



**AKBLG EXECUTIVE MEETING
AGENDA**

2:00 – 5:00 pm MST Friday, March 2nd, 2018

6:00 pm dinner with the Fernie Convention Committee

8:00 am MST Saturday, March 3rd, 2018

@ PARK PLACE LODGE, Fernie

Located at 742 British Columbia / Highway 3

FIRESIDE ROOM ON MAIN FLOOR

CONSENSUS AGENDA:

- I. Approval of Agenda** (att. I)
ARRIVAL OF FERNIE CONVENTION COMMITTEE @ 4:00 pm
Mayor Mary Giuliano, Councillor Joe Warshawsky, Convention Coordinator Sheryl Zral
- II. Approval of Minutes from January 18, 2018** (att. II)
- III. Executive Director Report** (att. III)
Report submitted
- IV. CRTLG Committee Report** – LGC Chair Deb Kozak (att. IV) X2 docs
Report submitted
- V. President Report** – President Rob Gay (att. V)
Report submitted
- VI. Communications**
 - a) VP Russell Attending COFI Registration Form - Community Leaders 2018 (att. VI a)
 - b) Andy Shadrack - Intervener application Kaslo - Utility Rates (att. VI b)
 - c)

CONSENT / DISCUSSION REQUIRED AGENDA:

- VII. Communications**
 - a) LG Boot Camp Citizens Engagement Program - Christina Benty (att. VII a)
 - b) 2018 Pre-election Candidate Workshop V2 Benty (att. VII b)
 - c) Invitations to other Area Association Convention and AGMs (att. VII c) X2 docs
 - d)
- VIII. Financials**
 - a) Yearend statements received from Accountant Shawna Baker, CPA, CGA, BGS, DEd, Cranbrook (att. VIII a)
 - b) Budget for 2018 (att. VIII b)

- IX. New Business**
- a) Resolutions Committee – VP Russell
 - b) BCUC Letter of Comment from Kaslo CAO Neil Smith (att. IX b)
 - c) BCUC Resolution from Kaslo CAO Neil Smith (att. IX c)
- X. Unfinished Business**
- a) Life Member(s) Committee – Director Reinhardt
 - b) Kootenay-Boundary Food System Design and Plan Study - FAQ – VP Russell
 - Kent Mullinex, Kwantlen – Concept paper (att. X. b)
- XI. Fernie 2018 AKBLG Convention and AGM**
- a) Draft Brochure Booklet with agenda (att. XI a) Committee update – pre and post workshops
 - Co-Chairs Directors Popoff and Reinhardt
 - b) BC Municipal Climate Leadership Council – Post-Convention Workshop (att. XI. b)
 - c) Convention Coordinator Contract for Services – Discussion: expectations and timeline
 - draft contract / post / confirm contract (att. XI c)
 - d) 2019 Convention and AGM (att. XI d)
- XII. Strategic Planning**
- a) January 19th Workshop: Planning & Direction – Review and Reflection – ALL
What is our core business? How do we serve our members by doing what matters most?
Facilitator Lesley Beatson, CBT Non-Profit Advisor
 - b) Planning Report – received (att. XII b)
 - c) Communications Strategy discussion – ALL
- XIII. Policy Development**
- a) Societies Act Transition Committee update – Director Popoff
 - Draft of Constitution and Bylaws to Membership V7.1
 - b) Policy Development – Committee update – Director Qualizza (att. XIIIb)
- XIV. Website update** (att. XIV) – Director Clarke
- XV. Good and Welfare** – All – two key points of interest
- XVI. Executive Meeting Dates Schedule**
- o Friday, March 2nd @ 2:00 pm MST and Saturday, March 3rd @ 8:00 am MST in Fernie
 - o Tuesday, April 17th @ 5:00 pm MST, dinner meeting with Convention Committee in Fernie
 - o Wednesday – Friday, April 18th – 20th, 2018 Convention & AGM in Fernie
 - o Friday April 20th – Immediately following AGM close for 30 minutes
 - o June 8th, 2018 **TBD**
 - o September 12, 2018 at UBCM
 - o **October 23 or 24 Conference call of election impact on Executive**
 - o November 2nd or 9th 2018 **TBD**
 - o January 11th **TBD**
 - o Mid-March **TBD**
- XVII. Adjournment** –



**AKBLG EXECUTIVE MEETING
MINUTES**

**5:00 pm MST Thursday, January 18th, 2018 @ Real Food Café 223 10th Ave N, Creston
Creston is on MST time**

8:00 am MST Friday, January 19th, 2018 @ Creston Community Complex "SUNSHINE ROOM"

Present:

President Rob Gay – Chair RDEK
Vice-President Roly Russell – Chair RDKB
Director Garry Jackman – Director RDCK
Director Jason Clarke – Mayor Silverton
Director Ron Popoff – Councillor Cranbrook
Director Clara Reinhardt – Mayor of Radium
Director Ange Qualizza – Councillor Fernie
Carolyn Maher – Executive Director

Regrets:

Past President Debra Kozak – Mayor of Nelson
Director Marguerite Rotvold – Councillor Midway

Introductions with guest Lesley Beatson. Lesley is a CBT Non-Profit advisor who attended as an observer prior to facilitating the next day's Planning Session; What is our core business? How do we serve our members by doing what matters most?

I. Approval of Agenda (att. I)

Moved by Director Clarke, Seconded by Director Jackman

II. Approval of Minutes from November 3-4, 2017 (att. II)

Moved by Director Clarke, Seconded by Director Popoff

CARRIED

III. Executive Director Report

Report submitted (att. III) Received

IV. Financials

- a) Yearend in preparation for Accountant Shawna Baker, Cranbrook
- b) Budget preparations for 2018 currently being drafted and awaiting year end statements

V. Communications

- a) RARH – MOU signed – motion to acknowledge signing of the MOU (att. V a)
Moved by VP Russell, Seconded by Director Clarke to receive the RARH MOU.

CARRIED

Discussion for consideration of appointment of an alternate to Director Jackman as the AKBLG RARH Liaison.

Moved by Director Qualizza, Seconded by Director Clarke to appoint Director Popoff as alternate RARH Liaison.

CARRIED

- b) Bioregional Food Systems Study follow up with Kent Mullinex – VP Russell (att. V b)
AKBLG has been contacted for support of a bioregional food system in the Kootenays. A concept paper of the framework is in progress.
- c) Mobilizing Local Capital in the Kootenays – Eden Yesh presenting to communities regarding this program.
- d) Kootenay Conservation Program – Juliette Craig – President Gay (att. V d)
Environmental stewardship correspondence – LG Forum on tools for conservation in the Kootenays.
- e) Minister Selena Robinson letter dated Dec 5th, 2017 (att. V e)
Correspondence of welcome and congratulations – AKBLG Representation on UBCM Board.
- f) RDI – Dr Terri MacDonald – call-in to meeting for 10 minutes @ 5:30 (att. V. f) X2 docs
Re: Announcement of Engagement Sessions to inform of the Province’s new rural strategy

RDI 2.0 is described as the next chapter of RDI for supporting local governments over the next two years. Discussion of a shift in the CBT partnership with the RDI and its local government support. The new direction includes local government as the “Client”. In this model, local governments will define their own research agenda. Noting the previous partnership of the RDI with the AKBLG for delivering educational opportunities, this new model is exploring new learning opportunities within the Kootenay regions.

VI. New Business

- a) Nominating and Life Member(s) Committee – Director Reinhardt
Discussion of the fall municipal election and that nominations for the AKBLG Executive to include those who will be seeking a return to office. Life Membership recognition being explored for 2018 AGM.
- b) Appointment of AGM Parliamentarian / Election Officer motion required

*Motion to appoint Jon Wilsgard as AGM Parliamentarian / Election Officer for 2018.
Moved by Director Qualizza, Seconded by Director Popoff*

CARRIED

- c) Resolution Committee – Timeline (att. VI c) – VP Russell
Schedule received.
- d) CBT Technology Grant update – ED Carolyn
<https://ourtrust.org/funding-support/funding-support-programs/non-profit-tech-grants/>
Carolyn to work with VP Russell to research options and costs for applying for electronic voting clickers. If that is not feasible then next choice is applying for a teleconference line.

VII. Unfinished Business

- a) New Website Live – updates – Director Clarke
Discussion of using royalty free stock photos or placing a call to the membership for community photos. Use of community photos is preferred. Suggestion to archive the Regional Collaboration Committee page and to create a section to include Executive Meeting Minutes. Carolyn to follow up with 3Birds Consulting for budgeting time and continual website updates.

VIII. Fernie 2018 AKBLG Convention and AGM

- a) Draft Convention agenda – Committee update – pre and post workshops
Co-Chairs Directors Popoff and Reinhardt (att. VIII a) X 2 docs
Discussion of inviting indigenous communities to register for the Convention, as non-voting delegates. The Convention theme of Emergency Management involves all communities.

*Motion to invite Indigenous communities to the 2018 Convention and AGM in Fernie.
Moved by Director Reinhardt, Seconded by Director Clarke*

CARRIED

Motion to refer to the UBCM Constitution and Bylaws clause referring to the inclusion of Indigenous communities.

Moved by Director Reinhardt, Seconded by Director Popoff

CARRIED

IX. Strategic Planning

- a) January 19th Workshop: Planning & Direction
What is our core business? How do we serve our members by doing what matters most?
Facilitator Lesley Beatson, CBT Non-Profit Advisor
All day Executive planning session in Creston

X. Policy Development

- a) Societies Act Transition Committee update – Director Popoff
- Draft of Constitution and Bylaws to Membership V7.1 (att. X a)
The amended draft document was sent to the Membership for review through Nov-Dec 2017. The committee has heard one response from the Membership. AKBLG to continue to provide opportunity to the Membership to review the draft document being presented for adoption at the 2018 AGM.
- b) Policy Development – Committee update – Director Qualizza
Draft documents are included in the Policy Documents file on Dropbox for review.

XI. CRTLGC – Year-end March 31, 2017

- a) Chair Report

XII. President Report – President Rob Gay

XIII. Good and Welfare – All – two key points of interest

XIV. Executive Meeting Dates Schedule

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- June 2018 TBD
- September 12, 2018 at UBCM
- October 23 or 24 Conference call of election impact on Executive
- November 2018 TBD

XV. Adjournment – 8:20 pm

For March 2, 2018
Respectfully submitted by Carolyn Maher

AKBLG Executive Director Report

Financials

Yearend Financial statements were received from the accountant late Friday, February 23, 2018. Final budgeting for Executive approval occurs following receipt of statements. Currently in progress.

CBT Non-profit Advisors program

This program was first accessed by the AKBLG Executive in July of 2017 with CBT Consultant Kevin Allen. An assessment of needs resulted in contracting CBT Non-profit Advisor Lesley Beatson. Contracting a CBT advisor is granted for up to 80% of costs. Ms Beatson's invoice was \$2,249 resulting in 77% of consulting fees being granted.

CBT Technology Grant application

The CBT technology grant was completed with the application for clickers. Having knowledge of the required funding and sourcing for purchasing clickers, VP Russell assisted in co-writing the application. Grant approval will be communicated once received.

Convention and AGM

The programming and agenda is nearly finalized to go live for registrations at end of this week. Sponsorships are currently on-track for funding the Convention. The Committee has been diligently involved in decision-making and working with the host community of Fernie.

The roll-out of the Convention and AGM is complex with many moving pieces. The January strategic planning session recommended the Convention Coordinator be a person contracted by the AKBLG. This shift is consistent with the Executive's objective to lead and direct Convention planning and outcomes.

While additional responsibilities will shift to the Executive Director, this new model for staffing the Convention is expected to enhance efficiencies and further streamline productivity.

Discussions have begun with Castlegar, potential Host for 2019 Convention and AGM. AKBLG aims for the 3rd week of April for Convention and AGM. This date is fluid with the movement of Easter and discussions with other Area Associations. Calendar knowledge for 2019 places the 2019 dates as: April 24th – 26th.

Dates for 2019 Area Association Convention and AGMs are:

| | | |
|-------|--|----------------------|
| AVICC | April 12 – 14 | Location TBD |
| SILGA | April 30 – May 3 | Penticton |
| LMLGA | May 8 – 10 | Harrison Hot Springs |
| NCLGA | 1 st or 2 nd week of May | Location TBD |

Nominations

Call for Nominations for Executive positions has been delivered with a deadline of March 29th to receive online nominations. Nominations from the floor will continue to be received. New this year is a request to submit a bio and picture for inclusion in the AGM booklet. This will assist members in getting to know the candidates ahead of elections.

Celebrating the Kootenays & Boundary Areas

CAOs within the membership of AKBLG have received a submission request for notice of Awards received in their communities. The deadline for submissions is April 6th. These will be assembled with assistance from Director Clarke for a PowerPoint presentation at the conclusion of this year's Convention and AGM.

CRT LGC

With new contracts in place this committee is gearing up. An update of progress and an overview of the intended workplan will be presented at the Convention and AGM.

CRTLGC Update
March 2nd 2018
Debra Kozak

Teleconference with Federal and Provincial governments Feb 23, 2018

Purpose: Update on negotiations.

On call: Greg Lemermeyer - Federal, Kathy Eichenberger - Province of BC, LGC committee members, Cindy Pearce ED

- Canada/BC officials responsible for CRT negotiations met with their US counterparts in mid-January to discuss broad principles for negotiations, team membership, scheduling and the pace for negotiations.
- Canada/BC officials are meeting with regional First Nations to establish a collaborative model that is consistent with reconciliation and nation-to-nation relations.
- US agrees with the need to include ecosystem-based functions in a modernized Treaty.
- Clear message that community concerns are known and are being factored into the negotiations, and communities will be kept informed.

Columbia River Treaty Local Governments Committee Report

January 18, 2018

Submitted by: Chair Deb Kozak

The LGC participated in a conference call on December 15, 2017 to meet the newly appointed federal chief negotiator, Sylvain Fabi.

Participants included:

LGC: Deb Kozak (Chair), Karen Hamling (Vice Chair), Linda Worley, Stan Doehle, Ron Oszust, Jeannette Townsend, Hans Cunningham, Cindy Pearce (Executive Director)

Global Affairs Canada, U.S. Transboundary Affairs: Sylvain Fabi, Executive Director; Greg Lemermeyer, Deputy Director (Energy and Environment), Stephen Gluck, Senior Policy Analyst

BC CRT Review Team: Kathy Eichenberger, Executive Director; Brooke McMurchy, Policy Advisor

Meeting Highlights:

Global Affairs Update

- Sylvain Fabi is a career diplomat, having worked in the public sector for 25 years, including as trade commissioner in Moscow, Havana and Chile and Ambassador to Jamaica for the past 2 years
- Canadian mandate has been received from Cabinet and is confidential. There is no pressing deadline for Canada. Negotiations will be complex and involve a long process.
- Mr. Fabi has met with Minister Conroy and has confirmed that BC is co-leading in the negotiation process.
- Mr. Fabi has spoken with his US counterpart, Ms. Jill Smail who is also a career diplomat.
- Mr. Fabi will meet with US counterparts early in 2018 and anticipates negotiations to begin later in the winter/early spring.

LGC Update

- The LGC stated its appreciation for strong connections with federal and provincial staff and politicians.
- The LGC is ready to be engaged as closely as possible as advisors in any upcoming negotiations. Basin residents are knowledgeable and ready to work with Federal and Provincial governments.
- There is very active interest in the media regarding the announcement that CRT negotiations will begin in 2018. LGC Chair has been interviewed.
- LGC has continuing connections with local governments in the US.
- It is significant that the Basin residents have two sitting provincial ministers - Conroy and Mungall, who are very connected and well-informed about the CRT.
- Invitation extended to Mr. Fabi to join the LGC priority setting session in the early spring.

BC CRT Team Update

- Confirmed that Canada and BC are working as one team with no divergence/difference of objectives
- The team is ready. The NDP government has been well-briefed and the Premier has given the go ahead to proceed.
- Have been given direction to provide open lines of communication with LGC and CBRAC and to share what is possible.
- First Nations are playing a very important role at government-to-government level, both working together, and in consulting separately.

Other Activity:

- BC Water Comptroller Ted White October 18, 2017 – Chair Deb Kozak, Vice-Chair Karen Hamling, Executive Director Cindy Pearce and Director Hans Cunningham met with the new water comptroller to discuss Basin issues.
- CBRAC (Columbia Basin Regional Advisory Committee) - 22 people met December 4-5/2017 in Cranbrook. Discussions included: Ecosystem planning, BC Hydro operations updates, Treaty updates, and water use planning.

AKBLG Presidents Report – March 2, 2018

- A. **UBCM Advocacy days.** I attended my first advocacy days last week and found the experience busy and successful. The UBCM executive members were divided into teams of three and were scheduled to meet with Ministers, MLA's and senior staff. Good job in coordination and timing. All meeting took place in the BC Legislature building and lasted 30 – 40 minutes. The three key topics all teams address for 2018 included
1. Affordable Housing – we did meet immediately following the provincial budget so many of the items of recommendation in the UBCM housing committee report were mentioned; we anticipate action will happen very soon. Key issues around housing supply, demand, homelessness, and all government approach.
 2. Infrastructure – the federal government is suggesting they will now commit 40% towards infrastructure projects. UBCM ask to BC Government was a 40 % commitment for funding projects. Local govt would then pick up 20%. We also wanted long term funding agreements and suggested the we should be at the table as program and plans are developed.
 3. Mental Health & Opioid Crisis. We want to be part of the solutions and spoke about UBCM wanting to see a comprehensive and integrated mental health and substance abuse stagey that focuses on prevention and early detection, more affordable housing units, and more outreach workers.

