



# Board Handbook

September 25, 2020

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## 1. Introduction

The Association of Kootenay Boundary Local Government (AKBLG) has a mandate to assist our members in education, advocacy and leadership.

The AKBLG is the local government association that represents the municipalities and electoral areas of the south-eastern portion of British Columbia. The area includes the Regional District of the Kootenay Boundary (RDKB), Central Kootenay (RDCK), East Kootenay (RDEK), and the Town of Golden and Valemont.

The purpose of the association is to identify and illuminate issues that impact the economy, environment and the social well-being of people living in South Eastern in BC.

This governance handbook is designed to provide directors with an overview of the organization and the structures and methods by which the organization is governed. In addition to these general guidelines for Board members, a full listing of all of the policies can be found on the Association's website at [www.akblg.ca](http://www.akblg.ca).

## 2. Overview

### MISSION

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

### PURPOSE

Established in November 1933, AKBLG is one of five area associations within the Union of British Columbia municipalities (UBCM). The Association is a registered non-profit Society in BC. A copy of the Associations' Constitution and Bylaws is attached as Schedule "A". As a political entity, the AKBLG is a coalition of cities, municipalities, regional districts, townships and villages in South Eastern British Columbia.

The purpose of the Association is to identify and illuminate issues that impact on the economy, environment, and the social well being of people living in South Eastern BC. The membership is encouraged to forward their concerns to the Association. Focusing on issues from a regional, rather than a local perspective, the Executive works through various channels to effect long-term solutions. Committees are struck to address the immediate concerns of the membership for the development of an action plan.

The AKBLG conducts research and circulates information on identified concerns. Workshops and information sessions are developed for the membership when required. Resolutions are formulated and presented to the UBCM for further discussion and endorsement. Issues are taken directly to senior levels of government.

## **STRATEGIC PLAN**

The AKBLG Executive developed and adopted a strategic plan in 2015. The plan was updated in 2018.

In November 2019, the Executive held a workshop to identify goals that have been completed or are nearly complete and to prioritize goals to be completed over the next one - three years. The group also worked with the core values and mission of the organization, created a 5-year vision statement and conducted a SWOT analysis.

These documents are available for review on the AKBLG website.

### 3. Board Structure & Roles

The Executive board is comprised of 9 local government leaders elected from within the membership. Directors serve two-year terms. A President, Vice-President and six Directors at large are elected bi-annually. The Past-President also sits on this Executive Committee. One staff person assists the AKBLG Executive.

#### **BOARD COMMITTEE STRUCTURE**

The Association of Kootenay Boundary Local Government (AKBLG) uses policy and a committee structure to provide a basis for consistent and equitable decision making that will guide the decisions of the board and provide accountability and transparency.

#### **STANDING COMMITTEES**

The AKBLG has the following standing committees to support the strategic priorities of the AKBLG:

- Human Resource and Personnel Committee
- Policy Committee
- Nominations Committee
- Convention and Annual General Meeting Committee
- Resolutions Committee

Each committee (with the exception of the Convention & AGM Committee) shall consist of three (3) Board members from the AKBLG, and each committee will have Terms of Reference (ToR) that at a minimum describes purpose, scope and authority of each committee. The Convention & AGM Committee shall consist of up to 3 members of the Executive, the Administrative Coordinator and three members of the host community.

The Executive appoints members to each Committee (with the exception of host community members appointed to the convention committee). Members will serve the appointment until the end of the AGM when all of the new committees are struck.

Should a vacancy occur on a Committee, for whatever reason, the Executive may appoint a director for the remainder of the vacant position's term. The Executive may remove any member of a Committee under the same principals as outlined in the Constitution and Bylaws for missing executive meetings, that being a Director shall be considered resigned from a committee after being absent from two (2) consecutive committee appointed meetings unless:

- a. A written rationale for the absence has been received by the committee chair prior to any further absences and
- b. There is approval of the Executive to accept the rationale

## **SELECT COMMITTEES**

The Executive, at its pleasure, may appoint select committees to deal with issues and events as they arise and will provide the terms of reference for each select committee including start and completion dates for the work of the committee.

## **IMPORTANT DATES**

**Human Resource and Personnel Committee** - to present annual performance evaluation in the Winter meeting in advance of AGM.

