### NORTH COAST REGIONAL DISTRICT
### REGULAR BOARD MEETING AGENDA
### Held at 411 Alliford Bay Road, Sandspit, B.C.
### on April 21, 2017 at 7:00 p.m.

1. CALL TO ORDER

2. CONSIDERATION OF AGENDA (additions/deletions)

3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES

<table>
<thead>
<tr>
<th>3.1</th>
<th>Minutes of the Meeting of the Parcel Tax Roll Review Panel of the North Coast Regional District held March 16, 2017</th>
<th>Pg 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Minutes of the Regular Meeting of the North Coast Regional District Board held March 24, 2017</td>
<td>Pg 2-11</td>
</tr>
<tr>
<td>3.3</td>
<td>Rise and Report – March 24, 2017 (no motion required)</td>
<td>Verbal</td>
</tr>
</tbody>
</table>

**MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff entitled “Renewal of Current Office Lease with Brentwood Management Corp.” be received;**

**AND THAT the Board of the North Coast Regional District authorizes the Chair and the Corporate Officer to sign a renewal of our current lease of 14-342 3rd Avenue West, Prince Rupert, B.C. V8J 1L5 for an additional three (3) years.**

IC016-2017 CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

| 4.1 | Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held January 11, 2017 | Pg 12-14 |

5. DELEGATIONS

| 5.1 | S. Marsden, Haida Gwaii Museum – Haida Gwaii Museum Update | Verbal |

6. FINANCE

| 6.1 | J. Musgrave, Administrative Assistant – Cheques Payable over $5,000 for March, 2017 | Pg 15 |
7. **CORRESPONDENCE**

| 7.1 | Union of BC Municipalities – Completion of 2016/17 Community to Community Forum | Pg 16 |
| 7.2 | Ministry of Forests, Lands and Natural Resource Operations – RE: Provincial Private Moorage Program Response | Pg 17-18 |
| 7.3 | Union of BC Municipalities – Consultation Paper: Responsible Conduct of Local Government Elected Officials | Pg 19-46 |
| 7.4 | Ministry of Forests, Lands and Natural Resource Operations – Japanese Canadian Historic Places Project | Pg 47-52 |
| 7.5 | Dodge Cove Improvement District – Aurora LNG Project | Pg 53 |

8. **REPORTS / RESOLUTIONS**

| 8.1 | D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2017 1st Quarter Report | Pg 54-65 |
| 8.2 | D. Fish, Corporate Officer – Highway 16 Road Maintenance & Safety Resolution | Pg 66-67 |

9. **BYLAWS**

| None. | ------ |

10. **LAND REFERRALS / PLANNING** *(Voting restricted to Electoral Area Directors)*

| None. | ------ |

11. **NEW BUSINESS**

| 11.1 | Directors’ Reports | Verbal |
| 11.2 | Northwest B.C. Resource Benefits Alliance Memorandum of Understanding | Pg 68-74 |

12. **OLD BUSINESS**

| 12.1 | Standing Committee of the North Coast Port Municipalities | Verbal |
13. **PUBLIC INPUT**

14. **IN-CAMERA**

| That the public be excluded from the meeting according to sections 90(1)(j) and 90(2)(b) of the *Community Charter* “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government of the federal government or both..” | ----- |

15. **ADJOURNMENT**
NORTH COAST REGIONAL DISTRICT

MINUTES of the Meeting of the Parcel Tax Roll Review Panel of the North Coast Regional District (NCRD) held via teleconference on Thursday, March 16, 2017 at 6:45 PM.

PRESENT
Chair  B. Beldessi, Electoral Area E
Directors  D. Nobels, Electoral Area A  M. Racz, Electoral Area D
Staff  D. Chapman, Chief Administrative Officer  D. Fish, Corporate Officer  S. Gill, Treasurer

PRIOR TO ADOPTION

1. CALL TO ORDER 6:49 p.m.

2. AGENDA

2.1 MOVED by Director Nobels, SECONDED by Director Racz, that the agenda for the March 16, 2017 Parcel Tax Roll Review Panel meeting be adopted as presented.

01-2017 CARRIED

3. REPORTS - RESOLUTIONS

3.1 S. Gill, Treasurer – Parcel Tax Roll Review – Sandspit Water

MOVED by Director Racz, SECONDED by Director Nobels, that the staff report entitled “Parcel Tax Roll Review – Sandspit Water” be received;

AND THAT that 2017 Sandspit Water Parcel Tax Roll be authenticated.

02-2016 CARRIED

4. ADJOURNMENT

The Chair moved that the Parcel Tax Roll Review Panel meeting be adjourned at 6:53 p.m.

03-2016 CARRIED

Approved and adopted: Certified correct:

_________________________   ____________________
Chair        Corporate Officer
MINUTES of the Regular Meeting of the Board of Directors of the North Coast Regional District (NCRD) held at 344 2nd Avenue West, Prince Rupert, B.C. on Friday, March 24, 2017 immediately following the Regular meeting of the Skeena-Queen Charlotte Regional Hospital District Board.

PRESENT

Chair B. Pages, Village of Masset
Directors L. Brain, City of Prince Rupert  
B. Cunningham, Alternate, City of Prince Rupert  
D. Franzen, District of Port Edward  
D. Daugert, Village of Port Clements  
G. Martin, Village of Queen Charlotte  
D. Nobels, Electoral Area A  
K. Bergman, Electoral Area C  
M. Racz, Electoral Area D  
B. Beldessi, Electoral Area E
Regrets N. Kinney, City of Prince Rupert
Staff D. Chapman, Chief Administrative Officer  
D. Fish, Corporate Officer  
S. Gill, Treasurer
Public 0
Media 1

1. CALL TO ORDER 7:02 p.m.

2. AGENDA

MOVED by Director Beldessi, SECONDED by Director Brain, that the March 24, 2017 North Coast Regional District amended Regular agenda be further amended and adopted to include:

11.2 Moresby Island Advisory Planning Commission Membership
12.1 Electoral Area D Emergency Planning
12.2 Standing Committee of North Coast Port Municipalities

163-2017 CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Special Meeting of the North Coast Regional District Board held February 10, 2017

MOVED by Director Nobels, SECONDED by Alternate Director Cunningham, that the minutes of the February 10, 2017 North Coast Regional District Special Board meeting be adopted as presented.

164-2017 CARRIED
3.2 Minutes of the Special Meeting of the North Coast Regional District Board held February 15, 2017

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of the February 15, 2017 North Coast Regional District Special Board meeting be adopted as presented.

165-2017 CARRIED

3.3 Minutes of the Regular Meeting of the North Coast Regional District Board held February 17, 2017

MOVED by Director Franzen, SECONDED by Alternate Director Cunningham, that the minutes of the February 17, 2017 North Coast Regional District Regular Board meeting be adopted as presented.

