

# DIRECTOR RESOURCE GUIDE

2026

**Strathcona**  
REGIONAL DISTRICT



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## Introduction

The purpose of this document is to provide a comprehensive guide for new and returning directors regarding the powers, duties and responsibilities of directors who are elected or appointed to the Regional Board. As well, for those who may be considering taking on the role of director in the future, this guide will explore the framework within which the Regional District operates, the services that it provides to its constituents, and the manner in which directors interact with it, both individually and collectively.

This guide is intended to be a living document and will be updated over time as Regional District processes are updated, when new legislation or regulations affecting the Regional District are brought into force, or when the menu of services provided by the Regional District changes.

Finally, this guide will serve as a repository for the various documents that are required to be submitted by directors in relation to their office or official function, or which allow the Regional District to better support directors when acting in their official capacities.

Note: this document is intended as an information resource only and is not a legal guide. In the case of conflict between this document and any statute, regulation or bylaw, the statute, regulation or bylaw will prevail.



## Module 1 – The Big Picture

### What are regional districts and why were they created?

Regional districts are an independent, responsible and accountable order of government within their jurisdiction. According to the *Local Government Act* of British Columbia, the purposes of a regional district include:

- Providing good government for its community
- Providing the services and other things that the board considers are necessary or desirable for all or part of its community
- Providing for stewardship of the public assets of its community
- Fostering the current and future economic, social, and environmental well-being of its community

With respect to the provision of services, regional districts serve three important purposes:

- They provide local services for their (unincorporated) electoral areas.
- They provide the political and administrative frameworks necessary for combinations of member municipalities and electoral areas to collaborate in the provision of sub-regional services.
- They are regional service bodies responsible for providing important regional services to, and undertaking key activities on behalf of, their entire regions (i.e., all member jurisdictions).

Each of these purposes is important in every regional district. As might be expected however, the relative importance of each purpose varies from place to place depending on the wishes of the region's member jurisdictions. In certain regional districts, for example, the local government role for electoral areas is the predominant focus. In other regions, the provision of sub-regional services through the regional district will be most important. In still others, the provision of regional services will stand out as the primary purpose of the regional district.

The relative importance of the various purposes is not always static. A regional district's emphasis may switch from providing basic local services within its electoral areas, to providing joint services to sub-regional groupings, or regional services to all member jurisdictions. To be sure, all three purposes will remain valid over time; the relative importance of each, however, may change. The regional district model allows flexibility in the design of service arrangements. Within key legislative constraints, a regional district can be whatever its member jurisdictions want it to be. Over time, regional districts can be moulded and re-moulded by member jurisdictions to meet different needs, and to serve different purposes. The important role of member jurisdictions in collectively determining the focus and activities of regional districts is critical to understand.

### What do they do?

Like municipalities, regional districts have broad authority to operate any service that the board of directors considers necessary or desirable for all or part of the regional district. Regional districts may provide services to municipalities, electoral areas (in whole or in part), Treaty First Nations, unincorporated communities, or to the entire regional district. Regional districts may also provide services outside the regional district under specified conditions. With very few exceptions the authority to provide

a service will be subject to obtaining elector approval for a service establishing bylaw before the service can be provided.

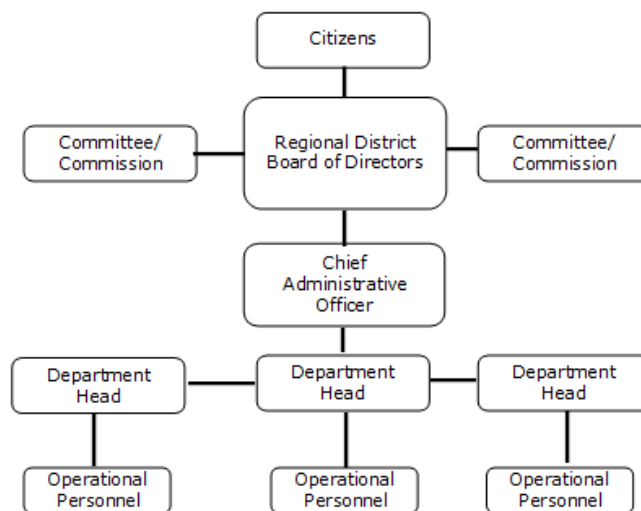
Most regional district services are optional – it is at the discretion of the regional district board as to how and to what area a service will be provided. A few services are mandatory, such as emergency planning (under British Columbia’s *Emergency Program Act*) and capital financing for local governments (through their role under the *Municipal Finance Act*). Typical services that a regional district may provide include:

- Parks and recreation
- Solid waste management
- Economic development
- Land use planning and regulation
- Animal control
- Public housing
- Libraries
- Emergency services
- Airports
- Local improvements (street lighting, community halls, etc.)

With few exceptions, regional districts are able to provide any service that ratepayers want and are prepared to pay for. A regional district may operate a service directly, or enter a contract with another public authority, individual or organization to operate the service. However, a regional district may not delegate the governance of a service to another entity.

## Governance structure and decision-making

British Columbia’s regional districts differ from one another in several respects: size, scope of services and area of coverage. One characteristic shared by all regional districts, however, is structure. All regional districts in BC are organized using the same basic corporate structure.



**Board of Directors** — The Board of Directors is the governing body of the regional district, ultimately responsible for the services provided and actions taken by the corporation. The Board of Directors is a collective decision-making body that acts through resolutions and bylaws. The Board’s primary focus is on the identification of strategic priorities, the development of policy that will guide development within the region, and the delivery of services to its constituents. The directors represent the interests of the ratepayers within their respective municipal, electoral area or First Nation jurisdiction. In the case of municipal directors, those interests may not align completely with the position of the council in which case the director may have to balance those differing interests to achieve a positive outcome.

Directors from the regional district’s electoral areas are known as electoral area directors. They are elected directly to the Board by the electors in the areas they represent and serve a four-year term. Electoral areas are generally represented by a single electoral area director. Every electoral area director must appoint an alternate director to assume the director’s responsibilities in his or her absence.

Directors from the regional district’s member municipalities are known as municipal directors and are appointed by their respective municipal councils. A council can replace its director(s) on a regional district board at any time. Many larger municipalities are represented on their regional district boards by more than a single director. The exact number is determined by the population of the municipality and the regional district’s “voting unit”, as specified in the letters patent incorporating the regional district (**see Appendix A: Letters Patent**). Municipal councils may also appoint one or more alternate directors to take the place of a specified municipal director when required. Municipalities with more than one municipal director may appoint one alternate per director, or one or more general alternate(s) who are available to act in place of any one of the directors based on a pre-determined system.

First Nation directors are selected in a similar manner and are subject to similar rules as municipal directors but are chosen according to each First Nation’s schedule of elections.

Each board of directors is headed by a *Chair*, who is the Chief Executive Officer of the regional district corporation. Each year, at its November inaugural meeting, the Board elects one director to serve as Chair and another to serve as Vice Chair until the next inaugural meeting.

**Committees & Commissions** — Most regional districts have various committees and/or commissions to assist the Board of Directors in decision-making. Committees come in two types: standing and select. Standing committees are permanent bodies that are established by the Chair to provide regular, ongoing advice to the Board in different areas of business or activity (e.g. finance, community services, economic development, etc.). Select committees are temporary, time-limited bodies that are established by the Board to provide advice on a particular issue or initiative that arises (e.g. the development of a new service). Both types of committees may include non-directors in their membership; however, at least one member of every committee must be a director of the regional district.

Commissions are created by the Board to oversee regional district services, undertake operation and enforcement in relation to the board’s exercise of its regulatory authority, or manage property held by the regional district. Through delegation bylaws, the Board can delegate authority to commissions to make certain types of decisions on its behalf. The degree of delegation to commissions can be considerable; the Board cannot, however, delegate all authority. Key powers, such as the authority to adopt bylaws, cannot be delegated to committees or commissions.

Like committees, commissions may include non-directors in their membership. Committees and commissions help the Board of Directors manage its workload. By referring issues, and by delegating limited decision-making authority to committees or commissions, a busy Board can ensure that important matters receive proper attention and consideration. Through the careful selection of committee and commission members, Boards can also ensure that those jurisdictions with the most interest in issues are given the opportunity to participate in the detailed discussions and deliberations around the issues.

**Chief Administrative Officer (CAO)** — Regional districts in BC operate in accordance with the Board-CAO model of local government. The central feature of this model is the separation of governance and administration. The Board in the Board-CAO model is the governing body, responsible for setting a vision, developing strategies to achieve the vision, and formulating policies. The CAO is the professional manager responsible for the administration and the operation of services. The CAO implements the Board’s policies and decisions and handles all operations. The CAO also serves as the chief policy advisor to the Board.

The CAO, as the head of administration, is accountable to the Board for the performance of all staff. The CAO exists as the sole official link between the Board and administration. Generally, all direction from the Board to staff passes through the CAO, as does all information and advice from staff to the Board.

**Department Heads** — Reporting to the CAO are the regional district’s department heads, professional managers who are accountable to the CAO for the administration of functions (e.g. finance, parks, etc.) or areas of service (e.g. community services). The number of department heads in a regional district typically depends on the size of the organization and the range of services being provided.

**Officers** — “Officers” are not identified specifically in the organizational chart presented earlier. It is important, however, to discuss them briefly. Under the *Local Government Act*, the Board of Directors must establish, by bylaw, two officer positions. One of these positions must be assigned responsibility over corporate administration (often the Corporate Services Manager), which includes several powers, duties, and functions that, taken together, enable the Board to operate as a legal corporate body. The second position (typically the Finance Manager or the Treasurer) must be assigned responsibility over financial administration. This officer is responsible for ensuring that the corporation receives, expends and accounts for all of its funds in a proper fashion. The same person may be given both sets of responsibilities. Regional districts may choose to establish other officer positions, in addition to the mandatory corporate and financial administration ones. Many regional districts, for example, establish the Chief Administrative Officer as an official officer position under the Act, with explicit responsibility for management and administration, the implementation of Board policy and directions, and the provision of advice and information to the Board. The responsibilities of officers are statutory responsibilities. For this reason, officers may only be appointed by the Board of Directors. In addition, officers may only be dismissed by a vote of two thirds of the Board’s directors.

Other officer positions that may be established by the Board include the Chief Election Officer and Deputy Chief Election Officer whose authority is exercised only during elections, by-elections and other types of voting processes.

## Legislative Context

Local government is not recognized by the Canadian Constitution as a specific order of government. Instead, local government is identified in section 92 of the Constitution as a provincial responsibility. In the Canadian system of government, it is the provinces that have the authority to create and empower local governments. Regional districts can exercise a range of corporate and regulatory powers provided through provincial legislation. While regional districts provide a broad range of services to municipalities, unincorporated (electoral) areas, and other areas such as Treaty First Nation lands, through service arrangements it is important to understand that regional districts ‘borrow’ such authority from their member jurisdictions. In other words, regional districts generally provide services to those areas that have given their approval for such an arrangement. Regional districts do not have authority to directly levy taxes on property to pay for such services: they must annually requisition such funding from the municipalities, electoral areas and First Nations that have been authorized to participate in the service offering.

In B.C., local governments have broad powers, and can provide services, enter into agreements and regulate people and their property. Corporate and service powers are similar for both municipalities and regional districts; however regional districts have more limited regulatory powers than municipalities.

Regional districts are granted specified powers to regulate, prohibit or impose requirements on certain activities that affect people and property, such as setting rules for garbage collection, regulating dogs or prohibiting certain land uses through zoning. Regional district regulatory powers typically cover a more limited range of activities than municipal regulatory powers.

Building on its corporate powers, a regional district board of directors may delegate some of its powers, duties and functions to board members, regional district staff, committees or other bodies. There are certain limitations on delegation to ensure accountability to the public. Boards that have delegated decision-making may also specify in the delegation bylaw whether and how decisions of a delegate would be appealed or reconsidered by the board.

## The Local Government Act

The primary legislation for regional districts is the *Local Government Act*. Historically, the *Local Government Act* was very prescriptive in nature as was its predecessor, the *Municipal Act*. In the mid-1990s, however, the provincial government began a three-part reform of the legislation. Through this exercise, regional district boards were given broad powers to undertake the activities and services that they feel are important within their regions and were given greater autonomy to act as they see fit within their defined areas of jurisdiction.

The principal statute for regional districts remains the *Local Government Act*. Recent changes to the Act, however, have served to make its treatment of local government fundamentally consistent with that of the *Community Charter*. Part 1 of the Act, for example, now recognizes that regional districts, like municipalities, are “...an independent, responsible and accountable order of government within their jurisdiction...”. Part 1 also sets out principles for provincial – regional district relations that, by and large, mirror the principles set out in the *Community Charter* for municipalities.

The *Local Government Act* can be found here:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_00)

## Community Charter

The *Community Charter* is indirectly applicable to regional districts by reference through the *Local Government Act*. Specific areas that affect the operations of regional districts include the holding of meetings, conflicts of interest, specific service authorities, etc.

For the rest of this guide, reference to the *Community Charter* will be made only where necessary to clarify specific authorities or to more fully appreciate the effect on regional district operations.

The Community Charter can be found here:

[https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026\\_00](https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/03026_00)

## Local Government and First Nations

Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities and enhance reconciliation. Local government and First Nations engagement is part of a neighbour-to-neighbour relationship. Engagement can happen on a broad range of mutual interests including land use, economic development, the provision of services and infrastructure, or simply to bring often historically divided communities together.

Through engagement, many local governments and First Nations have developed service agreements, protocol agreements and memoranda of understanding to advance mutual interests.

Positive engagement between local governments and First Nations can also facilitate stronger relationships, open dialogue, and improved understanding between communities to promote reconciliation and build a foundation for future relations.

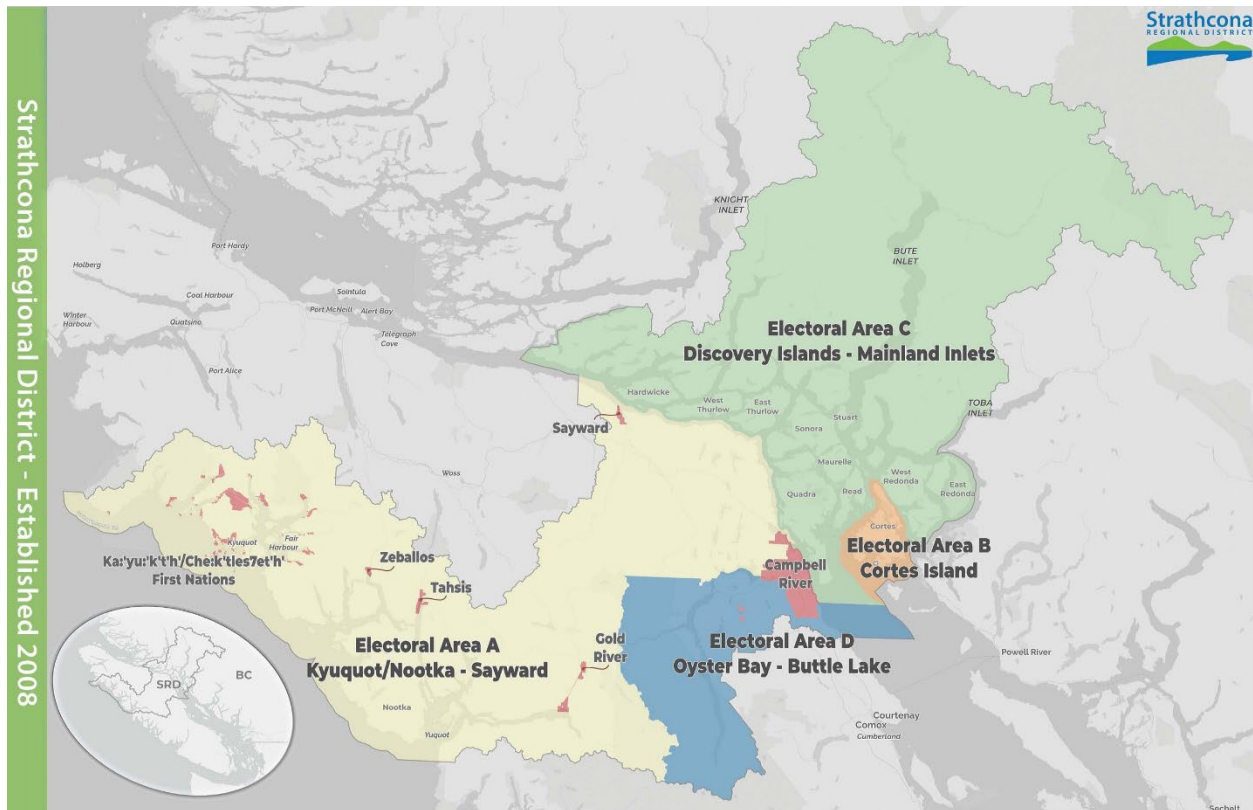
Local government engagement with First Nations differs from the provincial government's constitutional duty to consult on potential impacts to indigenous interests. That said, engagement can be a valuable way to explore opportunities for cooperation and collaboration and minimize potential disagreements which is all part of building positive relationships between neighbours.

Some treaty First Nations have elected to be recognized at the regional district level by officially joining the Regional District as a member of the Board of Directors. With this arrangement comes the ability to discuss matters that directly affect the First Nation as well as vote on service initiatives at the Board table.

## Module 2 – Past, Present and Future

### History of the Strathcona Regional District

The Strathcona Regional District (SRD) is a federation of five municipalities, four electoral areas, and one First Nation government that is governed by a 14-member Board comprising directors who are elected or appointed to represent their respective jurisdictions. The SRD was established on February 15, 2008 as a result of the provincial government’s restructure of the Comox Strathcona Regional District. The SRD provides approximately 48,000 residents (2021 Census) with a diverse range of services, including water and sewage systems, fire protection, land use planning, parks, recreation, broadband infrastructure, flood protection, public housing and emergency planning and response.



### Who we are

The five municipalities within the regional federation include:

- City of Campbell River
- Village of Gold River
- Village of Sayward
- Village of Tahsis
- Village of Zeballos

The four electoral areas within the regional federation include:

- Electoral Area A (Kyuquot/Nootka-Sayward)
- Electoral Area B (Cortes Island)
- Electoral Area C (Discovery Islands-Mainland Inlets)
- Electoral Area D (Oyster Bay-Buttle Lake)

The treaty First Nation government currently on the Regional Board is Ka:'yu:'k't'h'/Che:k'tles7et'h' (KCFN), located on the west coast of Vancouver Island.

## Member Municipalities & Treaty First Nation

### City of Campbell River

Located on the 50<sup>th</sup> parallel on the east coast of Vancouver Island

Population of about 36,551 residents covering an area of 144.68 km<sup>2</sup> (2021 Census)

5 Directors are appointed to the SRD Board, holding 25 voting units

<https://www.campbellriver.ca/>

### Village of Gold River

Located 90 km west of Campbell River

Population of 1246 residents covering an area of 10.92 km<sup>2</sup> (2021 Census)

1 Director is appointed to the Board, holding 1 voting unit

<https://goldriver.ca/>

### Village of Sayward

Located 75 km north of Campbell River

Population of 334 residents covering an area of 4.44 km<sup>2</sup> (2021 Census)

1 Director is appointed to the Board, holding 1 voting unit

<https://www.sayward.ca/>

### Village of Tahsis

Located on the West Coast of Vancouver Island, approx. 65 km northwest of Gold River

Population of 393 residents covering an area of 5.26 km<sup>2</sup> (2021 Census)

1 Director is appointed to the Board, holding 1 voting unit

<https://villageoftahsis.com/>

### Village of Zeballos

Located at the gateway to Nootka Sound on the west coast

Population of 126 residents covering an area of 1.55 km<sup>2</sup> (2021 Census)

1 Director is appointed to the Board, holding 1 voting unit

<https://www.zeballos.com/>

### Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

Located on the outer coast of Kyuquot Sound, on the west coast of Vancouver Island.

Population of 189 citizens

1 Director is appointed to the Board, holding 1 voting unit

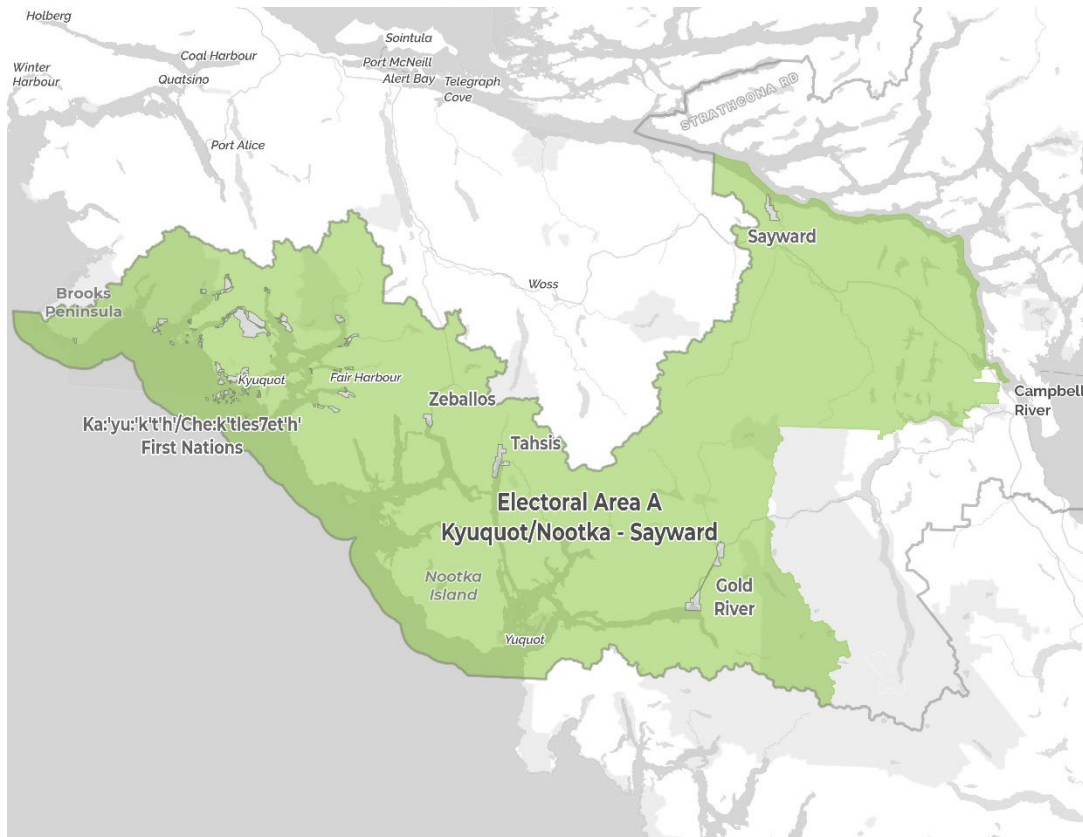
<https://kyuquotbc.ca/>

## Our Electoral Areas

### Kyuquot/Nootka-Sayward (Electoral Area A)

Electoral Area A covers approximately 9,050 square kilometres and includes the unincorporated areas surrounding the Villages of Gold River, Sayward, Tahsis & Zeballos, as well as the treaty First Nation of KCFN. The electoral area runs from the northern boundary of the City of Campbell River to just north of the Village of Sayward and extends west offshore of Vancouver Island, including the world-famous Kyuquot Sound and Nootka Sound. The electoral area is known for stunning landscapes and waterways, abundance of wildlife, recreational opportunities including hiking, camping, cave exploration, mountain biking and world-class fishing. This area elects one representative to the Board and has a single vote.

The area contains 13 provincial parks, including four marine parks, and a large portion of the Strathcona Provincial Park from which the Regional District gets its name. For more information on the amazing parks and protected areas with Electoral Area A, please visit BC Parks.

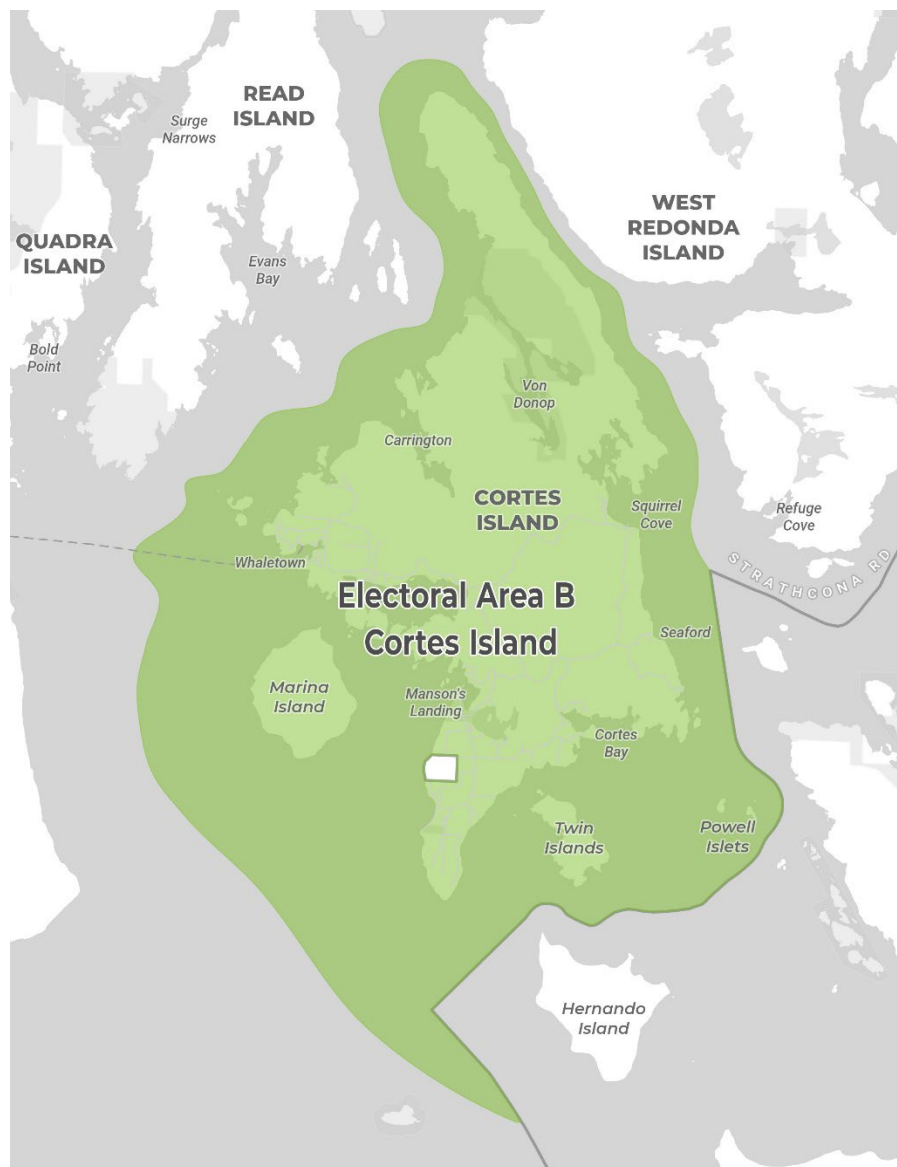


### Cortes Island (Electoral Area B)

Electoral Area B includes all of Cortes Island and the surrounding adjacent Islands and is the smallest electoral area within the Strathcona Regional District (SRD) at just under 330 square kilometres.

Cortes Island is a magical place where residents and visitors enjoy a spectacular selection of marine, lake and forest parks and trails. The island has just over 1,119 full-time residents and has several small villages, including Whaletown, Manson's Landing, Squirrel Cove and Cortes Bay. This area elects one representative to the Board and has a single vote.

Cortes Island is home to many parks, 11 of which are maintained by the SRD. Parks range in diversity from dense forests highlighted by old growth cedars to expansive marine areas. Recreational opportunities include superb hiking, mountain biking, swimming, camping and kayaking.

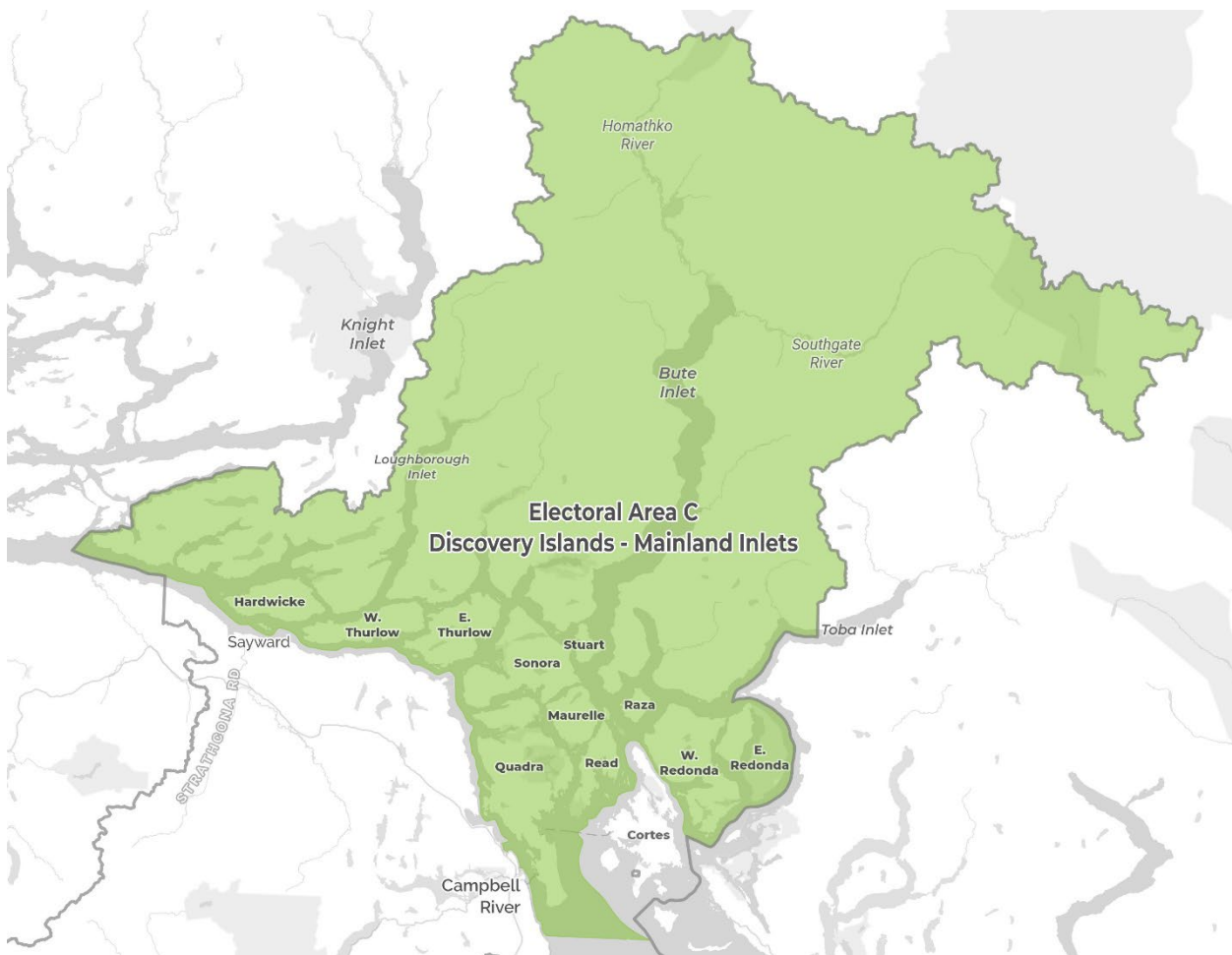


### Discovery Islands and Mainland Inlets (Electoral Area C)

Electoral Area C is the largest electoral area within the Strathcona Regional District (SRD) and covers approximately 10,650 square kilometres including Quadra Island, Read Island, Redonda Island, Port Neville, Refuge Cove, Hardwick Island, East & West Thurlow Islands and a large portion of the BC mainland bordering the Chilcotin plateau.

