

CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: November 10, 2016

Board Meeting
DEC 07 2016
CCRD ITEM B (9)

REGULAR BOARD MEETING MINUTES – November 10, 2016

In Attendance:	Electoral Area A	Director Frank Johnson
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Sam Schooner
	Public Works Manager	Ken McIlwain (portion)
	CFO/Recording Secretary	Donna Mikkelson
Regrets:	Electoral Area B	Director Reginald Moody-Humchitt
	Chief Administrative Officer	Darla Blake

Members of the gallery – none

PART I - INTRODUCTION

1. Call to Order – (Sec 4(b) Procedures Bylaw #449, 2015)

The Chief Financial Officer (CFO) called the meeting to order at 8:50a.m.

(a) Election of Chair/Vice-Chair pursuant to s215 of the *Local Government Act* (RSBC 2015)

The CFO then called for nominations for the position of Chair of the regional district. Director Sayers was nominated and agreed to let her name stand. The Chief Financial Officer called a second and third time for further nominations. Hearing none, Director Sayers was declared elected to the position of Chair.

The Chief Financial Officer called for nominations for the position of Vice-Chair. She called a second and third time, and hearing none, declared the position vacant and to be revisited at the December meeting of the board.

(b) Swearing in of Electoral Area A Director Frank Johnson

Director Johnson read and signed the Oath of Office.

(c) Statement of Disclosure Distribution – Directors & Officers to file between January 1 and 15th pursuant to the *Financial Disclosure Act*.

Statement of Disclosures were circulated to the board members for completion with a request that they be returned to the office at the December meeting.

2. Adoption of Agenda

(a) (Introduction of late items – IF ANY)

16-11-01 M/S Directors Hall/Schooner that a late item regarding NDIT Applications be added to the administrative section and that the agenda be adopted as amended.

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.

Directors did not disclose any financial interests in agenda items.

4. Disclosures of Interests Affecting Impartiality

Directors did not disclose any interests affecting their impartiality.

(A) IN CAMERA MATTERS

The following was released from in camera:

The board held an in camera meeting on November 9th to conduct the annual Chief Administrative Officer's evaluation. Part of the evaluation process includes setting and weighting goals for 2017. Of the strategic priorities established in October, the following strategic initiatives were prioritized and weighted as follows:

1.	Bella Coola Airport	40%
2.	Swimming Pool	35%
3.	Official Community Plan	25%

(B) ADOPTION OF MINUTES

a) Regular Board Meeting, October 20, 2016.

16-11-02 M/S Directors Hall/Schooner that the October 20, 2016 minutes be adopted.

CARRIED

A suggestion was made that future meeting minutes acknowledge that the meeting is being held in Nuxalk traditional territory.

PART II- PUBLIC CONSULTATION

1. Delegations

a. Carey McIver & Maura Walker – Solid Waste Management Planning.

Consultants McIver and Walker joined the meeting to present an overview of progress on the Solid Waste Management Plan and to report out on the Solid Waste Management Advisory Group (SWAG) meeting which was held on November 8th.

The Solid Waste Management Plan is intended to be a comprehensive guide for the next 5-10 years and incorporates a vision for the next twenty years. To date the existing system has been assessed and issues and opportunities have been identified. Preferred options have been selected and input from the Solid Waste Management Advisory Group has been sought at 3 separate meetings.

The two main goals are to increase participation in diversion programs available at the Thorsen Creek Waste & Recycling Centre, and to improve landfill management practices to conform, where possible, to the new landfill criteria established by the province.

Preliminary budgets have been drafted and an implementation schedule developed for the next five years. The consultants will complete the draft Plan based on feedback received from the Advisory Group and will submit the draft to the board of directors in December. The public consultation process is anticipated to take place mid-January to mid-February, after which the Advisory Group will meet again to consider the results and determine potential revisions based on the public consultation.

The final draft of the report will be presented to the board at their March 2017 board meeting for approval and will then be delivered to the province for their approval.

Directors expressed that there may be an opportunity for composting enhancement regarding fish waste and asked that this be accommodated in the plan moving forward. They also noted that the term "wildlife conflict" should be replaced with "wildlife encounters".

RECESS

A short recess was declared at 10:55am.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Chief Administrative Officer's Report dated November 3, 2016.

Director Hall is interested in the Local Government Leadership Academy (LGLA) and Electoral Area Directors forums to be held January 31 – February 03, 2017. Director Schooner also expressed his interest.

- 16-11-03** M/S Directors Hall/Schooner that Chief Administrative Officer's Report dated November 3, 2016 be received.

CARRIED

- b) Request for support, Bella Coola Music Festival.

- 16-11-04** M/S Directors Hall/Johnson that the request for support from the Bella Coola Music Festival dated October 24, 2016 for their application to the Northern Development Initiative Trust to assist with operational costs of the 2017 music festival be received and supported.

CARRIED

- c) Request for approval to apply for two Asset Management Planning Grants.

16-11-05 M/S Directors Hall/Schooner that the CCRD Board of Directors approve an application to UBCM Asset Management Planning Grant Program to help fund an asset management gap analysis and improvement plan by Urban Systems.

CARRIED

16-11-06 M/S Directors Schooner/Hall that the CCRD Board of Directors approve an application to the Ministry of Community, Sport & Cultural Development Infrastructure Planning Grant Program to help fund an asset management gap analysis and improvement plan by Urban Systems.