166-2017 CARRIED

3.4 Minutes of the Regular (Round 2 Budget) Meeting of the North Coast Regional District Board held February 18, 2017

MOVED by Director Nobels, SECONDED by Director Beldessi, that the minutes of the February 18, 2017 North Coast Regional District Regular Board meeting be amended as follows:

- Under section 2:
  - Remove: “February 17, 2017”;
  - Add: “February 18, 2017”.

167-2017 CARRIED

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of the February 18, 2017 North Coast Regional District Regular Board meeting be adopted as amended.

168-2017 CARRIED

3.5 Minutes of the Special Meeting of the North Coast Regional District Board held February 22, 2017

MOVED by Director Franzen, SECONDED by Director Beldessi, that the minutes of the February 22, 2017 North Coast Regional District Special Board meeting be adopted as presented.

169-2017 CARRIED

3.6 Minutes of the Regular (Round 3 Budget) Meeting of the North Coast Regional District Board held March 8, 2017

MOVED by Director Brain, SECONDED by Director Franzen, that the minutes of the March 8, 2017 North Coast Regional District Regular Board meeting be adopted as presented.

170-2017 CARRIED
3.7 Rise and Report – February 17, 2017 (no motion required)

MOVED by Director Nobels, SECONDED by Director Franzen, that the report from staff entitled “Cost Impacts of Modular Building Construction” be received;

AND THAT staff be authorized to issue a Request for Proposal for engineering and architectural services with respect to the design of a new administration building.

IC009-2017 CARRIED

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Sandspit Water Service Review Advisory Committee Terms of Reference be amended and adopted as follows:

- Under the heading labeled “Purpose”:
  - Remove: The purpose of the Sandspit Water System Review Advisory Committee (Committee) is to make recommendations to the Moresby Island Management Standing Committee (MIMC) with respect to the Water System in a portion of Electoral Area E.
  - Add: The purpose of the Sandspit Water System Review Advisory Committee (Committee) is to make recommendations to the Board of the North Coast Regional District (NCRD) with respect to the Water System in a portion of Electoral Area E.

IC011-2017 CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held February 7, 2017

MOVED by Director Racz, SECONDED by Director Franzen, that the minutes of the Regular meeting of the Moresby Island Management Standing Committee held February 7, 2017 be received as presented.

171-2017 CARRIED

4.2 Minutes of the Regular Meeting of the Moresby Island Advisory Planning Commission held June 7, 2016

MOVED by Director Beldessi, SECONDED by Director Franzen, that the minutes of the Regular meeting of the Moresby Island Advisory Planning Commission held June 7, 2016 be received as presented.

172-2017 CARRIED

5. DELEGATIONS

None.
6. FINANCE

6.1 J. Musgrave, Administrative Assistant – Cheques Payable over $5,000 for February, 2017

MOVED by Director Franzen, SECONDED by Director Nobels, that the staff report on Cheques Payable over $5,000 issued by the North Coast Regional District for February, 2017 be received and filed.

173-2017 CARRIED

7. CORRESPONDENCE

7.1 Prince Rupert Gas Transmission Ltd. – Request for Amendments to EAC# E14-06 – Schedule A

MOVED by Director Beldessi, SECONDED by Director Franzen, that the correspondence from Prince Rupert Gas Transmission Ltd. with regard to its request for amendments to the environmental assessment certificate be received.

174-2017 CARRIED

The Board directed staff to investigate whether or not the subject area falls within the jurisdictional boundaries of the North Coast Regional District.

7.2 Northern Health Authority – IMAGINE Community Grants

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from Northern Health Authority with regard to the IMAGINE community grants be received.

175-2017 CARRIED

7.3 Director Martin – Traumatic BC Ambulance Service Patient Transfer

MOVED by Director Martin, SECONDED by Director Racz, that the correspondence from Director Martin with regard to BC Ambulance Service in Sandspit be received.

176-2017 CARRIED

The Board directed staff to prepare a resolution with respect to BC Ambulance Service, and its service levels and local authority in rural communities in B.C. for UBCM.

7.4 Trans Canada Yellowhead Highway Association – 2017 Annual General Meeting – Call for Resolutions

MOVED by Director Franzen, SECONDED by Director Brain, that the correspondence from the Trans Canada Yellowhead Highway Association with respect to its call for resolutions be received;

AND THAT staff prepare a resolution to be submitted to the Trans Canada Yellowhead Highway Association with respect to maintenance and safety of the Carwash Rock and Kasiks areas along Highway 16.

177-2017 CARRIED
7.5 District of Coldstream – Provincial Private Moorage Program

MOVED by Director Nobels, SECONDED by Director Daugert, that the correspondence from the District of Coldstream with respect to the provincial private moorage program be received;

AND THAT the Board of the North Coast Regional District write a letter of support to the District of Coldstream with respect to its resolution pertaining to the provincial private moorage program.

178-2017 CARRIED

7.6 Enbridge – Spectra Energy Merger

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from Enbridge with respect to its merger with Spectra Energy be received for information.

179-2017 CARRIED

7.7 Honourable Todd Stone, Minister of Transportation and Infrastructure – UBCM Thank You

MOVED by Director Franzen, SECONDED by Director Martin, that the correspondence from the Honourable Todd Stone, Minister of Transportation and Infrastructure, thanking the North Coast Regional District for the opportunity to meet at the 2016 UBCM conference be received.

180-2017 CARRIED

7.8 Northern Development Initiative Trust – Asset Management Capacity Building Program Funding

MOVED by Director Nobels, SECONDED by Alternate Director Cunningham, that the correspondence from Northern Development Initiative Trust with respect to the North Coast Regional District’s Asset Management Capacity Building funding be received for information.

181-2017 CARRIED

7.9 Northern Development Initiative Trust – Economic Development Capacity Building Funding

MOVED by Director Racz, SECONDED by Director Franzen, that the correspondence from Northern Development Initiative Trust with respect to the North Coast Regional District’s Economic Development Capacity Building funding be received for information.

182-2017 CARRIED

7.10 Southern Interior Beetle Action Coalition – Keeping it Rural 2017 Conference

MOVED by Director Franzen, SECONDED by Director Brain, that the correspondence from the Southern Interior Beetle Action Coalition with respect to the 2017 Keeping it Rural Conference be received for information.

183-2017 CARRIED
7.11 B.C. Environmental Assessment Office – Aurora LNG – Application Review Time Limit Suspension and Other Updates

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the BC Environmental Assessment Officer with respect to the application review time limit suspension for the Aurora LNG project be received for information.

184-2017 CARRIED

8. REPORTS – RESOLUTIONS

8.1 D. Fish, Corporate Officer – Regional Recycling Advisory Committee Appointments

MOVED by Director Racz, SECONDED by Director Franzen, that the report from staff entitled “Regional Recycling Advisory Committee Appointments” be received;

AND THAT the Board of the North Coast Regional District appoint the following to serve as members of the Regional Recycling Advisory Committee, effective immediately:

- Des Nobels, North Coast Regional District
- Jean Martin, Environmental Representative

AND FURTHER THAT staff be authorized to advertise for the vacant member positions on the Regional Recycling Advisory Committee.