The electoral area boasts a multitude of islands and intricate waterways that are known for amazing beaches, wildlife viewing and natural beauty. There is also an abundance of on-land activities to enjoy such as endless mountain biking trails, climbing sites, hiking routes, camping and parks. Visitors will find everything from fishing and kayak lodges to a floating post office. This area elects one representative to the Board and has 2 votes.

The SRD helps to manage and maintain several parks and wharves on Quadra and Read Islands.

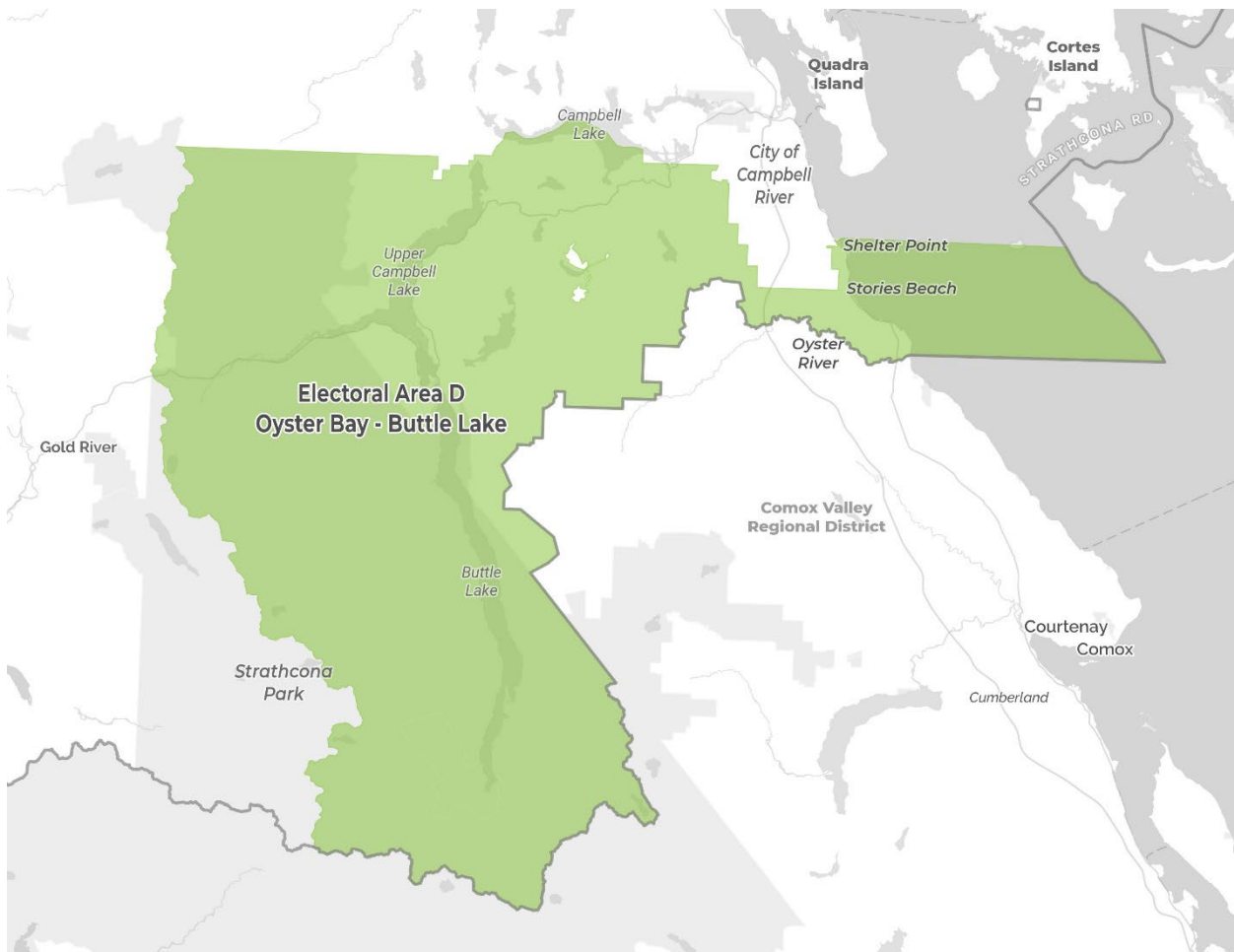


### Oyster Bay-Buttle Lake (Electoral Area D)

Strathcona Regional District (SRD) Electoral Area D covers just under 1,850 square kilometres. The area runs from Jubilee Parkway in Campbell River to the Oyster River and east into the Strathcona Provincial Park.

Within this vibrant and beautiful area there is an abundance of recreational opportunities, ranging from swimming potholes, waterfall adventures and beautiful ocean beaches, to miles of mountain bike and hiking trails, wildlife viewing and water sports such as kayaking, boating and fishing. This area elects one representative to the Board and has 3 votes.

The electoral area is home to eight parks which are maintained by the SRD, and they provide something for everyone: community gardening, playgrounds, walking trails, open space, sporting fields, outdoor fitness equipment, tennis and basketball courts.



Additional Information about the Regional District's Electoral Areas can be found at:

<https://srd.ca/srd-communities/>

## Mission, Vision & Values

### Mission

To provide the citizens with a healthy environment and social well being that leads to a vibrant quality of life through responsible economic development and effective delivery of services.

### Vision

We are a connected region, where people, businesses, our environment, and unique communities thrive. We are resilient and self-sufficient, and diversity is valued and honoured as a key strength. We seek opportunities to leverage our collective strength to work on common goals and lend support to individual community initiatives.

We are innovative and open to new ways of working and delivering services. We build partnerships and are willing collaborators. We support reconciliation with First Nations communities within the region. We are active stewards of our natural environments.

### Values

In fulfilling our vision, we are guided at all levels by the core values of teamwork, respect, integrity, effectiveness, and accountability. We adhere to the following principles:

- We work as a committed team in a spirit of collaboration and community.
- We are caring and respectful in all our interactions and relationships.
- We are open and honest. We adhere to the highest standards of ethical conduct.
- We deliver effective public service through professionalism and creativity.
- We are accountable to the region, as well as our individual constituents.

## Strategic Priorities

The Strathcona Regional District's primary focus for the period of 2023 – 2027 is to foster stronger connections within our communities and environment, provide sustainable service delivery, and fortify both internal and external relationships with the following strategic priorities:

### Community Well-Being

- Support affordability and housing diversity so that our residents, young and old, can grow and stay in our communities.
- Identify and consider transportation initiatives that safely move people, goods, and services, between our communities and beyond.
- Explore initiatives that develop robust and diverse economic conditions for our communities with income-generating opportunities for our residents.
- Identify and support initiatives that improve health and well-being in our communities.

## Climate Resiliency

- Proactively prepare our communities and residents to adapt and respond to emergency events and climate change impacts.
- Support climate resiliency efforts and mitigation of climate change through local and subregional initiatives.
- Explore opportunities to reduce our carbon footprint in the delivery of services.

## Good Governance

- Proactively communicate and engage with our communities.
- Continue to build relationships with First Nations and provide opportunities to explore areas of shared focus and interest.
- Build sound and efficient systems to protect the region's assets and deliver services in a reliable and fiscally responsible way.
- Prioritize good governance that recognizes the diversity of our region and focuses on areas of common interest.

## Current Projects and Initiatives

- Connected Coast Project
- Just Like Home Lodge and Healthcare Professional Housing
- REC-REATE Project (Strathcona Gardens)
- Strathcona Community Health Network
- New SRD Website Launch
- Regional FireSmart Community & Funding Support
- West Coast Communities Transportation Study
- Regional Recreation Study
- First Nations Reconciliation Framework
- Transportation Network Planning and Investment in Electoral Areas B, C, and D
- Electoral Area A Walters Island Water System Study
- Electoral Area C Official Community Plan
- Electoral Area C Wharves Reconstruction and Surge Narrows Marine Revitalization Project
- Electoral Area D Water Meter Implementation
- Electoral Area D Stormwater Design
- Electoral Area D Transit Improvements
- Electoral Area D Parks and Trails Plan
- A variety of local service initiatives

## Module 3 – Board of Directors

### Role of Directors

The Strathcona Regional District has a Board of 14 directors comprising:

**Electoral area directors** who are elected directly by the resident electors and non-resident property electors within each of the four electoral areas in the SRD. Electoral Area directors serve four-year terms, with elections occurring on the same cycle as municipal elections.

**Municipal directors** who are appointed to the SRD Board by each of the 5 municipal councils in the region. Alternate directors may also be appointed by each council to act in place of the primary representative when necessary. Within the SRD, municipal directors are appointed from Campbell River, Gold River, Zeballos, Tahsis, and Sayward.

**Treaty First Nations** directors who are appointed by the Ka:'yu:'k't'h'/Che:k:tles7et'h' First Nations (KCFN) to represent the interests of the specific treaty First Nation. The treaty First Nation government has the authority to decide how to appoint a representative to sit as a director on the regional district board, along with their term of service. The KCFN currently has a four-year election cycle.

Directors make decisions collectively as a Board whether performing a legislative function (bylaws) or acting in the role of advocate for citizens in the region.

### Role of the Chair

The Chair is the Chief Executive Officer for the Regional District and is charged with several statutory responsibilities including:

- Seeing that the law is carried out for the improvement and good government of the Regional District.
- Communicating information to the Regional Board.
- Presiding at meetings of the Regional Board.
- Recommending bylaws, resolutions, and measures that, in the Chair's opinion, may assist the peace, order and good government of the Regional District in relation to the powers conferred on the Board by an enactment.
- Directing the management of the Regional District's business and affairs; and
- Directing the conduct of officers and employees in accordance with the provisions of the *Local Government Act*.

The Chair is elected by the directors at the inaugural meeting held in November each year. In accordance with the provisions of the Regional Board's procedure bylaw, a candidate for the position of Chair must receive at least 8 votes out of 14 (simple majority) to be elected.

## Vice Chair

The Vice Chair of the Board is also elected at each inaugural meeting of the Board, following the same rules used for the election of the Chair. The Vice Chair assumes the full duties and responsibilities of the Chair in the Chair's absence.

## Alternate Directors

An alternate director is a person who is appointed to represent a director when that director is absent and therefore temporarily unable to fulfill their duties of office. Alternate directors are required to have the same qualifications for office as the directors for whom they will act as alternate. Alternate directors have the same powers, duties and responsibilities as the absent directors they have been appointed to represent.

Electoral area directors are required to appoint an alternate director within 60 days of being elected and the appointment letter must be approved in writing by 2 resident electors of the electoral area. If the office of electoral area director becomes vacant through resignation, disqualification or death, the alternate director is required to assume the office of director until a by-election can be held. If the electoral area director fails to appoint an alternate within the prescribed time, the responsibility for making the appointment rests with the Regional Board.

Municipal and treaty First Nations directors may also have an alternate director if so desired by the respective municipal council or First Nations government. Alternate directors for municipalities may be appointed at the council's discretion and will serve at the council's pleasure. As with municipal directors, the alternate directors for a municipality may be changed at any time by resolution of the municipal council. Alternate directors appointed by municipalities and treaty First Nations have the same responsibilities and are subject to the same rules as the directors for whom they are appointed.

The term for an alternate director commences when the appointment is communicated in writing to the Regional District corporate officer.

## Elections and Appointments

Elections for local government office are held on the third Saturday in October every 4 years. To be eligible to run for local government office in a general local election or a by-election, a person must have been a resident of B.C. for at least six months at the time of filing their nomination documents. They do not have to live or own property in the area where they intend to run for office. In addition to the British Columbia residency requirement, to be nominated a person must:

- Be 18 years of age or older on general voting day
- Be a Canadian citizen
- Not be disqualified under the *Local Government Act* or any other enactment from being nominated for, being elected to or holding office, or be otherwise disqualified by law

A person is ineligible to run for office in a general local election or by-election if they:

- Have been convicted of and sentenced for an indictable offence and are in custody

- Have been found guilty of an election offence, such as intimidation or vote-buying, and are prohibited from holding office
- Are judges of the Provincial Court, Supreme Court or Court of Appeal
- Are involuntarily confined to a psychiatric facility or other institution
- Have been disqualified for specified reasons such as failing to file a candidate disclosure statement in a previous election, failing to make an oath of office, or failing to attend local government meetings in the manner and frequency required by the *Community Charter*
- Have been otherwise disqualified from being nominated for, elected to or holding office under the *Local Government Act*, *Community Charter*, *Local Elections Campaign Financing Act* or any other enactment or law

### Nomination Documents

Nomination packages can be obtained from the SRD's Chief Election Officer or downloaded from the SRD's website prior to each election or by-election. The completed documents must be submitted back to the SRD's Chief Election Officer before the closing of the nomination period.

The completed nomination documents must include nominations from at least two eligible electors from the election jurisdiction where the prospective candidate wishes to run for office.

The completed nomination package must also include solemn declarations from the prospective candidate, including that the candidate fully intends to accept office if elected and is aware of, understands and intends to comply with the requirements and restrictions under the *Local Elections Campaign Financing Act*. A prospective candidate may make the required solemn declarations in advance with a Commissioner for Taking Affidavits for B.C. (such as a lawyer or notary public) or make a declaration before the SRD's Chief Election Officer when submitting their nomination documents.

As part of the nomination process, candidates must file a Statement of Disclosure under the BC *Financial Disclosure Act*. **Please refer to Appendix B for a Disclosure Fact Sheet and Statement.**

A prospective candidate officially becomes a candidate when they have submitted all the required information in the nomination package and have been declared a candidate by the SRD's Chief Election Officer.

### Nomination Deposits

The Strathcona Regional District does not currently require nomination deposits for candidate nominations.

### Election Campaigns

An election campaign is a connected series of actions (such as advertising, meetings and speeches) designed to promote a candidate or a group of candidates to an elected office such as a municipal council or regional district board. Typically, an election campaign involves communicating with the electorate, through:

- Public appearances and speeches
- Advertisements on television, radio, the Internet, social media (for example, Facebook, Twitter, YouTube), in newspapers and magazines

- Brochures, signs, posters, billboards
- Mail inserts and newsletters
- Bumper stickers, buttons and displays and/or exhibits

An election campaign may be undertaken by a candidate or an elector organization during local elections. In some cases, candidates and elector organizations may work together on an election campaign endorsed by the elector organization; in other cases, a group of candidates who are not endorsed by an elector organization may choose to work together to share costs. More information on election campaigns may be obtained from Elections BC at <https://elections.bc.ca/>.

### Election Advertising

Advertising is a key component in most local election campaigns. Candidates and elector organizations may use print, radio, television, the Internet, social media or other forms of advertising to promote or oppose candidates, elector organizations or points of view during an election campaign.

Generally, candidates, elector organizations and third-party sponsors must not sponsor (or agree to sponsor) or transmit election advertising on general voting day. Exceptions to this rule include:

- Advertising on the Internet, as long as the advertising was transmitted to the public before general voting day and was not changed before being transmitted on general voting day
- Advertising by means of signs, posters, or banners
- Distributing pamphlets
- Advertising that encourages people to "get out and vote"

Election advertising and campaigning of any sort is prohibited within 100 meters of a voting place. This includes displaying signs, posters, flyers, bumper stickers on vehicles parked outside the voting place, badges worn by supporters, canvassing or soliciting votes, or otherwise trying to influence electors to vote for a particular candidate.

There are legislated election advertising requirements, such as requiring sponsorship information on all election advertising during the campaign period that apply to candidates, elector organizations and third-party sponsors. Failure to comply could result in penalties. More information on election advertising can be found here: <https://elections.bc.ca/candidates-parties/provincial-advertising-sponsors/>.

### Voters List

Each candidate is entitled to one free copy of a list of registered electors (voters list) for their voting jurisdiction. Before receiving a copy of the list, the candidate must agree in writing that the list will only be used for the purposes of the election, such as door knocking, flyer distribution or calling eligible voters to remind them to vote. The list must be returned to the SRD or destroyed following the general local election or by-election.

### The Election Period & Campaign Period

The election period for a general local election begins at the start of the calendar year (January 1) in which the general local election will be held and ends at the start of the campaign period (28 days before general voting day). There are a number of recording, reporting and disclosure requirements that apply to candidates, elector organizations and third-party sponsors during the election period.

The campaign period for a general local election begins on the 28th day before general voting day and ends at the close of voting on general voting day. Campaign financing rules apply during the campaign period for candidates, elector organizations and third-party sponsors.

### Campaign Financing Disclosure

Candidates, elector organization and third-party sponsors must file a campaign financing disclosure statement with Elections BC after the election is completed.

The *Local Election Campaign Financing Act* sets out the information that the campaign financing disclosure statement must contain, including details about election expenses and campaign contributions related to an election campaign. Further information on election campaigns and election expenses may be obtained from Elections BC at <https://elections.bc.ca>.

### Key 2026 Election Dates

- Nomination packages available: **August 4, 2026**
- Voter-registration deadline with Elections BC: **August 18, 2026**
- Nomination period opens: **September 1, 2026**
- Nomination period closes: **September 11, 2026**
- Campaign period begins: **September 19, 2026**
- Advanced Voting Days: **October 7, 2026 and October 15, 2026**
- General Voting Day: **October 17, 2026**
- Regional Board Swearing-In Ceremony and Inaugural Meeting: **November 25, 2026**
- End of period to File Campaign Financing Disclosure Statements with Elections BC: **January 15, 2027**

## Code of Conduct

The Strathcona Regional District has adopted a Code of Conduct for its directors

Directors must adhere to the key values and provisions of the Code of Conduct and must ensure that:

- a) Public business is conducted with integrity in a fair, honest and open manner;
- b) They respect one another, the public and staff and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;
- c) Their conduct in the performance of their duties and responsibilities with the Regional District is above reproach;
- d) Decision-making processes are accessible, participatory, understandable, timely and just, in addition to satisfying the requirements of applicable enactments; and
- e) They act with due regard for the broader public interest.

**Please refer to the Regional District Code of Conduct (Bylaw No. 330) in Appendix C.**

## Responsible Conduct of Elected Officials

How elected officials conduct themselves in their relationships with elected colleagues, staff and the public is directly connected to how a community is governed. These three groups play a significant role in helping local elected officials carry out their collective responsibilities as decision-makers for their communities.

Responsible conduct is grounded in elected officials conducting themselves with honesty and integrity and in a way that furthers a local government's ability to provide good governance to their community. Good governance includes:

- Providing for the stewardship of a community's public assets
- Providing services, laws and other matters for community benefit
- Acting in a way that is accountable, transparent, ethical, respectful of the rules of law, collaborative, effective and efficient

If a local government faces issues related to inappropriate conduct, it may affect the local government's ability to provide good governance to their community. These issues may include:

- Disputes among elected officials on municipal council and regional district boards
- Inappropriate behaviour towards staff
- Questionable behaviour at council or board meetings or in interactions with the public
- Conflict of interest violations
- Alleged breaches of procedures or rules during meetings or the duty to respect confidentiality

Every local government in British Columbia is required to establish (or revise its existing) Code of Conduct within 6 months after each general local election. If a local government chooses to not revise an existing Code of Conduct it must provide reasons to the public why it has chosen not to do so.

### Ethical Standards for Elected Officials

The *Community Charter* provides rules for:

- Conflicts of interest
- Inside and outside influence
- Exceptions from conflict restrictions
- Gifts
- Contracts
- Use of insider information

### Conflicts of Interest

In the context of regional districts, a conflict of interest arises when a director's oath of office is compromised by their personal interests. The *Local Government Act* requires that directors who believe they have a conflict of interest with respect to a matter being considered by the Board to declare the nature of that conflict and recuse themselves from participating in discussion or voting on the matter. The nature of the conflict may be a direct or indirect pecuniary interest, or another interest in the matter that constitutes a conflict. Further, once a director has declared that a conflict of interest exists, the Chair or

other presiding official must ensure that the director is not present during any further consideration of the matter.

Similarly, a director must not use their office to attempt to influence in any way a decision, recommendation or other action of the Regional District in relation to a matter if the director has a direct or indirect pecuniary interest in the matter. Directors and former directors are also restricted from using insider information for the purpose of gaining or furthering a direct or indirect pecuniary interest either while in office or after leaving office.

With some exceptions, directors must not accept a fee, gift or personal benefit that is connected with the director's performance of their duties of office. A director who receives a gift or personal benefit must file a disclosure statement that indicates the nature and source of the gift or benefit and the circumstances under which it was given and accepted.

A director who contravenes the conflict rules may be disqualified from office and may be ordered by the Court to pay an amount equal to the financial gain realized while in a conflict-of-interest situation.

A director is deemed to not be in a conflict if the pecuniary interest is an interest that is common to electors in general, or that is so remote or insignificant that it is unlikely to influence the director's decisions or is of a type prescribed by statute or regulation. An example of the latter is the allowance for directors to vote on their own remuneration, expenses and benefits package available at the local government.

In some cases, a director may have a legal right to be heard in respect of a matter that would constitute a conflict in which case the director may appoint another person to act as their representative for purposes of exercising that right. An example of this would be where a director's property is the subject of a rezoning proposal and the director would otherwise be prevented from representing their interests as a property owner at a public hearing.

#### **Inside Influence – Community Charter (Section 102)**

The *Community Charter* prohibits a locally elected official from using their office to attempt to influence a decision of the local government if that elected official has a direct or indirect pecuniary (financial) interest in the matter.

#### **Outside Influence – Community Charter (Section 103)**

The *Community Charter* prohibits a locally elected official who has a direct or indirect pecuniary (financial) interest in a matter from using their office to attempt to influence a decision of any other person or body.

#### **Conflict of Interest Exceptions Regulation**

The Conflict-of-Interest Exceptions Regulation allows elected local government officials to be appointed by their local government to serve on certain society or corporate boards, without risk of disqualification based on financial conflict of interest simply because of that appointment.

Appointments to societies and corporate boards must be made by the regional district board. When those representatives are officially appointed they will not be in a pecuniary conflict of interest simply because of their appointment when discussing and voting on matters concerning the society or corporation at meetings of the regional district.

### Gifts – Community Charter (Section 105)

The *Community Charter* prohibits an elected official from directly or indirectly accepting a gift, fee or personal benefit that is connected in some way to their performance as an elected official, unless it is one of the following:

- A gift or benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office
- Compensation authorized by law
- A lawful campaign contribution

The *Community Charter* requires elected officials to disclose any permitted gift or benefit that is worth more than \$250. This does not include gifts which are personal and not connected to the official's performance as an elected official. If the combined value of lesser gifts from one source over any 12-month period exceeds \$250, those gifts must also be disclosed. Disclosure must be made by filing the following information with the regional districts corporate officer as soon as reasonably practicable:

- A description of the gift
- When it was received
- The circumstances under which it was given and received
- The name of the giver

### Contracts - Community Charter (Section 107)

The *Community Charter* requires public disclosure of any contract in which an elected official, or a person who was an elected official within the previous six months, has a direct or indirect pecuniary interest.

Current or former elected officials are required to advise the regional districts corporate officer as soon as reasonably practicable of any such contracts. This requirement applies to contracts between the regional district and a current or former elected official, as well as to contracts between the regional district and persons or companies with whom the elected official is connected. It could also include contracts where the elected official's spouse or other close relative is the party that contracts with the regional district.

### Use of Insider Information – Community Charter (Section 108)

The *Community Charter* restricts existing or former elected officials from using information that was obtained during the official's time in office, which is not available to the general public, to gain or further a direct or indirect pecuniary interest. As the legislation does not specify a time limit for this restriction, the restriction applies indefinitely, or until the information is available to the general public.

### Penalties – Community Charter (Section 111)

A locally elected official who has a direct or indirect pecuniary interest in a matter and contravenes the ethical standards provisions in the *Community Charter* may be disqualified from holding public office. The exceptions are if the contravention was done inadvertently or because of an error in judgement made in good faith. Section 108 of the Charter sets out that an elected official who is disqualified cannot run until the next general local election if the Supreme Court of B.C. finds them in contravention of the rules setting ethical standards.

The *Community Charter* sets out the procedure for applying to the Supreme Court of B.C. to have an elected official declared disqualified.

In addition, section 109 introduces the ability of the regional district or an elector to apply to the Supreme Court of B.C. for an order requiring an elected official, or former elected official, to pay to the regional district all or part of the elected official's financial gain obtained as a result of contravening the rules setting ethical standards.

## Director Compensation

Directors on the Regional Board are compensated in a variety of ways for performing their duties of office including:

- An annual indemnity for holding office as a director.
- Payment for attending meetings of the Board, a Board committee or commission, or an external organization to which they have been appointed by the Board.
- Reimbursement of expenses incurred that are necessary to perform their duties of office.

Directors who have been appointed to represent a municipality or first nation government may receive additional remuneration from their municipality or first nation government for the duties they perform for those entities.

In addition to the above, electoral area directors may claim remuneration for their attendance at community and town hall meetings, meetings with senior SRD staff or senior government officials, or for attendance at annual conventions for the Union of BC Municipalities, the Federation of Canadian Municipalities and the Association of Vancouver Island and Coastal Communities.

Director compensation is regulated by Bylaw No. 167, a copy of which is provided in **Appendix D**.

## Regional Board and Committee Meetings

Regional board meetings are gatherings where regional district board members make decisions or move toward making decisions. Most meetings are open to the public to facilitate transparency and accountability of the board. The Regional District generally holds Board meetings on a monthly basis.

Transparency and fairness in the decision-making process are central to the principles of accountable government. To uphold these principles, provincial rules and the regional district procedure bylaw govern how meetings are administered.

The *Local Government Act* provides the regional district with the authority to hold and conduct various types of meetings. In specific circumstances the regional district has the authority to hold a closed meeting. Meetings may be held inside or, in special cases, outside the geographic boundaries of the regional district.

### Closed Meetings

Meetings closed to the public, also known as in-camera meetings, may only be held in accordance with the procedural requirements of the *Community Charter*. These meetings may only be held in very specific circumstances, for example, discussion of a legal issues or human resources matters.

### Regular Meetings

The regional district Board is required to hold regularly scheduled meetings and to publicize its meeting schedule.

### Special Meetings

A special meeting is a regional district board meeting other than a regular or statutory meeting, such as an inaugural meeting. Special meetings may also be used to address urgent business or consider key matters facing the Board. Special meetings require public notice and may only be held in accordance with the *Local Government Act*.

### Committee Meetings

The regional district Board must outline procedures for holding committee meetings and giving advance notice to the public of such meetings in its procedure bylaw.

Like Board meetings, committee meetings must be open to the public as a general rule.

### Commission Meetings

When creating a commission, regional district boards need to determine whether to apply the existing meeting procedures from the procedure bylaw, or to design specific procedures for the commission. The *Community Charter* requires that the rules established by the procedure bylaw for taking minutes at committee meetings apply to Regional District commissions unless the procedure bylaw establishes other rules. Beyond that, regional districts may establish whatever procedural rules for commissions it considers necessary. Like Board meetings, commission meetings must be open to the public as a general rule.

### Committees and Appointments

The Regional Board may establish committees and commissions to assist with any aspect of administering or operating the services that it provides.

Committees and commissions currently in place for the Strathcona Regional District include:

- Committee of the Whole
- First Nations Relations Committee
- Electoral Areas Services Committee
- Municipal Services Committee
- School District 72 Liaison Committee
- Governance Select Committee
- Strathcona Gardens Commission
- Natural Resources Committee
- Strathcona Accessibility and Inclusion Advisory Committee

- Kelsey Centre Review Committee

These bodies normally meet once a month to consider matters that have been referred to them and to make recommendations back to the Regional Board. Committee members are appointed by the Board and serve a one-year fixed term. In addition, the following commissions have been established to provide advice on matters falling within Part 14 (Land Use Planning and Regulation) of the *Local Government Act*:

- Electoral Area B Advisory Planning Commission
- Electoral Area D Advisory Planning Commission
- Electoral Area C Advisory Planning Commission

Advisory planning commissions comprise local ratepayers and are designed to provide a lay perspective on local land use issues referred to them by the Regional District within their respective electoral areas.

## Procedure Bylaw

Regional district boards must establish procedures for the conduct of their meetings and for the general conduct of their business. These procedures are contained in a procedure bylaw. A regional district board must adopt a procedure bylaw to:

- Establish rules of procedure for board meetings, including how resolutions may be passed and bylaws adopted
- Establish rules of procedure for board committee meetings
- Provide for giving advance public notice of board and board committee meetings
- Identify places to post public notices issued by the regional district

A board may include other matters in a procedure bylaw, provided they do not conflict with other procedures or requirements contained in the Local Government Act and other legislation.

The SRD has adopted a procedure bylaw that regulates the manner in which meetings of the Board and its committees are managed, and the process for dealing with a variety of procedural matters that are likely to be considered at those meetings.

**See Appendix E for the Regional Board Procedure Bylaw (Bylaw No. 544).**

### Other Procedures

A regional district board may choose to establish rules of procedure on any other matter it considers important. For example:

- Meeting management (for example, applying Robert's Rules of Order)
- Delegations appearing before the board
- Practice of reading a First Nations Territorial Acknowledgement at the start of meeting
- Expulsion of persons from a meeting (as authorized by the *Community Charter*)
- Seating arrangements at meetings
- Role of regional district officers and staff at meetings
- Dress codes
- Limitations on the rights of members during discussions and debates

- Time limits for the meeting
- Questions from the public and media
- Use of various recording media, including television and social media
- Civil discourse and appropriate language
- Making referrals and recommendations
- Reports from subsidiary bodies
- Receipt and discussion of new business
- Receipt and reporting of correspondence

### Director Notice

In keeping with the principles of openness and accountability, a board must not amend, repeal or replace its procedure bylaw without first giving public notice of the intended changes. The notice must describe the proposed changes in general terms and be posted in the Regional District's public notice posting place(s) and published in accordance with section 94 of the *Community Charter*.

### Robert's Rules of Order

The Strathcona Regional District uses Robert's Rules of Order as a supplementary guide to conduct its meetings and to make decisions as a group.

Robert's Rules of Order differ from the meeting procedure requirements in the procedure bylaw because these rules are not legislated, but rather commonly agreed upon rules and customs for deliberation and debate. Robert's Rules of Order is used to settle any procedural questions that are not specifically addressed in the Board's meeting procedure bylaw.

For example, Robert's Rules of Order stipulates that procedural motions must be settled before the substantive motion to which it relates is decided. Similarly, points of order and points of privilege would take precedence in the hierarchy of decisions over a pending motion.

### Commissions & Other Bodies

When regional district boards create a commission or other body, they can determine whether to apply existing board meeting procedures from the procedure bylaw or to design specific procedures for those bodies. In most cases, applying existing board meeting procedures will be the simplest approach. There may be reasons for a board to establish customized rules of procedure in a separate bylaw, for example:

- In some communities there may be advantages to establishing rules for someone other than the regional district corporate officer to have overall responsibility for recording and securing commission meeting minutes.
- It may be appropriate to establish procedures that allow ex-officio members of the commission to participate in discussions and debates (but not vote) in a commission meeting.
- A commission may comprise persons who are not members of the regional board.

