographic material on the internet, or through email, is not permitted, and any user caught downloading/viewing pornographic material will face disciplinary action.
 - 1.8 Installation of non-work-related programs/software or “apps” should be approved by the IS Department. Installed non work-related programs/software is subject to removal by IS Department.
 - 1.9 Do not intentionally expose the Information Systems to viruses, spyware or other security threats. Make every effort to avoid risky websites, programs, emails, attachments, etc. If you are not sure what something is, please consult the IS Department.
 - 1.10 If there is a need for data to be taken out of the corporate environment or work related personal/non-public data to be stored on a RDOS portable storage device (including but not limited to USB flash drives, SDcards, USB hard drives), then the RDOS portable storage device must be encrypted with appropriate password protection.
 - 1.11 Use of RDOS Computers for private enterprise is not permitted unless authorized by the CAO.
 - 1.12 Use of cloud servers outside Canada (including but are not limited to Dropbox, iCloud, Google Drive, SkyDrive) is discouraged. Downloading of documents/files from these sites is permitted but any outgoing documents/files should be managed on the RDOS cloud file share (i.e., ownCloud) or the RDOS FTP (File Transfer Protocol) site. Please contact the IS Department if you are unsure on how you should be using cloud services.
 - 1.13 If a user requests to connect their personal device to the corporate e-mail system, and such action is approved by their department manager and the IS Department, the user must sign the Personal Device Usage Agreement.
 - 1.14¹ Staff and Elected Officials are permitted to share their calendar with other staff and Elected Officials at their discretion. Because of the sensitive nature sometimes found in email, sharing of email mailboxes is only to be done if an employee has left the organization, if it is a “resource” type mailbox (i.e. info@rdos.bc.ca) or rarely and at the Managers discretion if the employee is unavailable (i.e. sick or on holiday) and access is required of the mailbox.
 - 1.15 Some corporate web based applications including but not limited to OWA (Outlook Web Access), RDP (Remote Desktop Protocol) and EDMS (Electronic Document Management System) allow downloading of documents to local computers outside the RDOS network. Any downloading of documents should only be done on a temporary basis and corporate documents are not to be stored on remote personal computers.

2 *RDOS Social Media Internal Operational Guidelines.*

- 2.1 The RDOS has approved Social Media accounts (example: Facebook, Twitter, YouTube) which are operated internally by staff designated by the CAO or a CAO-approved designate. Any new Social Media sites must be approved by the CAO.
- 2.2 The RDOS’s Social Media sites are public forums and platforms for information release which can include the following: utilities advisories, emergency services, public hearings, bylaw announcements, information releases, photos, maps, reports and any other information deemed pertinent and approved for public viewing by designated staff.
- 2.3 Until there is a dedicated resource to monitor Social Media sites, the ability for the public to add posts, general requests or comments to the RDOS Social Media sites will be disabled whenever possible.

3. *Internal Guidelines for Public Interaction With Social Media Sites and Key Components to Keep In Mind.*

- 3.1 RDOS users are not recommended to directly link their personal Social Media site profile to the RDOS’s approved Social Media sites, unless they feel confident about their knowledge of the specific Social Media platform. Linking a personal site to an employer’s site forms a professional connection via Social Media, thus an exchange of information may also take place and staff should take a proactive approach and educate themselves about applicable privacy settings beforehand.

-
- 3.2 Users are not permitted to use company email as login accounts for personal Social Media sites.
 - 3.3 Users are required to comply with the code of conduct when answering questions or posting/linking information to other Social Media sites on RDOS related business.

4. *General guidelines and summary*

- 4.1 Users should be aware that RDOS Computers can be monitored internally, and made public through a *Freedom of Information and Protection of Privacy Act* request. Access to these devices may be requested by the Head of FOI at any time.
- 4.2 Collection of personal information through monitoring applications will be in accordance with *Freedom of Information and Protection of Privacy Act* legislation.
- 4.3 The RDOS reserves the right to recover costs due to inappropriate use of company property which includes Computers and Portable Devices.
- 4.4 Users assume responsibility and risk by using personally owned devices in the corporate environment.

