



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Commission Member Handbook

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## A Message from the Regional District Chair

Dear Commission Members,

It is our privilege to express, on behalf of the RDOS, our deep appreciation and gratitude to the amazing individuals who volunteer their time and expertise to help us build stronger communities. It is through your compassion and commitment that we can make each community a great place to live.

As a region we recognize that we could not have the same impact on the community and could not provide the same high calibre of support for our communities without the help of our commission members. Over the years, the Regional District of Okanagan-Similkameen (RDOS) has enjoyed the tremendous support from volunteers. Consequently, the efforts of commission members have enhanced and promoted many of the regions parks and recreation programs. It is the goal of the RDOS, for volunteers to continue to serve an invaluable role in the long-term protection and management of local parkland.

The purpose of the handbook is to provide essential information about the policies and expectations of the Regional District. This handbook will share with you a little of our history, philosophy, practices, and policies. The handbook has been organized by topic to ease navigation to information you may need easily.


As a commission member, you are part of a team whose goals are to provide for the members of your communities and we are very glad to have you on board. Please don't hesitate to ask questions. Our staff will gladly answer them. We believe you will enjoy your volunteer work and your fellow commission members. We also believe you will find the RDOS a great place to volunteer.

Thank you for giving your time and talents to help the members of your community. We hope that you find volunteering with the RDOS a positive and rewarding experience.

Sincerely,  
Mark Pendergraft  
RDOS Chair

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**Welcome to the  
Regional District of Okanagan-Similkameen**

**Our Vision**

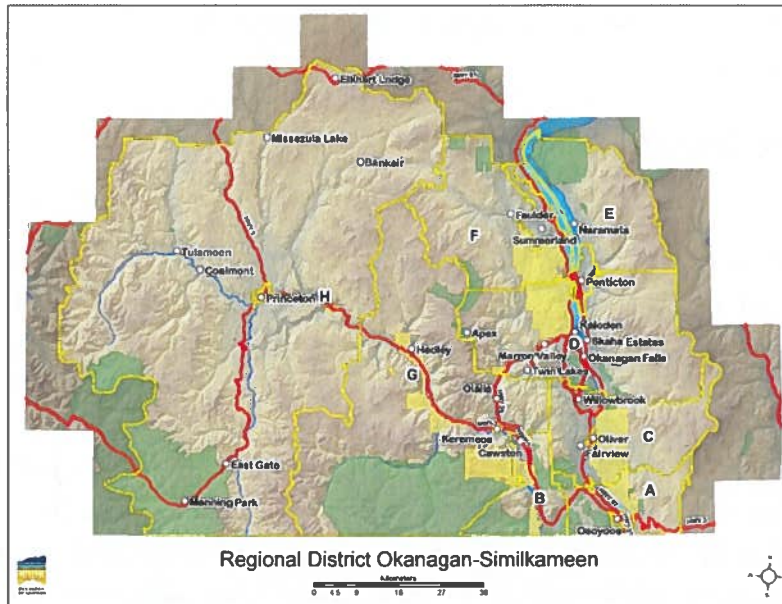
**We envision the Regional District of Okanagan-Similkameen as a steward of our environment, sustaining a diverse and livable region that offers a high quality of life through good governance.**

**Our Mission**

**To initiate and implement policies which preserve and enhance the quality of life and serve the broader public interest in an effective, equitable, environmental, and fiscally responsible manner.**

## 1. About the RDOS

Geographically, the Regional District is bounded by Manning Park to the west, Peachland to the north, Anarchist Mountain to the east and United States border to the south. The Regional District has an area of 10,400 km<sup>2</sup>, constituting 1.2% of the province's area. The district is home to 83,022 people and 37,614 households.



Regional Boards are composed of elected municipal and rural area directors. At present, the RDOS Board is comprised of nineteen directors. Ten municipal directors represent the City of Penticton, District of Summerland, Town of Osoyoos, Town of Oliver, Town of Princeton and the Village of Keremeos. Nine rural area directors represent Osoyoos (Area "A"), Cawston (Area "B"), Oliver Rural (Area "C"), Kaleden (Area "I"), Okanagan Falls (Area "D"), Naramata (Area "E"), Okanagan Lake West/West Bench (Area "F"), Keremeos Rural/Hedley (Area "G"), and Princeton Rural (Area "H").