All executive members were able to meet with Minister Selina Robinson and Premier Horgan.

UBCM hosted an evening reception for Minister, MLA and senior staff which was very well attended.

AKBLG could learn some lesson on this advocacy approach.

B. **Board Workshop** on January 19, 2018

1. Consent Agenda – our first experience this month
2. CRT – spoke with Deb, Carolyn and Cindy Pearce. Some uncertainly toward duties and expectations. We will work with Cindy to draft an agreement and sign off.
3. List from parking lot and other – will keep report on front burner for this year.
4. Debrief – March meeting
5. Plan – to calendarize action items



COMMUNITY LEADERS COMPLIMENTARY REGISTRATION FORM

Vla

One complimentary registration is extended to Interior Mayors, Interior Regional District Chairs, Presidents and the Executive Directors of NCLGA, AKBLG, SILGA AND UBCM, or their designate.

Should the individual above not be able to attend, a designate or the CAO can attend in their place.

To receive your complimentary registration, please indicate your plans below and return this form to our office.

Should your organization want to send more individuals to the convention at the COFI Member Rate, (colored in green below), please contact Diana Gillrie at 778.760.1166.

Registration packages will be available at the COFI Registration Desk in the lobby of the Prince George Conference and Civic Centre from noon to 6 pm on Wednesday, April 4th, 7:00 am to 5:00 pm Thursday, April 5 and 7:00 am to 12:00 pm Friday, April 6th.

For more information, please visit www.cofi.org

Organization Name:
Contact Name:
Phone:
1. Name & Title:
Email:
Registration options: Ice Breaker Reception, FULL CONVENTION, THURSDAY ONLY, FRIDAY ONLY

Please print your name exactly as you wish it to appear on your name tag
Email addresses are required for current and future Annual Convention correspondence

ACCOMMODATION:

COFI will reserve a room in your name once your arrival and departure dates are known and a confirmation will be sent to you. Please note only one night is complimentary – any additional nights will be at your own expense.

ACCOMMODATIONS REQUIRED: YES --- Wed, April 4 [] and/or Thurs, April 5 []

Send your completed form by February 2nd via:

Email to: gillrie@cofi.org

Tuesday February 20th

This is to advise that I have tonight uploaded to the British Columbia Utilities Commission website the attached application to be an intervener in this hearing representing the Kaslo Seniors Citizens Association - Branch #81.

Respectfully
Andy Shadrack

Box 484, Kaslo British Columbia, V0G 1M0

Phone: (250)353-7350 E-Mail: ashadra@telus.net

Tuesday, February 20th

British Columbia Utilities Commission Sixth Floor, 900 Howe Street Box 250 Vancouver, B.C. 6Z 2N3

Attention: Patrick Wruck, Commission Secretary

RE: FortisBC Inc. 2017 Cost of Service Analysis and Rate Design Application - Order G-23-18

I write to apply to be an intervener in this hearing.

My interest in being an intervener stems from the fact that my spouse and I have resided in Kaslo, and been customers of FortisBC and its predecessors, since August 1987 as well as participants in the company's Net Metering program since April 2015. Further, from November 2005 to December 2014 I served as the Electoral Area Director for D in the Regional District Central Kootenay, and during that time as the Chair of Rural Affairs and on the Emergency Planning Executive of the RDCK Board, as first Vice President then President of the Association of Kootenay Boundary Local Governments, and on the Executive of the Union of BC Municipalities. In this hearing I have been asked to represent the Kaslo Senior Citizens Association - Branch #81.

In this hearing, if granted intervener status, I intend to represent the interests of seniors, not just as individual residents, but also as local government taxpayers and as consumers who buy products and services from local businesses. In this context I concur with the information requests already made by the Village of Kaslo in their letter to the Commission of February 14, 2018, and will be asking for, at the procedural conference on Tuesday, March 6th, a delay in the date of the first set of information requests, until that information has been supplied by FortisBC for dissemination across the company's entire service area.

I will also be laying on the table additional information requests at the procedural conference that include:

1. A table of the rates of return for this utility since 1987, also showing the CPI for each rate of return period, and a third column indicating the rate of return after elimination of inflation.
2. An undertaking that FortisBC submit a full and appropriate survey of its customers' opinions that results in more than an anecdotal sample of 171 out of 114,511 residential customers.
3. A table that shows the exact

percentage of each cost centre that is allocated to each class of customer so that we are absolutely clear on how the residential class ends up paying for 52% of the applicant's proposed revenue requirement, while only consuming 41.2% of the annual power supply. 4. A table of consumption patterns by class, developed in accordance with the proposed TOU pricing structure.

In this context we, as seniors, do not understand why FortisBC and EES continue to use the hypothetical Minimum System Cost of Service Analysis, when both the company and consultant have so ably demonstrated their ability to use exact time of day consumption data for creation of a new annual TOU residential rate. We therefore think that any future rate design, for all classes of customers, can be based on actual consumption data, not hypothetical constructs.

As seniors we wish to remind the Commission that the overwhelming majority of us are on fixed incomes, with any increases in the OAS and CPP tied to the rise in the Consumer Price Index - while some private pensions, where they even exist, have no indexing at all. In addition, some seniors 75 and older had already been in the workforce anywhere from 7 to 22 years before the CPP was introduced in Canada.

In this context we were very concerned to learn, during FortisBC's information session (Kelowna, February 13th), that the company proposes to increase electricity rates by a further 16% to 8% for 80% of their customers by 2023, before applying any incremental annual adjustments or flow through of costs from BC Hydro for the 49% of the power supply that the company buys at the BC Hydro RS 3808 rate.

Many of us who have lived here in Kaslo and Electoral Area D, of the Regional District, since 1987 and earlier remember when West Kootenay Power rates were cheaper than BC Hydro, and we want an explanation from both the company and the Commission: how is it that when 40% of the electricity produced in BC originates in the Kootenays, FortisBC now has the highest residential rates of BC Hydro, Nelson Hydro and itself?

How is it that, with the exception of lighting (another cost to seniors through the municipal and Regional District taxes we pay), FortisBC is proposing to either maintain or lower the energy price of every other rate class in their 2017 Cost of Service Analysis and Rate Design application? How is it possible, seniors ask, for FortisBC to sell wholesale transmission power at an energy price of 4.501 cents per kWh, while at the same time purchasing 49% of its power supply at BC Hydro RS 3808 rates of 4.699 cents per kWh from December to February, and 4.832 cents per kWh from March to November. In addition we will also be seeking an explanation as to why a TOU rate would be in the public interest at more than double the current Tier 1 rate in July and August when power bills are currently at their lowest, for the two months when our grandchildren are out of school and most likely to come and visit us from outside the region

Finally, we wish to raise with the Commission the fact that a number of us seniors are not well versed in the use of the Internet or email, and yet we feel that we still have contributions to make and questions to ask. We therefore wish to reiterate our objection to all information sessions to date being held in urban centres far away from the smaller and remote rural customers, especially in winter when it is dark earlier and the roads are more difficult to drive on. As with a previous customer group from Kaslo in May of 2016, we will be asking at the procedural conference for a component of this hearing to be held orally, such that any customer, not just seniors, can both ask questions of FortisBC and make

representation to the Commission - either in person or via a video link from a remote centre like the Kaslo Seniors Hall.

All of which is respectfully submitted,

Andy Shadrack

EMAIL RE: LG Candidate Boot Camp and Citizen Engagement Program – Christina Bentley

-----Original Message-----

From: newsRob Gay [mailto:rob11gay@gmail.com]

Sent: January 24, 2018 10:12 AM

To: Christina Bentley <christinabentley@christinabentley.com>; Association of Kootenay & Boundary Local Governments <akblg@shaw.ca>; Roly Russell RDKB Area D <rrussell@rdkb.com>; Deb Kozak <dkozak@nelson.ca>

Subject: Re: AKBLG and Upcoming Elections

Hi Christina. Sounds like you are keeping busy. I am starting to get a number of requests pertaining to this falls election. Social media is starting to have an effect on elected officials; not always in a good way and some people are trying to figure out the impact on local elections. LGLA is hosting some good workshops on Jan 31 and Feb 1 on conduct of elected officials.

Our last executive meeting was Friday Jan 19 and we don't meet again until March 2. We will have a discussion on your boot camp idea and citizens engagement at our next executive meeting.

In the meantime, you may also want to have a look at CBT's community development program guide.

Rob C. Gay

Board Chair & Director Electoral Area C

Regional District of East Kootenay

On Tue, Jan 23, 2018 at 5:16 PM, Christina Bentley <christinabentley@christinabentley.com> wrote:

> Happy New Year Rob!

>

> Hope you are well

>

> I have something I want to run by the executive to see if there is any

> interest in a further conversation with AKBLG.

>

> I have developed a candidate boot camp and citizen engagement program.

> I delivered the program last fall in a few communities in Alberta. Now

> I am working with OK College, a few municipalities and possibly Selkirk College

> as well. The workshop focuses on the roles and responsibilities of local

> government and outlines the 7 deadly sins of candidates....(focusing on

> taxes rather than service levels, making promises, being unprepared,

> being impatient, having a fixed mindset, trying to make everyone

> happy, complain/criticize/blame staff).

>

> It is non-political 4-5 hour long workshop designed to produce two outcomes:

>

> prepare candidates on the realities and limitations of local

> government encourage citizens to temper their expectations and engage

> in a more thoughtful approach to democracy by teaching them how to ask

> better questions of their candidates

>

> Happy to chat about it further. Given the impact of both

> dysfunctional governing bodies and uninformed, disengaged citizens, I
> would love to see some traction for pre-election preparation in our communities.
>
> Thanks so much....and hope to talk to you soon!
>
> Christina
>
> Box 53 Golden, BC V0A 1H0 C 250-344-0921
>
> www.christinabenty.com
>
> Leading from your soul, not your role | Christina Benty |
> TEDxGastownWomen
>
>
> "If you take care of important things, the urgent things don't show up
> as often. The opposite is never true"
>
> Seth Godin
>
>

With local government elections coming this fall, it is an opportunity for those contemplating this type of public service as well as for the broader community to reflect on the role of elected officials and to give some serious consideration as to who is going to be representing them over the next four years.

What is the role of local government in communities and what is at risk if this is not rightly understood?

Local government owns and operates infrastructure that provides the foundation for the health, well-being, and economic prosperity of communities across the country. Dependable core services, such as water, sewer, transportation networks, fire halls, recreation amenities, and more, make up the built environment and exist to provide these basic necessities of life that residents rely on every day. Historically, local governments have built infrastructure and acquired assets with insufficient consideration for depletion, depreciation, and amortization. As a result, politicians and citizens lack a clear understanding of the cost implications of maintaining and renewing existing infrastructure. The long-time practice of short-term decisions about investment, maintenance, and renewal is not sustainable. Managing public assets in a formalized process is no longer a luxury for local governments who have time and resources to put toward the process; it is an absolute necessity. The time has come to quantify the true cost to provide, maintain, and renew, community-owned capital assets, and balance it against the community's willingness to pay for those services and assets.

Clear understanding of the role of an elected official.

With a healthy balance of differing perspectives and skills, the job of the elected official is governance. Good leaders set regulations (bylaws) and policy that will serve the community and provide clear overarching direction now and into the future. They do not "run the town" or manage the community; they provide strategic direction through policy and give staff the resources necessary to deliver services based on those regulations and policies.



What are some attributes that are vital in a local leader?

Team player:

- Works constructively with others without dominating flow of information or ideas.
- Considers different points of view without being dismissive
- Mature- focuses on issues and avoids personal attacks.
- Understands the relationship of elected officials to Town staff and uses appropriate methods of communication.
- Honest, fair, and trustworthy; respects that other team members were elected by the public just as they were.
- Demonstrates respect for staff, citizens, business/property owners, due process, and established rules or practices.
- Inclusive – free from bias or prejudice toward any culture, religion, group or individual.
- Open-minded – can set aside personal interests and influences for common good

Approachable:

- Accessible to the community through meetings, events, phone, email.
- Listens carefully to others with a desire to understand concerns, ideas or perspectives.
- Commitment to clear, diverse, and regular communication with the community

Critical thinking skills:

- Maintains a long-term perspective and considers potential impact of decisions.
- Does their homework and comes prepared to participate by researching and reading background materials prior to attending meetings, sessions, committees, etc.
- Seeks additional input or expertise as needed for more informed decision-making.

Financial acumen:

- Understands basic financial information and is able to evaluate budgets and financial statements.



CHRISTINA BENTY

STRATEGIC LEADERSHIP SOLUTIONS

- Comprehends the long-term taxation and budget consequences of financial proposals and decisions.
- Balances personal interest for a project or proposal with long term financial risks and consequences
- Is able to make decisions in the best interests of the community despite dissent and is able to withstand criticism

What is the value of a Candidate and Community Engagement Workshop?

Communication with residents and potential candidates will build a better understanding of both service delivery realities and the inter-organizational pressures that accompany them. However, effective and meaningful communication is only possible when the limits and challenges of local government are rightly understood in the context of the broader government system. The purpose of the Candidate and Community Engagement Workshop is to build capacity through educational messages and intentional dialogue. Local governments and their citizens need to face their growing problems with aging infrastructure together. Residents and potential candidates must understand the magnitude of the problem and the financial implications so that everyone can work together to face these challenges. Public education and engagement is critical in the long term planning of asset renewal investments that support your quality of life, protect your health and safety, and promote social, economic and environmental well-being. Citizens can no longer demand an increase in services because local governments cannot afford to do either. Governing bodies have a stewardship responsibility as custodians of the future. In turn, citizens have a reciprocal responsibility as those who are co-creators of the system. It is not an “us versus them” problem. It is “our” problem, and therefore, it is important to build a “we” culture. Collectively, we must remember that we have inherited our prosperity and therefore, we have inherited the responsibilities that go with it.

What will a Candidate and Community Engagement Workshop look like?



CHRISTINA BENTY
STRATEGIC LEADERSHIP SOLUTIONS

Local residents and potential candidates will be invited to participate in a community presentation and a roundtable discussions. This creates an opportunity to foster dialogue that will assist the community in addressing its challenges together. The workshop will include the following:

- ❖ A straightforward, introductory training on the roles and responsibilities of local government and its elected officials
- ❖ A humorous presentation of the 7 deadly sins of candidates: focusing on taxes rather than service levels, making promises, being unprepared, being impatient with the slow pace of government, having a fixed mindset, trying to please everyone, complaining/criticizing/blaming staff and/or past councils.
- ❖ A dialogue around sustainable service delivery through sound asset management practices to quantify the true cost to provide, maintain, and renew, community-owned capital assets, balanced against the community's willingness to pay for those services and assets. The community will be invited to discuss a version of the following questions:
 - What community-owned assets contribute to your quality of life?
 - What community-owned assets contribute to your neighbour's quality of life? What if they aren't the same?
 - The cost to deliver services and maintain infrastructure to the residents is increasing. How should we approach this challenge as a community?
- ❖ A leadership panel with local leaders: Being a good leader is not just about one's opinion or stance on an issue. It is about vital attributes, characters and qualities that contribute to the short term and long term wellbeing of the community now and into the future. This panel discussion will center around those leadership qualities with questions like:
 - What is your leadership style? What is your default style?
 - What is the role of failure in leadership? Of self-reflection?
 - What is your preferred communication style?
 - How will you help the team of people function as a whole?
 - How do you ensure others are heard?
 - How do you blend advocacy and inquiry?



CHRISTINA BENTY
STRATEGIC LEADERSHIP SOLUTIONS

- How do you deal with uncertainty?
- Today's problems often come from yesterday's solutions. How will you limit shifting the problem to another part of the system or another time within the system?

Final Notes

Local government is a community effort that requires a team approach. The Candidate and Community Engagement Workshop reminds potential leaders and citizens of their reciprocal responsibility to one another. The following poem by quantum physicist, Margaret Wheatley (2002) serves as an inspiration for what is possible:

Turning to One Another

There is no power greater than a community discovering what it cares about.

Ask "What's possible?" not "What's wrong?" Keep asking.

Notice what you care about. Assume that many others share your dreams.

Be brave enough to start a conversation that matters.

Talk to people you know. Talk to people you don't know. Talk to people you never talk to.

Be intrigued by the differences you hear. Expect to be surprised.

Treasure curiosity more than certainty.

Invite in everybody who cares to work on what's possible.

Acknowledge that everyone is an expert about something.

Know that creative solutions come from new connections.

Remember, you don't fear people whose story you know.

Real listening always brings people closer together.

Trust that meaningful conversations can change your world.

