Late and Emergency Resolutions

To be considered for admission as an emergency resolution, the resolution must address a topic that has arisen after the regular deadline date for resolutions (June 30th). If this cannot be proven the Executive will not recommend that it be admitted for debate.

Late and emergency resolutions must be received at the UBCM office by Friday noon, September 20th to provide time for Executive consideration and later presentation to the 2002 Convention in the Report on Resolutions Received After the Deadline.

LIQUOR POLICY: NEW REGULATIONS

On August 12, 2002, the provincial government announced new liquor regulations that will come into force on December 2, 2002. The major changes in the new regulations are outlined below:

- Reduction in the number of liquor licences from 28 to 20. A maximum of 40 seats or 20% of capacity (designated drinking seats policy approved in December 2000 with local government input) to a maximum of 40 seats or 20% of capacity (designated drinking seats policy approved in December 2000 with local government input).
- Expansion of the number of drinking seats in existing licensed establishments — existing licences will be allowed to expand to building capacity load without any approval from local government.
- Change in operating hours for all liquor licensed establishments — will have the ability to operate from 9 a.m. to 4 a.m., but will require local government approval for any changes in operating hours.
-Licences will be required to check two pieces of identification for anyone appearing to be under the age of 25.
-Expansion of the maximum size of a restaurant to 40 seats or 20% of capacity to a maximum of 40 seats or 20% of capacity.
- Elimination of local government input into the building occupancy load.
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recently had the opportunity to attend portions of the annual meeting of Ministers responsible for local government. This meeting was held in Victoria with Minister Abbott the host and chair. We were also invited to a presentation by FCN to the ministers from across Canada. The presentation dealt with such things as affordable housing, federal involvement in municipal infrastructure, green funds, and the implications of trade agreements upon local governments. It is a significant step forward for UBCM to be a recognized part of these meetings and we would like to express thanks to Minister Abbott for making this possible. It is also a testament to the incremental approach to changing local - provincial relations. We realize there are huge disparities across the country in the way various provincial governments work with their provincial associations. Some are still far from recognizing local governments as an order of government! This meeting can be seen as a first step, going from the ‘breakfast meeting’ that sets the stage for the ‘full meal deal’ on local government recognition and participation with provincial ministers.

While BC generally compares very favourably to other provinces in the area of local provincial relations, I am troubled by the lack of consultation and respect for local government shown by some recent provincial actions. The lack of consultation on the repeal of the Pardners Act and on the changes to the Mineral Tenure Act, have what appears to be huge implications for local government. We now see changes to liquor regulations announced without consultation. And of course the themes of downloading and consultation look as though they will be major issues as we move into the 2002 convention.

There is no doubt that this will be a very significant UBCM convention with many major policy issues to consider. I hope you are able to attend and set these critical policy directions for the changing of local-provincial mandate.

Convening Web Sites

Union of BC Municipalities
www.civicnet.gov.bc.ca/ubcm/convention-2002
Whistler Tourism
www.tourismwhistler.com

UBCM Annual Surveys On-Line

UBCM Annual Surveys consists of approximately 80 pages in total. This year UBCM has for the first time put these surveys on the Internet on a password access basis only to the Chief Administrative Officer.

This will allow each municipality and regional district to enter their data as it is revised instead of just once a year thereby keeping the information current. It will also give members more flexibility when using it. The surveys are:

- Municipal Council Indemnity and Travel Expenses
- Senior and Exempt Staff Salaries
- Remuneration for Volunteer Firefighters
- Wage Rates and Benefits for Non-Union Municipalities and Regional Districts
- Regional District Board Indemnities and Expenses; and
- Salaries for Regional District Senior and Exempt Personnel

Executive Approves Proposed 2002 UBCM Budget

At its July meeting, the Executive approved the preliminary 2002-2003 UBCM budget. The budget contains a 2% increase in dues for the coming year. The graph below indicated that in 11 of the last 20 years there has been no dues increase.

Historically our dues increases are below inflation. The preliminary budget will be presented to the 2002 Convention.

In Memoriam

Director William (Bill) Bush Regional District of Okanagan-Similkameen

Many friends and colleagues are remembering the distinguished service and fine qualities of Bill Bush, Electoral Area Director for Cawston, BC. Mr. Bush represented his constituents and served the RDOS Board for twenty years, from 1980 until his untimely passing in May, 2001. He is survived by his wife Joan and son Will. Bill’s diplomacy, wisdom and generous nature are greatly missed. Joan Bush won her husband’s seat in a by-election and continues his work.

In Memoriam

The Village of Port Alice sadly reports to all his friends and colleagues at UBCM, the passing, June 21st, 2002, of Councillor Harvey Richardson, after a long battle with ill health. Harvey never missed a UBCM Annual Convention, and enjoyed the interaction with his peers at this and the many other committee meetings he attended, on behalf of the Village, the Regional District of Mt. Waddington, and on personal interest, during his 15 years on the Council. Full of fun and mischief, and always a gentleman, Harvey Richardson was an inspiration to all, as he enjoyed life to the fullest! Harvey’s interest and involvement in everything that Port Alice and the North Island had to offer will long be remembered and appreciated. Harvey was a friend to all, and will be greatly missed.
2002 Local Government Awareness Winners Announced

Best Local Government Web Site Awards - Given the difficulty in choosing from the among the excellent entries, the Local Government Awareness Committee chose the winners of the four exemplary local government web sites this year: one for communities of population 10,000 and under; one for medium sized communities between 15,000 and 50,000 population; one for communities larger than 50,000; and one for regional districts.

The Committee recognized the web sites of the following communities and encourages people to browse these sites and enjoy their content: Small Community: Village of Clinton (www.village-clinton.bc.ca) Medium-Sized Community: City of Penticton (www.city.penticton.bc.ca) Large Community: City of Surrey (www.city.surrey.bc.ca)

The Committee chose the following winners for the Year Long Award and the Month Long/Week Long Award: Year Long Award - The Year Long Award was given to the City of Langley. Month Long/Week Long Award - The Awareness Committee also agreed to give the Month Long/Week Long Award to the City of Penticton.

Awards will be formally presented at the UBCM Convention in Whistler on Wednesday September 25, 2002.

Congratulations to all 2002 winners!

RICHMOND FLEX HOUSE: Demonstrates solutions to making housing more affordable in the Lower Mainland

What are you looking for in a home? A home office? Easy access for wheelchairs or seniors with reduced mobility? Do you have a young family whose needs will change with every passing year? Meeting one or more of these requirements used to be a challenge—and it was virtually impossible to find them all in one home. It used to be that as your family grew, or your needs changed, you had two choices: to renovate, or to move. Not any more. Now there’s the Flex House—a revolution in adaptable, affordable housing.

The Flex House will be on display in Richmond. It is a one-size-fits-all design—a single home that can be configured for singles, couples, families, seniors and people with special needs. Its creative 2200-square-foot plan design focuses on affordability. It can be a four-bedroom family home, or quickly adapt to include a home office. Built and financed in partnership by the City of Richmond, Canada Mortgage and Housing Corporation (CMHC) and Pacific Western Development and designed by Tomizo Yamamoto Architects, the demonstration Flex House is a West Coast example of a global trend in housing. In other countries, similar approaches are called Universal Housing or Lifestyle Homes.

The demonstration Flex House is located at 3860 Regent Street, Richmond. The Flex House will be open for free public tours starting August 22. It will be open for tours for three months, and will be up for sale by the Sethi Charan Group. To make your appointment for a tour, please contact Rocky Sethi at 604.603.7885.

UBCM NEWS AUGUST 2002

Around the Province

EVERYTHING YOU WANTED TO KNOW ABOUT THE 2010 BID AT UBCM

Hosting an Olympic and Paralympic Games will be the biggest event in B.C.’s history and will see much of the world’s television audience fixated on British Columbian action.

What will the 2010 BID mean for municipalities across B.C.? Find out at UBCM.

Information booths and staff will be in the Atrium of the Conference Centre, and at the Westin Hotel. Representatives of the 2010 BID and B.C.’s Olympic Bid Secretariat will provide information on the sports—just what is the skeleton?—the venues, the athlete villages, and what it all can mean for you and your community at a 2010 Bid clinic slated for Tuesday, Sept. 24. Staff will provide tips on how sectors and businesses throughout the province can follow the lead of some B.C. businesses that benefited from the 2002 Salt Lake City Games. In addition, the Whistler 2010 Bid Information Centre, at 4365 Blackcomb Way, is just steps away from the conference centre, and staff there will be pleased to answer your 2010 questions. The centre will be open daily from 11-5.

Come out and learn about our Bid – the sustainability and legacies being built into it and its focus on B.C. culture. This is B.C.’s and Canada’s Bid and all of us to support.

WHAT WILL THE 2010 BID MEAN FOR MUNICIPALITIES ACROSS B.C.?

