

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1423

Being a bylaw to operate the Regional District's Economic Development Service

WHEREAS by Letters Patent (Division XX1-Industrial Development Commission) dated February 24, 1978, and as amended in 1984 and 1986, empowers the Regional District of Central Okanagan to undertake the function of Industrial Development Commission;

AND WHEREAS the Regional Board deems it advisable to operate what is commonly known as the Regional District's Economic Development Commission service;

NOW THEREFORE the Board of the Regional District of Central Okanagan enacts as follows:

SERVICE AREA

1. The boundaries of the service are the City of Kelowna, District of Lake Country, District of Peachland, City of West Kelowna, and Central Okanagan West Electoral Area and Central Okanagan East Electoral Area.

COST RECOVERY

2. The annual net costs for the operation of the Economic Development Commission service shall be apportioned on the basis as set out in the Letters Patent.

The annual cost of providing the service outlined in this bylaw under Section 378 of the *Local Government Act* shall be recovered by any of the following:

- a. property value taxes imposed in accordance with Division 3 (Requisition and Tax Collection);
- b. revenues raised by other means authorized under the *Local Government Act* or another Act;
- c. revenues received by way of agreement, enterprise, gift, grant or otherwise.

PROVISION OF SERVICE

3. The Regional District may enter into contract(s) for the provision of this service.

STRUCTURE

4. Terms of Reference, attached as Schedule 'A', for a Central Okanagan Economic Advisory Council is to be approved by the Regional Board.

REPEAL

5. Regional District of Central Okanagan Economic Development Commission Bylaw No. 619, 1995 is hereby repealed.

CITATION

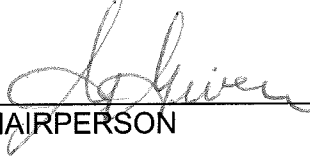
6. This bylaw may be cited at the "Regional District of Central Okanagan Economic Development Commission Regulation Bylaw No. 1423."

READ A FIRST TIME THIS 11th DAY OF October 2018

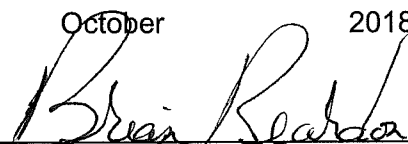
READ A SECOND TIME THIS 11th DAY OF October 2018

READ A THIRD TIME THIS 11th DAY OF October 2018

ADOPTED THIS 11th DAY OF October 2018



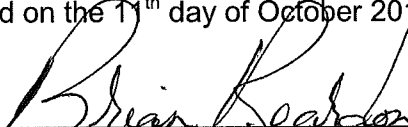
CHAIRPERSON



DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1423 cited as the "Regional District of Central Okanagan Economic Development Commission Bylaw No. 1423", as read a third time and adopted by the Regional Board on the 11th day of October 2018.

Dated at Kelowna, B.C. this
11th day of October 2018



DIRECTOR OF CORPORATE SERVICES

RDCO Economic Development Commission Bylaw No. Schedule 'A'



TERMS OF REFERENCE

RDCO Economic Development Commission Advisory Council (COEDC)

1. Economic Development Commission Mandate:

Working in partnership to facilitate and encourage the development of a healthy and dynamic sustainable community economy by supporting existing businesses and encouraging new business investment within the Regional District of Central Okanagan.

To assist with the mandate, the Advisory Council:

- (a) Will serve as a forum for discussion between member municipalities, industry and regional economic service delivery organizations *i.e. Chambers of Commerce, Business Improvement Associations, Community Futures*, as a means to increase RDCO's knowledge of economic development opportunities and needs throughout the Central Okanagan.

2. Composition:

2.1 The composition of the Advisory Council shall be comprised of not less than twenty-five (25) or more than forty (45) persons.