Rely on human goodness. Stay together. (p. 166)



February 22, 2018

Via email to ed@akblg.ca

Director Rob Gay
President, Association of Kootenay and Boundary Local Governments

Dear Director Gay:

The 69th Annual General Meeting and Convention of the Association of Vancouver Island and Coastal Communities will be held in Victoria from April 13-15, 2018. On behalf of the Executive and AVICC members, I wish to extend an invitation for you to attend as our guest. The official opening is scheduled for 2:00 pm on Friday, April 13th. All Business Sessions will be held at the Victoria Conference Centre.

Some program highlights include:

- **Keynote Speaker:** Charles Montgomery, Urban Design Consultant speaking on "*Happy City – Your City, Your Life*"
- **Workshops/Presentations:** Legalizing Cannabis – Regulatory Framework and the Role of Local Governments; Unlocking Housing Affordability Together; Community Level, Cross-Organization Response to the Opioid Overdose Emergency; Shoreline Development Permit Area Tools; National Strategy on Abandoned and Wrecked Vessels; BC Ideas – The Possibilities of Tech & Innovation; and more.

Attached is a brochure with the draft program. Online registration is available at <https://www.civicinfo.bc.ca/event/2018/AVICC> and your registration for the business sessions and social activities is complimentary – please select the life member category from the drop down option on the registration form.

We hope that your busy schedule will allow you to join us in Victoria in April.

Sincerely,

A handwritten signature in blue ink that reads 'Mary Marcotte'. The signature is fluid and cursive, written in a professional style.

Director Mary Marcotte
AVICC President



LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

VIIC

LMLGA
T 604.270.8226
F 604.270.9116
E jjustason@ubcm.ca
www.lmlga.ca

#60 - 10551
Shellbridge Way,
Richmond, BC
V6X 2W9

February 2, 2018

Chair Rob Gay
AKBLG President
Regional District of East Kootenay
19 24th Avenue South
Cranbrook, BC V1C 3H8

Re: LMLGA Annual General Meeting and Convention May 9-11, 2018

Dear Chair Gay:

As President of the Lower Mainland LGA, it is my privilege to extend this invitation to you to join us at our next Annual General Meeting and Convention. The Convention will be held at the Whistler Conference Centre on May 9, 10 and 11, 2018.

This Convention represents a coming together of local elected officials from Metro Vancouver, Fraser Valley Regional District, Squamish-Lillooet Regional District, and their member local governments. Our theme is Connectivity. Cities are about connections. Small or large, cities exist to connect people to commerce, to services, and to each other.

As an Area Association President I hope you are able to attend and meet with our membership. You are welcome to attend any part of the conference, which will include learning sessions as well as networking opportunities and an excellent banquet on Thursday night. We are pleased to offer you complimentary registration. The Convention hotel and program information can be found on-line at www.lmlga.ca under the Events menu. Registration is here: <https://www.civicinfo.bc.ca/event/2018/LMLGA> enter Complimentary Code: Comp2184.

Thank you for your consideration of our request. Please contact Jamee Justason, Executive Coordinator at 604-270-8226, Ext. 100 or jjustason@ubcm.ca for any questions and to RSVP.

Yours truly,

Councillor Jason Lum
President
Lower Mainland Local Government Association

Association of Kootenay and Boundary Local Governments

Financial Statements

(Unaudited – See Notice to Reader)

December 31, 2017

Association of Kootenay and Boundary Local Governments

Index to Financial Statements

Year Ended December 31, 2017

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Notice to Reader

On the basis of information provided by management, I have compiled the balance sheet of Association of Kootenay and Boundary Local Governments as at December 31, 2017, and the statement of receipts and disbursements for the year then ended from information provided by management.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Feb 22, 2018
Cranbrook, BC

Shawna Baker
Chartered Professional Accountant

Association of Kootenay and Boundary Local Governments

Balance Sheet

(Unaudited – See Notice to Reader)

As at December 31, 2017

| ASSETS | 2017 | 2016 |
|---|-------------------------|-------------------------|
| Current Assets | | |
| Chequing (<i>Note 2</i>) | \$ 42,539 | \$ 32,785 |
| Money Market | 6,931 | 6,865 |
| Accounts Receivable | <u>8,000</u> | <u>3,587</u> |
| | <u>\$ 57,470</u> | <u>\$ 43,237</u> |
| | | |
| LIABILITIES AND NET ASSETS | | |
| Current Liabilities | | |
| Accrued Liabilities | <u>\$ 1,000</u> | <u>\$ 1,400</u> |
| | | |
| Net Assets | | |
| Restricted Funds (<i>Note 1</i>) | 15,598 | 12,184 |
| Unrestricted Funds | 20,429 | 22,577 |
| Prior Period Adjustment (<i>Note 3</i>) | 0 | 5,098 |
| Excess of Receipts Over Disbursements (<i>Note 4</i>) | <u>20,443</u> | <u>1,978</u> |
| | <u>56,470</u> | <u>41,837</u> |
| | | |
| Total Liabilities and Net Assets | <u>\$ 57,470</u> | <u>\$ 43,237</u> |

Association of Kootenay and Boundary Local Governments

Statement of Receipts and Disbursements

(Unaudited – See Notice to Reader)

For the Year Ended December 31, 2017

| | 2017 | 2016 |
|---|------------------|-------------------|
| Receipts | | |
| Membership Dues | \$ 46,283 | \$ 43,724 |
| Sponsorship | 8,000 | 0 |
| Convention Proceeds | 16,818 | 12,398 |
| Workshop Revenues (Note 3*) | 0 | 2,475 |
| Rural Caucus Levy | 5,810 | 0 |
| CRTLGC Administration Fees | 0 | 897 |
| Interest Income | 94 | 76 |
| | <u>77,005</u> | <u>59,570</u> |
| Disbursements | | |
| Bank Charges | 11 | 10 |
| Executive Meetings | 18,032 | 25,956 |
| Gifts Given | 178 | 880 |
| Office Supplies | 789 | 860 |
| Professional Fees – Accounting | 1,017 | 1,592 |
| Professional Fees – Legal | 40 | 40 |
| Telephone & Utilities | 1,980 | 2,155 |
| Wages | 30,205 | 24,171 |
| Website | 2,416 | 1,238 |
| Workshop Expenses | 0 | 2,747 |
| | <u>54,668</u> | <u>59,649</u> |
| | <u>22,337</u> | <u>(79)</u> |
| Union of British Columbia Municipalities | | |
| Revenues | 0 | 1,112 |
| Expenses | (2,747) | (2,469) |
| | <u>(2,747)</u> | <u>(1,357)</u> |
| Excess (Deficiency) of Receipts Over Disbursements | <u>\$ 19,590</u> | <u>\$ (1,436)</u> |

Association of Kootenay and Boundary Local Governments
Columbia River Treaty Local Governments' Committee

Statement of Receipts and Disbursements

(Unaudited – See Notice to Reader)

For the Year Ended December 31, 2017

| | 2017 | 2016 |
|---|----------------------|------------------------|
| Columbia Basin Trust | | |
| Receipts | \$ 20,624 | \$ 10,854 |
| Disbursements | <u>20,283</u> | <u>8,250</u> |
| Excess of Receipts Over Disbursements | <u>\$ 341</u> | <u>\$ 2,604</u> |
| | | |
| Ministry of Energy and Mines | | |
| Receipts | \$ 29,296 | \$ 18,841 |
| Disbursements | <u>28,784</u> | <u>18,031</u> |
| Excess of Receipts Over Disbursements | <u>\$ 512</u> | <u>\$ 810</u> |
| | | |
| CRTLGC Excess of Receipts Over Disbursements | <u>\$ 853</u> | <u>\$ 3,414</u> |

Association of Kootenay and Boundary Local Governments

Notes to Financial Statements

(Unaudited – See Notice to Reader)

For the Year Ended December 31, 2017

1. Net Assets

| | Unrestricted | Restricted Rural Caucus | Restricted CRTLGC | Restricted Total | Total 2017 | Total 2016 |
|----------------------------|------------------|-------------------------------|----------------------|---------------------|------------------|------------------|
| Balance, Beginning of Year | \$ 26,239 | \$ 5,810 | \$ 9,788 | \$ 15,598 | \$ 41,837 | \$ 34,761 |
| Prior Period Adjustment | 0 | 0 | 0 | 0 | 0 | 5,098 |
| Change in Balances | <u>19,590</u> | <u>(5,810)</u> | <u>853</u> | <u>(4,957)</u> | <u>14,633</u> | <u>1,978</u> |
| Balance, End of Year | <u>\$ 45,829</u> | <u>\$ 0</u> | <u>\$ 10,641</u> | <u>\$ 10,641</u> | <u>\$ 56,470</u> | <u>\$ 41,837</u> |

Restricted Funds consist of balances relating to the Rural Caucus Levy and the Columbia River Treaty Local Governments' Committee. These funds have been segregated for these specific purposes.

2. Cash

The cash balance is comprised of the following:

| | 2017 | 2016 |
|--------------|------------------|------------------|
| AKBLG | \$ 31,897 | \$ 17,187 |
| CRTLGC | 10,641 | 9,788 |
| Rural Caucus | <u>0</u> | <u>5,810</u> |
| | <u>\$ 42,538</u> | <u>\$ 32,785</u> |

3. Prior Period Adjustment

The prior period adjustments relate to workshop revenues earned in 2015 but received in 2016. These amounts have been restated to the proper period and included in 2015 revenues.

3. Administration

The Association of Kootenay and Boundary Local Governments administers the Columbia River Treaty Local Governments' Committee contract. The amounts reported in these financial statements relate to amounts that have flowed through the bank account of the AKBLG and are included in these statements for reporting purposes.

4. Excess of Receipts over Disbursements

The balance of Receipts over disbursements is comprised of the following:

| | 2017 | 2016 |
|--------|------------------|-----------------|
| AKBLG | \$ 19,590 | \$ (1,436) |
| CRTLGC | <u>853</u> | <u>3,414</u> |
| | <u>\$ 20,443</u> | <u>\$ 1,978</u> |

Association of Kootenay and Boundary Local Governments

Statement of Receipts and Disbursements – Actual to Budget

(Unaudited – See Notice to Reader)

For the Year Ended December 31, 2017

| | December 31, 2017 | | | December 31, 2016 | | |
|---|-------------------|----------------|------------------|-------------------|--------------------|------------------|
| | Actual | Budget | Variance | Actual | Budget | Variance |
| Receipts | | | | | | |
| Membership Dues | \$ 46,283 | \$ 46,283 | \$ - | \$ 43,724 | \$ 43,724 | \$ - |
| Sponsorship | 8,000 | 8,000 | - | - | - | - |
| Convention Proceeds | 16,818 | 5,000 | 11,818 | 12,398 | 5,000 | 7,398 |
| Rural Caucus Levy | 5,810 | 5,810 | - | - | - | - |
| Workshop Revenues | - | - | - | 2,475 | - | 2,475 |
| Columbia Basin Trust | - | - | - | - | - | - |
| CRTLGC Administration Fees | - | 900 | (900) | 897 | - | 897 |
| Interest Income | 94 | 48 | 46 | 76 | 109 | (33) |
| Total Receipts | 77,005 | 66,041 | 10,964 | 59,570 | 48,833 | 10,737 |
| Disbursements | | | | | | |
| Bank Charges | 11 | 12 | (1) | 10 | 150 | (140) |
| Executive Meetings | 18,032 | 23,820 | (5,788) | 25,956 | 30,000 | (4,044) |
| Gifts Given | 178 | 200 | (22) | 880 | 500 | 380 |
| Member Education | - | - | - | - | 2,500 | (2,500) |
| Office Supplies | 789 | 1,450 | (662) | 860 | 2,100 | (1,240) |
| Parliamentarian | - | 800 | (800) | - | - | - |
| Professional Fees-Accounting | 1,018 | 1,200 | (183) | 1,592 | 700 | 892 |
| Professional Fees-Legal | 40 | 40 | - | 40 | 50 | (10) |
| Telephone & Utilities | 1,980 | 1,980 | - | 2,155 | - | 2,155 |
| Wages | 30,204 | 30,204 | - | 24,171 | 23,257 | 914 |
| Website Expense | 2,416 | 3,200 | (784) | 1,238 | 1,176 | 62 |
| Workshop Expenses | - | - | - | 2,747 | - | 2,747 |
| Total Disbursements | 54,668 | 62,906 | (8,238) | 59,649 | 60,433 | (784) |
| (Deficiency) Excess of Receipts Over Disbursements | 22,337 | 3,135 | 19,202 | (79) | (11,600) | 11,521 |
| Union of British Columbia Municipalities | | | | | | |
| Revenues | - | - | - | 1,112 | - | 1,112 |
| Expenses | (2,747) | (2,500) | (247) | (2,469) | - | (2,469) |
| | (2,747) | (2,500) | (247) | (1,357) | - | (1,357) |
| Excess (Deficiency) of Receipts Over Disbursements | \$ 19,590 | \$ 635 | \$ 18,954 | \$ (1,436) | \$ (11,600) | \$ 10,164 |

EMAIL RE: BCUC LETTER OF COMMENT RECEIVED FROM KASLO CAO, NEIL SMITH
(Received through the Resolutions' Chair email)

From: Roly Russell (RDKB) [<mailto:rrussell@rdkb.com>]
Sent: Thursday, February 15, 2018 12:23 PM
To: CAO <cao@kaslo.ca>; Carolyn Maher <ed@akblg.ca>
Subject: BCUC letter of comment

Hello.

Thank you for the submission of the letter of comment. I'm a little unclear on the path you'd like this to go with AKBLG. It doesn't appear to form a resolution to direct the Province to action, so is Kalso wishing to present this as a resolution for AKBLG regional action?

Thank you for the clarification

Roly

|

| **Roly Russell**
| Director for Rural Grand Forks & Chair of the Board
| Regional District of Kootenay Boundary | <http://www.rdkb.com>
| Cell: [250.584.4677](tel:250.584.4677) | em: russell@rdkb.com

From: CAO [<mailto:cao@kaslo.ca>]
Sent: February 15, 2018 3:15 PM
To: Roly Russell (RDKB) <rrussell@rdkb.com>; Carolyn Maher <ed@akblg.ca>
Cc: Mayor <mayor@kaslo.ca>
Subject: RE: BCUC letter of comment

Hello,

This is a specific letter of comment to the BCUC with respect to the current public process under way, essentially saying to the BCUC that rural communities potentially impacted do not have the tools, resources or time to insert themselves into the process effectively. The BCUC has the capacity to direct more work by the applicant in terms of analysis and public relations if it chooses. Other levels of government and AKBLG have been copied.

The attached from December 22nd is what we're talking about. It is 135 pages long, fairly technical and the Village does not have the resources to analyse its prospective impact if approved. Local government awareness of the process in general would appear to be very low in sharp contrast to the same process recently completed by the BCUC with BC Hydro. UBCM, while familiar with the BC Hydro process, has not spent any time or resources on the Fortis BC process and would be unlikely to do so unless multiple local governments were to start requesting some policy support in the area. What has been concluded by Council and others who have lobbied Council, however, is that the rate design application *could* represent dramatic changes in billing within the service area with arguably little room for customer

understanding before the conclusion of the BCUC public hearing process. Fortis communities that rely heavily on electric heat (no natural gas) and have no small electrical utilities of their own (i.e. Kaslo, Creston, Slocan) will likely be impacted the most – cross region lobbying may resultantly be difficult to achieve as impacts on customers will be uneven.

There is also a secondary matter concerning streetlights, billing and LED conversion on Fortis-owned poles that the Village has been pursuing for some time.

Mayor Hewat (copied) may wish to discuss this further with you. Council did discuss whether to request action by AKBLG on Tuesday evening, but there was no real consensus on that at the time.

Warm regards,

Neil Smith, MCIP, RPP

Chief Administrative Officer
Village of Kaslo

Please direct your e-mails accordingly for faster service:

Appointments and Correspondence: admin@kaslo.ca

Billing and invoices: accounts@kaslo.ca

Public Works: publicworks@kaslo.ca



February 14th 2018

Certified to be a true resolution of the Council of the Village of Kaslo on February 13th 2018:

Whereas in late December 2017, Fortis BC submitted an electricity design application to the British Columbia Utilities Commission (BCUC) to determine how customers will be billed for the electricity they use;

And whereas there have been no scheduled Public Hearings in rural areas or communities exclusively serviced by Fortis BC announced by the BCUC, arguably leaving many customers, local governments and other stakeholders:

- Unable to directly question the rate designs in a public setting;
- Unaware of the importance of this period of public consultation to their economic interests;
- Without time, resources or tools to reasonably or objectively analyze the prospective impact of the rate design application and associated streetlight applications.

Therefore, be it resolved that Council submit to the BCUC its position that it stands by its previous resolution of July 11th 2017 AND FURTHER THAT the applicant be asked to provide at its own expense the following information:

Box 576, Kaslo, British Columbia V0G 1M0

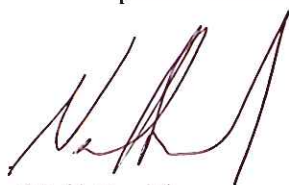
Tel. 250-353-2311 Fax. 250-353-7767

E-mail: admin@kaslo.ca

<http://www.kaslo.ca>



- Comparative average household impact analyses for customers in Kaslo as compared to average residential customers in a similar electrical heating-reliant community within the BC Hydro service area, with longitudinal and multivariate projections over a multi-year term;
- Comparative business, industry and institutional impact analyses on the same terms as above;
- Comparative data for how each municipality and Regional District is billed for streetlight power consumption, maintenance and renewal on Fortis BC-owned poles across the service area now and in the future if the related applications are approved;
- All data and analyses requested provided in an accessible format with sufficient time for review and discussion throughout the service region before the time for public comment is over.



