Strong Line Up of Speakers for 2004 UBCM Convention

UBCM is the major intergovernmental forum of the year. One aspect of the opportunity provided to key government officials to address the delegates. Delegates also have the opportunity to address their concerns to other government officials such as through the Cabinet Panels and government meetings. UBCM President, Mayor Frank Leonard will kick off the 101st Annual General Meeting with the President’s Address on Wednesday morning. Later on Wednesday the Honourable Murray Coell, Minister of Community, Aboriginal and Women’s Services will make his first address as Minister to the UBCM Convention. Cabinet Panel sessions follow and all Cabinet members are scheduled to attend (see page 12 for more details).

Beginning on Thursday morning we have invited back Prime Minister Paul Martin. We are not able to confirm his attendance at this point but we can advise that the Honourable David Emerson, Minister of Industry and Social Development and Regional Minister will speak if the Prime Minister is unable to attend.

Later that morning MLA Joy McPhail, Leader of the Opposition will address delegates (10:30 a.m.) On Friday morning, Jack Blaney, Chair of the Citizens Assembly for Electoral Reform will be the featured speaker at 8:30 a.m. The Citizens Assembly has been charged by the provincial government with reviewing the way we elect MLA’s and to bring forward recommendations to be considered at the May 2005 provincial elections.

Our final keynote speaker will be the Honourable Gordon Campbell, Premier of BC.
“Perspective”

September’s 'back to school' routine now includes weekend house parties that can get out of control and require police presence, particularly in a university and college community like mine. After wandering through Monday morning complaints, I turned to our Police Chief and asked if he got tired of these types of files. His answer was quite a surprise – he said he felt fortunate that these were the complaints he needed to deal with! He said that police chiefs around the country and the world would be grateful if house parties dominated their in-basket. In fact, he thought it was a sign that our police department was doing a good job since the complaints were about annoyances and not criminal or life and death issues.

Perspective can be an elusive commodity when in public life. It’s hard to find time to save the world when trying to get neighbours to stop fighting over noisy wind chimes. Perspective is even more critical when you have a one-year term as UBCM President – you can affect a few key issues, solve very few problems and merely pass the baton on most files after carrying them around your section of the track. And the neat thing is one’s starting point: we already have great communities in a wonderful province. So no matter what we select as our biggest issue, it is relatively insignificant compared to much of the world’s problems.

Nonetheless, ‘Team UBCM’ did make some breakthroughs this past year: $6.5M in provincial funding was provided directly to the UBCM to administer six programs; the Community Charter came into effect, concurrent regulatory authorities were developed and consultation agreements were signed; and a “made in BC” New Deal for Cities and Communities proposal was developed.

Your Executive and staff tackled numerous initiatives: we were a partner in the implementation of the Firestorm 2003 Report recommendations; we’ve had input on a lengthy legislative agenda that affects local government; and our Committee members worked through heavy agendas on health, environment, resource, justice, aboriginal and other issues. Unfortunately, it seems my term had its highest profile when I failed. Bill 75 was a setback, but we take some comfort that our protests may have prevented its use.

Altogether though, perhaps our biggest achievement is that thanks to your membership and support, we continue to be a credible ‘top of mind’ influence on behalf of every local government in BC.

So with merely days left in my term, I shall not be taking credit for the ‘ten wonders’ of the local government world. Hopefully you’ll feel that an extremely good situation has been made a little bit better. Thanks for the opportunity to serve and I look forward to seeing you in Kelowna.

Mayor Frank Leonard
President

UBCM Staff Changes

Harriet Permut
Senior Policy Analyst Harriet Permut has left UBCM to take the newly created position of Government Relations Manager at the Real Estate Board of Greater Vancouver. Harriet has been with UBCM for 13 years and worked in a variety of policy fields but with an emphasis on health, local government finance, assessment, and taxation.

Based on her experience with freedom of information and conflict of interest policy, she provided the main support to UBCM Community Charter representatives dealing with the parts on public participation and municipal accountability. Her other files included interprovincial and international trade implications for local governments.

Sue Clark
Sue Clark has joined UBCM on a contract as Executive Coordinator – Special Programs. She will be administering the various programs funded by the provincial government. Sue is the former Executive Coordinator of the North Central Municipal Association and she is based in our Municipal House office in Victoria.

Revised Annual Surveys
Targeted for September Launch

Presently UBCM houses a number of financial surveys on its website that have become very onerous for members to access and update. Earlier this year, UBCM engaged the services of Civicinfo in partnership with the Local Government Management Association to overhaul the survey design. Over the past few months, several new improvements have been incorporated to assist users, such as:

- password retrieval system;
- ability to convert information into excel spreadsheet format;
- additional menu of options provided to enhance information available;
- inclusion of contact information for individuals completing the survey;
- email reminders to members to update their data;
- more user friendly format; and
- easier to read format.

Final touches are being put on the surveys. To ensure that they are in proper working order, they will be test run by a working group comprised of local government staff. It is expected that the new surveys will replace the existing surveys on the UBCM website by early September.

UBCM EXECUTIVE APPROVES PROPOSED 2003/2004 UBCM BUDGET

At its July meeting, the Executive approved the preliminary 2004-2005 UBCM Budget. The budget contains a two percent increase in dues for the coming year. The graph indicates that in 11 of the last 22 years there has been no dues increase. Historically our dues increases are below inflation.

The preliminary budget will be presented to the 2004 Convention.

CIVICNET UPDATE

As UBCM gears up for Convention in September, members should check the CivicNet website for Convention registration and program information. Visit Convention/2004 Convention to register online or print a PDF registration form and be sure to check back often for constantly updated program and session details.

Members should also be aware that the 2004 resolutions are now available in PDF format under Resolutions/2004 Resolutions. Also check the Resolutions section of CivicNet for information on participating in UBCM resolutions session at Convention.

Check CivicNet for the following new additions:

- Links/Area Associations – New Area Association Executive and contact information;
- Featured Policy Topics/New Provincial Support Programs – updated information on Emergency Planning, Community Sprinklers (check out our Community Sprinkler photo gallery!), Strategic Wildlife Prevention Plans and Regional Traffic Safety;
- Convention/Nominations & Elections – information on UBCM nomination and election policies and procedures for 2004.

And remember to visit our News/Announcements and New Documents drop-down boxes to check for breaking news, upcoming events and new additions to the CivicNet site.

Circular List

- 24: Memo: Forum for Mid-Sized Communities 2004 UBCM Convention
- 25: Registration Brochure 2004 UBCM Convention Annual Banquet Reserve Seating Process Bulletin #1 Long Service Awards Call for Nominations for UBCM Executive
- 29: Invitation to Attend the Water Use & Conservation Forum

- 9: In the House: New Funding Sources Announcement
- 21: In the House: Five BC MPs Join Federal Cabinet
- 22: Member Release: Executive Meeting Highlights: July 15-16, 2004
- 30: Memo: Community Sprinkler Protection Units

- 5: Dealing with Drought Handbook and Planning Assistance Program Application Guide
- 16: Riparian Areas Regulation (RAR) Regional workshops
- 16: Annual Report and Resolutions Nominating Committee Report
- 18: Riparian Areas Regulation Pilot projects
The first year for the newly designed Community Excellence Awards was a great success. Not only did UBCM receive a total of 43 submissions, but the quality of most submissions was exceptional.

The goal of the Community Excellence Awards is to promote Best Practices within BC local government. In an effort to further excellence, the UBCM plans to establish a Community Excellence Awards Library. The library will allow other communities and interest groups in BC access to winning ideas. Sharing these proven plans for solving challenges that face all municipalities and regional districts was spearheaded by Chair Marvin Hunt and Director Aaron Dinwoodie, Chair of the Community Excellence Awards Selection Committee.

Determining the winners of each category was an extremely difficult task for the Selection Committee members. The number of quality applications received made the Committee very proud of what is happening around BC. After careful consideration, much reading and roundtable discussions, the winners were finally chosen.

**Best Practices Category Winner:**
- City of Surrey, Attendance Management Program
- Best Practices, Best Annual Reporting Category Winner: District of Maple Ridge
- Best Practices, Website Category Winner: City of Trail
- Best Practices, Sector Infrastructure Project: Regional District - RD of Central Okanagan, Heating Utility

**Partnerships Category Winners:**
- Small Municipality - Town of Osoyoos, Casa Loma Truck Sewer Project
- Mid-Size Municipality - City of White Rock, Operations Green Building
- Large Municipality - City of North Vancouver, District Heating Utility
- Regional District - RD of Central Okanagan, Casa Loma Truck Sewer Project

**Leadership & Innovation Winners:**
- Small Municipality - Town of Osoyoos, South East Sector Infrastructure Project
- Mid-Size Municipality - City of White Rock, Operations Green Building
- Large Municipality - City of North Vancouver, District Heating Utility
- Regional District - RD of Central Okanagan, Casa Loma Truck Sewer Project

**2004 Community Excellence Awards**

**BRITISH COLUMBIANS ESTABLISHING LEGACIES FROM HOSTING 2010 WINTER OLYMPIC AND PARALYMPIC GAMES**

Submitted by Daniel Fontaine, Director of Communications, 2010 LegaciesNow

As the XXVIII Summer Olympics comes to a close, British Columbians are looking forward to our own Olympic and Paralympic Winter Games in 2010. Although over five years still remain before our opening ceremonies, 2010 LegaciesNow is currently working throughout the province to ensure that British Columbians maximize the opportunities the Games will provide.

But hosting the 2010 Olympic and Paralympic Winter Games should mean more than just successfully staging a major international event. It should also mean that sustainable long-term benefits of staging the Games in British Columbia are felt in small towns and cities throughout the province. Traditionally, investment in sport facilities and endowment legacies have occurred after hosting a major event. As part of the Vancouver Bid for the 2010 Olympic and Paralympic Winter Games, the Province of British Columbia and the Vancouver Bid Committee created LegaciesNow. This was a first in the history of a Games bid and was part of our success. The original mandate was to ensure a strong and lasting sport system for the province, increasing participation from Playground to Podium while supporting safe, healthy and vibrant communities.

In 2004, this mandate was expanded from Sport and Recreation to include the Arts, Literacy, Communities and Volunteer sectors. 2010 LegaciesNow is actively working with many partners to maximize the benefits for each of these sectors as a result of hosting the 2010 Olympic and Paralympic Winter Games and other events in this province.

Community-focused representation is being built into all 2010 LegaciesNow networks, building new and exciting synergies for a variety of programs and projects. By developing and creating our legacies NOW, over the next six years, British Columbians will have a unique opportunity to engage in the positive social and economic impacts stemming from 2010.

It means that sustainable programs in sport and recreation, the arts, literacy, community, and volunteer sectors will be developed to benefit every region of the province. And it means something we can all be proud of – young British Columbians tapping into their potential and realizing their dreams.

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The Problem Solvers.
Municipal House is Your Office in Victoria

Municipal House is located at 545 Superior Street, right behind the Parliament Buildings in Victoria. UBCM member. Need some photocopying for a presentation? Come and see us. Eydie Fraser, our Executive Coordinator, would be pleased to welcome you even if you just want a place to pause and consider your strategies between meetings with provincial government officials. The coffee is always on.

Putting Agreements into Action

This year UBCM renewed its protocol with the BC School Trustees Association (BCSTA). The terms of renewal included the establishment of a working group to look at areas where the two associations could promote the success stories and best practices of good working relations between school districts and local governments. UBCM’s Second Vice-President, Chair Marvin Hunt and BCSTA’s President Penny Tees and staff support from both organizations comprise the working group. As one of its priority activities, the working group committed to an awareness campaign that would promote to school districts and communities the benefits of working in partnership. The first step was to determine what success stories were out there to be shared. To assist with that task, the BCSTA commissioned a survey of its members asking them to identify their partnerships with local government. The results are very interesting and provide some valuable information to be shared throughout the province. And, that is just what the working group plans to do.