185-2017 CARRIED

8.2 D. Fish, Corporate Officer – April 21, 2017 North Coast Regional District Board Meeting – Sandspit

MOVED by Director Nobels, SECONDED by Director Brain, that the report from staff entitled “April 21, 2017 North Coast Regional District Board Meeting – Sandspit” be received for information.

186-2017 CARRIED

8.3 D. Fish, Corporate Officer – Report of Public Hearing held for Proposed Bylaw No. 608, 2017

MOVED by Director Beldessi, SECONDED by Director Racz, that the report from staff entitled “Report of Public Hearing held for Proposed Bylaw No. 608, 2017” be received for information.

187-2017 CARRIED

9. BYLAWS

9.1 Bylaw No. 608, 2017 – being a bylaw to adopt a land use plan for Electoral Areas A and C of the North Coast Regional District

MOVED by Director Racz, SECONDED by Director Franzen, that Bylaw No. 608, 2017 be given second reading.

188-2017 CARRIED
MOVED by Director Racz, SECONDED by Director Nobels, that Bylaw No. 608, 2017 be given third reading.

189-2017 CARRIED

9.2 Bylaw No. 613, 2017 – being a bylaw to adopt the North Coast Regional District Five Year Financial Plan for years 2017 to 2021

MOVED by Director Beldessi, SECONDED by Director Nobels, that Bylaw No. 613, 2017 be given first reading.

190-2017 CARRIED

MOVED by Director Franzen, SECONDED by Director Beldessi, that Bylaw No. 613, 2017 be given second reading.

191-2017 CARRIED

MOVED by Director Franzen, SECONDED by Director Racz, that Bylaw No. 613, 2017 be given third reading.

192-2017 CARRIED

MOVED by Director Nobels, SECONDED by Director Brain, that Bylaw No. 613, 2017 be adopted.

193-2017 CARRIED

10. LAND REFERRALS / PLANNING

10.1 M. Williams, Consultant – Land Referral – Shingle Bay

MOVED by Director Beldessi, SECONDED by Director Racz, that the report from the consultant entitled “Land Referral – Shingle Bay” be received;

AND THAT the Board of the North Coast Regional District strongly oppose the Shingle Bay land referral regarding application for the establishment of a map reserve.

194-2017 CARRIED

10.2 M. Williams, Consultant – Land Referral – QC Lodge

MOVED by Director Beldessi, SECONDED by Director Racz, that the report from the consultant entitled “Land Referral – QC Lodge” be received;

AND THAT the Board of the North Coast Regional District support the QC Lodge land referral regarding application for a license of occupation subject to a five-year tenure, as opposed to a ten-year tenure.

195-2017 CARRIED
10.3 M. Williams, Consultant – Land Referral – Cub Island Wetlands

MOVED by Director Nobels, SECONDED by Director Racz, that the report from the consultant entitled “Land Referral – Cub Island Wetlands” be received;

AND THAT the Board of the North Coast Regional District support the Cub Islands Wetlands land referral regarding application to establish a map reserve.

196-2017 CARRIED

11. NEW BUSINESS

11.1 Director’s Reports

MOVED by Director Franzen, SECONDED by Director Brain, that the verbal reports from the Directors, as follows, be received:

Director Daugert – Village of Port Clements
- By election for Mayor of Port Clements to be held on March 25, 2017.

Director Beldessi – Electoral Area E
- A new business outfit that had purchased property in Sandspit in 2016 is underway with construction and renovations to its property to accommodate the 2017 fishing tour season;
- The old Swanberg Fishing Lodge has changed ownership; and
- Community meetings have been held to discuss the community forest project.

Director Nobels – Electoral Area A
- The community of Dodge Cove has finished its participation in the public comment period of the BC Environmental Assessment process for the Aurora LNG Project, with 19 residents submitting personal impact statements; and
- The Dodge Cove Easter Brunch will be held on April 16, 2017.

Director Martin – Village of Queen Charlotte
- Residents have taken interest in a proposed marijuana dispensary regulation bylaw;
- There is an acute housing shortage in the Village, with population decreasing and affordable housing becoming more scarce;
- The Village is considering densification or residential cluster development as a means to address its housing shortage;
- Village staff met with Northern Savings Credit Union staff to implement policy changes that would allow for insuring homes smaller than 450 square feet;
- Village staff met with Nextpeditions, a traveling program of Quest University, to discuss hosting a program on Haida Gwaii in summer 2017;
- Community forest consultation will be held in the Village throughout the week of March 25-31, 2017; and
- Director Martin will be attending the Association of Vancouver Island and Coastal Communities Annual General Meeting on April 8, 2017.

Director Franzen – District of Port Edward
- The District donated $250 toward Aboriginal Days;
- The District reappointed Mr. Bob Payette to serve as the District of Port Edward representative to the Regional Recycling Advisory Committee;
- The District secured $120,000 through Northern Development Initiative Trust funding to be used toward the boat dock upgrade project; and
- The land and sea working camp is underway in the District.
Director Brain – City of Prince Rupert
- The City secured $7.1 million through the Clean Water and Wastewater Fund for phase 2 of the City’s water system upgrade project;
- Paving along 2nd Avenue West will occur soon, with pacing and redevelopment of 3rd Avenue West to follow; and
- The City is nearing completion of challenges associated with the Watson Island site.

Chair Pages – Village of Masset
- The Village secured $800,000 through the Clean Water and Wastewater Fund to be used toward a water line replacement project in the Village.

197-2017 CARRIED

11.2 Moresby Island Advisory Planning Commission Membership

MOVED by Director Beldessi, SECONDED by Director Nobels, that staff be authorized to advertise for the vacant member position on the Moresby Island Advisory Planning Commission.

198-2017 CARRIED

12. OLD BUSINESS

12.1 Electoral Area D Emergency Planning

MOVED by Director Racz, SECONDED by Director Franzen, that the verbal report from Director Racz with regard to Emergency Planning in Electoral Area D be received.

199-2017 CARRIED

The Board directed staff to prepare a request for proposal with respect to the development of an emergency preparedness and response plan for Electoral Area D.

12.2 Standing Committee of the North Coast Port Municipalities

MOVED by Director Franzen, SECONDED by Director Brain, that the verbal report from Director Franzen with regard to the Standing Committee of North Coast Port Municipalities be received.

200-2017 CARRIED

13. PUBLIC INPUT

There was 1 question from the public.

14. IN CAMERA

MOVED by Director Racz, SECONDED by Director Nobels, that the Board move to the In-Camera meeting following the Regular meeting according to sections 90(1)(e) and 90(2)(b) of the Community Charter “the acquisition, disposition or expropriation of land or improvements, if the council consider that disclosure could reasonably be expected to harm the interests of the municipality” and “the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government of the federal government or both.”

201-2017 CARRIED
15. **ADJOURNMENT**

MOVED by Director Brain, SECONDED by Director Nobels, that the North Coast Regional District Regular Board meeting be adjourned at 9:13 p.m.