CitiesPLUS: A Destination for Greater Vancouver

Come and hear about Planning for Longterm Urban Sustainability (PLUS) at a breakfast session to be held on Wednesday during the UBCM Convention. Greater Vancouver is currently Canada’s entry into an international competition for developing a staged, 100-year plan for achieving sustainable urban systems. The plan envisions what sustainability looks like for each type of urban system, and the critical path for managing the transition. In this context CitiesPLUS is hoping to obtain input on what might constitute a healthy longterm relationship between Greater Vancouver, and the other towns and cities in British Columbia. This is your chance to become informed, and to help define a vision of how cities can work together over the longterm.
**Wood-built warehouse lifts eyebrows**

By Dorothy Brotherton

The Municipality of Delta is putting up a new warehouse—yawn. Not an inspiring kind of building, but let’s take a closer look before our eyes glaze over. What lifts this project out of boredom is that it’s not built in the usual warehouse way, of tilt-up concrete or steel construction.

Wood is the predominant material in the 800-square-metre, two-phase Delta warehouse. It’s a post-and-beam building, entirely wood except for a concrete slab, some steel columns and metal deck roofing. It’s built to maximize function and show responsibility for both the environment and the people’s dollars.

The structure selected was engineered wood with generous use of glue lam beams. Walls use laminated veneer lumber studs, and the wall construction features timber strands, rather than dimension lumber, because of the 24-foot height. The finish is exposed, stained plywood.

“Wood was chosen essentially because of its green aspect. Wood is renewable. It was a sustainability type of decision,” said Craig Duffield, of Larry McFarland Architects, designers of the building.

Wood construction cost slightly more than steel or concrete would have cost. But extra bills are expected to be more than offset in long-term savings. The first phase, going up now, rings in at $480,000. A second identical section is scheduled for 2004.

Delta Municipality specifically commissioned the architects to build with wood.

“One criterion we asked the architects for was to incorporate green features as much as possible. We like to try and do that as much as we can,” said Rene M. Payer, manager of engineering operations for Delta.

It turns out the environmentally friendly warehouse on 64th Street in Ladner is also highly functional, which is what it’s all about. It will be used for small equipment storage. The second phase will enable the municipality to get rid of old lean-to buildings and an assortment of eyesore sheds that have been around 40 years or so.

Wood helps the warehouse’s demountable design, that is, it can be taken apart and rebuilt elsewhere. This kind of flexibility saves taxpayers dollars. A wood building is lighter if it needs to be moved to accommodate changing needs of the community.

Duffield pointed to another green feature—natural daylight fills the building through skylights, saving on power costs.

Between energy conservation and savings because the building will be able to relocate with ease, taxpayers will see overall cost reduction.

They’ll also be able to sleep easier at night, knowing an environmentally sound decision was made. More than 80 per cent of Canadians believe the environment is a major priority. The politicians in Delta listened.

Due to responsible forestry practices, the volume of wood in Canada’s productive forest increased by 3.8 per cent between 1981 and 1995. In 1998, more than 700 million seedlings were planted—about 25 new trees for each Canadian.

We can’t plant bits of ore to replace what goes into sheet metal or aluminum, nor the petroleum that goes into plastics. Once we consume those resources they are gone.

A life-cycle analysis shows that a sheet metal wall requires three to six times more energy to extract, manufacture and construct than a wood wall. The sheet metal will also use three to six times more water in its manufacture, and releases three to six times more carbon dioxide emissions. Facts like these show the Municipality of Delta is thinking with the times, with the people and with the environment. They are commended by Wood WORKS!, an industry-supported agency that encourages the use of wood in commercial, institutional and residential buildings.
Bylaw Disputes – New Local Government Model

The Attorney General has released a discussion paper on a new model to deal with minor bylaw disputes through the use of local government bylaw forums. This model would give local governments more authority to deal with local issues and to avoid the expensive time-consuming court processes associated with disputing bylaw tickets through the court system. The two main features of the proposal are:

• A simple “front-end” process for initiating enforcement; and
• A local government forum to hear disputes.

The proposed model is intended to create a simple, fair, cost-effective system for dealing with minor bylaw infractions. The model would meet this goal by:

• eliminating the requirement for personal service;
• establishing a dispute resolution forum dedicated to hearing bylaw matters;
• allowing the forum to make decisions in a simple cost-effective manner – adjudicators hearing the individual concerned of the local citizen and making a decision;
• avoiding unnecessary attendance of witnesses;
• eliminating the need to hire counsel; and
• ensuring the timely resolution of disputes.

The new community forum would replace the Provincial Court as the major venue for resolving disputes of minor bylaw breaches. Under this new model local government could deal with bylaw disputes in the following ways:

• Local Government Bylaw Forum – all disputes concerning parking tickets would have to be dealt with as an administrative matter through forums. Local government could use these forums to determine matters involving minor bylaw breaches, such as parking, dog licensing, minor zoning matters and other issues that currently incur a relatively small fine. The courts under this model would only hear disputes arising from serious bylaw offences in the community and would have the authority to:
  • order restitution to the local government or another person where a loss has occurred as a result of a bylaw infraction;
  • order a person to cease the offending behaviour;
  • prohibit future offending conduct by the defendant;
  • order steps to be taken to correct a bylaw breach.

The UBCM Executive has indicated initial support for the implementation of the new system to deal with bylaw matters provided an understanding can be reached on the following issues:

• ongoing access to the provincial court by local government for bylaw matters;
• recognition of the bylaw tribunal process by the judiciary;
• recognition that issues of small communities need to be addressed.

The UBCM Executive based on the feedback it has received from the members on this issue has recommended to the Ministry of Attorney General, for discussion purposes, a bylaw dispute process with the following features:

• maximum level of fines to be heard in the Forum – needs to be high enough to cover the costs of the adjudication process – $500 to $2,500 depending on the size of the community;
• local governments have the authority to decide different levels of fines for different types of bylaws;
• notice period of 14 days be established;
• local governments be given the authority to provide discounts for early payment of fines; and to determine the process.

The government indicated that the Liquor Distribution Branch will continue its role as the importer and wholesaler of record for all beverage alcohol sales in British Columbia (i.e. set the mark-up on liquor sold) and as the collector of revenue for the mark-up applied to beverage container alcohol and social services taxes. The Branch will be expected to meet revenue targets of $640 million in 2002/03 and $650 million for each of the subsequent two fiscal years.

The Minister of Competition, Science and Enterprise Rick Christie indicated that a community-by-community analysis will take place in each community that presently has retail liquor store service to ensure that the service will continue in some form. The government’s intent is that the number of privately owned and operated liquor stores will increase and the number of government liquor stores decrease, but no time frame has been identified for implementing this process.

Policy Updates

Providing Great Service to Great Clients

In business since 1975, we are 160+ people working out of seven different offices throughout BC and Alberta. In helping our clients solve their problems, we combine the talents of planners, engineers, landscape architects, design technologists, lawyers, local government consultants, accountants and service teams.

Our specialties include:

- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Stormwater Management
- Land Development
- Information Management Systems
- Local Government Consulting
- Community Enhancement
- Services for First Nations
- Community Servicing & Financing

Martin Thomas
Downtown and tourism strategies
Business improvement area advice
Guiding council and staff visioning sessions

UBCM NEWS AUGUST 2002
UBCM News headlines trace the events of the last 20 years

The conjunction with the publication of the 20th edition of UBCM Newsletter we have documented the “headlines” from each of the last 77 issues. These headlines trace a capsule history of the top local government issues for the period.

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UBCM has had a recent history of timely and often provocative Convention themes.

Since 1999 UBCM newsletter are also available on the Civicnet web site.

Looking Back

While we look back in this issue at newsletter headlines - we also include in this pre-convention issue a retrospective on past convention themes.

UBCM’s recent history of timely and often provocative Convention themes.

1984 Community

1985 “You” bc

1986 Making it happen

1987 Decentralization

1988 Destinations B.C.

1989 The Balancing Act (Local Government Finance and the Environment)

1990 M.C.M.C. - Meeting Challenges - Making Times Change

1991 Close Relations - Intergovernmental Relations in the 1990’s

1992 Civics ’92

1993 Re-Ordering Government

1994 The Summit

1995 ubcm@vtcc.bc.ca: New Ways of Doing Business

1996 Lo-Cal Government: The Diet of a Leaner Local Government

1997 Turning the Corner to FA IR: Finance and Intergovernmental Relations


1999 Dollars & Sense

2000 Capital Ideas

2001 Reflections and Visions

Environment Canada - Innovative Weather Forecasting

Weather forecasting services from Vancouver and Kelowna provide every municipality with local weather forecasts critical for day-to-day operations.

MSC Services - Innovation

The weather in your municipality and the water flowing through it have created the natural environment, which makes your community unique.

These same attributes of weather, water and climate may also interfere with plans, spoil events, damage infrastructure, increase workload, increase costs and threaten lives.

And under managed meteorology may reduce costs, enhance safety and protect your municipality.

The MSC has the ability to provide detailed weather forecasts for your community to assist in its decision, for example, when it needs to put salt on the road or take other measures to protect the community from severe weather changes.

continued on page 19
Pull-out Section for Convention Preparation

2002 UBCM Convention

2002 Annual Report and Resolutions Books

The RESULTS of a Call for nominations have been reviewed, published and circulated to all UBCM members. The report contains the names and biographical information on the 15 persons nominated for various convention roles. Further nominations can still be received during the Convention. This year’s nominating committee members are:

- Director Jim Abram, Immediate Past President, Chair
- Councillor Ron Cannan, Okanagan Mainline Municipal Association
- Director Rick Hardie, Association of Kootenay & Boundary Municipalities
- Councillor Ann Claggett, Lower Mainland Municipal Association
- Councillor Jim Thom, North Central Municipal Association
- Councillor Mary Ashley, Association of Vancouver Island and Coastal Communities

For further information please contact the Chair of the Committee.