At this year’s UBCM Convention, there will be a Wednesday morning clinic entitled School Board - Council Collaboration that will highlight the success stories and promote them as best practices for other communities. We encourage delegates to come and learn from the experiences of others and reap the rewards of working in partnership with your school board.

CALL FOR NOMINATIONS

UBCM Nominations To New Board of Directors For the Land Title and Survey Authority

Legislation to create a Land Title and Survey Authority of BC is expected to be considered at the fall session of the provincial legislature. The Authority assumes the functions of the Land Title Office. In anticipation of the creation of the new Authority, a process has been developed to appoint a new Board of Directors. Part of that process is that a number of groups, including UBCM have been invited to make nominations. Information on the process and criteria can be found in a “Stakeholder Advisory Committee Governance Proposal” which has been accepted by the Minister.

The governance document sets out the desirable qualifications for nomination. The proposal also sets out an “arms-length” criteria for nominations that precludes current elected officials and senior staff of local government from appointment.

Potential nominees are required to complete a 9 page Nomination Form. The form was developed by the committee advising on the establishment of the Authority and not UBCM. This form and the Governance Proposal can be found under About UBCM/Opportunity at www.civicnet.bc.ca.

Those wishing to be considered should return a completed nomination form to UBCM by September 10, 2004.

OMMA 2005 CONFERENCE

DATE CORRECTION

Please be advised that the date for the 2005 OMMA conference was incorrectly noted in our June newsletter. The dates for the conference are April 27 to 29, 2005 in Salmon Arm.

Here’s to you and you and you...

By using Green Power Certificates, these organizations are putting their environmental principles into action and making their operations greener. This means cleaner air for all of us.

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- British Columbia Buildings Corporation
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- City of Kamloops
- City of Vancouver
- Corporation of the City of White Rock
- Greater Vancouver Regional District
- Ministry of Water, Land & Air Protection
- Resort Municipality of Whistler
- TransLink

Visit our website for a full list of organizations using Green Power Certificates.

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UBCM NEWS AUGUST 2004
Policy Updates

Private Managed Forest Land Regulation Now in Effect

Bill 88, the Private Forest Managed Land Act (PMFLA) and three related regulations came into effect on August 3, 2004. The Private Managed Forest regime replaces the Forest Land Reserve. The Forest Land Reserve Act, Private Forest Land Forest Practices Regulation and Forest Land Reserve Procedure Regulation have all been repealed and the Forest Land Reserve designation is now eliminated.

The PMFLA applies to about 900,000 hectares of privately managed forest land in the province (centred in Vancouver Island and the Kootenays) and does not apply to Crown land. The stated purpose from a government policy perspective is to improve management of private forest lands through requiring owners to commit to enhanced protection of key environmental values and to the reforestation of harvested areas.

UBCM was consulted on this legislation by the ALC in April 2003 and we raised several concerns, including adequate restrictions on entry and exit from the class to discourage entering class for tax relief benefits only with little or no intent to have productive forest and that the recapture charge should be remitted to the local taxing jurisdiction, as outlined below.

The PMFLA provides for a Private Managed Forest Land Council which will make regulations about forest practice standards that apply on privately owned forest land, if the owner of the land has submitted a management commitment in respect of the land. For more information about membership and mandate of the Council, see web site addresses at the end of this article.

As an incentive for owners of private forest land to make a commitment to manage their forest land in accordance with the legislation and related regulations, the land to which a management commitment applies is classified under the Assessment Act as “managed forest land”. This classification provides reduced property assessment value and lower school taxes.

In May of this year, UBCM was provided with drafts of the three regulations pursuant to Bill 88 prior to their enactment. These three regulations are:

1. Private Managed Forest Land Regulation
2. Private Managed Forest Land Council Regulation (now in two parts)
3. Managed Forest Land and Cut Timber Valuation (amending prescribed classes of property regulation under the Assessment Act)

Based on our analysis and legal review, UBCM provided feedback to the Agricultural Land Commission (ALC), which shares responsibility with the Ministry of Sustainable Resource Management for the development of the new Private Managed Forest Land designation. We raised concerns in relation to three main issues stemming from the draft regulations:

• Calculation and exemptions from “exit fee” designed to recapture lost tax revenue for those owners withdrawing their land from private managed forest class before the end of their management agreement.
• Minimum parcel size for lands that can be classified as private managed forest, and
• Scope and definition of “forest management activities” on private managed forest land which is in effect.

UBCM members included in the above referenced issues have not been satisfied by local government bylaws. UBCM was not provided with a final draft of the regulations before they were enacted. Many concerns raised on behalf of UBCM members including the above referenced issues have not been satisfactorily addressed. All local governments will have now received a memo from the ALC on these changes. A copy of the PMFLA and descriptions of the regulations can be obtained from the ALC website at www.alc.gov.bc.ca. The regulations themselves can be obtained from the Council website at www.pmflc.ca.

Drought Management Planning Grants and Workshops

On May 31, 2004 the provincial government announced up to $2 million in funding to local government as part of the Provincial Drought Action Plan. The funding, to be administered through Land and Water BC, is intended to assist communities with the preparation of water management plans such as water supply plans, water conservation plans and long-term drought management plans. The funding applications are now available on the Land and Water BC website, www.lwbc.bc.ca, follow the link to drought info.

Grant monies for this one-time funding program are calculated on a $0.75 per capita basis, with a $8000 minimum up to $50,000 maximum. Local governments and water improvement districts are eligible to apply. Applications will be accepted from July 1 to December 31, 2004, or as long as funds remain, whichever comes first. All work must be completed by February 28, 2005 to receive full payment.

Funding priority will go to water suppliers with systems categorized as “stressed”. A stressed system is defined as one where:

• streamflows or storage levels are significantly lower than recorded average and
• water quality does not meet water quality standards due to reduced streamflows or storage levels, and/or
• key habitat factors, such as temperature, quality, cover, substrate and accessibility, necessary to sustain a biologically diverse community are degraded, and/or

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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

UBCM NEWS AUGUST 2004

UBCM NEWS AUGUST 2004
Municipal Finance Authority of BC

The Municipal Finance Authority of British Columbia will be hosting their semi-annual meeting of the members on September 21st at 5:00pm in the Shuswap/Pennask Room of the Grand Okanagan Conference Centre. This meeting is open for delegates to attend as observers.

Featured at the meeting will be TD Securities’ Chief Strategist, North America, Marc Lévesque. Mr. Lévesque will give an economic update on the outlook for the Canadian economy and financial markets.

At the UBCM conference, the FMA booth will be present at Prospera Place, across from the Grand Okanagan Conference Centre. It would be our pleasure for you to stop by and visit staff.

We look forward to seeing you in Kelowna!

Drought
Continued from page 5
Looking to implement water conservation planning and programs. Eligible program costs include participation in the drought management planning workshop, establishment of a Local Drought Management Team, development of contingency plans to deal with water shortage episodes, development of plans and bylaws around drought management and water conservation, water supply and demand analysis, and development and printing of educational materials. Costs that will not be covered include infrastructure, long term studies and monitoring, previously completed work or compliance/monitoring of bylaws, as well as projects currently eligible under the Infrastructure Planning Grant Program. The website also points applicants to funding for related projects available under the Emergency Planning Grants program, Local Government Grants Program and Federal/Provincial Agriculture Water Supply Expansion Program.

The handbook, Dealing with Drought, includes action steps, plan templates and model bylaws for water suppliers. View the handbook, grant application form, and sample completed application on the website, www.lwbc.bc.ca/droughtinfo.

A conference was held to kick off the Drought Management program on July 8 in Penticton. It was well attended by local government, agriculture and industry representatives. Land and Water British Columbia will also be hosting drought management and water supply planning workshops for the months of September and October.

The purpose of the Fall workshops are to provide local government staff and their consultants with information on how to optimize the grant funding to effectively manage drought through development of local drought management teams, drought and water conservation planning and water conservation education. The workshops will be targeted at water suppliers, including local government and improvement district technical staff, and consultants. Each workshop will:

1. Provide an overview of the grant program and the Dealing with Drought handbook.
2. Provide an overview of the steps required to develop water conservation and drought management plans, and
3. Inform water suppliers about how to effectively establish local drought management teams and use the planning grants that they obtain.

Although final venues are to be announced, the tentative schedule includes workshops on the following dates:

- Wednesday, September 15th - Nanaimo
- Tuesday, September 21st - Kamloops
- Wednesday, September 22nd - Kelowna
- Thursday, September 26th - Cranbrook
- Thursday, September 30th - Prince George
- Friday, October 1st - Abbotsford

Depending on demand and scheduling, an additional workshop may be added. UBCM is not coordinating these events, please check the Land and Water British Columbia website for exact locations and for workshop registration: www.lwbc.bc.ca/droughtinfo.

2010 WINTER OLYMPIC
Continued from page 3
On legacy development, prior to the successful 2010 bid, the Province established a dedicated committee and invited experts to assess the region’s opportunity strategies. Preparation is key to success and the focus for 2010 is planning to build solid foundations for moving forward toward 2010 and beyond. To assist communities in this area, 2010 LegacyNow will continue working closely with communities across the province to help them explore and tap into the many new opportunities that are being created as a result of hosting the Games.

Building and creating legacies now and beyond 2010 will prove to be one of the hallmarks of British Columbia hosting the Games. If someone in your community wants more information about 2010 LegaciesNow, please contact:

Web: www.2010legaciesnow.com
Email: info@2010legaciesnow.com
Phone: 604-659-1370
Fax: 604-659-1374

Convention Parking and Busing
For those needing to drive from their Kelowna accommodations to the convention venues, there are a variety of public and private lots around the venues. Costs include infrastructure, long term studies and monitoring, previously completed work or compliance/monitoring of bylaws, as well as projects currently eligible under the Infrastructure Planning Grant Program. The website also points applicants to funding for related projects available under the Emergency Planning Grants program, Local Government Grants Program and Federal/Provincial Agriculture Water Supply Expansion Program.

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Conrad Hotel and Conference Centre

The City of Kelowna providing free bus rides to all delegates, just show your UBCM convention delegate name tag to the bus driver. Bus routes and schedule information is available at http://www.busonline.ca/regions/kel/.

UBCM is currently surveying demand for a bus shuttle service in conjunction with the Tuesday night Welcome Reception and the Thursday night Annual Banquet. Further information will be forthcoming.

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Overview

Special Convention Newsletter

We know that advance information on the Convention is important to our delegates. That’s why we will continue publishing the Convention Bulletin series and why this year we have published this special pull-out section of the newsletter. We have tried to pack in some of the information that will assist you in making your plans.

Finding Your Way Around the 2004 Convention

All convention program events are within short walking distances.

First Stop – Registration

If you are arriving Monday or Tuesday, your first stop should be the UBCM registration desk located in the Upper Foyer of the Grand Okanagan Conference Centre. On Wednesday, registration moves to Prospera Place.

Venues

Seven venues will be in use at different times throughout the week.

Grand Okanagan Conference Centre

Tuesday Forums and lunches

Cabinet Panel and Workshops

Parks and Recreation

Passports for the Arts

National Ballet of Canada

Okanagan Conference Centre

BC Hydro Reception

Welcome Reception

Cabinets Panel & Workshops

Mid-Sized Communities Lunch and OMMA Lunch

Provincial Housing Practices

Regional Forums

Cabinet Panel and Workshops

Mid Size Community Forum

Rural and Regional District Forums

Cabinet Panel and Workshops

Community Theatre

Kelowna Art Gallery

Welcome Reception

The Laurel Packing House

Welcome Reception

Kelowna Community Theatre

Mid-sized Community Forum

Rural and Regional District Forums

Cabinet Panel and Workshops

Arts Common (Tent)

Welcome Reception

BC Hydro Reception

(2004 UBCM Convention)

CONVENTION ON-LINE

Visit the CivicNet web site www.civicnet.bc.ca for important Information on the 2004 UBCM Convention, including:

• General Information - on the main Convention facility & registration, Convention dates, registration desk hours and accommodations.
• Registration - a listing of optional events.
• General Convention Business - including information on resolutions, voting privileges, elections and provincial participation.
• Pre-Convention Sessions - an outline of study sessions and tours taking place Monday, September 20 and the four forums: Electoral Area Directors, Large Urban Communities, Mid-Sized Communities and Small Talk, Tuesday September 21, 2004.
• Convention Clinic Series - provides information on four topic streams including Training, New Policy and Legislation, Innovations and Partnerships.
• Cabinet - a brief review on the Cabinet Ministers at the Convention this year.
• Networking Events - a review of the informal and social occasions during Convention.
• Schedule - which includes the Convention Program in brief.
• Partners Program - a description of the excellent tours and programs available to delegates’ spouses and partners.