Neil Smith
Chief Administrative Officer

Cc: Wayne Stetski, Member of Parliament
Hon. Michelle Mungall, Member of the Legislative Assembly
Union of British Columbia Municipalities
Association of Kootenay Boundary Local Governments
Regional District of Central Kootenay



Village of Kaslo
Incorporated 1893

July 13th 2017

Certified to be a true resolution of the Council of the Village of Kaslo on July 11th, 2017:

Whereas in the fall of 2017, FortisBC will be submitting an electricity rate design application to the British Columbia Utilities Commission (BCUC) to determine how customers will be billed for the electricity they use;

And whereas two-tier rate billing practices have been argued to be:

- failing to meet their stated objective of achieving an optimal level of conservation and energy efficiency;
- failing to target energy inefficient customers as an appropriately designed "conservation" rate should;
- charging higher rates to energy efficient customers while charging lower rates to energy inefficient customers;
- price discriminating against customers who are solely reliant on electricity for space and water heating, charging them rates above the cost of new electricity generation;
- charging higher rates to the 5% of customers who consume the most electricity per household (because they use electricity for heating) in order to subsidize the rates of the majority of customers (who use fossil fuels rather than electricity for heating);
- producing results that are contrary to the objectives of the Provincial Energy Plan, forcing electric heat customers to switch from renewable, emission-free hydro to natural gas, wood and heating oil, thereby increasing greenhouse gas emissions and harmful air particulates.

Therefore, be it resolved that Council submit to the BCUC and Fortis BC its position that any new electricity rate design be structured to incentivize the use of efficient electric heating and eliminate price discrimination against customers with the smallest carbon footprint.



Neil Smith
Chief Administrative Officer

Box 576, Kaslo, British Columbia V0G 1M0

Tel. 250-353-2311 Fax. 250-353-7767
E-mail: admin@kaslo.ca
<http://www.kaslo.ca>



Kootenay Bioregion Food System Design, Study and Plan

Fact Sheet for Policymakers and Potential Project Partners

Institute for Sustainable Food Systems
 Kwantlen Polytechnic University, Richmond, British Columbia
 February 14, 2018

What is the proposed project?

The Kootenay Bioregion Food System Design, Study and Plan is a research project to provide information about:

- the capacity and potential to increase food production and processing for local markets in the Kootenay bioregion;
- whether, and to what extent increasing bioregional food production could improve food self-reliance, benefit the economy, and create business opportunity and jobs;
- the potential to reduce some detrimental environmental impacts from food production in the Kootenay bioregion; and
- the current policy gaps that hinder such a food system, and proposed policy changes to address these gaps.

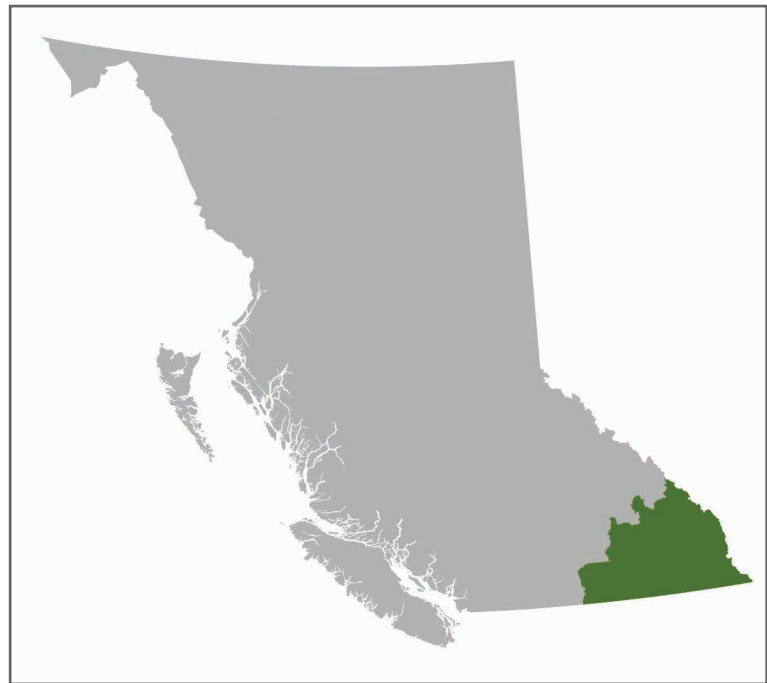


Figure 1: The Kootenay Bioregion located in the South East corner of British Columbia

The project models a number of future food system scenarios that are applied to baseline data garnered from fieldwork, Census of Agriculture, BC Ministry of Agriculture, Agricultural Land Commission and other sources. The scenarios represent possible outcomes of choices we make, and evaluate a range of food production, ecological, and economic indicators including: food self-reliance and imports, greenhouse gas emissions, nutrient balances, wildlife habitat impacts, employment, income, GDP, tax revenue, etc. When compared to our current situation, these outcomes can be used to help understand the impacts of decisions we might make, and how they impact the outcomes we could seek to achieve. In others words, the study methodology and outcomes enable ‘what if’ analysis. The project then outlines the necessary policy changes to achieve desired outcomes, as well as actionable strategies to advance the bioregional food system envisaged.

The objective of the study is to bring forth data driven information regarding the food production, resource utilization, environmental stewardship, and economic potentials of a substantially more bioregional focused food system that will operate in conjunction with and complement export market focused agriculture.

Why should local and regional governments support this work?

Our current food system is challenged by serious issues including climate change and fresh water limitations, disruptions in food supply, global economic instability, population growth, resource depletion, and loss of arable land. At the same time as food prices soar, agriculture is struggling economically, farmers are aging and young people are not choosing farming as a career because it is difficult to make a living wage. Re-localizing our food system, we believe, will address many of these challenges, increase our future food self-reliance, sustainability, and benefit our local economy and community health and well-being.

- The study provides **accurate data regarding costs and benefits** of food system change, and **policy analysis and recommended actions** in support of sustainable local food systems.
- The study provides information that can **increase the self-sufficiency of our local food system in the face of issues like climate change.**
- The Kootenay bioregion has valuable farmland, and this study will illustrate **why it needs to be farmed, and how it can be effectively used.**
- An increasing number of **community groups are advocating for sustainable local food systems** and the information that will be produced by this study. Community groups include Kootenay Food Co-op, Kootenay & Boundary Food Producers Co-op, Kootenay Local Food Society, West Kootenay EcoSociety and West Kootenay Permaculture Co-op among others.
- **Local governments, MLAs from the bioregion, BC's Ministry of Agriculture, and BC Ministry of Health are likely to support this study** as it advances local and provincial priorities for agriculture and our food system.

How does this project build on pre-existing agricultural planning work?

The Kootenay Bioregion Food System Design, Study and Plan will consider and build upon ongoing food system planning and other related work to support a local and sustainable agriculture in the bioregion. The Boundary Agriculture and Food Security Project (slated for completion in spring of 2018) is one such initiative that the Bioregion Food System Design and Study can work to support and expand upon.

Also, various OCP's in the Kootenay bioregion include objectives focused on strengthening the food system sector. For example, in the Kootenay- Boundary Area 'B' OCP, objectives include:

- To encourage the preservation of agricultural land;
- To support and promote the economic viability of the agricultural sector;
- To encourage farmers in the Plan Area to minimize their impacts upon the environment through the implementation of environmentally sound agricultural practices;
- To encourage and promote farms and farming in the Plan Area; and
- To support the preparation of an Agricultural Area Plan for the Greater Trail Area.

In addition, the Regional District of Kootenay- Boundary's Strategic Plan objectives of Environmental Stewardship and Climate Preparedness can be well-served by the proposed project.

What areas does the Kootenay bioregion include?

For this project the Kootenay bioregion includes lands within the Kootenay-Boundary, Central Kootenay and East Kootenay Regional Districts. Portions of the Columbia-Shuswap Regional District may ultimately be included.



Figure 2: Areas within the Kootenay Bioregion as identified for the Kootenay Bioregion Food System Design, Study and Plan

Who does the work?

The project will be led by Kwantlen Polytechnic University's Institute for Sustainable Food Systems (ISFS). The ISFS is an applied research and extension unit at KPU that investigates and supports regional food systems as key elements of sustainable communities. ISFS staff will work with other post-secondary researchers (e.g. Selkirk College, College of the Rockies, University of British Columbia), regional/ provincial government and community organizations. Although the ISFS is headquartered in the Lower Mainland, a Kootenay based ISFS research associate will facilitate and coordinate project engagement on the ground in the bioregion, and ISFS researchers will travel to the bioregion for focus groups, meetings and workshops throughout the project. Other Kootenay based project staff may be hired as local data collection, linkages to existing work (for example, water availability data, agriculture land zoning, existing agricultural plans and studies) and local fieldwork are central to the project.

The proposed Kootenay Bioregion Food System study will be the third project of its kind; ISFS recently completed the ground-breaking, 5-year Southwest BC Bioregional Food System Design Project. Project results and reports are available online at www.kpu.ca/isfs/swbproject.

The Okanagan Bioregion Food System Design, Study and Plan has been funded, will begin spring 2018 and span 2 years.

What's the time line and what would it involve?

Once funding and partners are secured the project will span approximately two years and include establishing food system parameters and indicators with key stakeholder groups, data gathering, configuration and input, scenario generation and output analysis, policy analysis and recommendations, and the preparation of reports and presentations to local governments and stakeholders. Local partners are engaged throughout the process. A start date of Spring 2019 is possible.

Who are likely partners?

- Ministry of Agriculture
- Regional District Governments
- Columbia Basin Trust
- Real Estate Foundation of BC
- Regional First Nations
- Selkirk College
- College of the Rockies
- Kootenay Co-op

How much would it cost and who would pay for it?

The total project budget for two years is anticipated to be approximately \$250,000 (we are gaining methodological and economic efficiencies as we do more of this work), potentially funded and supported through cash and in-kind by the proposed partners listed above. The ISFS, with key partners, is prepared to spearhead funds acquisition, including preparation and submission of grant applications.

What are the next steps?

- Ask any questions you may have about the project.
- Discuss the benefits of a Kootenay bioregional food system with elected officials, community groups, constituents, and staff.
- Confirm that you want the study to be undertaken.
- Identify a project liaison and potential members of the project advisory committee.
- Contribute to the ISFS developing a funding strategy and pursuing grant funds acquisition.
- Potentially advocate for the allocation of grant matching funds for this project from local-regional government.
- Advocate for the project in discussions and decisions around the subject.

Who can I contact if I have questions or want more information?

Kent Mullinix- Director, Institute for Sustainable Food Systems

email: kent.mullinix@kpu.ca

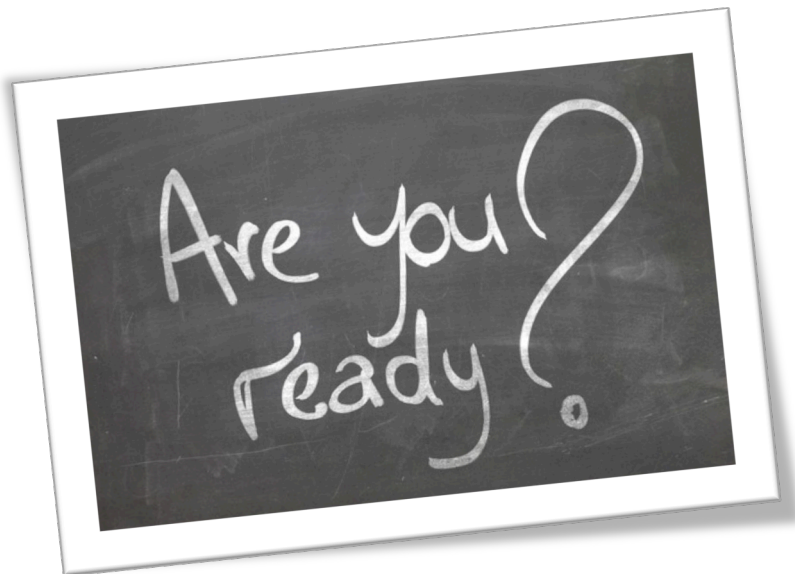
phone: 604-612-1252

XIa



Subject to Change

April 18 – 20, 2018
2018 AKBLG Convention and AGM



Disasters can strike at any time, are you prepared for the unexpected?

**Is your community prepared, can you afford for it not to be?
It's not important until it is!**

Thank you to all our Sponsors for their generous and ongoing support of the Association of Kootenay Boundary Local Government's Annual Convention and AGM, your support is greatly appreciated!

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2017-2018 AKBLG Executive

| | | |
|----------------|--------------------|-------------------------------|
| President | Rob Gay | Director Area C & Chair, RDEK |
| Vice President | Roly Russell | Director Area D & Chair, RDKB |
| Past President | Deb Kozak | Mayor Nelson |
| Director | Garry Jackman | Director Area A, RDCK |
| Director | Jason Clarke | Mayor Silverton |
| Director | Ron Popoff | Councillor Cranbrook |
| Director | Clara Reinhardt | Mayor Radium Hot Springs |
| Director | Ange Qualizza | Councillor Fernie |
| Director | Marguerite Rotvold | Councillor Midway |

2018 Convention Planning Committee

| | |
|--------------------|-------------------------------------|
| Mary Giuliano | Mayor, City of Fernie |
| Ange Qualizza | Director & Councillor Fernie |
| Joe Warshawsky | Councillor Fernie |
| Garry Jackman | Director Area A, RDCK |
| Ron Popoff | Director & Councillor Cranbrook |
| Clara Reinhardt | Director & Mayor Radium Hot Springs |
| Marguerite Rotvold | Director & Councillor Midway |
| Carolyn Maher | AKBLG Executive Director |
| Sheryl Zral | Convention Coordinator |

Transportation

Sponsored by: Fernie Alpine Resort

Delegate Bags

Columbia Basin Trust

Website Design

3Birds Consulting

AKBLG Mission Statement

To assist our members in providing effective, responsible and accountable local government through dialogue, education and advocacy.

Convention Theme

The City of Fernie is pleased to host the 2018 Association of Kootenay & Boundary Local Governments (AKBLG) Convention. The theme this year is “Emergency Preparedness in Local Governments: Response, Recovery and Reflection” Are you prepared? Can you afford not to be?

We hope to learn from one another’s experiences and return home with new information and tools to help protect our communities as well, reconnect with old acquaintances and make a few new ones.

Thank you for attending!

Welcome

Delegates, honored guests, and sponsors;



On behalf of the AKBLG Executive I want to welcome you to our Convention and Annual General Meeting.

From early season flooding to late season wildfires, 2017 presented many challenges and opportunities for local governments in the realm of emergency preparedness and management.

I am excited to welcome you to this year’s convention as we gather together to share our experiences, learn for one another, network and reconnect.

I want to thank the AKBLG Executive committee and the City of Fernie’s Convention planning team for their hard work on organizing this year convention. I trust you will use your time to learn, contribute, and have some fun. Many of our Kootenay Boundary towns have amazing history.

For those new to the Elk Valley don’t leave Fernie without a basic understanding of the legends and myths of the Fernie Curse, the Griz, The Three Sisters and the Ghost rider.

Thank you for your participation and enjoy your stay.

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

Rob C. Gay,
AKBLG President

Mayor's Welcome at AKBLG

It's a distinct pleasure to welcome everyone to the 2018 AKBLG Annual Convention hosted by our community.

Our Convention focus this year centers on "Emergency Preparedness, it's not important until it is."

Within this theme interesting panels and sessions will showcase the importance of communities being prepared for any crisis.

Together we will learn from past experience to gain new ideas to protect our communities and our people.

2017 was a year that will be remembered for warnings, evacuation alerts and orders and also for learning on how to deal with and recover from numerous fires that plagued much of our province including in our Kootenay and Boundary regions.

The organizing committee believes this is a perfect time to address issues that we face each year. We hope to also provide opportunity to meet new people, renew past contacts and discuss problems of mutual interest.

While in Fernie take some time to explore our City and the beautiful Elk Valley. There are unique shops and restaurants to leave each with a memorable experience that will encourage you to return. Our history is rich in fact and folklore with a strong Arts and Culture component that includes many different nationalities and our First Nations people.

Fernie is well known for world class skiing, fly fishing, trails and other outdoor sports. But most of all we're known as a friendly, inviting community.

So again, welcome, enjoy the convention, enjoy our city and have a wonderful time.



A handwritten signature in black ink that reads "Mary Giuliano". The signature is written in a cursive, flowing style.

Mary Giuliano - Mayor
City of Fernie



Association of Kootenay Boundary Local Government – Convention 2018



Fires, floods, landslides, heavy snowfalls and ice storms are predicted to become more common as our climate continues to heat up, making Emergency Management plans and actions an even more important part of our future.

Over 800 people were evacuated from their homes locally last summer due to numerous fires, and smoke was prevalent for much of the summer. While the provincial and federal governments have important roles to play in emergency response, municipal governments truly have the leadership role.