RELATED POLICIES

Electronic Mobile Communication Device Policy

RDOS POLICY MANUAL INDEX

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1.1 Board

- 1.1.1 [Code of Ethics](#)
- 1.1.2 [Conflict of Interest](#)
- 1.1.3 [Correspondence to Chairman/Directors](#)
- 1.1.4 [Decision-Making Guidelines](#)
- 1.1.5 [Terms of Reference - Select Committees](#)
- 1.1.6 [Board and Committee Delegation](#)

1.2 Cooperation and Liaison

1.3 General

- 1.3.1 [Government Transfer Policy \(Improvement District/Private Water Utility\)](#)
- 1.3.2 [Positive Workplace Environment](#)
- 1.3.3 [Noon Hour Closure](#)

1.4 Plans and Programs

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1.5 Proclamations and Special Declarations

- 1.5.1 [Proclamation Policy](#)

1.6 Security

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- 3.1.2 [Directors' Laptop - Software, Hardware & Support](#)

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- 3.2.1 [Purchasing and Sales Policy](#)

3.3 Vehicles

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4.1 Information Services

- 4.1.1 [Enterprise Unit Data and Services](#)

SECTION

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4.1.3 [Area Director and Peripheral Website](#)

4.2 Public Relations

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4.3 Records Management

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5. FINANCE

5.1 Audits

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5.3.2 [Electoral Area Contingency Fund - Special Projects](#)

5.4 Grants

5.4.1 [Electoral Area Grants-in-Aid](#)

5.4.2 [Regional Grant-in-Aid Requests](#)

5.5 Taxation

5.5.1 [Property Tax Exemption Policy](#)

6. LEGAL MATTERS

6.1 Restrictive Covenants

6.1.1 [Covenants](#) (Refer also to Internal Practice No. 78)

6.2 Risk Management and Insurance

6.2.1 [Director & Alternate Director Accident Insurance](#)

6.2.2 [Insurance Coverage - Rental & Personal Vehicles](#)

6.2.3 [Liability Insurance](#)

7. PERSONNEL

7.1 Awards and Honours

7.1.1 [Recognition of Service and Retirement](#)

SECTION

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7.2.1 [Substance Abuse](#)

7.3 Labour Relations

7.3.1 [Employee Code of Conduct](#)

7.3.2 [Harassment & Discrimination Policy](#)

7.3.3 [Undergraduate/Post Graduate Fees - Managers](#)

7.4 Performance Planning and Review

7.4.1 [Annual Performance Evaluations](#)

7.5 Volunteers

7.5.1 [Volunteer Recognition](#)

8. LAND ADMINISTRATION**8.1 Permits**

8.1.1 [Development Variance Permits](#)

8.1.2 [Vacation Rental Temporary Use Permits](#)

8.2 Subdivisions and Subdivision Control

8.2.1 [Park Land Dedication Policy](#)

8.3 Addition to Reserves

8.3.1 [Addition to Reserves - First Nations Land](#)

9. LEGISLATIVE AND REGULATORY SERVICES**9.1 Building Regulations - Building Permits and Inspections**

9.1.1 [Building Permits Issuance - West Bench Sage Mesa, Husula Highlands, West Bench Estates Area](#)

9.1.2 [Requirements for Decommissioning a Dwelling](#)

9.2 Bylaw Enforcement - Issues

9.2.1 [Bylaw Enforcement - Recouping Outstanding Legal Costs](#)

9.2.2 [Placement of Non-Certified Mobile Homes](#)

9.2.3 [Bylaw Enforcement - Vicious Dogs](#)

9.2.4 [Bylaw Enforcement - Pre-existing non-compliant buildings, structures, or things that have been denied variance permits](#)

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9.2.6 [Notice on Title Policy & Procedure \(Pursuant to Section 695 Local Government Act\)](#)

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9.3 Bylaw Enforcement - Bylaw Court

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9.4 Licenses - Individual

- **Liquor**
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 - 9.4.2 [Rural Agency Stores - Liquor Distribution](#)
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 - 9.4.4 [Gaming Facility Request for Proposals](#)

10. COMMUNITY SERVICES**10.1 Multicultural Services**

- 10.1.1 [Multiculturalism Policy](#)

11. ENGINEERING AND PUBLIC WORKS**11.1 Drainage and Flood Control**

- 11.1.1 [Delegation Authorization for Flood Hazard Exemption Covenants](#)

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- 11.2.1 [Anti-idling for RDOS fleet Vehicles](#)

11.3 Sanitary Sewer

- 11.3.1 [Public Works Sewer Plans and Service Records](#)
- 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](#)

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

- 13.1.1 [Land Use Bylaw Disclosure Policy](#)
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13.2 Community Planning - Individual Areas

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- 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

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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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD of DIRECTORS MEETING
Thursday, November 15, 2018
3:30 p.m.