Visit this convenient summary of information, to assist you with your planning for this year’s UBCM Convention.
**2004 UBCM CONVENTION PROGRAM**

**Monday, September 20**
- 8:00 am - 9:00 am: Registration
- 9:00 am: ANNUAL MEETING
  - 9:20 am - 9:50 am: Nomination of Officers for Executive Positions
  - 10:00 am - 10:30 am: Nomination of Officers for Table Officers
  - 10:30 am - 11:00 am: Consideration of Resolutions
  - 10:30 am - 10:50 am: Election of Table Officers
  - 11:00 am - 11:30 am: Address by the Premier
  - 11:30 am - 12:00 pm: Address by the Leader of the Opposition
- 12:00 pm - 1:30 pm: Area Association Lunches (optional)
- 2:00 pm - 2:30 pm: Election for Executive Positions
- 2:30 pm - 3:00 pm: Panel Discussion
- 3:30 pm - 5:00 pm: Workshops: (5 concurrent)
- 5:00 pm - 6:00 pm: Presentation of Long-Service Awards and Life Memberships
- 6:00 pm - 7:00 pm: keynote Speaker: Dr. Jack Blaney, Citizens Building
- 7:00 pm: Delegates’ Continental Breakfast
- 7:00 pm: BC Government Reception

**Tuesday, September 21**
- 8:00 am - 9:00 am: Election of Table Officers
- 9:00 am - 10:00 am: Candidates’ Speeches
- 10:00 am - 10:30 am: Introduction of Life Members and Guests
- 10:30 am - 12:00 noon: Delegates’ Continental Breakfast
- 12:00 noon - 1:30 pm: Area Association Lunches (optional)
- 1:30 pm - 3:00 pm: Rural Communities Forum
- 3:30 pm - 5:00 pm: Regional Film Commissions and Local Governments: Best Practices Around the Province
- 5:00 pm: BC Government Reception

**Wednesday, September 22**
- 8:30 am: CONVENTION OPENING SESSION
  - 8:30 am - 9:00 am: Invocation
  - 9:00 am - 9:30 am: Address of the Host Municipality
- 9:30 am - 10:00 am: Adoption of Financial Statements
- 10:00 am - 10:15 am: Appointment of Auditors
- 10:15 am - 10:45 am: Appointment of Convention Committees
- 10:50 am - 11:00 am: First Report of the Nominating Committee
- 11:00 am - 11:15 am: Address by the Premier
- 11:15 am - 12:00 noon: Address by the FCM First Vice-President
- 12:00 noon: Adjourn

**Thursday, September 23**
- 7:30 am - 9:00 am: Delegates’ Continental Breakfast
- 9:00 am: POLICY SESSION: RESOLUTIONS
- 10:00 am - 10:30 am: Policy Session Report on Resolutions Received after the Deadline
- 10:30 am - 11:00 am: Consideration of Resolutions
- 11:00 am - 11:30 am: Consideration of Section B Resolutions
- 11:30 am - 12:00 noon: Presentation of Long Service Awards and Life Memberships
- 12:00 noon: Adjourn

**Friday, September 24**
- 8:30 am - 9:00 am: POLICY SESSION: RESOLUTIONS
- 9:00 am: Election for Executive Positions
- 9:00 am - 9:30 am: Consideration of reports from Workshops and Seminars
- 9:30 am - 10:00 am: Consideration of Policy Papers
- 10:00 am - 10:30 am: Keynote Speaker: Dr. Jack Blaney, Citizens Assembly
- 10:30 am - 11:00 am: Report on Resolutions Received after the Deadline
- 11:00 am - 11:30 am: Installation of President-Elect
- 11:30 am - 12:00 noon: Address by the Premier
- 12:00 noon: Adjourn

**Convention Program**

**Proposed Program - Subject to modification**

**Contribution Highlights:**

**Plan Your Week**

The general format for the Convention remains the same as in previous years:
- **Monday:** Pre-conference sessions
- **Tuesday:** Electoral Areas, Small Talk, Mid-Sized Communities and the Large Urban Communities Forum
- **Wednesday:** 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**

Four study sessions and two study tours are being offered. The always popular all-day agriculture study tour is featured again this year. These sessions are listed on page 10 and pre-registration is required.

**Tuesday Special Focus**

Four forums dealing with issues of specific focus for: - Electoral Area Directors (featuring “In the Director’s Chair”)
- Small Communities (pop. under 5,000)
- Mid-Sized Communities (5 - 20,000)
- Large Urban Communities

Additional details can be found on page 10.

The following afternoon sessions will be continued:
- Rural Communities Forum
- Regional District Directors Forum
- Community Sustainability Forum

**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 and will be followed by policy discussion 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 Lunch-eon. A special presentation and workshops are on the agenda for the afternoon.

**Friday**

After a full round of clinics and a policy plenary, the Convention wraps up with Premier Gordon Campbell speaking at 11:15 am.

We look forward to seeing you at Convention.

UBCM Convention Committee:
Councillor Brenda Binnie, Chair
Councillor Pat Wallace, Vice Chair
Councillor Ron Cannon
Councillor Ida Malcor
Director Aaron Dinwoodie, VP Liaison
What are the guidelines for speaking to a resolution?

- Roberts Rules of Order govern the proceedings.
- No one delegate may speak more than once on any resolution.
- Speakers from the floor have two minutes to speak.
- The resolution sponsor has three minutes to speak.

Who can speak to a resolution?

- Mayor Jack Peake, AVICC
- Councillor Mary Sjostrom, Area Associations

Late and Emergency Resolutions

- To be considered for admission as an emergency resolution, a resolution must address a topic that has arisen after the June 30 submission deadline for resolutions. If it cannot be proven that the matter arose after the deadline, the Executive will not recommend that the resolution be admitted for debate.
- Late and emergency resolutions must be received at the UBCM office by Friday, noon, September 17 to provide time for Executive consideration and later presentation to the 2004 Convention in the Report on Resolutions Received After the Deadline.

Policy Issues to be Considered at the 2004 UBCM Convention

UBCM Convention sets policy through two main vehicles:
- specific resolutions (of which 194 were submitted before the deadline this year); or
- policy papers on topics where the range of recommendations tends to be more comprehensive.

Resolutions come from the members, policy papers and special resolutions come from Executive initiated processes. UBCM has made increasing use of policy papers to respond to the complexity of issues. Their effectiveness is noted in many legislative changes that have resulted from them. This year the Convention will be asked to consider several policy papers, including An Environmental Action Plan, Resource Revenue Sharing BC Communities Agenda, and New Deal for Cities and Communities.

2004 Annual Report and Resolutions Books

In accordance with UBCM Bylaws, copies of the Annual Report and Resolutions to be considered at the 2004 Convention will be mailed to all members by the third week in August. If you have not received your copy, contact your municipal or regional district office; or, in the event that your office has not received copies, contact the UBCM office. Please be sure to bring your copy of the Annual Report and Resolutions Book with you to the Convention. Copies will not be available at Convention.

This year’s Annual Report will follow the condensed format to provide a concise overview of UBCM activities and events over the past year, including Executive and Committee highlights. The Annual Report will be considered during the Annual Meeting, Wednesday, September 22 at the UBCM Convention. The Resolutions Book contains 194 resolutions: 13 Section A; 36 Section B – Part L; 61 Section B – Part II; 47 Section B – Part III and 37Section C. Theresolutions will be considered at three different sessions during the Convention. See page 8 for scheduled times of resolutions sessions. 2004 is our second highest intake year ever for resolutions but, with efficient process and delegate cooperation, there should again be enough time to consider all resolutions within the time allocated.

Members will note that there are again more Section A, or priority, resolutions this year than in the recent past. The Resolutions Committee wished to draw members’ attention to several issues of significant interest for members across the province.

Members should note that Section B1 contains resolutions that conform to UBCM standing policy and are recommended to be endorsed as a block.

Participating in UBCM Resolutions Sessions

UBCM is a policy driven organization and the resolutions and policies endorsed by member municipalities become the policy direction of the Executive. It is important that members of the UBCM Executive understand the positions of UBCM members and, 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 from the member municipality or regional district sponsoring the resolution.
   - Elected representatives from member municipalities or regional districts who have questions or comments regarding a resolution on the floor.

What are the guidelines for speaking to a resolution?

- Speakers announce their: name, municipality or regional district office, municipality or regional district.
- The resolution sponsor has three minutes to speak.
- Speakers from the floor have two minutes to speak.
- No delegate may speak more than once on any resolution until everyone else who wants to speak has had an opportunity to do so.

What are the rules for speaking?

- Roberts Rules of Order govern the proceedings.
- Use floor microphones when speaking.
- Address the Chair and be recognized before speaking.

2) Voting on a Resolution:
   - Who can vote on a resolution?
   - Elected representatives from member municipalities or regional districts.
   - At Convention there are three types of voting:
     - Voting with voting card: used for voting on ordinary resolutions. The chair will determine votes and decide whether the motion has been won or lost.
     - Standing vote: when 10 or more people question the Chair’s decision by standing. The question will be put out again and delegate will be asked to vote by standing for or against.
     - Voting by ballot: if standing vote is questioned by 50 or more delegates. Present voting card to scrutineers to vote by ballot.

- Remember that you are voting on the resolution and not the recommendations of the Resolutions Committee.

Types of Resolutions

Resolutions in the Resolutions Book

1) Section A Resolutions: resolutions of importance 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/ of local or regional significance/ 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 but not within the jurisdiction of local government.

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

How are late resolutions dealt with?

- Late resolutions are those received after the June 30 deadline. You will receive a copy of these resolutions at Convention.
- Late resolutions identified as “emergency” issues that have arisen since the resolution submission deadline will be addressed at the Convention on Friday morning.
- Late resolutions not identified as “emergency” will not be debated by delegates.
- Some late resolutions may be referred to the Executive.

Can resolutions be raised on the Convention floor?

- Any delegate may bring forward a motion which, if seconded, will be presented to the floor by the Chair.
- A three-fifths majority vote must be achieved before the resolution can be considered.

Continued on page 12
Monday/Tuesday Sessions

Monday, September 20 Pre-Convention Study Sessions/Tours

Six Pre-Convention Study Sessions/Tours being offered through advance registration are shown opposite. Please refer to the Convention registration package for descriptions and fees or visit the Convention portion of the Civinet website for program descriptions.

UBCM members may register to attend Monday Pre-Convention Study Sessions and Tuesday Forums without being a full Convention delegate, space permitting (Convention delegates take priority). Please submit a regular registration form and payment for only the study sessions you select on the form.

New Reception for 2004: COFI

The Council of Forest Industries is pleased to invite UBCM members to their Monday evening reception:

Monday, September 20, 2004
Grand Okanagan Conference Centre
Skaha/Vaseaux/Kootenay Rooms
4:30 – 6:30 pm

Tuesday: Many Choices – Plan Ahead

The Tuesday program is full of choices:

- six clinics;
- four morning forums;
- rural and regional district afternoon forums;
- two concurrent afternoon workshops;
- four provincial policy presentations;
- at least two receptions, including the City of Kelowna Welcome Reception at the Arts Common. So plan ahead before to select which sessions you or your colleagues will be attending.

Here are the big blocks for Tuesday:

7:30 – 8:00 6 Clinics:
9:00 – noon 4 Forums
noon – 1:30 Forum Lunches
1:30 – 3:00 Rural Forum 2 Workshops
3:30 – 5:00 Regional District Forum 4 Provincial Policy Presentations

Tuesday Clinics

Five clinics are currently being organized to precede the Tuesday forums.