That role is both short and long term.

Short-term it is critical to have good written plans in place, test out elements regularly and undertake continuous improvements. It also means ensuring that local First Nations are an integral part of Regional Plans, which also contributes to reconciliation.

Long-term, municipalities must continue to be leaders in reducing CO₂, conserving energy and building a green energy economy. It is at the local level that real progress can and must be made in combating climate change.

You are the leaders who make things happen on-the-ground every day! You are the ones who have the primary responsibility to keep us safe! You are the ones who will build a better future for Canada!

Thank you for who you are what you do!!

Wayne Stetski
Member of Parliament
Kootenay Columbia
Wayne.Stetski@parl.gc.ca

Dear Delegates,

It gives me great pleasure to welcome you all to the Association of Kootenay and Boundary Local Governments 2018, hosted by Fernie, the heart of Kootenay East and home to world class recreation.

As a former councillor and director for the RDEK, I quickly learned the value of collaboration – collaboration with staff, with constituents, and of course, with local governments. Working together is paramount to crafting the best policies with regard to key issues such as the economy, the environment, and the social well-being of people living in our beautiful southeastern corner of this province.



AKBLG examines issues from a regional perspective. This ensures that we collectively brand ourselves to the world in the vision we all share. We are all in this together.

This year’s theme of “Emergency Preparedness” seems very timely. With the worst wildfire season in the province’s history barely behind us, we are still feeling the residual hardships of what a disaster can do to our livelihoods, to the places where we recreate, and to the livability of this region.

Disasters don’t start and stop with wildfires, as there is a whole host of nasty things that Mother Nature can throw at us. Being prepared can mean the difference between life and death as well as profit and loss.

Take the time to enjoy each other’s company, visit our surroundings, thank a volunteer, and please support those businesses that support this event because without them, we can’t look after you.

A final thank you to Mayor Giuliano, CAO Norm McInnis, Fernie City Council and staff, and the countless volunteers for setting up what will truly be a successful event.

I trust you will love your stay, and please if you have any questions or concerns I would be more than happy to pass them off to Mayor Pratt (ha!).

Have a great event!
Sincerely,

Tom Shypitka, MLA
Kootenay East
Critic – Energy, Mines and Petroleum Resources

KEYNOTE SPEAKER:

Chief Joe Pierre Jr. | 7 Generations of Relationships and 7 Generations of Reconciliation.

Joe Pierre was raised in the Community of ʔaqʔam formerly known as the St. Mary’s Indian Reserve and is a citizen of the Ktunaxa Nation. He attended the University of Calgary in the Fine Arts. At the U of C Joe met several other First Nations people interested in Theatre and they collaborated together to form the Crazy Horse Theatre Company. The company mounted several productions in Calgary all of which were written by Aboriginal writers.

Joe also worked for a season with the CBC production “North of Sixty”. Joe was a storyteller at the very first Proctor Storytelling Festival and he has presented at several other festivals throughout the Kootenays. Currently he is employed by School District 5 Southeast Kootenay and is a member of the Board of Directors for the First Nations Education Steering Committee. Joe served as a Councillor for the St. Mary’s Indian band for 8 years and was a member of the Board of Governors for the College of the Rookies for 6 years. In the Fall of 2016 Joe was elected back to the ʔaqʔam council, this time in the capacity of Chief Councillor. He is a husband to wife Jennifer and a father to eleven-year-old Jude. Together they are known as “Triple J”.



Robert W. Gray, Fire Ecologist | President of R.W. Gray Consulting Ltd. Robert has over 30 years’ experience in the research and application of many facets of fire science, including fire regime reconstruction, behavior and effects analysis, national and international fire management policy, and hazardous fuel management.

Most recently he has focused efforts on gaining a better understanding of fire behavior in mountain pine beetle impacted stands, the impact on past fires on future fire spread and severity, and fuel treatment effectiveness.



**Daniel J. Derby, Chief Fire Officer |
Regional Fire Chief, Kootenay Boundary Regional Fire Rescue**

Dan has spent the last 32 Years in the Fire Service with a mix of Municipal, Regional, Paid-on-call and Career experience. He was awarded Canadian Association of Fire Chiefs – Chief Fire Officer Designation in 2014. The last 14 years with a focus on Emergency Management. In 2017 was appointed Regional Fire Chief for Kootenay Boundary Regional Fire Rescue/Regional District Kootenay Boundary.

Free time is spent traveling with his family as well he’s a member of the Kootenay Mountaineering Club and the Alpine Club of Canada, noting he enjoys the mental and physical challenges of mountaineering.



Our Speakers

Alan Westhaver, ForestWise Environmental Consulting Ltd.



During his career with Parks Canada, Alan Westhaver worked as a senior manager in the wildland fire program for nearly 25 years, including 17 in Jasper National Park. His responsibilities included fire suppression, prescribed burning, community wildfire protection and serving as fire behavior analyst on incident command teams. His national involvement in preventing wildland/urban interface fire disasters and finding ecologically-based solutions for reducing forest fuels now spans three decades.

Alan served on the Executive and Board of Directors of the Partners in Protection Association from 1992 – 2012. In retirement he continues that work as a consultant and has published two reports for the Institute for Catastrophic Loss Reduction on aspects of wildfire risk mitigation. His home and business (ForestWise Environmental Consulting Ltd.) are located in Fernie, British Columbia.



Brian Simpson, Wildfire Management Services, retired with over 37 years from the Provincial Government in 2015. Brian began his career working as a fire fighter moving up through the organizational ranks in a wide variety of positions. He then spent over 20 years as a senior manager in increasingly more challenging roles including 10 years as a District Manager within the forest ministry. The last 10 years of his career he was the Executive Director of the BC Wildfire Management organization in charge of arguably the largest wildfire management organization in Canada, with over 1400 employees and budget expenditures of \$100-\$325 million annually.

Since retiring from the public service Brian is now the President of “Brian Simpson Wildfire Management Services” 1041469 BC Ltd. providing consulting services in all aspects of wildfire management and forest management activities. Brian brings a wealth of knowledge and experience including a unique combination of strategic management skills and operational response in wildfire management including previous operational experience which includes the equivalent certification of a Type 1 Incident Commander.



Lisa Anderson, Executive Director, Cannabis Legalization and Regulation Secretariat

Lisa Anderson is the executive director of the Cannabis Legalization and Regulation Secretariat (the Secretariat), within the Policing and Security Branch in the Ministry of Public Safety and Solicitor General. The Secretariat is conducting policy work to support the development of the provincial regulatory framework for non-medical cannabis and is guided by the priorities of protecting children and youth, promoting health and safety, keeping the criminal element out of cannabis, keeping our roads safe, and supporting economic development. Lisa has been with the Ministry of Public Safety and Solicitor General for over 28 years and has extensive

experience leading the implementation of large operational and infrastructure projects.

In 2013, Lisa joined the Policing and Security Branch as Executive Director and Deputy Director of Police Services with responsibility for crime reduction, police standards, police training, and other key initiatives including the early work related to the 2015 federal decision to legalize non-medical cannabis. Lisa has been the provincial project lead for the safe implementation of legalized cannabis since the Secretariat was created in April 2017.

Gordon Ruth, FCPA, FCGA was previously the Executive Vice President of Certification and Operations for the Chartered Professional Accountants of BC.

Mr. Ruth was also the Chief Executive Officer for the Certified General Accountants of BC for almost five years. He has held several positions in the public sector, ranging from the federal government to BC Hydro.

He spent 15 years with the Greater Vancouver Regional District (now Metro Vancouver) where he became the Chief Financial Officer and helped steward the financial affairs of this regional federation of municipalities.



Sanford Brown, Building & Protective Services Manager – (Implementing the Plan in Emergencies)

More than 15 years ago, the Regional District of East Kootenay (RDEK) implemented - and regularly practiced - an emergency management program. Over the years, the RDEK has activated its program and Emergency Operations Centre numerous times in response to a wide range of events including: mudslides, debris flows, flooding, wildfire, ice storms and hazardous materials events.

Sanford Brown is the RDEK’s Building & Protective Services Manager and has a background in construction management. He was the Regional Emergency Operations Centre Director during the wildfires of 2017.



Loree Duczek is the RDEK’s Communications Manager and the lead Information Officer for the East Kootenay Emergency Management Program

Working hand in hand with the rest of the EOC team, Loree lead the public information / communication throughout the wildfire season. The RDEK has learned a number of valuable lessons over the years about the operational side of emergency management and the importance of not only having a plan, but continuously evaluating it.

During this plenary session, Brown and Duczek will provide an overview of their pre-season preparedness for elected officials, provide a detailed glimpse into this summer’s wildfire EOC activation and share lessons learned.

Our Speakers

Mike LoVecchio Director Government Affairs Canadian Pacific is a public relations professional with two decades experience providing communications solutions and advice to industry and government. He is Director, Government Affairs at Canadian Pacific, a transcontinental freight railroad with revenues of more than \$6.5 billion in 2017 and operations in six Canadian provinces and 11 American states. Mike has taken advanced dangerous goods training at the Security and Emergency Response Training Center in Pueblo, Colorado and is a qualified train conductor.



Previously, Mike was spokesperson for Canadian Pacific. He has also been a Communications Manager and spokesperson for the British Columbia Ministry of Transportation, an entrepreneur, an aide to federal Cabinet Ministers, a public affairs consultant, a campaign manager, a media coach and a scuba diving instructor. Mike's strengths include crisis communications, media relations, public relations, event management, issue management, branding, positioning and presentations in a results-oriented environment. He has produced conventions, documentaries, events, marketing tools and scripts for industry and government. Mike earned a Bachelor of Arts (Honors) from Trent University. He has also earned several recognition awards for public communications. In 2007, his team won a Telly Award for a government of British Columbia video production promoting the Pacific Gateway.



Cathy Peters, BC's Anti-human Trafficking educator, speaker and advocate is a former inner city secondary school teacher and volunteer for 2 Members of Parliament (John Weston- West Vancouver, Sea to Sky and Canada's human trafficking expert Joy Smith-Manitoba).

For the last 5 years, she has been working to raise awareness about the issue of Human Trafficking/Sexual Exploitation/Youth and Child Exploitation to every City Council, police agency, MLA and MP in BC.

Over the last 2 years Cathy has made over 120 presentations to the public, police and politicians (all 3 levels of government) about this rapidly growing pandemic that is now aggressively targeting our youth, children, and those who are vulnerable.

Cathy has been awarded 3 RCMP Challenge Coins: from Coquitlam, Surrey, and Richmond for her advocacy. Cathy is married to Allan, an architect, and they have 3 amazing (grown) children.



Matthew Colling, British Columbia and Yukon Emergency Management, Senior Manager for the Canadian Red Cross.

He has deployed in both domestic and international responses and is an advocate for better and more practical disaster preparedness that promotes individual, family, and community resilience programs. Before working at the Red Cross, Matthew was an Executive Director at HELP International, a non-profit based in the US that focused on public health, education, and business projects in 12 countries.

He has been a board chairman for Sowers of Hope, a non-profit that supports education in the war-torn region of eastern DR Congo. He worked as a consultant for Empower Playgrounds, a non-profit that promotes education through electricity-generating playground equipment in Africa. Matthew has also worked in Belgium for a non-profit

whose mission was to protect victims of human trafficking. Matthew holds a BA from Simon Fraser University and a MS from Brigham Young University, as well as certificates in Catastrophic Technical Shelter Coordination, and Humanitarian Shelter Coordination through Oxford Brooks University of England. He currently lives in New Westminster BC with his wife, and 2 young daughters and enjoys triathlons, chess, rock and ice climbing.



Ryan Kuhn, Emergency Coordinator - East and West Kootenays Interior Health

Ryan Kuhn has been an Emergency Coordinator for the East and West Kootenay regions of Interior Health for the past 10 years. Prior to his current role, he was a Communications Officer for Interior Health and the editor of newspapers in Golden and Kamloops. He resides in Rossland, BC.

James Maynard, President & CEO, Wavefront Canada's Centre of Excellence for Wireless Communication and Research

As President and CEO of Wavefront, Canada's Centre of Excellence for Wireless Commercialization and Research, James has brought together a team of experienced wireless industry and business professionals to help achieve the company's mandate of engaging wireless companies and innovators with critical resources, partners and opportunities, to drive economic and social benefits for Canada.



James is an accomplished business development strategist with a proven track record of creating innovative business practices and partnerships for the technology sector. As Founder of VST Canada, James helped grow the company to be Canada's largest digital narrowcasting network and was part of the team that closed VST's joint venture with Daktronics to form Fuelcast Media Network. Prior to VST, James established Sapient Technologies Group, a successful business strategy consulting firm for early to mid-stage technology companies.

James has held several Board positions and is the past Chair of the Okanagan Research Innovation Council (ORIC). James was awarded the 2013 IEEE R.H. Tanner Industry Leadership award for his contributions and accomplishments in engaging government and industry in the wireless ecosystem. James holds a Bachelor of Administration with Distinction from the University of Regina and completed the Executive Marketing program at Queen's University Graduate Studies.

Our Speakers

Andrew Brooke, Director of Smart Communities and Clean Technology, Ministry of Jobs, Trade and Technology

Andrew Brooke is a strategic policy, planning and public affairs leader with demonstrated success building partnerships and delivering key initiatives with government, business, academia, and not-for-profit sectors at the regional, provincial and federal levels. He has 15 years of stakeholder relations, partnership building, program management and government relations experience. In his current role as Director of Smart Communities and Clean Technology at the Ministry of Jobs, Trade and Technology, he interacts with leaders in government and across BC's Technology sector to continue the growth of the cleantech sector and support the growth of technology across the province.



Andrew has worked in the provincial government supporting the growth of BC's technology sector, he managed TransLink's Public Consultation and Community Engagement department in Vancouver, was the Director of Policy for the Canadian Energy Pipeline Association in Calgary and was a political advisor to the federal Minister of Transportation and a political advisor to a Senator from the Okanagan-Similkameen. Andrew earned his BA in English Literature and Political Science from the University of British Columbia and his MSc in Environment and Sustainable Development from University College London in London, England.



Christina Moore, Communications Manager, District of Squamish

A resident of Squamish since 2003, Christina Moore has spent 20 years working in the field of communications with leading organizations in the Sea to Sky Corridor. Christina joined the District of Squamish as Communications Manager in 2012 at a time when the organization was embracing a more open and transparent communication style and philosophy. She has driven the development of the District's social media platforms, facilitated strong working relationships with local media, and helped lay the foundation for the District's adoption of the International Association of Public Participation (IAP2) framework.

Christina takes an active role in the Emergency Operations Centre as Information Officer and has led communications for such local emergencies as the 2015 dock fire.

Christina was previously director of communications at the Whistler's annual World Ski and Snowboard Festival, managed her own PR consultancy with clients such as the Sea to Sky Gondola and Quest University and was a contract instructor in tourism marketing at Capilano University. She holds a BA in Political Science from Western University, and a Public Relations Certificate from Humber College. Christina loves to ski and mountain bike and enjoys the incredible natural playground that her hometown of Squamish offers, with her husband and two young daughters.



Dan Erikson, Chief Operating Officer, Lightship

Dan is the co-founder and head of operations (COO) at Lightship, a BC-based software company that specializes in field operations and critical event response. Dan has extensive experience applying technology to emergency response, and has provided operational support to wildfire, floods, extreme weather events, and search and rescue.

Before starting Lightship, Dan spent more than 10 years managing large-scale data analysis projects that informed government policy and commercial resource extraction in North America and overseas. At Lightship, Dan combines his real-world experience with technology to create powerful operational tools that are intuitive and easy-to-use in day-to-day or emergency situations.

Lightship partnered with Emergency Management BC to use their common operating software in several different emergency response situations.



Virginia Holden, MCIP RPP, is the Director of Housing Policy in the Ministry of Municipal Affairs and Housing.

Virginia has led projects related to responding to tent cities and homelessness, creating affordable market housing in communities and improving social policy outcomes for Indigenous peoples.

Jennifer Hill, RPP MCIP, is the Acting Director of Planning of the Planning and Land Use Management Branch in the Ministry of Municipal Affairs and Housing.

Jennifer has led key land use policy initiatives in areas including affordable housing, climate action and development finance, and brings experience in planning consulting, architecture and non-profit governance to her work in the public sector.



Tours & Events

Wednesday, April 18th

Tour A

Mine Tour – Sparwood, Elkview Mine

Tours take around two hours depending on weather and including travel time. The actual tour is likely to be approximately one hour.

Mining was an integral part of the Elk Valley history and still is today. Delegates will have the opportunity to experience a mine tour and get a glimpse of our coal mining past as well, how technology has changed over the years to today's current open pit mining.



Tour B

Heritage Walking Tour of Fernie –

Approx. 45 minutes – 1 hour

Rum Running and Whiskey Six

On the surface, Fernie might seem like any mountain town: beautiful vistas, interesting shops and over 90 accessible hiking and biking trails. But if you dig a little deeper, you will discover a rich and dramatic history.