INAUGURAL BOARD MEETING AGENDA

A. CALL TO ORDER

B. OATH TAKING CEREMONY

C. ELECTION OF 2019 BOARD CHAIR AND VICE CHAIR

D. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Inaugural Board Meeting of November 15, 2018 be adopted.

E. LEGISLATIVE SERVICES

1. 2019 RDOS Schedule of Meetings

To establish, by resolution, a schedule for regular Board and Committee meetings for 2019 in accordance with the RDOS Procedure Bylaw.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the 2019 Regional District of Okanagan-Similkameen Board and Committee Schedule of Meetings, as provided in the November 15, 2018 report from the Chief Administrative Officer, be approved.

2. 2019 Advisory Planning Commission Schedule of Meetings

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 2019.

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors accept the 2019 APC Meeting Schedule for the Electoral Area Advisory Planning Commissions.

3. 2019 Regional District Signing Authority

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint the 2019 Board Chair and Vice Chair as signing officers for the Regional District of Okanagan-Similkameen for the 2019 year:

RDOS Board Chair:

RDOS Board Vice-Chair:

4. 2018 Local Government Election Results – For Information Only

5. Olalla Local Community Commission Appointments – For Information Only

6. Committee Chairs

- a. RDOS Board Policy - Terms of Reference-Select Committees
-

7. External Agency Appointments

F. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: November 15, 2018
RE: Chair Election Process

For Information Only

- 215 (1) At the first meeting held after November 1 in each year, the board must elect a chair and a vice chair.
- (2) The vice chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair.
- (3) If the chair and the vice chair are not present at a meeting of the board, the directors present may elect an acting chair who, during that meeting, has all the powers of the chair and is subject to all rules applicable to the chair.
- (4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

POWERS AND DUTIES OF CHAIR

S. 216 of the *Local Government Act* provides that the chair is the head and chief executive officer of the regional district; and, in addition to the chair's powers and duties as a board member, the chair has the following duties:

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

Informally, the Chair:

- a) Serves as the “face” of the Board and is required to represent the Board at many events throughout the Regional District.
- b) With the Vice/Chair and Chief Administrative Officer, sets the Board Meeting Agenda.
- c) Issues media releases on behalf of the Corporation.
- d) Declares a State of Local Emergency when required.

ELECTION OF CHAIR

1. The Chief Administrative Officer will declare nominations open for the position of Chair for the Regional District of Okanagan Similkameen.
2. Each nomination will require a mover and seconder. The Member nominated will be asked if he/she is willing to let their name stand for the position.
3. The Chief Administrative Officer will call for additional nominations until, after three calls, there are no further nominations from the Floor.
4. Once nominations close, Nominees will be allowed up to 3 minutes to present their platform to the Board, in the order of nomination.
5. The Chief Administrative Officer will seek a resolution from the Board appointing Christy Malden and Gillian Cramm as Scrutineers.
6. The Scrutineers shall issue ballots and each Member shall have one vote, with each vote to have equal weight.
7. Members shall write the name of their preferred candidate on the ballot and the Scrutineers shall collect the ballots.
8. A majority of the Board is required to elect a Chair. Should there be more than two Nominees for the position, and if on the first ballot a Chair is not elected by a majority of the Board, the Nominee with the lowest number of votes shall be dropped and a second ballot will be initiated. This process will continue until a Member is elected.
9. In the event of two consecutive tie votes, the election shall be determined by the toss of a coin.
10. Following the vote, the Chief Administrative Officer will announce the name of the Chair-elect resulting from the secret ballot and request a motion to destroy the ballots.
11. Unsuccessful candidates for Chair are eligible to stand for Vice Chair, if nominated.