The subjects are:
- Preventing Falls among the Elderly
- Street Talk – Public Order and Public Safety
- Forming a Traffic Safety Commission
- Formation and Operation of Volunteer Fire Departments
- regional Immigration Initiatives

Today’s seniors are the healthiest, most active, best educated and longest lived in BC’s history. Our seniors’ population will double by 2031. This group includes seniors who are healthy, active and independent, as well as those with a variety of care and housing needs. This generation will present BC with new opportunities for innovations in seniors’ housing and care. UBCM delegates are invited to hear about success stories and the challenges of the new direction in seniors’ housing and care in British Columbia at a special evening presentation Monday, Sept. 20, at the UBCM Convention. Presentations will be from 7:30 to 8:30 p.m. in the Grand Ballroom at the Grand Okanagan Conference Centre in Kelowna.

Directions open at 7 p.m.
Sponsored by British Columbia’s Health Authorities, the Ministry of Health Services and BC Housing.

Small Talk Forum Plans Underway

If you represent a village or small community under 5000 in population you are invited to participate in the 2004 Small Talk Forum. Scheduled for Tuesday, September 21, 2004 from 9 am until noon in the Ballroom at the Grand Okanagan Conference Centre, Small Talk is always a well received component of the UBCM Convention. The premise for Small Talk is simple: you send us your issues and that becomes the agenda. With the assistance of our facilitators, we will coordinate the session to ensure that you get as much out of it as possible. How can you contribute your ideas? Your Small Community Representative, Mayor Sharon Hartwell, issued the notice inviting all small communities to contribute their issues for discussion.

The deadline for submitting issues was August 6, but if you still have topics you would like discussed I would encourage you to submit them to UBCM via fax at 604-270-9116.

This is your opportunity to meet with similar sized communities and share experiences, discuss problems and identify solutions. A ticketed lunch will follow the session to allow you to network with your colleagues in a more informal setting.

Mon. Sept. 20
9:00 am – 12:00 noon
- Farming in Kelowna (all day)
- Wildfire Workshop (all day)
- An Airport’s Economic Impact
- Tourism Partnerships Work

Mon. Sept. 20
1:30 – 4:30 pm
- Access and Privacy

ELECTORAL AREA DIRECTORS FORUM

“In the Director’s Chair”
Mary Irwin Theatre
Rotary Centre for the Arts
Tuesday, September 21, 2004
9:00 a.m. – 12:00 noon

This forum will consist of panel sessions on Emergency Planning in Electoral Areas and Working Group Findings on the Rural Subdivision Process, as well as an update on the “Fire Services Innovation Project” by the Ministry of Community, Aboriginal and Women’s Services.

The forum will also include a group problem solving session designed specifically for Electoral Area Directors, which will focus on issues the Directors want to discuss. Issues for discussion during this session are being solicited in advance and Directors are encouraged to submit their ideas to the UBCM by the end of August.

The following is the forum schedule:
9:00 a.m. Welcome from Hon. Murray Coell, Minister of CAWS
9:15 a.m. Emergency Planning in Electoral Areas
10:00 a.m. Break
10:15 a.m. Rural Subdivision Process
11:00 a.m. “In the Director’s Chair” Discussion Session
11:45 a.m. Fire Services Innovation Project Update
12:00 noon Lunch

Seniors’ Care: Into the 21st Century

Today's seniors are the healthiest, most active, best educated and longest lived in BC's history. Our seniors' population will double by 2031. This group includes seniors who are healthy, active and independent, as well as those with a variety of care and housing needs. This generation will present BC with new opportunities for innovations in seniors' housing and care. UBCM delegates are invited to hear about success stories and the challenges of the new direction in seniors' housing and care in British Columbia at a special evening presentation Monday, Sept. 20, at the UBCM Convention. Presentations will be from 7:30 to 8:30 p.m. in the Grand Ballroom at the Grand Okanagan Conference Centre in Kelowna.

Doors open at 7 p.m.
Sponsored by British Columbia’s Health Authorities, the Ministry of Health Services and BC Housing.
MID-SIZED COMMUNITIES FORUM

The Mid-Sized Communities Forum is back by popular demand after a well-received first session at the 2003 UBCM Convention. This year’s session aimed at communities with populations between 5,000 and 20,000 will feature two issues identified by UBCM members as current priorities: • planning and funding community infrastructure needs; and • dealing effectively with outside agencies, including federal government and Regional Health Authorities.

Panels of knowledgeable speakers will address each of these topics providing ideas and practical advice based on their experiences with mid-sized communities needs and challenges. The Mid-Sized Communities Forum will be held on Tuesday September 21 from 9:00 – 12 noon in the Kelowna Community Theatre.

Tuesday Afternoon Session Overview

1st set of concurrent sessions (1:30-3:00 pm)

Rural Communities Forum featuring Frank Knott, international specialist in rural and regional economic development.

Organized Crime with RCMP criminal operations officers.

Design Matters: Planning for Healthy Communities – the link between community design and population health, and the Active Communities program.

2nd Set of Concurrent Sessions (3:30-5:00 pm)

Regional District Directors Forum (see page 10)

Charting the Course for Oil and Gas: Drawing on the experience of Alaska and the Maritimes with Minister Richard Neufeld and a panel of resource people.

Resort Development in BC: Best Practices with Minister Sandy Santorini.

Aggregate Pilot Project with Minister Pat Bell and the Fraser Valley pilot project.

Riparian Areas Regulations with Minister Bill Barisoff and Ministry staff.

Tuesday Afternoon Sessions

1:30 - 3:00 pm

Impacts of Organized Crime on British Columbia

This presentation provides the historical background of organized crime in British Columbia together with the links to the major organized crime groups around the world which supply illicit drugs to the BC markets. Information will be provided on the illicit trade of heroin, cocaine, crystal meth and the growing problem of marijuana production. Considerable information will be provided to explain how the marijuana trade is inextricably intertwined with all of the major organized crime groups and the trafficking of all drugs and the threat that the drug trade poses to the economy of BC and to our youth. The recent upward trend in crime across the province will be discussed.

Design Matters: Planning for Healthy Communities

When was the last time your kids walked to school; or you wondered about the rising incidence of asthma; or decided that another car trip to get a litre of milk was necessary? More and more it is being demonstrated that decisions made around community planning play a role in public health and physical activity. This session will explore the relationship between urban design, activity and population health; it will look at issues of transportation, air quality, building design, and location of services. Dr. Hancock will also address healthy communities, the review of the Public Health Act, and the Healthy Living Alliance - providing perspectives that you can apply to your community design considerations.

Members will also receive information about Active Communities, a new province-wide collaborative initiative to support local governments and partner organizations in taking action that promotes healthy lifestyles, builds healthy communities and increases physical activity levels amongst British Columbians.

Large Urban Forum

Information on the Tuesday morning Large Urban Forum is being finalized and will be circulated in an upcoming convention bulletin.

Tuesday Clinics

Preventing Falls Among the Elderly

Falls are the number one cause of fatal injuries in seniors, and also the most preventable. While there are many risk factors that increase chances of falling, many of these can be overcome or compensated for. The purpose of this session is to raise awareness of the local government role in preventing falls and injuries, and to learn about work already being done by BC communities in the area of fall reduction.

Street Talk: Public Order and Public Safety

Recognizing the impacts of aggressive behaviour and property crime on our cities’ citizens, a coalition of more than 50 community and business groups has come together to call for provincial legislation to help deal with these issues. On the streets and in our neighbourhoods, citizens are finding their access to public areas and the security of private property compromised by aggressive individuals who act as ‘gatekeepers’ to these spaces. Public complaints about such aggressive behaviour are on the rise, as is the public sense of insecurity in circumstances where they feel threatened or cannot pass freely. This clinic, hosted by the Safe Streets Coalition, will examine a potential solution to this issue through the proposed Safe Streets Act and amendments to the Trespass Act currently being considered by the provincial government.

Regional Immigration Initiatives

More than 90% of immigrants that come to British Columbia settle within the Greater Vancouver Region. In partnership with Citizenship and Immigration Canada, the Province of BC would like to identify opportunities for smaller communities to attract and retain immigrants. Across BC, communities are recognizing that immigrants are an important source of new labour, business skills and investment dollars and can play an important role in bringing a community’s economic and social development plans to fruition. This session will increase awareness of the Regional Immigration Initiative and highlight opportunities for rural BC communities to consider immigration as a tool to support economic development planning.

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Formation and Operation of Volunteer Fire Departments

This session will discuss things that you can do to effectively establish a volunteer Fire Department as well as dealing with operational issues, policies and guidelines which can help make your department safer and more effective.

Forming a Traffic Safety Commission

This clinic will offer the opportunity to learn the “first steps” in establishing a Traffic Safety Commission in your area. CRD representatives will provide you with a general overview of the development of a successful Traffic Safety Commission. It will focus on projects undertaken by the CRD which could be replicated or adapted by other communities, incorporating their own local resources and concerns. This clinic will be a good overview for regions considering applying for seed funding from UBCM to establish regional traffic safety commissions.

Wednesday Clinics

Procuring a High Performance (Green) Building

This session will provide guidance on the key steps in cost-effectively procuring a high performance (green) building. Among the topics to be addressed will be procurement documents (e.g., RFQs, RFPs), integrated design, tips for minimizing incremental cost pressures and wood use in LEED projects.

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 registration for: Forum Luncheons, Area Association Luncheons, Delegates Luncheon and Annual Banquet
❏ check if you’ve got your Annual Banquet 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!
Clinics & Workshops

Clinics: 7:30 am to 8:15 am

<table>
<thead>
<tr>
<th>TOPIC STREAM</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>• Training</td>
<td>Living By Water/Shoreline Stewardship</td>
<td>Commercial Heritage Properties Incentives Fund</td>
<td>Community Energy Planning</td>
</tr>
<tr>
<td>• Policy &amp; Legislation</td>
<td>Northshore Bylaw Enforcement Forum</td>
<td>Managing Flood Hazards</td>
<td>New Groundwater Legislation</td>
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<tr>
<td>• Innovations</td>
<td>High Performance (Green) Buildings</td>
<td>Best Practices around the Province</td>
<td>Partners in Production (film)</td>
</tr>
<tr>
<td>• Partnerships</td>
<td>School Board - Council Collaborations</td>
<td>Best Value Real Estate Solutions</td>
<td>Working with Partners on Conservation</td>
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Two of the Thursday Afternoon Workshops

Clearing the Air: Local Action on Air Quality

The intent of this workshop is to share examples of effective air-quality related planning and implementation practices in communities, and some associated tools supporting communities across the province. Although many municipalities and regional districts want to better understand and take action on air quality, climate change and energy issues, resource constraints necessitate taking a more streamlined, action-oriented approach to these issues.

Learn more about Kelowna’s experience of building on air quality and energy efficiency actions; putting the City of Vancouver’s “Cool Vancouver” Climate Change Plan into action; Quesnel’s Airshed Management Plan and Community Energy Plan; and Whistler’s experience with integrating air, energy and climate at the local level.

Seeking Solutions - Dispute Resolution

With the introduction of the Community Charter provisions for alternative approaches to dispute resolution, the 2004 UBCM Convention is a timely opportunity to highlight this approach to helping local governments resolve disputes.

The workshop will briefly review the purpose of the legislation and the Ministry’s role in the alternative dispute resolution process. The major focus of the workshop will be the use of dispute resolution initiatives put into practice by local government.

Participating in UBCM Resolutions Sessions

Continued from page 11

fore the motion can be put forward for discussion.

• The sponsor may have to provide copies of the resolution to delegates.

What are extraordinary resolutions?

• Amendments to UBCM Bylaws.
• Notice of extraordinary resolutions to be submitted for consideration at Convention will have been given to the Executive Director no later than 75 days before Convention.

Note:
• Resolutions originating at a Convention workshop or seminar will be referred to the UBCM Executive.

