



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING AGENDA – July 20, 2017 at 10:00 am

PART I - INTRODUCTION

1. Call to Order

2. Adoption of Agenda – Introduction of Late Items

- i) Report on Emergency Operations Centre
- ii) Report on Service Delivery and Governance Study

3. Disclosures of Financial Interest

The Chair to remind Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

A declaration under these section(s) requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

*"I, Board Member ***** disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a ***** (indirect/direct) ***** (pecuniary/other) interest that constitutes a conflict of interest in item *** (*).*

*The reason for my declaration is: the item being discussed is *****.*

I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter.

4. Disclosures of Interests Affecting Impartiality

The Chair to remind Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

(A) IN CAMERA MATTERS

- (a) Matters Brought out of Camera -

(B) ADOPTION OF MINUTES

- (a) Adoption of minutes – June 8, 2017

Page 1-9

PART II- PUBLIC CONSULTATION

- 1. Delegations – Central Coast Chamber/Denny Island Community Development Association,**
Proposal to analyze solutions to resolve Denny Island governance and service delivery concerns.

Page 10-12

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- (a) Acting Chief Administrative Officer Report – dated July 13, 2017

Page 13-17

- (b) Call for nominations for UBCM Executive Page 18-28

Financial Services

- (c) Financial Report Budget vs Actual January – June 2017, dated July 13, 2017 Page 29-34
(c) i. Regional District Signing Authorities Page 34 i

Development Services

- (d) Community Economic Development, report dated July 13, 2017 Page 35-37

Operations

- (e) Operations Manager June Report, dated July 13, 2017 Page 38-42

Leisure Services Commissions

- (f) Centennial Pool Commission minutes, dated June 13, 2017 Page 43
(g) Centennial Pool Commission minutes, dated June 27, 2017 Page 44-45
(h) Centennial Pool Commission minutes, dated July 11, 2017 Page 46

Protective Services

- (o) Emergency Executive Committee, minutes dated June 22, 2017 Page 47-48

Transportation Service

- (p) Transportation Monthly Report, dated July 13, 2017 Page 49-52
(q) A bylaw to update Bella Coola Airport Rates and Charges, report dated July 13, 2017 Page 53-65

(D) EXECUTIVE REPORTS

- (a) Chair's Report
(b) Electoral Area Reports
i) Area A
ii) Area B
iii) Area C
iv) Area D
v) Area E

(E) BYLAWS AND POLICIES

- (a) Policy A—30 Staff Social Media Policy, proposed amendments Page 66-76
(b) Bylaw 473, cited as the Denny Island Recreation Commission Bylaw No. 473 Page 77-82

That Bylaw No. 473 cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 having been given due reconsideration and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

- (c) Bylaw 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017 Page 83-86

That Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017, be now introduced and read a first time

That Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017, having been given due and detailed consideration by the Board, be now read a second and third time

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- (a) Letter

(G) ADJOURNMENT

Late Item

Report on Emergency Operations Centre

Board Meeting
JUL 20 2017
CCRD ITEM I 2.1

Late Item

Report on Service Delivery and Governance Study

Board Meeting
JUL 20 2017
CCRD ITEM *I 2. ii*

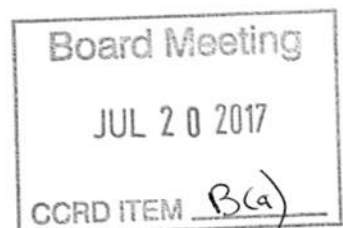


CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: June 8, 2017

ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.



REGULAR BOARD MEETING MINUTES – June 8, 2017

In Attendance:	Electoral Area A	Director, Frank Johnson
	Electoral Area B	Alternate Director, Travis Hall
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Director, Richard Hall
	Electoral Area E	Alternate Director, Courtney Kirk
	Acting CAO/CFO	Donna Mikkelson
	Operations Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh

PART I - INTRODUCTION

1. **Call to Order**

The Chair called the meeting to order at 9:00 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

2. **Adoption of Agenda**

(a) Introduction of late items – None

17-06-01 M/S Directors Johnson/T.Hall that the agenda be adopted as presented.

CARRIED

3. **Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed. No disclosures were made.

4. **Disclosures of Interests Affecting Impartiality.**

No disclosure affecting impartiality were made.