## Electronic Meeting Procedures

The Regional District's current procedure bylaw allows directors to participate in meetings remotely however, the Chair may order that an electronic participant be disconnected if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other members to hear, or see and hear, the member who is participating electronically.

## External Appointments

Each year or as often as necessary, the Board may appoint one or more of its members as a representative on an external organization. The members so appointed are expected to represent the interests of the Regional District while participating in the affairs of the external organization and to report back to the Board from time to time with any updates that may be of interest to the Board. Currently, the following external agencies have SRD Board members participating:

- Municipal Finance Authority
- Municipal Insurance Association
- North Island 9-1-1 Corporation
- Strathcona Connected Coast Network Corporation
- Strathcona Community Health & Wellness Committee
- Tlowitsis Treaty Advisory Committee
- Homalco Treaty Advisory Committee
- Klahoose Treaty Advisory Committee
- We Wai Kai Treaty Advisory Committee
- Wei Wai Kum Treaty Advisory Committee
- Marine Planning Partnership (MaPP) and Offshore Pacific Advisory Committee
- Vancouver Island & Coastal Communities Climate Leadership Committee
- Vancouver Island Regional Library

## Meeting Preparation

To better serve the interests of the public, meetings need to be well organized, and directors need to be prepared in advance. Agendas are circulated ahead of each meeting usually by Friday the week before the meeting. The Corporate Officer develops the agenda with input from the SRD Chief Administrative Officer, Board Chair and senior managers based on outstanding issues from past meetings, upcoming issues, and any legislative or procedural requirements. Links to each agenda are sent by email to all directors several days before each meeting. All directors are expected to have reviewed the contents of meeting agendas and be prepared with discussion points and questions. As much as possible, directors should use this lead-time to discuss relevant issues with their councils and constituents. However, it is important that directors maintain an 'open mind' during such discussions and not determine how they will vote on an issue until it has been fully debated at the Board table. If a director intends to introduce supplementary motions or a notice of motion to the Board, they are expected to provide a copy of the motion to corporate staff ahead of the meeting.

The Board agendas will also include information about which directors are entitled to vote on the different matters included in the agenda and whether voting will be weighted or not.

**Please see Appendix F for a sample cover sheet of a Board meeting agenda.**

## Public Participation

Regional districts engage with citizens in a variety of informal and formal ways on various matters. Informal engagement includes public information sessions and input from advisory bodies, while formal engagement includes legislatively required elector approval.

Locally elected officials are charged with making decisions that affect the daily lives of residents, families, the business community and many others. Public participation in local decision-making is an important aspect of the local government system in B.C. Citizens can become engaged and involved in local government decision-making through a number of different processes.

Local governments may involve citizens informally in decisions they make by:

- Collecting community and regional opinions
- Accepting petitions or delegations at meetings
- Holding public information-sharing sessions
- Establishing advisory bodies

These informal communication opportunities assist municipal councils and regional district boards to better understand the views or perceptions of citizens about a specific matter or bylaw. They also enable local decision-makers to engage with specific interests such as the business community or the non-profit sector. They may also serve as a way of first introducing a proposed initiative--such as building a new recreation centre--to the community. Local government may also seek feedback from citizens in more formal ways such as a referendum or public hearing.

Residents can submit informal petitions to the regional district board to bring attention to matters of interest in the community. These types of petitions are considered 'informational' and are not the same as formal petitions to establish or provide funding for regional district services.

A petition is deemed to be received by the regional district when it is given to the corporate officer. There is no requirement for a regional district to take action if a petition is received; however, an informal petition can be a useful tool to bring concerns to the Board's attention.

### Public Information Sessions

Public information sessions provide an opportunity for citizens to seek clarification on a proposed project, bylaw or other matter and to express their opinions for consideration by elected officials.

The feedback received at public information sessions may assist the Regional District to change a proposal if it appears the public will not support one or more aspects of it. The feedback may also help the Regional District identify potential gaps in information that need to be filled before a more formal elector approval process is conducted.

### Advisory Bodies

The Regional District has advisory bodies as a means to engage community members or specific sectors on proposed projects, policy decisions or new initiatives.

Membership on advisory bodies is typically a combination of regional district board members and members of the public or specific sectors usually appointed based on their particular expertise.

The legislation specifies that 'committees' must include local government elected officials among its members; however, local governments can also establish advisory bodies with no elected officials as members. For example, a "think tank" of high-tech business leaders to advise it on economic development opportunities, or a First Nations advisory group as a step to reconciliation with its neighbours.

Where a local government establishes a 'committee' it can choose between a standing committee (for ongoing matters) or a select committee (for ad-hoc matters). Standing committees are established by the Chair of the Board, while select committees are established by the Board itself. The legislation specifies the number of committee members that must be board members. Committees are often tasked with considering various policy options, evaluating the options and making recommendations to the board.

### Assent Voting

May be used by the regional district for any matter that requires approval or assent of the electors, such as long-term borrowing and service boundary extensions. It is also an option for initiatives such as establishing a service.

### Alternative Approval Process

An alternative approval process (formerly referred to as a 'counterpetition') is a process by which the Regional District publicizes its intent to undertake an initiative (such as adopting a bylaw) and allows qualified electors to object to proceeding further with the initiative unless a vote of the electors is conducted. Depending on the response by the electors the Board may proceed with the initiative, hold a formal vote on the initiative or cease further processing of the initiative. Like assent voting, the alternative approval process may be used by the Regional District for anything that requires approval of the electors. It can also be used as a form of participating area approval for loan authorization bylaws, and, in specific circumstances, it may be used as a form of participating area approval for regional district services.

### Service Petition

Property owners within a specific area may formally petition the Board to establish a service, amend the boundaries of an existing service or raise funds to operate or improve a service. There are statutory requirements for such petitions including the requirement that a petition must be signed by at least 50% of the property owners within the affected area having among them at least 50% of the assessed property value before its validity can be certified by the Corporate Officer.

### Delegation to the Board

Any person or group of persons may request an opportunity to make a presentation to the Board, a Board committee or a Regional District commission. A request form is provided on the Regional Districts website for prospective delegates. It should be noted that the purpose of a delegation is to provide information to the Regional District and not to engage in debate with Regional District officials.

- Delegations wishing to make a presentation to the Board of directors must provide a written request or submit the Delegation Request form available on the Regional District website prior to publication of the agenda for the meeting at which the delegation wishes to appear.
- Delegations are permitted a maximum of ten (10) minutes to make their presentation.
- Delegations are generally heard at the beginning of the meeting (this may vary depending on the contents of the agenda for any given meeting).
- Following the presentation, delegations may be questioned by Board members. After all questioning is complete the delegation will be asked to be seated. Decisions on the subject matter of the presentation may or may not be made at the same meeting depending on a variety of factors including the need for additional evaluation. Members of the delegation are welcome to stay and listen to the remainder of the public meeting.

## Regional District Voting

The Regional Board makes all decisions by voting on motions. When a motion has been voted on and passed it is considered a resolution. Not all directors are permitted to vote on every motion since some decisions are reserved for those areas that participate financially in a service. In addition, some votes will be ‘weighted’ to reflect the fact that the financial interests of all member jurisdictions are not always equal and that the outcome of the vote may impact some areas more than others.

When weighted votes are used to determine the outcome of a vote, the weighting of each director’s vote is determined by a formula based on the population that they represent. This is referred to as the ‘voting unit’. In the case of the Strathcona Regional District the voting unit is equivalent to 1,500 persons. The number of votes to which each jurisdiction within the Regional District is entitled is shown in table below.

Jurisdiction	Population	Number of Votes	Number of Directors
City of Campbell River	36,551	25	5
Electoral Area A	1,157	1	1
Electoral Area B	1,119	1	1
Electoral Area C	2,882	2	1
Electoral Area D	4,153	3	1
Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations	189	1	1
Village of Gold River	1,246	1	1
Village of Sayward	334	1	1
Village of Tahsis	393	1	1
Village of Zeballos	126	1	1
<b>Total</b>	<b>48,150</b>	<b>37</b>	<b>14</b>

If the population of any area exceeds 1,500 persons the jurisdiction is entitled to second vote, and if the population exceeds 3,000 the jurisdiction is entitled to a third vote and so on. When the jurisdiction's population exceeds the equivalent of 5 votes the area must appoint or elect a second director. The process of assigning votes and directors is repeated until each area has the number of directors and votes to which they are entitled according to its population.

Although voting at the Regional Board table is a complex matter, there are some basic rules that apply and which will clarify the process somewhat:

- Unless otherwise determined, all questions will be decided on the basis of one vote per director with all directors entitled to vote.
- Voting on contracts, real property acquisition or disposal, financial planning, borrowing and liabilities will generally be decided on the basis of weighted votes with all directors entitled to vote.
- Questions related to the operation or administration of a service will generally be decided on the basis of weighted votes with voting restricted to the areas participating in the service. This provision does not apply to the service of general administration or to any service for which customized voting provisions have been included in the service establishing bylaw.
- Decisions on the exercise of regulatory authority in relation to a regulatory service will generally be decided on the basis of one vote per director with voting by service participants only.
- If application of the foregoing rules would result in a single director voting on a question, then the question will be decided on the basis of one vote per director with all directors entitled to vote.

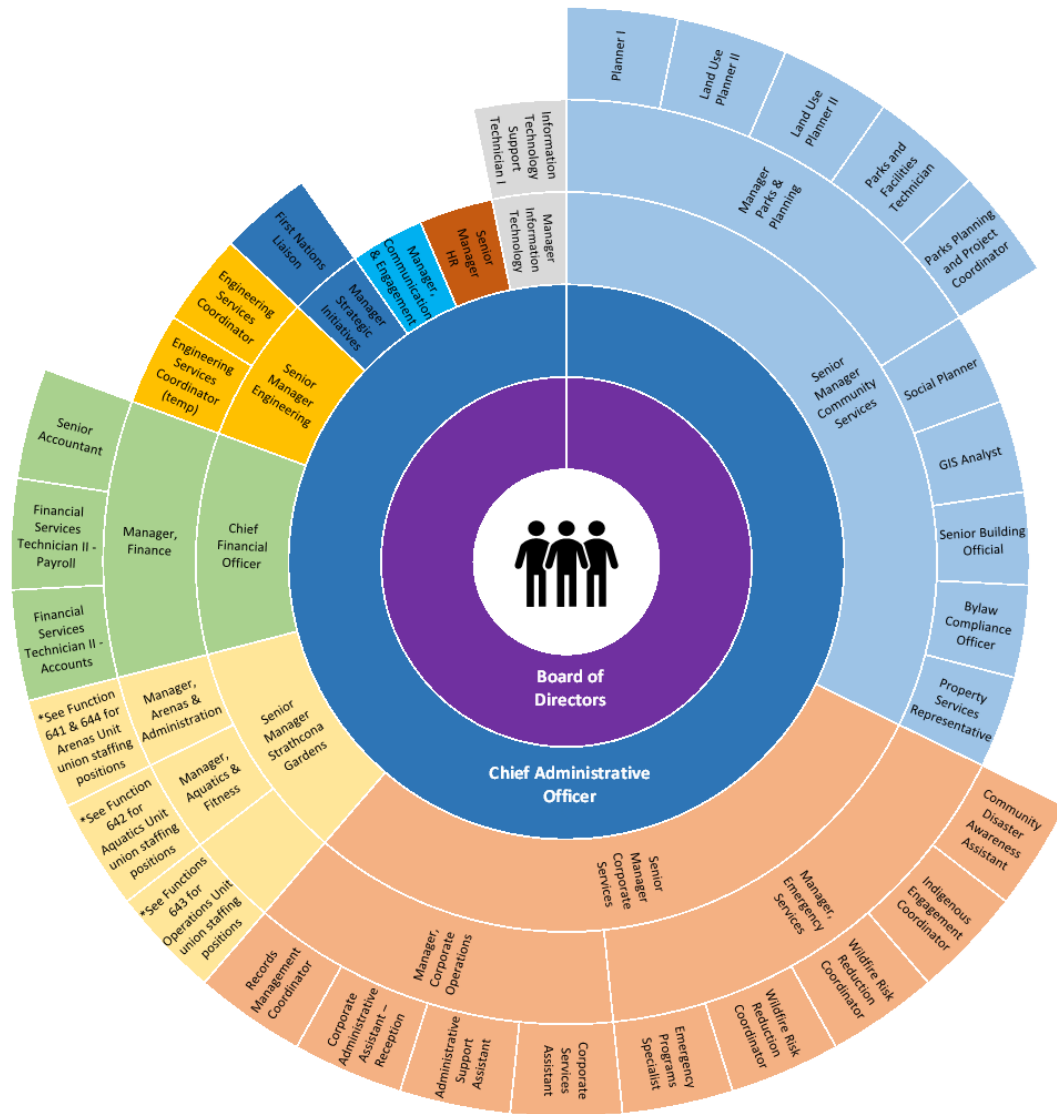
If a director has more than one vote on a question they cannot use those votes on both sides of the question, nor can they choose to use only a portion of their voting entitlement. Directors who do not indicate whether they are in favour or opposed to a motion under consideration will be deemed to have voted in favour of the motion. Directors are not permitted to abstain from voting unless they believe their involvement would present a conflict of interest. In that case, the director must declare the nature of the conflict and immediately leave the meeting without participating in further discussion or voting on the matter.

**For additional information on specific voting topics that may come before the Regional Board please refer to the Expanded Voting Chart located in Appendix G.**

# Module 4 – Administration and Operations

## Corporate Organizational Chart

The graphic below illustrates the administrative and operational structure for the Regional District.



## Roles and Responsibilities

### Chief Administrative Officer (CAO)

The *Local Government Act* provides for a chief administrative officer to have the following duties:

- Implement the regional district board's policies, programs and other directions
- Manage the local government's operations overall (i.e. coordinate the activities of the various departments to achieve efficiencies)
- Advise and inform the board on the Regional District's operations and affairs

The Chief Administrative Officer typically serves as the primary point of contact between the Board and the Regional District staff. Aside from other officer positions, the Regional District Board has delegated to the Chief Administrative Officer the authority to hire individuals to fill the other employee (non-officer) positions.

### Corporate Officer

The officer responsible for corporate administration for a local government has the following duties and may also have others assigned at the discretion of the Regional District Board:

- Ensure that accurate minutes are prepared from each Board and committee meeting
- Maintain and keep safe the minutes, bylaws, and other records of the business of the Board and its committees
- Ensure that access is provided to records of the Regional Districts business, as required by law or authorized by the Board
- Administer oaths and take affirmations, affidavits and declarations as required under provincial legislation
- Certify copies of bylaws and other documents
- Accept notices and documents that are required or permitted to be provided to the Regional District or its Board
- Keep the corporate seal of the Regional District, and affix it to documents as required

### Financial Officer

The financial officer for the Regional District has the following duties and may also have others at the discretion of the regional district board:

- Receive all money paid to the Regional District
- Ensure all the Regional District's funds and securities are kept safe
- Invest the Regional District's funds, until required, in authorized investments
- Expend the Regional District's money in the manner authorized by the Board
- Prepare and keep accurate records and full accounts of the Regional District's financial affairs
- Exercise control and supervision over all other financial affairs of the Regional District

## Employees

As employers, local governments can use tools such as job descriptions, employment contracts, collective agreements, bylaws and policies to help clarify duties, salaries and benefits of their officers and employees. Local governments must also comply with any requirements set in provincial and federal legislation such as the *Employment Standards Act*, *Workers Compensation Act* and the *Income Tax Act*.

Local governments may engage in labour relations bargaining on their own or collectively. If regional district boards wish to include their regional district in an employers' organization, as defined under the *Labour Relations Code*, it must be approved by a two-thirds vote of the directors.

## Module 5 – Financial Planning

Financial plans are comprehensive planning tools which provide guidance for the Regional District when considering service requests, operational priorities and strategic initiatives. Each year, the Regional District goes through a financial planning process to prepare a 5-year financial plan legislatively required to be approved and adopted by the Board by March 31.

### Annual General Meetings

Regional district boards must present their financial statements and reports on an annual basis at a public meeting.

### Budgeting

The Financial Planning process generally begins in the fall of each year for the development of the next five-year plan. This plan must include:

- Proposed expenditures (operating, capital, interest and principal payment on debt), funding sources (e.g. taxes, fees, grants, new borrowing and debenture debt), and transfers to and from reserve funds and surplus;
- Objectives and policies for the fiscal year regarding distribution of funding sources, the distribution of property taxes amongst various property classes, and the use of any permissive tax exemptions; and
- A series of financial planning workshops may be held, usually in November, to help understand and consider local, regional and sub-regional services. Strategic business cases for new or enhanced services or projects are also considered at that time. The information gathered at these workshops is then compiled into what becomes the recommended Financial Plan package.

Budget information is published with Committee and Board meeting agendas and minutes as the planning process progresses. These meetings are open to the public and comments and questions are welcome.

Local governments are not to budget for a deficit (planned expenditures and transfers to funds cannot exceed planned revenues, transfers from funds, and other cash contributions). However, if actual expenditures and net transfers from the previous year exceed that year's revenues and contributions, the resulting deficit must be carried forward to the next year's financial plan as an expenditure.

The financial plan establishes a local government's expense authority. Thus, a local government cannot make an expenditure that is not included in the financial plan. If an unexpected expenditure arises in the year, the financial plan must be amended prior to the expenditure taking place. This amendment requires the local government to undergo public consultation prior to adopting the amendments.

If an emergency expenditure arises that was not contemplated in the financial plan, a local government may make an expenditure for the emergency but must, as soon as practicable, amend the financial plan to include the expenditure and the funding source for the expenditure.

A local government should have established procedures to authorize emergency expenditure and provide a report for such an expenditure to the municipal council or regional district board at a regular meeting.

2026 Budget timeline:



## Property Taxes

The Regional District does not send tax notices to property owners, nor can it collect or remit payments to the Province on their behalf. Regional districts cannot directly tax properties. Instead, regional districts requisition funds from their member municipalities, first nations and the Provincial Surveyor of Taxes (for unincorporated electoral areas) to raise revenue from property taxes in order to meet annual financial needs.

A regional district may specify which method of property taxation (property value or parcel tax) is used. However, it is municipalities and the B.C. government that levy the taxes on behalf of a regional district.

Property taxes are a means of raising revenue to support services offered to the public by local government and can take many different forms including parcel taxes, frontage taxes and assessment

based (ad valorem) taxes. The method of taxation selected depends on the type of service being provided and whether the benefit to properties is uniform or varies according to size, value or other characteristics of the property.

The cost of Regional District services may be shared between several municipalities, electoral areas and treaty First Nations according to an agreed upon formula contained in the service establishing bylaw. Following adoption of the annual financial plan each municipality and treaty First Nation is provided with a requisition invoice which includes its share of all Regional District services for that year. The service participation costs for electoral areas are sent to the Province of British Columbia for inclusion in the rural tax notices provided annually to property owners in unincorporated areas.

Owners of property in unincorporated rural areas (Electoral Area A, B, C, or D) generally receive their Property Tax Notice from the Provincial Surveyor of Taxes in May of each year.

Owners of property in the incorporated areas (City of Campbell River, Village of Gold River, Village of Sayward, Village of Tahsis and Village of Zeballos) should contact their respective city or village office for specific information on deadlines for payment of property tax amounts. Typically, tax notices are mailed out to property owners in May of each year.

The deadline for payment of property taxes is generally the first week in July.

## Expense Claims

In November 2016, the Strathcona Regional District Board approved a policy to publish staff and director expenses claims on the SRD website, effective January 1, 2017. Expense claims are a written request for reimbursement of expenses incurred in relation to the holding of office or employment with the regional district.

The publication of expense claims does not include invoices, receipts or ticket stubs submitted in support of the claim, however those documents are publicly available through a formal Freedom of Information and Protection of Privacy Act request. All expense claims are to be published once approved for payment.

**Copies of the Director Expense Claim Forms are included in Appendix H.**

## Module 6 – Regional District Services

The SRD provides approximately 48,000 residents (2021 Census) with a diverse range of services, including water and sewage systems, fire protection, land use planning, parks, bylaw enforcement, recreation, broadband infrastructure, and emergency planning and response. In total, the SRD provides over 70 regional, sub-regional and local services to its constituent members.

Except for mandated services, individual jurisdictions typically choose to participate in regional district services when it is in their interests to do so. When they choose to join a service, they are referred to as service participants. Together, the relevant parts of the participating areas make up the service area, which is the portion of the regional district where the particular service is provided, and from which the cost of providing the service is recovered. Services are typically provided on a cost-recovery basis through user fees or property taxes (or both) within the service area. The participants, through their regional district directors (the representatives of the participating jurisdictions), work together to make decisions for the service and its operations.

Regional districts establish and provide services to meet the expressed needs, desires and instructions of their member jurisdictions. There are certain services that every regional district is required by provincial statute to deliver — general administration, electoral area land-use planning and solid waste management planning are perhaps the most notable. The number of mandated services, however, is relatively small in comparison to the total menu of services being provided. The complete range of voluntary services can include water and sewer utilities, recreation programs and facilities, community and regional parks, libraries, streetlighting, regulatory services such as animal control and building inspection, E-911 and fire protection, economic development and tourism promotion, regional growth strategies, airports and even television rebroadcasting.

The decision to establish any new service is always a decision of the entire regional board. Once a service has been established, the full board continues to be involved only in certain instances such as an amendment to the service boundaries or the annual limit on tax requisition. For the most part, however, operational and administrative decisions related to a specific service are the responsibility of the directors of the jurisdictions that have chosen to participate in the service. By assigning this responsibility to the participating area directors, the system effectively aligns service governance with service funding. Put differently, those who make the decisions for the service are the same ones who are responsible for funding the service.

### How to establish a service

All regional districts follow the same basic process to establish services.

Step 1. The concept for a new service emerges. There are several potential sources of ideas, including regional district directors, citizens, municipal councils, the regional district board, regional district staff, and others. In accordance with the Regional District's policy, if the proposed service is intended to benefit a specific local area, the Board may require evidence that the concept has support from that area.

Step 2. The second step involves a service feasibility study. The extent of the actual study will vary depending on the potential size and scope of the service. Most studies, however, will run through a checklist of items to confirm that:

- The proposed service has a clear purpose
- The proposed service has a defined and agreed-upon scope
- The participating areas agree on a way to share costs
- The participating areas agree on how the service should be governed
- The participating areas agree on a process for periodic review of the service
- A start-up plan has been developed
- Support among elected officials is broad

If the proposed service is deemed feasible, a service establishing bylaw is developed at step 3.

Step 3. The *Local Government Act* stipulates the mandatory elements of a service establishing bylaw and identifies various optional items to include. If the process in Step 2 has been rigorously followed, the purpose, scope, costs and other required elements of the service establishing bylaw will be straightforward. Legislative changes introduced in 2000 expanded the opportunities for customization of service establishing bylaws (e.g. voting entitlements).

Step 4. Involves the approval and adoption of the service establishing bylaw. After the first three readings of a service establishing bylaw, the province’s Inspector of Municipalities must approve the bylaw. Following approval by the Inspector the electors in the jurisdictions that are proposed to participate in the service must also approve the bylaw. Approval of the electors may be obtained through assent voting or an “alternative approval process” which requires opponents to formally register their opposition. In some cases, approval may be given on behalf of a participating area by the Municipal Council, the Electoral Area Director, or the Board itself.



Once the service establishing bylaw has been adopted the Board may commence the operation of the service although, in some cases (e.g. where funds need to be borrowed), there will be a need to wait until other requirements have been met before commencing the service.

## Service Funding

Once a service has been established it must be funded. The concept of “benefiting area” is critical to any discussion of regional district service funding. Each service that a regional district provides has a benefiting area throughout which the service is provided, and from which the full cost of the service is recovered. In a true regional service, the entire regional district – that is, all member municipalities, treaty First Nations and electoral areas – will comprise the service’s benefiting area.

For a sub-regional service, the benefiting area might consist of only a handful of jurisdictions such as a municipality and an electoral area or part of an electoral area. A local service’s benefiting area might include only one electoral area, or even just a part of an electoral area, but usually no other participants.

In all, the actual benefiting area for any service can be whatever the member jurisdictions wish it to be. What is key to understand is that the service's benefiting area determines both who receives the service and who pays for it. Jurisdictions and areas not included in a service's benefiting area do not receive the service, and do not contribute to the cost of providing the service.

## Land Use and Planning

There are three categories of land-use planning governed by the *Local Government Act*.

- electoral area planning
- municipal planning
- regional planning (growth strategies)

Electoral area planning is one of the core services that are provided through the regional district. All electoral areas within a regional district must participate in the region's electoral area planning service, while municipalities may participate in all or part of this planning service, unless they completely opt out of paying for electoral area planning.

The regional district is the only body with the authority and mandate to make the regulations and provide the services required for proper land development in the electoral areas.

Through its electoral area planning service a regional district may undertake a number of regulatory and other initiatives:

- Prepare, adopt and administer official community plans (OCP's)
- Prepare, adopt and administer zoning bylaws
- Identify development permit areas and create development guidelines
- Review development variance permit applications
- Establish and apply development cost charge bylaws
- Enter into housing agreements for provision of affordable housing

Regional districts do not have the authority to approve subdivisions unless specifically authorized by the Province of BC to do so. The authority to approve subdivisions in the electoral areas rests with the provincial Ministry of Transportation. Regional districts are involved, however, in reviewing subdivision applications to ensure conformity with OCP, zoning bylaw, subdivision and development servicing bylaws. Electoral area planning and development matters are decided by the directors who participate in electoral area planning.

Directors in most regional districts are assisted in their decision-making by advisory planning commissions (APCs). These bodies generally comprise a cross-section of lay persons from the area with a mandate to provide advice on land use matters referred by the regional district.

Every regional district that has adopted a zoning bylaw must also establish a three-person board of variance. For the most part, the board of variance considers and makes decisions on applications for variances to zoning bylaw regulations in cases where property owners believe that compliance would result in undue hardship.

Municipal governments, not regional districts, are the bodies with authority over planning and land use matters within their municipal boundaries. Many smaller municipalities enter into contracts with their regional district to deliver planning and development services. In these instances, the municipal council remains the governing and decision-making body for the services and the regional district is simply providing the expertise that enables the council to understand options and alternatives.

Regional districts do not have regulatory authority over planning and land use management for the region as a whole. Regional districts do however have the authority to create Regional Growth Strategies that:

- Set out, for the regional district and its member jurisdictions, agreed upon economic, social and environmental goals; and
- Guide the planning, management and development decisions of the regional district and member municipalities in ways that promote the agreed-upon goals.

Regional growth strategies are initiated by the regional district and their member jurisdictions working together as partners to develop a long-range plan (20 years) that sets out a comprehensive statement for the future of the region.

In addition to Regional Growth Strategies some regional districts have undertaken various initiatives aimed at addressing planning and land use management issues of importance to the region as a whole.

Some examples of this include:

- Transportation and mobility
- Economic development throughout the region
- Regional air quality
- Water resource management
- Environmental protection

## Strathcona Gardens Recreation Complex

The Strathcona Gardens Recreation Complex is a versatile facility situated in Campbell River. It features two NHL-sized arenas, a leisure ice pad, a 37.5-meter pool, a leisure pool, a weight room, a fitness studio, and meeting rooms. While user fees contribute to its operation, the facility is primarily funded by users and taxpayers from the local area, currently the City of Campbell River and Electoral Area D (Oyster Bay-Buttle Lake). Currently, the complex is undergoing construction for a new aquatic space. During this time, the existing aquatic area will remain operational, and once the new pool is completed, the current space will be renovated to create a dedicated rehabilitation and fitness area.

### Our Vision

To serve and enrich the life of every person in our community.

### Our Mission

Strathcona Gardens is a regional facility with the mission to provide community resources, recreation and leisure opportunities for people of all ages and abilities by promoting social, active and healthy living.

## Delivering the Mission

Strathcona Gardens delivers its mission through an integrated range of programs, services, and facility operations designed to support community well-being, accessibility, and customer satisfaction.

The administration team serves as the primary point of contact for visitors and plays a central role in coordinating registrations, facility bookings, merchandise sales, promotions, and financial reporting, while maintaining the point-of-sale system and sharing customer feedback to enhance service delivery across all departments.

Aquatics programming supports health, safety, and wellness through swim lessons, aquatic leadership training, rehabilitation services, fitness programs, day camps, and special events. Rehabilitation services include assessments, individualized program design, and wellness education for people of all ages and abilities. Partnerships with Island Health, in place since 2009, ensure continued access to specialized programs such as chronic disease management, falls prevention, stroke recovery, and cardiac rehabilitation.

Ice and other recreational programs provide opportunities for skating lessons, youth programming, camps, special events, and third-party bookings. Skate patrol staff support youth programming and operate the skate shop, offering rentals and blade sharpening services.

The concession function enhances the visitor experience by providing food and beverage services, particularly during large events such as hockey games and swim meets.

Facility maintenance and building services ensure safe, clean, and reliable operations through the upkeep of mechanical systems, ice surfaces, pools, grounds, and building infrastructure, as well as compliance with health and safety standards. These efforts support approximately 358 days of public access annually.

Together, these functions ensure Strathcona Gardens remains a welcoming, well-managed regional facility that supports physical health, rehabilitation, youth development, social connection, and lifelong recreation for the communities we serve.

## Our Values

- We all have the right to be treated fairly and equitably, with decency and respect; each of us must treat others, including employees, clients, suppliers and the public in the same way.
- We will seek out opportunities to develop and support the ambitions and growth of our communities and our employees.
- We will lead by positive example; we will hold ourselves and each other accountable for our actions and results; we will work together to solve problems.
- We will develop and deliver quality accessible programs and services that exceed the expectations of our patrons.
- We will work in partnership with our communities and our employees.
- We will provide a safe environment for our patrons and our employees.
- We believe a fun environment is essential to the successful delivery of recreation services.
- We believe that open and respectful communication is essential in creating a happy and healthy environment.

## Key Projects for 2026

Two key projects for 2026 are the Dasher Board and Vertical Lift Gate replacement in Arena 2, this will replace the existing aged out arena boards and Zamboni ice gates. The second project is the Rod Brind 'Amour Arena dehumidifier replacement with 50% of the cost covered by a FORTIS BC energy grant. This will replace a 30-year-old unit with a new efficient dehumidification system.

## REC-REATE

Strathcona Gardens Recreation Complex is more than just a building. It is a well-used recreational hub that contributes to the health and well-being of residents within the City of Campbell River, Electoral Area D and surrounding areas. It provides countless personal, social, and economic benefits to the public and is an integral part of building strong communities.

Key components of Strathcona Gardens were constructed in the 1970s. Through studies and feedback from the public, it has been confirmed that the facility is aging and is in need of renewal. To ensure that the facility continues to meet the needs of our communities now and into the future, the SRD has embarked on a project called REC-REATE Strathcona Gardens.

The goal of REC-REATE is to renew the facility to address aging components and to deliver recreation services that the community desires in an exciting, sustainable, safe and inclusive environment.

Learn more about the REC-REATE project by visiting <https://recreatesg.ca/>.