*When preparing to come to Convention, make sure to pack your Resolutions Book! Be sure to keep it with you throughout Resolutions sessions so you can keep track of deliberations.
Convention
Social Highlights

Delegates’ Social Program

Tuesday, September 21, 2004

• Fraser Basin Council Breakfast
  Okanagan Ballrooms, GOCC
  6:30 am

• YVR Reception
  Okanagan Ballrooms, GOCC
  5:00 pm - 7:00 pm

• Welcome Reception
  Arts Commons
  7:30 pm - 9:00 pm

Included in delegate fee. Fee for Partners/Guests: $20
Sponsored by the City of Kelowna.

Wednesday, September 22, 2004

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

• BC Government Reception
  Okanagan Ballrooms, GOCC
  5:00 pm - 6:30 pm

Invitation in delegate kits

• BC Hydro Reception
  Arts Commons
  7:00 pm

Thursday, September 23, 2004

• Delegates’ Luncheon
  12:00 noon
  Okanagan Ballrooms, GOCC
  Pre-registration required
  Sponsored by Credit Union Central of BC

• Libraries of BC Reception
  Kelowna Actor’s Studio
  5:00 - 7:00 pm

• UBCM Annual Banquet
  Okanagan Ballrooms, GOCC
  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.
For group registration, please have an 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). Reservations will be on a first-come-first-served basis. Seating can be arranged on-site at the Convention up until Wednesday, September 22.

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.

Partner’s Program

Tuesday, September 21st, 2004

Program #1 - “Mission Creek Greenway Hike”
10:30 am - 2:30 pm
Program #2 - “Blooming Gardens”
9:00 am - noon
Program #3 - “Taste of Kelowna Wineries”
1:00 pm - 5:00 pm

Wednesday, September 22nd, 2004

Program #4 - “Sampler Wine Tour”
9:00 am - noon
Program #5 - “Afternoon Delight Wine Tour”
1:30 pm - 4:30 pm
Program #6 - “Valley View Hike & Wine Tasting”
10:00 am - 3:00 pm
Program #7 - “Canoe to Winery”
10:00 am - 3:00 pm
Program #8 - “Gardens, Orchard & Tea House”
10:30 am - 3:30 pm

Thursday, September 23rd, 2004

Program #9 - “Sampler Wine Tour”
9:00 am - noon
Program #10 - “Afternoon Delight Wine Tour”
1:30 pm - 4:30 pm
Program #11 - “Valley View Hike & Wine Tasting”
10:00 am - 3:00 pm
Program #12 - “Canoe to Winery”
10:00 am - 3:00 pm
Program #13 - “Gardens, Orchard & Tea House”
10:30 am - 3:30 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.

“Special Needs” at Convention

UBCM will do their best to assist with any special needs that delegations may have during Convention week. We ask that you keep your requests within reason (e.g. allergies, vegetarian, diet/low fat), keeping in mind that we are attempting to feed more than 1,000 people! If you have requested a special meal, please note that for events without reserved seating, you must identify yourself to a member of the catering staff who will have a copy of your request in the kitchen. Your assistance in identifying yourself to the caterer in advance will be greatly appreciated.

SPECIAL REQUESTS DEADLINE:
Late requests will be accommodated if possible. Daycare is not available. Hotels may provide babysitting services/lists.
UBCM acknowledges the contributions of the following Sponsors of the 2004 UBCM Convention:

UBCM BANQUET RECEPTION & ENTERTAINMENT
Terasen
CONVENTION KITS
BC Hydro
DELEGATES’ LUNCHEON
Credit Union Central of British Columbia
WELCOME RECEPTION
City of Kelowna
CONVENTION MESSAGE CENTRE
BCBC
REGIONAL DISTRICT ELECTORAL AREA DIRECTORS FORUM LUNCHEON
Municipal Finance Authority of BC
LUNCH FOR LARGE URBAN COMMUNITIES
Municipal Finance Authority of BC
SMALL TALK FORUM LUNCHEON
Telus
FORUM FOR MID-SIZED COMMUNITIES
Duke Energy
LUNCHEON FOR CONVENTION PROGRAM
British Columbia Lottery Corporation
LANYNARDS
Municipal Finance Authority of BC
Vancouver Port Authority

DELEGATE OFFICE SERVICES
Lidstone, Young, Anderson
DELEGATE E-MAIL SERVICES
Shaw Communications
UBCM DAILY NEWS
Staples McDaniel Stewart
KEYNOTE ADDRESS
ICBC
COFFEE SERVICES
British Columbia Lottery Corporation
CANDIDATE FOR THE 2004 UBCM EXECUTIVE
Council of Forest Industries
Canadian Mortgage and Housing Corporation
BC Transmission Corporation
CONTINENTAL BREAKFASTS
BC Professional Firefighters
BC Transmission Corporation
CONVENTION PROGRAM
BC Assessment Authority
Singleton Ureghart
Pacific Blue Cross
CONTRIBUTING SPONSORS
BC Automobile Association
Commissionaires BC
Commission of Forest Industries
British Columbia Lottery Corporation
LANYNARDS
CONVENTION PROGRAM
Terasen - wine glasses
Wood Works!

Kelowna - Then & Now
Kelowna/BC/Canada  1959  2004
Kelowna Population  13,000  100,000
BC Population  1,500,000  4,100,000
Canada Population  21,900,000  31,600,000
Kelowna Mayor  R.F. Parkinson  Walter Gray
Municipal Minister  The Hon. W.D. Black, Minister of Municipal Affairs (1959)
The Hon. Murray Coell, Minister of Community, Aboriginal and Women’s Services (2004)
Premier  The Honourable W.A.C. Bennett (1959)
The Honourable Gordon Campbell (2004)
Provincial Party in Power  Social Credit
Prime Minister  The Right Honourable John Diefenbaker (1959)
Federal Party in Power  Conservative
UBCM  1959  2004
President  Reeve C.A.P. Murison, North Cowichan (1959)
Executive Director  T.R.B. Adams  Richard Taylor
Convention Attendance  749  1,500+
Resolutions  125  194
Municipalities  123  184 (including RDs)
Members  117 or 95%  184 or 100%

1959 – 1960 UBCM EXECUTIVE
President  Councillor C.W. Macsorley, Burnaby
First Vice President  Alderman H.D. Wilson, Vancouver
Second Vice President  Mayor T.S. Shorthouse, Nelson
Hon. Secretary-Treasurer  Mayor L.K. Jordan, Port Alberni
Past President  Reeve C.A.P. Murison, North Cowichan
Village Representative  Commissioner G. Cady, Warfield
Executive Members  Alderman E.G. Adams, Vancouver
Mayor A.V. Fraser, Quesnel
Alderman A. Jackson, Kelowna
Reeve P. Jenewein, Maple Ridge
Mayor W.C. Moore, Courtenay
Mayor L.A. Read, Trail
Mayor P.B. Scurrah, Victoria
Solicitor  C.D. McQuarrie, Q.C., New Westminster
Executive Director  T.R.B. Adams, New Westminster

UBCM Annual Convention Dates

<table>
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<tr>
<th>YEAR</th>
<th>DATES</th>
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<tr>
<td>2005</td>
<td>Mon. Sept. 26 to Fri. Sept. 30</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2006</td>
<td>Mon. Oct. 2 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>2009</td>
<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>2011</td>
<td>Mon. Sept. 19 to Fri. Sept. 23</td>
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<td>2012</td>
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<td>2013</td>
<td>Mon. Sept. 16 to Fri. Sept. 20</td>
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<td>2015</td>
<td>Mon. Sept. 21 to Fri. Sept. 25</td>
<td>Vancouver Convention &amp; Exhibition Centre</td>
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<td>2016</td>
<td>Mon. Sept. 26 to Fri. Sept. 30</td>
<td>Penticton Trade &amp; Convention Centre</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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Environment Update

Riparian Areas Regulation: Pre-Convention Workshops

The new Riparian Areas Regulation (RAR) was deposited on July 27, 2004 and replaces the Streamside Protection Regulation (SPR).

The Riparian Areas Regulation applies to commercial, industrial and residential development. The regulation will apply to the same geographic area as the previous SPR. The areas covered include the following regional districts and all municipalities within them: Capital, Central Okanagan, Columbia-Shuswap, Comox-Strathcona, Cowichan Valley, Fraser Valley, Greater Vancouver (except the City of Vancouver), Nanaimo, North Okanagan, Okanagan-Similkameen, Powell River, Squamish-Lillooet, Sunshine Coast, Thompson-Nicola and the trust area under the Islands Trust Act.

The UBCM and the Ministry of Water, Land and Air Protection have agreed to a work plan to support local government review of the new regulation that includes three technical workshops prior to the UBCM convention – and a summary session at convention Tuesday, September 21, 2004 at 3:30 p.m.

The workshops are scheduled for:
- Kelowna September 7 1 – 4 p.m.
- Surrey September 9 1 – 4 p.m.
- Nanaimo September 10 1 – 4 p.m.

Please see the website for more information, www.civicnet.bc.ca/News and Announcements/

Pre-registration is required for the pre-convention workshops. Registration forms have been distributed to all local governments; they can also be downloaded from the website. Only those municipalities and regional districts affected should be planning to attend the workshops.

The Riparian Areas Regulation is intended to come into force on March 31, 2005; however, the Minister has agreed to consider changes to the regulation, if required, based on a local government readiness assessment over two review periods - October 31 and December 31.

The work plan over the coming months includes:
- • development of municipal tools (e.g. draft bylaws etc.) to assist with local readiness,
- • completion of the Implementation Guidebook to assist with using the RAR,
- • launching pilot study areas to explore local government interface with the new RAR process (more information will be distributed in the coming weeks regarding pilot opportunities),
- • adaptive testing of the Streamside Protection Enhancement Area (SPEA) assessment methodology,
- • delivery of training to ministry officials, local government staff, qualified environment professionals, the development community, and communications to the broader public,
- • negotiation of a Cooperation Agreement with UBCM, Fisheries and Oceans Canada and the Province.

More information on the regulation is available on the Ministry website, at http://wlapwww.gov.bc.ca/habitat/fish_protection_act/riparian_areas.html:
- • Riparian Areas Regulation
- • The Assessment Methods
- • Frequently Asked Questions

NEW GROUNDWATER REGULATION

On July 7, 2004 Honourable Bill Barisso, Minister of Water, Land and Air Protection, announced the introduction of the first phase of the Ground Water Protection Regulation.

The regulation is part of the Province’s Action Plan for Safe Drinking Water, which also includes related efforts of:
- • creation of one provincial and twelve regional drinking water officers,
- • an integration of water protection measures across ministries,
- • drought management planning support, and
- • new on-site sewerage system regulations.

The first phase regulation focuses on ensuring safe well construction, flood-proofing and capping to prevent run off flows into wells and installation of well identification plates. The regulation includes a code of practice setting out minimum standards in relations to wells and well closure. The regulation also provides for qualification requirements and registration of well drillers and installers. The regulation will be phased in over the next 18 months. Future phases of the regulation will look at source protection measures, water analysis and well reports, and implementing water management plans in designated areas (2005/06 and beyond).

Immediate costs for well owners may be incurred for sealing and flood-proofing of wells, capping and tagging the well, and well deactivation. Registration will apply to the same geographic area as the previous SPR. The areas covered include the following regional districts and all municipalities within them: Capital, Central Okanagan, Columbia-Shuswap, Comox-Strathcona, Cowichan Valley, Fraser Valley, Greater Vancouver (except the City of Vancouver), Nanaimo, North Okanagan, Okanagan-Similkameen, Powell River, Squamish-Lillooet, Sunshine Coast, Thompson-Nicola and the trust area under the Islands Trust Act.

Regulations come into effect May 2005. Industry training and registration of practitioners such as septic tank installers, backhoe operators, maintenance providers and equipment purveyors are being coordinated through out the Fall of 2004 by BC On-site Sewage Association (BCOSSA).