202-2017  CARRIED

Approved and adopted:  Certified correct:

______________________ _______________________
Chair        Corporate Officer
MINUTES of the Regular Meeting of the Regional Recycling Advisory Committee (RRAC) held at the 14-342 3rd Avenue West in Prince Rupert, B.C. on Wednesday, January 11, 2017 at 12:00 pm.

PRESENT

Chair          D. Nobels, NCRD Electoral Area A
Members        J. Martin, Environmental Representative
                R. Pucci, City of Prince Rupert
Regrets        B. Payette, District of Port Edward
                T. Ostrom, City of Prince Rupert
Staff          D. Fish, Corporate Officer
                T. Des Champ, Recycling Operations Manager

The Corporate Officer assumed the Chair and called the Regional Recycling Advisory Committee meeting to order.

1. CALL TO ORDER 12:04 p.m.

2. ELECTION OF CHAIR AND VICE CHAIR

The Corporate Officer called for nominations for the position of Chair of the Regional Recycling Advisory Committee for 2017 a first time.

Member Nobels nominated Member Pucci, Member Pucci accepted the nomination.

The Corporate Officer called for nominations for the position of Chair of the Regional Recycling Advisory Committee for 2017 a second time.

Member Pucci nominated Member Nobels, Member Nobels declined the nomination.

The Corporate Officer called for nominations for the position of Chair of the Regional Recycling Advisory Committee for 2017 a third and final time.

Member Pucci nominated Member Payette, Member Payette, via telecommunication, accepted the nomination.

Members were provided the opportunity to elect a Chair by secret ballot. The Corporate Officer read the results of the vote by secret ballot and destroyed the remaining ballots.

**Member Payette was declared Chair of the Regional Recycling Advisory Committee for 2017 by election.**

The Corporate Officer called for nominations for the position of Vice Chair of the Regional Recycling Advisory Committee for 2017.

Member Pucci nominated Member Nobels, Member Nobels accepted the nomination.
Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Member Nobels was declared Vice Chair of the Regional Recycling Advisory Committee for 2017 by acclamation.**

Member Nobels assumed the Chair in the absence of Member Payette.

3. **AGENDA**

MOVED by Member Pucci, SECONDED by Member Martin, that the January 11, 2017 Regional Recycling Advisory Committee meeting agenda be adopted as presented.

001-2017 CARRIED

4. **MINUTES & BUSINESS ARISING FROM MINUTES**

4.1 Minutes of the Regional Recycling Advisory Committee meeting held October 12, 2016

MOVED by Member Pucci, SECONDED by Member Martin, that the minutes of the October 12, 2016 Regional Recycling Advisory Committee meeting be adopted as presented.

002-2017 CARRIED

5. **DELEGATIONS**

5.1 S. Dantzer & J. Cohen, Residents – Community Cleanup Initiative

Sarah Dantzer and Jonathan Cohen, residents of Prince Rupert, B.C., addressed the Regional Recycling Advisory Committee with respect to a planned volunteer community cleanup initiative, Rupert Rubbish Roundup, being led by themselves and other interested residents of Prince Rupert.

Ms. Dantzer and Mr. Cohen provided a map depicting the various neighbourhoods in the community and expressed a desire to find neighbourhood stewards for each area to bring awareness to the Rupert Rubbish Roundup initiative. Ms. Dantzer noted that the Regional District and the City of Prince Rupert have been accommodating in past cleanup initiatives through waiving of fees.

Ms. Dantzer noted that the 2017 Rupert Rubbish Roundup is being planned for Saturday, April 8, 2017 in Prince Rupert.

Ms. Dantzer and Mr. Cohen answered questions posed by the Regional Recycling Advisory Committee.

The Chair thanked Ms. Dantzer and Mr. Cohen for their presentation.

MOVED by Member Pucci, SECONDED by Member Martin, that a Regular meeting of the Regional Recycling Advisory Committee be held at 12:00 p.m. on April 5, 2017 at 14-342 3rd Avenue West, Prince Rupert, B.C.

003-2017 CARRIED
6. **CORRESPONDENCE**

None.

7. **REPORTS – RESOLUTIONS**


MOVED by Member Pucci, SECONDED by Member Martin, that the verbal report from staff entitled “Regional Recycling Operations Report” be received for information.

004-2017 CARRIED

8. **NEW BUSINESS**


MOVED by Member Pucci, SECONDED by Member Martin, that the report from staff entitled “2017-2021 Financial Planning” be received for information.

005-2017 CARRIED

9. **OLD BUSINESS**

None.

10. **ADJOURNMENT**

MOVED by Member Pucci, SECONDED by Member Martin, that the Regional Recycling Advisory Committee meeting be adjourned at 12:50 p.m.

006-2017 CARRIED

Approved and adopted: Certified correct:

______________________     _______________________
Chair        Corporate Officer
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<tr>
<th>Payable To</th>
<th>Date</th>
<th>Amount</th>
<th>Purpose</th>
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<tr>
<td>Big Red Enterprises Ltd.</td>
<td>14-Mar</td>
<td>$17,350.08</td>
<td>February Garbage Collection Contract</td>
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<tr>
<td>Pacific Blue Cross</td>
<td>14-Mar</td>
<td>$5,571.62</td>
<td>March PBC &amp; BC Life Premiums</td>
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<td>Ticker's Hauling &amp; Storage</td>
<td>14-Mar</td>
<td>$36,107.75</td>
<td>Tractor for Landfill, Forklift rental &amp; worker, building &amp; equipment rental, porto toilet rental/cleaning</td>
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<td>City of Prince Rupert</td>
<td>15-Mar</td>
<td>$46,168.02</td>
<td>MFA Debenture Issue #63</td>
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<td>Misty Isles EcoDev Society</td>
<td>14-Mar</td>
<td>$25,000.00</td>
<td>Economic Development Capacity Building Reimbursement (2016)</td>
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<td>Sandspit Volunteer Fire Department</td>
<td>21-Mar</td>
<td>$10,458.18</td>
<td>Portion of 2016 Grant</td>
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<td>Receiver General</td>
<td>9-Mar</td>
<td>$10,809.45</td>
<td>Payroll Remittance (PP5-2017)</td>
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<td>Receiver General</td>
<td>21-Mar</td>
<td>$10,798.60</td>
<td>Payroll Remittance (PP6-2017)</td>
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</table>

**CHEQUES OVER $5,000:** $167,972.87  
**CHEQUES UNDER $5,000:** $58,744.85  
**TOTAL CHEQUES:** $226,717.72
March 23, 2017

Chair Pages and Board
North Coast Regional District
14 - 342 3rd Avenue West
Prince Rupert, BC, V8J 1L5

RE: Completion of 2016/17 (Spring) Community to Community Forum

Dear Chair and Board,

Thank you for submitting the final report and financial summary for the North Coast Regional District’s Community to Community Forum event held on February 7, 2017.

It is clear the event achieved the goals of the Regional Community to Community Forum Program and the objectives of the participants, including the Gitga’at First Nation.