## Emergency Services

This service works to support fire safety and emergency management which are critical functions of local government. The SRD administers fire protection services for the Sayward Fire Service Area, Electoral Area B (Cortes Island) and a portion of Electoral Area D (Oyster Bay / Buttle Lake). Emergency Services is responsible for mitigation, preparedness, response and recovery efforts within the Regional District and provides emergency management coordination, leadership and support for the five municipalities and four electoral areas in the Regional District while working in collaboration with First Nations. The success of the Strathcona Emergency Program is due in large part to the many Public Safety Lifeline Volunteers who donate their skills and time toward emergency preparedness and response activities.

### Alertable

When events occur that require public notification, Emergency Services issues public alerts that notify those in affected areas so that they can take steps to protect themselves and their family, loved ones, friends and pets. Alertable is a free emergency notification service that keeps residents, visitors and businesses informed of emergencies in a timely manner. Emergency notifications are delivered by both text message and calls to landlines and cell phones to people who subscribe to receive them. There is also a complimentary APP that the public can download. To sign up for Alterable click here: <https://srd.ca/alerts>.

### Declaring a State of Local Emergency

In order for a strategic and prolonged evacuation to occur in an Electoral Area, the Strathcona Regional District must declare a State of Local Emergency to gain access to the emergency powers under the

*Emergency and Disaster Management Act.* Emergency Services staff are available to provide coordination, leadership and support for member municipalities and First Nations who hold direct jurisdiction for emergency coordination in their communities.

Please refer to **Appendix I for Corporate Policy CP-034 – Declaration of a State of Local Emergency.**

## Strathcona Community Health and Wellness Committee

The Strathcona Community Health and Wellness Committee brings together partners from across the region to collaborate on issues that influence community health and well-being. Formerly known as the Strathcona Health Network, the Committee continues this work by providing a regional forum to address complex health challenges. Its approach is grounded in the Social Determinants of Health, recognizing that factors such as housing, food security, social inclusion, education, and community safety are all factors that shape health outcomes.

The Committee supports an upstream, preventative approach to improving health equity across the Strathcona region by identifying shared priorities, strengthening collaboration, and supporting community-driven initiatives. Through engagement with community groups, First Nations, service providers, municipalities, and public institutions, the Committee helps align regional efforts and respond to emerging community needs.

Hosted by the Strathcona Regional District, the Community Health and Wellness Committee has been funded by Island Health since 2015. This long-term investment in upstream health has supported the development of impactful regional initiatives, including the Regional Housing Service and the Just Like Home Lodge, helping to strengthen community well-being and resilience across the region.



## Connected Coast – Regional Broadband

The Connected Coast project relies on the placement of subsea fibre-optic cable, stretching from Prince Rupert south to Vancouver, and around Vancouver Island. In total, it is estimated that the project has the potential to benefit 175,000 British Columbians, living in 90,000 households, who do not currently have access to high-speed internet.

The impact of the project and the opportunities it will provide to these communities will be enormous. Access to reliable high-speed internet means that residents will be able to access online learning and health services, emergency notifications, news, and participate in online discussions and sharing. It will also open new economic development opportunities for residents who will be able to work remotely and participate on e-commerce and online business development.

### The Project Partners

The project is managed and implemented by CityWest and the Strathcona Regional District (SRD), which together form the Connected Coast Partnership. The two organizations initially submitted individual projects but realized improved services for both areas could be attained by connecting the two networks. By providing links from Northern BC and around Vancouver Island, to the internet exchange in Vancouver, the infrastructure will increase service reliability for residents on the mainland, on the island, and in rural and remote coastal communities by providing an alternate route for service, known as a redundancy.

Another benefit is reduced project cost as the two partners are able to pool resources and share costs.

The Connected Coast Partnership is actively working to engage and consult with local communities, regional districts, First Nations and local internet service providers (ISPs) to ensure the project meets the needs of communities now and in the future. The Connected Coast Partnership will also work with local ISPs, communities and anchor institutions that are interested in upgrading their local networks to allow for last-mile connections to the infrastructure.

### Project Funding

Overall, the project will cost an estimated \$45.4 million and will provide 159 community landing sites. The SRD will receive \$32.5 million and CityWest will receive \$12.9 million to construct the required high-speed infrastructure along the BC coast from north of Prince Rupert, to Haida Gwaii, south to Vancouver, and around Vancouver Island. Funding for the project is provided by the Government of Canada's Connect to Innovate (CTI) program, Indigenous Services Canada, and the Province of BC through the Connecting British Columbia program administered by Northern Development Initiative Trust.

## North Island 9-1-1 Service

The North Island 9-1-1 Corporation (NI911) was established on January 5, 1995 to manage the provision of 9-1-1 services to the Comox Valley Regional District, Strathcona Regional District, Regional District of Mt. Waddington and Alberni-Clayoquot and a portion of the Nanaimo Regional District. The qathet Regional District (formerly known as Powell River Regional District) joined the service in 1999. The NI911 Corporation works cooperatively to provide fire, police and ambulance response for those areas. The NI911 Corporation has agreements in place with the City of Campbell River and E-Comm for emergency call answer and dispatch services.

## Module 7 – Comox Strathcona Waste Management Service

The Comox Strathcona Waste Management (CSWM) service is a function of the Comox Valley Regional District (CVRD). The service manages over 65,000 tonnes of waste and recycled material annually and oversees a number of diversion and education programs for the CVRD and the Strathcona Regional District (SRD).

Comox Strathcona Waste Management is governed by a Board of Directors that includes elected officials from member municipalities and rural areas of the Comox Valley and Strathcona Regional Districts. The CSWM Board meets in the City of Campbell River or City of Courtenay on a regular basis and as required.

The number of board votes for each municipality or electoral area is determined by population, letters patent, and the *Local Government Act*. Each area is allocated one vote for every 1,500 persons or portion thereof. When an area has more than one director, the allowable number of votes must be divided amongst its directors as evenly as possible.

The Comox Strathcona Waste Management (CSWM) Board meets regularly and as required to address CSWM matters. Additional meetings can be scheduled as required at the call of the Chair.

CSWM is responsible for two regional waste management centres that serve the Comox Valley and Campbell River, as well as a range of transfer stations that handle waste and recycling for the electoral areas of the Comox Valley Regional District and the Strathcona Regional District.

CSWM oversees a multi-material recycling program and has active re-use and re-purposing programs (diversion) in place at each of its landfills. At present, it is estimated that close to half of the solid waste generated in the districts being served is diverted through these programs.

The CSWM service and programs are supported by the Regional Solid Waste Management Plan which is mandated by the British Columbia Ministry of Environment and Climate Change Strategy (MoE) Environmental Management Act.

### Solid Waste Management Plan

The Comox Strathcona Waste Management (CSWM) service and programs are supported by the Regional Solid Waste Management Plan (SWMP) which is mandated by the British Columbia Ministry of Environment & Climate Control Strategy (MoE) Environmental Management Act. The (SWMP) guides how the region will manage its garbage now and into the future.

The plan was updated in 2012 and received approval from the MoE on May 23, 2013. The MoE recommends that regional districts update their SWMP every 10 years, to ensure the document changes and grows with the needs of the community.

An effectiveness review was completed in 2018 which finds that implementation of the 2012 SWMP has made excellent progress and that the plan continues to be implemented with a focus on:

- Closure of CSWM landfills in compliance with MoE requirements
- Increased diversion of organic waste

- Continued optimization and development of recycling programs to achieve 70 per cent diversion or greater
- Investigation of increased environmental controls
- Further monitoring of Waste to Energy technologies as per the April 12, 2018 Waste to Energy business case assessment staff report

To improve upon the services offered, the CSVN is currently undertaking a renewal of the Solid Waste Management Plan over the next few years.

## Module 8 – Regional Hospital District

The Comox Strathcona Regional Hospital District is governed by a board of directors that includes elected officials from member municipalities, treaty first nations and electoral areas of the Comox Valley and Strathcona regional districts.

The board meets in Campbell River or Courtenay on a regular basis and as required. The boundaries of the Comox Strathcona Regional Hospital District (CSRHD) encompass the boundaries of the Comox Valley Regional District (CVRD) and the Strathcona Regional District (SRD), and include all the directors from those two regional district boards.

Regional hospital districts are governed by the Hospital District Act. Some of the purposes of a regional hospital district are:

- To establish, acquire, construct, reconstruct, enlarge, operate and maintain hospitals and hospitals facilities.
- To grant aid for the establishment, acquisition, reconstruction, enlargement, operation and maintenance of hospitals and hospital facilities.
- To assume obligations of any member municipality, or any improvement district not within the definition "municipality", or any hospital corporation, with respect to the repayment of money borrowed and provided for the financing of hospital projects and interest on it, or to provide reimbursement to a municipality, improvement district or hospital corporation for money provided for financing hospital projects that were raised or obtained otherwise than by borrowing.

The Comox Strathcona Hospital District (CSRHD) provides cost-shared capital funding, with the province paying 60 per cent and the CSRHD paying 40 per cent to the following facilities:

- North Island Hospital Campbell River & District
- North Island Hospital Comox Valley
- Cortes Health Centre
- Gold River Health Centre
- Kyuquot Health Centre
- Sayward Primary Health Care Clinic
- Tahsis Health Centre
- Zeballos Health Centre

CSRHD Procedure Bylaw: [https://www.csrhd.ca/sites/2/files/2022-08/csrhd\\_procedure\\_bylaw\\_248\\_consolidated.pdf](https://www.csrhd.ca/sites/2/files/2022-08/csrhd_procedure_bylaw_248_consolidated.pdf)

## APPENDICES

Appendix A: Letters Patent

Appendix B: Financial Disclosure – Fact Sheet and Statement

Appendix C: Bylaw No. 330 – Regional District Code of Conduct

Appendix D: Bylaw No. 167 – Director Remuneration

Appendix E: Bylaw No. 544 – Regional Board Procedure Bylaw

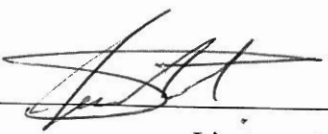
Appendix F: Sample Board Meeting Agenda

Appendix G: Expanded Voting Chart

Appendix H: Travel and Expense Financial Forms

Appendix I: Declaration of State of Local Emergency (Policy CP-034)



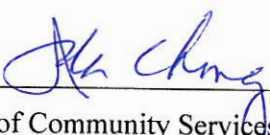
  
\_\_\_\_\_  
Lieutenant Governor

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come—GREETING.

  
\_\_\_\_\_  
Minister of Community Services and  
Minister Responsible for Seniors' and Women's Issues

WHEREAS the Comox Strathcona Regional District was incorporated by Letters Patent issued on August 19, 1965;

AND WHEREAS the Comox Strathcona Regional District is being divided into the Comox Valley Regional District and the Strathcona Regional District to correspond to the geographic and economic communities in this region of British Columbia;

NOW KNOW YE THAT by these presents, We do order and proclaim the following, effective February 15, 2008:

## PART 1 — DEFINITIONS

### Definitions

- 1 In these letters patent:
  - “Act” means the *Local Government Act*;
  - “Comox Valley Regional District” means the Comox Valley Regional District incorporated on February 15, 2008;
  - “regional district” means the regional district incorporated under section 2.

## PART 2 — INCORPORATION OF REGIONAL DISTRICT

### Incorporation

- 2 The residents of the area within the boundaries described in section 3 are incorporated into a regional district under the name “Strathcona Regional District”.

### Boundaries

- 3 The boundaries of the regional district are as follows:

Commencing at the northwest corner of Section 30, Township 2, Clayoquot Land District, being a point on the natural high water mark of Vancouver Island, on the westerly shore thereof;

thence easterly along the northerly boundaries of Sections 30 and 29 and continuing easterly along the northerly boundary of Special Timber Licence 1162P to the northeast corner thereof;

thence due north to the height of land dividing two unnamed creeks flowing southwesterly into Escalante River;

thence northeasterly along the said height of land to the summit of Albermarle Mountain;

thence easterly along the southerly boundary of the watershed of the streams flowing into Muchalat Inlet, the southerly boundary of the watershed of Burman River, the northerly boundary of the watershed of Moyeha River, and the northerly boundary of the watershed of Bedwell River;

thence continuing easterly to and along the northerly boundary of the watershed of the streams flowing into Great Central Lake to the westerly boundary of the watershed of Ash River;

thence northerly along said boundary and that of Puntledge River and Rees Creek to the westerly boundary of the Esquimalt and Nanaimo Railway Company's land grant;

thence northwesterly along said boundary of the Esquimalt and Nanaimo Railway Company's land grant to the southerly boundary of Block 1337, Comox Land District;

thence northeasterly and northwesterly along the southeasterly and northeasterly boundaries of said Block 1337 to and northeasterly along the northwesterly boundary of Block 1339 to the southerly boundary of Block 147;

thence easterly and northerly along the southerly and easterly boundaries of said Block 147 to the southerly boundary of Block 149;

thence easterly along the southerly boundary of said Block 149 to the westerly boundary of Block 28;

thence northerly, easterly, and southeasterly along the westerly, northerly and northeasterly boundaries of said Block 28 to the right bank of Woodhus Creek;

thence easterly along said right bank of Woodhus Creek produced to and along that of Oyster River to the shore of the Strait of Georgia;

thence due east to the middle line of the Strait of Georgia;

thence northwesterly along said middle line of the Strait of Georgia to the westerly prolongation of the middle line of Baker Passage;

thence easterly to and along said middle line produced to the southerly prolongation of the middle line of Lewis Channel;

thence northerly along the prolongation of said middle line (passing to the east of Powell Islands and to the west of Kinghorn Island) to the westerly prolongation of the middle line of Desolation Sound;

thence northeasterly to and along the middle line of Desolation Sound, Homfray Channel, and Toba Inlet to the point thereon which lies due south of Mount Barner;

thence due north to summit of said Mount Barner;

thence northerly along the easterly boundary of the watershed of Brem River and that of Orford River to the southerly boundary of the watershed of Southgate River;

thence easterly, northeasterly, and northwesterly along the southerly, southeasterly, and northeasterly boundaries of the watershed of Southgate River to the southerly boundary of the watershed of Doran Creek;

thence westerly and northwesterly along the southerly and southwestery boundaries of the watershed of said Doran Creek to the left bank of Homathko River;

thence due west to the right bank of said Homathko River;

thence southerly along said right bank of Homathko River to the southerly boundary of the watershed of Mosley Creek;

thence westerly along said southerly boundary to the westerly boundary of the watershed of Homathko River;

thence southerly along said boundary to the northerly boundary of the watershed of Stafford River;

thence westerly and southerly along the northerly and westerly boundaries of the watershed of said Stafford River and continuing southerly and westerly along the easterly and southerly boundaries of the watershed of the streams flowing into Knight Inlet to the most westerly point thereon which lies due east of the southeast corner of Indian Reserve Number 5 (Lot 1526), Range 1, Coast Land District;

thence due west to said corner and continuing westerly along the southerly boundary of Indian Reserve No. 5 and its production thereof to the middle line of Call Inlet;

thence southwestery along the middle line of Call Inlet, Havannah Channel (passing to the east of Hull Island and to the south of Mistaken Island and Bockett Islands), and Port Harvey produced to the middle line of Johnstone Strait;

thence easterly along said middle line of Johnstone Strait to the point thereon which lies due north of the northeast corner of Lot 222, Rupert Land District;

thence due south to said northeast corner of Lot 222;

thence southerly along the easterly boundary of said Lot 222 to and along the easterly boundary of the watershed of Adam River and the easterly and southerly boundaries of the watershed of Nimpkish River to the most westerly point on the southerly boundary thereof which lies due east of the southeast corner of Lot 1259, Rupert Land District;

thence due west to said southeast corner of Lot 1259;

thence westerly and northerly along the southerly and westerly boundaries of said Lot 1259 to the shore of Atluck Lake;

thence continuing northerly along said westerly shore of Atluck Lake and the westerly boundary of Lot 1260, both these lots being in Rupert Land District, to the northwest corner of said Lot 1260;

thence due north to the easterly boundary of that part of the watershed of Atluck Creek which lies above the entrance to Atluck Lake;

thence easterly and northwesterly along the easterly and northerly boundaries of the watershed of said Atluck Creek to the westerly boundary of the watershed of Nimpkish River;

thence northerly along said boundary to the southerly boundary of the watershed of Raging River;

thence westerly along said boundary and the southerly boundaries of the watersheds of the streams flowing into Benson and Victoria Lakes and Neroutsos Inlet to the southerly boundary of the watershed of Klaskish River;

thence southwestwardly along said boundary and the easterly and southerly boundaries respectively of the watersheds of the streams flowing into Klaskish Inlet and Brooks Bay to the point of land named Cape Cook;

thence due west to the westerly boundary of the Province;

thence in a general southerly direction along the said westerly boundary of the Province to a point which lies due west of the northwest corner of Section 30, Township 2, Clayoquot Land District;

thence due east to the aforesaid northwest corner of Section 30, Township 2, being the point of commencement.

#### **Members of regional district**

- 4 The regional district is comprised of
- (a) the following municipalities:
    - (i) The City of Campbell River;
    - (ii) The Village of Gold River;
    - (iii) The Village of Sayward;
    - (iv) The Village of Tahsis;
    - (v) The Corporation of the Village of Zeballos, and
  - (b) the following electoral areas:
    - (i) Electoral Area D (Oyster Bay – Buttle Lake);
    - (ii) Electoral Area G (Kyuquot – Nootka);
    - (iii) Electoral Area H (Sayward – Bloedel);
    - (iv) Electoral Area I (Cortes);
    - (v) Electoral Area J (Discovery Islands – Mainland Inlets).

#### **Electoral area boundaries**

- 5 The boundaries of the electoral areas in the regional district are set out in Schedule A.

#### **Voting unit**

- 6 The voting unit for the regional district is 1 500 persons.

## **PART 3 — TRANSITIONAL PROVISIONS**

### **Municipal directors**

- 7 The last date for the appointment of municipal directors to the first board of the regional district by the councils of the municipalities referred to in section 4 (a) is February 15, 2008.

### **Electoral area directors**

- 8 (1) The first electoral area director for each electoral area in the regional district is the person who was the electoral area director for that electoral area in the Comox Strathcona Regional District immediately before the Comox Strathcona Regional District was dissolved.
- (2) The term of office of an electoral area director continued in office under subsection (1)
- (a) begins on February 15, 2008, and
  - (b) ends immediately before December 8, 2008 or when the director's successor takes office, whichever is later.
- (3) The first election of electoral area directors is to be held at the time of the 2008 general local election and in the manner provided by Part 3 of the Act.
- (4) For the first election referred to in subsection (3),
- (a) the chief election officer for the regional district for the 2008 general local election is James Warren, Manager of Legislative Services for the Comox Valley Regional District, and
  - (b) the voting places are those places designated in an election bylaw of the regional district or designated by the chief election officer for the 2008 general local election.

### **First meeting of the board**

- 9 The first meeting of the board is to be held on February 15, 2008 at 3:00 p.m. at the Maritime Heritage Centre, 621 Island Highway, Campbell River, British Columbia.

### **Election of chair and vice chair**

- 10 (1) At the first meeting of the board, the board must elect a chair and a vice chair.
- (2) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

### **Authorized borrowing to meet current lawful expenditures**

- 11 The regional district may borrow \$3 000 000 to meet current lawful expenditures of the regional district in 2008.

### **Assessment roll**

- 12 That part of the assessment roll for the 2008 taxation year for the Comox Strathcona Regional District that is in respect of property located in the regional district is deemed to be the assessment roll for the 2008 taxation year for the regional district.

### **Continuation of opt out for Part 26 services**

- 13 If a municipality in the regional district has given notice to opt out under section 804.1 (3) of the Act to the board of the Comox Strathcona Regional District and that notice is in effect on February 14, 2008, that notice continues to have effect as if it were given to the board of the regional district.

**Contribution to Comox Valley Regional District debt**

- 14 On or before August 1 of each year, the regional district must pay to the Comox Valley Regional District an amount equal to the amount that would have been recovered from the regional district, if the Comox Strathcona Regional District had not been divided, for the payment of any amount remaining outstanding on the debt authorized by the Administration Buildings Loan Authorization Bylaw No. 1117, 1989 (Comox Strathcona Regional District).

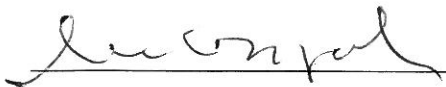
**Transitional matters — Comox Valley Regional District letters patent**

- 15 The letters patent incorporating the Comox Valley Regional District provide for the allocation and assignment of assets and liabilities of the Comox Strathcona Regional District, the continuation of services of the Comox Strathcona Regional District and other transitional matters.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Steven J. Point, OBC, Lieutenant Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this *1<sup>st</sup>* day of *February*, in the year of Our Lord two thousand and eight and in the fifty-sixth year of Our Reign.

By Command.

  
\_\_\_\_\_  
Attorney General

## SCHEDULE A: ELECTORAL AREA BOUNDARY DESCRIPTIONS

### Electoral Area D (Oyster Bay – Buttle Lake)

Commencing at the point of intersection of the northeasterly boundary of Block 28, Comox Land District and the right bank of Woodhus Creek;

thence easterly along said right bank of Woodhus Creek produced to and along that of Oyster River to the point of intersection with the shore of the Strait of Georgia;

thence east to the middle line of the said Strait of Georgia;

thence northwesterly along said middle line of the Strait of Georgia, to a point thereon which lies east of a point 304.80 meters distant from the southeast corner of those parts of Sections 15 and 16, Township 1, Comox Land District, as shown on Registered Plan 147R, on file in the Land Title Office, Victoria, said point being in a northeasterly direction on a line drawn perpendicular to the general direction of the natural high water mark of Vancouver Island, on the easterly shore thereof, at the said southeast corner;

thence west to said point, being a point on the northeasterly boundary of the City of Campbell River as defined by notice in The British Columbia Gazette under date of August 17, 2006;

thence southeasterly, westerly, southerly, westerly and northerly along the northeasterly, southerly, easterly, southerly and westerly boundaries of said City of Campbell River to the middle line of Campbell Lake;

thence in a general westerly and southwesterly direction along said middle line of Campbell Lake and that of Campbell River, to a point thereon which lies due east of the northeast corner of Block 44;

thence due west to said northeast corner of Block 44;

thence southerly, westerly, southerly, westerly, and northerly along the boundaries of said Block 44 and continuing northerly along the easterly boundary of Block 1009, Comox Land District, to the point of intersection with the southerly boundary of Lot 1215, Sayward Land District;

thence westerly and northerly along the southerly and westerly boundaries of said Lot 1215 to the most southerly southeast corner of Lot 659;

thence westerly along the southerly boundaries of Lots 659, 658, 657, 656, and 655 to the southwest corner of said Lot 655, being a point on the 50th Parallel of North Latitude;

thence westerly along said 50th Parallel of North Latitude to the point of intersection with the westerly boundary of the watershed of Salmon River;

thence southerly and easterly along the westerly and southerly boundaries of the watershed of Salmon River and continuing southerly, easterly, and northerly along the westerly, southerly, and easterly boundaries of the watershed of Campbell River to the southerly boundary of the watershed of Eric Creek, a tributary of Cruikshank River;

thence easterly along said boundary to the intersection thereof with the westerly boundary of the Esquimalt and Nanaimo Railway Company's land grant;

thence northwesterly along said boundary of the Esquimalt and Nanaimo Railway Company's land grant to the southerly boundary of Block 1337, Comox Land District;

thence northeasterly and northwesterly along the southeasterly and northeasterly boundaries of said Block 1337 to and northeasterly along the northwesterly boundary of Block 1339 to the southerly boundary of Block 147;

thence easterly and northerly along the southerly and easterly boundaries of said Block 147 to the southerly boundary of Block 149;

thence easterly along the southerly boundary of said Block 149 to the westerly boundary of aforesaid Block 28;

thence northerly, easterly, and southeasterly along the westerly, northerly, and northeasterly boundaries of said Block 28 to the point of intersection with the right bank of Woodhus Creek, being the point of commencement, save and except thereout any land, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may be hereafter incorporated therein.

**Electoral Area G (Kyoquot – Nootka)**

Commencing at that point on the westerly boundary of the Province which lies due west of Cape Cook;

thence due east to Cape Cook;

thence northeasterly along the southerly boundary of the watershed of the streams flowing into Brooks Bay and Klaskish Inlet to the southerly boundary of the watershed of Klaskish River;

thence easterly along said boundary and that of the watershed of the streams flowing northerly into Neroutsos Inlet and into Victoria, Benson, and Maynard Lakes to the westerly boundary of the watershed of Nimpkish River;

thence southerly along said boundary to the northerly boundary of the watershed of that part of Atluck Creek which lies above the entrance to Atluck Lake;

thence southerly along the easterly boundary of said Atluck Creek to the point thereon due north of the northwest corner of Lot 1260, Rupert Land District;

thence due south to said northwest corner of Lot 1260;

thence southerly along the westerly boundary of said Lot 1260, the westerly shore of Atluck Lake and the westerly boundary of Lot 1259 to the southwest corner of said Lot 1259;

thence easterly along the southerly boundary of said Lot 1259 to the southeast corner thereof;

thence due east to the northerly boundary of the watershed of Artlish River;

thence in a general southeasterly direction along the southwesterly boundary of the watershed of Nimpkish River and that of Salmon River to and along the westerly boundary of the watershed of Campbell River to the easterly boundary of the watershed of Burman River;

thence southerly along said easterly boundary of the watershed of Burman River to the southerly boundary thereof;

thence westerly along the southerly boundary of the watershed of Burman River and the southerly boundary of the watershed of the streams flowing northerly into Muchalat Inlet to the summit of Mount Albermarle;

thence southwesterly along the height of land dividing the watersheds of two unnamed streams to a point due north of the northeast corner of Surveyed Timber Licence 1162;

thence due south to said northeast corner of Surveyed Timber Licence 1162;

thence westerly along the northerly boundary of Surveyed Timber Licence 1162 and the northerly boundaries of Sections 29 and 30, Township 2, Clayoquot Land District, produced to the westerly boundary of the Province;

thence northwesterly along said westerly boundary of the Province to the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may be hereafter incorporated therein.

**Electoral Area H (Sayward – Bloedel)**

Commencing at the northeast corner of Lot 222, Rupert Land District, being a point on the natural high water mark of Vancouver Island, on the northerly shore thereof;

thence southerly along the easterly boundary of said Lot 222 to the point of intersection with the easterly boundary of the watershed of Adam River;

thence southerly along said boundary and continuing southerly and easterly along the westerly and southerly boundaries of the watershed of Salmon River to the most easterly point of intersection with the 50th Parallel of North Latitude;

thence easterly along said 50th Parallel of North Latitude, to the southwest corner of Lot 655, Sayward Land District;

thence easterly along the southerly boundaries of Lots 655, 656, 657, 658, and 659 to the most southerly southeast corner of said Lot 659;

thence southerly and easterly along the westerly and southerly boundaries of Lot 1215 to the most easterly northeast corner of Lot 1009, Comox Land District;

thence southerly along the easterly boundary of said Lot 1009 and the westerly boundary of Block 44, Sayward Land District, to the southwest corner of said Block 44;

thence easterly, northerly, easterly, and northerly along the boundaries of Block 44 to the northeast corner thereof;

thence east to the point of intersection with the middle line of Campbell River;

thence in a general northeasterly and easterly direction along the said middle line of Campbell River and that of Campbell Lake to the point of intersection with the westerly boundary of the City of Campbell River, as defined in The British Columbia Gazette, under date of August 17, 2006;

thence in a general northerly, easterly, northerly, westerly, northerly, easterly and southeasterly direction along the boundaries of said City of Campbell River to the point of intersection with a straight line drawn from the northeast corner of Lot 26, Sayward Land District, being a point on the natural high water mark of Vancouver Island, on the easterly shore thereof, said straight line being in a northeasterly direction perpendicular to the general direction of the natural high water mark at said northeast corner of Lot 26;

thence northeasterly along the northeasterly prolongation of aforesaid straight line to the point of intersection with the middle line of Discovery Passage;

thence northerly along said middle line of Discovery Passage, and the northerly prolongation thereof to the point of intersection with the middle line of Johnstone Strait;

thence northwesterly along said middle line of Johnstone Strait, passing to the south of Helmcken Island, to a point thereon which lies due north of the northeast corner of Lot 222, Rupert Land District;

thence due south to the aforesaid northeast corner of Lot 222, being the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may hereafter be incorporated therein.

#### **Electoral Area I (Cortes)**

Commencing at the point of intersection of the westerly prolongation of the middle line of Desolation Sound, north of Kinghorn Island, with the middle line of Lewis Channel;

thence northwesterly along the said middle line of Lewis Channel and its prolongation northwesterly to the point of intersection with the northeasterly prolongation of the middle line of Sutil Channel;

thence southwesterly to and along the middle line of Sutil Channel and its prolongation southeasterly to the point of intersection with the middle line of Strait of Georgia;

thence northerly along said middle line of the Strait of Georgia to the point of intersection with the middle line of Baker Passage produced westerly;

thence easterly to and along the said middle line of Baker Passage and its prolongation easterly to the point of intersection with the middle line of Lewis Channel;

thence northerly along said middle line of Lewis Channel to the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within the

corporate limits of any municipality or any land, foreshore, or land covered by water that may hereafter be incorporated therein.

**Electoral Area J (Discovery Islands – Mainland Inlets)**

Commencing at the point of intersection of the middle line of Lewis Channel and the westerly prolongation of the middle line of Desolation Sound, north of Kinghorn Island;

thence northeasterly to and along the middle line of Desolation Sound, Homfray Channel, and Toba Inlet to the point thereon which lies due south of Mount Barner;

thence due north to summit of said Mount Barner;

thence northerly along the easterly boundary of the watershed of Brem River and that of Orford River to the southerly boundary of the watershed of Southgate River;

thence easterly, northeasterly, and northwesterly along the southerly, southeasterly, and northeasterly boundaries of the watershed of Southgate River to the southerly boundary of the watershed of Doran Creek;

thence westerly and northwesterly along the southerly and southwesterly boundaries of the watershed of said Doran Creek to the left bank of Homathko River;

thence due west to the right bank of said Homathko River;

thence southerly along said right bank of Homathko River to the southerly boundary of the watershed of Mosley Creek;

thence westerly along said boundary to the westerly boundary of the watershed of Homathko River;

thence southerly along said boundary to the northerly boundary of the watershed of Stafford River;

thence westerly and southerly along the northerly and westerly boundaries of the watershed of said Stafford River and continuing southerly and westerly along the easterly and southerly boundaries of the watershed of the streams flowing into Knight Inlet to the most westerly point thereon which lies due east of the southeast corner of Indian Reserve Number 5 (Lot 1526), Range 1, Coast Land District;

thence due west to said corner and continuing westerly along the southerly boundary of Indian Reserve Number 5 and the westerly production thereof to the middle line of Call Inlet;

thence southwestly along the middle lines of Call Inlet, Havannah Channel (passing to the east of Hull Island and to the south of Mistaken Island and Bockett Islands), and Port Harvey produced to the middle line of Johnstone Strait;

thence southeasterly along said middle line of Johnstone Strait, passing to the south of Helmcken Island, and said middle line produced southeasterly to the point of intersection with the northerly prolongation of the middle line of Discovery Passage;

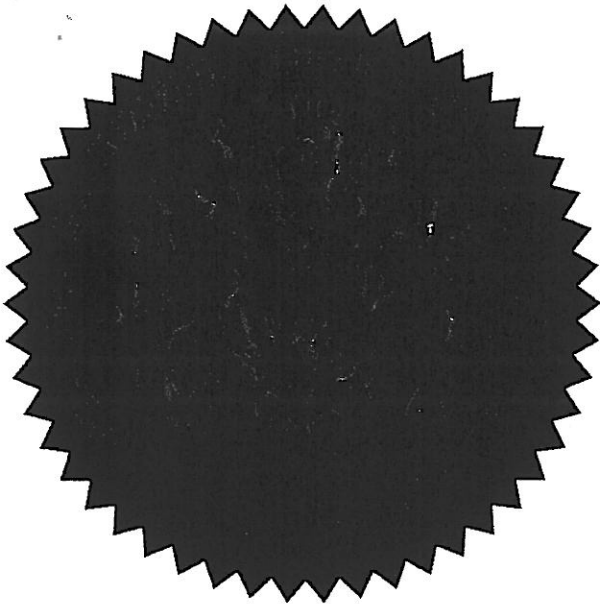
thence southerly to and along the middle line of said Discovery Passage to the point of intersection with a straight line drawn from the northeast corner of Lot 26, Sayward Land District, being a point on the natural high water mark of Vancouver Island, on the easterly shore thereof, said straight line being in a northeasterly direction perpendicular to the general direction of the natural high water mark at said northeast corner of Lot 26;

thence southwestly along said straight line to a point 304.80 meters northeasterly from the said northeast corner of Lot 26 and being a point on the northeasterly boundary of the City of Campbell River, as defined by notice in The British Columbia Gazette, under date of August 17, 2006;

thence in a general southeasterly direction along said northeasterly boundary of the City of Campbell River to a point 304.80 meters distant from the southeast corner of those parts of Sections 15 and 16, Township 1, Comox Land District, as shown on

Registered Plan 147R, on file in the Land Title Office, Victoria, said point being in a northeasterly direction on a line drawn perpendicular to the general direction of the said natural high water mark of Vancouver Island, on the easterly shore thereof, at the said southeast corner;

thence east to the point of intersection with the middle line of the Strait of Georgia;  
thence northerly along said middle line of the Strait of Georgia to and along the middle line of Sutil Channel and its prolongation northeasterly to the point of intersection with the northwesterly prolongation of the middle line of Lewis Channel;  
thence southeasterly along said middle line of Lewis Channel to the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may hereafter be incorporated therein.