The new regulation requires that site design plans, maintenance plans, and letters of certification must be filed with the local health authority. The health authority will establish an on-going record for real estate transactions, maintenance plans and system alterations. Site owners will be required to keep maintenance records. Onus will fall on the owner and qualified professional if there are problems with site design or maintenance. The regional health authorities will retain ultimate authority over the filing process for small wastewater systems and provide enforcement when necessary. There will be discussion between the Health Authorities and local governments as to how the local permitting process will interface with the filing of sewage system plans at the Health Authority.

NEW SEWERAGE REGULATION

The Ministry of Health Planning, on July 12, 2004, introduced the new performance-based regulation for the management of on-site sewage systems. The regulation is a departure from permitting and prescriptive standards to a requirement that a qualified professional design, install and provide a maintenance plan for the site according to a Practice Standards guideline.

The regulations come into effect May 2005. Industry training and registration of practitioners such as septic tank installers, backhoe operators, maintenance providers and equipment purveyors are being coordinated through out the Fall of 2004 by BC On-site Sewage Association (BCOSSA).

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Drinking Water Protection Regulation: Key Dates

The new Drinking Water Protection Act requires that water supply system operators be certified, under the Environmental Operators Certification Program (EOCP) by January 1, 2005 for level 1 and 2 (small) systems, and by January 1, 2006 for level 3 systems.

Advice & Advocacy for Local Government

Lorena Staples Q.C. Guy McDannold Colin Stewart
Robert MacQuisten Kathryn Stuart Peter Johnson
Troy DeNovo Bruce Jordan Lui Carvell

2nd Floor, 837 Burdett Avenue, Victoria, BC, V8W 1X5
Phone (250) 386-7744 Fax: (250) 386-8204 kjorgo@mi.gov.bc.ca
www.mi.gov.bc.ca

Continued on page 19
EXPANSION OF BYLAW TRIBUNAL OF GREAT INTEREST TO LOCAL GOVERNMENT

The UBCM Executive, as an outcome of a meeting it had with the Premier on May 7th, 2004, undertook a survey of local governments to determine who was interested in implementing the new bylaw adjudication process. A total of 56 local governments responded to the survey; 27 local governments indicated that they were very interested in establishing a bylaw adjudication process and would like to implement it as soon as possible.

There were a total of 17 local governments who indicated that they were moderately interested in developing a bylaw adjudication system. These local governments in the majority of cases wanted to hear the results of the pilot project on the North Shore and understand the costs of setting up the new system before making any firm commitment to the process. There were also a number of communities who felt that the process would need to expand beyond traffic bylaws before they could use it.

Only 12 local governments stated that they were not interested in setting up a bylaw adjudication process. These tended to be small communities who currently had only limited bylaw enforcement and did not have the capacity to undertake the new process.

The experience of the North Shore communities with the new bylaw process has been positive so far:
• There have been no complaints/phone calls to elected officials about the new process from citizens;
• Staff have found that the formal policy on parking tickets adopted by Council has helped when dealing with citizen complaints about parking tickets—only 12 citizens in the 3 communities have requested a for-

Continued on page 22

The 12th Annual Conference on Public-Private Partnerships

P3 2004 Canadian P3: Under the Microscope
November 22 & 23, 2004 - Toronto, Ontario

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• David Crombie, President, Canadian Urban Institute and former Mayor, City of Toronto
• Hon. David Caplan, Minister of Public Infrastructure Renewal, Government of Ontario
• Glen Murray, former Mayor, City of Winnipeg
• Jacques Lamarre, President & CEO, SNC-Lavalin Inc. & Chairman, Conference Board of Canada

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• Standardized Procurement Practices and P3 Contracts
• Accountable and Transparent Reporting of P3s
• Effective Messaging for P3 Communications

Detailed program and registration information available online at: www.pppcouncil.ca or call (416) 961-0500
Managing Time In Council Meetings

Time often seems to evaporate in meetings. Things may move along quite nicely at the outset, but then they get bogged down in arguments over small issues: “The lower the stake, the higher the argument.” Then comes “the rush hour syndrome,” when Council realizes it’s late and half the agenda has not been completed. Motions and bylaws are then rushed through and voted on quickly. Then, when everyone is ready to breathe a sigh of relief, a Councillor initiates an unexpected motion (“a green banana”). Councillors are tired but vote on the motion anyway. They just want to end the meeting (“Legislation by exhaustion”).

The above dysfunctions occur in many meetings. Ineffective management of time is bound to have negative effects on the quality of Council’s decisions, and is also likely to annoy and frustrate those in attendance. Here are a few examples:

- If Council spends too much time on small issues, it may have little or no time left to make larger and more strategic decisions. It is therefore likely to be more reactive and less proactive: “We could produce so many big things, had we not been so busy looking after so many little things.”
- If Council rushes things through at the end of a meeting, it risks making bad decisions without the necessary due diligence and debate; decisions it may later regret.
- If Council does not have the backbone to say no to “green bananas,” it may end up voting on issues it does not fully understand, and acting with impulse instead of knowledge. The consequences and risks to the municipality may be substantial. It is incumbent on a municipal council to manage its time and priorities well. It owes the community a decision-making process that is efficient, balanced, and is also likely to annoy and frustrate those in attendance. Here are a few examples:

- • An effective and sophisticated Council would be selective and organized when planning its meeting agendas. It would establish a strategic direction and a work plan (“a macro agenda”) for each year, and then instruct staff to schedule issues of a strategic nature on every meeting agenda (“a micro agenda”). This approach would make Council more proactive. It would help Council look beyond minutiae and day-to-day crises, and enable it to advance the community towards a long-term vision.
- • Saying yes to strategically driven meeting agendas may mean saying no to small issues that need not take up Council’s meeting time. For example: Many Councils spend too much time acting as “the complaint department,” trying to resolve every dispute and address every letter addressed to “Mayor and Council.” Given the potentially large volumes of correspondence, Council should instead adopt a policy, whereby the handling of complaints is delegated to the full time staff. Council would then maintain an oversight role, and intervene only when needed.
- • The Mayor should be authorized by Council to prioritize and schedule issues on Council’s agendas, with input from the Chief Administrative Officer (CAO) and from Councillors. The Mayor should be authorized to determine which issues would be dealt with at a meeting, and which ones should be delayed, delegated or dropped altogether from the agenda, with Council being entitled to override the Mayor’s decisions. An agenda should not be a “free for all,” and Council’s time must be used smartly. The community is entitled to a responsible and measured use of time and resources.
- • The Mayor, with input from the CAO, may wish to allocate time to major agenda items, with a timed agenda being adopted at the start of a meeting, and further used as a flexible guide. Council would then be reminded periodically of the status of time, e.g., “We have 15 minutes left for this issue.” When time for an issue runs out, closure would be facilitated, unless Council votes to extend the time by a set amount, e.g., “I move to the time for this agenda item by 10 minutes.”
- • Saying yes to strategically driven meeting agendas may mean saying no to small issues that need not take up Council’s meeting time. For example: Many Councils spend too much time acting as “the complaint department,” trying to resolve every dispute and address every letter addressed to “Mayor and Council.” Given the potentially large volumes of correspondence, Council should instead adopt a policy, whereby the handling of complaints is delegated to the full time staff. Council would then maintain an oversight role, and intervene only when needed.
- • Council should establish, in its Procedure Bylaw, reasonable time limits on Councillors who speak in debate, with possible extensions granted by Council. Three minutes are usually ample time to make a statement on an issue. With longer time limits, debate may end up expanding to fill the available time. Long statements tend to be boring and repetitive and may turn into political “soap boxes.”
- • Citizen participation (or public delegations) is important, but time limits for speakers should be established, communicated and enforced. Some Councils have gone as far as having timing lights (green to start, amber when one minute is left, and red when time is up), but this can be done informally, by the Mayor issuing gentle reminders: “You have one minute left” and “Time is up. We need to move on to the next speaker.”
- • The total time for public delegations should be limited, so Council has enough time to deal with its full agenda and give issues the time and due diligence they deserve. Some Councils, professing to be advocates of public participation, end up spending more time hearing citizens than governing and making the decisions they are mandated to make. A Council should recognize that it was elected to govern and act in the best interests of the full community, not only those who take the time to attend its meetings.
- • Councillors should identify and refuse to tolerate “green bananas,” “the rush hour syndrome,” “legislation by exhaustion,” and other time-management related dysfunctions (see the start of this article). They should recognize the damaging effects of such dysfunctions on the quality of their decisions and the decision-making process itself. With “the bar being raised” in this way, time is bound to be better spent.


Eli is the author of “The Business Meetings Sourcebook,” “Mina’s Guide to Minute Taking” and other books on meetings, rules of order and shared decision-making. Eli can be reached at 604-739-0377 or by e-mail at eli@elimina.com. He has numerous articles posted on his web site http://www.elimina.com.
In addition to representatives from the federal and provincial governments, the TFN, invited participants to this working group included representatives from the Lower Mainland Treaty Advisory Committee (LMTAC), Greater Vancouver Regional District (GVRD), and the Corporation of Delta.

Since the inaugural meeting of the IGRTWG in February 2004, three workshops have been held. The workshops were an opportunity exchange technical information on topics that could be used to further govern-ance discussions at the Tsawwassen and other treaty tables in the Greater Vancouver region.

The three workshops focused on: Planning and Land Use Regulation, Local Governance and the GVRD, Services and Finances.

The first of these was the Planning and Land Use Regulation workshop, which covered a range of topics including GVRD’s local governance diversity, planning tools and authority, processes and resources in each area and intergov-
ernmental consultation. The current land management regime used by the TFN and including their “Land Code” was also dis-cussed.

The second workshop focused on Local Govern-
ance and the GVRD by discussing the structure, membership, obligations and financing of the GVRD as well as an elaboration of the Municipality of Bowen Island. Participants also focused on unique structural arrange-
ments within the GVRD.

The final workshop on Services and Finances covered a broad assortment of issues including boundary roads, emergency services, building inspection, recreation and library services, and water and sewage.

The workshops provided an extremely valuable opportunity to exchange information and address questions from all of the participants. Future workshops may be held depending on available resources.

With funding provided by British Columbia, LMTAC contracted the services of Sussex Consultants Ltd. The consultant collected and analyzed baseline information from GVRD, Delta and other relevant local govern-
ments in order to prepare a report and presentation for each workshop. Com-
menting on the excellent resource information re-
sulting from the IGRTWG workshops, Mayor Ralph Drew, LMTAC Chair and an IGRTWG participant notes: “These materials form not only an impor-
tant compilation of documents for use by the Tsawwassen Treaty Table, but also for other treaty tables in the region.”

LMTAC has circulated the related reports and presentation material pre-
pared by Sussex Consultants Ltd. to all of LMTAC’s 30 member jurisdictions and to the four other First Nations participating in Lower Mainland area treaty negotiations. The reports are available through the LMTAC’s website at www.lmtac.bc.ca.

Aboriginal Update

TSAWWASSEN TREATY TABLE UPDATE

By Kirstie Pirie, Manager, Lower Mainland Treaty Advisory Committee

The Tsawwassen First Nation (TFN), along with the BC Treaty Negotiations Office and the Federal Treaty Negotiation Office have committed their support to developing effective intergovernmental relationships at the Tsawwassen treaty table. As part of this commitment, a Tsawwassen Intergovernmental Relations Technical Working Group (IGRTWG) was established earlier this year to address First Nation-local government issues. The IGRTWG reports directly to the main treaty table and is a first of its kind in the region.

By Kirstie Pirie, Manager, Lower Mainland Treaty Advisory Committee

JOINT TAC WORKSHOP AT CONVENTION

Again this year, all Treaty Advisory Committee (TAC) Chairs and Administrators are invited to a meeting with the UBCM Aboriginal Affairs Committee during the UBCM Convention in Kelowna on: Thursday September 23, 2004: 7:00 – 8:15 am (with breakfast)

Grand Okanagan Conference Centre, Chilcotin Room

Agenda items will include:

UBCM Policy Report – Discussion on Treaty-related First Nation Governance issues of key importance to local governments.