Explore the story of Rum Running and Whiskey Six and discover how these people and events have helped to shape Fernie as we see it today. Discover the story of the three larger-than-life king-pin Rum Runners – Emilio Picariello, Jack Wilson and Mark Rogers – who ruled the illicit liquor trade from Lethbridge to Fernie down as far as Spokane, Washington. (Fernie Museum)



Wednesday, April 18th**Welcome Reception****Time:** 6:30 – 9:30pm**Place:** [Fernie Heritage Library](#) – 492-3rd Avenue*Sponsored: Canadian Pacific Railway*

The staff at the Fernie Heritage Library are proud to host the Welcome Reception at 492-3rd Avenue. Bring your Reception ticket to receive a complimentary beverage, sample an array of sweets and try some of the finest Canadian artisanal cheese and specialty cheeses from around the world from Fernie's very own [Le Grand Fromage](#).

The up and coming Fernie born & raised musician Linden Gigliotti will impress everyone with his own unique style. Linden first picked up a guitar about 6 years ago, and he's never looked back.

**Thursday, April 19th****Pre-Banquet Fun!****Time** 5:15 – 6:15ish**Place:** [Fernie Heritage Museum](#) – 491-2nd Avenue

The Fernie Heritage Museum will be hosting the pre-banquet event. Follow the steady stream of AKBLG participants entering the museum and wonder no more. There might not be a 1920's style peep hole, to look through, but guaranteed you'll enjoy yourself once in. Bring your pre-banquet ticket to be allowed in!

**AKBLG Gala Banquet****Time:** 6:30 – 11:00pm**Place:** Fernie Family Centre – 521-4th Avenue

Time to relax and enjoy "Good Food, Good Company, Good Conversation, a Great Time to be had by all. Catch up with old acquaintances or kick off your shoes and dance the night away with Brian Brons and his Band of Brothers.

2018 AKBLG Convention Agenda

Venue's: Fernie Community Centre & Park Place Lodge

Tuesday, April 17th, 2018

10:00 - 4:00pm

Pre-Convention Workshop – Interior Health Association – [Drinking Water Workshop](#)



Lodge

Park Place

Wednesday, April 18, 2018

8:00 - 5:00pm

Registration Open – “Complimentary Food and Beverages”

Fernie Community Centre

8:00 - 10:00am

Set up for Trade Show. Trade Show opens at 10:00am,

Fernie Community

9:00 -12:00pm

Centre

CP Rail Emergency Equipment & Electric Car Demonstration

(Outside the venue at the Fernie Community Centre)

10:00 - 12:00pm

Tour A: Mine Tour – Sparwood,

Elkview Mine

10:00 -12:00pm

Tour B: Historical Walking Tour - Rum Running and Whiskey Six

Fernie Museum

Inclément weather alternative educational program - (Fernie and Morrissey Internment Camps)

12:00 -1:00pm

Buffet Lunch

Fernie Community Centre

1:00 -1:45pm

Welcome Delegates

Fernie Community

Centre

- ❖ Mary Giuliano, Mayor, City of Fernie
- ❖ Opening Remarks by MC – Intro to Convention Theme, format and schedule
- ❖ Rob Gay, AKBLG President - Welcome to Delegates
- ❖ Wendy Booth, UBCM President - Welcome and Update
- ❖ Leah Main, FCM Director - Welcome and Update

2 Min
2 Min
2 Min
20 Min
8 Min

34 Min

42 Min

8 Min

Sponsor Presentation: Columbia Basin Trust - Johnny Strilaeff President and CEO
Columbia Power Corporation - Johnny Strilaeff Acting President and CEO

1:45 - 2:45pm

Keynote Speaker: Chief Joe Pierre, ̓aq'am Community, St Mary's Band –
7 Generations of Relationships and 7 Generations of Reconciliation

Fernie Community Centre

2:45 – 3:00pm

Refreshment Break & Trade Show

3:00 - 4:10pm

Plenary Panel Discussion: Robert Gray | Brian Simpson | Alan Westhaver & Dan Derby.
Wildfire Threat – Facing New Reality –
Learning from Fort McMurray and other Fire Disasters

Fernie Community Centre

4:15 - 5:00pm

Concurrent Sessions:

Session A – Virginia Holden, Unlocking Housing Affordability Together

Fernie

Community Centre

| | | |
|---------------|---|-------------------------|
| | Session B – Lisa Anderson, Cannabis Regulation in BC | Park |
| | Place Lodge | |
| 5:00 - 6:30pm | Dinner Around Town - Shuttle Service – Every half hour | |
| 6:30 - 9:30pm | Welcome Reception - Fernie Heritage Library (<i>Desserts Wine & Cheese</i>) Sponsored by: Canadian Pacific Railway Entertainment: Linden Gigliotti | Fernie Heritage Library |
| 5:00 – 9:30pm | Shuttle Service – Every half hour | |

Thursday, April 19, 2018

| | | |
|------------------|---|-------------------------|
| 7:00 - 8:15am | Breakfast Buffet – Sponsored by ICBC | Park |
| 9:00 - 5:00pm | Place Lodge | |
| | Trade Show | Fernie Community Centre |
| 8:30 - 9:00am | Opening Ceremonies | Fernie Community Centre |
| | <ul style="list-style-type: none"> ❖ MC calls the room to order – beginning of the procession of Dignitaries 2 Min ❖ Officials Marched in by Piper & CST. Debra KATERENCHUK, RCMP 2 Min ❖ National Anthem – Fernie Academy 2 Min ❖ First Nations Welcome, Chief Mary Mahseelah, Tobacco Plains Band 5 Min | |
| | Official Welcome | |
| | <ul style="list-style-type: none"> ❖ Mary Giuliano - Mayor of Fernie 3 Min ❖ Rob Gay – President, AKBLG 3 Min | |
| | Delegate Welcoming Address | |
| | <ul style="list-style-type: none"> ❖ Hon. Wayne Stetski, MP 5 Min ❖ Hon. Tom Shypitka, MLA (<i>Video</i>)? 3 Min | |
| | | 25 Min |
| 9:00 – 10:30am | AKBLG Business Meeting , Rob Gay, President | |
| | 90 Min | |
| | Introduction of Executive AGM Business Meeting | |
| | Life Member Presentations Resolutions begin | |
| 10:30 – 10:45am | Refreshment Break | |
| 10:50 – 11:00 am | Debra Kozak, Chair, Columbia River Treaty Local Government Committee | 10 Min |
| 11:00 – 12:10pm | Plenary Panel Discussion: Gordon Ruth Loree Duczek Stanford Brown | |
| | <ul style="list-style-type: none"> ▪ Exercising Emergency Powers for Community Evacuation ▪ Implementing the Plan in Emergencies) | Fernie Community Centre |
| 12:15 - 1:15pm | Buffet Lunch | Fernie Community Centre |

| | | |
|------------------|---|-------------------------|
| 12:30 – 12:40 pm | Sponsor Presentation: Blair Weston, Fortis,– (Interior in-line Inspection Project) | 10 Min |
| 1:30 – 2:30pm | Plenary Panel Discussion – Andrew Brooke Christina Moore Dan Erickson James Maynard BC Ideas Showcase – The Possibilities of Tech & Innovation in Emergency Management Presented by the Ministry of Jobs, Trade & Technology, this session explores opportunities for communities of all sizes to use technology differently through the Smart Communities movement and in emergency preparedness and recovery. | Fernie Community Centre |
| 2:30 – 2:50pm | Refreshment Break & Trade show | |
| 3:00 – 3:45pm | Concurrent Sessions: | |
| | Session A – Loree Duczek Mike LoVecchio, Crisis Management | Fernie Community Centre |
| | Session B – Cathy Peters, Prevention of Youth and Children Sexual Exploitation | Park Place Lodge |
| 3:50 – 4:00pm | Sponsor Presentation: Municipal Finance Authority (MFA) | |
| 4:00 – 4:15pm | Last call for AKBLG Nominations | Fernie Community Centre |
| | Sponsor Presentation: ❖ Jean-Marc Lacasse, CEO Southern Interior Development Initiative Trust (SIDIT) | 5 Min |
| 4:20 – 5:00pm | Break & Trade Show (<i>Last chance for trade show</i>) | Fernie Community Centre |
| 5:00 – 11:00pm | Shuttle Service – Every half hour | |
| 5:15 - 6:30pm | Pre-Banquet Entertainment! | Fernie Heritage Museum |
| 6:30 – 7:15pm | Pre-Banquet Cocktails | Fernie Family Centre |
| 7:30 – 11:00pm | Gala Banquet | Fernie Family Centre |
| 7:15 - 8:30pm | Prime Rib Buffet | |
| 9:00 - 11:00pm | Entertainment: Brian Brons and his Band of Brothers | |

Friday, April 20, 2018

| | | |
|-----------------|---|-------------------------|
| 7:00- 8:45am | Breakfast Buffet | Park Place Lodge |
| 9:00 - 10:15am | Plenary Panel Discussion: Mike LoVecchio Ryan Kuhn Matthew Colling In your community – Building Interconnected teams – partnerships followed by Question & Answer Period | Fernie Community Centre |
| 10:00 – 10:30am | Refreshment Break Evaluations | Fernie Community Centre |
| 10:30 - 11:45am | AKBLG Resolutions | 60 |

| | | |
|-----------------|---|--------|
| | min Clara Reinhardt / Deb Kozak – Celebrating the Kootenays and Boundary Areas | 15 Min |
| 11:45 - 12:30pm | Convention Closing <ul style="list-style-type: none"> ❖ 2019 Host Community - Castlegar ❖ Announcements, Closing Remarks ❖ Grand Prize Draw (<i>must be present to win!</i>) ❖ Buffet Style food for travel ❖ End of Convention | |

We hope you enjoyed your time in Fernie, thanks for joining us, travel safe!

1:30 – 4:00pm

Post-Convention Workshop – BC Municipal Climate Leadership Council | **April**

20

Onsite after the AKBLG Convention

Park

Place Lodge

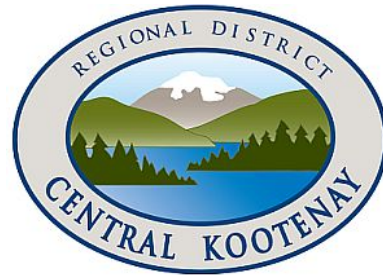
To register visit www.clicfernie.eventbrite.ca.

The workshop is free but registration is limited. For information about the event, or BCMCLC, please contact Janice Keyes with Community Energy Association at 604-561-0646 or jkeyes@communityenergy.bc.ca.

DIAMOND



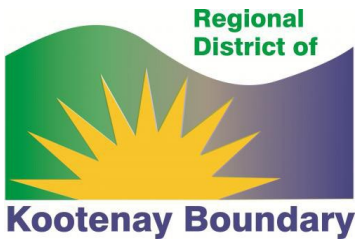
PLATINUM



GOLD



SILVER

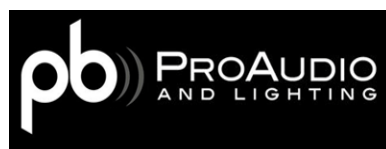


BRONZE





OTHER SPONSORS







Leadership starts with Knowledge.

Your community needs a leader.
With the right tools and guidance, that could be you.

Join our free workshop - In just 2 ½ hours, you can learn about emerging solutions and strategies to lead your community in taking climate action. You will build on this knowledge to gain real-world tools that reflect your specific local needs.

“High Impact Leadership on Climate Action” is for locally elected officials and will provide tailored content that you can bring back to your community with confidence to start addressing climate action.

"Great mix of technical, political and practical."

Join Travis Streb, a communications coach with High Impact Lab, for an interactive session focused on communicating with conviction, building support for climate action, communicating during emergencies, and the need for high impact leadership.

Learn about effective programs that you can adapt to your community from local sustainability specialists from the Regional Districts of East and Central Kootenays. Find out how electric vehicles, BC's new Energy Step Code, solar gardens, green building rebates and community outreach programs can be adapted to communities of all sizes and locations.

Small discussion groups will focus on leadership as well as the tools and next steps to help you lead your community into the green future you desire.

- **April 20 from 1:30 - 4:00 pm**
- **Onsite after the AKBLG Convention 2018 at the Park Place Lodge in the Dining Room**
- **Hosted by the BC Municipal Climate Leadership Council**



"Excellent event. The future is coming fast and this session was on top of what elected officials need to know to meet it."

To register visit www.clicfernie.eventbrite.ca. The workshop is free but registration is limited. For information about the event, or BCMCLC, please contact Janice Keyes with Community Energy Association at 604-628-7076, ext. 705 or jkeyes@communityenergy.bc.ca.

AKBLG Convention and Annual General Meeting MOU

This Memorandum of Understanding is dated _____ and is between the Association of Kootenay & Boundary Local Governments (AKBLG) Executive and the Convention Host Local Government of _____

Goals

The primary goal of the AKBLG Convention and Annual General Meeting is to support our membership by providing a program that offers educational sessions on current issues, inspiring keynote speakers, networking opportunities and to hold the AKBLG Annual General Meeting.

The event is a revenue generator for operating funds for the AKBLG.

It is recognized that the event is an opportunity for the Host Community to showcase local talent and facilities and derive some economic benefits.

1. Convention Organizing Committee will be comprised of;
 - 1.1 AKBLG Convention committee appointed by Executive
 - 1.2 AKBLG Executive Director
 - 1.3 Contract Event Coordinator
 - 1.4 Host Local Government appoints committee members as advisors and liaisons with local businesses.
 - 1.5 The Chair will be appointed from within the AKBLG Convention Committee.
 - 1.6 The AKBLG Convention Committee has authority to make all decisions relating to the AGM and Convention
2. The Convention Organizing Committee will develop a schedule of regular meetings whereby members are invited to attend either in person or by teleconference.
3. Duties of the Convention Organizing Committee include;
 - 3.1 Managing the program content including presenters, keynote speakers, opening ceremony, AGM and study sessions.
 - 3.2 Creation of the Convention budget.
 - 3.3 Registration:
 - 3.3.1 Civic info accessed via AKBLG website

3.4 AKBLG staff will coordinate with local volunteers, the onsite registration including filling the neck pouches per individual registrations and filling the Convention delegate bags with gathered materials, i.e. swag

4 Duties of the AKBLG Executive;

7.1 To appoint Committee members to the Convention Organizing Committee.

5 The AKBLG Executive Director is responsible for;

5.2 Providing templates and reference documents to the Convention Coordinator using the experience gathered in the AKBLG Operations Manual* for planning the Convention.

Note: *Currently in development.

5.3 Organizing, managing the content, and executing the Annual General Meeting and AKBLG Executive meetings immediately before and after the Convention.

5.4 Supporting the AKBLG President and Board in managing the relationships of multi-year sponsorships of the Convention.

5.5 Sending VIP invitations

6 Duties of the Host Local Government:

6.2 Host Local Government will demonstrate they meet the hosting criteria. This shall include:

6.2.1 Ability to host 200 persons in plenary.

6.2.2 Must have 3 breakout rooms, one could be the plenary space.

6.2.3 Catering capacity to feed breakfast and lunches for 200 people.

6.2.4 Trade show must be proximal to the convention plenary session venue, and include the ability to accommodate at the minimum 15 * 10x10 booths.

* Recognizing the importance of sponsorship to the event and that having additional space for booths provides potential for acquiring additional sponsorships.

6.2.5 The Convention facilities must be accessible for people with disabilities.

6.2.6 Day 1 Welcoming Reception, licensed and mostly standing for up to 200 people.

- 6.2.7 Day 2 Banquet as a sit-down dinner and provide entertainment for 200 people.
- 6.2.8 In Kind contribution of the Host Community to include use of Municipal facilities, equipment and staff for the event.

Ongoing support includes:

6.3 Appoint community advisors to the Convention Organizing Committee

- 6.3.7 Ensure enough local volunteers and/or staff to meet the needs of the organizing committee during the event.
- 6.3.8 Providing information and recommendations to assist with planning: Opening ceremony, movement of people, meals, and social events/activities, facilities options, etc.
- 6.3.9 Assist with negotiating rates for hotels, venues, caterers, entertainers, contractors, etc and with bookings.
- 6.3.10 To assist with the management of the coordination of venue and sponsors set-up for the trade show.
- 6.3.11 Post event collaboration with the Convention Coordinator and Executive Director to produce a final report of the event.

Acknowledged by:

MAYOR OR ELECTORAL AREA DIRECTOR
HOST LOCAL GOVERNMENT

PRESIDENT
ASSOCIATION OF KOOTENAY & BOUNDARY LOCAL GOVERNMENTS

Committee Name

Convention Organizing Committee

Type

Standing

Purpose

The primary goal of the AKBLG Convention and Annual General Meeting is to support our membership by providing a program that offers educational sessions on current issues, inspiring keynote speakers, networking opportunities and to hold the AKBLG Annual General Meeting.

1. The event is a revenue generator for operating funds for the organization
2. It is recognized that the event is also an opportunity for the Host Community to showcase local talent and facilities and provide some economic benefits
3. The AKBLG will typically hold the Convention and Annual General Meeting the third week of April every year, Wednesday – Friday.

Authority

The Chair(s) will be appointed by the AKBLG Executive and will be a member of the AKBLG board

The Convention Organizing Committee will recommend a Convention Budget for approval by the executive

The AKBLG Convention Committee has authority to make all decisions relating to the AGM and Convention within the constraints of the approved budget. (When consensus cannot be reached by committee members, the decision rests with executive members on the committee.)