CARRIED

d) Board Remuneration for Special In-Camera Meeting, November 9, 2016.

16-11-07 M/S Directors Hall/Johnson that the Central Coast Regional District Board of Directors be remunerated for the Special In Camera Meeting, held November 9, 2016, in the amount of \$75.00 to each director, in accordance with the CCRD Remuneration & Expenses Bylaw 442, 1(c).

CARRIED

NDIT Grant Applications report dated November 9, 2016 (Late Item)

16-11-08 M/S Directors Schooner/Hall that the Central Coast Regional District support Nuxalk Nation in their application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of \$250,000 for the Nuxalk Pathway to Cultural Tourism project, and

THAT the Central Coast Regional District support Nuxalk Nation in their application to the Northern Development Initiative Trust Capital Investment Analysis program for a grant of \$10,000 for the Nuxalk Cultural Centre Museum Feasibility Business Case Study, and

THAT the Central Coast Regional District support an application to the Northern Development Initiative Trust Capacity Building program for a grant of \$50,000 to support the Community Economic Development Planner position, and

THAT the Central Coast Regional District support an application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of up to \$150,000 to support improvements to the Bella Coola Airport.

CARRIED

Financial Services – no report tabled

Development Services

e) Community Economic Development Officer Report, dated November 3, 2016.

16-11-09 M/S Directors Hall/Johnson that the Community Economic Development Officer Report, dated November 3, 2016 be received.

CARRIED

f) Land Use Planning, report dated November 3, 2016.

16-11-10 M/S Directors Schooner/Johnson that the Land Use Coordinator Report dated November 3, 2016 be received.

CARRIED

g) Regulatory Amendments Affecting Agri-tourism

16-11-11 M/S Directors Schooner/Johnson that the October 26th letter from the Ministry of Agriculture regarding regulatory amendments affecting agri-tourism be received.

CARRIED

Public Works

h) Public Works Monthly report dated November 3, 2016.

16-11-12 M/S Directors Hall/Schooner that the Public Works Monthly report dated November 3, 2016 be received AND that the CCRD Board of Directors authorizes staff to pursue the 2017 BC Hydro Re-Greening Grant in order to undertake planting of trees at the new eco-depot and transfer station site at Thorsen Creek.

CARRIED

Directors cautioned staff to be aware of any risk or liability issues associated with trees.

Leisure Services Commissions

i) Denny Island Recreation Commission, minutes dated October 23, 2016.

16-11-13 M/S Directors Hall/Johnson that the Denny Island Recreation Commission minutes dated October 23, 2016, be received.

CARRIED

Protective Services

j) Fire Protection – Included in Public Works Manager's report.

Transportation Services

k) Transportation Coordinator Report - Bella Coola Airport/Denny Island Airport dated November 3, 2016.

Directors noted an opportunity that may be available from land clearing at the airport site to accommodate a cured smokehouse wood resource for elders and other community members.

16-11-14 M/S Directors Hall/Johnson that the Transportation Coordinator Report - Bella Coola and Denny Island Airport dated November 3, 2016 be received.

CARRIED

(D) EXECUTIVE REPORTS

a) Chair's and Electoral Area C Report

Chair Sayers provided a verbal report on activity since the last board meeting. She has completed the cultural competency training and requested that further training be made available in the 2017 budget. She and the Public Works Manager worked to address questions and concerns expressed by a Denny Island resident regarding the provision of water to the community. Chair Sayers attended the Governance and Service Delivery Open House at the end of October and spoke with numerous residents regarding the survey and fact sheets associated with the study. She fielded calls from concerned residents regarding the tree trimming currently underway in the valley.

16-11-15 M/S Directors Hall/Schooner that the regional district engage in a conversation with Bella Coola Air regarding their shortened service over the winter months and to advise of the impact on business and organizations in the central coast.

CARRIED

b) Electoral Area Reports
i. Area A

Director Johnson noted that he is working on getting information on the community's plans for a youth sports centre. He has also been working to have the tsunami call list updated to include everyone in the village and is attempting to meet with the Manager to see if there are opportunities to work together. Although a tsunami siren is placed in the community, the location prevents it from being heard by a significant portion of the residents.

- ii. Area B – No report
- iii. Area C – Director Sayers *See Chairs Report*
- iv. Area D – Verbal report

Director Hall attended the open house on October 24th at the Legion regarding the CCRD's Governance and Service Delivery Study. He found it to be very informative, it went well and better than he had anticipated. He considered some of the remarks and comments to be intrusive and is resolved to work together and to move forward in a transparent manner.

- v. Area E – No report

(E) BYLAWS AND POLICIES

a) Central Coast Regional District Bylaw No 466 cited as Bella Coola Valley Zoning Bylaw No. 71 1984 Amendment Bylaw No. 466, 2016.

When advised of the specific property associated with the zoning amendment, Director Johnson disclosed he has an association with the applicant and as a consequence, there may be a perception that his impartiality on the matter may be affected. Director Johnson left the room during the discussion of the following item.

Chair Sayers declared that she has a business association with the applicant and as a consequence there may be a perception that her impartiality on the matter may be affected. She declared that she will consider this matter on its merits and vote accordingly.

