

Commission Orientation

Capital Regional District
September 2019



Commission Orientation

1 Welcome & Introductions

2 CRD Overview

3 Meeting Protocols & Records

4 Processes: Procurement, Purchasing, Risk & Insurance

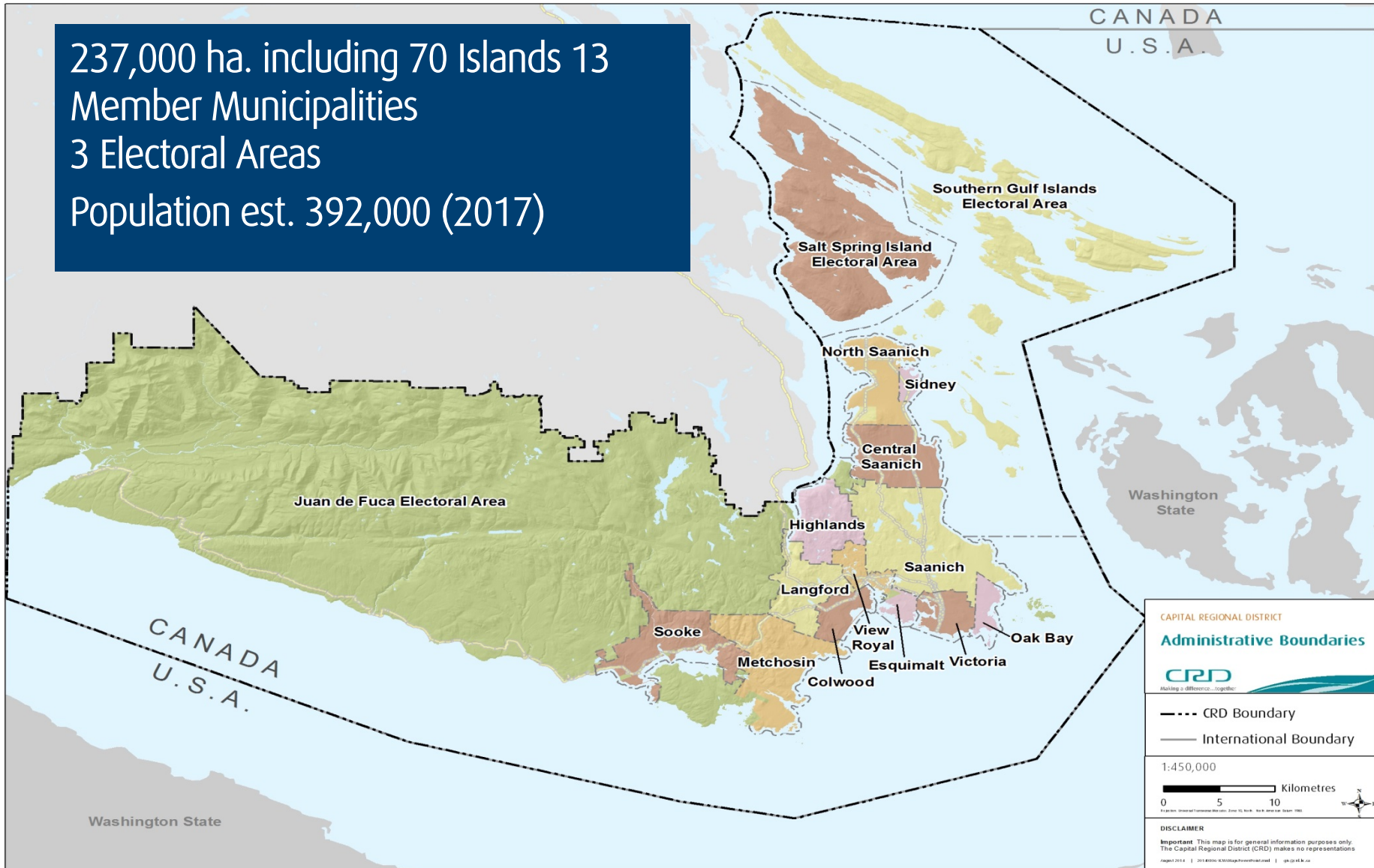
5 Budgeting & Financial Planning

6 Resources + Q&A's

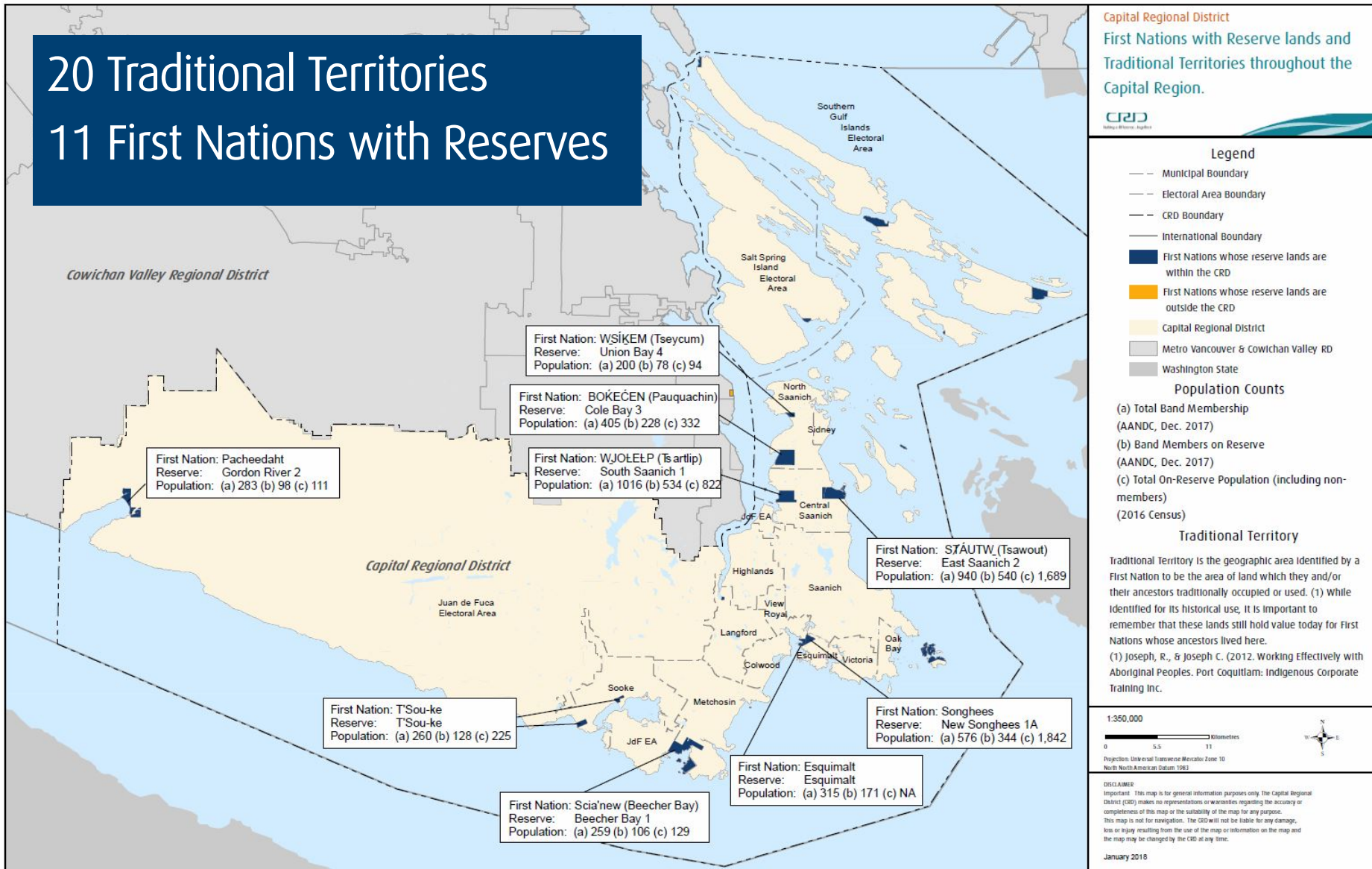
Welcome

The Region

237,000 ha. including 70 Islands
13 Member Municipalities
3 Electoral Areas
Population est. 392,000 (2017)



20 Traditional Territories 11 First Nations with Reserves



Regional District Purpose

CRD

- 
- An order of Government
 - Steward public assets and foster economic, social and environmental well-being
 - Cooperate, collaborate and facilitate relationships among its member municipalities and electoral areas
 - Legislative authority from the Province with three corporate entities

Connections

CRD



Types of Participation



Regional

All municipalities
and electoral
areas.