Membership

Convention Organizing Committee will be comprised of;

- AKBLG convention/AGM committee appointed by Executive
- AKBLG Executive Director
- Contract Convention Coordinator
- A maximum of 3 Host Local Government appointees as advisors and liaison with local businesses.

Meeting arrangements

The Convention Organizing Committee will develop a schedule of regular meetings whereby members are invited to attend either in person or by teleconference. The frequency may vary dependent upon where in the planning process they are.

Meeting notes will be prepared and distributed by the **Convention Coordinator** or ED.

1. QUORUM hasn't been discussed – at least one AKBLG member and the ED?

Reporting

The Convention Committee Chair(s) will report at regular meetings of the Executive or when an issue arises which may be time sensitive and requires a decision by the full board.

Deliverables

The Convention Organizing Committee will execute a successful Convention and AGM.

The AKBLG Convention and Annual General Meeting will be open to;

- AKBLG members
- Support staff for member local governments
- Sponsors
- Guest Speakers/Presenters
- Media

- Invited guests approved by the Convention Organizing Committee

The following individuals shall be offered complimentary Convention registrations:

- Prime Minister
- Premier
- Cabinet Ministers
- Members of the Legislative Assembly representing ridings within the AKBLG region
- AKBLG Life Members
- British Columbia Members of Parliament representing ridings within the AKBLG region
- The President of UBCM
- The President of FCM
- The President or designate from other Chapters of BC Local Area Government Associations; SILGA, NCLGA, AVICC, LMLGA

NOTE: Complimentary Convention registrants are required to pay their own travel and accommodation expenses.

Host Community

1. Expressions of interest for hosting the AKBLG Convention and Annual General Meeting should be provided two (2) years in advance for review by the AKBLG Executive.
2. When accepting expressions of interest for hosting the AKBLG Convention and Annual General Meeting, the AKBLG Executive will take into account deciding factors such as ability to accommodate, other concurrent special occasions, and location of recent AGM's. Whenever possible the location of AGM will rotate between East Kootenay, Central Kootenay and West Kootenay/Boundary.
3. The AKBLG Convention and Annual General Meeting is considered a function of the Host community with regards to security and liability

Clara 2018-2-28 9:33 AM

Comment [1]: Do we really need this???

Clara 2018-2-28 9:36 AM

Comment [2]: Is this realistic?

Clara 2018-2-28 9:36 AM

Comment [3]: Does the MOU cover this/

4. The Host Community and AKBLG will sign the AKBLG Convention and Annual General meeting MOU outlining the expectations of the Executive and the host community
5. The host local government, in partnership with the AKBLG Executive, will design a theme and logo.

Presenters

Presenters at the AKBLG Convention will be offered complimentary registration for the day they are presenting including one meal prior to or following their presentation. It will be up to the discretion of the AKBLG Convention Committee as to whether to extend this to a complementary registration to the full convention; recognizing this is a budgetary item.

NOTE: Presenters are required to pay their own travel, accommodation expenses and meal package.

Refunds

Notice of non-attendance at the Convention and Annual General Meeting with requests for registration refunds must be made two-weeks prior to the Convention. If non-attendance is the result of emergency circumstances, refunds may be made at the discretion of the AKBLG Executive. AKBLG will withhold the administrative fee associated with the refund; generally, \$50.

A group photograph will be taken of the AKBLG Executive annually at the AKBLG Convention and Annual General Meeting.

Review

Review annually post event.



Summary of Notes from the AKBLG Board Workshop January 19, 2018

Operational Plan 2018

Education and Advocacy for and on behalf of members remains the strategic priorities of the board. A new direction was taken on both of these topics, as outlined in the notes below.

CONVENTION AND AGM

The convention committee will create a report that outlines a shift in responsibility. The AKBLG will maintain fiscal and program control. Communication will be created with consideration to all involved.

Lunch at UBCM will be casual networking and not business.

The board would like to be more aware of the educational needs of its members. (Although this was not in the bike rack, there was some discussion about it. I suggest this topic be revisited at a future meeting)

ADVOCACY

Rob Gay will get an update regarding the CRT by the end of January and report back to the AKBLG board.

Advocacy is one of two identified strategic missions of the AKBLG. The board commits to track and follow up on actionable advocacy issues. The resolutions committee will present high priority recommendations to the board (top 2 resolutions). The board will assess the best strategy for advocating for its members.

There was an earnest willingness expressed to being open to more diverse ways of advocating on behalf of members.

ROLE CLARITY

The HR committee agrees to review Schedule A of the Executive Director's job description and give direction and clarity as to the scope of items in that schedule.

The HR committee will collect information from other parallel organizations regarding the ED's decision-making authority.

The HR committee will review schedule B and discuss with the ED to come to mutually agreeable terms.

The ED will submit a report on convention communication before the March meeting.

EFFICIENT BOARD MEETINGS and COMMITTEE WORK

The board members agree to move to a partial consent driven agenda. It was agreed that the Executive Director would send out a comprehensive agenda package to all members of the board a week ahead of meetings. Amendments will be sent out two days ahead of meetings. Board members are responsible to file reports as agreed and to read all items. If there is a report they have questions or concern about they can request that it be pulled out of the consent agenda and put on the discussion agenda.

The calendar will be populated with a meeting and event schedule before the March meeting—Rob Gay.

There is a strong sentiment for keeping the existing board members on in recognition of succession success and continuity.

The board remains open to including other association members on committees in order to increase capacity.

COMMUNICATION AND TRANSPARENCY

A pdf file of the agenda and minutes from board meetings will be posted on the AKBLG website. --Carolyn, Jason.

Future Emails to members will have imbedded links of website addresses rather than a bunch of attachments. --Carolyn

SCOPE

In order to be successful at the operational goals for 2018, the AKBLG board recognizes that they receive many requests that have the potential to take energy away from their strategic focus.

The board agrees to continue to be open to entertaining input from a variety of groups. A discussion was held about what should be “in scope” and what is out. (the graphic of a reverse donut, which morphed into a semi-permeable bagel was used) The criteria to make an item the business of the AKBLG board is as follows:

- The item of issue has broad application to the members.
- It clearly fits the mandate of the organization (education, advocacy on behalf of the members)
- It involves members collaborating
- It is public as opposed to private
- The AKBLG is the most suitable group to manage the issue

Other issues/items are not within the scope of the AKBLG for 2018.

THE PARKING LOT (bike rack) –the following items require attention

Further discussion is required leading to appropriate action regarding involvement in advocating for members in the CRT.

Follow up with the HR committee and the ED regarding role clarity and decision making authority.

Carolyn will report on information regarding a conference line at or before the next board meeting.

LGLA bi-election.

There is a recognized need for a communication strategy.

There is a recognized need for a way of determining how to best solicit resolutions that require action (not UBCM).

February 27, 2018
Policy Committee Meeting Report to the Executive

Submitted by; Chair Ange Qualizza, Director Jackman, Director Reinhardt, Director Clarke

The policy committee met on January 25, 2017 with the goal of amending and editing language in our Policy Draft Bundle to support the language that already exists in our new Bylaw and Constitution. From that meeting, we took on actions to amend, collapse and create new documents.

The meeting minutes from the January 25 meeting and associated action items are in the Policy Committee folder in Drop Box.

On February 27, 2017 we met to review and approve our action items for inclusion in the Executive agenda. The minutes from this meeting can be found in the Policy Committee folder in Drop Box.

Recommendations from this committee to the Executive;

- The HR Committee receive the HR Policy document for review and add input.
- The Executive action as a priority a Communication Strategy further to our Strategic Planning conversation.

You will see in this agenda for your approval;

- Updated Policy Draft Bundle
- A Sponsorship MOU (non- Convention related)
- (Potentially) Updated Convention Policy - in progress

Policy Handbook Table of Contents

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| 2018 - 010 | Pre-convention Workshops |

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Standing and Select Committees

1. The AKBLG shall have standing committees for the following:
 - Resolutions
 - Convention Organizing
 - Nomination and Election
 - Human Resources (HR)
2. Each committee shall consist of three members from the Executive including Officers and Directors at Large.
3. The Executive appoints members to each Committee. Members will serve the appointment until the end of the AGM when all of the new committees are struck. Should a vacancy occur on a Committee, for whatever reason, the Executive may appoint a director for the remainder of the vacant position's term. The Executive may remove any member of a Committee under the same principals as outlined in the Constitution and Bylaws for missing executive meetings, that being a Director shall be considered resigned from a committee after being absent from two (2) consecutive committee appointed meetings unless:
 - a) A written rationale for the absence has been received by the committee chair prior to any further absences and
 - b) There is approval of the Executive to accept the rationale
4. The terms of reference for the Resolutions committee and the Nomination and Election committee shall be as stated in the AKBLG bylaws and as further outlined by respective policies. The terms of reference for the Convention Organizing Committee shall be as outlined in a separate policy document and in accordance with the Convention and AGM MOU. The terms of reference for the HR (human resources) committee shall also be outlined in a separate policy. The HR committee shall deal with issues arising from both internal and external relationships with the AKBLG.
5. The Executive, at its pleasure, may appoint select committees to deal with issues and events as they arise and will provide the terms of reference for each select committee including start and completion dates for the work of the committee. A Policy committee shall be established as required to update existing or draft new policy.

Building Structure into the Organization

Policy 2018 - 001

1. The Association of the Kootenay Boundary shall have the following standing committees;

- Governance/ Policy
- Resolutions
- HR Committee
- Nomination and Election
- Convention Organizing

2. Each committee shall consist of three members from the Executive including Officers and Directors at Large.

3. The Executive appoints members to each Committee. Members will serve the appointment until the end of the AGM when all of the new committees are struck. Should a vacancy occur on a Committee, for whatever reason, the Executive may appoint a director for the remainder of the vacant position's term. The Executive may remove any member of a Committee under the same principals as outlined in the Constitution and Bylaws for missing executive meetings, that being a Director shall be considered resigned from a committee after being absent from two (2) consecutive committee appointed meetings unless:

a) A written rationale for the absence has been received by the committee chair prior to any further absences and

b) There is approval of the Executive to accept the rationale

4. The terms of reference for the Resolutions committee and the Nomination and Election committee shall be as stated in the AKBLG bylaws and as further outlined by respective policies. The terms of reference for the Convention Organizing Committee shall be as outlined in a separate policy document and in accordance with the Convention and AGM MOU. The terms of reference for the HR (human resources) committee shall also be outlined in a separate policy. The HR committee shall deal with issues arising from both internal and external relationships with the AKBLG.

5. The Executive, at its pleasure, may appoint select committees to deal with issues and events as they arise and will provide the terms of reference for each select committee including start and completion dates for the work of the committee. A Policy committee shall be established as required to update existing or draft new policy.

** Each committee should have a terms of reference (ToR) that at a minimum describes purpose, scope and authority of each committee. Best practice is review all committee ToR regularly, this should be an agenda item for the first meeting following the AGM.*

Terms of Reference Template

1. Committee Name: _____

2. Type (standing, ad hoc, advisory - related to another project)

3. Purpose: (what the committee will do, why it was created)

4. Authority: (what decision making authority the committee has)

5. Membership: (number of members, how they are appointed)

6. Meeting arrangement: (meeting frequency, quorum, details about agenda items and minutes, how they will be distributed and who prepares them)

7. Reporting: (who the Committee reports to, in what format, how often)

8. Deliverables: (the requirements of this committee)

8. Evaluation (the Board will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishments of the yearly deliverables. Performance will take place immediately prior to the AGM.

9. Review: (state the ToR next review date)

Terms of Reference - Governance Committee

1. Committee Name: *Governance Committee*

2. Type (standing, ad hoc, advisory - related to another project)

- *Standing*

3. Purpose: (what the committee will do, why it was created)

- *The Governance Committee is responsible for reviewing new and existing policy, creating terms of references for new committees and to advise the board on the adequacy and effectiveness of the governing policies.*
- *The objective of this committee is to ensure good governance, accountability and transparency.*

4. Authority: (what decision making authority the committee has)

- *The governance committee will investigate issues, and actions where necessary and bring proposed actions to the board in the form of a recommendation.*

5. Membership: (number of members, how they are appointed)

- *The Executive will appoint three members to the committee.*

6. Meeting arrangement: (meeting frequency, quorum, details about agenda items and minutes, how they will be distributed and who prepares them)

- *Meetings will be held by telephone, in person and called by the committee chair.*

7. Reporting: (who the Committee reports to, in what format, how often)

- *The committee reports to the Board with an update in writing at every meeting of the Executive.*

8. Deliverables: (the requirements of this committee)

- *The governance committee will ensure that all policy and procedure documents are;*
 - A. In accordance with the current Constitution and Bylaw;*
 - B. Align with current organizational priorities;*
 - C. Are effective in achieving their mandate;*
 - D. Are consistent with other policy documents.*

8. Evaluation:

9. Review: (state the ToR next review date)

The Board will review these terms of reference every two years.

Committee Name

Nominations

Type

Standing

Purpose

The committee will ensure that:

- *the membership has an opportunity to nominate/be nominated for positions on the upcoming years Executive.*
- *There are enough candidates to fill the openings on Executive*

Authority

The Nomination Committee will seek eligible candidates in accordance with Bylaws.

Membership

The Executive appoints members to the Committee which typically includes the past President. Members will serve the appointment until after the AGM all the committees are struck. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a director for the remainder of the vacant position's term. The Executive may remove any member of the Committee.

Meeting arrangements

Meetings will be held by telephone or in person, and called by the Committee Chair.

Reporting

The committee reports to the membership prior to the AGM, as well as ensuring there is opportunity to take nominations from the floor at the AGM.

Deliverables

The committee will ensure that nominations of potential Executive members is:

- A. In accordance with the AKBLG Constitution and Bylaw;*
- B. Are consistent with other policy documents.*

Evaluation

The Board of Directors will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishments of the yearly deliverables. The performance will take place immediately prior to the AGM.

Review

The Board of Directors will review these terms of reference as deemed necessary

Committee Name

Convention and Annual General Meeting

Type

Standing

Purpose

The committee supports the primary goal of the AKBLG Convention and Annual General Meeting to support our membership by providing a program that offers educational sessions on current issues, inspiring keynote speakers, networking opportunities and to hold the AKBLG Annual General Meeting.

Authority

This committee has authority to make all decisions relating to the AGM and convention as outlined in the AGM Convention MOU between Host Community and the AKBLG Executive

Membership

As per section 2 of the MOU for AKBLG Convention and AGM, AKBLG executive representation will be:

- *Minimum of three (3) members of the AKBLG Executive appointed by ??*
- *The AKBLG Executive Director*

Meeting arrangements

The Convention Organizing Committee will develop a schedule of regular meetings whereby members are invited to attend either in person or by teleconference. Frequency will typically increase closer to the event date. Minutes and agendas will be prepared and distributed by the host community.

QUORUM hasn't been discussed – at least one AKBLG member and the ED?

Reporting

Committee reports to the Executive at regular meetings, unless something emergent occurs, at which time a special meeting will be called.

Deliverables

A successful AGM and Convention including post event reporting as per the MOU between Host Community and the AKBLG Executive.

Review

Annually

DRAFT

Committee Name

Resolutions Committee

Type

Standing

Purpose

The Resolutions Committee is responsible for providing assistance to members with the crafting and submission of resolutions, reviewing and suggesting revisions to such resolutions, and facilitating the resolutions session of the AGM.

Resolutions may be brought before the membership including but not limited to resolutions pertaining to:

- Promotion and advancement of membership concerns to UBCM on proposed changes in legislation, regulations or Government policy;
- Direct interaction with Senior Governments on matters of interest to the Association;
- Coordination of actions or communications between members and other area local governments;
- Working in cooperation with other Local Government Associations.

[I don't think the committee has been, or should be, responsible for communications with UBCM]

Authority

The Committee makes recommendations to the Executive of the AKBLG, pertaining to the creation, revision, endorsement, and implementation of resolutions.

The Committee also makes recommendations to the Executive [OR THE MEMBERSHIP: THIS HASN'T BEEN CLEAR IN THE PAST] as per whether to endorse or not endorse resolutions, after receiving comments from UBCM.

The Committee also has the authority to determine whether a resolution received within 60 days of the AGM shall be considered as a Special Resolution or a Late Resolution.

Membership

Composed fewer members than constitutes a majority of the AKBLG Executive.

The Board appoints members to the Committee. Members will serve the appointment until after the AGM at which time all committees are appointed. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a director for the

remainder of the vacant position's term. The Board may remove any member of the Committee.

Meeting arrangements

Meetings will take place via whatever means (e.g. in-person, videoconference, or teleconference) is deemed appropriate to a majority of the committee.

Quorum is the majority of the committee members.

Minutes will be taken at each meeting and shared with the committee members for comment and then with the Executive.

Meetings will be called by the Chair. As well as other meetings, the Committee will typically meet immediately after the submission deadline for resolutions (60 days prior to AGM; in order to suggest any amendments to members and identify resolutions to send to UBCM for comment), and again as soon as is practical after comments are received back from UBCM (approximately 30 days prior to the AGM; in order to recommend endorsement or resolutions).