TAC treaty table reports – The Aboriginal Affairs Committee requests a verbal report from TACs involved in active treaty table processes.

UBCM Consulting on ALR Regulation Amendments

The provincial government will be making amendments to the Agricultural Land Reserve (ALR) Use, Subdivision and Procedure Regulation in response to recent Agreements in Principle (AIPs) with First Nations. More details on this issue appeared in the June 2004 issue of UBCM News and an update is provided in this article.

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LMTAC has circulated the related reports and presentation material prepared by Sussex Consultants Ltd. to all of LMTAC’s 30 member jurisdictions and to the four other First Nations participating in Lower Mainland area treaty negotiations. The reports are available through the LMTAC’s website at www.lmtac.bc.ca.

As a correction to the June 2004 UBCM News article, it should be noted that amendments to the Act allow First Nations that have concluded AIPs to make the full range of applications to the ALR pre-treaty in relation to Treaty Settled Lands as if they were the owner of those lands (e.g. for nonfarm use, subdivision, exclusion and inclusion of land in the ALR) and not just for exclusion applications as reported earlier.
Environment Updates
Continued from page 15

ENVIRONMENTAL MANAGEMENT ACT WEBSITE

The Environmental Management Act (the EMA) was brought into force on July 8, 2004. The Act replaces the former Waste Management Act and the Environment Management Act and brings provisions from both of those acts into one statute. The Ministry of Water, Land and Air Protection has recently launched the website supporting users of the Environmental Management Act, at http://wa.gov.bc.ca/epdiv/ env_mgt_act/index.html.

The website provides a copy of the Act, a Questions and Answers resource, and backgrounds on several related regulations. Also posted is the draft Waste Discharge Regulation Implementation Guide.

MAKING THE MOST OF ENERGY AND AIR QUALITY PLANNING: NEW STUDY

The Ministry of Water, Land and Air Protection has recently released a report called “Integration of Air Quality Related Planning Processes”. This study explores the present practice and potential for integrating three community-based planning processes into one: air quality management planning, greenhouse gas action planning and community energy planning. The body of the report highlights current practices and “lessons learned” from 12 jurisdictions and makes recommendations for a basic integration framework.

WEST NILE VIRUS FUNDING ANNOUNCED

On June 25, 2004 the Ministry of Health Services announced $1 million in funding to assist local governments in mosquito control programs.

The funding is to be delivered to local government (regional districts, municipalities or groups of municipalities) through the Health Authorities (HA). It will be distributed based on a guideline of assessed risk level as determined by the Health Authority:

• $0.50 per capita for high-risk communities, and
• $0.05 per capita for non-high-risk communities.

However, the Health Authorities may do a risk assessment of the communities in their jurisdiction and distribute the funding where they think the resources will be most effective; in other words, the HAS are not obligated to distribute to local governments based on the per capita formula. The funding is provided on a cost sharing basis 1:1, up to the maximum budgeted to each local government by the health authority.

The funding is intended for the purposes of mosquito control. Eligible activities include larviciding, adulticiding, habitat modification and source reduction, equipment purchase and supplies, collaboration with other agencies, hiring of a contractor, etc. The Health Authorities are responsible for determining eligible activities and eligible budget costs.

Health Authorities will be notifying local government in their regions. Members can contact the Health Authority for further information on this program.

2004 Community to Community Forum Program Update

The UBCM Aboriginal Affairs Committee and the First Nations Summit are pleased to report an overwhelmingly positive response to this year’s initial invitation for Community to Community Forum funding applications. So far in 2004, 29 proposals from across the province have been approved and nearly $100,000 has been granted to fund a variety of exciting events. Of the newly approved applications, 14 are from communities holding their first Community to Community Forum event and 15 are from repeat applicants to the program. Five applications were received directly from First Nations groups looking to build stronger relations with neighbouring local governments.

A second application intake deadline of October 13, 2004 has now been established and members are encouraged to submit their event proposals as soon as possible since funding is limited for the remainder of the 2004 program year. Application packages can be downloaded from the UBCM website (www.civicnet.bc.ca) as follows:

About UBCM/Programs/Cnty to Cnty Forum Program

Proposals can be directed to Erin Armstrong in the UBCM office by mail, email (earnstro@civicnet.bc.ca) or fax (604.270.9116).

We look forward to hearing about your proposed event!

Resort Task Force MOU Signed

UBCM President Frank Leonard, Minister of State for Resort Development, the Honourable Sandy Santori, and Minister of Community, Aboriginal and Women’s Services, Honourable Murray Coell have signed a memorandum of understanding to engage UBCM in the work of the government on resort development. The Province and UBCM have agreed to jointly participate in the work of the municipal sub-

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and tourism initiatives, to fully realize British Columbia’s resort potential. This workshop will provide participants with valuable information to aid communities in collaborating with resort investors and developers.

**Aggregate Pilot Project**

While an economically viable supply of sand, gravel and crushed rock are essential for constructing and maintaining roads and buildings, the aggregate industry is often an unpopular neighbour. It is important to ensure that aggregate operations must be close to where their product is needed, which can result in approval of aggregate activities that conflict with local government objectives. This workshop will outline the findings and recommendations from a series of regional economic development workshops held earlier this year. These “Ramp Up” workshops, initiated by TELUS, explored the significant opportunities for growth and development facing BC communities. Community leaders will discuss how “Ramp Up” has encouraged their community to “think outside the box” in an effort to enhance their own economic development potential. Mr. Knott’s address is sponsored by TELUS.

**Tuesday Afternoon Sessions**

- **Regional District Directors’ Forum**
  - This year the Regional District Directors’ Forum will feature the work of two working groups which over the last 6 months, have focused on finding non-legislative solutions to some key regional district issues:
    - accountability and definition of roles of directors;
    - improving the understanding of regional districts generally; and
    - access to “electronic meeting” methods for regional district boards.
  - An action plan involving development of a Regional District Toolkit will be presented. It is intended that regional districts themselves will play a lead role in contributing best practices for incorporation into the toolkit. Regional district directors are strongly encouraged to attend this session and will be invited to provide feedback on the working group results.

- **Charting the Course for Offshore Oil and Gas: Drawing on the Experience of Alaska and the Maritimes**
  - The federal government is considering ending its 32-year moratorium on oil and gas exploration off the BC coast. The economic and social benefits of offshore development could be large, both for coastal communities and the entire province. According to the Geological Survey of Canada, BC’s offshore oil and gas reserves could be twice those of Newfoundland. But potential development also raises concerns. Can offshore technology protect the coastal marine environment? Who will benefit, and how? How will government ensure that local communities enjoy their share of benefits? How will the proceeds of development help fund social programs such as health care and education?
  - Join the Minister of Energy and Mines, and representatives of the Offshore Oil and Gas Association, in cooperation with other stakeholders, to discuss these issues.

- **Resort Development in British Columbia: Best Practices Workshop**
  - British Columbia’s resorts are amongst the best in the world. The BC Resort Task Force Advisory Group has submitted recommendations on how government, First Nations and communities can build on the momentum already created by the government’s investment and tourism initiatives, to fully realize British Columbiana’s resort potential. This workshop will provide participants with valuable information to aid communities in collaborating with resort investors and developers.

- **Aggregate Pilot Project**
  - While an economically viable supply of sand, gravel and crushed rock are essential for constructing and maintaining roads and buildings, the aggregate industry is often an unpopular neighbour. It is important to ensure that aggregate operations must be close to where their product is needed, which can result in approval of aggregate activities that conflict with local government objectives. This workshop will outline the findings and recommendations from a series of regional economic development workshops held earlier this year. These “Ramp Up” workshops, initiated by TELUS, explored the significant opportunities for growth and development facing BC communities. Community leaders will discuss how “Ramp Up” has encouraged their community to “think outside the box” in an effort to enhance their own economic development potential. Mr. Knott’s address is sponsored by TELUS.

- **Riparian Areas Regulation**
  - The Ministry of Water, Land and Air Protection has introduced a new regulation to manage commercial, industrial and subdivision development near streams for the protection of riparian values. This session will look at how the new regulation is intended to work and the role of local government in implementing this new approach. This policy session will also provide an opportunity for local governments to outline any concerns they may have with the regulation and any changes that they feel may be required before it is implemented on March 31, 2005. The session will build on three regional workshops held prior to the convention.

- **Resort Task Force**
  - The government of BC is proposing an innovative process through the Aggregate Pilot Project, in the fall of 2004 and a pilot project was established. The government of BC is proposing an innovative process through the Aggregate Pilot Project.

**Tuesday Clinics**

- **North Shore Bylaw Enforcement Forum Pilot Project**
  - This session will look at the development and implementation of a new tool for local government to use in enforcing its bylaws. The Ministry of Attorney General introduced the Local Government Bylaw Notice Enforcement Act in the fall of 2004 and a pilot project was established with the three North Shore communities (North Vancouver City, North Vancouver District and West Vancouver District) to test the process. A web-based toolkit is being developed to assist other communities that may want to implement this process. The session will look at the tools available and how they can be used by local government. The Ministry of Attorney General will outline how other local governments may establish a bylaw adjudication process. In addition, the North Shore communities will provide an update on how the pilot project in their area has been received by the public and how it has worked for them.

- **Shoreline Stewardship Support for Local Government**
  - This clinic introduces participants to the Shoreline Stewardship Tool Kit. The Kit is designed to help with environmental due diligence and assist municipal officials with informed decision making. Shorelines are legally complex, often with high economic, social and ecological values for the community and often representing valuable pieces of real estate. Poor decisions on shoreline development can have long-lasting ramiﬁcations, such as costs to stabilize an eroding shoreline or to treat deteriorating water quality.

**Internal Control and Compliance Systems**

www.kpmg.ca

Now more than ever, your organization must have effective internal control and compliance systems. The consequences of having a system failure have never been greater - potentially significant financial losses, lost productivity, or damage to reputation.

While the certification and disclosure requirements of the Sarbanes-Oxley Act of 2002 currently are only applicable to publicly traded companies, many government organizations are placing greater focus on their internal control and compliance systems to provide more meaningful financial information and to demonstrate accountability.

Contact your KPMG advisor to ﬁnd out more.

James Topham, CA, CISA
Lead Partner, Internal Control Certification
(604) 691-3049
jtopham@kpmg.ca

Archie Johnston, MBA, CA, CIA
Lead Partner, BC Public Sector
(604) 527-4763
ajohnston@kpmg.ca
Tuesday Clinics
Continued from page 20

Shoreline management questions relevant to local government will be explored in the context of current development trends - environmental and archaeologi-cal due diligence, planning for parks and trails, implications of climate change, use of soil bio-engineering alternatives for shoreline erosion and managing hazard-landscapes. This session complements the session on the Riparian Areas Regulation.

School Board-Council Collaborations

Identifying best practices has been one of the key focuses of UBCM this past year. One area where best practices have paid off for communities is in the area of school board - council partnerships. Whether it is the joint use of facilities or combining their purchasing power to save taxpayers money, there are a number of school boards and councils that have reaped the re-turns of this valuable partnership. This session is designed to highlight success stories and promote them as best practices for other communities.

Thursday Clinics

Best Practices Around the Province

This clinic is designed to provide delegates with winning ideas, strategies and contacts for developing successful programs in their communities. Based on the Community Excellence Awards program and its winning projects, the clinic will provide an overview of the awards program itself as well as the Award Winners Library. Along with a showcase of winning projects for 2004, delegates will learn how they can access the proven successes across the province and how they, too, can apply to be recognized through this annual awards program.

Managing Flood Hazards - New Tools for Local Governments

This session will examine a number of new tools that local government can use in managing flood hazards. A new database and maps have been developed to support ongoing dike operations and maintenance, as well as emergency response during flood events. A demonstration pilot project is underway in the Fraser Valley using an innovative laser scanning technology. The Ministry of Water, Land and Air Protection has prepared a guide document “Flood Area Land Use Management Guidelines” to assist local decision mak-ers regarding land use and development within flood hazard areas. The session will give local government representatives an opportunity to learn about and discuss these flood management tools.