Sub-Regional

Two or more
jurisdictions.



Local

Electoral areas
(where the CRD is the
local government).

2019 - 2022 Board Priorities



Community Wellbeing – Transportation & Housing

The CRD Board will advocate, collaborate and form partnerships to address the affordable housing and transportation needs of the region's diverse and growing population.



Climate Action & Environmental Stewardship

The CRD Board will encourage and implement bold action on climate change by enhancing its natural and built assets to achieve environmental resilience, food security and continued wellbeing of our current and future residents.



First Nations Reconciliation

The CRD Board will take measurable steps toward strengthening government-to-government relationships with First Nations to foster shared prosperity for all.



Advocacy, Governance & Accountability

The CRD Board will advocate for infrastructure, regulatory, legislative, financial and operational support, focus its governance and Committees/Commissions on advancing regional, sub-regional and local priorities, and work to resolve issues that the CRD does not have the direct mandate to address.

Roles & Responsibilities of Commissioners

Responsibilities

Board Chair

Leads and speaks for the Board
Provides executive direction
through CAO and officers

Directors

Provide policy direction, enact
bylaws, participate on committees,
approve budgets

EA Directors

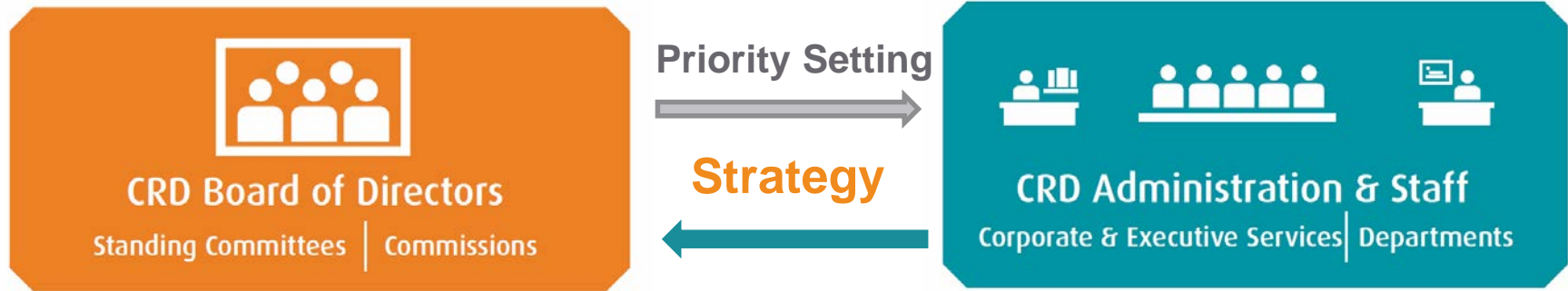
Liaise with Commissions
Set local priorities
Local spokesperson

Commissions

Delegated various levels of
authority to direct operations

How we work together

CRD



Board makes decision on:

- Establishing policy
- Setting service levels
- Approving budgets
- Setting regional and strategic priorities