- 16-11-16** M/S Directors Schooner/Hall that Bylaw No. 466, cited as Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016 having been reconsidered 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.
CARRIED
- Director Johnson returned to the meeting.
- b) Board Meeting Procedures Bylaw No. 467, 2016 (replacing Bylaw #449, 2015).
- 16-11-17** M/S Directors Hall/Johnson that Bylaw No.467, cited as "Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016" having been reconsidered 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.
CARRIED
- c) Central Coast Regional District Bylaw No. 468, to repeal Bella Coola Valley Zoning Bylaw No. 71,1984 Amendment Bylaw No. 391, 2008.
- 16-11-18** M/S Directors Hall/Schooner that Bylaw No. 468, cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 468, 2016", to repeal Bella Coola Valley Zoning Bylaw No. 71,1984 Amendment Bylaw No. 391, 2008 be now introduced and read a first time;

THAT Bylaw No. 468, cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 468, 2016", to repeal Bella Coola Valley Zoning Bylaw No. 71,1984 Amendment Bylaw No. 391, 2008 having been given due and detailed consideration by the Board, be now read a second and third time.
CARRIED
- d) Central Coast Regional District Bylaw No. 469, to repeal Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993.
- 16-11-19** M/S Directors Hall/Johnson that Bylaw No. 469, cited as "Animal Control Contribution Extended Service Establishment Bylaw No. 469, 2016", to repeal 'Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993' be now introduced and read a first time;

THAT Bylaw No. 469, cited as "Animal Control Contribution Extended Service Establishment Bylaw No. 469, 2016", to repeal 'Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993' having been given due and detailed consideration by the Board, be now read a second and third time
CARRIED
- e) Policy F-17 Application for Grant-in-Aid.
- 16-11-20** M/S Directors Hall/Johnson that Policy F-17 Application for Grant-in-Aid be approved as presented.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE – no correspondence submitted.

(H) ADJOURNMENT

There being no further business the meeting was adjourned at 11:10a.m.

Chair

Corporate Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: 12 MARCH 2015 Board Meeting Date 07 Dec. 2016.

Name of person or group wishing to appear before the Board of Directors: _____

RCMP REPRESENTATIVE (SGT. JUSTIN THIESSEN)
(invitation to Chief Wally Webber)

Address: Box 123, BELLA COOLA, B.C. V0T 1C0.

Number of people attending: 1+ Spokesperson Name: _____

Subject of presentation: QUARTERLY RCMP STATISTICS +
REPORTING ON RCMP PERFORMANCE PLAN.

Purpose of presentation:

- information only
- requesting a letter of support
- Other (provide details) _____

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: Justin.THIESSEN@rcmp-grc.gc.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) _____

** 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 Board Meeting must only be directed or received to Board members. No questions are to be directed or received from the public.*

Board Meeting
DEC 07 2016
CCRD ITEM IL1.(a)



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Alison Sayers and Board of Directors
FROM: Darla Blake, CAO
SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT - November 30, 2016

RECOMMENDATION:
THAT the Chief Administrative Officer's Report dated 7 December 2016 be received.

STRATEGIC PLANNING

The endorsed CCRD Integrated Strategic Plan 2015-2019 is available on the CCRD website. If members of the public would like a hard copy these are available at the CCRD office.

The 2016 Strategic Priorities:

Weight	Factor	Measure
30%	Asset Management Plan	Complete the initial CCRD Asset Management Plan to the required "baseline" level by 30 June 2016.
30%	Governance/ Service Delivery Study and Analysis	Provided Provincial funding is approved – undertake Phase 1 of a 3 Phase (3 year) Governance/Service Delivery Study and Analysis. Phase 1 includes developing ToR to secure a consultant who will undertake the study during 2016, with the results to be assessed by CCRD and the Ministry CSCD in order to develop the next steps (Phase 2 of 3).
25%	Solid Waste Management Plan	Identify and document future needs, issues and opportunities, budgets and funding implications of SWM Plan by 31 December 2016
15%	Economic Development Plan	Review the current EDP and update as needed or develop a new EDP by 31 December 2016

Board Meeting
 DEC 07 2016
 CCRD ITEM (a)

GOVERNANCE MATTERS

Governance and Service Delivery Analysis and Study

As reported last month, the consultants doing the Central Coast Regional District (CCRD) Diagnostic Governance and Service Delivery Study – are preparing a final report to the board, which will be presented at the February 2016 board meeting.

OTHER MATTERS

Cultural Competency Training

This is to advise the board, that five staff members have now completed the cultural competency training.

Respectfully Submitted



Darla Blake
Chief Administrative Officer

2017 CCRD Board

Agenda Deadline Directors Mtg

Stat Holiday Staff Mtgs

Conventions

JANUARY						
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DECEMBER						
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LGMA CAO Forum Feb 22-24

MFA AGM -March 31st - CAO/CEO Forum -March 29-30 AVICC - Apr 7-9

UBCM - Sept 25-29

DEC 07 2016

CCRD ITEM

C(6)

(12)



RECEIVED

NOV 07 2016

Central Coast Regional District
District Regional District

9102 2016 ADM

RECEIVED

TO: AVICC Corporate Officers

FROM: Liz Cookson

DATE: November 1, 2016

RE: **AVICC Resolutions Notice/Request for Submission;
Call for Nominations for AVICC Executive Committee;
Call for Presentations**

The following message and attachment were emailed through your local government contacts with a request to forward on to your Mayor and Council or Chair and Board, your CAO and yourselves. So as to ensure that there is no inadvertent lack of communication, I am sending you this copy via regular mail.

Resolutions Notice/Request for Submission and Call for Nominations

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Covering the two documents is a memo from President Price on behalf of Executive seeking members' continued assistance in strengthening the resolutions process.

Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017.**

Call for Presentations – 2017 AVICC AGM & Convention

Members are encouraged to submit proposals for sessions they would like to see included in the 2017 AGM & Convention, especially if they relate to resolutions they expect to forward on new policy topics.

Proposals may be submitted online at http://ubcm.formstack.com/forms/avicc_2017_session_proposal by **December 2, 2016.**

2016 AVICC AGM & Convention Minutes

The Minutes of the 67th Annual Convention held April 8-10, 2016 in Nanaimo are posted on the website at <http://avicc.ca/category/resources/agmconvention-minutes/> The minutes are considered draft until approved by the membership at next year's Convention. Also posted on the website are copies of PowerPoint presentations for various sessions held within the Convention program, and the disposition of Resolutions from the Nanaimo Convention.

Board Meeting
DEC 07 2016
CORD ITEM (CC)

525 Government St, Victoria, BC V8V 0A8
Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca



TO: Mayors and Councils, Chairs and Boards
 Chief Administrative Officers, Corporate Officers

FROM: President Barbara Price

DATE: November 1, 2016

RE: **RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
 CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general or focus on topics that are not under local government purview. Another concern is that bringing forward too many resolutions detracted from debate on the most important issues, and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.


All three issues noted above will continue to be improved by adhering to the following two recommendations:

525 Government St, Victoria, BC V8V 0A8
 Email: avicc@ubcm.ca • Tel: 250-356-5122 • Fax: 250-356-5119 • www.avicc.ca


- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017.**
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,



Councillor Barbara Price,
President, AVICC



2017 AGM & CONVENTION

RESOLUTIONS NOTICE
REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
 AVICC
 525 Government Street
 Victoria, BC
 V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
 - The resolution should not contain more than two "whereas" clauses; and
 - Background documentation **must** accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. ***Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

- i **Supplementary Memo:**
A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.
- ii **Council/Board Report:**
A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca



2017 AGM & CONVENTION

**CALL FOR NOMINATIONS
FOR AVICC EXECUTIVE**

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 21, 2017**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122
Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

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 AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to avicc@ubcm.ca

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



**CENTRAL COAST REGIONAL DISTRICT
REPORT TO BOARD
PUBLIC WORKS DEPARTMENT**

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: November 28th, 2016
FROM: Kyle Mettler, Operations Support Technician
SUBJECT: Fire Service Bylaw Review and FDEC

RECOMMENDATION

That the Central Coast Regional District Board of Directors agrees to the process of repealing Bylaw NO. 217 and 280 in favour of a new bylaw transferring administrative powers and responsibilities held by the FDEC to CCRD Board and CCRD administration in consultation with the Fire Chief.

BACKGROUND

In the course of regular bylaw review it has come to staff attention that the Bella Coola Fire Department Executive Committee does not hold regular meetings as it is a volunteer organization.

In addition, the Office of the Fire Commissioner has set out new requirements under the BC Fire Service Minimum Training Standards Playbook which led to an evaluation of fire department operations. The Office of the Fire Commissioner states that while "there is no hard deadline to be compliant, as some departments will require time and resources to meet all of the requirements; however, the AHJ [authority having jurisdiction] must consider demonstrating due diligence when determining an appropriate compliance deadline". Under the Playbook, the term "Authority Having Jurisdiction" or "AHJ" describes the relevant local or regional government, or the entity (or persons) legally responsible for the organization and operation of the particular fire service".

Ensuring compliance with the minimum standards established by the Playbook is the responsibility of the AHJ. Therefore it is recommended that the CCRD Board of Directors agree to the process of repealing Bylaw NO. 217 and 280 in favour of a new bylaw transferring administrative powers and responsibilities held by the FDEC to CCRD Board and CCRD administration in consultation with the Fire Chief. This reflects how operations are currently carried out.

Board Meeting
DEC 07 2016
CCRD ITEM (cd)

FDEC Powers and Responsibilities currently include:

- Administrative powers with respect to equipping, maintaining and operating the Fire Department.
- On or before October 1st in each year the year the FDEC shall prepare, for the Regional District, a provisional budget for the next fiscal year not to exceed the maximum limit established by the CCRD, showing revenues and expenditures necessary to carry out the fire protection service, including sums that may be necessary to defray expenses of the FDEC.
- The Fire Chief and officers shall be appointed by a resolution of the FDEC, upon recommendation of the Fire Department.

Under the proposed new structure, the Fire Chief and Public Works Manager will meet once a month to discuss operations and ensure regulatory standards are being met. The bylaw will also be changed so that the Fire Chief is appointed by the CCRD Board of Directors.

In 2015 CCRD staff made use of the MIABC Casual Legal Advice Program to have Lidstone & Company Barristers and Solicitors review bylaw 290 (the mutual aid firefighting assistance agreement). Their recommendations can be found below.

“Both the Bylaw and the Agreement need to be updated to reflect the Local Government Act. The Agreement could use a solid revision because it is missing some clauses and other clauses are not as clear as they could be. When an agreement is unclear, it can escalate disputes and results in higher costs because of the attempts to interpret and enforce it.