IN CAMERA MATTERS

MOTION TO GO IN CAMERA

17-06-02 M/S Directors Johnson /R.Hall that the meeting go in camera for the consideration of items under Section 90(1)(a) (relating to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent appointed by the municipality or another position appointed by the municipality);

and

90(1)(e) (relating to 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) of the *Community Charter*. **CARRIED**

The regular meeting resumed at 10:40 a.m.

- a) Matters Brought out of Camera

No matters were brought out of camera

(B) ADOPTION OF MINUTES

- a) Regular Board Meeting, May 11, 2017

17-06-03 M/S Directors R.Hall/T.Hall that the May 11, 2017 minutes be adopted as received. **CARRIED**

PART II- PUBLIC CONSULTATION

NONE

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Acting Chief Administrative Officer's Report dated June 1, 2017

The Acting CAO Report includes updates on the board's 3 strategic priorities: the airport clearing project, the swimming pool upgrade and the coming update to the Official Community Plan (OCP). Directors were reminded of the legislative requirement to appoint alternates to act in their absence. It is also noted that the July 20 meeting of the board will take place in Ocean Falls, pursuant to the requirements of the regional district procedures bylaw.

17-06-04 M/S Directors Kirk/T.Hall that the Acting Chief Administrative Officer's Report dated June 1, 2017 be received. **CARRIED**

- b) Governance and Service Delivery Study, CCRD Statement

As determined at the May board meeting, the board considered a draft statement to accompany the final Service Delivery and Governance Study dated April 26, 2017. The board discussed amendments at length, and the amended version is as follows:

**CENTRAL COAST REGIONAL DISTRICT
PREFACE TO SERVICE DELIVERY AND GOVERNANCE STUDY FINAL REPORT (April 26, 2017)**

On May 11, 2017, the Central Coast Regional District board of directors voted to endorse our provincially funded Governance and Service Delivery Study, researched and authored by consultants Leftside Partners Inc. with the proviso that the following statement of the CCRD Board of Directors be included as a preface to the final Report:

While members of each Nation were interviewed during the study process, it will be imperative, moving forward, that the Traditional Chiefs be respectfully engaged in any decisions that are made as a result of this study.

We note Premier Christy Clark's Ministerial Statement delivered in the Legislature apologizing to the Tsilhqot'in Nation on behalf of British Columbia "for the many wrongs inflicted by past governments" (Ministerial Statements, "Reconciliation with the Tsilhqot'in Nation", BC Hansard, Oct 23, 2014 at 4860-1). We also note her acknowledgement in the same apology that there are reliable historical accounts of smallpox being spread deliberately in the colonial period. We recognize that the Nuxalk, Heiltsuk and Wuikinuxv Nations (and other Tribes) suffered a similar devastating loss of life caused by the same or similar actions, and, in addition, from the policies of the Crown at Victoria carried out with a design to spread smallpox during that period. The smallpox genocide was just the beginning of the oppression and displacement of Wuikinuxv, Heiltsuk and Nuxalk Nations and other Indigenous Peoples that has occurred and continues to this day.

As such, the five Electoral Area Directors of CCRD wish to acknowledge the depth of the very grave effects of colonialism, genocide, and displacement of Wuikinuxv, Heiltsuk and Nuxalk Nations from their traditional lands within the jurisdictional boundaries that the BC Local Government Act identifies as the CCRD region. We must all embrace the BC Legislature's example of ending the implicit denial of the genocidal activity that has shaped and informed the current jurisdictional framework that impacts governance in our Region today.

To this end, it is our wish that future studies of this kind that are designed to direct policy and governance in our Region take a more honest and thorough approach to our Region's history and identity. Particularly missing from this Study is an acknowledgement that the current system of taxation (which is referred to multiple times in the Report) and the larger CCRD fiscal framework have been constructed without Wuikinuxv's, Heiltsuk's and Nuxalk's consent or input. Royalties paid exclusively to British Columbia and Canada on resources as well as the filtering of assets that traditionally belong to the Indigenous People of the Central Coast is part of a continuum of colonialism and genocide. The Wuikinuxv, Heiltsuk and Nuxalk hold a majority population within our region and have never relinquished their rightful authority over their traditional territories.

17-06-05 M/S Directors R.Hall/T.Hall that the CCRD preface statement to the Governance and Service Delivery Study Final Report prepared by Leftside Consultants Inc. (April 2017), be accepted as amended. **CARRIED**

c) Acting Chief Administrative Officer's Report Resignation of Director, Electoral Area B.