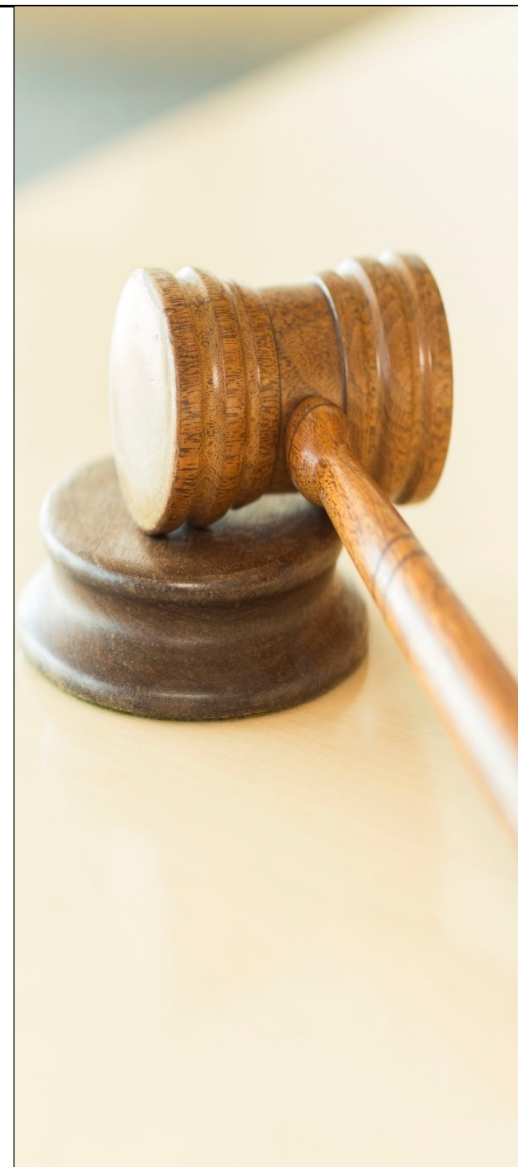
Staff support Board by:

- Providing advice & recommendations
- Implementing programs & services
- Acting as delegated authority

- **CRD Board has delegated various functions to Commissions**
- **Largely Administrative powers (with a few exceptions)**
- **Role of EA Alternate Director**



- **Role of the Chair to maintain decorum**
- **Attendance and disqualification**
- **Duty of confidentiality**
- **Duty to avoid conflict of interest**
- **Duty to follow CRD policies and procedures**



- **Keep email communication to a minimum**
- **When contacted directly, engage by responding and referring to staff**
- **Legal (including FOI) and contractual obligations must be met**
- **Ensure consistent messaging**
- **Same rules of respectful conduct as a meeting**



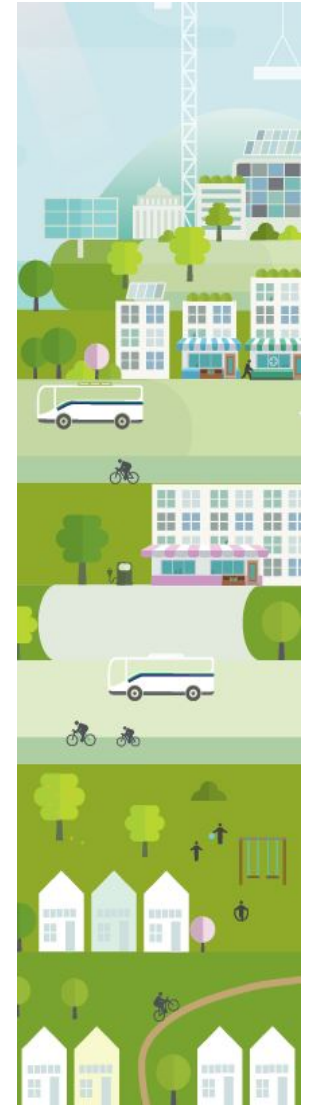
Appointments

Appointment Process

- Current practice varies by Commission – check your commission Bylaw
- Best Practice:
 - Upcoming vacancy (3+ months out)
 - Advertise locally
 - Review applications and commission recommends appointment
 - Recommendation to the EA Director
 - Nomination information to the Board for Appointment



- Recruitment timing
 - Staggered appointments
- Maximum terms
- Qualifications
- Confidentiality agreement to be signed
- Disqualification/resignation