General comments are as follows:

- Each party to the agreement should be separated out with their respective addresses;
- The numbering of the clauses needs to be fixed (there are two clause 9s);
- Definitions should be included to clarify what is meant by some of the key terms (ex. Fire Chief is capitalized by not defined, other important terms should be defined);
- Clauses 4 and 5 need to specify the amount of insurance that each department will carry;
- Clause 7 regarding “liability claims” is too vague;
- Clause 9 could be more specific in terms of explaining what may “affect” another party;
- There is no mutual indemnity clause (where the parties agree to indemnify the assisting party and their employees, elected officials, etc. for claims or damages arising out of an emergency);
- It is advisable to have a dispute resolution clause which spells out how disputes between the parties are to be resolved;
- The parties may want to consider having a term limit to the Agreement (ex. 5 years).

Once the Agreement is modified, then the wording in the Bylaw can be updated to reflect the new Agreement”.

DISCUSSION

Lidstone & Company Barristers and Solicitors are familiar with bylaw 290, so it would be advisable to retain them to make the required changes. In addition, the other fire service bylaws (175, 182, 217 and 280) are in need of renewal since they were adopted between 1992 and 1999. These bylaws must be updated to reflect the Local Government Act which was first adopted in 1996 and last revised January 1st 2016. Lidstone & Company estimates that it will cost \$972 to re-draft the mutual aid agreement and review/update the remaining fire service bylaws at the discounted MIABC rate.

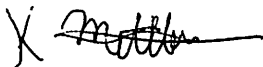
However, before engaging the solicitors, the Board of Directors must decide on the relevancy of the FDEC. Should the Board of Directors decide that the FDEC is no longer relevant and agree to the process of repealing bylaw NO. 217 and 280 in favour of a new bylaw, Lidstone & Company can begin work on drafting and updating the fire service bylaws which will be submitted to the Board for approval. By updating all of the fire service bylaws at once greater financial efficiency can be achieved.

RECOMMENDATION

That the Central Coast Regional District Board of Directors agrees to the process of repealing Bylaw NO. 217 and 280 in favour of a new bylaw transferring administrative powers and responsibilities held by the FDEC to CCRD Board and CCRD administration in consultation with the Fire Chief, and

THAT Lidstone & Company Barristers and Solicitors be retained to update the Fire Service bylaws which will be submitted to the Board of Directors for approval.

Respectfully submitted



Kyle Mettler,
Operations Support Technician

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 217

A bylaw of the Central Coast Regional District to provide for the establishment and operation of a Fire Department Executive Committee or Area E on the Bella Coola townsite.

WHEREAS the Regional Board has, by Bylaw No. 175, established the Local Service Area for the purpose of providing fire protection services to the residents of Area E;

AND WHEREAS, the Regional Board has, by Bylaw No. 182, established an Extended Local Service area to include Tonquin Road residents and areas West to Clayton Falls;

AND WHEREAS, the Regional Board deems it expedient to establish a Fire Department Executive Committee (FDEC) for Area E and the extended boundaries.

NOW THEREFORE the Board of Directors of the Central Coast Regional District in open meeting assembled enacts as follows:

1. TITLE:

This bylaw may be cited as the "Central Coast Regional District Bella Coola Volunteer Fire Department Executive Committee Establishment and Operation Bylaw No. 217, 1994."

2. The Bella Coola Fire Suppression Local Service Area Fire Department Executive Committee and Volunteer Fire Department are hereby established and are hereafter referred to as FDEC.

3. In this bylaw, unless the context otherwise requires,

Apparatus means any vehicle provided with machinery, devices, equipment, or materials for fire fighting as well as vehicles used to transport fire fighters or supplies.

Board means the Board of the Central Coast Regional District.

Equipment means any tools, contrivances, devices, or materials used by the Fire Department to combat an incident or other emergency.

Fire Chief means the member appointed by resolution of the FDEC, in accordance with Section 11 of this bylaw, as head of the Fire Department.

Fire Department means the Bella Coola Volunteer Fire Department.

Fire Protection means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information relating to fire safety, training, or other staff development and advising.

Incident means a fire or a situation where a fire or explosion is imminent, including but not limited to motor vehicle accidents.

Member means any person or officer that is duly appointed by the FDEC as a member of the Fire Department.

LOCAL SERVICE AREA MANAGEMENT COMMITTEE

- 4. The FDEC shall comprise of 3 executive members plus a CCRD representative, appointed annually by the Board on the recommendations of the Electoral Area Director, including the Fire Chief and the Electoral Area Director whose area is affected by the Fire Protection Local Service Area. Every member, excluding the Electoral Area Director, shall be either a property owner or resident within the Local Service Area.
- 5. A Quorum is a majority of the FDEC.
- 6. The FDEC shall elect a Chairman from its members, at the first meeting held in each year, who shall serve in such capacity until a successor is chosen.
- 7. All acts authorized or required by this Bylaw shall be performed by the FDEC and all other questions, including adjournment, that may come before the FDEC shall be decided by a majority of the FDEC members present at a meeting.
- 8. The Regional Board hereby delegates to the FDEC the administrative powers of the Board with respect to equipping, maintaining and operating the Fire Department, subject to the following:
 - a) no contract or agreement shall be entered into by the FDEC, nor shall the FDEC be deemed to have the right to contract by, for, or on behalf of the Board;

- b) the FDEC shall not incur any indebtedness or liability whatsoever unless the same has first been approved by the Board in the approved budget of the FDEC and is expressly contained in the provisional or final budget of the Central Coast Regional District for that year.
 - c) The FDEC is authorized and must approve budgetary expenditures as they relate to 8a) and 8b) before payment is issued.
9. On or before October 1st in each year the FDEC shall prepare, for the Regional District, a provisional budget for the next fiscal year not to exceed the maximum limit established by the CCRD, showing revenues and expenditures necessary to carry out the fire protection service, including sums that may be necessary to defray expenses of the FDEC. The proposed annual budget shall be in a form first approved by the Treasurer of the Regional District.
 10. The FDEC shall keep minutes of proceedings at all FDEC meetings and shall provide copies of same to the Regional Board on a regular basis.
 11. The Fire Chief shall be appointed by a resolution of the FDEC, upon the recommendation of the Fire Department.
 12. Other officers and members as the Fire Chief deems necessary, may be appointed by the FDEC.

