



Local Government in British Columbia

Presentation for:

Coastal Water Suppliers Association

Local Government Division



Introduction

- Donna Monteith, Administrator, Coastal Water Suppliers Association (CWSA)
- Cathy Bickford, Senior Advisory Officer, Governance and Structure Branch (GSB), Ministry of Community Sport and Cultural Development (CSCD)
- Dianna Porter, Advisory Officer, GSB, CSCD



History of Improvement Districts (IDs)

- Incorporated “public body” managed by elected trustees that operate one or more services in a specific area.
- IDs are incorporated by Letters Patent and the legislation falls under the *Local Government Act*



Letters Patent

- Letters Patent are incorporating articles
- Provides the improvement districts' objects (services provided)
 - i.e. the objects of the improvement district shall be the acquisition, maintenance, and operation of works for waterworks purposes and all matters incidental thereto
- Letters Patent also provide the improvement district boundaries, number of trustees, AGM details, etc.
- Landowners



Local Government Act (LGA) - Part 17

- General powers
 - Corporate powers and linked to carrying out objects (e.g. acquiring & holding land, borrowing money)
- Governance and Organization
 - Board of Trustees, elections, meeting procedures, AGM, Officers and employees
- Powers and Operations
 - Identifies powers that must be exercised by bylaw (e.g. entering into contracts, borrowing and securities, regulation, etc.)
- Taxes & Cost Recovery
 - Tax collection, notices, etc.)
- Regulations
 - BC Reg. 367/2008 (bylaw exemption regulation)



Provincial Role: Inspector of Municipalities

- Legislative framework - *Local Government Act* (LGA) & Regulations
- Oversight of financial matters for the entire local government system (including IDs)
 - ▲ Registration of bylaws (e.g.)
 - Financial bylaws (borrowing, tax)
 - Key operational bylaws (meeting procedures)
 - Regulation bylaws
- Providing advice and best practices



Role of Trustees

- **Representing Landowners**
 - Public consultation
- **Stewardship of Public Service**
 - Using resources effectively
- **Policy Making**
 - Decision based on a policy framework
- **Implementing Policy Decisions**
 - Bylaws, resolutions & policies



Role of Administrator: Implementing & Communicating Policies and Procedures

- Legislated requirement to appoint corporate and financial officers (s. 694&695&696)
 - Duties include: meeting minutes, records management, receiving money, etc.
- Providing advice/ recommendations
 - policy and procedures, decision making, expected behaviour, establishing codes of conduct, etc.
- Provides support to the Board to implement board decisions



Tools for Effective Relations: Meeting and Election Procedures

- Meeting Procedures Bylaws
 - Required to be registered with the Inspector
 - Includes procedures for agendas, minutes, voting, etc.
 - Brought into force by bylaw

- Elections Policies and Procedures
 - ID's procedures that describe in detail how elections will proceed are transparent and clear
 - Includes procedures for determining the result, voters list, registering to vote, etc.
 - Election procedures brought into force by resolution

- ▲ Both should be clear and concise to trustees, staff and landowners



Tools for Effective Relations: Trustee Orientation

- Orientation packages/information sessions for new/returning Trustees:
 - Information on Trustee roles and responsibilities;
 - Organizational structure and key contacts;
 - Bylaws, including the Procedure Bylaw and Indemnity Bylaw;
 - Understanding of Board Policies;
 - Legislative overview;
 - Information on Board accountability.

- Provide resources and tools:
 - Improvement District Manual
http://www.cscd.gov.bc.ca/LGD/gov_structure/library/improvement_district_manual.pdf
 - ID Trustee Handbook
http://www.cscd.gov.bc.ca/LGD/gov_structure/library/trustees_handbook.pdf
 - LGD website: <http://www.cscd.gov.bc.ca/lgd/index.htm>
 - Professional development opportunities



Tools for Effective Relations: Strategic Planning

- Strategic planning sets direction, priorities, and corporate objectives
 - With the Board of Trustees, establish a strategic plan that outlines key service goals and objectives of ID

- Consider:
 - Long-term planning (e.g. what will our residents need 10 – 20 years from now?)
 - Short-term priorities (e.g. what do we want to achieve as a board in the next 2 years?)
 - Asset Management (what upgrades do our systems need?)
 - Long-term borrowing (debt repayment commitments)



Tools for Effective Relations: Other Practices

- ▲ Professional assistance (mediator/facilitator)
- ▲ Consulting other ID's and professional organizations (eg. CWSA)
- ▲ Policy / Procedures on Trustee /Staff conflicts
- ▲ Developing codes of conduct for trustees



More Questions??

- Contact us at:

▲ lggovernance@gov.bc.ca

OR

▲ 250-387-4020