17-06-06 M/S Directors Johnson/R.Hall that the Central Coast Regional District, having duly received the resignation of Reg Moody dated June 1, 2017, begin the by-election process pursuant to the *Local Government Act* to fill the vacant seat on the board of directors and further, that Cheryl Waugh be appointed as Chief Election Officer and Wendy Kingsley as Deputy Chief Election Officer. **CARRIED**

The Chair thanked Reg Moody for his past dedication to the board and regional district.

d) Acting Chief Administrative officer, Board Remuneration and Expenses Bylaw, report dated June 1, 2017.

The board considered the current Remuneration and Expenses Bylaw and discussed options for updating in the next few months. In the interests of encouraging younger people's interest in local government, particularly women, the board will consider the inclusion of child care expenses in an amendment bylaw. Staff is advised that the travel allowance for the Electoral Area A Director in particular, and the provisions generally are not adequate and need to be increased given the time commitment expected of the board.

17-06-07 M/S Directors T.Hall/Johnson that the Board Remuneration and Expenses Bylaw report prepared by the Chief Financial Officer dated June 1, 2017 be received for information.

CARRIED

e) Chief Financial Officer/Acting Chief Administrative Officer, Heiltsuk Heat Pump Initiative Project Application to NDIT

Director Travis Hall declared that with regard to the matter in Item (C)(e) that he has an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that his impartiality on the matter may be affected. He declared that he will consider the matter on its merits and vote accordingly.

17-06-08 M/S Directors Johnson/R.Hall that the Central Coast Regional District supports the application to Northern Development Initiative Trust from the Heiltsuk Tribal Council for a grant up to \$250,000 for the "Community Heating Systems Economic Diversification Investment Project" from the Economic Diversification Infrastructure account.

CARRIED

Financial Services

f) Filing Under the Financial Information Act – SOFI 2016, Chief Financial Officer's report dated June 1, 2017

The Statement of Financial Information is a legislative requirement to report on annual vendor payments that exceed \$25,000 in total annually. Board of director's remuneration and expenses are reported individually, and staff salaries and expenses exceeding \$75,000 annually are also noted separately. This report is available to the public and will be posted on the regional district's website.

17-06-09 M/S Directors R.Hall/T.Hall that the Statement of Financial Information (SOFI) prepared by the Chief Financial Officer pursuant to Financial Information Act (FIA) for the year ended December 31, 2016 be approved and submitted to the Ministry of Community, Sport and Cultural Development.

CARRIED

g) Municipal Finance Authority of BC – Socially responsible Investing, email dated May 4, 2017

17-06-10 M/S Directors R.Hall/Kirk that the Municipal Finance Authority of BC – Socially Responsible Investing, email dated May 4, 2017, be received.

CARRIED

The Municipal Finance Authority of BC is requesting feedback from all Regional Districts as to their interest in a Socially Responsible Investing-type (SRI) pooled investment fund option. Discussion

surrounded the survey questions contained within the communique and a consensus was reached as to the most appropriate response. Generally, the CCRD would be interested in investing in a socially responsible pooled investment fund if offered by the Municipal Finance Authority of BC. Action-survey will be submitted as discussed.

RECESS

The regular meeting resumed at 12:50 p.m.

Development Services

h) Community Economic Development Officer Report, dated June 1, 2017

17-06-11 M/S Directors R.Hall/Johnson that the Economic Development Advisory Committee review the Committee Terms of Reference and advise staff of recommended changes for possible submission and approval by the CCRD Board of Directors. **CARRIED**

i) Broadcasting Report, dated June 1, 2017, explored Live Streaming of Board meetings as an option to promote access to meetings for residents who live in remote regions and explored improvements to the conference phone to address challenges with hearing participants during Board meetings.

17-06-12 M/S Directors R.Hall/Johnson that the Broadcasting Report dated June 1, 2017 be received.

And that the CCRD Board elect to purchase a new conference phone and include \$1500 in the budget for 2018.

And that the CCRD Board postpone the decision about livestreaming until after the new Chief Administrative Officer is hired. **CARRIED**

j) Economic Development Advisory Committee, regular meeting minutes dated May 25, 2017

17-06-13 M/S Directors T.Hall/R.Hall that the Economic Development Advisory Committee, regular meeting minutes dated May 25, 2017, be received. **CARRIED**

k) Land Use Coordinator, monthly report dated June 1, 2017

17-06-14 M/S Directors Kirk/R.Hall that the Land Use Coordinator, monthly report dated June 1, 2017, be received. **CARRIED**

Operations

k) (i) Operations Manager May report dated June 1, 2017

Operations Manager, Ken McIlwain, joined the meeting to speak to his report and provide further information. Grant applications kept him and other staff very busy over the last month. The airport clearing project is well underway with good management. The pool renovations and solid

waste/transfer station work have also taken considerable time. Further problems related to fracturing of the pool tank are causing delays to pool repairs and opening timelines.