FIRE DEPARTMENT

13. The Fire Chief, may, subject to ratification by the FDEC, appoint other officers of the Fire Department to act as Fire Chief on his behalf.
14. The FDEC shall provide the Board with a list of Fire Department members following the first meeting in each year and shall advise the Board of any amendments as they occur. The list shall be set out in terms of seniority so that it will be easy to identify who would be in charge if the senior officer is absent.
15. The limits of the jurisdiction of the Fire Chief and the officers and members of the Fire Department will extend to the area and boundaries of the local service area, and no part of the fire apparatus shall be used beyond the limits of the Local Service Area without the express authorization of a written contract or agreement entered into by the Board providing for the supply of fire fighting services outside the service area boundaries. Where the Fire Department responds to a call outside the service area boundaries., under

authorization by the Board, it shall be a general policy that 50% of the responding members of the Fire department will remain at the Fire Hall, with appropriate equipment, in order to ensure adequate protection to the specified area. This policy is of a general nature only and shall be subject to override by the Fire Chief or other officer in charge at his discretion depending on the severity, location and other details of the fire to which he has been requested to respond.

16. The Fire Chief has responsibility and authority over the Fire Department subject to the direction and control of the FDEC to which he shall be responsible, and in particular shall be required to carry out all fire protection activities and such other activities as the commission directs including but not limited to:

- a) fire related rescues,
- b) other incidents, (as defined in Section 3 of this bylaw)
- c) pre-fire planning,
- d) disaster planning related to fire safety, and
- e) preventive patrols.

17. The Fire Chief, subject to ratification by the FDEC, shall establish rules, regulations, policies, and committees, not inconsistent with the rules, regulations, and policies of the Board, necessary for the proper organization and administration of the Fire Department, including but not limited to:

- a) use, care, and protection of Fire Department property,
- b) the conduct and discipline of officers and members of the Fire Department, and
- c) efficient operations of the Fire Department, and
- d) wherever possible, the public shall be encouraged to submit copies of the floor plans for the buildings and structures located on properties within the local service area.

18. The Fire Chief, or in his absence, the senior ranking member present, shall have control, direction, and management of all Fire Department apparatus, equipment, or manpower assigned to an incident and, where a member is in charge, he shall continue to act until relieved by a senior officer.

19. The Fire Chief, or other member, shall take responsibility for all fire protection matters, including the enforcement of the Fire Services Act and regulations thereunder and may assume the responsibilities of the Local Assistant to the Fire Commissioner upon recommendation by the Central Coast Regional District and ratification by the Office of the Fire Commissioner.

20. Officers and members of the Fire Department shall carry out the duties and responsibilities assigned to the Fire Department by the FDEC, and the Fire Chief shall report to the FDEC on the operations of the Fire Department or on any other matter in the manner designated by the FDEC.
21. The Fire Chief, or other member of the Fire Department, appointed as the Local Assistant to the Fire Commissioner, may at any reasonable time enter any premise for the purpose of fire prevention inspections, in accordance with the Fire Services Act.
22. The Fire Chief, or any other member in charge at a fire is empowered to cause the demolition of buildings and structures to prevent the spreading of fires.
23. The Fire Chief, or any other member in charge at an incident is empowered to enter premise or property where the incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat, control, or deal with the incident.
24. The Fire Chief, or the member in charge at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over buildings or property, where he deems it necessary to gain access to the incident or to protect any person or property.
25. The Fire Chief, or the member in charge at an incident may, at his discretion, establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
26. No person shall enter the boundaries or limits of an area prescribed in accordance with section 25 unless he has been authorized to enter by the Fire Chief or the member in charge.
27. The Fire Chief, or the member in charge, at an incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in section 25.
28. The Fire Chief may obtain assistance from other officials as he deems necessary in order to discharge his duties and responsibilities under this bylaw.

- 29. No person at an incident shall impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge.
- 30. No person shall damage or destroy Fire Department apparatus or equipment.
- 31. No person at an incident shall drive a vehicle over any hose without permission of the Fire Chief or member in charge.
- 32. No person shall falsely represent themselves as a Fire Department member.
- 33. The Fire Chief, or the member in charge of an incident, may request persons who are not members to assist in removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident.

GENERAL

- 34. (a) Liability of a member of the FDEC or fire department shall be governed by Section 755.1 of the Municipal Act which reads, in part, as follows:
 - "(1) No action for damages lies or shall be instituted against a municipal public officer or former municipal public officer for anything said or done or omitted to be said or done by him in the performance or intended performance of his duty or the exercise of his power or for any alleged neglect or default in the performance or intended performance of his duty or exercise of his power.
 - (2) In this section "Municipal Public Officer" means...
 - (j) a volunteer fire fighter or a special constable, and
 - (k) any volunteer who participates in the delivery of services by a municipality, regional district or the bodies referred to in paragraphs (c) to (h) under the supervision of an officer or employee of the municipality, regional district, or any of those bodies.