Reporting

The Resolutions Committee reports to the Executive of the AKBLG.

Deliverables

- (i) A set of resolutions endorsed by the association membership, directed toward action for the AKBLG Executive, the UBCM, or otherwise.
- (ii) The Resolutions Committee shall determine whether to entertain resolutions as "Special Resolutions". This includes any resolution pertaining to a new issue that has arisen within 60 days of the Annual General Meeting.

Note: If the Resolutions Committee supports entertaining such a resolution, a Special Resolution will still require a two thirds vote in support of consideration prior to being introduced onto the floor of the Annual General Meeting, and may only be introduced after all Ordinary Resolutions have been considered or if two thirds of the Delegates present determine to hear the resolution immediately. [CROSS REFERENCE TO THE BYLAWS HERE?]

Review

The Board of Directors will review these terms of reference every two years.

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Convention and Annual General Meeting.

1. The AKBLG will typically hold the Convention and Annual General Meeting the third week of April every year, Wednesday – Friday
2. Expressions of interest for hosting the AKBLG Convention and Annual General Meeting should be provided two (2) years in advance for review by the AKBLG Executive.
3. When accepting expressions of interest for hosting the AKBLG Convention and Annual General Meeting, the AKBLG Executive will take into account deciding factors such as ability to accommodate, other concurrent special occasions, and location of recent AGM's. Whenever possible the location of AGM will rotate between East Kootenay, Central Kootenay and West Kootenay/Boundary.
4. The Host Community and AKBLG will negotiate and both sign the AKBLG Convention and Annual General meeting MOU outlining the expectations of the Executive and the host community
5. The host local government, in partnership with the AKBLG Executive, will organize the Convention and Annual General Meeting and design a theme and program
6. A Convention Organizing Committee will be struck comprised of;
 - Host local government appointees at the discretion of the Host local government
 - Minimum of three (3) members of the AKBLG Executive
 - AKBLG Executive Director
7. The AKBLG Convention and Annual General Meeting will be open to;
 - AKBLG members
 - Support staff for member local governments
 - Sponsors
 - Guest Speakers/Presenters
 - Media
 - Invited guests approved by the Convention Organizing Committee
8. The Convention Organizing Committee will approve a Convention Budget
 - The host local government will input into the Convention budget an expense of \$10,000 to be paid to the AKBLG to cover AKBLG costs

- Any profit or loss realized by the Convention and Annual General Meeting will be shared 50% each between AKBLG and the host local government

9. The following individuals shall be offered complimentary Convention registrations:

- Prime Minister
- Premier
- Cabinet Ministers
- Members of the Legislative Assembly representing ridings within the AKBLG region
- AKBLG Life Members
- British Columbia Members of Parliament representing ridings within the AKBLG region
- The President of UBCM
- The President of FCM
- The President or designate from other Chapters of BC Local Area Government Associations; SILGA, NCLGA, AVICC, LMLGA

NOTE: Complimentary Convention registrants are required to pay their own travel and accommodation expenses.

10. Presenters at the Convention will be offered complimentary registration for the day they are presenting including one meal prior to or following their presentation. It will be up to the discretion of the Convention Organizing Committee as to whether to extend this to a complimentary registration to the full convention; recognizing this is a budgetary item.

NOTE: Presenters are required to pay their own travel, accommodation expenses and meal package.

11. Notice of non-attendance at the Convention and Annual General Meeting with requests for registration refunds must be made two-weeks prior to the Convention. If non-attendance is the result of emergency circumstances, refunds may be made at the discretion of the AKBLG Executive. The Host local government will issue refunds authorized by the Executive. The Host local government will withhold the administrative fee associated with the refund; generally, \$50.

12. The Host local government will submit their final report as outlined in the AKBLG Convention and Annual General Meeting MOU prior to the June AKBLG Executive meeting of the same year.

13. The AKBLG Convention and Annual General Meeting is considered a function of the Host community with regards to security and liability

14. The AKBLG Executive will request by January 15 prior to the event, a specific amount of time on the Annual General Meeting Agenda.

15. A Draft program will be presented to the AKBLG Executive by February 1st prior to the AGM. Once the final draft program is set by the host local government it will be communicated to the Secretary-Treasurer of the AKBLG and a meeting will be set up with the AKBLG Executive for review.

16. The final draft program will be posted on line by February 15th prior to the AGM.
17. Host local government will submit final financial statements and budget by August 15 of the AGM year.
18. A group photograph will be taken of the AKBLG Executive annually at the AKBLG Convention and Annual General Meeting

The meeting host Member shall have equipment available to reproduce copies of any Special Resolutions in the event that the sponsor has not been able to supply sufficient copies for the Delegates. The sponsor of the resolution will be responsible to cover any photocopying costs.

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Executive Director (ED)

1. TERM OF AGREEMENT

- The term of agreement will be a ___year period ending on December 31 of the second year
- The agreement may be renewed on or before January 1 of the following year.

2. DUTIES

- The services of the ED performed pursuant to the Agreement shall be: (insert from Schedule A)

3. PAYMENT FOR SERVICES

- The AKBLG shall pay the ED a monthly fee (as per the current contract) for professional services as outlined in Schedule A.
- A payment adjustment may occur with contract renewal.

4. MEALS AND EXPENSES

- Meals, accommodation and travel expenses incurred by the ED while performing the services outlined in this Agreement, will be reimbursed by the AKBLG when the ED is on approved travel status.
- Expenses referred to in Section 4 (a) of this Agreement shall be based on the AKBLG policy for travel expenses.

5. CONFLICT OF INTEREST

- The ED shall not, during the terms of the Agreement, do anything that will create a conflict of interest between the ED, their obligations to the AKBLG and the AKBLG Executive.
- Should the ED decide to run for public office while employed by the AKBLG the ED must take an unpaid leave of absence. If the ED is successful in holding public office they must resign their position with the AKBLG immediately.

6. ED STATUS

- The ED, while performing any services under this Agreement, is an independent contractor and has no status as an employee of the AKBLG.

7. PERFORMANCE ASSESSMENT

- A performance assessment will be undertaken by the HR Committee on an annual basis.

8. ED OBLIGATIONS

- The ED must maintain time records and books of account, invoices, receipts and vouchers for all expenses incurred, in form and content satisfactory to the AKBLG.
- The ED must treat all material as confidential and not permit disclosure without prior written consent of the AKBLG.
- The ED will be responsible for supplying all equipment necessary to efficiently and effectively perform the duties associated with the contract.

9. CONFIDENTIALITY, DOCUMENTS AND MATERIALS

- The ED shall treat as confidential all information or material supplied or obtained which comes to the attention of the ED as a result of their contract except in so far as disclosure of such information or material is necessary to enable the ED to fulfill the duties under the Agreement or as required by law or as permitted in writing by the AKBLG.
- All material produced, received or acquired by the ED in connection with this Agreement and any equipment or other property provided by the AKBLG to the ED shall be forthwith delivered by the ED to the AKBLG upon request or upon termination of the Agreement.
- The copyright in all such material shall belong exclusively to the AKBLG.

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Executive Expenses

1. Expenses shall be reimbursed for Executive Members on authorized business of the Association and they shall receive a meal allowance, if applicable at the average per diem amount of the 3 Regional District rates.
2. The current approved rate for meals is as follows:
 - Breakfast \$18.00
 - Lunch \$24.00
 - Dinner \$35.00
3. An Executive member of the AKBLG will be reimbursed for travel for fuel costs at a rate of \$.55 per kilometer.
4. The AKBLG Executive stipend for Executive Meetings including Executive approved Teleconference Meetings will be \$150 for the President and \$100 for the Past President, Vice President and Directors.
5. When an AKBLG Executive member is appointed to an external committee, the AKBLG will request funding for the appointee from the external committee at current AKBLG stipend and teleconference rates.
6. Up to two AKBLG Executive meetings per year will be over a 2 day period. A day is comprised of meeting and travel over a 4 hour period

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Membership Fees

1. In accordance with the AKBLG Constitution and Bylaws under s8.6, the annual membership fee structures shall:
 - be recommended by the Executive at the Annual General Meeting;
 - be adopted by a majority vote of Delegates at the Annual General Meeting;
 - be set annually or via multi- year rates; and,
 - be levied by the Executive to all Members annually and payable upon receipt.
2. Delegates to the Annual General Meeting whose Membership fees are in arrears shall not be eligible to speak of matters on the floor, vote, nor occupy a Director position in the Association

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Signing Authority.

1. In accordance with the AKBLG Constitution and Bylaws s4.1:
 - The Officers shall be signing authorities for the Association; further associated authorities and restrictions shall be established by Executive Policy
 - “Officers” means the President, Vice-President, Past-President/or one other Director appointed by the Executive, and Executive Director.
2. Limitations on spending authorities are as follows:

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Sponsorship

1. In order to support activities on behalf of its members, the AKBLG will seek financial support through sponsors from local and regional organizations and businesses.
2. Sponsorship may be general in nature (in support of the year round activities of the AKBLG) or may be specific to the annual conference or to periodic educational seminars.
3. Where possible, the AKBLG will seek to establish multi-year sponsorship agreements with regional organizations.
4. Sponsorship will be sought at various levels of financial contribution including platinum (\$ K), gold (\$ K), silver (\$K) and bronze (\$ K).
5. Sponsors for the year round operation of the AKBLG will be recognized through the AKBLG website.
6. Sponsors of the annual conference or educational seminars will be recognized for their support in the publications for the event such as the agenda package and on the AKBLG website. In addition:
 - Platinum and gold level sponsors at the convention and educational seminars will be specifically acknowledged during the event
 - Platinum level sponsors will be invited to give a three minute overview of the recent developments, innovations or activities of their organization at the beginning of one of the sessions at the event.
 - Sponsors are asked to not make statements of a partisan or political nature or to lobby the members during their address. Issues of a political nature or requests for specific support from any organization should be sent to the AKBLG Executive Director or president in writing as issues arise. The AKBLG will take appropriate steps to forward the information to members as a whole
 - Annual convention sponsors at the platinum and gold level will receive an offer to set up a trade booth at the annual convention. Trade booth parameters are outlined in the AKBLG annual convention policy document.

Memorandum of Understanding

When the Association of the Kootenay Boundary Local Government (AKBLG) collaborates with organizations the AKBLG requires that both parties agree to a mutual set of understandings about the nature of the relationship.

By describing the collaborative nature of the relationship in a simple non-binding Memorandum of Understanding the AKBLG seeks to better serve our collaborative partners and communicate to our membership the support we receive.

The Memorandum of Understanding (MOU) is entered into by and between:

- 1. _____
- 2. _____

A. Purpose of MOU

(Explain the collaborative relationship)

B. Roles and Responsibilities

(Clearly articulate the agreed upon roles and responsibilities each organization or agency will be providing to ensure the nature of the relationship is a success. This could include, targets, project goals, delivery of programs, staff training.)

Responsibilities/ Activities taken by AKBLG:

Partner Agency Agrees to:

C. Reporting Requirements

(Who will be responsible for collecting data as per deliverables of project, when the report will be submitted, and to whom).

D. Timeframe

This MOU will commence on _____ and will dissolve at the end of the grant funding period _____.

E. Agreement

This Memorandum of Understanding is the complete agreement between

_____ and

_____, and may be terminated by either party in writing at any time.

Association of Kootenay Boundary Local Government

Authorized Official Signature: _____

Printed Name and Title: _____

Address: _____

Email Address: _____

Partnering Agency Name: _____

Authorized Official Signature: _____

Printed Name and Title: _____

Address: _____

Email Address: _____

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Communications and Website

RESPONSIBILITY OF AKBLG EXECUTIVE

1. The Executive shall be responsible to ensure the website is maintained and remains current
2. The Executive will review and authorize any website additions that do not fit within the guidelines of this policy
3. All complaints, requests for updates, additions or alterations to the website from the Executive should be directed to the President of the AKBLG or the appointed designate

RESPONSIBILITY OF EXECUTIVE DIRECTOR (ED)

1. Day to day management of the AKBLG website shall be the responsibility of the ED
2. Management of the website by the ED will not include new website programming or alterations to existing programming of the website
3. The ED will be responsible for updates and addition of new information to the AKBLG website

RESPONSIBILITY OF MAINTENANCE/SERVICE PROVIDER

1. The contracted service provider will be responsible for the provision of technical support, maintaining the website programs and other related services including but not limited to addition of new programming, new services, URLs and linkages
2. No costs shall be incurred by the contractor that is not included in the service contract without the approval of the AKBLG Executive.

WEBSITE CONTENT

1. Acceptable content of the website shall be based on the following principles:
 - Is the content relevant to the purpose and vision of the AKBLG?
 - Is it provided by someone within the membership?
 - Is it global to our region and therefore our mandate?
 - Is it ethical and non-defaming?
 - Does it serve a need for our membership? (i.e. educational or announcements, etc.)
 - Is it clearly related and of value to the local governments within our boundaries?
2. Content which is generally appropriate for the site includes but is not limited to:
 - Links to local governments

- Use the website to provide the membership with updated and timely information regarding the activities of the AKBLG Executive
- Minutes of regular Executive meetings once they have been approved by the Executive. Notification that the minutes have been posted to the website shall be sent to all local governments and the UBCM
- Sponsor of the website on the main page. This identification shall be limited to a link to the website of the sponsor and recognition of their valued support. In the event that there are two or more corporate sponsors, the main page space(s) may be used equitably for the sponsors but must not exceed more than 1/5th of the page
- Information on the Convention and Annual General Meeting. A list of sponsors, the level of sponsorship and those involved with our tradeshow area shall be attached to the convention information with recognition of their support and our appreciation.
- Local government membership list
- Requests that do not fall within these guidelines shall be referred to the AKBLG Executive for consideration

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Life Memberships

1. Life Memberships may be granted by the Executive to persons who have held position(s) on the Executive of the AKBLG and/or to persons who have contributed extra-ordinarily to local government.
2. Notwithstanding (1.), past Presidents of the Association shall be Life Members.
3. The person being presented a Life Membership shall be so advised by the President.
4. All Life Memberships shall be presented at the Annual General Meeting.
5. Life Members shall have the privilege of the floor to speak once on any issue before the members at the Annual General Meeting but shall not be entitled to vote unless the Life Member is also a Member Representative.
6. Registration fees for the Annual General Meeting shall be waived for Life Members who are no longer serving as Member Representatives.

In accordance with the provisions of section 5.6 of the Bylaws of the Association of Kootenay Boundary Local Governments, the Executive hereby ratifies the following policy dated -----2018:

Pre-convention/ Post-convention workshops

1. The AKBLG will support one pre-convention and one post-convention workshop at each annual event.
2. The purpose of a pre/post-convention session is to provide additional learning and networking opportunities for our membership while they have already travelled to a common location in preparation for the Annual Convention and AGM.
3. The responsibility for the organization and implementation of the pre/post-conference session rests solely with the independent sponsor.
4. The AKBLG executive may **provide lists of contacts** ~~identify members~~ to assist the pre/post-convention sponsor **for** ~~with Contact persons for venues,~~ caterers and supplies within the Host Community.
5. ~~provide contacts for acknowledgment of and welcoming by local first nations~~
6. ~~welcoming of attendees on behalf of AKBLG~~
7. ~~access to Civic Info for pre-convention registration~~
8. **The AKBLG will provide a link on AKBLG website to promotional information for pre/post-convention session**
9. ~~offer access to trade show booth~~

Website Update Report

to February 27, 2018

- At the last Executive meeting it was decided to put minutes and agendas up on the website.
 - How far back do we want to go with minutes and agendas?
- We have set up a new email for Nominations – nominations@akblg.ca
 - The email forwards to the committee Chair and our ED
- <http://stats.akblg.ca> was set up. Happy data mining!
- At the last Executive meeting 3Birds was given the go ahead to reach out to our membership for permission to use their photos for background images.
 - This hasn't happened but is still in the works
 - It may happen after the AGM
- Cindy Pearce reached out to me re: the CRT pages on our website
 - The Regional Collaboration Committee page was re-posted as it is still relevant. The Committee continues to work on the CRT
 - Can the Executive please confirm the members of the Regional Collaboration Committee?
 - It was also pointed out that the CRT info was difficult to find
 - I have created a new menu tab called "Projects". I have placed the CRT pages under that menu tab.
 - Cindy asked 3Birds to quote her for some time to keep the CRT pages up to date as the AKBLG should no be paying for this
 - I gave Cindy my hourly rate and advised to put at least a couple of hours in her budget for the year based on what her needs are (text updates that she'd provide the text for)

- In addition to the above questions I have the following questions for the Executive:
 - Was it ok that I created a projects menu item and placed the CRT pages there?
 - If something like this occurs again how much latitude does 3Birds and the ED have to make these calls?
 - 3Birds is working with the ED to put up civic info listings and update the AGM & Convention pages. This work is outside the scope of our annual agreement and really should be considered work done under the AGM. It is my intention to track and donate my time for any AGM work done and use that information for planning in future years.
 - Is the Executive ok with 3Birds donating time to support the AGM?
 - It was suggesting that this donation be considered an in-kind sponsorship
 - Is the Executive ok with 3Birds being considered an in-kind sponsor for the work done for the AGM?

***** Please note that I have highlighted any questions requiring feedback in yellow *****