Appointment Process

CRD

- Vacancy: advertising
- Recruitment

Capital Regional District

CRD

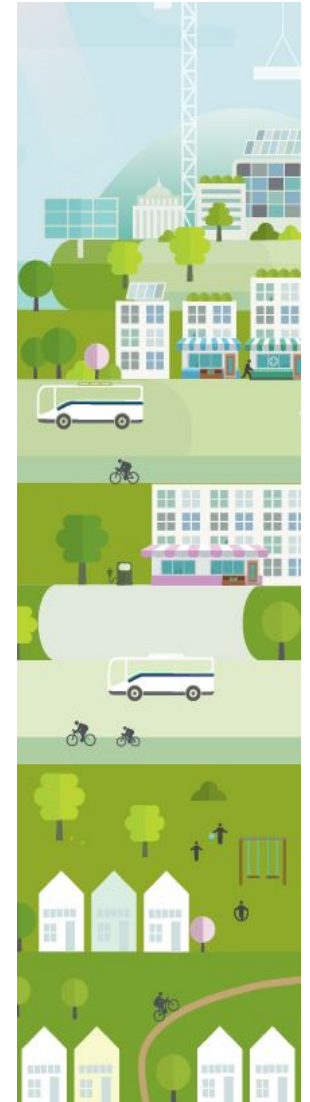
Notice of Vacancy

Saturna Island Parks and Recreation Commission (SIPRC) Vacancy


The Capital Regional District (CRD) invites applications from those interested in sitting on the Saturna Island Parks and Recreation Commission (SIPRC).

The SIPRC delivers the community parks service on behalf of the CRD. It is responsible for planning and supporting recreation programs as well as maintaining and operating Saturna's community parks. The term of office is from August 2019 to December 2020.

Please send us a one-page summary telling about yourself, and why you would like to volunteer on the Commission. **Deadline for applications is July 30, 2019.** Email your application to: saturnainfo@crd.bc.ca



Meeting Protocols & Processes

- 
- The background of the slide is a photograph of a conference room. It shows a long, light-colored wooden table with several black chairs arranged around it. The room is brightly lit, with a window visible on the left side. The image is slightly blurred, focusing attention on the text overlay.
- *Local Government Act and Community Charter*
 - CRD Board Procedures Bylaw No. 3828
 - Robert's Rules of Order

- Selection of a Chair and a Vice-Chair
- Vice-Chair, when acting, has all the powers of the Chair.
- If the Chair and the Vice-Chair are not present at a meeting, the directors present may elect an Acting Chair.
- Other duties: Treasurer, Secretary (if not fulfilled by CRD staff)



- Giving notice
- What's included?
- Supplementary agendas
- Posting for the public
- Placing items on an agenda
- Verbal reports
- Special meetings
- New Business/Notice of Motion
- Electronic participation



- *Community Charter*
- The rule
- The exception
- Ensure properly “In camera” or “Closed”
- Rise and Report
- Confidentiality agreement



- **WHEN** to use motions
- **HOW** to word them
- **WHERE** do they go?
- **Sample:**
 - **THAT** the Pender Island Parks and Recreation Commission recommend that the Electoral Area Committee recommend to the Capital Regional District Board:
That a Smart Cities grant application for 5,000 from UBCM be endorsed for the new picnic area at Brooks Point Regional Park.
- **One commissioner, one vote**
- **No vote = in favour**
- **Notices of Motion**



- **Minutes must be kept**
- **Level of detail to record**
- **Mover/Secunder**
- **How to record opposition**
- **Final, adopted minutes to be signed and filed**
- **Copies to Legislative Services/Standing Committee**
- **Permanent record storage/electronic copies**

- A word on Roberts Rules
- If in doubt, check the bylaw
- Google
- Points of Privilege
- Calling the Question/Referring Items
- Amendments (only 2 at a time)
- Take time to be clear on item at hand





- **Presentations**
 - Invite only
 - 10 minutes
- **Delegations**
 - Process
 - Apply in advance
 - Majority vote
 - What are delegation allowed to address
 - Time limited to four minutes
 - Exceptions
- Receiving information and making related motions

Record Keeping and Freedom of Information

What is the *Freedom of Information and Protection of Privacy Act* (FOIPPA, the Act)?



FOIPPA is a provincial Act that applies to all BC public bodies. For local governments, FOIPPA's role is to:

- ▶ Make local governments more open and accountable by providing the public with access to records (including their own personal information)
- ▶ Protect personal privacy by preventing the unauthorized collection, use or disclosure of personal information held by local governments
- ▶ Allow individuals to ask the Office of the Information and Privacy Commissioner (OIPC) to review/investigate information access and privacy issues with local governments.

What is access to records under FOIPPA?

- ▶ The public has rights to request and access **ANY** records “in the custody or control” of a public body s.3(1)

“Custody” means:

- ▶ Having possession of the record (electronic/physical)
- ▶ The local government has some legal authority for the safekeeping, care, protection or preservation of the record

“Control” means:

- ▶ The authority to manage, restrict, regulate or administer the use or disclosure of a record

FOIPPA applies to all CRD: employees, officers, directors, volunteers, service providers and members of CRD boards, committees, commissions and other CRD corporations and entities



What are records?