(3) Subsection (1) does not provide a defence where

(a) the municipal public officer has, in relation to the conduct that is the subject matter of the action, been guilty of dishonesty, gross negligence, or malicious or wilful misconduct, or

(b) the cause of action is libel or slander.

(4) Subsection (1) does not absolve any of the corporations or bodies referred to in subsection (2)(a) to (h) from vicarious liability arising out of a tort committed by any or the individuals referred to in subsection (2) which the corporation or body would have been liable for had this section not been in force."

35. From time to time the FDEC may set rates for reimbursement of fire fighters' expenses.

36. Notwithstanding anything to the contrary contained within this bylaw, the Regional Board retains the right of veto of any decision made by the FDEC.


37. This bylaw comes into force and takes effect on the date of its adoption by the Central Coast Regional District board.


READ A FIRST TIME this 8th day of March, 1994.

READ A SECOND TIME this 8th day of March, 1994.

READ A THIRD TIME this 8th day of March, 1994.

RECONSIDERED AND FINALLY ADOPTED by an affirmative vote of at least two-thirds of the votes cast this 12th day of April, 1994.


Chairperson


Secretary

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 280

A bylaw to amend Central Coast Regional District Bylaw No. 217 cited as the "Central Coast Regional District Bella Coola Volunteer Fire Department Executive Committee Establishment and Operation Bylaw No. 217, 1994".

WHEREAS the Regional Board has, by Bylaw No. 175, established the Local Service Area for the purpose of providing fire protection services to the residents of Area E;

AND WHEREAS, the Regional Board has, by Bylaw No. 182, established an Extended Local Service area to include Tonquin Road residents and areas West to Clayton Falls,

AND WHEREAS, the Regional Board has, by Bylaw No. 217, established a Fire Department Executive Committee (FDEC) for Area E and the extended boundaries;

AND WHEREAS, the Regional Board deems it expedient to amend Bylaw No. 217 from time to time;

NOW THEREFORE, the board of directors of the Central Coast Regional District in open meeting assembled enacts as follows:

1. Page 2, Section 4 - LOCAL SERVICE AREA MANAGEMENT COMMITTEE will be amended as follows:

"Every member, excluding the Electoral Area Directors, shall be either a property owner or resident within the Local Service Area" will be deleted in its entirety from the paragraph.

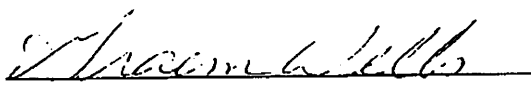
2. This bylaw may be cited as the "Central Coast Regional District Bella Coola Volunteer Fire Department Executive Committee Establishment and Operation Amendment Bylaw No. 280, 1997".

READ A FIRST TIME this 8th day of January , 1997.

READ A SECOND TIME this 8th day of January, 1997.

READ A THIRD TIME this 8th day of January, 1997.

ADOPTED this 11 day of feb 1997.



Chairperson



Secretary

I hereby certify the above to be a true and correct copy of Bylaw No. 280 cited as the ""Central Coast Regional District Bella Coola Volunteer Fire Department Executive Committee Establishment and Operation Amendment Bylaw No. 280, 1997".



Secretary



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Alison Sayers and Board of Directors
FROM: Darla Blake, CAO
SUBJECT: Discussion: Board appointments to Committees and Commissions and requirements for board representation

BACKGROUND

Each December the Board appoints representatives from the community at-large, to serve on various commissions and committees.

Prior to that, Administration seeks out suggested names by asking the various committees and commissions to put forward suggested names to fill the pending vacancies. Dependent on the relevant bylaw for each commission or terms of reference for committees, there may also be a requirement to advertise the vacancies.

Once names are put forward, these are included on the agenda in December for the board to consider when making the respective appointments to committees and commissions.

Commissions are regulated by by-law, which is a rule or law established by the local government to regulate its operations and management, as allowed or provided for by the province. Some by-laws are operational in nature and others are regulatory in nature. Most committees are regulated by terms of reference which provides guidelines for the operation and management of the committee.

Dependent on the respective bylaw or terms of reference for a commission or committee, there are in some cases requirements for a board representative to be appointed and attend the committee or commission meetings to which they have been appointed.

DISCUSSION

The board is being asked to discuss two matters as it relates to board appointments to commissions and committees, particularly for the outer coast communities:

- 1. Board representative appointments to a commissions/committees, and
- 2. Insufficient names for appointment to a commission/committee.

Board Meeting
DEC 07 2016
CCRD ITEM (e)

Discussion: Board appointments to Committees and Commissions and requirements for board representation

In the past there has been an assumption that the board representative to a commission or committee was an elected member of the board. In the true sense of the word representative, the board may choose to appoint an individual to represent the board on the commission or committee.

While the board may wish to appoint an electoral area board member to a commission or committee it should not be assumed the representative would be an elected member.

The board needs to discuss how they wish to address situations where there are insufficient names brought forward to fill vacancies on a commission or committee and who and how they wish to appoint board representatives to a commission or committee (and expectations from a board representative).

Any changes from the current respective bylaws or terms of reference will require revocation of a current bylaw or terms of reference to accommodate any changes the board feel necessary.