17-06-15 M/S Directors R.Hall/T.Hall that the Operations Manager report dated June 1, 2017 be received. **CARRIED**

Leisure Services Commissions

l) Centennial Pool Commission minutes dated May 10, 2017 and dated May 23, 2017

m) Centennial Pool Commission minutes dated May 23, 2017

17-06-16 M/S Directors R.Hall/Johnson that the Centennial Pool Commission minutes dated May 10, 2017 and May 23, 2017, be received. **CARRIED**

n) Denny Island Recreation Commission minutes, dated May 11, 2017

17-06-17 M/S Directors T.Hall/Johnson that the Denny Island Recreation Commission minutes dated May 11, 2017, be received. **CARRIED**

Protective Services

o) Emergency Program Report dated June 1, 2017

17-06-18 M/S Directors T.Hall/Kirk that the Emergency Program Report dated June 1, 2017, be received **CARRIED**

o) (i) Emergency Executive Committee minutes dated May 25, 2017

17-06-19 M/S Directors Johnson/T.Hall that the Emergency Executive Committee minutes dated May 25, 2017 be received. **CARRIED**

Transportation Services

p) Transportation report dated June 1, 2017

17-06-20 M/S Directors Johnson/R.Hall that the Transportation report dated June 1, 2017, be received. **CARRIED**

q) Bella Coola Airport Master Plan, Acting Chief Administrative Officer report dated June 1, 2017.

17-06-21 M/S Directors Johnson/R.Hall that the CCRD board of directors endorse the final draft of the Bella Coola Airport Master Plan dated February 2017. **CARRIED**

(D) EXECUTIVE REPORTS

a) Chair and Electoral Area C Report (see below-Area C).

b) Electoral Area Reports

i. Area A – Director Johnson provided a verbal report on his attendance at the recent meeting of the Vancouver Island Regional Library. He finds the participation provides for limited opportunity to advocate for increased library services. He made a point of visiting the Bella Coola Branch and spoke with library staff.

ii. Area B- Director Travis Hall expressed an interest in joint emergency response development. Bella Bella requires an updated needs assessment for tsunami risk. The current warning siren needs renovation or replacement.

Director Hall is also participating on the BC Ferry Advisory Committee (FAC) and lamented the loss of the strong voice of the late Ernest Hall from the FAC. He looks forward to the meetings and bringing information forward to the board.

iii. Area C- UBCM 2017 convention – BC Assessment Meeting Invitation. Chair Sayers explained the invitation is to schedule an appointment with BC Assessment at the 2017 Union of BC Municipalities convention, if desired. There will be appointments with other agencies to be considered soon. Otherwise, she has been working on the CAO recruitment.

Area D- Director Richard Hall attended the recent AGM of the Hagensborg Waterworks District and considered it a learning opportunity. He now better understands their needs and how he might assist if or when the time comes.

iv. Area E- Director Kirk thinks it is important to pursue the provincial/federal emergency funding initiatives recently announced.

(E) BYLAWS AND POLICIES –

a) Policy A-9(b) Facilities Inspection Policy, Centennial Pool.

17-06-22 M/S Directors Johnson/R.Hall that Policy A-9(b) Facilities Inspection Policy, Centennial Pool be amended as proposed. **CARRIED**

b) Policy A-12(c) Centennial Pool – Payment During Training.

17-06-23 M/S Directors R.Hall/T.Hall that Policy A-12(c) Centennial Pool – Payment During Training be amended as proposed. **CARRIED**

c) Policy E-5 Directors Attendance at Board Meetings.

17-06-24 M/S Directors Johnson/R.Hall that Policy E-5 Directors Attendance at Board Meetings be amended as proposed. **CARRIED**

d) Central Coast Regional District Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473.

17-06-25 M/S Directors R.Hall/Johnson that Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 be now introduced and read a first time. **CARRIED**

17-06-26 M/S Directors R.Hall/Johnson that Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 having been given due and detailed consideration by the Board, be now read a second and third time. **CARRIED**

The Denny Island Recreation Commission (DIRC) asked the board to consider changes to the number of members of the Commission and other amendments to the previous bylaw. These were not granted and only minor amendments were considered in establishing Bylaw No. 473. The rationale for not changing the number of members from four to seven members is that initially only four people expressed an interest. The board will also be appointing a board representative to the Commission. If there is more membership interest at the end of 2017, the bylaw may be revisited.