Lieutenant Governor

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come—GREETING.

Minister of Community Services and  
Minister Responsible for Seniors' and Women's Issues

WHEREAS the Strathcona Regional District was incorporated on February 15, 2008;

AND WHEREAS the Minister recommends that Electoral Area H be eliminated and the boundary of Electoral Area G be redefined to include the area within Electoral Area H, and that the electoral area names be amended;

NOW KNOW YE THAT by these presents, We do order and proclaim that the letters patent incorporating the Strathcona Regional District are amended as follows:

**1 Effective December 8, 2008, section 4 (b) is repealed and the following substituted:**

(b) the following electoral areas:

- (i) Electoral Area A (Kyuquot / Nootka – Sayward);
- (ii) Electoral Area B (Cortes Island);
- (iii) Electoral Area C (Discovery Islands – Mainland Inlets);
- (iv) Electoral Area D (Oyster Bay – Buttle Lake).

**2 Effective February 15, 2008, Part 3 is amended by adding the following section:**

**2008 general local election**

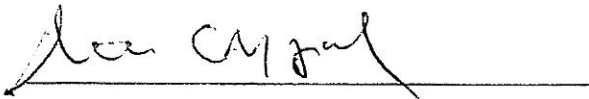
- 16** The 2008 general local election of local area directors for the regional district is to be conducted on the basis of the electoral areas as they will be on December 8, 2008.

**3 Effective December 8, 2008, Schedule A is repealed and the attached Schedule A substituted.**

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Steven J. Point, OBC, Lieutenant Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this *1<sup>st</sup>* day of *February*, in the year of Our Lord two thousand and eight and in the fifty-sixth year of Our Reign.

By Command.



Attorney General

## SCHEDULE A: ELECTORAL AREA BOUNDARY DESCRIPTIONS

### Electoral Area A (Kyoquot / Nootka – Sayward)

Commencing at the northeast corner of Lot 222, Rupert Land District, being a point on the natural high water mark of Vancouver Island, on the northerly shore thereof;

thence southerly along the easterly boundary of said Lot 222 to and along the easterly boundary of the watershed of Adam River and the easterly and southerly boundaries of the watershed of Nimpkish River to the most westerly point on the southerly boundary thereof which lies due east of the southeast corner of Lot 1259, Rupert Land District;

thence due west to said southeast corner of Lot 1259;

thence westerly and northerly along the southerly and westerly boundaries of said Lot 1259 to the shore of Atluck Lake;

thence continuing northerly along said westerly shore of Atluck Lake and the westerly boundary of Lot 1260, both these lots being in Rupert Land District, to the northwest corner of said Lot 1260;

thence due north to the easterly boundary of that part of the watershed of Atluck Creek which lies above the entrance to Atluck Lake;

thence easterly and northwesterly along the easterly and northerly boundaries of the watershed of said Atluck Creek to the westerly boundary of the watershed of Nimpkish River;

thence northerly along said boundary to the southerly boundary of the watershed of Raging River;

thence westerly along said boundary and the southerly boundaries of the watersheds of the streams flowing into Benson and Victoria Lakes and Neroutsos Inlet to the southerly boundary of the watershed of Klaskish River;

thence southwestwardly along said boundary and the easterly and southerly boundaries respectively of the watersheds of the streams flowing into Klaskish Inlet and Brooks Bay to the point of land named Cape Cook;

thence due west to the westerly boundary of the Province;

thence in a general southerly direction along the said westerly boundary of the Province to a point which lies due west of the northwest corner of Section 30, Township 2, Clayoquot Land District;

thence due east to the said northwest corner of Section 30, Township 2, being a point on the natural high water mark of Vancouver Island, on the westerly shore thereof;

thence easterly along the northerly boundaries of Sections 30 and 29 and continuing easterly along the northerly boundary of Special Timber Licence 1162P to the northeast corner thereof;

thence due north to the height of land dividing two unnamed creeks flowing southwestwardly into Escalante River;

thence northeasterly along the said height of land to the summit of Albermarle Mountain;

thence easterly along the southerly boundary of the watershed of the streams flowing into Muchalat Inlet and continuing easterly and northerly along the southerly and easterly boundaries of the watershed of Burman River to Mount Burman;

thence continuing northerly along the westerly boundaries of the watersheds of Wolf, Elk and Salmon Rivers to the point of intersection with the 50th Parallel of North Latitude;

thence easterly along said 50th Parallel of North Latitude, to the southwest corner of Lot 655, Sayward Land District;

thence easterly along the southerly boundaries of Lots 655, 656, 657, 658, and 659 to the most southerly southeast corner of said Lot 659;

thence southerly and easterly along the westerly and southerly boundaries of Lot 1215 to the most easterly northeast corner of Lot 1009, Comox Land District;

thence southerly along the easterly boundary of said Lot 1009 and the westerly boundary of Block 44, Sayward Land District, to the southwest corner of said Block 44;

thence easterly, northerly, easterly, and northerly along the boundaries of Block 44 to the northeast corner thereof;

thence east to the point of intersection with the middle line of Campbell River;

thence in a general northeasterly and easterly direction along the said middle line of Campbell River and that of Campbell Lake to the point of intersection with the westerly boundary of the City of Campbell River, as defined in The British Columbia Gazette, under date of August 17, 2006;

thence in a general northerly, easterly, northerly, westerly, northerly, easterly and southeasterly direction along the boundaries of said City of Campbell River to the point of intersection with a straight line drawn from the northeast corner of Lot 26, Sayward Land District, being a point on the natural high water mark of Vancouver Island, on the easterly shore thereof, said straight line being in a northeasterly direction perpendicular to the general direction of the natural high water mark at said northeast corner of Lot 26;

thence northeasterly along the northeasterly prolongation of aforesaid straight line to the point of intersection with the middle line of Discovery Passage;

thence northerly along said middle line of Discovery Passage, and the northerly prolongation thereof to the point of intersection with the middle line of Johnstone Strait;

thence northwesterly along said middle line of Johnstone Strait, passing to the south of Helmcken Island, to a point thereon which lies due north of the northeast corner of Lot 222, Rupert Land District;

thence due south to the aforesaid northeast corner of Lot 222, being the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may hereafter be incorporated therein.

**Electoral Area B (Cortes)**

Commencing at the point of intersection of the westerly prolongation of the middle line of Desolation Sound, north of Kinghorn Island, with the middle line of Lewis Channel;

thence northwesterly along the said middle line of Lewis Channel and its prolongation northwesterly to the point of intersection with the northeasterly prolongation of the middle line of Sutil Channel;

thence southwesterly to and along the middle line of Sutil Channel and its prolongation southeasterly to the point of intersection with the middle line of Strait of Georgia;

thence northerly along said middle line of the Strait of Georgia to the point of intersection with the middle line of Baker Passage produced westerly;

thence easterly to and along the said middle line of Baker Passage and its prolongation easterly to the point of intersection with the middle line of Lewis Channel;

thence northerly along said middle line of Lewis Channel to the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may hereafter be incorporated therein.

**Electoral Area C (Discovery Islands – Mainland Inlets)**

Commencing at the point of intersection of the middle line of Lewis Channel and the westerly prolongation of the middle line of Desolation Sound, north of Kinghorn Island;

thence northeasterly to and along the middle line of Desolation Sound, Homfray Channel, and Toba Inlet to the point thereon which lies due south of Mount Barner;

thence due north to summit of said Mount Barner;

thence northerly along the easterly boundary of the watershed of Brem River and that of Orford River to the southerly boundary of the watershed of Southgate River;  
 thence easterly, northeasterly, and northwesterly along the southerly, southeasterly, and northeasterly boundaries of the watershed of Southgate River to the southerly boundary of the watershed of Doran Creek;  
 thence westerly and northwesterly along the southerly and southwesterly boundaries of the watershed of said Doran Creek to the left bank of Homathko River;  
 thence due west to the right bank of said Homathko River;  
 thence southerly along said right bank of Homathko River to the southerly boundary of the watershed of Mosley Creek;  
 thence westerly along said boundary to the westerly boundary of the watershed of Homathko River;  
 thence southerly along said boundary to the northerly boundary of the watershed of Stafford River;  
 thence westerly and southerly along the northerly and westerly boundaries of the watershed of said Stafford River and continuing southerly and westerly along the easterly and southerly boundaries of the watershed of the streams flowing into Knight Inlet to the most westerly point thereon which lies due east of the southeast corner of Indian Reserve Number 5 (Lot 1526), Range 1, Coast Land District;  
 thence due west to said corner and continuing westerly along the southerly boundary of Indian Reserve Number 5 and the westerly production thereof to the middle line of Call Inlet;  
 thence southwestwardly along the middle lines of Call Inlet, Havannah Channel (passing to the east of Hull Island and to the south of Mistaken Island and Bockett Islands), and Port Harvey produced to the middle line of Johnstone Strait;  
 thence southeasterly along said middle line of Johnstone Strait, passing to the south of Helmcken Island, and said middle line produced southeasterly to the point of intersection with the northerly prolongation of the middle line of Discovery Passage;  
 thence southerly to and along the middle line of said Discovery Passage to the point of intersection with a straight line drawn from the northeast corner of Lot 26, Sayward Land District, being a point on the natural high water mark of Vancouver Island, on the easterly shore thereof, said straight line being in a northeasterly direction perpendicular to the general direction of the natural high water mark at said northeast corner of Lot 26;  
 thence southwestwardly along said straight line to a point 304.80 meters northeasterly from the said northeast corner of Lot 26 and being a point on the northeasterly boundary of the City of Campbell River, as defined by notice in The British Columbia Gazette, under date of August 17, 2006;  
 thence in a general southeasterly direction along said northeasterly boundary of the City of Campbell River to a point 304.80 meters distant from the southeast corner of those parts of Sections 15 and 16, Township 1, Comox Land District, as shown on Registered Plan 147R, on file in the Land Title Office, Victoria, said point being in a northeasterly direction on a line drawn perpendicular to the general direction of the said natural high water mark of Vancouver Island, on the easterly shore thereof, at the said southeast corner;  
 thence east to the point of intersection with the middle line of the Strait of Georgia;  
 thence northerly along said middle line of the Strait of Georgia to and along the middle line of Sutil Channel and its prolongation northeasterly to the point of intersection with the northwesterly prolongation of the middle line of Lewis Channel;  
 thence southeasterly along said middle line of Lewis Channel to the point of commencement, save and except thereout any lands, foreshore, or land covered by water lying within

the corporate limits of any municipality or any land, foreshore, or land covered by water that may hereafter be incorporated therein.

**Electoral Area D (Oyster Bay – Buttle Lake)**

Commencing at the point of intersection of the northeasterly boundary of Block 28, Comox Land District and the right bank of Woodhus Creek;

thence easterly along said right bank of Woodhus Creek produced to and along that of Oyster River to the point of intersection with the shore of the Strait of Georgia;

thence east to the middle line of the said Strait of Georgia;

thence northwesterly along said middle line of the Strait of Georgia, to a point thereon which lies east of a point 304.80 meters distant from the southeast corner of those parts of Sections 15 and 16, Township 1, Comox Land District, as shown on Registered Plan 147R, on file in the Land Title Office, Victoria, said point being in a northeasterly direction on a line drawn perpendicular to the general direction of the natural high water mark of Vancouver Island, on the easterly shore thereof, at the said southeast corner;

thence west to said point, being a point on the northeasterly boundary of the City of Campbell River as defined by notice in The British Columbia Gazette under date of August 17, 2006;

thence southeasterly, westerly, southerly, westerly and northerly along the northeasterly, southerly, easterly, southerly and westerly boundaries of said City of Campbell River to the middle line of Campbell Lake;

thence in a general westerly and southwestly direction along said middle line of Campbell Lake and that of Campbell River, to a point thereon which lies due east of the northeast corner of Block 44;

thence due west to said northeast corner of Block 44;

thence southerly, westerly, southerly, westerly, and northerly along the boundaries of said Block 44 and continuing northerly along the easterly boundary of Block 1009, Comox Land District, to the point of intersection with the southerly boundary of Lot 1215, Sayward Land District;

thence westerly and northerly along the southerly and westerly boundaries of said Lot 1215 to the most southerly southeast corner of Lot 659;

thence westerly along the southerly boundaries of Lots 659, 658, 657, 656, and 655 to the southwest corner of said Lot 655, being a point on the 50th Parallel of North Latitude;

thence westerly along said 50th Parallel of North Latitude to the point of intersection with the westerly boundary of the watershed of Salmon River;

thence southerly and easterly along the westerly and southerly boundaries of the watershed of Salmon River and continuing southerly, easterly, and northerly along the westerly, southerly, and easterly boundaries of the watershed of Campbell River to the southerly boundary of the watershed of Eric Creek, a tributary of Cruikshank River;

thence easterly along said boundary to the intersection thereof with the westerly boundary of the Esquimalt and Nanaimo Railway Company's land grant;

thence northwesterly along said boundary of the Esquimalt and Nanaimo Railway Company's land grant to the southerly boundary of Block 1337, Comox Land District;

thence northeasterly and northwesterly along the southeasterly and northeasterly boundaries of said Block 1337 to and northeasterly along the northwesterly boundary of Block 1339 to the southerly boundary of Block 147;

thence easterly and northerly along the southerly and easterly boundaries of said Block 147 to the southerly boundary of Block 149;

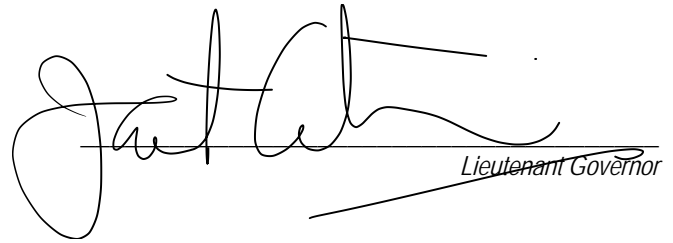
thence easterly along the southerly boundary of said Block 149 to the westerly boundary of aforesaid Block 28;

thence northerly, easterly, and southeasterly along the westerly, northerly, and northeasterly boundaries of said Block 28 to the point of intersection with the right bank of Woodhus Creek, being the point of commencement, save and except thereout any land, foreshore, or land covered by water lying within the corporate limits of any municipality or any land, foreshore, or land covered by water that may be hereafter incorporated therein.

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. 175

, Approved and Ordered March 22, 2021



*Lieutenant Governor*


**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective April 1, 2021, letters patent, in the form attached, be issued for the Strathcona Regional District.



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*Minister of Municipal Affairs*



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*Presiding Member of the Executive Council*

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Local Government Act, R.S.B.C. 2015, c. 1, s. 252*  
Other (specify): *OIC 59/2008; OIC 832/2015; OIC 68/2016*

O10473137



Canada  
Province of British Columbia  
Letters Patent

Elizabeth the Second, by the Grace of God, of the United Kingdom,  
Canada and Her Other Realms and Territories, Queen, Head of the  
Commonwealth, Defender of the Faith.

To all to whom these presents shall come – Greeting.

Minister of Municipal Affairs

**Whereas** the Strathcona Regional District was incorporated on February 15, 2008 by letters patent issued on February 1, 2008 (Order in Council 59/2008), and

**Whereas** the Maa-nulth First Nations Final Agreement provides that, at any time before four months before the 10th anniversary of the Effective Date, Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations may give written notice to British Columbia and the Comox-Strathcona Regional District of its intention to end the Transition Period, as defined in the Maa-nulth First Nations Final Agreement, and become a member of the Comox-Strathcona Regional District, and

**Whereas** the Comox-Strathcona Regional District was divided into the Comox Valley Regional District and the Strathcona Regional District and the letters patent issued August 19, 1965 incorporating the Comox-Strathcona Regional District were repealed effective February 15, 2008, and

**Whereas** the Maa-nulth First Nations Lands of Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations, as defined in the Maa-nulth First Nations Final Agreement, are located within the Strathcona Regional District, and

**Whereas** Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations has given written notice to British Columbia and the Strathcona Regional District of its intention to end its Transition Period and become a member of the Strathcona Regional District effective April 1, 2021, and

**Whereas** section 252 of the *Local Government Act* authorizes the Lieutenant Governor in Council to issue letters patent to include a treaty first nation in a regional district and to do everything necessary to enable that membership in accordance with the final agreement of that treaty first nation;

**Now know ye that** We do by these presents proclaim and order as follows:

**1** *The letters patent issued on February 1, 2008 incorporating the Strathcona Regional District are amended*

*(a) in section 4 by adding the following paragraph:*

(c) the treaty lands of Ka:’yu:’k’t’h’/Che:k’tles7et’h’ First Nations. ,

*(b) by adding the following section to Part 2:*

**Participation in regional district service**

**6.1** Ka:’yu:’k’t’h’/Che:k’tles7et’h’ First Nations is a participant in, and the treaty lands of Ka:’yu:’k’t’h’/Che:k’tles7et’h’ First Nations are participating areas of, the general administration service. ,

*(c) in Schedule A by repealing the description under the heading “Electoral Area A (Kyoquot / Nootka – Sayward)” and substituting the following:*

Electoral Area A shall comprise all that tract of land, together with all foreshore and land covered by water, consisting of 873 980.62 hectares within the boundaries of the regional district as shown on the map identified by Map Reference Number SRD-03-05.EAA, dated December 7, 2020 and attached as Schedule 2 to these letters patent. , *and*

*(d) by adding the attached Schedule 2.*

**2** *All previous boundaries of Electoral Area A of the Strathcona Regional District set out in letters patent, other than the boundaries set out in letters patent referred to in section 1, are repealed.*



In testimony whereof, We have caused these Our Letters to be made Patent and the Great Seal of Our Province of British Columbia to be hereunto affixed.

Witness, The Honourable Janet Austin, Lieutenant Governor of Our Province of British Columbia, in Our City of Victoria, in Our Province, this 22nd day of March, two thousand and twenty-one and in the seventieth year of Our Reign.

By Command.



Attorney General and Minister Responsible for Housing  
(Counter signature for the Great Seal)

Lieutenant Governor

## FINANCIAL DISCLOSURE ACT

The information in this fact sheet applies to you if you are a municipal official, **including a municipal nominee**, or municipal employee (see definitions below).

*NOTE: If you are a nominee for election as a Member of the Legislative Assembly (MLA) in British Columbia, please refer to fact sheet #AG04003-a.*

### ABOUT THE ACT

The Financial Disclosure Act requires that the following people make disclosures of assets, debts and sources of income:

- A nominee for election to provincial or local government\* office, as a school trustee, or as a director of a francophone education authority.
- An elected local government official.
- An elected school trustee, or director of a francophone education authority.
- An employee designated by a local government, francophone education authority or board of a school district.
- A public employee designated by the Lieutenant Governor in Council.

\* ("local government" includes municipalities, regional districts, and the Islands Trust.)

The intent of the Act is to identify what areas of influence and possible financial benefit an elected official, nominee or designated employee might have by virtue of their office, and, in the case of an elected official or nominee, to ensure the public has reasonable access to the information.

### DEFINITIONS

For the purpose of this fact sheet:

**"disclosure clerk"** means:

- in relation to a municipality or regional district, the officer assigned responsibility for corporate administration;
- in relation to the Islands Trust, the secretary of the Islands Trust;
- in relation to the board of a school district, the secretary treasurer of the school district;
- in relation to a francophone education authority, the chief executive officer of the authority.

**"municipal official"** means a person who is a member of the council of a municipality, the board of a regional district or a local trust committee, or is a member of a board of school trustees constituted under the School Act, or is a member of the board of directors of a francophone education authority, and includes a **municipal nominee**.

**"municipal employee"** means a person who is employed or appointed by the council of a municipality, by the board of a regional district, by the Islands Trust Council, by a francophone education authority or by the board of a school district, and is designated by the council, board, Islands Trust Council or francophone education authority, as the case may be, to be a municipal employee.

## WHAT YOU MUST DISCLOSE

It is not necessary to disclose the value of your holdings or the amount of debt owed, but you must disclose:

- The name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf.
- The name of each creditor to whom you owe a debt, with the following exceptions: residential property debt (mortgage, lease or agreement for sale); money borrowed for household or personal living expenses; or any assets you hold in trust for another person.
- The name of each business or organization located or carrying on business within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee) and from which you receive financial remuneration. You must also identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of company or society).
- The legal description(s) and address(es) of all land located within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee) in which you, or a trustee acting on your behalf, own an interest or have an agreement, which entitles you to obtain an interest. Your personal residence does not need to be disclosed.
- The following information with regard to corporations where you individually, or together with your spouse, child, brother, sister, mother or father, own shares which total more than 30% of votes for electing directors:
  - The name of each corporation and its subsidiaries.
  - The type of business the corporation and its subsidiaries normally conduct.
  - A description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest or have an agreement entitling any of them to acquire an interest.
  - A list of creditors of the corporation, including its subsidiaries (you need not include debts of less than \$5,000 payable in less than 90 days).
  - list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

You must include shares held by a trustee on your behalf, but not shares you hold by way of security.

## FILING DISCLOSURE DOCUMENTS

You must use a "Statement of Disclosure" form to make your disclosures under the Act. You can download the form from the B.C. Government Web site at: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Financial Disclosure Form' in the search bar].

If you are a municipal official, you must submit your completed disclosure form with your nomination papers and, if elected, between January 1st and 15th in each year to the appropriate disclosure clerk. If you are a municipal employee, you must submit your completed disclosure form to the appropriate disclosure clerk not later than the 15th day of the month following the month in which you became a municipal employee and annually after than between January 1st and 15th.

You are not required to file more than one written disclosure a month. If you cease to be an elected municipal official or municipal employee, for any reason other than death, you must file a written disclosure by the 15th day of the month following the month in which you cease to be an official or employee.

# FREQUENTLY ASKED QUESTIONS

**Q. Do I need to list mutual fund investments?**

**A.** The Financial Disclosure Act was written many years ago and does not specifically address mutual fund investments. If you own mutual funds which do not contain corporate shares or interests in land located within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee), you are not required to disclose your investment. If you own mutual funds which do contain corporate shares or interests in land located in that regional district, your investment should be disclosed either as trusts (if applicable) or to comply with the spirit of the legislation.

**Q. Do I need to list investments held in my RRSPs?**

**A.** It depends on the type of investments you hold in your RRSPs. If you hold, in an RRSP, corporate shares or interests in land located within the regional district that includes the municipality, local trust area or school district for which you are elected or nominated (if a municipal official), or employed or appointed (if a municipal employee), those investments must be disclosed to the same extent as if you held those investments outside an RRSP. However, if you hold investments in an RRSP which would not be disclosable if you held them directly (e.g. term deposits or GICs), they do not become disclosable because they are held in an RRSP.

**Q. Do I need to list credit card debt for other than ordinary household or personal living expenses?**

**A.** Yes, credit card companies for which you owe a debt for other than ordinary household or personal living expenses must be disclosed.

**Q. What happens if I forget to include something on my form?**

**A.** As a municipal official or municipal employee you are required by law to submit a complete disclosure form annually and, if you are a municipal nominee, with your nomination papers. If you have forgotten to include something on your form, you should submit a supplement to your filed disclosure form or complete a new disclosure form and submit it to the appropriate disclosure clerk or, in the case of municipal nominees, to the chief election officer as soon as possible.

**Q. Who will have access to the information on my disclosure form?**

**A.** If you are a municipal official, your statement of disclosure form will be available for public inspection during normal business hours. If you are a municipal employee, a copy is sent to the members of the council, board or trust council responsible for your employment or appointment.

## FURTHER INFORMATION?

You should approach your solicitor if you require additional information on the Financial Disclosure Act and the disclosure form.

### DISCLAIMER

*The purpose of this fact sheet is to help municipal officials and municipal employees understand the general requirements of the Financial Disclosure Act. However, the Act itself should be referred to for specific interpretations.*



## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

*creditor's name(s)*


*creditor's address(es)*


## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

*your capacity*


*name(s) of business(es)/organization(s)*


## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

*legal description(s)*


*address(es)*


## Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

**If yes, please list the following information below & continue on a separate sheet as necessary:**

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_

*signature of person making disclosure*

\_\_\_\_\_

*date*

### Where to send this completed disclosure form:

#### Local government officials:

**... to your local chief election officer**

- with your nomination papers, and

**to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### School board trustees/ Francophone Education Authority directors:

**... to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

#### Designated Employees:

**... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



*DIRECTOR CODE OF CONDUCT BYLAW 2018  
(CONSOLIDATED)*

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The following is a consolidated version of Bylaw No. 330, which was adopted July 18, 2018, and includes the following amendment bylaws:

BYLAW No.	BYLAW NAME	ADOPTED	PURPOSE
SRD 513	Director Code of Conduct Bylaw 2018, Amendment No. 1	Sept 13, 2023	To amend the director code of conduct.

**Unless certified on the last page, this bylaw should not be relied upon for legal purposes. There may be pending updates or revisions to this bylaw. Please contact the Corporate Services Department for the Strathcona Regional District for the most current version.**

**BYLAW NO. 330**

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**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR REGIONAL DISTRICT DIRECTORS**

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**WHEREAS** the purposes of the Regional District include providing good government for its community, pursuant to Part 5 of the *Local Government Act*;

**AND WHEREAS** the Regional District seeks to maintain and enhance the quality of life for its residents through effective, responsible and responsive government;

**AND WHEREAS** the Regional District wishes to establish principles and guidelines for the conduct of directors in providing good government for the Regional District;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

**PART 1 - INTERPRETATION****Definitions**

1. In this bylaw, unless the context otherwise requires:

SRD 513

**“accountability”** means an obligation and willingness to accept responsibility or to account for one’s actions.

**“Board”** or **“Regional Board”** includes a committee of the Board or any other body established by the Board to which a director is appointed.

**“code”** or **“Code of Conduct”** means the Code of Conduct established by this bylaw.

**“collaboration”** means coming together to create or meet a common goal through collective efforts.

**“community”** means a municipality, treaty First Nation, electoral area or the entire region as the context requires.

**“complainant”** means a director, employee or member of a Strathcona Regional District committee or commission appointed by the Board.

**“directors”** includes alternate directors and associate members.

**“employee”** means an employee or officer of the Strathcona Regional District.

“**integrity**” means being honest and demonstrating strong ethical principles.

“**leadership**” means the ability to lead, listen to and positively influence others.

“**respect**” means having due regard for others’ perspectives, wishes and rights including the offices of local government and its role in community decision making.

## **PART 2 - GENERAL**

### **Principles and Values**

2. The Board of Directors is committed to performing its functions of office truthfully, faithfully and impartially to the best of its knowledge and ability based on the following values:
  - (a) to work as a committed team in a spirit of collaboration and community;
  - (b) to be caring and respectful in all interactions and relationships;
  - (c) to be open and honest, and to adhere to the highest standards of ethical conduct;
  - (d) to deliver effective public service through professionalism and creativity; and
  - (e) to be accountable to constituents and to the region as a whole.

### **General Conduct of Directors**

3. Directors must adhere to the key values and provisions of the Code of Conduct and must ensure that:
  - (a) public business is conducted with integrity in a fair, honest and open manner;
  - (b) they respect one another, the public and staff and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;
  - (c) their conduct in the performance of their duties and responsibilities with the Regional District be above reproach;
  - (d) decision-making processes be accessible, participatory, understandable, timely and just, in addition to satisfying the requirements of applicable enactments; and
  - (f) they act with due regard for the broadest public interest.

### **Standards of Conduct – Integrity**

3A. Integrity is demonstrated by the following conduct:

SRD 513

- (a) Directors will be truthful, honest and open in all dealings, including those with other directors, staff and the public.
- (b) Directors will ensure that their actions are consistent with the shared principles and values collectively agreed upon by the Board.
- (c) Directors will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- (d) Directors will direct their minds to the merits and detriments of the decisions before them, ensuring that they act based on relevant information and principles and in consideration of the consequences of those decisions.
- (e) Directors will behave in a manner that promotes public confidence in all their dealings.

### **Standards of Conduct - Respect**

3B. Respect is demonstrated by the following conduct:

SRD 513

- (a) Directors will treat every person with dignity, understanding and respect.
- (b) Directors will show consideration for every person’s values, beliefs, experiences and contributions to discussions.

- (c) Directors will demonstrate awareness of their own conduct and consider how their words or actions may be, or may be perceived to be, offensive or demeaning.
- (d) Directors will not engage in behaviour at the Board table that is indecent, profane, vulgar, insulting or abusive including verbal slurs such as racist remarks, unwanted physical contact or other aggressive actions that are harmful or threatening.

### **Standards of Conduct - Accountability**

3C. Accountability is demonstrated by the following conduct:

SRD 513

- (a) Directors will be responsible for the decisions that they make and be accountable for their own actions.
- (b) Directors will listen to and consider the opinions and needs of the region in all decision-making and allow for appropriate opportunities for discourse and feedback.
- (c) Directors will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

### **Standards of Conduct – Leadership and Collaboration**

3D. Leadership and collaboration is demonstrated by the following conduct:

SRD 513

- (a) Directors will behave in a manner that builds public trust and confidence in the Regional District, including considering the different interests of the people who make up the community.
- (b) Directors will consider the issues before them and make decisions as a collective body which means that directors will actively participate in debate about the merits of a decision but, once a decision has been made, all directors will recognize the democratic majority.
- (c) Directors will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.