This unique representational scheme provides the necessary cross-communication venue to promote coordination between the activities of the individual municipalities and the rural areas of the region. The assumption of powers by individual Regional Districts is based upon continued dialogue and negotiations between the Board and the participating municipalities and rural areas.

The RDOS is dedicated to the enhancement and promotion of recreational opportunities throughout the region. Serving the residents of the Okanagan –Similkameen and their visitors, the RDOS provides:

- A variety of outstanding parklands, which represent the best natural features and diverse wilderness environments of the Region;
- Maintaining a balance between RDOS Parks' goals for protecting natural environments and providing outdoor recreation uses;
- Recreation programs and facility rentals in rural communities;
- Community Events.

## **2. Community Services Department**

The Community Services Department is responsible for the management and delivery of a wide variety of services and programs including: parks and recreation, regional trails, transit, rural projects, emergency management, emergency 911 dispatch service, Naramata Cemetery and facilities.

The Community Services Department oversees the administration of the operating budgets of Recreation Commissions for the South Okanagan-Similkameen, including Okanagan Falls Parks & Recreation Commission, Similkameen Recreation Commission, Electoral Area “F” Parks Commission (West Bench), Electoral Area “E” Parks and Recreation Commission (Naramata), Kaleden Parks & Recreation Commission, and Electoral Area “B” Parks & Recreation Commission.

Community Service Assets:

- 23 parks (414.56 acres);
- 23 public beach access;
- 205 km of rail trails;
- 3 pedestrian corridors (4.7km);
- 1 cemetery;
- 5 recreation centers and programs;
- 3 arenas; and
- 2 pools.

### **3. Parks and Recreation Commission**

The Parks and Recreation Commissions play a key leadership role as an advisory body to the Regional Board, in the administration and delivery of our programs related to parks and recreation. Commissions are advisory to the Board and are authorized to make recommendations with respect to the planning, development and implementation of parks and recreation services in accordance with the budget approved by the Board. Please review Regional District of Okanagan Similkameen Parks and Recreation Commission Establishment Bylaw No. 2732, 2016.

#### **3.1. Commission Roles and Responsibilities**

Commissions play an active role in guiding programming of RDOS Parks and Recreation. As an appointed position of the RDOS, commission members create and nourish relationships by being a positive liaison between the RDOS and the public. Commission members also provide education, information and are receptive to comments, ideas and complaints.

RDOS volunteers are expected to:

- Conduct all aspects of volunteer activities in accordance with RDOS policies and procedures found within this handbook;
- Approach commission roles with enthusiasm, honesty and an open mind;
- Ask questions to ensure that their roles on the commission are understood;
- Carry out tasks efficiently and effectively and ask for help when needed;
- Respect confidentiality;
- Provide positive and constructive feedback; and
- Value and support other team members.

In return, volunteers can expect the following from RDOS:

- To be valued and respected as part of the team;
- To work in a healthy and safe environment;
- To be provided with appropriate resources and support to carry out your role;
- To have access to information about the RDOS, its history, policies and purpose; and
- To receive feedback, encouragement and recognition from staff

### **3.2. Chair Responsibilities**

The members of the commission, at the annual general meeting, elect one-member from among themselves to be the Chair, this person shall conduct the meetings of the commission until the next annual general meeting. In addition to being a member of the commission, the Chair is tasked with setting the agenda and conducting meetings in a fair and effective manner. The following are some guidelines that assist in carrying out the duties of a Chair.

- Commits to the position and recognizes the time it takes;
- Knows and has interest in the RDOS and understands and follows RDOS process and procedures;
- Exhibits leadership and develops collaborations in an open and fair manner.
- Ensures that meeting discussions are focused and factual;
- Seeks the perspectives of all commission members, and actively includes the views of all members in respectful debate; and
- Adheres to strict ethical standards. As the Chair of a public group, ethical standards must be followed so that discrimination and harassment do not occur.