Administration will assist Director Johnson with contact information to select an Alternate from the Denny Island area of Electoral Area A.

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE –

a) Letter dated May 17, 2017, Union of BC Municipalities (UBCM) 2016 Resolutions

17-06-27 M/S Directors R.Hall/Kirk that Item (F) a), Letter dated May 17, 2017, Union of BC Municipalities 2016 Resolutions, be received. **CARRIED**

b) Email dated May 31, 2017, Gord McGee to Alison Sayers

c) Letter dated May 15, 2017 from MaPP, Sally Cargill and Gord McGee

Chair Sayers will contact MaPP regarding a presentation at a future board meeting.

17-06-28 M/S Directors Johnson/T.Hall that staff draft a resolution to the Union of BC Municipalities that Aboriginal Day be a statutory holiday. **CARRIED**

Staff is requested to bring the Personnel Policy (A-29) to a future board meeting with a view to an amendment to include Aboriginal Day as a paid holiday.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:43 p.m.

Chair

Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: July 13, 2017 Board Meeting Date July 20, 2017

Name of person or group wishing to appear before the Board of Directors: _____
Central Coast Chamber/Denny Island Community Development
Association

Address: PO Box 40, Denny Island, BC V0T 1B0

Number of people attending: ≤ 12 Spokesperson Name: Daniel Bertrand

Subject of presentation: Proposal to analyze solutions to resolve
Denny Island governance and service delivery concerns

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Please see the attached motion which we respectfully request be
brought by a board member on our behalf.

Contact person (if different than above): n/a

Daytime telephone number: 250-957-7274

Email address: dbertrand@centralcoastlaw.ca

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your
appearance date)
 Other (explain) CCRD Governance Study (April 26, 2017)

** Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation
must only be directed or received to Board members. No questions are to be directed or
received from the public.*

Board Meeting
JUL 20 2017
CCRD ITEM II 1.



Courtney E. Kirk

From: Daniel Bertrand <dbertrand@centralcoastlaw.ca>
Sent: Thursday, July 13, 2017 3:35 PM
To: cao@ccrd-bc.ca; asayers@ccrd-bc.ca
Cc: Ana Santos; Mark Schlichting; info@ccrd-bc.ca
Subject: Delegation Application - CCRD Board of Directors Meeting July 20, 2017
Attachments: 17.07.13 Delegation Application.pdf; 17.07.13 CCCC-DICDA motion for CCRD Board, July 2017.pdf

Hello,

Please see the attached. The application notes that will have no greater than 12 members in our delegation. Likely we will have less, but that is the size of the boat charter we have booked. Times have not yet been confirmed but most participants will only be in Ocean Falls for the day. My Board is very interested in having an informal meet and greet outside the constraints of the Board meeting, and we suggest that we have that informal meet and greet during the noon hour.

I will be in Ocean Falls for business next Monday to Thursday and our President Ana Santos hopes to arrive in Ocean Falls early on July 19.

The application states that I will include references to the Governance Study during the delegation. I hope to provide you further details on which pages we will be focusing on in due course. However, you can anticipate that we will focus on pages that refer to Denny Island.

Please let me know if you have any questions or concerns.

Yours truly,

DANIEL BERTRAND | Lawyer



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Central Coast Chamber of Commerce, PO Box 40, Denny Island BC, V0T 1B0 - Web: www.dennyislandbc.ca Email: ccccexec@gmail.com

13 July 2017

Dear Central Coast Regional District Board of Directors,

RE: PROPOSAL TO ANALYZE SOLUTIONS TO RESOLVE DENNY ISLAND GOVERNANCE AND SERVICE DELIVERY CONCERNS

The Central Coast Chamber of Commerce/Denny Island Community Development Association respectfully requests that you pass a motion that:

During the Central Coast Regional District's ("CCRD's") Phase II Governance Study, the CCRD will consult with the Central Coast Chamber of Commerce/Denny Island Community Development Association (the "Chamber/Association") to determine whether the concerns of Denny Island residents as identified in the CCRD Service Delivery and Governance Study Final Report (April 26, 2017), and the concerns of the Chamber/Association concerning the CCRD's municipal service delivery and governance can be addressed by:

- a. Redistricting the CCRD electoral boundaries;
- b. Creating a Local Community Commission for Denny Island;
- c. Contracting between the CCRD, the Chamber and Association to deliver municipal services;
- d. Incorporating a municipality for the Bella Coola Valley so that the CCRD can focus on regional matters and municipal service delivery for remote areas including Denny Island; or
- e. Transferring Denny Island and other communities to the Mt. Waddington Regional District.