The final report notes a total eligible expenditure of $2,754.49. Based on this, a refund in the amount of $1,122.75 is required to be returned to UBCM within 30 days. The refund is based on 50% of the eligible expenditures minus the initial payment of $2,500.00 made in September 2016.

On behalf of the Union of BC Municipalities and the First Nations Summit, I would like to congratulate the North Coast Regional District on the success of your event and hope that you will consider applying under this program again in the future.

Sincerely,

Danyta Welch
Policy & Programs Officer

cc: Daniel Fish, Corporate Officer, North Coast Regional District
Reference: 227773

MAR 23 2017

Via Email: kaustin@coldstream.ca

His Worship Mayor Jim Garlick
District of Coldstream
9901 Kalamalka Road
Coldstream, British Columbia
V1B 1L6

Dear Mayor Garlick:

Thank you for your letter of February 22, 2017, to Honourable Christy Clark, Premier of British Columbia, regarding the District of Coldstream Council’s resolution on the Provincial Private Moorage Program. As this issue falls under the purview of the Ministry of Forests, Lands and Natural Resource Operations, I have been asked to respond.

I understand that you are concerned that dock owners might not be following local government requirements for those docks authorized under a General Permission for the reason that applications will not be required, and therefore, will not be referred to local government for input. Below are a number of current requirements and processes in place to address these issues, along with some of the proposed changes, prompted by your letter, which we hope will further mitigate your concerns:

- The General Permission includes a requirement that dock owners must comply with all laws applicable to the installation and use of a dock. Although this is a broad statement, I want to assure you that this does cover local government bylaws and zoning (as well as, all other relevant provincial and federal legislation).

- The Ministry of Forests, Lands, and Natural Resource Operations’ Private Moorage webpage (see: http://www2.gov.bc.ca/gov/content/industry/natural-resource-use/land-use/crown-land/crown-land-uses/residential-uses/private-moorage) and the General Permission checklist will both be updated to specifically advise prospective dock owners to contact local governments to find out if there are any additional legal requirements that must be met before proceeding with the construction of their dock. It will also be made clear that if they do not comply with local government bylaws and zoning, then they will not be eligible to be authorized under the General Permission. At this time, there is only a general reference on the webpage that “other legal requirements (i.e. provincial, federal and local government) may also be applicable.”
His Worship Mayor Jim Garlick

- Once the above changes are made to the webpage, prospective dock owners who contact FrontCounter BC (the ministry’s first point of contact regarding applications and use of Crown land), will also be given the same information directly by staff.

- Currently, before any new dock is constructed or any existing dock is significantly modified in freshwater, the proponent must apply to the ministry (through FrontCounter BC), for an authorization under the Water Sustainability Act (WSA), section 11: “Changes in and about a stream” (fresh waterbody). In the Okanagan Region, when an application for a section 11 WSA authorization is submitted, the Natural Resource District advises clients that they must comply with local government bylaws, and then will inform local government of those WSA applications for docks that will be subject to a General Permission. (This process is being considered for other interior locations, but is for now being focussed on the Okanagan Region.)

- The ministry understands that property owners do not always know or fully understand the provincial government laws that apply to their activities. It is for this reason that most of the dock building companies in the Thompson-Okanagan have been informed directly about the revised Private Moorage Policy and the General Permission requirements. I believe there is opportunity for local governments to follow-up with these companies, as well, in order to ensure that the local government requirements are being adhered to by the dock builders.

I trust that the requirements and information currently in place, as well as the proposed revisions described above, will address your concerns in regards to the policy changes. I encourage local governments to work with Regional Land Authorization staff to identify areas of particular concern with higher risk of impacts that may warrant consideration as “application-only areas.”

Thank you again for writing.

Sincerely,

[Signature]

Dave Peterson
Assistant Deputy Minister

pc: Honourable Christy Clark, Premier of British Columbia
Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations
Eric Foster, MLA, Vernon-Monashee
Andy Oetter, Director, Authorizations, Thompson-Okanagan Region
Greg Kockx, Manager, Operational Program, Tenures, Competitiveness and Innovation Division
Hi Daniel:

Please place in the next regular Board agenda. There is a link below for the document.

Thanks
Doug

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From: Sasha Prynn [mailto:sprynn@ubcm.ca]
Sent: March-30-17 2:21 PM
Subject: Consultation Paper: Responsible Conduct of Local Government Elected Officials

To: CAOs and City Clerks

From: Union of BC Municipalities

Please convey the Consultation Paper Responsible Conduct of Local Government Elected Officials provided in the link below to elected officials on your Council or Board.

The Working Group on Responsible Conduct is a joint initiative of the Union of BC Municipalities (UBCM), the Ministry of Community Sport and Cultural Development (the Ministry) and the Local Government Management Association (LGMA).

The staff-level Working Group was formed to undertake policy work in response to a 2016 resolution to UBCM that addressed the issue of questionable conduct by local government elected officials. Delegates referred the matter to UBCM Executive, with the direction that further policy work should be undertaken jointly with the Ministry and LGMA.

The Consultation Paper is being provided in advance of presentations by UBCM at the upcoming Area Association meetings. UBCM will send you the details for a survey to be shared with local government elected officials next week.

As part of the consultation process, LGMA will also be distributing the Consultation Paper to its members followed by a survey to obtain feedback on the paper.

If you have any questions about this initiative, please contact Paul Taylor, UBCM Director of Communications (250-356-2038; ptaylor@ubcm.ca) or Sasha Prynn at 250-356-5133; sprynn@ubcm.ca.

http://tinyurl.com/ktccs9y

With thanks, and best regards,
Sasha
The Working Group on Responsible Conduct is a joint initiative by the Union of B.C. Municipalities; the Local Government Management Association; and the Ministry of Community, Sport and Cultural Development. The staff-level Working Group was created in Fall 2016 to undertake collaborative research and policy work on the issue of responsible conduct of local government elected officials.
TABLE OF CONTENTS

1. INTRODUCTION
   a) What does responsible conduct mean? ................................................................. 4
   b) What is the Working Group on Responsible Conduct? .......................................... 5
   c) What is the purpose of this consultation paper? .................................................... 5

2. ISSUE SUMMARY
   a) What is the issue? ..................................................................................................... 6
   b) What factors provide a foundation for responsible conduct in B.C.? ......................... 6
   c) What pressures are impacting these factors? ........................................................... 7
   d) Why does the issue matter? .................................................................................... 9

3. B.C.’s CURRENT RESPONSIBLE CONDUCT FRAMEWORK
   Understanding B.C.’s responsible conduct framework ............................................... 10
   a) What are the components of B.C.’s responsible conduct framework? ...................... 10
   b) What tools are available in B.C. to support responsible conduct and address related
      issues? .................................................................................................................... 12

4. TOOLS TO SUPPORT RESPONSIBLE CONDUCT IN OTHER CANADIAN JURISDICTIONS
   a) What are some tools used by other Canadian jurisdictions to support responsible
      conduct and address related issues? ........................................................................ 17
   b) What trends have emerged from the research on responsible conduct tools? ................ 22

5. NEXT STEPS .................................................................................................................. 24

APPENDIX A: Overview of Tools to Support and Further Responsible Conduct .................. 25

APPENDIX B: Members of the Working Group on Responsible Conduct ............................ 27
1. INTRODUCTION

What does responsible conduct mean?