### **Unacceptable Behaviour**

- 4. Directors must refrain from abusive conduct, intimidating or demeaning behaviour or verbal attacks upon the character, professionalism or motives of others.

### **Compliance with Laws**

- 5. Directors must comply with all applicable federal, provincial and local laws in the performance of their public duties including:
  - (a) the *Constitution Act of Canada*;
  - (b) the *Provincial Human Rights Code*;
  - (c) the *Criminal Code*;
  - (d) the *Local Government Act*;
  - (e) the *Community Charter*;
  - (f) laws pertaining to financial disclosures and employer responsibilities; and
  - (g) all relevant Regional District bylaws and policies.

### **Respect for Process**

- 6. Directors shall perform their duties in accordance with the policies, procedures and rules of order established by the Regional District governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions by the Board.

**PART 3 - MEETINGS****Conduct of Meetings**

7. Meetings should be conducted with the objective of making the proceedings as open, transparent, accessible and understandable to the public as possible.

**Meeting Preparations**

8.
  - (1) Directors shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.
  - (2) Cellular phones should be turned off during meetings however, if an urgent matter requires that a director respond to an email during the meeting, the cell phone shall be muted or kept in vibrate mode.

**Decorum at Meetings**

9.
  - (1) Directors shall not interrupt other speakers, make personal comments or comments not germane to the business of the Board, or otherwise disturb a meeting.
  - (2) Meetings should provide an environment for transparent and healthy debate on matters requiring deliberation by the Board.

**Meeting Procedures**

10. The Board of Directors must act in accordance with the Board's procedure bylaw, Robert's Rules of Order and the conduct guidelines outlined in this bylaw.

**Chair's Rulings to be Respected**

11. Directors shall respect and abide by rulings of the Chair unless altered by decision of the Board using the procedures available for challenging the Chair.

**PART 4 - ADVOCACY****Collaboration and Cooperation**

12. It is recognized that directors play a dual role of representing the interests of their respective taxpayers while recognizing the benefits of regional collaboration and cooperation within the democratic process of decision-making as a regional entity.

**Recognition of Diverse Interests**

13. Directors shall respect the diverse interests of constituents and the role of directors to balance the views of their respective jurisdictions with those of other jurisdictions and, to that end, directors will consider all aspects of an issue, including application of the Board's key values, prior to making decisions that support the Board's strategic objectives.

**Board Decisions Paramount**

14. While it is not anticipated that all decisions will be unanimous, it is recognized that the decisions of the Board will be the only position portrayed as a corporate decision.

**PART 5 – COMMUNICATION AND MEDIA RELATIONS**

**Regional District Spokespersons**

15. The Chair of the Regional Board is the spokesperson for the Regional District on Board matters, and decisions of the Board are to be communicated by the Chair or the Chair's designate.

**Administrative and Operational Matters**

16. The Chief Administrative Officer or that person's designate is the spokesperson for the Regional District on administrative and operational matters.

**Corporate Correspondence**

17. All corporate correspondence shall be sent on the letterhead of the Regional District and shall be used for the purpose of obtaining or giving information or conveying the official position of the Regional District established by resolution of the Regional Board.

**Director Communications**

18.
  - (1) Directors will accurately communicate decisions of the Board even if they disagree with the majority decision of the Board.
  - (2) Directors may state that they voted against a Board decision but will refrain from making disparaging comments about other directors or the decision itself.
  - (3) Adherence to the above procedures will affirm the respect for and integrity of the decision-making process of the Regional Board.

**Director Advocacy**

19. Directors have a responsibility to speak and advocate on behalf of their citizens, however directors shall remain cognizant at all times of the potential for the public or outside parties to misunderstand the different roles of Board members and, with this in mind, directors shall take special care and all appropriate measures when communicating to ensure that they are seen to be speaking as individual directors and not on behalf of the Board unless specifically authorized by the Chair or the Board to do so.

**Use of Corporate Letterhead**

20.
  - (1) When using Regional District letterhead to present their individual opinions and positions, directors shall expressly state that the views are their own and do not necessarily represent the views of the Regional District as a whole.
  - (2) Directors shall not use Regional District letterhead for personal matters or to convey an opinion on any matter that has not been specifically approved by the Board.
  - (3) All correspondence on Regional District letterhead must be forwarded to the corporate office to ensure that proper records are maintained and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.

**PART 6 – STAFF RELATIONS****Interaction with Staff**

21. The Regional Board, acting as a whole, has the sole responsibility to govern the Regional District in accordance with the *Local Government Act, Community Charter* and other relevant legislation and, as such, directors must not:
- (a) direct or influence, or attempt to direct, influence or issue instructions to any member of staff in the exercise of their duties or functions;
  - (b) contact or issue instructions to any of the Regional District's contractors, tenderers, consultants or other service providers; or
  - (c) make public statements attacking or reflecting negatively on staff or invoke staff members for political purposes.

**Roles and Responsibilities**

22. 1) There are distinct and specialized roles expected of staff both in carrying out their responsibilities and in dealing with the Board.
- (2) Directors shall respect and adhere to the Regional District's governance structure in which the Board makes policy decisions and the staff implements those decisions with appropriate advice, information and analysis.

**Accountability for Decisions**

23. (1) Staff are accountable to the Chief Administrative Officer and the Chief Administrative Officer is accountable to the Board.
- (2) The Chief Administrative Officer is responsible for the efficient and effective operation of the Regional District organization and for ensuring the implementation of Board decisions and, as such, it is inappropriate for directors to involve themselves in matters of administration, departmental management, supervision, personnel or other administrative responsibilities that fall within the jurisdiction of the Chief Administrative Officer.

**Board is the Governing Body**

24. (1) The Regional District as a corporate body represents the entire Regional District and the Board as a whole is the local government for individual electoral areas.
- (2) The Board as a whole, not individual directors, gives direction to staff through passage of Board resolutions.

**Respecting Corporate Priorities**

24. (1) Directors shall not request staff to undertake work that has not been expressly authorized by the Board nor shall they;
- (a) interfere with the administrative functions of the Regional District or the professional duties of staff; or
  - (b) impair the ability of staff to implement Regional District policy decisions.
- (2) Where a director desires that work be undertaken which has not been authorized, the director shall submit such request directly to the Board or, where the director believes the request is of a minor nature consistent with corporate policies or formal strategic direction, to the Chief Administrative Officer who shall determine if the request can be accommodated without compromising other Board-approved

- directives or if the request needs to be referred to the Board for consideration of resource allocation.
- (3) Staff will seek the advice and approval of their manager prior to responding to direct requests from directors unless the request is minor or of a day-to-day operational nature.
  - (4) Unless provided in response to a formal request under the *Freedom of Information and Protection of Privacy Act*, information provided to a director by staff that would constitute more than a technical clarification will be provided to all directors so that all directors have access to the same information.
  - (5) Information provided to a director that is deemed to be significant or which is likely to be used in a Board meeting or in political debate should also be provided to all other directors and to the Chief Administrative Officer.
  - (6) Directors are not permitted to request any information or work from staff that is not related to the business of the Regional District.

#### **PART 7 – USE OF PUBLIC RESOURCES**

##### **Corporate Resources**

25. Directors, staff, volunteers and other persons representing the Regional District shall not use Regional District resources including equipment, supplies, websites, facilities or personnel for purposes other than the discharge of their duly authorized duties in connection with the Regional District and in no event are such resources to be used for personal convenience.

#### **PART 8 – CONFIDENTIAL INFORMATION**

##### **Confidential Information Defined**

26. Confidential information includes documents and discussions regarding all matters described under section 90 of the *Community Charter* affecting the business affairs of the Regional District as well as information provided by a third party on a confidential basis including, but not limited to the following:
  - (a) information discussed or disclosed at a closed meeting of the Board;
  - (b) information that is circulated to directors and marked as confidential; and
  - (c) information that is given verbally in confidence in preparation for or following a closed session of the Board.

##### **Duty to Maintain Confidentiality**

27.
  - (1) Directors shall be aware of their responsibilities under the *Local Government Act* and *Community Charter* and shall fulfill the statutory requirements imposed by such legislation.
  - (2) Directors, staff and advisory body members shall not disclose or release to anyone, either in oral or written form:
    - (a) confidential information acquired by virtue of their office unless required by law or authorized by the Board to do so;
    - (b) the substance of deliberations of a closed meeting of the Board prior to the Board adopting a resolution to release the information to the public; or
    - (c) confidential information that has been otherwise been approved to be released to the public.

**PART 9 – IMPLEMENTATION AND ENFORCEMENT**

**Implementation**

28. Upon adoption of this bylaw, the Code of Conduct described in this bylaw becomes effective and it is the responsibility of those persons affected by the provisions of the Code to become familiar with and embrace those provisions.

**Compliance**

29. The Code of Conduct sets out the expectations of the Board with respect to the standards of conduct for directors and is intended to be self-enforcing through understanding and acceptance of the principles and values from which the Code is derived.

**Accountability**

- 29A. The Director's Statement shown on Appendix 'A', attached to and forming part of this bylaw, shall be provided to every director for their signature to acknowledge that they have read and understand the Code of Conduct.

SRD 513

**Penalties and Sanctions**

- 29B. In the event of a breach of this Code of Conduct by a director which, in the opinion of the Board, warrants the placement of penalties or sanctions against the director responsible for the breach, the Board may consider disciplinary action against the director, including any of the following depending on the nature and severity of the breach:
- (a) removal of the director from one or more committees
  - (b) censure of the director
  - (c) financial penalties against the director
  - (d) referral of the matter to law enforcement
  - (e) seeking removal from office of the director
  - (f) such other disciplinary measures as may be deemed appropriate.

SRD 513

**Submission of Complaints**

- 29C. (1) Allegations of a breach of the Code of Conduct may be submitted:
- (a) in writing by a complainant, as defined in this bylaw, or
  - (b) by resolution of the Regional Board.
- (2) All allegations of a breach submitted in accordance with subsection (1)(a) shall be provided to the Board by inclusion on a meeting agenda.
- (3) Written complaints against a director that are submitted by members of the public who do not meet the definition of complainant, as defined in this bylaw, shall be provided to the Board by inclusion on a meeting agenda, together with an analysis by staff.

SRD 513

**Citation**

30. This bylaw may be cited for all purposes as Bylaw No. 330, being Director Code of Conduct Bylaw 2018.

SRD 513

Appendix 'A'

**DIRECTOR'S STATEMENT**

As a member of the Regional Board, I agree to uphold the Code of Conduct adopted by the Strathcona Regional District and to conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests and views in our region;
- help to create an atmosphere of open and responsive government;
- conduct public affairs with integrity, in a fair, honest and open manner;
- respect one another and the unique role and contribution each of us has in making the region a better place to work, live and play;
- strive to keep the decision-making process open, accessible, participatory, understandable, timely, just and fair;
- avoid and discourage conduct which is not in the best interests of the region;
- avoid any real or perceived conflicts of interest and declare at the earliest opportunity any interest that is or may be in conflict with the business of the region;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understand the Strathcona Regional District code of conduct bylaw.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**DIRECTOR COMPENSATION BYLAW 2013  
(CONSOLIDATED)**

The following is a consolidated version of Bylaw No. 167, which was adopted on April 25, 2013 and includes the following amendment bylaws:

<b>BYLAW No.</b>	<b>BYLAW NAME</b>	<b>ADOPTED</b>	<b>PURPOSE</b>
SRD 246	Director Compensation Bylaw 2013, Amendment No. 1	March 24, 2016	To amend the annual indemnity rates for municipal directors.
SRD 252	Director Compensation Bylaw 2013, Amendment No. 2	June 30, 2016	To amend the definition of 'public body'.
SRD 281	Director Compensation Bylaw 2013, Amendment No. 3	July 12, 2017	To amend the group benefit provisions applicable to directors.
SRD 336	Director Compensation Bylaw 2013, Amendment No. 4	November 7, 2018	To include an annual indemnity rate for the Vice Chair of the Board and to authorize unscheduled compensation reviews.
SRD 349	Director Compensation Bylaw 2013, Amendment No. 5	April 10, 2019	To amend the remuneration paid to directors for the performance of their duties of office.
SRD 376	Director Compensation Bylaw 2013, Amendment No. 6	February 12, 2020	To amend the annual indemnity rate for the Chair, adjustments to the annual indemnity rates, travel time for meetings, scheduled reviews and reimbursement limits for expenses.
SRD 425	Director Compensation Bylaw 2013, Amendment No. 7	March 24, 2021	To amend the remuneration paid to directors for the performance of their duties of office
SRD 430	Director Compensation Bylaw 2013, Amendment No. 8	May 12, 2021	To amend the compensation paid to the Chair for performing the duties of office
SRD 452	Director Compensation Bylaw 2013, Amendment No. 9	February 9, 2022	To amend the compensation paid to Directors for workshop attendance.
SRD 456	Director Compensation Bylaw 2013, Amendment No. 10	February 23, 2022	To amend the annual indemnity rate for directors, Chair, and Vice-Chair

SRD 488	Director Compensation Bylaw 2013, Amendment No. 11	March 15, 2023	To amend the compensation paid to Directors for public hearing attendance.
SRD 628	Director Compensation Bylaw 2013, Amendment No. 12	November 19, 2025	To amend group benefit coverage eligibility for director retirees.

**Unless certified on the last page, this bylaw should not be relied upon for legal purposes. There may be pending updates or revisions to this bylaw. Please contact the Corporate Services Department for the Strathcona Regional District for the most current version.**



## BYLAW NO. 167

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**A BYLAW TO COMPENSATE DIRECTORS FOR PERFORMING THEIR DUTIES OF OFFICE**

---

**WHEREAS** a Regional Board may, pursuant to sections 4 and 176 of the *Local Government Act*, exercise broad corporate powers with respect to the operation of its services including the services of general administration and electoral area administration;

**AND WHEREAS** the Regional District wishes to continue providing compensation to its directors for the performance of their duties of office;

**AND WHEREAS** the Regional District may, pursuant to section 796.2 of the *Local Government Act*, make different provisions for different circumstances and for different classes of persons, places or things established by bylaw;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

**Definitions**

1. In this bylaw, unless the context otherwise requires:

**“annual indemnity”** means the financial compensation to which a director is entitled by virtue of holding office.

**“compensable meeting”** means a meeting for which a director is entitled to claim remuneration or reimbursement of expenses.

**“constituency expenses”** has the meaning set out in Schedule ‘D’, attached to and forming part of this bylaw.

**“consumer price index”** means the Consumer Price Index for British Columbia (all items) published by Statistics Canada.

**“duties of office”** means:

- (a) with respect to a director, the duties and responsibilities imposed by an enactment or by the Regional Board including, in the case of an electoral area director, those duties required to represent the interests of the director’s constituency, and
- (b) with respect to the Board Chair, representing the interests of the Regional Board at meetings with the Chief Administrative Officer of the Regional District, or with another government, first nation, government body, public body or similar organization without the prior approval of the Regional Board.

**“electoral area director”** means the person elected within an electoral area to sit on the Regional Board.

SRD 425

**“first nation director”** means a director who has been appointed by a treaty first nation to sit as a director on the Regional Board.

**“meeting remuneration”** means the compensation to which a director or alternate director is entitled for the time spent by them to attend a meeting.

**“municipal director”** means a person appointed by a municipality to sit on the Regional Board.

SRD 252

**“public body”** means an external agency, board, commission, society or other similar body to which a director has been nominated or appointed by resolution of the Regional Board to represent the Regional District.

**“reimbursement”** means a payment made to a director to cover the reasonable and necessary expenses incurred by that person in the performance of their duties of office.

**“travel time”** means the time spent by a director while in transit for a meeting but excludes the time spent in overnight accommodation or at the meeting.

SRD 452

**“workshop”** means a seminar, forum or other similar event intended for directors to collectively familiarize themselves with a topic or topics relevant to their duties of office and, at which event, no voting will occur.

**Annual Indemnity Rates**

2. (1) Each director shall be paid an annual indemnity in accordance with the terms of this bylaw.

SRD 246,  
349, 425,  
456

(2) For 2022 the annual indemnity rates for directors are \$51,515 for electoral area directors and \$15,522 for municipal and first nations directors.

SRD 376,  
456

(3) In addition to the rates set out in subsection (2) the annual indemnity for the Chair of the Regional Board shall be set at \$29,505 for 2022.

SRD 336,  
456

(3A) In addition to the rates set out in subsection (2) the annual indemnity rate for the Vice Chair of the Regional Board shall be set at \$3,472 for 2022.

(4) The annual indemnity amount or amounts to which a director is entitled shall be divided and paid in monthly instalments but the amount payable in any month shall be pro-rated in the event a director holds office for only a part of the month.

(5) Except as provided in sections 8 and 9 the annual indemnity to which a director is entitled may not be transferred or shared with another director or alternate director.

**Retroactive Payments**

SRD  
456

3. (1) [Repealed].

SRD 349, 456

(2) [Repealed].

SRD 430

(3) The Chair’s duties of office are deemed to have always been in effect regardless of the date that such duties were enumerated in this bylaw.

**Adjustments to Indemnity Rates**

4. (1) Commencing on January 1, 2022 and annually thereafter, the rates established in sections 2(2), 2(3) and 2(3A) shall, unless otherwise prescribed, be increased or decreased by a percentage equivalent to the change in the Consumer Price Index for the immediately preceding 12 months.

SRD 336,  
456

(1A) In addition to the adjustment authorized by subsection (1), the indemnity rate for municipal or first nations directors shall be increased by 1.65 per cent commencing January 1, 2022 and annually thereafter.

SRD 376,  
425, 456

(2) [Repealed].

SRD 246

(3) The rates adjusted pursuant to subsection (1) shall be rounded to the nearest dollar.

**Remuneration for Meeting Attendance**

5. (1) Each director shall be entitled to claim remuneration for attendance at meetings in accordance with Schedule 'A', attached to and forming part of this bylaw.
- (2) For clarity, a person may not make more than one claim for attendance at any meeting regardless of the number of positions held.

**Business Expense Reimbursement**

6. (1) Directors are entitled to claim reimbursement for such expenses as may reasonably be incurred in the performance of their duties of office in accordance with Schedule 'B', attached to and forming part of this bylaw.

SRD 349

(2) Where the reimbursement of an expense is not authorized in this bylaw the Chair or the Chief Administrative Officer may, upon receipt of a written request from a director, pre-approve the reimbursement of the expense and advise the Board of such action at the next meeting.

**Workshop Attendance**

- 6A. Despite any other provision of this bylaw, each director who attends a workshop that has been previously approved by resolution of the Board shall be entitled to claim remuneration and expenses for their attendance at the workshop on the same basis as if the workshop was a duly called meeting of the Regional Board.

SRD 452

**Group Benefit Coverage**

7. The Regional District shall provide a package of group benefits for directors and alternate directors as outlined in Schedule 'C', attached to and forming part of this bylaw.

**Alternate Director Entitlements**

8. The provisions of this bylaw apply to an alternate director when taking the place of a director except that an alternate director must take the place of a director for a period of at least 30 consecutive days in order to qualify for payment of the director's annual indemnity.

**Vice Chair Entitlements**

9. (1) When taking the place of the Chair of the Regional Board, a Board committee, or another body established by the Regional District, the provisions of this bylaw apply to the Vice Chair of the Board, committee or other body as if that person was the Chair rather than the Vice Chair.
- (2) Despite subsection (1) the Vice Chair of the Regional Board must take the place of the Chair for a period of at least 30 consecutive days in order to qualify for payment of the Chair's annual indemnity.

**Processing of Claims**

10. (1) A claim for remuneration or reimbursement of expenses must not be processed for payment until the claimant has completed, signed and submitted the claim on the prescribed form.
- (2) Claims submitted for payment more than 30 days after the calendar year in which the meeting, event or other activity was held or the expense was incurred will not be processed.
- (3) In the event that a claim for remuneration or reimbursement of expenses is disallowed or partially disallowed, the claimant may appeal the decision to the Regional Board which shall consider and rule on the matter.
- (4) Notwithstanding any provision of this bylaw the Chief Administrative Officer may withhold payment of an indemnity amount, remuneration claim or expense reimbursement pending review by the Regional Board.

**Compensation Review**

11. (1) An independent review of the compensation and benefit coverage provided by this bylaw shall be conducted in the first quarter of the second year following each general local election commencing in 2022.
- (2) Despite subsection (1) the Board may authorize a review of this bylaw or any provision thereof to be undertaken independently of the scheduled review.

SRD 336,  
376. 456

SRD 376

**Effective Date**

12. This bylaw shall come into effect on the day after its adoption.

**Repeal**

13. Bylaw No. 2922, being Strathcona Regional District Remuneration and Expenses Bylaw 2006, is repealed in its entirety.

**Citation**

14. This bylaw may be cited for all purposes as Bylaw No. 167, being Director Compensation Bylaw 2013.

**Schedule 'A'**

SRD 349

**Meeting Remuneration**

**Meeting Attendance by Directors**

1. Directors are entitled to claim remuneration for attendance at meetings for which they are members in accordance with the following table:

SRD 488	Meeting Type	Rates		Particulars
		Director	Chair*	
	Regional Board	\$160 per meeting	\$256 per meeting	Meeting rate for Chair included in annual indemnity
	Committee of the Whole	\$160 per meeting	\$256 per meeting	Chair rate includes director rate component
	Electoral Areas Services Committee			
	Strathcona Gardens Commission			
	Parcel Tax Roll Review Panel other standing, select or special committee of the Regional Board			
	Municipal Services Committee	\$160 per meeting	\$256 per meeting	Not claimable if meeting held on same day as Regional Board or Board committee
	public hearing	\$2,500 annually for all public hearing attendance		Attending at least one public hearing in the year required to trigger annual rate.
	public body	\$160 per day	n/a	Provided that public body does not pay meeting remuneration and subject to authorizing resolution of Regional Board

*\*Chair means Board Chair, committee Chair or other Chair as the context requires*

**Travel Time for Meetings**

2. Directors are entitled to claim \$30.00 for each hour of travel time to attend and return from a compensable meeting provided that the meeting is convened at a location that is more than 60 kilometres or one hour travel time from the director's home.

SRD 376

**Meeting Attendance by Non-Members**

3. Directors who are not members of a Regional District committee or commission are entitled to claim for their attendance at a meeting of the committee or commission as if they were a member, provided that the director has received a written invitation to attend the meeting by the Chair of the committee or commission.

**Election for Automatic Payment**

4. Except for the meetings of a public body, a director may elect in writing to have the meeting remuneration to which they are entitled paid automatically based on their attendance at one or more of the Regional Board, committee or other meeting types included in section 1.

**Schedule 'B'**  
**Expense Reimbursement**

SRD 376

**Reimbursement Limits for Expenses**

1. Directors are entitled to claim the following expenses up to the maximum specified:

Expense Type	Maximum Payable	Particulars
Commercial accommodation (single occupancy)	actual cost up to Province of B.C. rate limits	director discretion to be used when rates not applicable
Non-commercial accommodation	\$35.00 per day	no receipt required
Approved conferences & courses*	actual cost	includes registration fees and required course materials
Private motor vehicle use – hard surfaced roads	The lesser of: <ul style="list-style-type: none"> <li>• the rates established by the Canada Revenue Agency, and</li> <li>• return airfare and ground transportation equivalent</li> </ul>	no receipt required for private motor vehicle use
Private motor vehicle use – gravel roads	\$0.12 per km premium over hard surfaced rate	no receipt required for private motor vehicle use
Private motor vehicle insurance	difference between personal (Rate Class 002 or 003) and business class (Rate Class 007) premiums	
Ferry, airline or ground transportation	actual cost	includes public transit and commercial transportation
Meals	\$20.00 (breakfast) \$25.00 (lunch) \$35.00 (dinner)	no receipt required
Per diem while on travel status	\$125.00 per 24 hour period less meals provided	no receipt required
Information circulars	actual cost	includes printing and circulation
Meeting room rental	actual cost	
Communication charges	actual cost	includes one cellular phone line, one telephone line, one facsimile line and one internet connection
Photocopy charges and other office expenses	actual cost	

\* includes annual conventions for Association of Vancouver Island & Coastal Communities, Federation of Canadian Municipalities, Union of British Columbia Municipalities and other approved events of these organizations.

**Qualifying Expenses**

2. Only those costs necessarily incurred for the conduct of Regional District business are reimbursable.

**Chair Expenses**

SRD 430

3. The Chair is entitled to reimbursement of expenses incurred to perform his or her duties of office regardless of whether the meeting or other event for which the expenses are claimed is compensable.

**Partner Expenses**

4. For convenience, in the event a director wishes to have their spouse or partner accompany them to a conference or other approved event, the Regional District may pay the applicable fees and charges associated with such spousal participation provided that those costs are subsequently deducted from one or more expense claims submitted by the director.

**Out of Province Expenses**

5. Except for expenses related to the annual Federation of Canadian Municipalities convention, approval by the Regional Board is required for the reimbursement of expenses incurred by a director for attendance at meetings, conventions or other events held outside the boundaries of British Columbia.

**Refund of Costs Paid on Director's Behalf**

6. Where the Regional District has incurred costs in relation to a director's attendance at a meeting, conference or other event and:
  - (a) the director does not attend the meeting, conference or other event,
  - (b) the absence of the director was not due to illness or an emergency, and
  - (c) the Regional District is otherwise unable to recover some or all of the costs incurred,

the director shall refund 50% of the unrecoverable costs to the Regional District.

**Receipts and Documentation**

7. Unless otherwise indicated receipts are required to be included with all claims for expense reimbursement.

**Taxes and Levies**

8. Federal, Provincial and municipal taxes and levies are claimable expenses.

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**Schedule 'C'**  
**Group Benefits**

**Group Benefit Coverage**

1. The following group benefits will be provided to participating directors, alternate directors and director retirees on the basis specified:

Benefit Type	Coverage Details	Premium Payments		
		Directors	Alternate Directors	Director Retirees <sup>1,2</sup>
Medical Services Plan	basic coverage (if not otherwise provided)	100% by the Regional District	50% by the Regional District, 50% by the individual	100% by the Regional District
Extended health	paramedical, dental, vision care, prescription drugs, ambulance, travel insurance, etc.			
Personal accident insurance (AD&D)	while on Regional District business only		100% by the Regional District	n/a
Life insurance (standard)	\$50,000 maximum		50% by the Regional District, 50% by the individual	n/a
Life insurance (optional)	above \$50,000 or spousal insurance		100% by the individual	n/a

Notes: 1. Eligibility is limited to 4 years following last term of office or until age 80, whichever occurs first.  
2. Directors who don't meet the eligibility requirements as a Director Retiree due to their age are eligible to receive a one-time taxable payment equivalent to the annual premium costs for up to 4 years.

**Coverage Limitations**

2. Participant eligibility in benefit programs is subject to the limitations set by the provider.

**Definition of Director Retiree**

3. For the purposes of this Schedule 'C', the term '**director retiree**' means a person who no longer occupies the position of director or alternate director but did so for the full 4-year term of office immediately prior to retirement during which they were enrolled in the Regional District's benefit coverage plan.

**Schedule 'D'**  
**Constituency Expenses**

**Constituency Expenses Defined**

1. Constituency expenses are defined as the costs incurred by an electoral area director while conducting Regional District business related exclusively to the area represented by the director.

**Eligible Expenses**

2. Expenses which qualify as constituency expenses are those reimbursable expenses listed in Schedule 'B' and the following:
  - meeting facilitation costs
  - meetings which fall outside of the scope of Schedule 'A'
  - travel costs for constituency purposes subject to the limits set out in Schedule 'B'
  - postage and office expenses
  - advertising costs including business cards
  - membership in the Coastal Community Network

**Limit on Expenses**

3. Constituency expenses which exceed the limits set out in the adopted financial plan will not be reimbursed.

**Receipts and Documentation**

4. The requirements for providing receipts for claiming reimbursement of constituency expenses are the same as those set out in Schedule 'B'.

**Taxes and Levies**

5. Federal, Provincial and municipal taxes and levies are claimable expenses for the purposes of reimbursement of constituency expenses.



**REGIONAL BOARD PROCEDURE BYLAW 2024  
(CONSOLIDATED)**

The following is a consolidated version of Bylaw No. 544, which was adopted May 22, 2024 and includes the following amendment bylaws:

<b>BYLAW NO.</b>	<b>BYLAW NAME</b>	<b>ADOPTED</b>	<b>PURPOSE</b>
SRD 572	Regional Board Procedure Bylaw 2024, Amendment No.1	September 25, 2024 <i>(Effective as of January 1, 2025)</i>	To address abandoned bylaws.
SRD 609	Regional Board Procedure Bylaw 2024, Amendment No. 2	June 25, 2025	To address reconsideration motions.
SRD 623	Regional Board Procedure Bylaw 2024, Amendment No. 3	December 10, 2025	To address amendments pertaining to indemnification, addendums, Committee Chair Reports, and electronic devices.

**Unless certified on the last page, this bylaw should not be relied upon for legal purposes. There may be pending updates or revisions to this bylaw. Please contact the Corporate Services Department for the Strathcona Regional District for the most current version.**



**BYLAW NO. 544**

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**A BYLAW TO GOVERN THE PROCEEDINGS OF THE REGIONAL BOARD  
AND ITS COMMITTEES**

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**WHEREAS** the Regional Board has adopted Bylaw No. 1 to govern the proceedings of the Regional Board and Board committees including the procedures for passing bylaws and resolutions, and for providing advance public notice of such meetings:

**AND WHEREAS** the Regional Board wishes to replace the said Bylaw No. 1 in order to update the provisions thereof;

**AND WHEREAS** the Regional District desires that its proceedings and those of its committees continue to be guided by principles of efficiency, accountability and procedural fairness;

**AND WHEREAS** advance public notice of this bylaw has been provided in accordance with the requirements of the *Local Government Act*;

**NOW THEREFORE** the Board of Directors of the Strathcona Regional District, in open meeting assembled, enacts as follows:

**PART 1: INTERPRETATION**

**Definitions**

1. In this Bylaw, unless the context otherwise requires:

**“absolute majority”** means a majority of all of the votes available on the entire Board or committee, as the case may be;

**“adjournment”** means the temporary suspension of proceedings until a later day;

**“appointment”** means the selection of a person to fill a position on the Board, a committee or another agency;

**“assembly”** means a duly called meeting of the Regional Board or a committee, whether or not a quorum is present;

**“associate member”** means a person, other than a director, appointed by a treaty first nation to participate in Regional District affairs in a non-voting capacity;

**“Board”** or **“Regional Board”** means the Board of Directors of the Regional District in session;

**“Chair”** means the elected Chair of the Board or, as the context requires, the person presiding at a meeting;

**“closed meeting”** includes a meeting that is closed to the public for only part of its duration;

**“committee”** means the Committee of the Whole, a standing committee, a select committee or a subcommittee;

**“consensus”** means the presumed approval of the assembly by the Chair;

**“director”** includes an alternate director;

**“election”** means the appointment of a person by ballot process;

**“electronic format”** means in written form but stored on a computer readable medium;

**“electronic participant”** means a member who is participating electronically in a meeting and who is not physically present at the meeting place;

**“electronic participation”** means participation in a meeting via telephone, computer or other device that permits the public and other members to hear, or see and hear, the electronic participant.