We thank you in advance for considering our request.

CCCC-DICDA Board of Directors



CENTRAL COAST REGIONAL DISTRICT

DATE: July 13, 2017
TO: Chair Alison Sayers and Board of Directors
FROM: Courtney Kirk, CAO
SUBJECT: Administration Report – July 2017

Board Meeting
JUL 20 2017
CCRD ITEM C(a)

RECOMMENDATION:

- 1) That the July Administration Report be received.
- 2) That Chair Sayers be remunerated for time spent in meetings and in interviews during the second round of the CAO Recruitment process in the amount of \$225 representing 1.5 days;
- 3) That the Chief Administrative Officer and Directors Alison Sayers and _____ be authorized to attend the UBCM convention with expenses reimbursed or paid pursuant to the remuneration and expense bylaw.
- 4) That the board of directors hereby appoints Courtney Kirk as the regional district's Chief Administrative Officer effective June 21, 2017; and that the position of Chief Administrative Officer is also assigned the corporate responsibility of the Director of Corporate Administration Services pursuant to the CCRD Officers and Employees Bylaw No. 432, 2014 (and any subsequent amendments) with powers, duties and responsibilities pursuant to S. 235 and 236 of the *Local Government Act*.

STRATEGIC PLANNING

The 2017 Strategic Priorities and Goals:

Factor/Progress Update	Measure/Goal
<p>40% Airport Management</p> <p>1(a) Licences signed. Conversations in progress with private land owners. 1(b) Completed. 1(c) In progress. Berm removal on target. Cutting delays from fire ban. 1(d) No progress – grant extension approved if necessary for seeding in spring 2018.</p> <p>2. Letter of support received from Nuxalk Nation regarding licence of occupation and project as a whole. Confirmed Nuxalk Nation involvement going back to early October 2016. Copy of draft Airport</p>	<p>1. Start Tree Clearing Project by 28 February 2017 – GRANT APPROVAL DEPENDENT</p> <ol style="list-style-type: none"> a) Permitting, engineering, surveying – complete by 31 March 2017 b) Tendering Process – complete by 30 April 2017 c) Falling and Clearing Obstacles – complete by 30 September 2017 d) Level, rotovate and seed – complete after fire risk season or 1 December 2017 <p>2. Engage in discussions with Nuxalk Nation regarding long term sustainability of Airport (hold 3-4 meetings during 2017)</p> <p>3. Develop options report for monitoring activities and airport (i.e. landing fees) – complete by 30 June 2017</p> <p>4. Advocate with province for the airport access road to be paved as a priority (DEPENDENT ON A PAVING CREW COMING TO</p>

<p>Master Plan delivered to Nuxalk Nation Administration. Update on project progress provided to Nuxalk Administrator.</p> <p>3. In progress.</p> <p>4. No action. Not a priority in terms of the whole project scope, and now less likely that a paving crew will be in the valley this summer due to escalating forest fire situation.</p>	<p>VALLEY IN 2017)</p>
<p>35% Centennial Swimming Pool upgrade</p> <ol style="list-style-type: none"> 1. Liner option study completed. Repairs and replacement of liner underway. 2. Conceptual design complete. 3. In progress. 4. Await results of grant application to Strategic Priority Fund. 5. Strategic Priority Fund grant application submitted by the deadline. 6. No progress. 	<p>Complete the following steps by December 31, 2017:</p> <ol style="list-style-type: none"> 1. Study alternative liner options. Replace if suitable cost effective alternative is identified: BOARD BUDGET APPROVAL DEPENDENT ITEM 2. Complete pool tank conceptual design options and assist commission with public consultation if significant variation from existing tank: BOARD BUDGET APPROVAL DEPENDENT ITEM 3. Complete full scale design and engineering detail cost estimates for the mechanical system and mechanical building and obtain Vancouver Coastal Health Approval; 4. Conduct Public Consultation re: pool tank and mechanical options – assessing appetite for borrowing and willingness to pay (assigned to Pool Commission); 5. Submit Strategic Priority Fund grant application (or alternative grant combination) if a suitable pool tank replacement option and funding formula are arrived at by Board and Commission; and 6. Begin collaborative engagement efforts to gage interest in a new swimming pool facility (the start of the longer term possibility project).
<p>25% Official Community Plan</p> <ol style="list-style-type: none"> 1. In progress. Meetings with MARR and the MCSCD Jul-Aug to broaden funding and relationship building supports. 2. In progress 3. TBD – potentially to be held in conjunction with the October board meeting. 	<p>Complete:</p> <ol style="list-style-type: none"> 1. Terms of Reference by Spring 2017; 2. Background research by Summer 2017; 3. Community Workshops by Fall 2017; 4. Mid-term report on OCP by December 31, 2017