Late and Emergency Resolutions

Late and emergency resolutions must be received at the UBCM office by Friday noon, September 20 to provide time for Executive consideration and later presentation at the 2002 Convention. The resolutions Confidence Report will contain 179 resolutions, 6 section A, 23 section B-Part 1, 14 section B-Part 2, 29 section B-Part 3 and 73 section C. The resolutions will be considered at three different sessions during the Convention. See page 8 for times of resolutions sessions. The number of resolutions is up slightly from last year. However, there should be enough time to consider resolutions within the time allocated.

Members will note this is the first year we are asking the Section B Part III category for resolution classification. Recall that in the past, section B was divided into two categories, B1 containing resolutions that conform to UBCM standing policy and are recommended to be considered as a block, and B2 which contains new policy recommendations or a change from past policy. Starting this year, section B2 has been further divided into section B2a, new policy on matters within local jurisdiction, and B3, new policy on matters that are of community interest. Section B Part II and III continue to contain resolutions that have not been considered or considered but not enunciated, on local issues or national issues for FCM consideration.

Part C has a higher number of resolutions this year than usual, as several issues were raised repeatedly by members, often in response to legislative and program changes under the new government, or they refer to issues currently part of UBCM initiatives. It was felt these issues would be best addressed as policy papers. Refer to the article below on Policy Issues for 2002 for a listing of the papers that will be considered during policy sessions.

The Report on Resolutions Received After the Deadline will be contained in your Convention kits. (Note: late resolutions will be accepted by the Executive Director up to noon on Friday, September 20, 2002 but only those deemed to be of an emergency nature will be recommended for admission for plenary debate Friday morning.)

Delegate’s Check List

Before you leave for the UBCM Convention, be sure:

- you’ve registered for Convention!
- you’ve confirmed your accommodations
- you’ve pre- booked meetings with Provincial Officials
- you’ve packed your Annual Report and Resolutions book
- you’ve left the Message Centre Phone/Fax with your office staff
- you’ve asked your e-mail provider for instructions on how to retrieve e-mail from a remote location

When you arrive be sure to:

- register and pick up your delegate’s kit for Convention
- check that you have the correct number of meal tickets: Annual Banquet, Forum Luncheons, Area Association Luncheons, Directors Luncheon (no tickets needed for delegates for continental breakfasts)
- check if you’ve got your Annual Banquet ticket and table reservations (if ordered)
- familiarize yourself with the Convention venue and where your chosen functions are being held
- check at the delegates’ information desk to see if there are any updates on sessions
- check in partners at the Partners’ Desk
- make the most of your experience, and enjoy the company of your fellow members!

Policy Issues to be Considered at the 2002 UBCM Convention

UBCM Convention sets policy through two main vehicles:

- policy papers on topics where the range of recommendations tends to be more comprehensive.
- resolutions come from the members, policy papers come from the Executive initiated processes.

Resolutions come from the members; policy papers come from the Executive initiated processes. UBCM has made increasing use of policy papers to respond to the complexity of issues. Their effectiveness is also noted in many legislative changes that have resulted from them. This year’s convention will feature consideration of the “BC Communities Agenda”. A final proposed version for 2002 will be circulated before the convention. The convention will also be asked to consider policy papers on the following policy matters: Community Charter, concerns on process and content to be addressed and integrated into the on-going Charter development process; Police Financing, to be addressed in a pre-conference session and we are enquiring whether recommendation to come forth; Civil Liability, to be addressed in the consideration of the policy paper, part of a Province’s Civil Liability Discussion Paper; Energy Policy, to be addressed in a policy digest with recommendations supplementing the 2001 energy recommendations; and Forest Policy, to be considered in concert with discussion on the Forest Policy Recommendations arising out of the February Forest Policy Conferences.
# 2002 UBCM Convention Program

## Monday, September 23

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am - 5:00 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>8:45 am - 4:00 pm</td>
<td>Agricultural Study Tour (optional)</td>
</tr>
<tr>
<td>9:00 am - 12 noon</td>
<td>Study Sessions (optional):</td>
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<tr>
<td></td>
<td>- Health and Local Government</td>
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<tr>
<td></td>
<td>- The Future of the Treaty Process and Local Government</td>
</tr>
<tr>
<td>1:30 pm - 4:30 pm</td>
<td>Study Session (optional):</td>
</tr>
<tr>
<td></td>
<td>- What's Sustainability Initiatives</td>
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<td></td>
<td>- Police Costs and Small Communities</td>
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## Tuesday, September 24

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am - 8:00 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>7:15 am</td>
<td>Fraser Basin Council/Breakfast</td>
</tr>
<tr>
<td>7:30 am</td>
<td>Forum Clinics</td>
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<tr>
<td></td>
<td>Regional District Service Reviews</td>
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<td></td>
<td>Historic Places Initiative</td>
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<td>Building Codes - Initiatives</td>
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<td></td>
<td>Rural &amp; Small Community Development</td>
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<td></td>
<td>Support</td>
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<tr>
<td>9:00 am - noon</td>
<td>Electoral Area Directors Forum</td>
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<td></td>
<td>Small Talk Forum</td>
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<td></td>
<td>Large Urban Communities Forum</td>
</tr>
<tr>
<td>12:00 noon</td>
<td>Regional District/Small Talk/Large Urban Lunches</td>
</tr>
<tr>
<td>1:30 pm - 3:00 pm</td>
<td>Community Charter and Small Communities</td>
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<tr>
<td></td>
<td>Community Charter: Regional Districts &amp; Electoral Areas</td>
</tr>
<tr>
<td>3:30 pm - 5:00 pm</td>
<td>Community Charter Plenary</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Municipal Insurance Association AGM</td>
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<tr>
<td>7:30 pm</td>
<td>Welcome Reception</td>
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## Wednesday, September 25

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00 am - 4:30 pm</td>
<td>Registration</td>
</tr>
<tr>
<td>7:00 am</td>
<td>Delegates Continental Breakfast</td>
</tr>
<tr>
<td>7:30 am</td>
<td>Clinics: 3 concurrent</td>
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<tr>
<td></td>
<td>Climate Change Primer</td>
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<td></td>
<td>New Liquor Policy</td>
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<td></td>
<td>ICBC Road Safety Partnerships</td>
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<tr>
<td>8:30 am</td>
<td>CONVENTION OPENING SESSION</td>
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<td>O Canada</td>
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<tr>
<td>9:00 am</td>
<td>President’s Opening Address</td>
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<td></td>
<td>Invocation</td>
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<tr>
<td>9:00 am</td>
<td>ANNUAL MEETING</td>
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<td></td>
<td>Adoption of Conference Rules and Procedures</td>
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<td>Adoption of Minutes of 2001 Convention Annual Report</td>
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<tr>
<td>10:45 am</td>
<td>Question-and-Answer Period</td>
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<td></td>
<td>Appointment of Auditors</td>
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<tr>
<td></td>
<td>Appointment of Convention Committees</td>
</tr>
<tr>
<td>9:20 am</td>
<td>Welcome from Host Municipiety</td>
</tr>
<tr>
<td>9:25 am</td>
<td>First Report of the Nominating Committee for the Positions of Table Officers</td>
</tr>
<tr>
<td>10:45 am</td>
<td>Address by the FCM President</td>
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<tr>
<td>11:00 am</td>
<td>BC COMMUNITIES AGENDA 2002</td>
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<tr>
<td>11:15 am</td>
<td>Remarks by Minister of State for Community Charter</td>
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<tr>
<td>12:00 noon</td>
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## Thursday, September 26

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30 am</td>
<td>CABINET SESSION</td>
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<tr>
<td>9:00 am</td>
<td>Delegates Continental Breakfast</td>
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<tr>
<td></td>
<td>Clinics: 4 concurrent</td>
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<tr>
<td></td>
<td>Drinking Water Action Plan</td>
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<td></td>
<td>New Agriculture Land Reserve Initiatives</td>
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<td></td>
<td>Innovative Community Drug Strategy</td>
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<td></td>
<td>BC Hydro Power Smart Partnerships</td>
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<tr>
<td>10:00 am</td>
<td>Election of Table Officers</td>
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<td>Second Report of the Nominizing Committee for Executive positions</td>
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<td>POLICY SESSION: RESOLUTIONS</td>
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<td></td>
<td>Consideration of Section B Resolutions</td>
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<td></td>
<td>Nominations from the Floor for Executive Positions</td>
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<td></td>
<td>Consideration of Resolutions (resumes)</td>
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<tr>
<td>11:30 am</td>
<td>Adjourn</td>
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</tbody>
</table>

## Friday, September 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30 am</td>
<td>CABINET SESSION</td>
</tr>
<tr>
<td>9:00 am</td>
<td>Delegates Continental Breakfast</td>
</tr>
<tr>
<td></td>
<td>Clinics: 3 concurrent</td>
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<td></td>
<td>Flood Hazard Management – reviewing jurisdiction</td>
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<td></td>
<td>Innovations in Bylaw Enforcement</td>
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<td></td>
<td>Viability of Regional Air Transport</td>
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<td></td>
<td>Election for Executive Positions</td>
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<td></td>
<td>POLICY SESSION</td>
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<td></td>
<td>Consideration of reports:</td>
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<td></td>
<td>Resolutions referred to Workshops and Seminars</td>
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<tr>
<td></td>
<td>Consideration of Policy Papers</td>
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<td></td>
<td>Report on Resolutions Received after the Deadline</td>
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<td>Remaining Section “B” Resolutions</td>
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<td></td>
<td>Installation of President-Elect</td>
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<td></td>
<td>Keynote Address</td>
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<td></td>
<td>Adjourn</td>
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</table>

## Proposed Program - Subject to modification

### Convention Highlights: Plan Your Week

The general format for the Convention remains the same as in previous years:

- **Monday**: pre-conference sessions
- **Tuesday forums**: Electoral Areas, Small Talk, and the Large Urban Communities Forum
- **Wednesday to Friday**: main business sessions

Here are some of the highlights of this convention to help delegates prepare for a busy week.