Commercial Heritage Properties Incentive Fund

This clinic will provide delegates with information on this new $30 million national incentive program for the rehabilitation of historic buildings. The Commercial Heritage Properties Incentive Fund (CHPIF) is one ele-ment of the national Historic Places Initiative, a program developed by the federal government in collaboration with the provinces and territories to conserve Canada’s historic places. Delegates will learn about the purposes of CHPIF, eligibility requirements, funding availability, project approval and certification.

Best Value Real Estate & Workplace Solutions

Local real estate assets are subject to increasing public accountability and transparency. Strategically plan-ning ahead for your community projects-including developing funding options and implementation plans—helps to reduce risk and financial pressures while increasing public benefits.

Learn how BCBC’s distinct expertise in real estate and workplace solutions, plus our supporting profes-sional advisory and management services, help gov-ernments to leverage and plan resources for triple bottom-line success: economic, social and environ-mental sustainability.

BCBC’s revamped role and key services include portfolio/asset planning, property management serv-ices through our partner and solutions linked to our high performance green buildings. We’ll highlight our services, our current property disposal plan and explain how our expanded role in interfacing with both the private and public sectors can support local government decision-making and planning priorities.

Friday Clinics

Working with Partners on Conservation

Join this ‘early bird’ presentation and gain insight into how conservation partners can help your municipal-ity build a sustainable community and an improved quality of life. Speakers will provide information on:

• why conservation is an integral urban environment - the natural capital of conservation systems.
• what the conservation groups are – niche roles and partnerships;
• what tools and expertise are available to assist local government with solutions; and
• practical ideas for how to work together for conser-vation.

Regional Film Commissions and Local Government: Partners in Production

The Regional Film Commission Association of British Columbia is working diligently to attract productions to our communities. Projects have landed in regional communities, such as “Insomnia” in Stewart and “Snow Falling on Cedars” in Greenwood, bringing millions of dollars in economic benefit to the area. The eco-nomic impact of film production activity in the regions since 2001 has been over $50,000,000. These numbers can grow.

Future growth of film production in the regions will be achieved through continued, stable and thriving partnerships with communities and all levels of govern-ment. This clinic will provide insight into some exciting plans and opportunities for continuing to attract film and television productions to the regions of BC.

New Groundwater Protection Legislation and Regulations

Several sections of the new Ground Water Protection Regulation and amendments to the Water Act respect-ing ground water will come into force on November 1, 2004. Local governments, particularly those who are purveyors of water, will benefit from this legislation and regulations. The new provisions:

• specify qualification requirements for well drillers and well pump installers;
• set standards for constructing, maintaining and closing wells, and for protecting well heads; and

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 turning to us for related services as well, such as management advice, feasibility studies, financial indicators reports, financial planning, informa-tion 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

BDO DUNWOODY LLP
Chartered Accountants
Management Consultants

Wednesday Clinics

Best Practices for School Boards: Using the Winners Library

The Winners Library is a best practices resource for school boards and councils that have reaped the re-turns of this valuable partnership. This clinic is designed to highlight success stories and promote them as best practices for other communities.

Managing Heritage - New Tools for Local Governments

This session will examine a number of new tools that local government can use in managing heritage areas. New provisions include: setting standards for constructing, maintaining and closing wells, and for protecting well heads; and

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The environmental design approach included natural ventilation, day lighting and energy conservation strategies similar to those used in the design of previous buildings by the firm, but the LEED Gold rating is an acknowledgement of broader environmental strategies that were implemented for the first time on this project.

The site had been used as a works yard for many years, but had also previously operated as a sewage treatment plant. The large concrete tanks that had been part of this operation were still on site, having simply been abandoned and filled in when the plant was decommissioned. When investigations at the pre-design stage determined that the tanks were still structurally sound, what could have potentially been a liability to the client, instead became an asset to the project.

In the planning of the building to be rectilinear in plan, it proved possible to utilize two of the tanks and the foundation of the adjacent control house as a base for the new structure. The administration area is supported on a system of beams that rest on the concrete tanks with cantilevers where necessary to support the perimeter of the building.

Where cantilevers become uneconomical, the free ends of the projecting beams are picked up on new concrete columns and pad footings. The overhangs provide weather protection for the tank walls, and create a strong shadow line above which the building appears to float.

The client, with a civil engineering background and intimate knowledge of the city’s underground utilities, proposed that the circular digester tank be dug out and used to collect storm and rain run-off water from adjacent street. The water collected is used for site irrigation, for flushing toilets in the building and for periodic washing of city vehicles. The large water filled tank doubles as a heat sink for the heat pump heating and cooling system in the building – providing a source of heating energy in the winter and cooling in summer.

The program for the building itself included the replacement of the existing administrative and the consolidation of field crew facilities currently housed in various sheds that dotted the site. The massing of the new structure articulates the different components of the program, with a single storey office area to the south being separated from a two-storey service component by the main entrance, which takes the form of a recessed glazed link. Beyond the glazing, and visible as one approaches the building, is a planted courtyard.

Each elevation responds to the nature of the environment on that side of the building. To the east, a roof overhang and a row of deciduous trees provide summer shade but almost zero winter sun penetration. To the south, the roof overhangs, and a projecting horizontal sunshading element above them, are doubled up to protect the lower areas of glazing. To the west, an exterior horizontal trellis is supported on the exterior of the building is a solar array that is the primary source of heating energy in the winter and cooling in the summer.

The water collection from the roof is directed to an underground filled tank doubles as a heat sink for the heat pump heating and cooling system in the building – providing a source of heating energy in the winter and cooling in summer.

The program made use of various energy approaches in five community energy planning pillars: land use, transportation, buildings, infrastructure and energy supply, and incorporating energy considerations into daily community decisions.

By Jim Taggart

Building Greener Government 2: City of White Rock Operations Centre

This modest 600 square metre facility, designed to house the public works departments for the City of White Rock, was the first new building in Canada to receive a gold award under the US Green Building Council’s LEED certification program. The project is comprised of two linked buildings, one housing administration and the other containing crew facilities (lockers, changing and meeting rooms) for municipal operations field crews.

The office area has a green roof that consists of a Suprema membrane that consists of five layers, with the highest above which is 100 mm of soil planted with indigenous wildflowers. Loading considerations precluded the installation of a green roof on the two-storey portion of the building, which instead has a white membrane roof, supporting the rainwater harvesting strategy.

Tuesday Clinic

Hosted by the Community Energy Association (CEA) and the Ministry of Water, Land, Air and Protection, this clinic will introduce Community Energy Planning and its potential to position municipalities in a secure and cost-saving energy future. We will explore:

- how to harvest energy opportunities in your community;
- innovative energy approaches in five community energy planning pillars: land use, transportation, buildings, infrastructure and energy supply; and
- incorporating energy considerations into daily community decisions.

The clinic will share the outcomes of a recent provincial study of existing green buildings, with a focus on energy and air quality planning processes, looking at how to avoid duplication of effort and get the best value for the dollar in energy planning. Local government has a key role to play in the integration of these initiatives into Community Energy Association ($30 value) and a copy of the report "Integration of Air Quality-Related Planning Processes".

Wednesday Clinics

Continued from page 21

- provide for legally binding Water Management Plans to address water quality and quantity issues.

The workshop will provide an opportunity for local government representatives to learn what the Regulation and Water Act amendments are about, how they will affect communities and when they will come into force.

Community Energy Planning - Integration with Air Quality and Greenhouse Gas Processes

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UBCM Program Delivery - Status Report

In the June newsletter we reported on the development of six new funding programs, funded by the Province of British Columbia and delivered by UBCM. The following is a brief update of the program status:

Community Sprinkler Protection Units (SPUs)

We are pleased to announce that the three Sprinkler Protection Units and additional inventory have been received in BC, and two specialized training sessions were held upon their arrival. It is gratifying to report that two of the three units were deployed to Charlotte Lake within days of their arrival, and at time of writing had been credited with saving a number of homes. For further information on the SPU’s please refer to the UBCM website or the article on the next page.

Emergency Planning

The emphasis of this program is to assist local governments in the preparation of emergency plans. The focus for year one will be on Regional Districts in response to legislation that requires them to prepare emergency plans by January 1, 2006.

Application materials for both regional districts and municipalities are available on the UBCM website. The deadline for the first municipal intake is August 15th and for regional districts the deadline is August 31st.

Strategic Wildfire Protection Plans

This project is divided into three components.

To build a fire risk analysis of southeastern BC.

This pilot project is being managed by Bruce Blackwell of B. A. Blackwell and Associates and is being guided by a working team with members of the Ministry of Forests and the Canadian Forest Service. The project includes: developing a combined map of fire risk using probability of ignition and fire behaviour potential; completing the condition class analysis for the original 2003 study area to incorporate TFL’s and all other areas where data was missing; and improving the resolution of interface density mapping within both municipal and provincial jurisdictions and community watersheds.

The work should be completed this month and, after evaluation of the results, consideration will be given to extending the mapping to the rest of the province. We will make copies of the final report available to members so that their municipality or regional district can be a part of the evaluation.

Fuel Management Pilot Projects

This portion of the Wildfire Protection Initiative is being led by the Ministry of Forests at this time. The intent is to fund pilot projects that demonstrate effective methods of fuel management for communities in British Columbia. Stay tuned for more information.

Community Wildfire Protection Plan Grants

In order to encourage “high risk” communities in planning for improved fire prevention and protection in the interface areas, this program was developed to assist communities in the preparation of fire interface plans. As funding will only support a limited number of projects in 2004 every attempt will be made to ensure that approved projects reflect the diversity of communities at risk in different areas of British Columbia. For application information please go to the UBCM website.

Regional Traffic Safety Commissions

This is a modest funding program offering seed funding for regional districts or other groups to establish regional traffic safety commissions. Information on this program has been circulated to all communities and is also available on the website.

To assist communities in the first steps in setting up a Traffic Safety Commission a clinic session will be presented at the Convention. The original application deadline of August 31, 2004 has been extended to allow communities to take advantage of this clinic when preparing their own funding proposals.

Seniors Housing Initiative

In order to ensure that the funding provided for this project is wisely used, a brainstorming session is scheduled with healthcare providers, local government, health authorities, seniors groups and others who have expertise in the field. This meeting is intended to assist us in focusing the project on Senior’s Housing issues as they pertain to local government. The outcomes from this meeting, as well as presentations on best practices, will be included in the convention program.

Grand Praise for Langford Planners

Langford won the prestigious Paul Bedford Planning Excellence Award at the recent Canadian Institute of Planners Association conference. The national award was presented for Langford’s interface fire hazard plan which is available on the UBCM website at www.civicnet.bc.ca. Under About UBCM/programs Municipal Planner Bob Buchan presented Councillor John Goudy, Langford Fire Chief Bob Beckett and planning department members Mathew Baldwin, Jane Evans, Alison Myerscough and Rachel Sansom with a framed copy of the award. The CivicNet website has information on financial assistance now available for preparation of Community Wildfire Protection Plans.

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They are equipped with sprinkler heads suitable for use around the perimeter of the structure and for rooftop application. The sprinklers create a wet blanket around the structure protecting the walls and roof from ignition.

The Units are “unique to BC” as a result of their custom design. Using units available in Ontario and Alberta as a model, a steering committee of representatives from UBCM, the Ministry of Forests, the Office of the Fire Commissioner, BC Fire Chiefs and Canadian Forestry Service modified the concept to ensure that BC’s unique topography was considered when equipping the trailers. The units will be deployed at the time of an evacuation alert by Unified Command. In instances of high demand, deployment will be on a highest priority basis. As this is considered a pilot program, it is hoped that, as others see the successes of such equipment in use, they will be encouraged to purchase similar equipment for their region or community.

These photos are of the Crazy Bear Lodge where the sprinklers were successfully deployed. In this deployment, water was pumped out of the lake. The pictures show the deployment to “wet down” the forest perimeters, areas around houses and on top of cabins and houses. For more detailed views, go to www.civicnet.bc.ca. About UBCM/programs and connect to the sprinkler program.