ADMINISTRATIVE MATTERS

Welcome to the new Chief Administrative Officer
Courtney Kirk began work on June 21st.

Local Emergency

A provincial state of emergency was declared on July 7, 2017 due to forest fires largely impacting the interior. As of July 12, 2017, there is only one active wildfire in the CCRD. The CCRD issued an evacuation order for 'The Precipice' on Sunday, July 9, 2017 and

was assigned a task number for financial claims subsidizing our response to the local emergency. The fires in the interior largely fall in the Cariboo Regional District's jurisdictional area, with their own task number and procedures to support evacuees in their Region. Given there is a very limited area of emergency within our Region, the CCRD has primarily acted as a source of information. The experience so far has taught that there is need for improvement in our communications with the public as well as clarification on roles and responsibilities in emergency situations. Observations will be brought forward in future administration discussions and within the Executive Management Advisory Committee in order to develop an amelioration action plan.

Board Meeting

All action items from the June 8th, 2017 board meeting have been completed with the exception of:

1. Funding for emergency management initiatives (April board meeting) is still a work in progress. The task had been delegated for discussion by the Emergency Executive Committee. The Committee met on May 25th but there weren't enough participants to have a meaningful conversation. A follow up meeting was held on June 22nd. (See EEC minutes elsewhere on the agenda). A new funding stream focusing on flood risk assessment and mapping may be pursued through EMBC. Deadline for proposals is August 25, 2017.
2. Pursuant to resolution #17-06-28, that staff draft a resolution to the Union of BC Municipalities regarding Aboriginal Day, it is noted that UBCM has already considered a similar resolution from Metchosin (B138 at the 2016 convention). After consulting with a member of the UBCM resolutions committee (Chair Sayers) it was decided not to submit our own resolution by the deadline of June 30th, since the matter is already being addressed.

Office of the Auditor General for Local Government

The office of the Auditor General for Local Government released an Audit Report on the Regional District of Okanagan-Similkameen, Local Government's Role in Ensuring Clean Drinking Water". The report examined the RDOS's governance of its drinking water operations as well as its management of drinking water-related infrastructure and operations and its supply and demand management activities. Staff have reviewed the report for applicability to the CCRD's water system on the town site.

Staff Interviews / Review of work plans

The CAO has begun one on one staff interviews to learn about each staff members' position and scope of responsibilities, assess current work plans and mutually create criteria for 360 performance reviews at year end.

CEDO End of Probation

The CAO conducted a modified performance review of the CEDO to mark the end of the CEDO's probationary employment and transition into a regular term employee. The CAO

congratulated the CEDO on a successful probation and welcomed her as a term employee on July 03, 2017.

Ferry Advisory Committee

The CAO has reassigned reporting of the Ferry Advisory Committee to the CEDO as Ferry Service is intrinsically connected to many aspects of the CEDO's scope of responsibilities. A summary of the last Ferry Advisory Committee meeting can be found in the CEDO's report.

Official Community Plan

The CAO has asked assigned staff to redirect focus on the OCP file to relationship building with Nuxalk Nation for the purposes of better integrated community planning. Meetings have been held with the Ministry of Community Sports and Cultural Development for insight on relationship building mentoring and funding supports available through the Province. It is hoped the work will also inform future relationship building endeavors among communities in other parts of the Region. A comprehensive meeting is planned with a senior administrator in the Ministry of Aboriginal Relations and Reconciliation in early August for the purpose of supporting the CCRD to build more collaborative relationships with the Nations pre-existing the Region. The Ministry of Community Sports and Cultural Development is further providing our staff with a conference call workshop on best practices for community planning with a veteran Ministry planning analyst in mid-August. It is hoped that these steps will assist in expediting the project deliverables and produce a better final product overall.