**Policy Committee** - to present any bylaw amendments and report in the Winter meeting in advance of AGM.

**Nominations Committee** - Deadline for call for Nominations - December

**Convention and Annual General Meeting Committee** –

- ♦ to present theme
- ♦ host community identified 2 years in advance

**Resolutions Committee** - Deadline for AKBLG to receive Resolutions is March 1. Deadline for AKBLG to submit Resolutions to UBCM March 5.

## 4. Committee Terms of Reference

### HUMAN RESOURCE AND PERSONNEL COMMITTEE TERMS OF REFERENCE

The purpose of the Human Resource and Personnel Committee of the Association of the Kootenay Boundary Local Government (AKBLG) is to ensure the Board is meeting its obligations relating to human resources, contract oversight, and compensation matters and establishing plans for continuity of management.

#### Duties of the Committee:

- a. Create and execute an annual performance evaluation process for paid personnel of AKBLG which includes contractors and sub-contractors.
- b. Establish performance standards.
- c. Write job descriptions.
- d. Interview potential candidates.
- e. Create (if necessary) an independent contractor policy.
- f. Contract Oversight
- g. Finance

#### Authority and Accountability:

The Committee is accountable to the Board and has no authority to direct management without making a recommendation to the Board first.

#### Timeline of Deliverables:

Yearly evaluations should be executed and reviewed by the Board the month(s) prior to the AGM. All compensation should be reviewed at this time so the evaluation of funding available can be placed in the budget for the next fiscal year.

Advise Board of any other HR issues that need approval or action from the Board.

#### Meetings

The Human Resource and Personnel Committee should meet several times a year to manage the deliverables of this committee. The Chair will establish a meeting schedule after the AGM and members are appointed to the Committee.

## POLICY COMMITTEE TERMS OF REFERENCE

The purpose of the Policy Committee is to review the governing documents of the organization and establish whether they are consistent with the actual or desired organizational practices. The policy committee is also responsible to ensure effective orientation of new board members by providing a board manual.

### Duties of the Committee:

- a. To ensure that all policy and procedure documents are in accordance with the Constitution and Bylaw and align with current organizational priorities.
- b. Develop an orientation process for new board members to ensure they understand the organizational values, goals and governance structure.
- c. Review governance policies.
- d. Periodically review the adopted mission and vision statements of the AKBLG and evaluate if they are consistent across documents and activities.

### Authority and Accountability:

The Committee is accountable to the Board and has no authority to direct management without making a recommendation to the Board first.

### Timeline of Deliverables:

- Recommend to the Board any actions or document updates in advance of the AGM.
- October review annual Board Handbook.
- November present an updated Board Handbook
- December address any recommended updates to bylaw and constitution.
- January present any amendments to constitution and bylaws.

### Meetings:

The Policy Committee should meet several times a year to manage the deliverables of this committee. The Chair will establish a meeting schedule after the AGM and members are appointed to the Committee.



## NOMINATIONS COMMITTEE TERMS OF REFERENCE

The purpose of the Nominations Committee is to develop a formal procedure for engaging our membership to allow them to have a fair opportunity to nominate/ be nominated for Board positions at the Annual General Meeting.

### Duties of the Committee:

- a. Establish a timeline and process by which to engage membership about the election of officers for our Annual General Meeting.
- b. Identify gaps in skills or competencies in the board composition.
- c. Execute a call for nominations should a vacancy occur before the next AGM.

### Authority and Accountability:

The Committee is accountable to the Board and has no authority to direct management without making a recommendation to the Board first.

### Timeline of Deliverables:

October: confirm important dates

### Meetings:

The Nominations Committee should meet several times a year to manage the deliverables of this committee. The Chair will establish a meeting schedule after the AGM and members are appointed to the Committee.

## **CONVENTION & ANNUAL GENERAL MEETING COMMITTEE TERMS OF REFERENCE**

The purpose of the Convention and Annual General Meeting (AGM) Committee is to organize and conduct the business of the AKBLG which includes; presenting approved financial reports, executing the election of officers, moving through Resolutions and to allow our membership to hear presentation from the Board. The goals of the Convention are to support the membership by providing education opportunities and advocacy.