12. Following the election of the Chair, the Chief Administrative Officer shall conduct the election of the Vice-Chair with the same rules applied to elect a Chair, with the exception that candidates will be permitted a maximum of 2 minutes to address the Board.
13. Following the election of a Vice-Chair, the Chief Administrative Officer shall turn the meeting over to the Chair to proceed with the remainder of the agenda.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: November 15, 2018

RE: 2019 Board and Committee Schedule of Meetings

Administrative Recommendation:

THAT the 2019 Regional District of Okanagan-Similkameen Board and Committee Schedule of Meetings, as provided in the November 15, 2018 report from the Chief Administrative Officer, be approved.

Purpose:

To establish, by resolution, a schedule for regular Board and Committee meetings for 2019 in accordance with the RDOS Procedure Bylaw.

Reference:

RDOS Procedure Bylaw 2620, 2013 (amended)

Analysis:

Generally, the Board follows a schedule of convening meetings on the first and third Thursday of each month; although, on occasion, those dates have been adjusted due to conflicts with annual conventions and forums.

In May, the [Southern Interior Local Government Association](#) (SILGA) is scheduled from April 30 to May 3 which conflicts with a May 2 Board meeting. It is recommended; therefore, that the two meetings in May be bumped back a week each to May 9 and May 23. Because there are five Thursdays in the month, this will ensure that there are not two meetings held back to back. The regular schedule would resume in June.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

RDOS Board of Directors 2019 Meeting Schedule

Month	Board & Committee Day	Board & Committee Day
January	January 3	January 17
February	February 7	February 21
March	March 7	March 21
April ¹	April 4	April 18
May	*May 9	May 23
June ²	June 6	June 20
July	July 4	July 18
August	August 1	August 15
September ³	September 5	September 19
October ⁴	October 3	October 17
November ⁵	November 7 (Inaugural)	November 21
December	December 5	December 19

-
- Ø Jan 23-25, 2019 LGLA Elected Officials Seminar - Kelowna
 - Ø April 30-May 3: 2019 SILGA Convention – Penticton
 - Ø May 30-June 2: 2019 FCM Convention – Quebec City
 - Ø September 23-27: 2019 UBCM Convention – Vancouver

***Meeting to move to May 9 to accommodate SILGA**

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: November 15, 2018
RE: Electoral Area Advisory Planning Commissions — 2019 Meeting Schedule

Administrative Recommendation:

THAT the Board of Directors accept the 2019 APC Meeting Schedule for the Electoral Area Advisory Planning Commissions.

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 2019.

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."

Analysis:

The APC meeting schedule contained at Attachment No. 1 to this report has been prepared on the basis of the 2018 meeting schedule for each Electoral Area APC.

Alternatives:

1. THAT the Board of Directors not accept the 2019 Meeting Schedule for the Electoral Area Advisory Planning Commissions; or
2. THAT the Board of Directors defer consideration of the 2019 Meeting Schedule for the Electoral Area Advisory Planning Commissions to its first meeting of 2019 in order to allow for further consultation with the Commissions.

Respectfully submitted:

A handwritten signature in blue ink, appearing to read "C. Garrish", is written over a horizontal line.

C. Garrish, Planning Supervisor

Endorsed by:

A handwritten signature in blue ink, appearing to read "B. Dollevoet", is written over a horizontal line.

B. Dollevoet, Development Services Manager

Attachments: No. 1 – 2019 APC Meeting Schedule

Attachment No. 1 – 2019 APC Meeting Schedule

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

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": 700 – 3rd Street (Keremeos Health Centre), Keremeos, B.C. at 7:30 P.M.

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

Electoral Area "I": 320 Lakehill Road (Kaleden Community Hall), Kaleden, B.C. at 7:00 P.M.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: November 15, 2018

RE: 2019 Regional District Signing Authority

Administrative Recommendation:

THAT the Board of Directors appoint the 2019 Board Chair and Vice Chair as signing officers for the Regional District of Okanagan-Similkameen for the 2019 year.