“record” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise;



Examples:

- ✓ Letters, memos, hand written notes, post-it notes, notebooks
- ✓ Photographs, images, screenshots, video
- ✓ E-mail, calendar appointments, schedules
- ✓ Voicemail, text messages, social media posts



Key message: The CRD has a duty to create, use and maintain records. Please note any business records you create or use for/on behalf of CRD are subject to FOIPPA.

Connect with us



@crdvictoria



Like us – Capital Regional District



CRDVictoria

Procurement & Purchasing

- **Delegation Bylaw**
 - who has the ability to initiate transactions and for how much
- **Procurement Policy**
 - how the actual purchasing must take place and in what form
- **Contracts and Agreements Policy**
 - Confirms within purchasing limits, Board is aware of purchase, within financial plan, and using contract or PO

- **Non-Competitive**

- Direct award up to \$75K services / \$200K construction
- Emergency or legal reason.

- **Competitive**

- Low value / Informal quote(s)
- Written quotation process
- Invitation to Quote
- Invitation to Tender
- Request for Proposals
- Request for Standing Offer

- **P-Card**
 - Up to \$10,000 in value, unless authorized by GM or CAO
 - For simple one-time purchases, not services/goods/construction
- **Purchase Order**
 - “Standard Terms and Conditions” or STCs
 - Must actually give the contractor the STCs first
 - Only for low risk goods purchases – no tree falling, consultants, construction
- **Contract**
 - CRD forms
 - Range from simple to more complex
 - May only use vendor forms in very limited circumstances

Risk & Insurance

- **Role of risk to minimize the effects of accidental losses on CRD**
- **CRD Insurance coverage for all programs, services and facilities**
- **Volunteers are insured**

Budgeting & Financial Planning

CRD Planning Framework

CRD



BOARD PRIORITIES | Strategic priorities, policy and direction that guide the activities of the organization



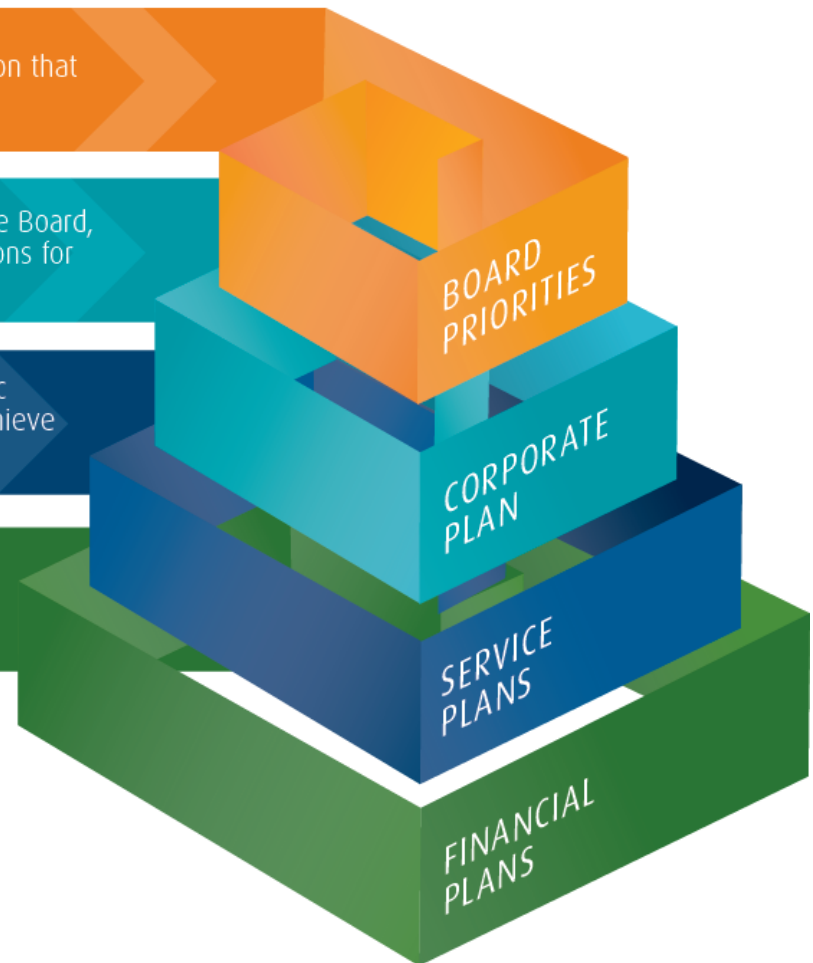
CORPORATE PLAN | Outlines the corporate response to the Board, corporate and core service priorities, highlighting implications for service delivery