Transit System

The CAO was approached by a BC Transit employee assigned to conduct a quality of service review of the Bella Coola bus service. The CAO introduced the BC Transit employee to the Bella Coola Hospital Administrator, a critical financial partner in the delivery of the bus service. A joint meeting between the CCRD, the Bella Coola Hospital and BC Transit is in the works to take place sometime during the planned visit (August 9-11). Board members will be updated by email in the hopes that interested members can attend or provide their feedback on potential service improvements to the CAO prior to August 9th.

National Disaster Mitigation Program – Flood Mapping

The CAO contemplates applying for disaster mitigation funding specific to flood mapping. This will be discussed at the next Emergency Coordination Committee meeting to be held on July 27, 2017. The proposal deadline is August 25, 2017.

Alternate Directors – REMINDER NOTICE

Pursuant to section 755 of the *Local Government Act*, **all directors are required to appoint an alternate director.** They are also required to obtain signatures from two duly qualified electors who reside in their area, consenting to the appointment. There are 2 alternate directors still not appointed.

GOVERNANCE MATTERS

Governance Study

The CAO has been in contact and met with the Ministry of Community, Sport and Cultural Development regarding initiating Phase II of the Governance Study. A comprehensive meeting is planned for Tuesday, July 18th, a report of which will be submitted as a late item.

Ombudsperson

The Office of the Ombudsperson has written to notify local governments of changes to quarterly reporting as well as their notification process for concluding investigations. They will continue to issue quarterly reports, but the format and information contained in them will change slightly.

UBCM Executive Committee Nominations Deadline

The UBCM advanced nominations for the Executive Committee are due by July 31, 2017.

Advocacy

UBCM

The Union of BC Municipalities annual convention will take place in Vancouver from September 25-29th. Provision has been made in the financial plan to have 2 directors plus the Chief Administrative Officer attend. **BOARD APPROVAL DEPENDANT ITEM.**

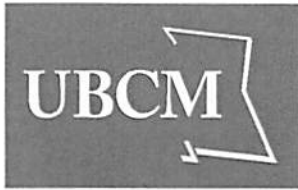
ACKNOWLEDGEMENTS

The CAO would like to acknowledge all the staff's help and support in teaching and familiarizing the new CAO with the 'nuts and bolts' of the administration. In particular, the CFO has been an incredible mentoring and coaching support. Her hard work and generous guidance is very much appreciated.

Respectfully Submitted,



Courtney Kirk, CAO



June 12, 2017

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Chair Al Richmond
Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

Board Meeting
JUL 20 2017
CCRD ITEM C(6)

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Monday July 31, 2017**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2017 Nominating Committee are:

- Chair Al Richmond, Immediate Past President, UBCM, Chair
- Councillor Laurey-Anne Roodenburg, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Chair Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Jason Lum, Lower Mainland Local Government Association
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Monday July 31, 2017**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Chair Al Richmond	Chair email: arichmond@cariboord.bc.ca
Chair, Nominating Committee	Chair tel: 250.395.0841 (cell)
60-10551 Shellbridge Way	250.791.5477 (home)
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1 NOMINATIONS FOR THE 2017/2018 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation: _____

Nominated for: _____

NOMINATED BY:

Name: _____

Name: _____

Elected Position: _____

Elected Position: _____

Mun/RD/First Nation: _____

Mun/RD/First Nation: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2017** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____

Elected Position: _____

Mun/RD/First Nation: _____

Nominated for: _____

Signature: _____

Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca .

Submission Deadline: July 31, 2017

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2nd or 3rd week of November (2 days)
- 2nd or 3rd week of January (2 days)
- 2nd or 3rd week of April (2-3 days)
- 3rd full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2017

Advance nominations close.

Following the July 31st advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 27

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 1:45 p.m. Candidate speeches *(if there is more than one candidate for a position)*
- 2:30-5:00 p.m. Elections for Table Officer positions *(if there is an election)*.

THURSDAY, SEPTEMBER 28

- 8:00-9:00 a.m. Elections continue for Table Officer positions *(if there is an election)*.

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 28

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:35 a.m. Nominations from the floor for the remaining Executive positions.
- 11:40 a.m. Candidate speeches *(if there is more than one candidate for a position)*
- 2:30-5:00 p.m. Elections for the remaining Executive positions *(if there is an election)*.

FRIDAY, SEPTEMBER 29

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions *(if there is an election)*.

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

<p>EXTRACT FROM THE UBCM BYLAWS: EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS</p>
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UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small

Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.