LEGISLATION

Respective bylaw or terms of reference to a commission or committee

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	Yes
Requires further budget consideration	Yes

There could be budget implications where a board decision resolves to revoke a bylaw.

CONCLUSION

Each December the Board appoints representatives from the community-at-large to serve on various committees and commissions.

In some instances, either insufficient names or no names are forthcoming to fill vacancies on a committee or commission. Insufficient appointments and non-appointment of a board member could be in direct contravention of the bylaw, if a set number of members and board representation is stated in the bylaw.

A by-law is a rule or law established by the local government (CCRD) to regulate its operations and management, as allowed or provided for by the province. Some by-laws are operational in nature and others are regulatory in nature.

The board has been asked to consider two matters as it relates to appointments to commissions or committees, how those vacancies are filled or not, and how the board representative vacancies are filled for commissions and committees.

Discussion: Board appointments to Committees and Commissions and requirements for board representation

RECOMMENDATION

No recommendation has been provided from Administration.

Respectfully submitted



Darla Blake
Chief Administrative Officer

Central Coast Regional District
Board Appointments
December 7, 2016

**Commissions/Committees
2017**

Centennial Pool Commission, Bylaw 227 – 7 members	Joan Cole Nicola Koroluk Janice Kyle	Karen Lansdowne Connie Nygaard Carol Thommasen Russ Hilland
Denny Island Airport Commission Bylaw 298 – 1 Board Representative and 5 members	Board Representative Jean Wood Mark Schlichting Ingmar Lee	Danny Oliver, Ron Nielsen, Aggie Green, Doug Sharkey
Denny Island Recreation Commission – Bylaw 458 1 Board Representative and 2 members term ending 2017 and 2 members term ending 2018	Board Representative Kathy Sereda 2017 term ending 2017	term ending 2018 term ending 2018
Emergency Executive Committee Bylaw 325 – 1 Board Mbr, Secretary, Emergency Coordinator, Nuxalk Nation Rep, Deputy Coordinator Ocean Falls and Denny Island	Board Director, Chair Secretary Emergency Coordinator Nuxalk Nation Rep,	Deputy Coordinator – Ocean Falls Deputy Coordinator – Denny Island
Economic Development Advisory Committee TOR – 1 Board Representative, 1 Nuxalk Dev Corp, 1 Heiltsuk Ec Dev Corp, 1 Ocean Falls, 1 Denny Island, 1 Bella Coola Harbour, 4 members at large	Board Director Nuxalk, Keith Hamilton Heiltsuk, vacant Ocean Falls, Sharron Cartier Denny Isl, Ana Santos	Bella Coola Harbour Garret Newkirk Members at Large 1. Wilma Hallam 2. Ernest Hall 3. vacant 4. vacant
Fire Department Executive Committee Bylaw 217 – 1 Board Mbr, Fire Chief, Deputy Fire Chief, Secretary	Board Director Chief, Fred Sorensen	Deputy Chief, Gilles Dionne Secretary, Janice Kyle

Central Coast Regional District
Board Appointments
December 7, 2016

**Commissions/Committees
2017**

Centennial Pool Commission, Bylaw 227 – 7 members	Joan Cole Nicola Koroluk Janice Kyle	Karen Lansdowne Connie Nygaard Carol Thommasen Russ Hilland
Denny Island Airport Commission Bylaw 298 – 1 Board Representative and 5 members	Board Representative Jean Wood Mark Schlichting Ingmar Lee	Danny Oliver, Ron Nielsen, Aggie Green, Doug Sharkey
Denny Island Recreation Commission – Bylaw 458 1 Board Representative and 2 members term ending 2017 and 2 members term ending 2018	Board Representative Kathy Sereda 2017 term ending 2017	term ending 2018 term ending 2018
Emergency Executive Committee Bylaw 325 – 1 Board Mbr, Secretary, Emergency Coordinator, Nuxalk Nation Rep, Deputy Coordinator Ocean Falls and Denny Island	Board Director, Chair Secretary Emergency Coordinator Nuxalk Nation Rep,	Deputy Coordinator – Ocean Falls Deputy Coordinator – Denny Island
Economic Development Advisory Committee TOR – 1 Board Representative, 1 Nuxalk Dev Corp, 1 Heiltsuk Ec Dev Corp, 1 Ocean Falls, 1 Denny Island, 1 Bella Coola Harbour, 4 members at large	Board Director Nuxalk, Keith Hamilton Heiltsuk, vacant Ocean Falls, Sharron Cartier Denny Isl, Ana Santos	Bella Coola Harbour Garret Newkirk Members at Large 1. Wilma Hallam 2. Ernest Hall 3. vacant 4. vacant
Fire Department Executive Committee Bylaw 217 – 1 Board Mbr, Fire Chief, Deputy Fire Chief, Secretary	Board Director Chief, Fred Sorensen	Deputy Chief, Gilles Dionne Secretary, Janice Kyle

Board Meeting
DEC 07 2016
CCRD ITEM C(8)

Association Board Appointments

2017

Association of Vancouver Island and Coastal Communities (AVICC)	1. board member 2. alternate
Bella Coola Harbour Authority	1. board member
Coast Sustainability Trust Regional Steering Committee (CSTII)	1. board member 2. alternate
Municipal Finance Authority (MFA)	1. board member 2. alternate
Municipal Insurance Association (MIA)	1. board member 2. alternate
Northern Development Initiative (NDI)	1. board member 2. alternate
Vancouver Island Regional Library (VIRL)	1. board member 2. alternate