Local government elected officials have authority to make decisions that affect the daily lives of citizens, families, businesses and others and help shape the long-term vision for their community as a whole. Responsible conduct broadly refers to how local government elected officials conduct themselves with their elected official colleagues, with staff, and with the public – three key groups that play a significant role in helping elected officials carry out their responsibilities as decision-makers in their communities. Responsible conduct is grounded in conducting oneself with honesty and integrity and in a way that furthers a local government’s ability to provide good governance to their community (e.g. governing in a way that is transparent, ethical, accountable, respectful of the rule of law, collaborative, effective and efficient).

If a local government faces issues related to responsible conduct among its elected decision-makers, it can affect the local government’s ability to provide good local governance. These issues can include disputes among local government elected officials on municipal council and regional district boards, inappropriate behaviour towards staff, questionable behaviour at council/board meetings or in interactions with the public, conflict of interest violations, and alleged breaches of other procedures/rules such as open meetings and duty to respect confidentiality.
What is the Working Group on Responsible Conduct?

Generally, local government elected officials effectively carry out their responsibilities as decision-makers and work well with each other, with local government staff and with the public to carry out governance functions. However, several high-profile incidents involving the conduct of local government elected officials have led to growing debate and interest across Canada (including B.C.) about the issue of responsible conduct of local government elected officials.

At the 2016 Union of B.C. Municipalities Convention, a resolution related to responsible conduct (specifically about municipal Integrity Commissioners) was referred for further exploration. As a result, staff of the Union of B.C. Municipalities (UBCM), the Local Government Management Association (LGMA), and the Ministry of Community, Sport and Cultural Development (the Ministry) formed a Working Group on Responsible Conduct (WGRC) that has been undertaking collaborative research and policy work to explore issues related to responsible conduct more broadly. The aim of the WGRC’s work is to gain a more complete understanding of the background to this issue, and of the benefits and challenges of various approaches to furthering responsible conduct as they support the collective goal of an effective local government system.

What is the purpose of this consultation paper?

The main purpose of this paper is to provide an overview of the tools that are used in B.C. and other Canadian jurisdictions to support and further responsible conduct of local government elected officials that help to ensure local governments can provide effective governance to their communities. The paper is based on research that has been undertaken by the WGRC and is intended to:

- provide an opportunity to consider B.C.’s responsible conduct framework in contrast with the best of what tools other provinces have in place or are exploring;
- flag emerging trends; and
- create a basis for discussion on how these trends may or may not be of value to B.C.’s local government system.

As such, this paper:

- provides a description and analysis of the issue;
- provides an overview of B.C.’s current responsible conduct framework and tools that support responsible conduct of local government elected officials in B.C.;
- provides an overview of some tools of interest that support responsible conduct of local government elected officials in other Canadian jurisdictions; and
- analyzes emerging trends from the research.

The Working Group on Responsible Conduct consists of staff from:
- the Union of B.C. Municipalities;
- the Local Government Management Association; and
- the Ministry of Community, Sport and Cultural Development.

The main purpose of this paper is to provide an overview of tools used in B.C. and other Canadian jurisdictions to support and further responsible conduct and flag emerging trends from the research to create a basis for discussion on how these trends may/may not be of value to B.C.’s local government system.
What is the issue?

There have been some concerns raised about whether there has been a diminishment of responsible conduct in B.C.’s local government system. This is an important concern because local government elected officials can be more effective in providing good governance to their communities if they engage in responsible conduct.¹

Generally, how elected officials conduct themselves with each other, with local government staff, and with the public can impact a local government body’s ability to provide good local governance. Good governance includes:

- providing for the stewardship of a community’s public assets;
- providing services, laws, and other matters for community benefit; and
- acting in a way that is accountable, transparent, ethical, respectful of the rule of law, collaborative, effective and efficient.

In addition, good governance principles ensure that participation and perspectives from the public and stakeholders are taken into account when making decisions.

What factors provide a foundation for responsible conduct in B.C.?

Both written rules (such as rules established in legislation) and unwritten rules or conventions provide a foundation for responsible conduct of local government elected officials in B.C.

WRITTEN RULES

One important factor that provides a foundation for the responsible conduct of local government elected officials and good governance in communities is the set of written rules that are established in legislation, bylaws, and created by the courts. For example, the Community Charter establishes the responsibilities of councillors and mayors. In addition, local government legislation sets out rules for local government elected officials such as conflict of interest disclosure process, attendance at meetings, and the duty to respect confidentiality of certain records and information. Local government policies and bylaws, such as procedure bylaws, also constitute written rules that set out further requirements and standards to ensure a local government operates effectively and efficiently.

UNWRITTEN RULES

The set of unwritten rules, or norms, that typically provide a foundation for how local government elected officials conduct themselves with their colleagues, with local government staff, and with the public are also important in helping local government bodies provide good governance in their communities. These norms may sometimes be seen as the shared understanding of how things should be done that fills the space between the written rules and guides day-to-day behaviour. These norms include:

- conduct of local government elected officials is grounded in respect and honesty;
- the public (or collective) interest is more important than personal interests;

¹One of the purposes of a local government set out in the Community Charter and Local Government Act is to provide for the good government of its community.
Local government elected officials must also follow rules established in other legislation and legal frameworks, such as: the Freedom of Information and Protection of Privacy Act (which has the objective of making public bodies accountable to the public and protecting personal privacy); WorkSafe B.C. rules (which aim to ensure a healthy and safe work environment for local government staff); and the Criminal Code (which penalizes extreme behaviours, such as breach of trust). Further, court rulings may create, interpret, expand and apply legal rules (e.g. conflict of interest) thereby setting additional parameters and providing guidance for decision-making.

**What pressures are impacting these factors?**

A variety of pressures appear to be impacting these factors, especially the unwritten rules and conventions. These pressures can result in unclear and shifting rules and a weaker foundation upon which to support and further responsible conduct and good governance in communities.

Key pressures include:

- **Pervasiveness of technology and social media:** While technology and social media have resulted in some positive outcomes (e.g. increased access to information for the public and elected officials), they can also put pressure on local government elected officials to react quickly to issues that have a social media platform and potentially turn the focus away from other significant issues. “24/7” attention can be wearing. In addition, the norms for social media communication vary considerably from the norms for communication in other social spaces (e.g. conversations that take place in the workplace or during meetings). Statements that may not be based on verified facts and discourse that appears to be inappropriate or offensive can “go viral” at great speed. Elected officials may find themselves defending their actions against anonymous critics or actually becoming actively engaged in this often uncontrolled discourse. This type of social media use can put pressure on local government elected officials and may result in challenges in retaining council and board members (as elected officials ask themselves whether that type of public scrutiny is “worth it”).
Key pressures that appear to be impacting unwritten rules and conventions that provide a foundation for responsible conduct are:

- **Pervasiveness of technology and social media**;
- **Challenges of ensuring responsible conduct and providing good governance in a ‘post-truth’ environment**;
- **Loss of knowledge and continuity on local government bodies and staff**; and
- **Lack of shared understanding/agreement of what the unwritten rules or conventions should be for elected officials**.