Analysis:

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

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: November 15, 2018
RE: 2018 Local Government Elections Results – For Information Only



Reference:

Local Government Act

Analysis:

Pursuant to Section 158 of the *Local Government Act*, 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 2018 Local Government Elections.

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 the close of polls. In 2014, ninety four ballots were sent out, 81 were returned. This year, significantly fewer mail-in ballots were requested. This is likely a result of the change in Election month from November to October and the ability for more citizens to vote before they head to winter residences. The breakdown for 2018 mail-in ballots is as follows:

Electoral Area "C" – 4 Returned - 4
Electoral Area "D" – 5 Returned – 1
Electoral Area "E" – 16 Returned - 14
Electoral Area "F" – 12 Returned - 11
Electoral Area "G" – 2 Returned - 2
Electoral Area "I" – 10 Returned – 10
Assent Vote Electoral Area "B" & "G" / Village of Keremeos – 1 Returned - 1

2018 was the first year that the RDOS conducting 'roving' polls – additional general voting opportunities which are conducted in more remote or high concentration communities which would benefit from a time periods shorter than the standard 8 am to 8 pm. Roving Polls were conducted at Giant's Head Elementary (36 votes) and Red Wing Resorts (152 votes). It is expected that the number of roving polls will be expanded for the 2022 General Local Elections, to reach more electors.

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 Legislative Services Team and other RDOS staff who had a hand in the elections, 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 all the Presiding Election Officials and Election Staff, of which there were over 50, for their work during this extremely long day.

As well as all RDOS staff for supporting the Team while our focus in 2018 turned to Elections preparation.

Respectfully submitted:

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

C. Malden, Chief Election Officer

SCHEDULE "A"- 2018 LOCAL GOVERNMENT ELECTION RESULTS

**Keremeos Fire Service Fire Truck Referendum
Electoral Areas "B", "G" and the Village of Keremeos**

Yes	851
No	162
<i>Ballots without objection</i>	1013
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	19
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	0

Gettens, Riley	290
Schulting, Leah	170
Hatch, Rick	141
Jestin, Ashley	30

<i>Ballots without objection</i>	631
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	4
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	0

Electoral Area "C"

Knodel, Rick	629
Toor, Randy	373
<i>Ballots without objection</i>	1002
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	3
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	0

Electoral Area "G"

Roberts, Tim	240
Kolisnyk, Melodie	182
Uppal, Manpreet	114
<i>Ballots without objection</i>	536
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	2
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	1

Electoral Area "D"

Obirek, Ron	601
Penway, Rodney	185
Schwarz, Bill	153
<i>Ballots without objection</i>	939
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	3
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	1

Electoral Area "I"

Monteith, Subrina	339
Vollet, Gary	175
<i>Ballots without objection</i>	514
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	8
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	0

Electoral Area "E"

Kozakevich, Karla	470
Hodgkinson, Tim	64
<i>Ballots without objection</i>	534
<i>Ballots accepted subject to objection under S. 140</i>	0
<i>Ballots rejected without objection</i>	4
<i>Ballots rejected subject to objection under S. 140</i>	0
<i>Spoiled ballots that were replaced under S. 128</i>	1

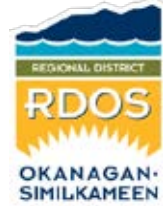
Electoral Area "F"

SCHEDULE "B"- BREAKDOWN OF RESULTS

	TOTAL BALLOTS CAST	PERCENTAGE OF VOTE	ELIGIBLE ELECTORS (Stats Canada)	ELECTOR TURNOUT Percentage
Electoral Area C (Oliver Rural)				
KNODEL	629	63		
TOOR	373	37		
TOTAL	1002	100%	2890	35%
Electoral Area D (Okanagan Falls/Skaha East)				
OBIREK	601	64		
PENWAY	185	20		
SCHWARZ	153	16		
TOTAL	939	100%	3290	29%
Electoral Area E (Naramata)				
KOZAKEVICH	470	88		
HODGKINSON	64	12		
TOTAL	534	100%	1540	35%
Electoral Area F (Okanagan Lake West/West Bench)				
GETTENS	290	46		
SCHULTING	170	27		
HATCH	141	22		
JESTIN	30	5		
TOTAL	631	100%	2180	29%
Electoral Area G (Keremeos Rural/Hedley)				
ROBERTS	240	45		
KOLISNYK	182	34		
UPPAL	114	21		
TOTAL	536	100%	1935	28%
Electoral Area I (Kaleden/Skaha West/Apex)				
MONTEITH	339	66		
VOLLET	175	34		
TOTAL	514	100%	2995	17%
ASSENT VOTING -			YES	NO
Total Ballots Cast - 1013			851	162
Eligible Electors (Electoral Areas "B", "G", Village of Keremeos) - 3690				
Elector Turnout 27%				