### Monday Study Tours and Study Sessions

Study sessions on Health, Sustainability in Whistler, Treaty Negotiations and Police costs. The always popular all-day agriculture study tour is featured again this year. These sessions are listed on page 9 and pre-registration is required.

### Tuesday Special Focus

Three forums dealing with issues of specific focus for:
- Electoral Area Directors (featuring “In the Director’s Chair”)
- Small Communities (pop. under 5,000)
- Large Urban Communities

Additional details can be found on page 10.

The afternoon session will be three continued Forums focusing on the implications of the Community Charter for each group.

### Wednesday

Morning sessions basically focus on UBCM policy development. The Minister of Community, Aboriginal and Women’s Services annual address will kick off the afternoon to be followed by a policy discussion on four Cabinet panels. All Five Area Associations will sponsor lunches.

### Thursday

After a full morning of “early bird” clinics and policy debate delegates will adjourn to the Delegates Lunchroom. This is followed by the address by Premier Gordon Campbell at 2:15 pm and workshops at 3:15 pm.

### Friday

After a final round of clinics and a policy plenary, the Convention wraps up.

We look forward to seeing you at Convention.

UBCM Convention Committee:
Mayor Helen Sparkes, Chair
Councillor Pat Wallace
Councillor Brenda Brenie
Director Aaron Dinwoodie
Mayor Don MacLean
Pre-Convention:
• Study Sessions/Tours
• Forums

Monday, September 23

Five pre-convention study sessions/tours are being offered through advance registration as follows. Please refer to the convention registration package for descriptions and fees.

UBCM members may register to attend Monday pre-convention Study Sessions and Tuesday Forums without being a full convention delegate, space permitting (registration closes August 16). Please submit a regular registration form and payment for only the study sessions you select on the form.

Tuesday, September 24

Forums
9:00 am – noon
• Electoral Area Directors
• Large Urban Communities
• Small Talk

Pre-Convention Study Sessions/Tours

<table>
<thead>
<tr>
<th>Mon. Sept. 23</th>
<th>Mon. Sept. 23</th>
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<tbody>
<tr>
<td>9:00 am – 12:00 noon</td>
<td>1:30 – 4:30 pm</td>
</tr>
<tr>
<td>• Aboriginal Issues</td>
<td>• Sustainability in Whistler</td>
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<tr>
<td>• Health and Local Government</td>
<td>• Police Costs in Small Communities</td>
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<tr>
<td>• Agriculture Study Tour (all day)</td>
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Clinics:
7:30 am to 8:15 am

<table>
<thead>
<tr>
<th>TOPIC STREAM</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Policy Issues</td>
<td>Local Actions Against Climate Change</td>
<td>Community Airport Problem: Fact &amp; Policy</td>
<td>Drinking Water Action Plan</td>
</tr>
<tr>
<td>• Shared Jurisdiction</td>
<td>New Liquor Policy</td>
<td>New Agriculture Land Commission Initiatives</td>
<td>Flood Hazard Mgmt. Initiatives</td>
</tr>
<tr>
<td>• Innovations</td>
<td>Innovative Community Drug Strategy</td>
<td>Innovations in Bylaw Enforcement</td>
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<tr>
<td>• Partnerships</td>
<td>ICBC Community Road Safety Planning</td>
<td>BC Hydro New Power Smart Solutions</td>
<td>BC Lottery Corp. Socially responsible Gaming</td>
</tr>
</tbody>
</table>

Cabinet Panel Sessions:

Wednesday Sept. 25 • 3:00 - 5:00 pm

The following four concurrent panel sessions are proposed:

• Resource Panel
• Health & Social Development Panel
• Business and Economy
• Community and Safety

Thursday Cabinet

Resource Panel
Minister of Sustainable Resource Management, Honourable Stan Raygun
Minister of Forests, Honourable Freda Donic
Minister of Energy, Mines, Honourable David Bateman
Minister of Agriculture, Food and Fisheries, Honourable John Macdonald
Minister of Water, Land and Air Protection, Honourable Joyce Murray

Business and Economy
Minister of Competition, Science and Enterprise, Honourable Rick Thorpe
Minister of Agriculture, Food and Fisheries, Honourable Stan Raygun

Health & Social Development Panel
Minister of Health Planning, Honourable Sid Jarvis
Minister of Health Services, Honourable Wilhelm Steudtner
Minister of State for Family and Children's Services, Honourable Gordon Hogg
Minister of Human Resources, Honourable Murray Cejl
Minister of Community, Aboriginal and Women's Services, Honourable George Abbott

“Special Needs” at Convention

UBCM will do their best to assist with any special needs that delegates may have during Convention week. We ask that you make your requests in writing (faxed accepted at 604-270-9116) at least one week in advance.

Special dietary requests are no problem... particularly if we know in advance of the convention. Please identify the nature of the request so we can accommodate you. If you have special dietary needs that cannot be met by the kitchen, we will make arrangements for you.

Booth will be available to assist with the special needs of visitors with disabilities. Please note that all events will be accessible to wheelchairs with any special requests you may have. You are encouraged to contact the convent organizers in advance to ensure suitable arrangements are made.

SPECIAL REQUESTS DEADLINE:

Late requests will be accommodated if possible. Daycare is not available. Hotels may provide babysitting services/lists.
Tuesday Highlights

Small Talk Forum 2002

If you are a delegate from a village or small community, we encourage you to take part in the Small Talk Forum. The session will be held on Tuesday, September 24th in Sea Ballroom of the WCC from 9:00am until noon. Small Community Representative, Mayor Sharon Hartwell has issued the notice inviting all small communities to contribute their issues for discussion. The premise for Small Talk is simple, you send us your issues and, through information sharing, solutions and ideas for solving your problems can often be found. Our experienced facilitators, Gary Williams and Andre Carrell, will coordinate the session to ensure that you get as much out of it as possible. The morning information sharing session will be followed by a ticketed lunch to allow you to network with your colleagues in a more informal setting. If you have not yet forwarded your suggestions for Small Talk discussion please do so immediately by faxing your feedback form to 604.270.9116.

Tuesday Clinics

Five clinics (7:30 am – 8:30 am) have been developed with specific forum audiences in mind, but every clinic is open to all delegates: Regional District Service Reviews Historic Places Initiative Safer Community Strategy Rural & Small Community Development Support 2010 Olympics and BC

Electoral Area Directors Forum “In the Director’s Chair”

One of the more important features of the UBCM Convention is the opportunity for delegates from all parts of the province to meet with each other and discuss issues of common concern. The session will be held in the Mt. Currie Ballroom, Delta Whistler Resort. 9:00 am Welcome 9:10 am Ministry of MCA W&S Boundary Extension Policy Seminar 10:00 am Break 10:15 am Agriculture Land Commission New Legislation Seminar 11:00 am “In the Directors Chair” issues discussion session 11:45 am Resolutions 12:00 pm Lunch

The session again this year will consist of two discussion sessions, one on “MCAWS Boundary Expansion Policy” and a second on “Agricultural Land Reserve, New Legislation” as well as the group problem solving session designed for Electoral Area Directors.

Participating in UBCM Resolutions Sessions

UBCM is a policy driven organization. The resolutions and policies endorsed by members at the annual convention provide direction to the Executive. It is important that the UBCM Executive understand the positions of UBCM members. For this reason, we encourage delegates to express their views during resolutions sessions. This can be done in two ways:

1) Speaking to a Resolution:
Who can speak to a resolution?
• Elected representatives of the member municipality or regional district sponsoring the resolution.

To contact delegates or the UBCM Staff during the 2002 Convention use the MESSAGE CENTRE.
A delegate Message Centre, sponsored by B.C. Buildings Corporation, will be located in the Atrium, Whistler Conference Centre (WCC). This service will allow for the taking of telephone messages and the receipt of INCOMING faxes only. Messages will be shown on monitors within the conference plenary room and other locations.

