



DISTRICT OF CLEARWATER

Junior Council Orientation

October 13, 2015

LOCAL GOVERNMENTS:

Local governments are governing bodies that provide and maintain a community's essential services within its boundaries. These services include such things as clean water, sewer systems, roads and sidewalks, street lights, garbage collection, fire and police protection, land use planning, and recreational services. A local government is granted powers by the provincial government—mainly through two laws (the *Community Charter*, or the *Local Government Act*). The Ministry of Community, Sport and Culture Development is the provincial body responsible for local governments in British Columbia.

There are two types of local governments in BC—a regional district and a municipality:

1. A municipality is a city, district, town or village that has the power to govern itself and provide services to the citizens within its boundaries. This is done by a Mayor and Councilors (6 for Clearwater).
2. A regional district provides services to rural areas outside of municipal boundaries. The boundaries of the Thompson Nicola Regional District run from Chase, Merritt, Clinton, and north to Blue River. Their offices are located in Kamloops. Regionally the services provided by the TNRD include library services, solid waste disposal (garbage/recycling), emergency programs (911 telephone service, flood, forest fires, and other regional emergencies), recreation services (pay 40% of costs to operate the Sportsplex), fire protection outside of municipal boundaries, land use planning to rural areas, and in some cases water and sewer services. The TNRD is also regional hospital district whose role is to provide the local share for financing hospital construction. Regional Hospital districts do not fund or direct the operations of hospitals—they are only involved in their construction. Clearwater has one representative on the TNRD board of directors.

THE DISTRICT OF CLEARWATER

The DOC was incorporated as a municipality on December 3, 2007. Prior to incorporation the range of services required by Clearwater's citizens were provided by a variety of agencies, including:

- a. Clearwater Improvement District – water and sewer services, volunteer fire protection, cemetery and street lighting.
- b. TNRD – land use planning, building inspection, bylaw enforcement, emergency planning, economic development, community parks planning and maintenance, recreation facilities, television broadcasting, and transit bus services.
- c. Province of B C – subdivision approval and local road maintenance through the Ministry of Transportation and Infrastructure, and policing through the RCMP.

Upon incorporation, the responsibility for providing services previously offered through the CID, TNRD and the Province shifted to the new District of Clearwater. Clearwater is considered a District because of the size of its boundaries and population.

THE ELECTED OFFICIALS

The Council is the legislative body of the municipality and is responsible for ensuring that its powers are used for the benefit and protection of its citizens. Governed by the *Community Charter* and the *Local Government Act*, Council provides leadership and establishes policies and priorities for CW's municipal government. All powers of Council are exercised by bylaws and resolutions made at regularly or specially convened meetings where there is a quorum of Council members present (in CW's case a quorum is 4).

The Mayor is the head of Council and his duties include:

- to chair meetings and represent the Municipality's interests on various boards or committees,
- represent the Municipality at various events,
- establish key relationships with provincial and federal politicians and lobby them for grants to fund various projects and initiatives, and
- reflect the will of Council in carrying out his duties.
- It is also the Mayor's role to provide, on behalf of Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of council.

THE MUNICIPAL STAFF

CHIEF ADMINISTRATIVE OFFICER

The CAO's powers, duties and functions include the following:

- overall management of the operations of the District
- ensures that the policies, programs and other directions of Council are implemented
- advises and informs Council on the operation and affairs of the District
- liaises with other agencies, levels of government and community stakeholders
- drafts bylaws and policies for Council's consideration
- coordinates and evaluates communication activities, including media releases, briefing documents, etc.
- supports Council on an annual basis in formulating and updating a Strategic Plan that identifies the critical issues that must be addressed and sets annual objectives and strategies that chart our future.

OUR MISSION:

*“To ensure Clearwater is the “BEST” place to live,
work and play while maintaining a socially,*

culturally, economically and environmentally sustainable community.”

In a small community employees wear more than one hat and are responsible for various functions. As Human Resources Manager for the District, the CAO:

- maintains human resources records
- administers organizational development
- is responsible for recruitment, and
- actively participates in bargaining unit contract negotiations, grievances, and arbitrations.

Responsible for Planning and Development for the District, the CAO:

- reviews applications for development, including applications for zoning amendments, Official Community Plan amendments, subdivisions, development permits, etc.
- works closely with the TNRD Planning staff, the District’s engineering consultants, and Ministry of Transportation and Infrastructure (MOTI) staff to ensure development applications meet the requirements of various regulations
- acts as Approving Officer for the District and approves subdivision applications according to Council’s Official Community Plan and Zoning Bylaws

CORPORATE OFFICER:

Also performed by the CAO the Corporate Services is responsible to:

- ensure accurate agendas are prepared and distributed to Council – assisted by Executive Assistant G. Louise Payne
- ensure accurate minutes of Council and Committee meetings are recorded and kept safe
- ensure preparation of correspondence following Council meetings
- drafts bylaws and policies for Council’s consideration
- certify copies of bylaws and other documents, as required or requested
- administer oaths and takes affirmations, affidavits and declarations required to be taken under the *Community Charter* or any other Act relating to municipalities
- actively participates in bargaining unit contract negotiations, grievances, and arbitrations
- conduct elections and referendums
- respond to requests under the *Freedom of Information and Protection of Privacy Act*