**“emergency”** has the meaning set out in the *Emergency Program Act*;

**“inaugural meeting”** means, with respect to the Board, the first meeting held after November 1 in each year and, with respect to a committee, the first meeting held each calendar year;

**“meeting agenda”** means an itemized list of matters that are proposed to be considered at a meeting;

**“member”** means a director who has been elected or appointed to the Regional Board, an associate member, or a person appointed to a committee;

**“motion”** means a proposal put forward by a member for consideration of the Board that the Regional District undertake an action, make a recommendation or express an opinion;

**“mover”** means the member who has made a motion;

**“negative motion”** means a motion proposing that the assembly not undertake an action, make a recommendation or express an opinion;

**“notice of meeting”** means a notice informing the public of one or more upcoming meetings of the Regional Board, a committee, a commission or other agency for which the Regional District is responsible.

**“notice of motion”** means a written notice provided by a director advising that they intend to bring a substantive matter before the Board at the next regular meeting;

**“out of order”** means that consideration of a matter may not proceed due to conflict with this bylaw;

**“public consideration”** means a process whereby the general public is invited to provide information or make a submission directly to the Regional Board, and includes a public hearing under the *Local Government Act*;

**“public notice posting place”** means the public notice board in the main floor public reception area of the Regional District corporate office;

**“recess”** means the temporary suspension of proceedings until a later time on the same day;

**“Regional District”** means the Strathcona Regional District;

**“Regional District boardroom”** means the boardroom located at the Regional District corporate office;

**“Regional District website”** means the Regional District's electronic database which is accessible by the general public through the internet;

**“regular meeting”** means a meeting of the Board, other than an inaugural meeting, which has been included on the annual schedule of meetings;

**“resolution”** means a motion which has been passed by a vote of the Board;

**“schedule of meetings”** means the regular meeting schedule adopted at each inaugural meeting;

**“seating arrangements”** means the assignment of work stations to be used by members during meetings;

**“seconded”** means the member who has seconded a motion;

**“special meeting”** means a meeting that is not a regular or inaugural meeting;

**“termination”** means the completion of a meeting following the conclusion of its business.

## **PART 2: INAUGURAL MEETINGS**

### **Proceedings Generally**

2. (1) At an inaugural meeting the regular business of the Regional Board shall be preceded by an election for Chair and an election for Vice Chair.
- (2) In the year of a general local election, and in other years as required, there shall be a ceremonial making of oaths of office by directors preceding the business of the Board.

### **Election of Chair and Vice Chair**

3. Immediately after being called to order the Board shall proceed with the election of a Chair and Vice Chair.

### **Presiding Official**

4. (1) The corporate officer shall administer the election process and shall preside until the elections have been completed.
- (2) The Chair shall preside immediately following the declaration of election results for the position of Vice Chair.

### **Nominations for Chair**

5. (1) The selection of candidates for the position of Chair will be determined by nominations from directors in attendance.
- (2) Nominations from the floor shall be called and a list of candidates compiled.
- (3) The call for nominations shall be made 3 times only.
- (4) In order to be confirmed as a candidate, a nominee must state their acceptance of the nomination.
- (5) Candidates may withdraw from an election at any time prior to voting.

### **Chair Nominations Restricted**

6. Nominations will not be accepted for;
  - (a) a director who has not made an oath of office,
  - (b) a director for whom a successor has been elected or appointed but has yet to take office, or
  - (c) an alternate director or associate member.

### **Confirmation of Candidates**

7. (1) When no further nominations are forthcoming the corporate office will close the nomination process.

- (2) Before proceeding with voting, the corporate officer will confirm the list of candidates for the election by reading it aloud.
- (3) Each candidate will be provided an opportunity to speak for not more than 3 minutes in favour of their candidacy, in the order of their nomination.
- (4) If a candidate chooses not to speak to their candidacy the nominator of that candidate will be offered the same opportunity.
- (5) No other debate shall be in order.

**Election Process**

8. (1) If there is only one candidate that director shall be declared elected by acclamation.
- (2) If there are 2 or more candidates an election by secret ballot will be declared.
- (3) In order to be elected a candidate must receive an absolute majority of votes.

**Voting Procedure**

9. (1) If an election is required, each director in attendance will be provided with a physical or electronic ballot which may be used to cast their vote.
- (2) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots shall be the responsibility of the corporate officer or such other person as may be designated by the corporate officer.

**Declaration of Election Results**

10. (1) Immediately after reviewing the voting results the corporate officer shall declare the name of the candidate who has been elected.
- (2) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.

**Process if Insufficient Votes Received**

11. (1) If the voting results confirm that no candidate has received a sufficient number of votes to be elected, the candidate receiving the fewest votes will be removed from the list of candidates and second voting process will be conducted.
- (2) In the case of a tie between two or more candidates receiving the fewest votes, all candidates shall be eligible to proceed to the next ballot.
- (3) The voting process will be repeated until a candidate receives a sufficient number of votes to be elected or a declaration under section 10(2) is made.
- (4) As an exception to subsection (1) if there are only 2 candidates in an election for which no winner can be declared, both of them shall be eligible to proceed to the next round of voting.

**Subsequent Ballots**

12. (1) If none of the candidates has been declared elected after the third ballot the meeting shall be recessed for 5 minutes, following which a final ballot will be held.
- (2) Following the fourth ballot the corporate officer shall either declare that:
  - (a) one of the candidates has been elected because they have received the required minimum number of votes, or
  - (b) an election by lot draw will be made in accordance with Section 13 (*Tie Votes and Deadlocks*).

**Tie Votes and Deadlocks**

13. At any stage in the election process after the second ballot the corporate officer may declare that a deadlock exists and that it will be resolved by drawing lots, utilizing the procedure outlined in s.151 of the *Local Government Act*.

**Destruction of Ballots**

14. Following the declaration of election results the ballots used in the election shall be destroyed.

**Election Procedure for Vice Chair**

15. The election for the position of Vice Chair shall be subject to the same rules as, and commence immediately following, the election of the Chair.

**Schedule of Meetings**

16. (1) Prior to the adjournment or termination of an inaugural meeting the Board shall adopt a schedule of meetings for the following calendar year.  
(2) The schedule will identify the time, date and place for all regular meetings and the next inaugural meeting.  
(3) The schedule may be amended from time to time by resolution of the Board.

**PART 3: MEETING NOTICE AND AGENDAS****Notice of Meeting**

17. (1) A notice of meeting shall be posted at the public notice posting place at least 72 hours prior to the start of each meeting.  
(2) The notice shall include the date, time and place for each meeting to which it applies.  
(3) A notice under this section may be combined with other notices provided that the applicable requirements for each notice are met.  
(4) As an exception to subsection (1) the minimum period of notice for a special meeting called to deal with an emergency shall be 1 hour.

**Meeting Agendas**

18. (1) At least 72 hours prior to the start time for each meeting, the corporate officer shall ensure that an agenda for the meeting is;  
(a) provided to each member, and  
(b) published on the Regional District website.  
(2) The Chief Administrative Officer may submit a report to accompany any agenda item together with recommendations for disposition by the Regional Board provided that no such report shall purport to express the views of any member on the matter.  
(3) Reports by members may be prepared in prescribed format or as determined by each director.

**Agenda Access Restricted**

19. (1) In this section the term 'member' includes an alternate director or a person appointed as the member's alternate.  
(2) Where litigation has been initiated or is pending  
(a) by a member of the Board against the Regional District,  
(b) by a member of the Board against a person who is covered by the Regional Board's indemnification bylaw, or  
(c) by the Regional District against a member of the Board,  
access by that member to any items of business on a meeting agenda in relation to the subject of the litigation shall be restricted to the extent that disclosure could harm the interests of the Regional District.

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**Addendum Items/Late Items**

SRD 623

- 19A. Items of business which are not available for inclusion on a meeting agenda until after the meeting agenda has been published will be placed on the agenda after publication in the Addendum section and the Board will decide whether or not to further consider such items at the appropriate time in the meeting.

**PART 4: MEETINGS****Meeting Location**

20. (1) All meetings shall be held in the Regional District boardroom unless other arrangements have been approved by the Board.  
(2) The Chair shall determine the seating arrangements for members.

**Chair May Disconnect Electronic Participant**

21. The Chair may order that an electronic participant be disconnected if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other members to hear, or see and hear, the member who is participating electronically.

**Meeting Chambers Open to Public**

22. The main doors to the meeting chambers shall remain open during meetings except when necessary to reduce the level of noise or when the Board is in closed session.

**Quorum and Presiding Official**

23. (1) Provided that a quorum is present, the Chair shall call the meeting to order at the scheduled time.  
(2) If the Chair is absent at the start of a meeting the Vice Chair will preside.  
(3) If the Vice Chair is also absent, or if the position of Vice Chair is vacant, an election for an Acting Chair will be held.  
(4) The Acting Chair shall preside until the arrival of the Chair or Vice Chair, or until the meeting is concluded, whichever first occurs.  
(5) While presiding, an Acting Chair has all the authority and is subject to the same rules as the Chair.  
(6) For clarity, an alternate director is permitted to fill the position of Acting Chair but may not fill the position of Chair or Vice Chair on an ex-officio basis.  
(7) In the event that there is no presiding official at any time during the meeting, the proceedings will be suspended until such time as the Chair, Vice Chair or other official authorized by this bylaw is able to preside.  
(8) If the position of Chair or Vice Chair has become vacant as a result of resignation, disqualification or death an election to fill the vacancy shall be the first order of business, whether or not scheduled on the agenda.

**Order of Proceedings**

24. (1) At a regular meeting the proceedings of the Board shall, subject to section 24 (*Order of Business May be Varied*), be conducted in the following sequence:
- (a) confirmation of quorum and electronic participants
  - (b) call to order
  - (c) first nations territorial acknowledgement
  - (d) adoption of public agenda
  - (e) petitions and delegations
  - (f) adoption of previous meeting minutes
  - (g) business arising from the minutes

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- (h) public considerations
- (i) notices of motion
- (j) Chair's report
- (k) consent calendar
- (l) committee Chair reports and minutes
- (m) extraterritorial services
- (n) reports
- (o) bylaws
- (p) correspondence
- (q) members' reports
- (r) management report
- (s) new business
- (t) addendum items
- (u) closed session
- (v) termination

(2) The consideration of items under paragraph (1)(t) shall be subject to a prior resolution authorizing such consideration.

**Adoption of Agenda**

- 25. (1) Before proceeding with its regular business the Board shall, by resolution, approve the items of business to be considered at the meeting.
- (2) The Board may, by unanimous consent, designate Items for inclusion on a consent calendar provided that those items:
  - (a) are scheduled for receipt only, and
  - (b) are items for which all directors are entitled to cast votes on an unweighted basis .

**Order of Business May be Varied**

- 26. With the exception of those items for which a scheduled starting time has been provided by advance public notice, the Board may pass a resolution to adjust the order and schedule of proceedings while in session.

**Lack of Quorum**

- 27. If a quorum is not present within 30 minutes following the scheduled starting time of a meeting the names of the members who are physically present or participating electronically shall be recorded and the assembly dissolved.

**Electronic Devices**

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- 28. Electronic devices that, in the opinion of the Chair, cause disturbance or interfere with the conduct of the Board's business are prohibited.

**Meeting May Recess or Adjourn**

- 29. (1) Except when a vote is pending, the Chair may call a recess at any time during a meeting and may stipulate that the meeting will reconvene after a specific period of recess, at a specific time, or at the call of the Chair.
- (2) A meeting which has been adjourned may be reconvened on another day without written notice if the details of reconvention were stipulated at the time of adjournment.
- (3) When reconvened the Chair will confirm that a quorum exists before advising the Board of the next item of business.

**Termination**

30. Meetings may be terminated at any time by resolution of the Board, or in the absence of a resolution, by consensus where the Chair is satisfied that all business has been concluded.

**PART 5: RULES OF CONDUCT & DEBATE****Chair is Impartial**

31. (1) On behalf of the Board, the Chair is responsible for preserving order at meetings and for ensuring that questions are decided with the benefit of fair debate and in accordance with procedural and other rules.  
(2) On matters of procedure the Chair shall remain impartial.

**Meeting Decorum**

32. (1) No person shall use profanity in the meeting chambers or speak disrespectfully while the Board is in session.  
(2) Directors shall be referred to as "*Director (surname)*" or "*the director for (area represented)*".  
(3) Staff shall be referred to by title or as "*Mr./Mrs./Ms. (surname)*".

**Recognition by Chair**

33. (1) No person may address the assembly without first being recognized by the Chair.  
(2) Recognition shall be confirmed when the Chair acknowledges the name or title of the person.  
(3) Every director or other person addressing the assembly shall speak to the Chair.  
(4) The Chair shall be addressed as "*Mr. Chairman*" or "*Madame Chairman*" depending on gender.

**Acceptance of Motion**

34. (1) All matters to be debated shall be in the form of a motion which has been duly moved, seconded and accepted by the Chair.  
(2) Before a motion may be put for debate the Chair shall state the names of the directors who have moved and seconded the motion.  
(3) The Chair may not move, second or otherwise sponsor a motion.

**Order of Debate**

35. (1) The order of debate on a motion will be determined by the Chair and those members waiting to speak shall be placed into a queue.  
(2) Members wishing to participate in the debate may do so by raising their hand.  
(3) The mover and seconder of a motion, or of an amending motion, shall be entitled to speak ahead of other members.

**Limit on Debate**

36. (1) Debate shall be confined to the subject matter of the motion under consideration and no member may speak more than once to a single motion without the approval of the Chair.  
(2) For the purpose of this provision, an amending motion shall be considered a separate motion.

**Right of Participation**

37. (1) Every member has the right to participate in debate on a motion notwithstanding that the member may not be entitled to vote on the motion.  
(2) When a member is speaking in debate they shall not be interrupted except on a point of order.

**Conflict of Interest**

38. If a member who is participating electronically believes that they have a conflict of interest with respect to a matter being considered by the assembly, they shall advise the assembly and leave the meeting for the duration of consideration of that matter.

**Chair May Not Debate While Presiding**

39. The Chair may not participate in the debate on a motion while presiding, but may:
- (a) recommend procedural actions to enhance the efficiency of proceedings,
  - (b) note procedural implications of a motion being considered,
  - (c) provide guidance to the assembly by clarifying the intent of a motion,
  - (d) summarize the debate of the assembly prior to the vote being called, and
  - (e) advise the assembly whether the Chair will be voting for or against the motion.

**Conclusion of Debate**

40. When debate on a motion has concluded the Chair shall immediately put the matter to a vote.

**PART 6: MOTIONS & PROCEDURAL RULES****Motion in Writing**

41. (1) Wherever practical motions shall be clear, concise and in writing.  
(2) It shall be acceptable for a director to refer to a staff recommendation or other written recommendation which has been provided to the Board as the basis for a motion, in which case a verbatim restating of the motion by the mover shall not be required.

**Restrictions on Motions**

42. (1) Any director may move a motion unless the director would not be entitled to vote on the motion.  
(2) Any director may second a motion.  
(3) No motion, except a procedural motion, may be introduced while another motion is pending before the Board.  
(4) The Chair may refuse to accept for debate any motion considered frivolous, rhetorical, argumentative or disrespectful, or which proposes that an illegal action be taken.

**Effective Time**

43. Subject to the *Interpretation Act* motions shall come into effect upon adoption unless a later date or time is specified in the resolution.

**Amending Current Motions**

44. (1) Any director may move an amendment to a motion then under consideration which, upon being duly seconded and accepted for debate, shall be immediately put to the assembly.  
(2) An amendment may propose adding, removing or substituting text of the motion under consideration but may not propose a change which would frustrate the intent of the original motion.  
(3) An amending motion may itself be amended any number of times before being voted on, but no director may move more than one amendment to an amending motion.  
(4) The Chair shall put the original motion and its amendments in the following order for voting:  
  - (a) firstly, any amendments to an amending motion
  - (b) secondly, the amending motion as amended, and
  - (c) finally, the original motion as amended by the amending motion.

(5) An amending motion shall be provided in writing if so requested by the Chair.

### **Amending Past Motions**

45. An amendment to a resolution previously adopted by the Board shall be subject to the same procedural rules as amendments to current motions except that, if the amendment is approved, there shall be no vote on the resolution as amended.

### **Reconsideration of a Motion**

46. (1) In addition to the authority of the Chair to return a matter for reconsideration pursuant to section 219 of the *Local Government Act* a director may, unless otherwise prohibited, propose that a motion which has been previously decided be reconsidered in accordance with the following:

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- (a) the motion to reconsider must be made at the meeting following the meeting at which the subject motion was decided and, once accepted for debate, the reconsideration motion must be decided before the consideration of other business.
  - (b) the director making the motion to reconsider must have voted with the majority on the original motion
  - (c) there has been no action initiated which is binding on the Regional District as a result of the original motion, and
  - (d) the matter cannot be dealt with by other parliamentary means.
- (2) No motion to reconsider a previous motion shall be in order if the previous motion has already been reconsidered.
- (3) Immediately following the adoption of a motion to reconsider a previous motion, the Chair shall place the previous motion before the assembly for debate and, notwithstanding section 33 (*Order of Debate*), the mover and seconder of the reconsideration motion shall have priority in the speakers queue.
- (4) A motion to reconsider shall require the affirmative vote of 2/3 of all the directors entitled to vote on the motion for its passage.
- (5) A motion to reconsider a previous motion may not be combined with any other proposition.

### **Withdrawal of Motions**

47. (1) Subject to the concurrence of the seconder, and at the Board's discretion, the mover of a motion may withdraw the motion at any time prior to the vote being taken.
- (2) A motion which has been withdrawn may be re-introduced at the same meeting only by a different director.

### **Negative Motions**

48. Negative motions shall not be permitted for readings or final passage of a bylaw, or with respect to any matter for which the result of such a motion could be inconclusive.

### **Tabling Motions**

49. (1) Subject to other procedural rules, a motion to table a matter while it is under debate shall always be in order.
- (2) The effect of such a resolution, unless otherwise specified, shall be to put aside the matter until later in the meeting.
- (3) Once accepted by the Chair the motion to table shall be debatable but the subject matter of the motion being considered for tabling shall not be debatable.

**Motions to Postpone, Refer or Defer**

50. Motions to postpone, defer, refer or commit a matter shall be subject to the same procedural rules as tabling motions.

**Calling for the Question**

51. (1) Provided that each member then present has been provided an opportunity to debate a motion, any member may call for a vote on the motion.
- (2) The process for calling for a vote shall be as follows:
- (a) a motion to call the question is made.
  - (b) the Chair calls for a seconder.
  - (c) if seconded, the motion to call the question is immediately put to a vote.
  - (d) if the motion passes by a 2/3 majority, a vote on the previous question is immediately put to the members without further debate.

**Motions to Adjourn or Terminate**

52. A motion to adjourn or terminate the proceedings shall always be in order provided that no other motion is pending.

**Notice of Motion**

53. (1) Any director may serve a notice of motion on the Board during the new business portion of a meeting or, with leave from the Chair, at any other time during consideration of a related matter.
- (2) A copy of the motion so noted shall be given to the corporate officer for inclusion on the next regular meeting agenda.

**Motion Introduced Under New Business**

54. At the request of any director the Chair may rule that consideration of any motion introduced as new business be postponed until the next meeting.

**Unprovided Cases**

55. In all unprovided cases Robert's Rules of Order, Newly Revised shall prevail.

**PART 7: VOTING****Decision by Voting**

56. (1) Except as otherwise provided, all decisions of the Board shall be made by voting on a motion.
- (2) The Chair is responsible for the administration of the voting process including the determination of directors who are eligible to vote and the counting of votes.

**Clarification of Motion**

57. (1) Prior to the calling of the vote, any director may request that the motion be read aloud.
- (2) The vote on a motion will be taken when the Chair is satisfied that its intent is clear to directors.
- (3) If a motion contains distinct propositions any director may request, or the Chair may require, that a separate vote be held for each proposition.

**Voting Procedure**

58. (1) Voting will be done by a show of hands, by electronic voting system or, if those methods are inconclusive, by polling the directors individually.
- (2) No voting by ballot or other secret method will be permitted except for elections.
- (3) For clarity, appointments may be made by election, resolution, or a combination of those methods.

- (4) Elections shall be administered in accordance with the procedure set out in Part 2: Inaugural Meetings.
- (5) No director may cast a vote in absentia.

**Voting Rules**

- 59. (1) During the voting process, directors who are physically present shall remain seated until the tally of votes has been completed and the results announced.
- (2) Unless speaking to a point of order there shall be no debate during the voting process.

**Determination of Voting Results**

- 60. The Chair shall announce the results of the vote on every motion by declaring that it has been carried or defeated, and by stating the names of the directors who voted against the motion.

**Voting by Chair**

- 61. (1) The Chair shall vote while presiding.
- (2) The Chair's vote on a motion shall be counted and included in the voting result whether declared orally or shown by hand.

**PART 8: MEETING MINUTES****Directors in Attendance to be Recorded**

- 62. The minutes shall record all directors who were present for a meeting or part of a meeting and, if applicable, any votes for which those directors were not present.

**Motions to be Recorded**

- 63. The minutes for any meeting shall include all motions that were put to a vote and whether the motion was carried or defeated.

**Questions to be Arranged Sequentially**

- 64. Resolutions and motions shall be recorded in the minutes in chronological order using an alphanumeric system that includes the meeting type and year that the resolution or motion was introduced for consideration.

**Mover and Seconder to be Recorded**

- 65. The mover and seconder of each motion and resolution shall be recorded in the minutes by surname.

**Minutes to Include Written Records**

- 66. Any written reports or other records that were made available with respect to a decision of the Board shall be attached to the minutes of that meeting.

**Division on a Question**

- 67. The minutes will record the names of those directors who voted in opposition to any question put before the assembly.

**PART 9: CLOSED MEETINGS****Closing Meeting to the Public**

68. The Board may close a meeting to the public upon adoption of a resolution pursuant to Section 92 of the *Community Charter*, following which the doors to the meeting chamber shall be closed to the general public.

**Attendance by Directors**

69. A director may only be excluded from a closed meeting pursuant to Section 133 of the *Community Charter*.

**Attendance by Others**

70. (1) The Chair is authorized to determine the officers, employees and others permitted to be present during a closed meeting or a part of a closed meeting, and shall advise the Board verbally or in writing at the appropriate time.  
(2) The Chair's determination under this provision is subject to a contrary decision by the Board.

**Electronic Privacy**

71. If a member is participating electronically in a closed session the member must confirm that there are no other persons present at their physical location such that the confidentiality of the meeting could be compromised.

**Procedure in Closed Meeting**

72. While in a closed meeting the procedures set out in this bylaw shall, to the extent possible, be followed by the Board in the conduct of its business.

**Release of Information**

73. While in a closed meeting the Board may authorize the release of information considered or decisions made in the closed meeting or in a previous closed meeting upon adoption of a resolution "*THAT the matter of \_\_\_\_\_ be released to the public*".

**Meeting Re-opened to the Public**

74. The Board may re-open the meeting to the public upon adoption of a resolution "*THAT the Board rise from its closed session*".

**PART 10: BYLAWS****Terms Defined**

75. In this Part the following definitions will apply:  
"amendment bylaw" means a bylaw which amends, or proposes to amend, another bylaw.  
"bylaw" includes an amendment bylaw.  
"enacting clause" means the clause which cites the authority for enactment of a bylaw and which is contained in the preamble to the bylaw.  
"first reading" means the act of accepting a proposed bylaw for further consideration.  
"long title" means the title which explains the purpose of the bylaw and which is located immediately following the bylaw number.  
"short title" means the bylaw name authorized in the citation.

**Format & Standards**

76. (1) All bylaws shall be presented in written form and shall include a unique identification number, long title (intended object), enacting clause, operative provisions and short title (citation).
- (2) Bylaws which have been provided to each director in advance of the meeting need not be read aloud.
- (3) Bylaws shall comply with such corporate standards as may be approved from time to time.

**Introduction and First Reading**

77. (1) No bylaw shall be introduced to the Board except in accordance with a corporate policy or a Board directive, or to comply with a statutory requirement.
- (2) Every bylaw shall be introduced by its long title and presented for first reading upon the motion "*THAT Bylaw No. \_\_\_\_\_, being a bylaw to (intended object) be now introduced and read a first time*".
- (3) The motion for first reading shall be decided without amendment or debate.
- (4) If the motion for first reading fails to pass the bylaw is defeated and may not be considered further.

**Second Reading**

78. (1) Following first reading it shall be in order for the Board to amend the bylaw prior to consideration of second reading.
- (2) The bylaw may then be read a second time upon the motion "*THAT Bylaw No. \_\_\_\_\_ be given second reading*" or "*THAT Bylaw No. \_\_\_\_\_ be given second reading, as amended*".
- (3) If the motion for second reading fails to pass the bylaw is defeated and may not be considered further.

**Public Consideration of Bylaw**

79. Following second reading a motion to hold a public consideration on the bylaw shall be in order.

**Third Reading**

80. (1) Following the public consideration or, if no public consideration is to be held, immediately after second reading the Board may consider amendments to the bylaw.
- (2) The bylaw may then be read a third time upon the motion "*THAT Bylaw No. \_\_\_\_\_ be given third reading*" or "*THAT Bylaw No. \_\_\_\_\_ be given third reading, as amended*".
- (3) If the motion for third reading fails to pass the bylaw is defeated and may not be considered further.

**Bylaw Approval**

81. (1) Following third reading of a bylaw it shall be submitted to any person or agency from which approval or consent is required or to the electors for assent, or to both, prior to reconsideration by the Board.
- (2) No amendments to a bylaw shall be permitted following third reading.

**Final Passage and Adoption**

82. (1) Following the receipt of all required assents, consents and approvals, a bylaw may be adopted upon the motion "*THAT Bylaw No. \_\_\_\_\_, being (short title) be now reconsidered, finally passed and adopted*".

- (2) If the motion for adoption fails to pass the bylaw is defeated and may not be considered Further.

### Bylaw Rules

83. (1) A motion to read, amend or adopt a bylaw may not be combined with any other motion with the exception that second reading and third reading of a bylaw may be given concurrently upon the motion "*THAT the rules be suspended and Bylaw No. \_\_\_\_\_ be given second and third readings*".
- (2) With the exception of a motion for third reading, no motion to read or adopt a bylaw may be rescinded.
- (3) If third reading is rescinded, a further motion to rescind the rescinding motion shall be out of order.
- (4) An amendment bylaw may not be amended after its adoption.
- SRD 572 (5) Bylaws that have not been considered by the Board within the last 5 years shall be deemed to be abandoned and may not be considered further.

## PART 11: PUBLIC CONSIDERATIONS

### Term Defined

84. In this Part "**proponent**" means the person requesting that the Board approve a resolution, reconsider a decision or, as the context requires, the owner of property which is the subject of the public consideration.

### Presiding Official

85. The Chair shall preside over all public considerations except where the Board has delegated the authority for the holding of a public consideration to another director or group of directors.

### Precedence Over Other Business

86. (1) Public considerations shall be conducted according to a pre-determined schedule and shall take precedence over all other regular business.
- (2) The Chair may close, recess or adjourn another proceeding in order to give effect to this provision.

### Public Consideration Process

87. (1) At the appointed time the Chair shall declare the public consideration to be open and the following procedure shall apply, if applicable;
- (a) verbal report by staff
  - (b) presentation by proponent
  - (c) questions of proponent by directors
  - (d) submissions and presentations from the public
- (2) Written submissions received prior to the opening of the public consideration will be made available for viewing at the public consideration and will be incorporated into the official record of the proceedings.
- (3) Written submissions presented at the public consideration may be read aloud by the presenter or by staff.
- (4) When there is more than one member of the public who wishes to make a presentation the Chair shall determine the order in which they will speak.
- (5) Each person will be required to identify themselves and state the nature of their interest in the public consideration before making a presentation.
- (6) With leave from the Chair, directors may ask questions of any person making a presentation or submission.

**Close of Public Consideration**

88. (1) The Chair shall close the public consideration when satisfied that all persons having an interest in the subject matter of the proceeding have been provided an opportunity to submit information or make a presentation.
- (2) Any motion to close or recess the public consideration, to make a decision on the subject matter of the public consideration, or to otherwise limit the Chair's authority while presiding over a public consideration shall be out of order.

**Process Following Public Consideration**

89. Following the closing of the public consideration the normal rules of debate shall apply.

**PART 12: DELEGATIONS AND PRESENTATIONS****Delegation Requests**

90. (1) In order to be placed on a meeting agenda, requests from persons and organizations wishing to make a presentation to the Regional Board must be made in writing and received by the corporate officer prior to publication of the agenda for the meeting at which the delegation wishes to appear.
- (2) The purpose or subject matter of the presentation must be clearly described.

**Delegation Requests by Directors**

91. Requests by directors or alternate directors to appear as a delegation will not be considered.

**Committee Review**

92. Delegations will be scheduled to appear at a meeting of the appropriate committee or, if there is no appropriate committee, at a meeting of the Regional Board.

**Late Requests**

93. Delegation requests which are received after publication of the meeting agenda will be tentatively scheduled but no presentation will be permitted unless authorized by resolution of the Board or committee.

**Proceedings Must Not Be Compromised**

94. Delegations which would compromise the integrity of a public hearing or which would preclude fair and reasonable consideration of any matter by the Board shall not be permitted.

**Time Limit for Presentations**

95. Delegations shall be limited to 10 minutes unless an extension is granted by resolution of the Board.

**Directors May Question Delegates**

96. The provisions of section 84(4) apply following presentation by a delegation and the Chair will determine the length of time allowed for questions by members.

**PART 13: COMMITTEES**

**Terms Defined**

97. In this Part “**terms of reference**” means a written description of a committee’s purpose and objectives.

**Quorum**

98. The quorum for any committee shall be a majority of the members of that committee.

**Establishment of Standing Committees**

99. The establishment of a standing committee and the appointment of its members shall be effective when the Chair has so advised the Board in writing.

**Terms of Reference**

100. No standing committee appointed by the Chair or select committee appointed by the Regional Board may take up business until the Terms of Reference for that committee have been approved by the Regional Board.

**Preliminary Matters**

101. As an exception to section 91 (*Terms of Reference*) a committee may meet to elect a Committee Chair from among its members or to make recommendations on its Terms of Reference.

**Voting at Committee Meetings**

102. (1) All acts authorized or required to be done by a committee and all other questions that may come before the committee, including adjournment, shall be done and decided by a majority of the committee members present at a meeting and entitled to vote.  
(2) No committee member may have more than one vote on any matter before the committee.

**Committee Reports**

103. (1) Committee Chairs shall be responsible for reporting the recommendations and other findings of their committee to the Regional Board.  
(2) Wherever practical such reports shall be in writing.

**Decisions Not Binding**

104. No recommendation or decision of a committee, except the election of a Committee Chair, shall be binding until it has been accepted and approved by the Regional Board.

**Application of Other Provisions**

105. All provisions of this bylaw shall, with necessary changes, apply to committees, committee members and committee meetings except:
- (a) Paragraphs (1)(i) and (1)(m.1) of section 22
  - (b) Part 14 (Joint Meetings and Other Proceedings)
  - (c) the time limit under section 25 (*Lack of Quorum*) shall be 15 minutes; and
  - (d) in the case of a committee comprising less than 4 members, the Committee Chair may accept a motion that has not been seconded.

**PART 14: COMMITTEE OF THE WHOLE**

**Establishment**

- 106. (1) A committee is hereby established to be known as the Committee of the Whole.
- (2) The Committee shall comprise all of the members on the Board.