Message Centre
Phone: 604-935-3353
Fax: 604-935-3354

Hours of operation for the Message Centre will be:
8:30 am to 8:00 pm
Monday, September 23 to Thursday, September 26
8:30 am to 12:00 noon
Friday, September 27

For OUTGOING faxes, please use the Lidstone, Young, Anderson & Company, 248 Second Avenue, 100 Mile House, 509-373-5942.
Fax: 604-935-3354

Please use the MESSAGE CENTRE for delegate messages.

Urban Forum

The sixth annual forum for Large Urban Communities will take place at the UBCM Convention in Whistler on Tuesday, September 24. The session is intended to give elected officials in our larger communities (those over 25,000 pop) an opportunity to:
• hear from urban issues experts on municipal finance, service delivery, local government authority and policy direction,
• share discussion and questions with speakers and delegates on issues of concern,
• seek solutions, share ideas and find out what other communities are doing on common issues,
• develop relationships and contacts with other members working on shared issues in large communities,
• provide direction to UBCM for on-going policy work on urban issues.

One of the key speakers will be Derek Burchart, Senior Economist, Toronto Dominion Bank Financial Group who will be discussing a special report prepared on “Investing in Canada’s Cities”. The report points out that “given the multiplicity of challenges facing Canadian cities today, a new way of thinking is required – one that puts the affairs of cities front and centre on Canada’s economic and policy radar screens.”
Delegates’ Social Program

Tuesday, September 24, 2002

• Fraser Basin Council Breakfast
Cheakamus Room, Delta Whistler Resort
7:15 am

• Welcome Reception
Whistler Conference Centre
7:30 pm - 10:00 pm
Included in Delegate fee. Fee for Partners/Guests: $20. Hosted by the Resort Municipality of Whistler.

Wednesday, September 25, 2002

• Cities Plus Breakfast
Cheakamus Room, Delta Whistler Resort
7:00 am

• Area Association Luncheons
12:00 noon. See next column for locations. Pre-registration required

• BC Government Reception
Emerald Ballrooms, Westin Resort
5:00 pm - 7:00 pm
Invitation in delegate kits

• BC Hydro Reception
Mt. Currie Room, Delta Whistler Resort
7:00 pm

Thursday, September 26, 2002

• Delegates’ Luncheon
12:00 noon
Whistler Mountain
Pre-registration required
Sponsored by Credit Union Central of BC

• UBCM Annual Banquet
Whistler Conference Centre
6:30 pm - Reception
7:30 pm - Annual Banquet
9:00 pm - Entertainment

Banquet Reservations
Pre-registration for banquet seating will be available this year. Please have ONE designated representative from your group fill in the BANQUET RESERVATIONS form which was included in your registration package. Send it to the UBCM office with your completed convention registration forms and payment (no faxes will be accepted). Seating will be on a first-come-first-served basis. Reserved seating can be arranged on-site at the Convention up until Wednesday, September 25.

Several groups external to UBCM have indicated that they will be hosting hospitality suites and/or receptions during convention week. Events that are open to the entire delegation will be publicized in the delegate program (which you will receive upon check-in at convention) if requested by the host.

Area Association Luncheons at Convention

12:00 noon, Wednesday, September 25

Association of Vancouver Island and Coastal Communities
Mt. Currie Ballroom, Delta Whistler Resort

Association of Kootenay & Boundary Municipalities
Emerald A, Westin Resort

Lower Mainland Municipal Association
Emerald B, Westin Resort

North Central Municipal Association
Emerald C, Westin Resort

Okanagan Mainline Municipal Association
Cheakamus Room, Delta Whistler Resort

Social Highlights

Friday, September 27, 2002

5:00 pm - 7:00 pm
Emerald Ballrooms, Westin Resort
• Welcome Reception
7:30 pm - 10:00 pm
Whistler Conference Centre
• Delegates’ Social
7:15 am
Cheakamus Room, Delta Whistler Resort

Partner’s Program

Wednesday, September 25th, 2002

Program #1 – "Cheakamus Lake Hike (Moderate)"
10:00 am - 3:00 pm
Program #2 – "Mountain Biking (Easy)"
10:00 am - 3:00 pm
Program #3 – "Sushi Cooking Demonstration"
10:00 am - 2:00 pm
Program #4 – "Public Art & Millennium Place Tours"
10:00 am - 3:00 pm
Program #5 – "Great Canadian Photo Hike"
10:00 am - 3:00 pm
Program #6 – "Mini Band Box Class"
10:00 am - 3:30 pm

Thursday, September 26th, 2002

Program #7 – "Cheakamus Lake Hike (moderate)"
10:00 am - 3:00 pm
Program #8 – "Mountain Biking (Easy)"
10:00 am - 3:00 pm
Program #9 – "Fondue Cooking Demonstration"
10:00 am - 2:30 pm
Program #10 – "Trolley Bus Tour"
10:00 am - 3:00 pm
Program #11 – "Painting Class"
9:00 am - 3:00 pm
Program #12 – "Hostess Gift Making Class"
10:00 am - 3:00 pm

NOTES:
• Please check in at the Partner’s Program Registration Desk.
• TOURS – Please be at the lobby in the Conference Centre 15 minutes prior to tour time, as buses will leave on time. If you miss the bus, you will miss the tour and no refunds will be issued. Please wear comfortable clothing and walking shoes. Umbrellas and cameras are recommended.

that have not previously been debated by members.

2) Section B Resolutions
Part I – previously considered and endorsed resolutions/ previously approved policies/documents/ resolutions in keeping with UBCM policy. These resolutions will be considered as a block.
Part II and Part III – Resolutions for individual consideration on topics not previously considered/ considered but not previously endorsed/ topics of local or regional significance/ topics of national significance to be considered by FCM. Part II contains those issues considered within the jurisdiction of local government. Part III contains those resolutions on matters of interest to local communities that are considered not within the jurisdiction of local government.

3) Section C Resolutions: resolutions that have been consolidated or grouped with other resolutions in Sections “A” or “B”, incorporated into policy papers or referred to special sessions.

Continued on page 12
UBCM acknowledges the contributions of the following Sponsors of the 2002 UBCM Convention:

UBCM DAILY NEWS
Staples McDaniel Stewart

KEYNOTE ADDRESS
ICBC

CINTINENTAL BREAKFASTS
British Columbia Lottery Corporation
Duke Energy

CONVENTION PROGRAM
BC Assessment Authority
Singleton Urquhart
Pacific Blue Cross

CONTRIBUTING SPONSORS
Alexander Holburn Beaudin & Lang
Ministry of Agriculture Food & Fisheries
Canada Life
Municipal Insurance Association of BC
Murdy & McAllister
Urban Systems

SPECIAL THANKS TO...
BC Gas - wine glasses
Environment Canada
Wood Works!

RESERVOIR CLEANING

Certified commercial divers operating water-powered vacuum systems to quickly and effectively clean your reservoir with little or no service disruptions.

CAN-DIVE Construction Ltd.
UNDERWATER CONTRACTORS & MARINE PIPELINE SPECIALISTS
Tel: (604) 984-9131, Fax: (604) 984-9138,
Email: mspier@can-dive.com

Freestlying – Background

Developing a convention theme sometimes just clicks – it’s a perfect fit. But other times it is an involved process. The Convention Committee typically looks at theme ideas that may relate to the year, the place, a topic or a symbol that relates to the place.

After reviewing a wide range of options this year the Committee was drawn to the “freestyling” theme. “Freestyle for local governments means independence and autonomy and the ability to be innovative.”

Then we did some internet searches and confirmed that “free style”– whether it is in skiing, skating, music or the arts, is associated with individuality and creativity.

For those that thought freestyling was just for the young and athletic – let us introduce you to the quilting book Freestyle Quilts – A “No-rules” Approach. Says author Susan Carlson: “yet I understand how difficult it can be mentally – to let go of the rules … to learn that there are no limits. When I did learn the “rules”, I felt secure enough to follow the ones that worked for me, and to bend or even break others.”

UBCM Annual Convention Dates

<table>
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<tr>
<th>YEAR</th>
<th>DATES</th>
<th>LOCATION</th>
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<tr>
<td>2003</td>
<td>Mon. Sept. 22 to Fri. Sept. 26</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2004</td>
<td>Mon. Sept. 20 to Fri. Sept. 24</td>
<td>Kelowna</td>
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<td>2005</td>
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<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2006</td>
<td>Mon. Oct. 23 to Fri. Oct. 27</td>
<td>Victoria Conference Centre</td>
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<td>2007</td>
<td>Mon. Sept. 24 to Fri. Sept. 28</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2008</td>
<td>Mon. Sept. 22 to Fri. Sept. 26</td>
<td>Penticton Trade &amp; Convention Centre</td>
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<td>Mon. Sept. 28 to Fri. Oct. 2</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2010</td>
<td>Mon. Sept. 27 to Fri. Oct. 1</td>
<td>Whistler Conference Centre</td>
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<td>Mon. Sept. 23 to Fri. Sept. 28</td>
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<td>Mon. Sept. 16 to Fri. Sept. 20</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2015</td>
<td>Mon. Sept. 21 to Fri. Sept. 25</td>
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<td>Mon. Sept. 26 to Fri. Sept. 30</td>
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<td>2017</td>
<td>Mon. Sept. 25 to Fri. Sept. 29</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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Municipal Finance Authority of BC

How much money have we returned to your community?
You may hear us talking about stopped payments and surplus payouts and wonder exactly what these terms refer to.