### Duties of the Committee:

- a. Work closely with the host community in planning the annual Convention;
- b. Work within the Convention budget set by the AKBLG Board;
- c. Ensure the work of the Convention Planning Committee is keeping with the goals of the AKBLG;
- d. Submit a final report to the AKBLG for inclusion in the Annual General Meeting package;
- e. Manage the business meeting
- f. Create a timeline of events that supports the work of Convention Committees in the future.

### Authority and Accountability:

The Committee has the authority to make all decisions regarding the Convention as long as they are within the budget that has been approved by the Board. Any decisions that will impact the approved budget must come back to the Board for review.

### Meetings

The Convention and AGM Committee should meet several times a year to manage the deliverables of this committee. The Chair will establish a meeting schedule after the AGM and members are appointed to the Committee.

## RESOLUTIONS COMMITTEE TERMS OF REFERENCE

The Resolutions Committee is responsible for engaging the membership in a timely manner to put out a call for Resolutions and adds value by reviewing and editing resolutions for communities.

### Duties of the Resolutions Committee:

- a. Facilitate the Resolution session at the AGM.
- b. Combine resolutions, consult with resolution writers, reject resolutions submitted after deadline, and make recommendations to the Board regarding Special Resolutions.
- c. Inform the membership of how to write gold star resolutions.
- d. Create a set of resolutions endorsed by the AKBLG membership, to direct action toward the AKBLG Executive, UBCM or otherwise.
- e. Establish a timeline of events to support the work of future Resolutions Committees.

### Authority of Resolution Committee:

The Resolutions Committee has the authority to deem whether Resolutions are Late or Special without needing Board support, and to send all Resolutions received on to UBCM for comment.

## 5. Committee Membership & Appointments

### 2019 – 2020 COMMITTEE MEMBERSHIP

#### **Human Resource & Personnel Committee**

Chair Roly Russell, Rob Gay, Clara Reinhardt, Roly Russell

#### **Policy Committee**

Chair Garry Jackman, Rob Lang, Ange Qualizza

#### **Resolutions Committee**

Chair Ange Qualizza, Adam Casemore, Diane Langman, Ron Popoff

#### **Convention and Annual General Meeting Committee**

Co-Chairs: Ron Popoff & Diane Langman, Garry Jackman, Rob Lang, Adam Casemore

#### **Nomination Committee**

Chair Adam Casemore, Clara Reinhardt, Roly Russell

### APPOINTMENTS

**UBCM representative** – Roly Russell

**Municipal Insurance Association Representative:** Rob Gay. (Term expires 2022).

**Columbia River Treaty Local Government Committee (CRT LGC) AKBLG Representative:** Clara Reinhart (term expires 2023)

## 6. Executive (Board) Meetings

In accordance with the Association's Bylaws, the Executive shall meet at least six (6) times per year with one (1) meeting being held immediately prior to, and one (1) meeting being held immediately following the Annual General Meeting.

A Board meeting will have quorum with five (5) Directors.

A Director shall be considered resigned from office after being absent from two (2) consecutive Executive or committee appointed meetings unless:

- a) A written rationale for the absence has been received by the President prior to attending another meeting and,
- b) There is approval of the Executive to accept the rationale.

## 7. Convention and Annual General Meeting

### CONVENTION POLICY

The AKBLG will typically hold the Convention and Annual General Meeting the third week of April every year, Friday – Sunday.

Expressions of interest for hosting the AKBLG Convention and Annual General Meeting should be provided two (2) years in advance for review by the AKBLG Executive.

When accepting expressions of interest for hosting the AKBLG Convention and Annual General Meeting, the AKBLG Executive will take into account deciding factors such as ability to accommodate, other concurrent special occasions, and location of recent AGM's. Whenever possible the location of AGM will rotate between East Kootenay, Central Kootenay and West Kootenay/Boundary.

The Host Community and AKBLG will negotiate and both sign the AKBLG Convention and Annual General meeting MOU outlining the expectations of the Executive and the host community. The host local government, in partnership with the AKBLG Executive and the services of a convention coordinator, will organize the Convention and Annual General Meeting and design a theme and program

A Convention and AGM Committee will be struck comprised of;

- Host local government appointees at the discretion of the Host local government
- Minimum of three (3) members of the AKBLG Executive
- AKBLG Administrative Coordinator

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

- AKBLG members
- Support staff for member local governments

- Sponsors
- Guest Speakers/Presenters
- Media
- Invited guests approved by the Convention Organizing Committee.