- **‘Post-truth’ era**: Another pressure is the challenge of ensuring responsible conduct and providing good governance in a time that has been increasingly described as a ‘post-truth’ era “in which objective facts are less influential in shaping public opinion than appeals to emotion and personal belief”. This approach may lead to greater public interest and attention; however, a significant impact of operating in a ‘post-truth’ environment is that it can be more difficult for groups of people to find common ground and to agree on the facts that are necessary to make effective decisions for communities.

- **Loss of knowledge and continuity**: Individuals who are new to local government, whether they are elected officials or staff members, are vital to democracy and can positively impact a community by bringing new ideas and approaches to solving issues. However, there can also be challenges associated with rapid or continuous turnover on local government bodies and staff, which can include a loss of knowledge and continuity and fewer individuals who can provide expert guidance to local government colleagues in navigating challenging situations.

- **Lack of shared understanding**: As technology and other social changes take place (e.g. demographic changes), there may be a shift in the conventional rules or norms that have typically provided a foundation for responsible conduct and good governance. This can result in a loss or lack of shared understanding in what the unwritten rules are, or should be (e.g. what behaviour is expected of local government elected officials); this may lead to challenges in finding common ground upon which to build a foundation for developing and maintaining relationships among elected officials, with staff, and with the public.

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Why does the issue matter?

An environment that is characterized by unclear and shifting rules can result in issues related to responsible conduct, such as:

- disrespectful use of social media;
- disruptive meetings;
- procedural bylaw violations; and
- disrespectful behaviour towards fellow local government elected officials, staff, and members of the public.

This type of conduct can negatively impact a local government by resulting in strained relationships, decreased credibility and the inability of a local government to function effectively and fulfill its legislative requirements. These impacts may also further undermine sustaining a shared commitment to responsible conduct, which affects a local government's ability to govern according to good governance principles. It may also affect the ability to attract new candidates or retain those currently elected to local government office.

When issues related to responsible conduct negatively impact a local government, communities may also face additional challenges, including lower voter turnout due to voter apathy, businesses that may choose to settle in more stable communities, and the inability of a local government to hire and retain good staff. It is important to note that different types of behaviour can have different impacts on communities. For example, an issue that seems small can escalate into a larger issue that results in the chronic disruption of meetings and decision-making. These chronic disruptions can, in turn, lead to more pressure for written rules to be established, which may result in greater certainty but also in a less flexible basis for relations among local government elected officials, with staff and with the public.
Understanding B.C.’s responsible conduct framework

In light of the pressures and challenges that are impacting the conventions and unwritten rules that have typically guided the conduct of local government elected officials, it is important to understand B.C.’s current foundation for responsible conduct and the tools available in B.C. and other Canadian jurisdictions to address related issues. It is also helpful to identify trends in approaches to responsible conduct to ensure local government bodies can effectively provide good local governance.

a) What are the components of B.C.’s responsible conduct framework?

B.C.’s local government framework consists of a variety of components that provide a foundation for responsible conduct, including access to advice, education and training for local government elected officials and staff; and the legislative framework. The legislative framework includes local government legislation (e.g. Community Charter; Local Government Act), other pieces of legislation to which local governments and elected officials must adhere (e.g. Workers Compensation Act; Freedom of Information and Protection of Privacy Act), and statutory Offices.

As a whole, these components of B.C.’s responsible conduct system are meant to provide support and guidance for local government elected officials and ensure that elected officials can govern effectively and according to good governance principles.

Access to education, advice and training: B.C. has a tradition of close collaboration among the “partner” organizations that support the local government system (e.g. UBCM; LGMA; the Ministry) when it comes to advice, education and training for elected officials and staff, including topics related to responsible conduct. Education opportunities ranging from written guides to interactive workshops are provided by these organizations, sometimes separately but often collectively. Such collaboration among these organizations and others led to the establishment of the Local Government Leadership Academy (LGLA), a ground-breaking approach to education for local government and First Nation elected officials and senior staff.

Many of the sessions at LGLA forums and other important training opportunities, such as LGMA courses, are presented by peers, or by specialized consultants who work extensively, sometimes exclusively, with local governments (i.e. providing general education; being called on to provide customized sessions for a particular council or board; or being retained to advise on specific challenges facing a council or board). Representatives from Offices such as the Ombudsperson or the Auditor General for Local Government participate in education and training opportunities (such as LGLA sessions), but not in a directive role.
Legislation: Both local government legislation (such as the Community Charter and Local Government Act) and other pieces of legislation set out obligations of a local government itself and some of the roles and responsibilities of local government elected officials. In addition, the responsible conduct framework includes some legislated Offices that have targeted oversight functions related to local governments; however, generally, issues related to responsible conduct fall outside the mandates of these Offices.

Local government legislation:

The Community Charter and Local Government Act set out the purposes of municipalities and regional districts and include some specific obligations of the local government itself. For example, the purposes of a local government include providing for the good government of its community. In addition, local governments are required to establish procedure bylaws, which set out the general procedures and standards to be followed by councils and boards when conducting local government business.

These statutes also include requirements for elected officials to attend and participate in meetings; respect the confidentiality of records and information held in confidence by the local government; and refrain from interfering with, hindering, or obstructing local government staff in performing their duties. Elected officials are also required to abide by ethical standards (e.g. conflict of interest rules), which are designed to ensure that elected officials adhere to their duty to the public and do not use their position to pursue personal financial interests.

Other legislation:

As employers, local governments are required by the Workers Compensation Act to ensure the health and safety of their employees. As part of ensuring a safe workplace, local governments must also establish workplace harassment policies. As such, local governments have harassment policies that are aimed at preventing inappropriate behaviour in the workplace and prohibit different forms of harassment defined in the Criminal Code, B.C. Human Rights Code, and the Workers Compensation Act.

Statutory Offices:

Office of the Inspector of Municipalities (Inspector): The Inspector’s work focuses primarily on the financial performance of local governments and statutory requirements, such as approval of some bylaws. Through Ministry staff, the Inspector also delivers advice, education and capacity-building tools often in collaboration with the Office’s local government partners. Although the Local Government Act provides the Inspector with some powers to enquire into the conduct of local government business (with Cabinet approval), those extraordinary powers have rarely been used (i.e. being reserved for matters that would affect the fundamental viability of a local government or have serious consequences for the local government system).