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: November 15, 2018
RE: Olalla Local Community Commission – For Information Only



Reference:
Bylaw No. 1609, 1995

History:

The *Local Government Act* provides authority for a local government, by bylaw, to establish in an electoral area one or more local communities to be administered by local community commissions.

In 1995, the Olalla Local Community Commission (LCC) was established, providing certain powers with respect to the supply, treatment, conveyance, storage, and distribution of water.

The Commission structure consists of the Electoral Area “G” Director and four elected commissioners, all of whom must reside in the local community. Commissioners serve without remuneration but are entitled to reimbursement for expenses in connection to their duties.

The LCC has historically experienced some challenges recruiting members. Since 1999, the Regional District Board of Directors has had to appoint members to the Commission after an insufficient number of candidates stepped forward to run for election. In 2012, as a result of insufficient interest expressed from those eligible to sit on the Commission, an Olalla Water Advisory Committee was formed as a temporary measure until a more permanent structure was determined. In 2015, after the General Local Elections, 4 eligible individuals indicated their willingness to serve on the LCC and were so appointed at that time.

Analysis:

In advance of the 2018 General Local Elections, only two of four required individuals submitted nomination papers; and despite the extension of the nomination period, the required number did not submit nomination documents. As a result, an election for commissioners did not take place in conjunction with the General Local Elections.

The Chief Election Officer has now issued a public notice for expressions of interest from qualified individuals to serve on the commission. If, by the deadline of December 15, two more individuals have not stepped forward, the Board may direct staff to initiate the dissolution process for the Olalla Local Community Commission.

Respectfully Submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: November 15, 2018
RE: Select Committees

Purpose:
 To define the process for appointing Committee Chairs.

Reference:
 RDOS Policy - Terms of Reference, Select Committees

Analysis:
 In 2015, as part of the Corporate Policy review, the process for appointing Chairs/Vice Chairs of select committees was defined in the 'Terms of Reference, Select Committees Board Policy'. The policy states that the Chair of the Board of Directors shall call for expressions of interest from Board members wishing to perform the duties of Chair or Vice Chair for the Community Services, Environment & Infrastructure Services, Planning & Development, or Protective Service committees of the Board. Any expressions of interest should be received by the Chair, CAO or Manager of Legislative Services prior to **November 22, 2018**. The Chair will then make recommendation to the Corporate Services meeting on December 6, 2018, based on submissions received.

For reference, the 2018 Chair and Vice Chair list is included below.

2018 Board/Committee Chairs

	<u>Chair</u>	<u>Vice Chair</u>
RDOS Board	Director Kozakevich	Director Bauer
Corporate Services (Chair & Vice Chair of Board)	Director Kozakevich	Director Bauer
Community Services	Director Hovanes	Director Bauer
Environment and Infrastructure	Director Pendergraft	Director Siddon
Planning and Development	Director Brydon	Director Bush
Protective Services	Director Jakubeit	Director Schafer

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

- POLICY:** TERMS OF REFERENCE-SELECT COMMITTEES
- AUTHORITY:** Board Resolution No. B281/09 dated May 21, 2009.
- AMENDED:** Board Resolution No. B374/09 dated July 16, 2009
Board Resolution No. B292/10 dated June 17, 2010
Board Resolution dated July 2, 2015

POLICY STATEMENT

The Regional District of Okanagan Similkameen promotes good decision-making through effective structure and information flow. A Select Committee system has been created to provide an opportunity for informal discussion between elected officials, administrative staff and the public on significant issues coming before the Board to assist in achieving the informed decision making model.

PURPOSE

1. To outline the duties of the Regional District Select Committees.
2. To establish procedures for the Select committees.
3. To establish membership for the Select committees.