ECONOMIC DEVELOPMENT OFFICER:

Also performed by the CAO who is in charge of Community Services:

- Manages the North Thompson Sportsplex facility and supervises
- Responsible for Economic Development initiatives in the District, including such working with investors interested in locating to the community
- Manages the District Website www.districtofclearwater.com
- EDO provides organizational and administrative support for local festival and event organizers. These include such events as the May Day Parade, Canada Day, the Annual Simpcw First Fish Ceremony, FRE-gatta, the Community Recreation Healthy Living Program, and Sports Coordinator position.

DIRECTOR OF FINANCE

The Director of Finance (DOF), Wesley Renaud, is responsible for exercising control and supervision of the financial affairs of the District. This includes:

- responsibility for budget preparation, payables and accounts receivable, billing and collecting of taxes and utility charges,
- collection of other monies paid to the District,
- purchasing and audit,
- the implementation and maintenance of financial systems, payrolls and employee benefits, and
- prepares grant applications and manages grant funding reporting.
- ensures the accurate records and full accounts of the financial affairs of the District are prepared, maintained and kept safe.
- The DOF is also responsible for risk management, computer information services, data programming.
- Is staff liaison with Yellowhead Community Services and BC Transit in managing the Clearwater & Area Transit System.

PUBLIC WORKS SUPERINTENDENT

The Public Works Department performs a variety of functions, including:

- ensures delivery of potable water to the community and maintains the water treatment and distribution system
- receives and processes applications for water and sewer service connections to new or existing developments and installs these services
- maintains the sewer treatment and distribution system
- responds to public inquiries and provides information regarding water and sewer main locations
- cares for and maintains for Riverview Cemetery and is responsible for burials and cremations
- responsible for planning and maintenance of community parks, playgrounds, picnic areas, Dutch Lake beach, dock, and the salmon viewing platform—manages local contractor.
- maintains the public works yard, public works buildings, Municipal Hall and Capostinsky Park
- ensures efficient operations of Public Works vehicles and equipment.

FIRE CHIEF

As the Fire Chief of the Clearwater Volunteer Fire Department, the Fire Chief oversees the provision of services for the protection of lives and property of the citizens of the District from fire hazards, and is responsible for the operation of the Fire Department. The Fire Department provides a comprehensive fire prevention and suppression service. The Fire Department is complimented by a Deputy Fire Chief, 4 Captains, 2 Safety Officers and 14 firefighters.

Under the coordination of the Fire Chief, the Fire Department is responsible for:

- responding to fire related emergencies
- training personnel,
- purchasing emergency response equipment and supplies,

- maintaining the Fire Hall and equipment in a safe and efficient manner.
- develops and maintains on-going communication and liaison with other emergency agencies
- Fire Chief acts as the Local Assistant to the Fire Commissioner of the Province of British Columbia.
- Fire Department budget preparation, approving purchases, maintaining Fire training records, providing advice on local development applications, ensuring compliance with the District Fire Bylaw, and other fire related duties.
- Responsible for fire inspections to all public buildings within the municipality.

NORTH THOMPSON SPORTSPLEX

The North Thompson Sportsplex offers hockey, figure skating, family skating, curling, a concession and rental of the building when the ice is out during the summer. The supervisor for the facility is responsible:

- Overseeing the staff and running of the building during the winter season,
- Rental and scheduling of the ice time,
- Managing and maintaining the dressing rooms, boiler systems, installing and removing ice for both curling and skating,
- Managing a concession for public use.

ICBC/MOTOR VEHICLE LICENCING

Motor Vehicle Licensing (MV)/Insurance Corporation of BC staff are responsible for:

- issuing driver licence renewals, new driver licences, and B C identification cards
- scheduling new drivers testing, administering knowledge test and booking road tests for all classes
- completing address changes, driver abstracts, driver impersonations, parent consents, senior re-exams, vehicle impoundments, notice of driving prohibition, etc.
- issuing ATV decals for sleds,
- issuing commercial vehicle inspection decals, and
- issuing new license plates, renewals, and midterm changes.

Others the assist the municipality in delivery of services to the community are:

CONTRACTORS	
Community Planner (TNRD)	Alexander Krause
Bylaw Enforcement (TNRD)	David Nelmes
Emergency Preparedness (TNRD)	Jason Tomlin
Parks Maintenance	CD Property Management
Information Technology	Clearwater Computers

Website Development	Webable Marketing
Municipal Auditors	BDO
Municipal Solicitors	Murdy McAllister
Municipal Engineers	URBAN Systems / True Consulting
Road Maintenance Contractor	Borrow Enterprises
FINANCIAL INSTITUTIONS	Royal Bank of Canada Interior Savings Credit Union
INSURERS	Municipal Insurance Assn of BC Capri Insurance