If you had a 20-year mortgage with your bank and after about 16 or 17 years they said, "We've collected enough of your money, invested it wisely and don't need you to make payments for the remaining 3 or 4 years" - we would call this a stopped payment. If after this stopped payment happened or at the regular maturity date of your mortgage the bank said, "We actually earned more than we targeted for when investing your payments and would like to return that excess to you" - we would call this a surplus payout.

In 2002 we estimate returning $24.5 million in surplus payouts to local governments in B.C. and stopping payment on $3.8 million worth of loans. Check with your Treasurer to see if you have been a recipient of any of these funds.

Investment Pool crested at all-time high
Our investment pool peaked at $1.422 billion on July 8th this year. This is a record-breaking amount for the pool. We would like to thank all the local governments for continuing to use this optional MFA program.

Did your community receive an MFA dividend this year?
Here is one of the benefits of using the MFA investment pool - your community gets to share in the $250,000 annual dividend. Check our website to see how much your community received.

New dividends for users of MFA Leasing and Interim Financing program
These dividends will be distributed in March of each year (starting March 2003) and will be based on a participant’s usage of the program in the previous calendar year. We anticipate distributing a $25,000 dividend for both of these programs. These dividends reflect the continued success of these programs and our appreciation for those local governments who support our optional programs.

MFA helps streamline old sewer and water grant process
For debt borrowed prior to 1983, there was an annual application process that was necessary for local governments to follow in order to receive any associated water and sewer grants. MFA and MCAWS have worked together to eliminate this application process and now any grant monies will automatically be sent to the appropriate community. The administration of these payments will be done semi-annually by the MFA. As well, it will now be possible for communities to work with the MFA to calculate early payout amounts on these debt issues if desired.

Community workshops being offered throughout B.C.
Jim Craven, our retired Executive Director is heading up these workshops. He is traveling throughout the province facilitating workshops that are aimed at helping communities look at alternative ways of promoting economic health. If you are interested check our website to see if your community has already signed up. If you aren't on the list contact Jim at jcraven@mail.pinc.com for more information.

Development plans are underway for an RRSP program
Over the last three years we have been asked about creating a voluntary RRSP and savings program for local government elected officials and staff. It could be used for:
1. RRSP contributions being made above your current Municipal Pension Plan contribution.
2. RRSP contributions for those individuals not eligible for the Municipal Pension Plan.
3. Savings, for those looking for an easy-to-use, competitive alternative.

We are working with a few investment firms to develop such a program. We anticipate the program would be done through payroll deduction (similar to Canada Savings Bond). We are working with Cichito and the investment firms to establish an efficient and easy way to capture information from all local governments through one central portal. Streamlining the process will be cost-effective and ultimately allow those savings to be passed on to the users. The ‘MFA RRSP Program’ will be part of an existing program that the investment firm already has established.

What is the benefit to you? Much lower management fees than non-MFA users of the exact same program.
Courses and Resources

“DEFER, REFER, TABLE, RATIFY, ETC…”

Just what do these terms mean?

by Eli Mina

“Defer, Refer, table, ratify, committee of the whole …” It all sounds like foreign language to the novice Councillor and to the average citizen observing Council meetings from the public gallery. Even experienced Councillors seem to have different interpretations of these terms. Simple procedures and plain-language terminology are badly needed.

An overall comment

Old habits are hard to break. Councils often lock themselves into official-sounding procedures and terms. Procedure Bylaws are often written very formally, and do not give plain-language explanations of procedures and what they are intended to achieve. Councils end up following procedures and using certain terms because they have been passed on “from generation to generation,” and not necessarily because they make any sense.

This situation creates a few problems:

• New Councillors get confused and may be embarrassed to show their “ignorance” by asking “stupid questions.” Others, who are knowledgeable (or claim to be), have an advantage on them. The “playing field” is not even.

• Citizens who watch Council’s meetings from the public gallery may be puzzled and confused, but cannot even ask for an explanation. Have you considered what things look like to a citizen with English as a second language (ESL)? With this in mind, should your Council adopt a plain-language approach and simpler procedures?

• The above terms may sound official and mystical, but the procedures associated with them are often outdated, technically incorrect, counter-productive and wasteful. The fact that they are passed on “from generation to generation” does not make them right.

With this in mind, this article offers a few explanations and suggestions.

Defer, Refer, Table

Suppose your Council is dealing with a main motion or a bylaw. The usual way of ending the discussion is to vote on the motion. The Mayor would say: “The motion is that …” In favour of this motion please raise your hands. Thank you. Those opposed raise your hands. Thank you. The motion is carried (or defeated).”

However, suppose it becomes apparent that there isn’t enough data to make an informed decision on the motion. In this case, a Councillor can move to refer the main motion to the staff or to a committee, with instruction to conduct the necessary research and report back at a subsequent meeting. The motion to defer can then be made while the main motion is on the floor. The motion to defer can then be discussed, with a focus on the wisdom and advisability of deferring. If it is carried, the main motion is referred. If not, the main motion is back before the Council, and discussion on it resumes.

Another possibility is that it is too late at the meeting to bring measured, gradual and responsible closure to the motion. In such a case, a Councillor can move that the motion be postponed to the next meeting, where it would be scheduled under “Unfinished Business.”

Like the motion to defer, the motion to postpone can be made while the main motion is on the floor, and it can be defeated, focused on the wisdom of postponement. It should be noted that the commonly used term “old business” is vague and unclear. It is preferable and more procedurally correct to use the clearer and more specific term “unfinished business.” Plain language works better all around.

What then is meant by “deferral”? It’s a fancy word meaning “postpone.” Instead of it, use plain language and move, that the main motion be postponed until the next meeting. This way you’ll keep everyone (including citizens watching from the public gallery) on board, understanding what Council is voting on.

And just what does “tabling” mean? Robert’s Rules (section 17) defines tabling as a motion to set aside the pending main motion temporarily, to accommodate something of immediate urgency (such as an important visitor whom Council wants to hear and who needs to leave soon). Based on this definition, the motion to table is used incorrectly in most meetings. It’s better and more procedurally correct to use the plain-language alternatives, such as moving that the main motion be referred, postponed, or withdrawn altogether.

And speaking about motions for withdrawal: Should you ask for the mover’s permission to have the motion withdrawn? No, because the main motion does not belong to the mover after it is opened for discussion, and the mover loses control over it. Turning to the mover for a unilateral decision (which is a common but incorrect practice) amounts to placing the decision-making power in the hands of one person. This is not democracy, it is anarchy, and can become “the tyranny of the minority.” Instead, use unanimous consent (“Is there any objection to having the motion withdrawn?”) or “in the absence of unanimous consent – take a show of hands.” Those who wish to have the main motion withdrawn raise your hands, etc.

Ratify

Moving to ratify means proposing to authorize action that has already been taken without the proper authority. For example: Urgent action which the mayor, the staff, or a committee felt compelled to take, hoping or being confident that it will be ratified later, and believing that delaying action while waiting for Council’s decision would lead to the loss of an important opportunity.

Here is an interesting question to consider: What happens if Council votes down the motion to ratify an action that had already been taken? Who is then responsible for any expenses incurred and commitments given? These are difficult legal issues, on which you should consult your legal counsel. The practical advice is this: When you contemplate taking action without the formal authorization, don’t do it unless you are virtually certain that delaying the action will be harmful, that you are acting in the municipality’s best interests, and that your action will be ratified later. But keep in mind that even if everyone was polled and said yes, there is still nothing to compel them to vote in favor of ratification. You are still taking a risk.

Committee of the Whole

There is a false notion that no discussion can occur unless there is a motion on the floor. With this notion in mind, many Councils believe they must “go into a Committee of the Whole” to discuss issues informally and without a motion on the floor. Several municipalities have Procedure Bylaws that include detailed descriptions of the Committee of the Whole process.

In fact, the term “Committee of the Whole” (as defined in Robert’s Rules) is not appropriate for Council meetings, but to much larger meetings (more than 100 attendees), and even then the benefits of this procedure seem questionable. Instead of “Committee of the Whole,” a simple plain-language approach can be used. If a member believes that informal consideration of an issue, without the formality of a motion, would be beneficial, he or she can move, “That Council have a fifteen-minute informal discussion on the issue of … without the formality of a motion.” That language will be easier for the novice Councillor and the citizen to understand.

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Since 1980 our firm has restricted its practice to acting for local government and providing advice concerning municipal law to other clients.
Working towards ecosystem-based management for B.C. communities

Environment Canada and the UBCM have signed a Statement of Cooperation on Environmental Matters, under which UBCM members are encouraged to take an ecosystem-based approach in their planning. This style of management respects a wide range of economic, social and environmental values and is consistent with the principles and goals of sustainable communities and smart growth.