RESPONSIBILITIES

In addition to any other duties referred to the Select Committees by the Regional District of Okanagan-Similkameen Board, the Select Committees duties are as follows:

1. Corporate Services Committee Terms of Reference
 - a. Governance
 - b. Human resources
 - c. Legislation, bylaws and policy
 - d. Litigation and risk management
 - e. Information systems and technology
 - f. Information and privacy legislation
 - g. Intergovernmental relations
 - h. Communications
 - i. Finance
 - j. Property acquisition or disposal
 - k. Fleet Services
2. Planning & Development Committee Terms of Reference
 - a. Official Community Plans and Land Use Bylaws
 - b. All matters related to the Sub-Regional Growth Strategy
 - c. Bylaw enforcement activities, including Building bylaw
 - d. Land development related matters

- e. Climate Change
- f. matters relating to critical habitat as related to local government land and local government jurisdiction

3. Environment & Infrastructure Committee Terms of Reference

- a. capital construction and operation of waterworks and sewerage systems of the Regional District, the property and distribution and collections systems connected therewith
- b. environmental , maintenance and construction matters pertaining to all streets, roads and highways in the electoral areas and liaison with the Ministry of Transportation and Infrastructure
- c. matters pertaining to the solid waste collection service of the Regional District and the maintenance of the waste disposal grounds under the control of the Regional District
- d. air quality
- e. Water Quality & Quantity Governance
- f. street lighting and traffic signs
- g. RDOS building maintenance

4. Community Services Committee Terms of Reference

- a. Liaison with all lay recreation and parks commissions
- b. Operation and control of all public parks, trails, public recreation grounds and facilities and to recommend the establishment of such parks and recreation grounds and facilities deemed necessary to carry on a comprehensive parks and recreation program
- c. Encouraging, initiating and supervising programs which will include physical, artistic, cultural and intellectual recreation while continually striving to meet the parks and recreation needs of the District
- d. Co-operation with and encouragement of all organizations and institutions within the Regional District that are engaged in recreational or cultural pursuits or activities whether such organizations and institutions are public, private, civic, social or religious and to co-operation with provincial and national groups or organizations that support and promote parks and recreation
- e. economic development and tourism development within the Regional District
- f. Public Transit and Transportation
- g. Heritage

5. Protective Services Committee Terms of Reference

- a. Prevention and suppression of fires
- b. Matters related to Ambulance Service
- c. crime prevention
- d. Search and Rescue
- e. Emergency Planning
- f. Mitigation of Wildfire Risk

PROCEDURES

The Select committees will conduct its business in accordance with the Regional District of Okanagan-Similkameen Procedure bylaw.

MEMBERSHIP

The Select committees consist of all members of the Regional District of Okanagan-Similkameen Board of Directors.

VOTING

All members are entitled to vote and have one vote on all recommendations to the Regional District of Okanagan-Similkameen Board.

APPOINTMENT OF CHAIR / VICE CHAIR

The Chair of the Board of Directors shall call for expressions of interest from Board members wishing to act as Chair or Vice Chair of a Committee and will make recommendations at the next Corporate Services meeting.

The Chair and Vice Chair of the Board of Directors will also be the Chair and Vice Chair (respectively) of the Corporate Services Committee.

Members should consider the potential for conflict of interest when submitting their name as Chair of a specific committee.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: November 15, 2018

RE: 2019 External Agency Appointments

RDOS Appointment System

Each year the Regional District of Okanagan-Similkameen has the opportunity to make appointments to various Boards and Associations that have requested our participation. 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 transparency 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 “sub-regional” 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 the Manager of Legislative Services prior to **November 22, 2018**. All responses will be submitted to the Chair for recommendation to the Board at the December 6, 2018 meeting. If there are appointments for which no Directors have expressed an interest, the Chair will make recommendations based on best judgement or, the Board may determine that they will discontinue participation in that body.