### **3.3. Commission Orientation**

All commission members are required to complete an orientation with Regional District staff and all appointed members shall at the beginning of their term be required to sign the Regional District Code of Ethics and comply with the code throughout their term on the commission (see 3.6 below).

### **3.4. Commission Screening**

Prospective volunteers will be screened by the Area Director to ensure volunteers meet the desired qualifications and interest. The volunteer program requires a formal commission application process including submission of an application and resume. The appointment of commission members will require board endorsement.

### **3.5. Commission Qualification**

Commission members must have an interest in, and respect for their communities. They will volunteer their time and energy to carry out the required duties consistently over an extended period of time. Specific knowledge of natural history, biology, recreation and natural resource management is an advantage, but not crucial.

### **3.6. Commission Etiquette and Code of Conduct**

Local Government is an open, accessible and accountable form of government. The RDOS will enhance the relationship of public trust and mutual respect that has evolved between government and the public by requiring high standards of ethical conduct by commission members.



### **3.7. Commission Safety**

A commission member will immediately bring to the attention of RDOS staff any safety concerns or issues. The member will conduct no activity that may pose a safety threat to themselves.

Safety of our volunteers and the public is priority for the RDOS. Safety should be an on-going topic of discussion between the RDOS and commission members. The RDOS will provide all volunteers with Work Safe Procedures and Training.

The RDOS is responsible for ensuring that commission activities comply with Workers Comp and Work Safe BC as stated in the Local Government Act.

### **3.8. Volunteer Dismissal**

Any appointed member who is absent from two consecutive meetings of a commission without leave of absence from the commission, or without reason satisfactory to the Board, shall cease to be a member of the commission. A member removed from the position pursuant to this section shall not be eligible for appointment to the commission until the date that their term of office would have expired, but for such removal. The RDOS Board also reserves the right to dismiss a commission member from their duties if it is found that the volunteer is not fulfilling the volunteer roles and responsibilities or are found contravening any RDOS policies or procedures.

## **4. Staff Roles and Responsibilities**

RDOS Staff will:

- Present Commission directives for RDOS Board resolution;
- Deliver and manage commission budget on behalf of the RDOS Board;
- Review and signoff expenditures;
- Collect and act as a central repository for information;
- Provide guidance on policy matters that affect commissions;
- Confer at appropriate times with relevant organizations on matters of mutual concern;
- Receive new volunteer enquiries and applications submitted by prospective volunteers and send out information to prospective volunteers;
- Ensure every commission member signs the volunteer Code of Ethics;
- Provide the commission orientation package to all commission members;
- Provide guidance to volunteers through joint preparation of work plans, timely feedback on reports, approval, permitting, technical review and monitoring of research, inventory and other projects;
- Answer questions and investigate reports submitted by the volunteer;
- Operate Parks and Recreation facilities and programs. (which includes):

- Regular maintenance and scheduling
- Inspections
- Contract management
- Procurement of materials and supplies

**\*All remaining items have attachments that are available by visiting [www.rdos.bc.ca](http://www.rdos.bc.ca) or by link in the electronic version of this document.**

## **5. RDOS Bylaws**

### **5.1. Commission Bylaw 2732, 2016**

The commission Bylaw was established to consolidate existing Parks and Recreation Commission Bylaws into a single bylaw in order to create consistency among the commissions. The Commission Bylaw establishes the terms of commission membership, meeting conduct, administration, authorities, responsibilities and duties.

### **5.2. Procedure Bylaw 2620, 2013**

Rules of Procedure were developed to help the Chair maintain order during a meeting. During discussion, members of the committee/commission may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Committee/commission members, particularly the Chair will want to familiarize themselves with the RDOS Board Procedure bylaw and Robert's Rules of Order.

### **5.3. Fees and Charges Bylaw**

The RDOS Fees and Charges Bylaw is set once a year but can have amendments throughout the year. Please visit [www.rdos.bc.ca](http://www.rdos.bc.ca) for the most up to date information.

## **6. RDOS Policies**

### **6.1. Code of Ethics**

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.