Five principles of the ecosystem approach are: decisions based on sound science — natural and social sciences combined with local and traditional knowledge, partnerships, a citizen/community base; pollution prevention, and promoting a precautionary approach.

An example of where the ecosystem-based management process is being used today is in the Fraser Valley. The Fraser Valley, an area within the Georgia Basin Ecosystem, is particularly vulnerable to the harmful effects of poor air quality. The Valley encompasses many municipalities in southwestern British Columbia and portions of Washington State, and often experiences poor air quality due to the combination of topography and weather patterns.

Rapid growth in the Georgia Basin/Puget Sound region is placing enormous pressures on the sensitive environments in the area. Today, air pollution causes health problems for residents, threatens the region's natural environment, and damages agriculture and tourism industries.

An important first priority is to improve our understanding of the quality of the air we breathe. In the summer of 2001, some 130 scientists from various levels of government, fourteen different universities and the private sector took part in Pacific 2001. Led by Environment Canada and supported by the Georgia Basin Ecosystem Initiative, this international air quality field study provided a better understanding of the sources, production and distribution of particulate matter and ground level ozone. This scientific knowledge is accessible to all levels of government, city planners, farmers and residents, enabling them to make sound decisions that will improve our air quality and, ultimately, the health of our ecosystem.

New Riparian Assessment Areas to Protect Streams

The Ministry of Water, Land and Air Protection is proposing a new process to protect fish habitat. The new concept is an assessment-based approach rather than a planning based approach as outlined in the current streamside protection regulation.

Discussions have been held with the Department of Fisheries and Oceans about the implementation of this new model. The Honourable Joyce Murray, Minister of Water, Land and Air Protection met with the UBCM Executive to discuss the matter. Both DFO and the UBCM Executive have indicated their support for the provincial government that they are prepared to work on harmonization in this direction with the provincial government. The UBCM has indicated that its support is subject to liability protection for local government and financial/technical assistance to implement the new concept.

The provincial cabinet has approved further consultations with DFO and the UBCM to determine if a new regulation based on a riparian assessment area can be developed which protects fish habitat and provides a framework for development to take place.

Environment Update

Flood Hazard Management – What is the future direction?

The Ministry of Water, Land and Air Protection (MWLAP) identified its ministry service plan to increase local government control over low-risk floodplains and dikes. The nature of these changes has not yet been determined. The ministry is undertaking further detailed analysis into the technical, liability/legal and economic implications of flood hazard management.

At the present time there are only two sources of funding to manage dikes which protect existing development: levies and/or dike operations and there are only two agencies (Provincial Emergency Program and Land and Water BC) who have responsibility for development on floodplains and/or dike operations and there are seven pieces of provincial legislation which cover flood hazard management.

There are presently 122 diking authorities that the ministry provides advice and assistance to in maintaining the existing diking system; approximately 61 of the authorities are local governments. Currently six government ministries and two agencies (Provincial Emergency Program and Land and Water BC) have some responsibility for development on floodplains and/or dike operations and there are seven pieces of provincial legislation which cover flood hazard management.

At the present time there are only two sources of funding to manage dikes which protect existing development: levies and/or dike operations and there are only two agencies (Provincial Emergency Program and Land and Water BC) who have responsibility for development on floodplains and/or dike operations and there are seven pieces of provincial legislation which cover flood hazard management.

The Ministry of Water, Land and Air Protection is faced with three key issues related to flood hazard management:

- New development on floodplains;
- Orphan dikes;
- Existing dikes and development.

In the case of new development, one of the options that the ministry is looking at is establishing provincial wide standards for dike maintenance and flood hazard management and mandating that local government meet these new requirements. The following changes are being considered:

- Eliminate MWLAP approval and appeal function for individual floodplain by-laws and provide general standards.

Continued on page 16
Aboriginal Update

Historic Protocol Agreement Signed
By Finlay Sinclair, MCIP, Planner, Regional District of Fraser Fort George

For the past seven years the Regional District of Fraser-Fort George and the Lheidli T’enneh First Nation have been working together on the premise that cooperative relationships between local governments and First Nations build effective communication and trust. Our ability to successfully work together was founded on the need that we had to first learn and understand each other’s culture and history before we could truly work together as partners.

Mutual respect for each other’s mandates, policies and areas of jurisdiction have allowed the Regional District of Fraser-Fort George and the Lheidli T’enneh First Nation to develop a strong and committed relationship. This relationship is based on respect of our individual needs and the acknowledgment that good relations between neighbours is a benefit to all citizens in our region.

On July 16, 2002 Mayor Colin Kinsley, Chairperson of the Regional District of Fraser-Fort George and Chief Barry Seymour, Chair of the Lheidli T’enneh First Nation signed a formal Protocol on Cooperation and Communication (see www.rdffg.bc.ca). The City of Prince George have also signed a similar Protocol with the Lheidli T’enneh. This historic Protocol is a formal commitment on behalf of both the Regional District of Fraser-Fort George and the Lheidli T’enneh First Nation to work in a cooperative manner and to share staff resources and technology. The formal completion of the Protocol ensures cooperation on the exchange, development and distribution of information that is relevant to ongoing projects between the Regional District of Fraser-Fort George and the Lheidli T’enneh First Nation.

Chief Barry Seymour welcomed Regional District and City representatives to the Lheidli T’enneh traditional lands and former location of a traditional settlement. “Our people look forward to building on the relationships established among our three governing bodies over the past three or four years,” he said. “Sharing information and resources will be a benefit to us. We would like to participate in a mentoring program where our staff can work with City and Regional District staff to gain experience.”

Mayor Colin Kinsley, Chairperson of the Regional District of Fraser Fort George stated, “The Protocol reflects the joint work of both parties in support of treaty making through the Prince George Treaty Advisory Committee (PGTAC). The Regional District established the PGTAC in 1999 to ensure local government participation in the treaty negotiation process in the Central Interior of BC.”

The Lheidli T’enneh First Nation and the Regional District are currently working together to develop service agreements that will be of benefit to both organizations and their constituents. Staff of both organizations meet on a regular basis to share technology, resources and to gain a further sense of each other’s history as it related to our day-to-day operations. This time that staff spends together further entrenches the trust we have in one another and helps solidify that we are all committed to the betterment of each other’s organization.

The Regional District and the Lheidli T’enneh currently participate in an open and effective consultation process for development applications within the Regional District. This partnership was instigated prior to the consultation requirements being introduced by the Provincial Government under Section 879 of the Local Government Act.

The relationship between the Lheidli T’enneh and the Regional District of Fraser-Fort George will continue to grow and become stronger and more effective as time progresses. The commitment to this relationship exists from elected leaders through to and including staff members from both organizations.

We understand that a successful future in our region depends on strong relationships between local government and First Nations. Our region is not waiting or relying on the
Rural Development Initiative Funding

The federal government has initiated a new $2.8 million program to support community development projects in rural and remote communities. The Rural Development Initiative seeks to enhance the effectiveness of long-term community strategies that will strengthen a community’s ability to provide basic services and local solutions to local challenges in a sustainable manner. The program focuses on strengthening rural community capacity building, leadership and skills development.

The projects will support community learning, problem-solving and the development of co-operative discovery within the community of what works for rural development. The two main areas of funding are community development and research. In the community development component, assistance will be provided for such activities as human resources development, community consensus building, asset identification, planning or the implementation of a community plan. Under the research component, assistance will be available for the gathering, analysis or synthesis of information, development of recommendations and report writing.

Applicants may receive up to one-third of the eligible costs, to a maximum of $50,000 for single community projects and $150,000 for projects done through partnerships consisting of two or more communities and national projects. Projects may receive up to a maximum of $100,000, while research projects may receive up to one-third of their total project costs to a maximum of $50,000. Applications will be accepted on an ongoing basis until October 31, 2002. Information on this one-year Rural Development Initiative is available online at rural.gc.ca or by calling toll-free: 1-877-295-7160. The contact for Alberta/BC can be reached directly: John Hagan, phone: (780) 495-8784 in Edmonton, or by e-mail: Hagan@agri.ca.

Environmental Assessment

Environmental Assessment (EA) is a planning tool used to identify the potential effects of developments on the environment — the air, water, land and living organisms, including humans. By identifying and reducing these potential adverse effects through planning, you have the opportunity to avoid expensive, and sometimes controversial, corrective action once the project has been completed. Environmental assessment provides decision makers with the kind of information they need to approve projects that are compatible with a healthy, sustainable environment for both present and future generations.

Accordingly, all applications funded under the Canada/British Columbia Infrastructure Program (CBCIP) are evaluated for environmental impact. Exemption is only granted to projects that have an insignificant effect on the environment. Projects must meet the requirements under the Canadian Environmental Assessment Act prior to receiving funding from the program. In fact, beginning construction of a project without environmental assessment review process may result in the project being ineligible for funding under the program.

Western Economic Diversification Canada’s Role in Environmental Assessment

The federal authority that is asked to provide support or approval in the form of funding, land, permits, licence, or other approval specified by regulation, is known as the project’s Responsible Authority. Western Economic Diversification Canada (WED) acts as a Responsible Authority for projects approved for federal funding through the Canada/British Columbia Infrastructure Program. Under the Act, WED must ensure that an environmental assessment of your project is conducted as early as possible, before construction, and before irrevocable decisions are made.