The following is a list of external agencies to which appointments are required and the 2018 appointees:

Sustainable Rural Practice Communities Committee: (2018: Director McKortoff)

Any Director Eligible

- 1 Director from participating Municipality or Electoral Area

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: (2018: Directors Hovanes, McKortoff, Waterman)

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

- 3 Directors as representatives
- 3 Directors as alternate representatives

Okanagan Film Commission: (2018: Director Jakubeit)

Any Director Eligible

- 1 Director as representative

Okanagan Regional Library District: (2018: Director Kozakevich)

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

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

Okanagan Kootenay Sterile Insect Release Board: (2018: Director Bush)

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

- 1 Director from participating Municipality or Electoral Area
- 1 Director from participating Municipality or Electoral Area as alternate appointee

Southern Interior Beetle Action Coalition: (2018: Director Armitage)

Any Director eligible

- 1 Director as representative

Southern Interior Local Government Association (2018: Director Jakubeit)

Any Director Eligible

- 1 Director as representative

Southern Interior Municipal Employers Association: (2018: Directors Kozakevich and Martin)

Any Director Eligible

- 1 Director from participating Municipality or Electoral Area
- 1 Director from participating Municipality or Electoral Area as alternate appointee

Starling Control: (2018: Director Bush)

Any Director Eligible

- 1 Director from participating Municipality or Electoral Area

UBCO Water Chair Advisory Committee: (2018: Director Konanz)

Any Director Eligible

- 1 Director from participating Municipality or Electoral Area

Fire Chief Liaison Committee

Directors for Electoral Areas with RDOS fire departments

Respectfully Submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

BOARD of DIRECTORS MEETING

Thursday, November 15, 2018

4:30 p.m.

INAUGURAL BOARD MEETING AGENDA

A. CALL TO ORDER

B. ELECTION OF 2019 OSRHD BOARD CHAIR AND VICE CHAIR

C. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)
THAT the Agenda for the OSRHD Inaugural Board Meeting of November 15, 2018 be adopted.

D. LEGISLATIVE ISSUES

1. 2019 OSRHD Schedule of Meetings

To establish, by resolution, a schedule for regular OSRHD meetings for 2019.

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)
THAT the 2019 Okanagan-Similkameen Regional Hospital District Board Schedule of Meetings as contained in the November 15, 2018 report from the Chief Administrative Officer, be approved.

2. 2019 OSRHD Signing Authority

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)
THAT the Okanagan Similkameen Regional Hospital District Board appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2019 year:

OSRHD Board Chair:

OSRHD Board Vice Chair:

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Okanagan-Similkameen Regional Hospital Board

FROM: B. Newell, Chief Administrative Officer

DATE: November 15, 2018

RE: 2019 OSRHD Schedule of Meetings

Administrative Recommendation:

THAT the 2019 Okanagan Similkameen Regional Hospital District Schedule of Meetings, as provided in the November 15, 2018 report from the Chief Administrative Officer, be approved.

Purpose:

To establish, by resolution, a schedule for regular OSRHD meetings for 2019.

Analysis:

Generally, the Board follows a schedule of convening meetings on the third Thursday of each month; although, on occasion, those dates have been adjusted due to conflicts with annual conventions and forums.

OSRHD meetings are always held on the same day as regular RDOS Board meetings. In May, the [Southern Interior Local Government Association](#) (SILGA) is scheduled from April 30 to May 3 which conflicts with a May 2 RDOS Board meeting; therefore, Administration recommends that the regularly scheduled Board meetings in May be moved back one week to May 9 and May 23 which also impacts the OSRHD meeting, resulting in movement of it to May 23 as well.

Because there are five Thursdays in the month, this will ensure that there are not two meetings held back to back. The regular schedule would resume in June.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

OSRHD Board of Directors 2019 Meeting Schedule

Month	OSRHD Board Day
January	January 17
February	February 21
March	March 21
April	April 18
May	May 23
June	June 20
July	July 18
August	August 15
September	September 19
October	October 17
November	November 21
December	December 19

ADMINISTRATIVE REPORT

TO: Okanagan-Similkameen Regional Hospital Board

FROM: B. Newell, Chief Administrative Officer

DATE: November 15, 2018

RE: OSRHD Signing Authority

Administrative Recommendation:

THAT the Okanagan-Similkameen Regional Hospital District Board of Directors appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2019 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:

"Christy Malden"

C. Malden, Manager of Legislative Services