The Convention and AGM Committee will approve a Convention Budget

- ♦ The convention committee will input into the Convention budget an expense of \$10,000 to be paid to the AKBLG to cover AKBLG costs
- ♦ Any profit or loss realized by the Convention and Annual General Meeting will be shared 50% each between AKBLG and the host local government

The following individuals shall be offered complimentary Convention registrations:

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

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

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

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

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

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

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

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

A Draft program will be presented to the AKBLG Executive by February 1st prior to the AGM. The final draft program will be posted on line by February 15th prior to the AGM.

The convention committee will submit final financial statements and budget by August 15 of the AGM year.

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

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

### **AGM VOTING/ELECTION PROCESS**

The recommendation from AKBLG's appointed Parliamentarian concerning the Elections process at the AKBLG AGM: "notwithstanding s.6.5 of the Constitution, the AKBLG executive per its authority bestowed under s.5.6(a) resolves by policy statement that Association Elections shall include an advance voting opportunity"

## **8. Sponsorships**

In order to support activities on behalf of its members, the AKBLG will seek financial support through sponsors from local and regional organizations and businesses.

Sponsorship may be general in nature (in support of the year round activities of the AKBLG) or may be specific to the annual conference or to periodic educational seminars. Where possible, the AKBLG will seek to establish multi-year sponsorship agreements with regional organizations.

Sponsorship will be sought at various levels of financial contribution.

## 9. Membership Fees

In accordance with the AKBLG Constitution and Bylaws under s8.6, the annual membership fee structures shall:

- be recommended by the Executive at the Annual General Meeting;
- be adopted by a majority vote of Delegates at the Annual General Meeting;
- be set annually or via multi- year rates; and,
- be levied by the Executive to all Members annually and payable upon receipt.

Delegates to the Annual General Meeting whose Membership fees are in arrears shall not be eligible to speak of matters on the floor, vote, nor occupy a Director position in the Association

## 10. Life Memberships

Life Memberships may be granted by the Executive to persons who have held position(s) on the Executive of the AKBLG and/or to persons who have contributed extra-ordinarily to local government. Notwithstanding the foregoing, past Presidents of the Association shall be Life Members.

The person being presented a Life Membership shall be so advised by the President. All Life Memberships shall be presented at the Annual General Meeting.

Life Members shall have the privilege of the floor to speak once on any issue before the members at the Annual General Meeting but shall not be entitled to vote unless the Life Member is also a Member Representative.

Registration fees for the Annual General Meeting shall be waived for Life Members who are no longer serving as Member Representatives.

## 11. Executive (Board Member) Expenses

Expenses shall be reimbursed for Executive Members on authorized business of the Association and they shall receive a meal allowance, if applicable at the average per diem amount of the 3 Regional District rates.

The current approved rate for meals is as follows:

- Breakfast \$18.00
- Lunch \$24.00
- Dinner \$35.00

An Executive member of the AKBLG will be reimbursed for travel for fuel costs at a rate of \$.55 per kilometer.



The AKBLG Executive stipend for Executive Meetings including Executive approved Teleconference Meetings will be \$150 for the President and \$100 for the Past President, Vice President and Directors.

When an AKBLG Executive member is appointed to an external committee, the AKBLG will request funding for the appointee from the external committee at current AKBLG stipend and teleconference rates.

Up to two AKBLG Executive meetings per year will be over a 2 day period. A day is comprised of meeting and travel over a 4 hour period.

***During this global pandemic, some procedures have changed due to increased frequency of virtual meetings and changes to meeting schedules. If you have questions, contact the Administrative Coordinator at Admin@akblg.ca.***

## 12. Policies

Board policies are developed by the Policy committee and endorsed by the Executive Board.

A comprehensive Policy Book is currently under development. Policies may be found on the AKBLG website at [www.akblg.ca](http://www.akblg.ca). Policies are developed to assist in the financial administration, HR/personnel, Operations, etc.