Policy Updates

If you’ve got questions, we’ve got the answers you’re looking for

We have been providing the public sector with audit opinions and accounting advice for well over 60 years. But that’s not all — increasingly, our clients are looking to us for related services as well, such as management advice, feasibility studies, financial indicators reports, financial planning, information technology, and human resources planning. Our specialized skills, tailored for your needs, allow you to use your resources — people, facilities, and money — as productively as possible.

For more information on how we can help your Municipality or Regional District, contact one of our 16 offices in British Columbia, or one of our offices across Canada. We’ve got the answers.

Provincial Contact Partner: Bill Cox, Partner Tel: (604) 688-5421
Represented internationally by BDO International

Business Development

Infrastructure Goes ONLINE!

Local governments in British Columbia can now complete applications for funding under the Canada/British Columbia Infrastructure Program via the Internet. As part of Canada’s Government Online Initiative, the Shared Information Management System for Infrastructure (SIMSI) has been developed in partnership with the province of British Columbia to make applying for infrastructure funding easier.

The online application was designed to speed up and simplify the application process. SIMSI will automatically issue your project number and ensure completeness of the application. Each screen has a helpful text. Mandatory fields are marked with an asterisk for your convenience. Before an application can be submitted online, SIMSI will verify that all mandatory information has been entered. In this way, your application should contain all the necessary information program staff require to begin the review and assessment of your application.

In order to participate, the first step is to obtain a User ID and password by phone from the appropriate signatories sign it, and then submit it. You will also receive by email, a step-by-step guide to assist you with the online application. If you have a problem, you can call one of the help desks listed below for assistance between 8am and 5pm, Monday to Friday.

Your information is captured in a secure, your browser should be at least Internet Explorer version 4.01 to 5.5 or Netscape version 4.6 or higher. Either way, your browser MUST have at least 128 bit encryption to ensure the proper level of security.

If you have completed the online process, you are still required to print the application, have the appropriate signatories sign it, and then submit it with all your supporting documentation for the project.

You can find out more information at the following web sites:

- Canada/British Columbia Infrastructure Program: http://www.csc.gov.bc.ca/InfraStructureProgram/
- Toll-Free: 1-888-338-9378
- Other projects:

Canadian Environmental Assessment Act and accompanying regulations are important planning tools that help to ensure that the construction and operation of new infrastructure does not negatively impact the environment.

Environmental Assessment:

A Vital Part of the Canada/British Columbia Infrastructure Program

Environmental Assessment (EA) is a planning tool used to identify the potential effects of developments on the environment — the air, water, land and living organisms, including humans. By identifying and reducing these potential adverse effects through planning, you have the opportunity to avoid expensive, and sometimes controversial, corrective action once the project has been completed. Environmental assessment provides decision makers with the kind of information they need to approve projects that are compatible with a healthy, sustainable environment for both present and future generations.

- The environment in
- The activities associated
- The construction activities
- The environment in which the infrastructure is being developed

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Determining the Need for a Federal Environmental Assessment

While CBCIP staff will assist applicants in determining the need for an environmental assessment, a detailed project description gives staff the information necessary to make an informed decision. In the event that an environmental assessment is required, the project description will be helpful in developing the required environmental assessment (EA) document. The information provided about the project should include descriptions of:

- The infrastructure to be built (e.g., size, materials used, construction method, schedule etc.) including drawings or plans if available;
- The construction activities required;
- The activities associated with on-going operation of the project; and
- The environment in which the infrastructure is being developed including photos of the project site if available.

Continued on page 18
Flood Hazard Management

• Designate floodplains by ministerial order and provide prior conditions and standards for application by local government.
• Use zoning bylaws as a tool to regulate floodplain areas.
• Encourage long range planning through regional growth strategies and official community plans.
• Increase regional districts’ responsibilities for emergency planning in rural areas.
• Strengthen local government enactment of floodplain bylaws and ensure appropriate land use planning in areas subject to natural hazards.
• Limit disaster funding assistance in designated floodplains to buildings which have been properly floodproofed.

In the case of orphan dikes there is a need to determine their status and who will manage them. Orphan dikes are dikes that are commonly built in response to emergen- cies without provision for ongoing operation and maintenance and have no dike authority which is responsible for maintain- ing them. In many cases orphan dikes were not built in accordance with the provincial standard. The province has determined that the direct costs of maintaining orphan dikes is estimated at $50,000 annually and that approximately $11 million (1998) would be required to undertake major repairs and an additional $17 million to rehabilitate structures. The ministry is looking at a range of options for orphan dikes. Two options are making ar- rangements to bring them under a dike authority or removing the dike structure to avoid major damage in the event of a future flood.

Finally, in the case of existing development and dikes there is a need to develop an integrated ap- proach to floodplain man- agement and a need to ensure that the financial resources required to maintain and upgrade the existing dikes is in place. Cabinet will need to de- termine what its flood haz- ard management strategy will be in the future, how the ministries will work together to meet this strat- egy and how the needed financial resources from the provincial government will be provided.

The UBCM Executive has requested that the “downloading screening filter” in the Community Charter be used by the Ministry of Water, Land and Air Protection in its decision making process to determine its future approach on the dike manage- ment issue.

There are direct finan- cial and economic costs to the province, if flood haz- ard issues are not managed properly:
• Disaster Financial As- sistance is at the cost of the provincial and federal govern- ments, so there are finan- cial implications. (Flood damage assistance is esti- mated at about $20 million per year.)
• Flood damages can cause human trauma and have eco- nomic impacts well beyond the boundaries of the effective areas. Damages in the wake of flooding and perceived fu- ture vulnerability and safety concerns can degrade a re- gional economy (such as tourism) and reduce future development activity.

There needs to be an integrated approach to flood hazard management which involves federal, provincial, local and abo- riginal government and the private sector.

Local government in their consultations with the province should stress the need for an integrated pro- vincial approach to flood hazard management and the need for continued provincial funding to ensure that an effective flood haz- ard management program continues in the future.

Environmental Assessment

In the event that the project requires an environmen- tal assessment, the appli- cant will be required to develop and submit an EA which has been properly floodproofed.

• Environmental Assessment Office: www.eao.gov.bc.ca
• BC Environmental As- sessment Office: www.env.gov.bc.ca.

For more information on the legislation, please visit the following web sites:
• Canadian Environmental Assessment Agency: www.ccea- bce.ca
• Environmental Assessment Office: www.eao.gov.bc.ca or call (250) 356-7479.

For more information on the Canada/British Columbia Infrastructure Program, please visit the web site at www.turbo.gc.ca/infrastructure/program.

“Our Transportation Dilemma: Why it’s Taking Longer to get Anywhere”

Gordon Price, City of Van- Free Day) through October 2. This event is part of a series of events planned for the Whistler Way Com- munity Committee Challenge, which runs from September 19 (World Car free Day) through October 2 (International Walk to School Day).

GARY WILLIAMS and ASSOCIATES

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NEW OPTIONS IN AFFORDABLE HOUSING
CMHC seminar faces the challenges of affordable housing today

The need is great—and the challenges can be greater, in providing affordable housing in BC. NEW OPTIONS IN AFFORDABLE HOUSING, an upcoming seminar from Canada’s housing experts, Caridad Marteau and Matt Cumming (CMHC), brings together an array of leading experts who will share their experience and offer new strategies for developing affordable housing today. The first time the CMHC has put together a panel of this breadth in a day-long seminar, this is an unmatched opportunity for everyone interested in affordable housing in BC.

Seminar addresses diverse needs including developers, builders, planners, municipal officials, non-profit groups, First Nations communities and lenders.

Keynote speakers include
- Peter Legge, President of the Vancouver Board of Trade and one of North America’s most renowned motivational speakers. Mr. Legge will speak on turning housing dreams into reality, and the need for developing partnerships between business and the community.
- Sam Kolla, President and CEO of Boardwalk Equities Inc., will discuss what the private sector can do to support affordable housing. Mr. Kolla is a leader in affordable housing and the future of affordable housing.

Experts from CMHC’s Market Analytics and Research Centre will present analyses of housing, land use, market trends and demographic information that is key to planning successful housing developments. We will explain how you can use CMHC’s wealth of research into housing affordability to assess local housing conditions and needs, determine alternative tenure options, and plan strategies for success.

NEW OPTIONS IN AFFORDABLE HOUSING will also feature the results of two new studies into housing affordability in the Greater Vancouver and Victoria areas, Seniors Housing, Successful NIMBY Strategies for Housing Practitioners, U sing Marketing and Marketing Research to develop a winning affordable housing project, Housing Finance Strategies for N on-Profit and How to Build and Design smarter homes and surrounding communities.

Public-Private Partnerships and the future of affordable housing

Presenters will discuss several case studies of successful housing partnerships, explain innovative funding models, and provide new approaches to the financial, legal and legislative issues involved. A government representative closes the talk on many of the traditional sources of funding, public-private partnerships can open new opportunities for the development of new affordable housing.

Environment Canada

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