**Quorum**

- 107. The quorum for the Committee shall be the same as that established for the Board.

**Purpose and Mandate**

- 108. (1) The Committee of the Whole is authorized to informally consider the merits, principles and implications of a proposed action or other matter prior to consideration by the Board.
- (2) The Committee may consider and advise the Board on any matter referred to it by the Board but may not exercise any of the Board's authority unless such authority has been delegated by bylaw.

**Convening Meetings**

- 109. Whether scheduled or not, the Board may convene the Committee of the Whole at any time upon adoption of a resolution "*THAT the Board proceed into Committee of the Whole*", at which time the Committee shall be deemed to be called to order.

**Status of Board Meeting**

- 110. (1) While in Committee of the Whole the Board proceedings shall be considered suspended until such time as the Committee meeting is terminated.
- (2) No motion to recess, adjourn or otherwise govern the proceedings of the Board shall be in order while the Committee is in session.

**Rise and Report**

- 111. The Committee of the Whole may terminate its proceedings at any time upon adoption of a resolution "*THAT the Committee rise and report to the Board*".

**PART 15: JOINT MEETINGS AND OTHER PROCEEDINGS**

**Term Defined**

- 112. In this Part "**joint meeting**" means an informal meeting at which a quorum of Board directors meets with another group to consider matters of mutual interest.

**Joint Meetings**

- 113. (1) The Chair may preside over a duly called joint meeting but the making of decisions by voting shall be out of order.
- (2) Following the joint meeting the Chair may introduce an item of business for consideration by the Board and the normal rules of procedure shall apply.

**Electronic Participation at Special Meetings**

- 114. The holding of a special Board meeting is hereby authorized in accordance with *B.C. Reg 271/2005 (Regional District's Electronic Meetings Regulation)* where:
  - (a) it is impractical to hold the meeting in the usual manner,
  - (b) the Chair believes that there is some urgency involved and that the public interest will be served by holding such a meeting,

- (c) the only matters that will be considered at the meeting are those items of business which have been included on the agenda distributed in advance of the meeting, and
- (d) there is sufficient time for the corporate officer to make the necessary arrangements to hold the meeting.

**Electronic Participation at Regular Meetings**

115. Provided at least one member is physically in attendance, members may choose to attend meetings in person or by electronic means but may not attend part of a meeting in person and another part of the same meeting by electronic means.

**Electronic Participation Subject to System Capacity**

116. Electronic participation in a regular or special meeting is subject to limitations imposed by technology and the Chair is authorized to determine which members will be permitted to participate electronically in the event demand exceeds system capacity.

**PART 16: REPEAL AND TRANSITION**

**Effective Date**

117. This bylaw shall come into effect on the day after its adoption.

**Repeal**

118. Bylaw No. 1, being Regional Board Procedure Bylaw 2011, is repealed in its entirety.

**Citation**

119. This bylaw may be cited for all purposes as Bylaw No. 544, being Regional Board Procedure Bylaw 2024.

--End--


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## REGIONAL DISTRICT BOARD - NOTICE OF MEETING

[Printer Version](#)

Wednesday, January 28, 2026

Strathcona Regional District offices located at 990 Cedar Street, Campbell River, BC commencing at 12:30 p.m.

[Hide Notes](#)

Section	Who Votes	How Vote Counted	Voting Threshold
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### A. CONFIRMATION OF QUORUM

The Chair will determine that a quorum is present and have the names of the directors present recorded in the minutes. [\[Add Note\]](#)

### B. CALL TO ORDER

The Chair will call the meeting to order following confirmation of a quorum. [\[Add Note\]](#)

### C. FIRST NATIONS TERRITORIAL ACKNOWLEDGEMENT

The Chair will acknowledge that we are located on the traditional territory of the Laichwiltach people. [\[Add Note\]](#)

### D. ADOPTION OF PUBLIC AGENDA

THAT the agenda for January 28, 2026 regular meeting of the Board be adopted as presented. [\[Add Note\]](#)

208(1)	All	1 director/ Directors 1 vote	Majority
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### E. PETITIONS AND DELEGATIONS

### F. ADOPTION OF MINUTES

THAT the minutes of the regular meeting of the Regional Board held on Wednesday, December 10, 2025 be adopted. [\[Item\]](#) [\[Add Note\]](#)

208(1)	All	1 director/ Directors 1 vote	Majority
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### G. BUSINESS ARISING FROM MINUTES

Following adoption of the previous meeting minutes the Chair will provide an opportunity for directors to introduce further resolutions in respect of matters contained in the minutes that are not otherwise scheduled for consideration on the current agenda. [\[Add Note\]](#)

### H. PUBLIC CONSIDERATIONS

There are no public considerations scheduled for the current meeting of the Board. [[Add Note](#)]

## I. NOTICES OF MOTION

## J. CHAIR'S REPORT

The Chair will provide an update to the Board on various matters of interest to the Regional District. [[Add Note](#)]

## K. CONSENT CALENDAR

## L. COMMITTEE CHAIR REPORTS

### 1. Electoral Areas Services Committee

a) THAT the minutes of the regular meeting of the Electoral Areas Services Committee held on December 10, 2025 be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

b) THAT the minutes of the special budget meeting of the Electoral Areas Services Committee held on December 11, 2025 be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

c) THAT the minutes of the special budget meeting of the Electoral Areas Services Committee held on December 15, 2025 be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

d) THAT the draft minutes of the inaugural meeting of the Electoral Areas Services Committee held on January 14, 2026 be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

### 2. Strathcona Accessibility and Inclusion Advisory Committee

THAT the draft minutes of the regular meeting of the Strathcona Accessibility and Inclusion Advisory Committee held on December 18, 2025 be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

### 3. Committee of the Whole

THAT the draft minutes of the inaugural meeting of the Committee of the Whole held on January 21, 2026 be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

## M. EXTRATERRITORIAL REPORTS

## N. STAFF REPORTS

### 1. Environmentally Sensitive Areas Development Permit Application and Statutory R/W (DBS Resources - Electoral Area D)

a) THAT the report from the Chief Administrative Officer be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/  
Directors 1 vote Majority

b) THAT the Chair and Corporate Officer be authorized to execute the Statutory Right of Way agreement for registration of a public trail system as presented in the staff report dated January 19, 2026. [\[Add Note\]](#)

213(1) All 1 director/  
Electoral 1 vote  
Areas Majority

c) THAT environmentally sensitive areas development permit DP 1D 26 as presented in the staff report dated January 19, 2026 be approved, and

213(1) All 1 director/  
Electoral 1 vote  
Areas Majority

THAT the Corporate Officer be authorized to issue the permit. [\[Add Note\]](#)

## 2. Request for Frontage Relief (05750 D 24 McKeown - Electoral Area D)

a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#)

208(1) All 1 director/  
Directors 1 vote Majority

b) THAT frontage relief be approved for the proposed subdivision of Lot 1, Block 29, Township 4, Comox District, Plan EPP78707, reducing the required frontage from 10% to 4.95% for Lot A and 5.63% for Lot B, as shown on the plan of subdivision attached to the January 14, 2026 report from the Chief Administrative Officer. [\[Add Note\]](#)

213(1) All 1 director/  
Electoral 1 vote  
Areas Majority

## 3. Environmentally Sensitive Areas Development Application (Nguyen - Electoral Area D)

a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#)

208(1) All 1 director/  
Directors 1 vote Majority

b) THAT environmentally sensitive areas development permit DP 4D 25 as presented in the staff report dated January 20, 2026 be approved, and

213(1) All 1 director/  
Electoral 1 vote  
Areas Majority

THAT the Corporate Officer be authorized to issue the permit. [\[Add Note\]](#)

## 4. Easement to Support Subdivision - Quadra Island

a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#)

208(1) All 1 director/  
Directors 1 vote Majority

b) THAT the Chair and Corporate Officer be authorized to execute an easement agreement to provide access for proposed Strata Lot 5 when registered in the Land Titles Office. [\[Add Note\]](#)

213(1) All 1 director/  
Electoral 1 vote  
Areas Majority

## 5. Service Contract for the Quadra Island Community Centre

a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#)

208(1) All 1 director/  
Directors 1 vote Majority

b) THAT the Chair and Corporate Officer be authorized to execute a contract with the Quadra Island Recreation Society for the operation of recreational services at the Quadra Island Community Centre and maintenance of the Community Centre building and grounds. [\[Add Note\]](#)

210(1) All Weighted  
Directors Majority

## 6. Public Land Availability for Housing - Quadra Island

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT further investigation be undertaken on the availability and suitability of Lots 7 and 8, District Lot 216, Sayward Land District, Plan VIP1109 located on Quadra Island for development of affordable and attainable housing. [\[Add Note\]](#) 208(1) All Weighted Directors Majority

### 7. Donation Advisory - Regional District Park Amenities

- THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 8. Grant Opportunity - Pidcock Creek Watershed Assessment

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

- b) THAT an application to the 2026 Habitat Conservation Trust Foundation Capacity Grant program be submitted to undertake the Pidcock Creek Watershed Assessment; and 208(1) All 1 director/ Directors 1 vote Majority

THAT the Regional District commit to overall management of the grant if the application is successful. [\[Add Note\]](#)

### 9. Grant Opportunity - Indigenous Cultural Safety

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

- b) THAT a regional application be submitted to the 2026 Indigenous Cultural Safety / Cultural Humility grant program in order to support a Practicing Cultural Sensitivity in Community workshop, and 208(1) All 1 director/ Directors 1 vote Majority

THAT the Regional District commit to providing overall management of the grant if the application is successful. [\[Add Note\]](#)

### 10. Grant Opportunity: BC Hydro Community Regreening Program

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

- b) THAT the Regional District submit an application to the 2026 BC Hydro Community ReGreening program to support wetland restoration at the Quadra Island Elementary School. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 11. Community Health and Wellness Appointments for 2026

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

- b) THAT the 2026 appointments to the Community Health and Wellness Committee be confirmed as Directors Rice, Kerr and Dahl. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 12. Regional District Policy Review (Part 4)

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT Policies No. 5, 13, 18, and 48 as attached to the November 14, 2025 report from the Chief Administrative Officer be revoked. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 13. Online Accessibility Barrier Feedback - Partner Organization Follow-Up

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT the Board request that partner organizations provide a response for the Committee, outlining how they are responding to accessibility feedback and providing detailed timelines for the development of internal action plans, and
- 208(1) All 1 director/ Directors 1 vote Majority
- THAT the Board consider placing a deadline on the time frame to receive feedback. [\[Add Note\]](#)

### 14. Port Neville Wharf Divestiture

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT an amendment to Bylaw No. 559 be prepared that would extend the deadline for assignment of the Port Neville wharf facility to the Tlowitsis First Nation to September 30, 2026. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 15. Invoices Over Staff Signing Authority

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT Invoice No. 503650 in the amount of \$270,267 from Cascadia Sport Systems for ongoing works for the supply and installation of the Arena 2 and Leisure Ice dasher board and ice gate at the Strathcona Gardens recreation facility be approved for payment. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- c) THAT Invoice No. 893 in the amount of \$249,954.02 from Broadstreet properties Ltd for ongoing land development, servicing and construction for the Just Like Home project be approved for payment. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 16. Regional Grants in Aid

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT a policy regarding the awarding of regional grants in aid, including grants via service bylaw, be prepared for the Board's consideration. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 17. Housing Symposium - Strathcona Housing Alliance

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT the organizers of the 2026 Campbell River Housing Symposium be advised that the Regional District accepts the invitation to attend the event, and 208(1) All 1 director/ Directors 1 vote Majority

THAT interested Directors contact Edith Watson prior to noon on January 31, 2026 for assistance with registration for the 2026 Campbell River Housing Symposium. [\[Add Note\]](#)

### 18. Parcel Tax Roll Review Panel Appointments for 2026

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT Director \_\_\_\_\_, Director \_\_\_\_\_ and Director \_\_\_\_\_ be appointed as the members of the Parcel Tax Roll Review Panel for 2026. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- c) THAT, if required, the first sitting of the Parcel Tax Roll Review Panel be scheduled for 8:45 a.m. on Wednesday, February 11, 2026 at the Regional District corporate office. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

### 19. Draft 2026-2030 Financial Plan

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT the 2026-2030 Financial Plan bylaw be prepared for consideration at the February 25, 2026 meeting of the Board. [\[Add Note\]](#) 210(1) All Weighted Directors Majority

### 20. Requests for Financial Assistance - Electoral Area B (Cortes Island)

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority
- b) THAT the Board approve grants in aid to be paid from the Electoral Area B grant in aid budget as follows: 208(1) All 1 director/ Directors 1 vote Majority
- i) \$5,000 to the Friends of Cortes Island to assist with a new website;
- ii) \$4,100 to the Cortes Island Women's Resource Society to assist winter operations and community support;
- iii) ) \$4,000 to the Evagorix Wave and Range Club to assist with volunteer support and appreciation;
- iv) ) \$5,000 to the Cortes Community Radio Society to assist with Love Fest and the Village Commons Music Series;
- v) \$5,000 to the Island Death Care Society to assist with facilitating end of life planning and community resilience; and
- vi) \$1,900 to the Support our Seniors Society to assist with heat pump incentive support. [\[Add Note\]](#)

**21. Request for Financial Assistance - Campbell River Citizens on Patrol**

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority
- b) THAT a grant in aid for the Campbell River Citizens on Patrol in the amount of \$2,000 to assist with 2026 operational costs be paid from the Electoral Area D grant in aid budget. [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority

**O. BYLAWS****1. Bylaw No. 616 - Duncan Bay Fire Protection Amendment**

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority
- b) THAT Bylaw No. 616, being Duncan Bay Area Fire Protection Service Establishing Bylaw 2022, Amendment No.1, be reconsidered, finally passed and adopted. [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority

**2. Bylaw No. 625 - Oyster Riverbank Protection Service**

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority
- b) THAT the total number of electors within the area affected by Bylaw No. 625 be fairly determined to be 704 for purposes of the alternative approval process. [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority
- c) THAT the deadline for submission of elector responses in respect of the alternative approval process for Bylaw No. 625 be established as 12:00 noon on Monday, March 16, 2026. [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority
- d) THAT the elector response form attached to the January 9, 2026 report from the Chief Administrative Officer be approved for use with the alternative approval process for Bylaw No. 625. [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority

**3. Bylaw No. 629 - Electoral Area D Transit Service**

- a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/  
Directors 1 vote Majority
- b) THAT Bylaw No. 629, being a bylaw to regulate use of the Electoral Area D public transit service for special events, be now introduced and read a first time. [\[Add Note\]](#) 207(5) All 1 director/  
Directors 1 vote Majority
- c) THAT the rules be suspended and Bylaw No. 629 be given second and third readings. [\[Add Note\]](#) 207(5) All 1 director/  
Directors 1 vote Majority
- d) THAT Bylaw No. 629, being Electoral Area D Transit Service Regulation Bylaw 2026, be reconsidered, finally passed and adopted. [\[Add Note\]](#) 228 All 1 director/  
Directors 1 vote 2/3 Majority

**4. Bylaw No. 630 - Sayward Fire Protection Wildfire Response**

- |  |        |                                    |                                 |                 |
|--|--------|------------------------------------|---------------------------------|-----------------|
| a) THAT the report from the Chief Administrative Officer be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a>  | 208(1) | All                                | 1 director/<br>Directors 1 vote | Majority        |
| b) THAT Bylaw No. 630, being a bylaw to amend the regulations governing the activities of the Sayward Volunteer Fire Department, be now introduced and read a first time. <a href="#">[Add Note]</a> | 209(1) | Sayward, Weighted Electoral Area A |                                 | Majority        |
| c) THAT the rules be suspended and Bylaw No. 630 be given second and third readings. <a href="#">[Add Note]</a>  | 209(1) | Sayward, Weighted Electoral Area A |                                 | Majority        |
| d) THAT Bylaw No. 630, being Sayward Volunteer Fire Department Establishing Bylaw 2024, Amendment No. 2, be reconsidered, finally passed and adopted. <a href="#">[Add Note]</a>                     | 228    | Sayward, Weighted Electoral Area A |                                 | 2/3<br>Majority |

## P. CORRESPONDENCE

### 1. Cell Phone Service

- |  |        |     |                                 |          |
|--|--------|-----|---------------------------------|----------|
| THAT the December 8, 2025 correspondence from Jenny Lester regarding cellular phone service on Vancouver Island be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a> | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
|--|--------|-----|---------------------------------|----------|

### 2. Professional Reliance Act

- |  |        |     |                                 |          |
|--|--------|-----|---------------------------------|----------|
| a) THAT the December 9, 2025 correspondence from the Town of Osoyoos regarding Bill M216 (Professional Reliance Act) be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a>        | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
| b) THAT the December 10, 2025 correspondence from the City of Williams Lake regarding Bill M216 (Professional Reliance Act) be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a> | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
| c) THAT the December 12, 2025 correspondence from the City of Parksville regarding Bill M216 (Professional Reliance Act) be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a>    | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
| d) THAT the January 5, 2026 correspondence from the Village of Valemount regarding Bill M216 (Professional Reliance Act) be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a>    | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |

### 3. Community Works Fund

- |  |        |     |                                 |          |
|--|--------|-----|---------------------------------|----------|
| THAT the December 12, 2025 correspondence from the Union of BC Municipalities regarding a Community Works Fund payment to the Regional District be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a> | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
|--|--------|-----|---------------------------------|----------|

### 4. North Island 9-1-1 Budget

- |   |        |     |                                 |          |
|---|--------|-----|---------------------------------|----------|
| THAT the December 12, 2025 correspondence regarding the 2026 budget for the North Island 9-1-1 Corp. be received. <a href="#">[Item]</a> <a href="#">[Add Note]</a> | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
|---|--------|-----|---------------------------------|----------|

### 5. Pipeline Valuation for Assessment Purposes

- |  |        |     |                                 |          |
|--|--------|-----|---------------------------------|----------|
| THAT the December 12, 2025 correspondence from the Cariboo Regional District regarding | 208(1) | All | 1 director/<br>Directors 1 vote | Majority |
|--|--------|-----|---------------------------------|----------|

pipeline valuation be received. [[Item](#)] [[Add Note](#)]

## 6. Wildfire Timber Salvage

THAT the December 15, 2025 correspondence from the Ministry of Forests regarding wildfire timber salvage be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## 7. CVRD Regional Growth Strategy

THAT the December 18, 2025 correspondence from the Comox Valley Regional District regarding its Regional Growth Strategy (Bylaw No. 810) be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## 8. BC Railway Study

THAT the December 18, 2025 correspondence from the City of Quesnel regarding a study of the North Vancouver to Prince George railroad line be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## 9. BC Hydro Construction Updates

a) THAT the December 19, 2025 update from BC Hydro on the Strathcona Dam Water Discharge Upgrade project be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

b) THAT the December 19, 2025 update from BC Hydro on the Ladore Spillway Seismic Upgrade project be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

c) THAT the December 19, 2025 update from BC Hydro on the John Hart Dam Seismic Upgrade project be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## 10. Island North Film Commission

THAT the January 5, 2026 correspondence from the Island North Film Commission (Infilm) regarding funding support be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## 11. Marine Debris Removal

THAT the January 7, 2026 correspondence from the Greenways Land Trust regarding marine debris removal be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## 12. Heritage Conservation Act

a) THAT the January 21, 2026 news release from the Union of BC Municipalities regarding proposed changes to the Heritage Conservation Act be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

b) THAT the January 19, 2026 news release from the Ministry of Forests regarding the postponement of the introduction of proposed amendments to the Heritage Conservation Act be received. [[Item](#)] [[Add Note](#)]

208(1) All 1 director/ Majority  
Directors 1 vote

## Q. MEMBERS' REPORTS

**Port Divestiture Program**

THAT the January 20, 2026 report from Director Whalley regarding the Government of Canada Port Divestiture Program be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

**R. MANAGEMENT REPORT****S. NEW BUSINESS****T. ADDENDUM ITEMS**

THAT the addendum item be considered. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

**Request for Financial Assistance - Campbell River Canada Day Committee**

THAT the report from Director Rice be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

**U. CLOSED SESSION**

a) THAT the report from the Chief Administrative Officer be received. [\[Item\]](#) [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

b) THAT the meeting be closed to the public to consider items deemed to fall within the parameters of subsections 90(1)(a), (e), (f), (g), (i), (n), (o), 90(2)(b) and (c) of the Community Charter. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

**V. TERMINATION**

THAT the January 28, 2026 regular meeting of the Regional Board be terminated. [\[Add Note\]](#) 208(1) All 1 director/ Directors 1 vote Majority

**EXPANDED VOTING CHART**

Statute	Section	Board Action	Voting Entitlement	Count	Decision Threshold
<b>General Corporate Powers</b>					
LGA 230		Delegate a power, duty or function (except a public hearing)	All	Directors	2/3
		Reduce or revoke a Board delegation	All	Directors	Majority
LGA 231		Delegate a public hearing or public proceeding	All	Directors	Majority
LGA 233		Appointment of officers and employees	All	Directors	Majority
LGA 241		Terminate an officer for cause	All	Directors	Majority
		Terminate an officer without cause	All	Directors	2/3
LGA 233		Join an employers' organization under the Labour Relations Code	All	Directors	2/3
LGA 289		Authorize the acquisition, expropriation or disposal of real property	All	Votes	Majority
LGA 210		Authorize persons to enter into contracts on behalf of the regional district	All	Votes	Majority
LGA 333		Consent to a service to be provided by another local government	All	Directors	Majority
LGA 295		Declaration of an emergency, other than a local emergency	All	Directors	2/3
LTA 77.1		Appoint an approving officer	All	Directors	Majority
LGA 234		Establish officer positions	All	Directors	Majority
		Assign powers, duties and functions to officers	All	Directors	Majority
LGA 224		Authorize a public hearing or proceeding beyond its corporate boundaries	All	Directors	Majority
LGA 397		Establish fees for providing copies of public documents	All	Directors	Majority



Statute	Section	Board Action	Voting Entitlement	Count	Decision Threshold
<b>Governance and Procedures</b>					
LGA 215		Elect the Chair and Vice Chair	All	Directors	Majority
LGA 220		Waive notice of a special meeting	All	Directors	Unanimous
LGA 225		Establish Board and committee procedures	All	Directors	Majority
LGA 228		Adopt a bylaw at the same meeting as third reading (unless approval, consent or assent required)	All	Directors or Votes (depending on type of bylaw)	2/3
LGA 218		Appoint a select committee	All	Directors	Majority
LGA 296		Request an additional power, or an exception or modification to an enactment	All	Directors	Majority
LGA 338		Establish a service*	All	Directors	Majority
LGA 340		Establish an alternative review process for a service	All	Directors	Majority
LGA 342		Authorize participating area approval to be obtained for an entire proposed service area	All	Directors	2/3
LGA 345		Allow approval by alternative approval process	All	Directors	Majority
LGA 347		Authorize participating area approval by director consent	All	Directors	Majority
		Dispense with director consent for establishment of a service	All	Directors	2/3
LGA 349		Amend or repeal a service establishing bylaw	All	Directors	Majority
		Dispense with director consent for amendment or repeal of a service	All	Directors	2/3
LGA 355		Appoint a director for a service review or service withdrawal process	All	Directors	Majority
LGA 243		Establish a local community	All	Directors	Majority

\*Some exemptions apply

Statute	Section	Board Action	Voting Entitlement <sup>1</sup>	Count <sup>2</sup>	Decision Threshold
<b>Service Operation</b>					
LGA 207		Administer and operate a service having only one participant	All	Directors	Majority
LGA 209		Administer and operate a service having more than one participant (if service bylaw adopted)	Participants	Votes	Majority
LGA 208		Administer and operate a service having more than one participant (if no service bylaw adopted)	All	Directors	Majority
		Administer and operate a general administration service (with or without a service bylaw)	All	Directors	Majority
		Administer and operate an electoral area administration service (if service bylaw adopted)	Participants	Directors	Majority
		Administer and operate an electoral area administration service (if no service bylaw adopted)	All	Directors	Majority
LGA 335		Regulate or prohibit in relation to a non-regulatory service	Participants	Votes	Majority
LGA 208		Exercise specific regulatory and other powers	All	Directors	Majority

1. Some exceptions apply
2. The number of votes to which each director is entitled is established by letters patent under section 196 of the *Local Government Act* unless adjusted by bylaw on a service-by-service basis.

Statute	Section	Board Action	Voting Entitlement	Count	Decision Threshold
<b>Finance / Budget</b>					
CC 188, 189		Reserve fund establishment or expenditure	Participants	Votes	Majority
CC 175		Liabilities under agreements	All	Votes	Majority
CC 204		Establish a parcel tax roll review panel	All	Directors	Majority
LGA 740		Indemnify municipal officials	All	Directors	Majority
LGA 397		Impose a service fee or charge	Participants	Votes	Majority
LGA 388		Provide for preparation of a parcel tax roll for a service	Participants	Votes	Majority
LGA 390		Establish an annual variable tax rate system	Participants	Votes	Majority
LGA 391		Exempt specified property from taxation	All	Directors	2/3
LGA 392		Exempt specified heritage property from taxation	All	Directors	2/3
LGA 394		Exempt specified riparian property from taxation	All	Directors	2/3
LGA 374		Adopt a financial plan bylaw	All	Votes	Majority
LGA 403		Exercise debt authority (incl. loan authorization)	All	Votes	Majority
LGA 404		Revenue anticipation borrowing	All	Votes	Majority
LGA 405		Borrow short term capital	All	Votes	Majority
LGA 406		Dispense with director consent for amending or repealing a loan authorization bylaw	All	Directors	2/3
LGA 410		Finance municipal undertakings	All	Votes	Majority
LGA 411		Provide for issue of debentures or other evidence of debt (security issuing)	All	Votes	Majority

Statute	Section	Board Action	Voting Entitlement	Count	Decision Threshold
<b>Planning and Land Use Management</b>					
CC 72 - 74		Impose remedial action requirements	All	Directors	Majority
LGA 419		Authorize property inspections	All	Directors	Majority
LGA 212		Adopt a growth strategy for an area less than the entire regional district	Proposed participants	Directors	Majority
LGA 213		Electoral area planning and land use management	Participants	Directors	Majority
		Authorize a cost sharing agreement for Part 14 services	Participants	Directors	Majority
LGA 443		Adopt a regional growth strategy for the entire regional district	All	Directors	Majority
LGA 477		Adopt, amend or repeal an official community plan	Participants	Directors	Majority of all participants
LGA 460		Establish development approval procedures	Participants	Directors	Majority
		Vary the time limit for a specific reapplication	Participants	Directors	2/3
LGA 590		Establish procedures for Heritage Conservation permit issue or bylaw amendment	Participants	Directors	Majority
		Vary the time limit for a specific reapplication	Participants	Directors	2/3
ALCA 30		Authorize application to proceed to the Agricultural Land Commission	All	Directors	Majority

\*Subject to LGA 213 (Cost sharing for Part 14 services), municipal directors may not vote if their municipality has opted out of the planning service.

### **GENERAL RULES FOR VOTING**

- Directors must absent themselves from a meeting if they have a conflict of interest regarding the matter under debate.
- Where entitled to do so, directors are deemed to be voting on all issues before the Board unless they have absented themselves from the meeting room.
- A director who does not indicate support or opposition to a motion being voted upon is deemed to vote in support of the motion.
- Directors having more than one vote may not cast less than their entitled number of votes on a proposition, nor may they cast votes on both sides of the proposition.
- All directors voting in opposition to a motion will automatically be recorded by name in the meeting minutes once identified by the Chair.



990 Cedar Street, Campbell River, BC V8W 7Z8

**DIRECTOR EXPENSE CLAIM FORM**

Page 1 of 2

<b>ADVANCE</b>	
<b>CLAIM</b>	

<b>NAME:</b>	_____
<b>ADDRESS:</b>	_____
<b>PURPOSE OF TRAVEL:</b>	_____
<b>DATES OF TRAVEL:</b>	_____

**KILOMETRE ALLOWANCE FOR AUTOMOBILE DISTANCE TRAVELLED**

DATE	FROM	TO	PURPOSE OF TRAVEL	Distance on Paved	Distance on Unpaved

**PURSUANT TO SRD REMUNERATION BYLAW #167**

1. Commercial Accommodation	Actual Cost @ Gov't rates
2. Non-Commercial Accommodation	\$35/night
3. Overnight travel per diem (24 hour period) * less meals provided	\$125/24 hrs
Meal Charges (not overnight)	Breakfast - \$20 Lunch - \$25 Dinner - \$35
4. Other allowable expenses (with receipts)	Actual Cost

TOTAL DISTANCE TRAVELED	KM	KM
RATE PER KM (2025 CRA rate/BL167)	\$0.73 / KM	\$0.85 / KM
TOTAL DISTANCE EXPENSE	\$	\$
TOTAL EXPENSES (\$ PAVED + \$ UNPAVED)	(A) \$	

CARRY FORWARD OF EXPENSES FROM REVERSE	(B) \$
TOTAL EXPENSES (A + B)	\$
LESS ADVANCE	\$
ACCOUNT No. 01-3-000-649	\$
<b>NET CLAIM</b>	\$

Verified by:	_____
--------------	-------

I hereby certify the expenses detailed on this claim form were incurred by me as a result of Strathcona Regional District business and qualify for reimbursement as detailed in SRD Bylaw #167 and that I will not be reimbursed for them by any other party.

\_\_\_\_\_  
DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

ACCOUNT NO. 012 - _____ - _____ CC1 _____ CC2 _____ FOR FINANCE USE ONLY
---





## CORPORATE POLICY

No.: CP- 034

Date Approved: August 21, 2024

Name: Declaration of a State of Local Emergency (SOLE)

<b>Purpose:</b>	To provide clarity on the role of the Chair, directors and staff when considering the declaration of a SOLE.
<b>Authority:</b>	Division 3 of Part 2 of the <i>Emergency and Disaster Management Act</i>
<b>Scope:</b>	This policy applies to the electoral areas within the Strathcona Regional District.

**Definitions:** “emergency” means an emergency as defined in the *Emergency and Disaster Management Act* of the Province of BC.

“Minister” means the Minister of Emergency Management and Climate Readiness.

**Policy:** The Chair of the Regional District Board will consider declaring a SOLE upon the recommendation of the Manager of Emergency Services, that person’s designate or the Chief Administrative Officer. The Chair will use best efforts to advise directors on the Regional Board of the pending SOLE.

- General:**
- 1) A declaration of a SOLE must be made in writing and, when signed by the Chair, will become effective for the area or areas that are the subject of the SOLE. Copies of the SOLE will be provided as soon as possible to the Minister and the Regional District’s corporate officer.
  - 2) The Chair will convene a meeting of the Regional Board as soon as reasonably possible to advise of the status of the SOLE.
  - 3) The Manager of Emergency Services will be responsible for deploying such resources as they consider appropriate, including resources obtained through reciprocal agreements, to deal with the SOLE whether in conjunction with an Emergency Operation Centre or not.
  - 4) The Manager of Emergency Services will manage the engagement with those Indigenous Governing Bodies deemed to be affected by the SOLE.
  - 5) In the event the SOLE is required to be in effect for longer than 14 days the actions contained in Paragraph 1 above shall be repeated.

**Review Date:**

**DIRECTOR  
RESOURCE  
GUIDE**

**STRATHCONA REGIONAL DISTRICT**

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**Strathcona**  
REGIONAL DISTRICT