2.2 The Advisory Council will consist of but not limited to:

- (a) One (1) elected official from each Central Okanagan government;
- (b) One (1) economic development or senior leadership staff person from each Central Okanagan government.
- (c) Representative(s) from business and partner organizations including:
 - Accelerate Okanagan,
 - Business Development Bank of Canada,
 - Community Futures of the Central Okanagan,
 - Greater Westside Board of Trade,
 - Kelowna Chamber of Commerce,
 - Kelowna International Airport,
 - Lake Country Chamber of Commerce,
 - Okanagan College,
 - Peachland Chamber of Commerce,
 - Tourism Kelowna,
 - University of British Columbia, Okanagan and
 - Women's Enterprise Centre.

(d) Members at large from key industry sectors including:

- Agriculture,
- Aviation/Aerospace,
- Health Care,
- Construction/Development
- Manufacturing,
- Professional Services,
- Technology, and
- Tourism.

2.3 Executive Committee

- (a) The Executive Committee will be composed of no less than three (3) and no more than seven (7) industry members at large currently serving on the Advisory Council.
- (b) The executive committee of the Advisory Council to be comprised of a chair, vice-chair and no less three (3) and no more than five (5) Industry members at large.

3. Appointment Process and Term

3.1 Appointment term duration:

- (a) Elected officials to be appointed by their council/boards annually,
- (b) Local government staff to be appointed bi-annually,
- (c) Partner organization representatives to be appointed bi-annually,
- (d) An Industry sector member is appointed bi-annually and may be re-appointed to serve a maximum of two consecutive terms.

3.2 Timing of appointments

- (a) Elected officials to be appointed according to each communities' internal process,
- (b) Local government staff to be appointed according to each communities' internal process,
- (c) Partner organizations to be appointed according to each organization's internal process,
- (d) Industry sector representatives to be appointed beginning January 1st of each calendar year.

3.3 Process of Industry representative appointments

- (a) Call out for Expressions of Interest published in newsletter, social media platforms and to the current members on the COEDC,

- (b) Nominations Committee consists of the COEDC Past Chair, Chair and Vice-Chair.
- Nominations Committee reviews resumes submitted from interested persons and applies skills matrix and interview process to determine best candidates to fill vacant seats.

4. Functionality

- 4.1 **Advisory Council to Operate on Consensus**
Achieving consensus on matters is the goal of the Advisory Council and every attempt will be made to ensure consensus decision making.
- 4.2 **The Advisory Council's role includes:**
- (a) Attend Advisory Council meetings and communicate economic development opportunities of the region.
 - (b) Review and make recommendation(s) on the RDCO EDC programming,
 - (c) Communicate the RDCO EDC activity reporting to member's organizations.
- 4.3 **Meeting Dates and Materials**
- (a) The Advisory Council will generally meet monthly, and every attempt will be made to preschedule meetings one month or more in advance, and provide agendas one week prior to council meetings.
 - (b) The Executive Committee will meet monthly in addition to the Advisory Council meetings and every attempt will be made to preschedule meetings one month or more in advance, and provide agendas one week prior to executive council meetings.
- 4.4 **Staff Support - The RDCO's Economic Development Commission will provide administrative and technical support for the COEDC. Typical support functions include:**
- Organizing and preparing meeting agendas;
 - Distributing the meeting agenda packages to Advisory Council members, posting notices of meetings at the Regional District office;
 - Assisting the Advisory Council with special projects such as roundtables, educational and promotional materials and workshops; and
 - Assisting the Advisory Council with the process for new appointments including advertising for applicants, review of applications, and bringing appointment recommendations to the RDCO Board for approval.
- 4.5 **Conflicts of Interest**
Council members are expected to undertake their responsibilities on an impartial and objective basis. Advisory Council members will act with honesty, integrity and openness.

4.6 Experts and Invited Guests

The COEDC may, from time to time, require experts or other representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject. Such invitations will be agreed to in advance by the Advisory Council Executive Committee Chair.

4.7 Public Relations

Advisory Council members should be careful when speaking in public or to the media in regards to their role on the Council. Opinions expressed should be clearly identified as individual opinions and not representing the Regional District of Central Okanagan.