SERVICE PLANS | Describe service levels, including specific actions, targets and non-financial resources required to achieve Board and corporately identified priorities



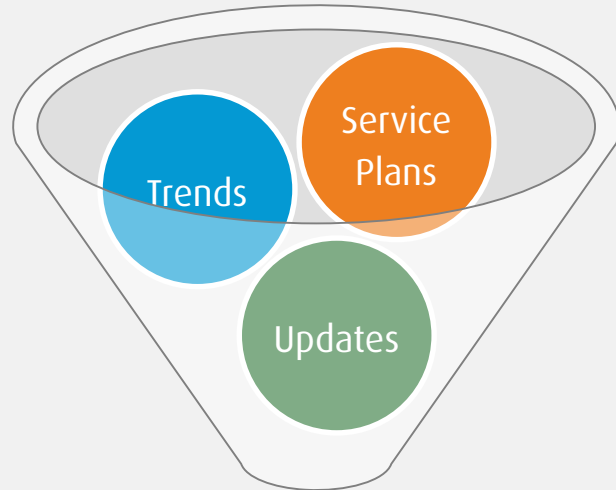
FINANCIAL PLANS | Specify the financial resources required to achieve identified service levels and capital investment requirements



Our Planning Framework



Budget Process



Provisional Budget



Service Planning Process

Define appropriate levels of service delivery, adjust impacts, realign resources, evaluate infrastructure



Trends & Assumptions

Adjustments made for external factors including population growth, demographics, economic, etc.



Updates to Initiatives

Impacts related to changes in approved workplans including incremental, reduction & changes in scope



Surplus / Deficits



PILT / Timing



Scope Changes

Final Budget

Differences

	Regional District + EA	Municipality
Budget	One budget per service	One budget
Chair/Mayor	Chair elected each year by Board members EA Directors elected by citizens every 4 years	Mayor elected by citizens every 4 years
Decision-making	Board + Delegated Authorities	Council
Voting @ Meetings	Simple majority, Participants & Weighted	One Vote
Services	Local, Sub-Regional, Regional	Municipal-wide

Consolidated Financials

2019 Capital Budget



Capital Regional District

\$309.9M



Capital Regional Hospital District

\$46.5M



Capital Region Housing Corporation

\$24.9M

Total

\$381M

2019 Operating Budget



Capital Regional District

\$260.6M



Capital Regional Hospital District

\$32.8M



Capital Region Housing Corporation

\$15.6M

Total

\$309M

Resources

- CRD Website – www.crd.bc.ca
- Commission Handbook – <https://www.crd.bc.ca/about/how-we-are-governed>
- Bylaws
 - 3828 - Procedures Bylaw
 - Your Commission Bylaw
- Staff

Staff Contacts



EA LIAISONS

SGI	Justine Starke	jstarke@crd.bc.ca	250.360.3275
JdF	Iain Lawrence	ilawrence@crd.bc.ca	250.642.8104
SSI	Karla Campbell	kcampbell@crd.bc.ca	250.538.4300

CORPORATE SERVICES

General Manager & Corporate Officer	Kristen Morley	kmorley@crd.bc.ca	250.360.3638
Deputy Corporate Officer	Emilie Gorman	egorman@crd.bc.ca	250.360.3127
Manager, Legal Services	Steven Carey	scarey@crd.bc.ca	250.360.3128

OTHER

Manager, EA Fire & Emerg.	Jonathan Reimer	jreimer@crd.bc.ca	250.360.3137
Manager, Financial Services	Lia Xu	lxu@crd.bc.ca	250.360.3033

Questions?