## **6.2. Conflict of Interest Policy**

This Policy has been developed to address the need for the RDOS to avoid conflicts of interest at all levels of operation, including in the actions of the organization as a whole, in decisions of committees and the Board, and in the work of the staff, at all levels. The RDOS Conflict of Interest Policy is part of the overall code of ethics for the directors, committee members and staff.

## **6.3. Harassment, Bullying & Discrimination Policy**

The RDOS promotes a positive and professional work environment where all are entitled to a workplace free of harassment, bullying and discrimination. Volunteers must not engage in bullying, harassment or discriminatory conduct and must report if they experience or witness this conduct to their designated supervisor. The Regional District has a zero tolerance for harassment, bullying and discrimination. RDOS will investigate all alleged claims to ensure all parties and their respective interests are considered. An effective remedy will be provided when an allegation is determined to be valid. All complaints of harassment, bullying or discrimination will be held in the strictest confidence amongst the parties.

## **6.4. Communications Policy**

The RDOS values effective communications as an integral part of good governance. It embraces open government and transparency as a fundamental responsibility. Effective communications further allow the organization to provide an optimal customer experience while reinforcing the RDOS image by promoting effective community relationships.

The organization makes every effort to raise communications to a high performing level. In doing so, effective communications are honest, open, timely, proactive, responsive, consistent, respectful, and accessible.

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

## **6.5. Purchasing and Sales Policy**

The purpose of this policy is to identify the principles guiding the procurement of goods and services and construction of assets required by the RDOS in the performance of the duties and responsibilities assigned to it. In achieving the maximum economy, efficiency and effectiveness in the performance of this function, the RDOS has endorsed certain fundamental principles, which are applicable to all departments and appointed committees and commissions.

## 7. Volunteer Insurance Information

All appointed commission members are automatically entitled to full coverage under the Liability Protection Agreement provided by the Municipal Insurance Association of B.C. 2017 Liability Protection Agreement (LPA)

## 8. Meetings

All commission meetings are open to the public unless a meeting or part of a meeting is authorized to be closed to the public under the *Community Charter* (6.7 s 90). Should a closed meeting be held by the committee, members must keep in confidence any information considered in any part of the meeting until such time as the information is released to the public as lawfully authorized or required. Any information that is distributed to the commissions on meeting agendas is public, and also available on the RDOS website.

### 8.1. Agendas/Minutes

Commissions will be provided with agenda and minute templates. Meeting agendas are set by the commission chair in consultation with the area Director, and must be provided to the RDOS in advance of the meeting for posting on the RDOS website. All minutes will be posted on the RDOS website.

## 9. Parks Bylaws

- Commission Establishment Bylaw
  - BL2732
- Regional Parks Bylaws
  - BL704
  - BL704.01
  - BL903
  - BL2024
  - BL2297
- Electoral Area “B” Parks and Recreation
  - BL2234
- Okanagan Falls (Area “D”) and Kaleden (Area “I”) Parks and Recreation
  - BL1174
  - BL2253
  - BL2253.01
  - BL2253.02
  - BL2253.03
- Electoral Area “E” Parks and Recreation

- BL926
- BL1172
- Electoral Area “F” Parks and Recreation
  - BL1341
  - BL1826
- Similkameen Recreation
  - BL1470
  - BL1470.01
  - BL1470.02

## 10. Freedom of Information

The Freedom of Information and Protection of Privacy Act (FIPPA) provides that any person has the right to request access to agency records or information except to the extent the records are protected from disclosure by any of nine exemptions contained in the law or by one of three special law enforcement record exclusions.

## 11. Contact Names and Information

<b>Emergency Contacts</b>	
Fire, Ambulance and Police	9-1-1
RCMP (Penticton non-emergency)	250-492-4300
RCMP (Keremeos non-emergency)	250-499-5511
<b>RDOS Contacts</b>	
Mark Woods, Community Services General Manager	250-490-4132
Justin Shuttleworth, Parks and Facilities Manager	250-490-4136
Augusto Romero, Recreation Manager	250-490-4380
RDOS Main Office 101 Martin Street	250-492-0237
Andy Foster, Similkameen Recreation Manager	250-499-2400