Office of the Auditor General for Local Government (OAGLG): The purpose of the OAGLG is to conduct independent performance audits of the operations of local governments (e.g. a performance audit could investigate questions about whether a service is effective in achieving its intended results). The Office’s performance audits provide objective information and advice to assist local governments in their stewardship of public assets and the achievement of value for money in their operations. The OAGLG’s mandate is limited to operations of a local government (e.g. providing a service), and does not include reviewing policy decisions or objectives of a local government, or considering complaints respecting the actions of individual elected officials.
b) What tools are available in B.C. to support responsible conduct and address related issues?

B.C.’s responsible conduct framework also includes a range of tools that can be used to prevent or address non-responsible conduct (see Table 1 on the next page). As previously noted, different types of conduct have different impacts on a local government. As such, the nature of the tool that is used to address a specific issue will depend on the specific circumstances. There is a range of tools, from those focused on education and expert advice to setting standards, that can be chosen to address circumstances before pursuing tools that address more serious situations.

The tools available in B.C. range from voluntary tools to more directive tools (e.g. from voluntarily establishing a code of conduct to penalties for contravening legislated ethical standards rules). Some of the tools are aimed at the collective decision-making body (e.g. the council or board) while others are for individual elected officials. They also tend to align with B.C.’s tradition of local government autonomy and focus on local government elected officials being directly accountable to their citizens, rather than through direct provincial government supervision.

<table>
<thead>
<tr>
<th>Responsible Conduct Tools in B.C.</th>
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<tbody>
<tr>
<td>Education and advice</td>
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<td>Orientations and planning processes</td>
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<td>Professional assistance and conflict resolution</td>
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<tr>
<td>Policies that set standards for conduct of elected officials</td>
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<td>Policies that set standards for relationships between elected officials and staff</td>
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<td>Oath of office and procedure bylaws</td>
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<td>Censure</td>
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<td>Disqualification penalties</td>
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<tr>
<td>Penalties for breaching statutes</td>
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<td>Criminal Code offences</td>
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**Use of Tool**

*Education:*
- The education programs and advice provided by LGLA and LGMA are resources that can be voluntarily accessed by local government elected officials and local government staff to build knowledge about their roles and responsibilities and to obtain advice for navigating various situations.

Examples:

A. LGLA offers a Certificate Program for local government elected officials, holds annual forums (including post-election training for new and returning officials) and emphasizes skill-building seminars, including seminars targeted to responsible conduct (e.g. “Roles, Responsibilities and Teamwork”; elected-elected/elected staff relations).

B. LGMA’s TeamWorks program provides local governments with access to resources and advice in several fields (e.g. council/staff relations, change management, human resources) and access to coaching/informal advice.

- The Office of the Ombudsperson has developed a guide on best practices for open meetings.

- Workshops on managing access to information under FOIPPA are available to elected officials (workshops are delivered by a third party in partnership with the OIPC).

*Advice:*
- Consultants can be hired to provide proactive tools, decision-making frameworks or orientations for a new council or board.

- Elected officials may seek legal advice about conflict of interest issues and topics.

- The Ministry provides advice regarding legislative intent to local government elected officials and staff, and points to possible resources when issues emerge respecting roles and relationships and understanding ethical standards rules. General advice is also provided on the rules related to a range of topics, such as elections (e.g. webinar for candidates).

**Legislative Authority**

- Voluntary

- Framework not established in legislation

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**Table 1: Tools to support responsible conduct and address related issues in B.C.**

<table>
<thead>
<tr>
<th>Education and advice</th>
<th>Legislative Authority</th>
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<tr>
<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
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<td>Voluntary</td>
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<td></td>
<td>Framework not established in legislation</td>
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### Table 1: Tools to support responsible conduct and address related issues in B.C.

<table>
<thead>
<tr>
<th>Orientations and planning processes</th>
<th>Use of Tool</th>
<th>Legislative Authority</th>
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<tbody>
<tr>
<td></td>
<td><strong>Can be used to clarify the roles and responsibilities of local government elected officials and staff and to facilitate building effective relationships among elected officials and staff.</strong></td>
<td><strong>Voluntary</strong></td>
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<tr>
<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
<td><strong>Framework not established in legislation</strong></td>
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<tr>
<td></td>
<td><strong>Voluntary</strong></td>
<td><strong>Framework not established in legislation</strong></td>
</tr>
<tr>
<td>Professional assistance and conflict resolution</td>
<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Local governments may choose to seek informal advice or hire a consultant to work with the council/board to facilitate solutions to various issues that may arise related to responsible conduct (e.g. targeted workshop on appropriate behaviour, relationship-building and clarifying roles and responsibilities).</strong></td>
<td><strong>Voluntary</strong></td>
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<tr>
<td></td>
<td><strong>Where there has been a triggering event (e.g. loss of council quorum), the Ministry (Inspector) may suggest expectations of behaviour and sources of professional assistance.</strong></td>
<td><strong>Framework not established in legislation</strong></td>
</tr>
<tr>
<td>Policies that set standards for conduct of elected officials</td>
<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
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<td></td>
<td><strong>Several B.C. local governments have adopted codes of conduct for elected officials. Developing a code of conduct can be used to establish a shared set of expectations for how elected officials should conduct themselves while carrying out their duties.</strong></td>
<td><strong>Voluntary</strong></td>
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<td></td>
<td><strong>Some local governments (e.g. Vancouver, Whistler) provide for an independent third party to consider alleged code of conduct breaches, which may include recommendations for resolving the situation.</strong></td>
<td><strong>Framework not established in legislation</strong></td>
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<td></td>
<td><strong>The involvement of local government elected officials in the development and implementation of the code of conduct, regular reviews of the code and processes for enforcing the code can be key parts of effectively utilizing this tool.</strong></td>
<td></td>
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<tr>
<td>Policies that set standards for relationships between elected officials and staff</td>
<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Local government bodies may establish policies that are additional to those required under the Worker's Compensation Act to clarify the roles and responsibilities of elected officials and staff and to establish further guidelines for these relationships.</strong></td>
<td><strong>Voluntary</strong></td>
</tr>
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<td></td>
<td><strong>Example: Resort Municipality of Whistler includes guidelines for elected official/staff relationships in their “Council Governance Manual” (which also includes the code of conduct for elected officials).</strong></td>
<td><strong>Framework not established in legislation</strong></td>
</tr>
</tbody>
</table>

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3 Examples of B.C. local governments that have adopted codes of conduct include Comox Valley Regional District, Vancouver, West Kelowna and Whistler.
Table 1: Tools to support responsible conduct and address related issues in B.C.

<table>
<thead>
<tr>
<th>Oath of office and procedure bylaws</th>
<th>Legislative Authority</th>
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<tbody>
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<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
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<tr>
<td>The <em>Community Charter</em> requires local government elected officials to make an oath or solemn affirmation of office upon being elected and also requires local governments to establish procedure bylaws. These tools may be used to reinforce standards and set expectations of conduct (e.g. a local government can customize its oath of office to include value-based language in relation to conduct; procedure bylaw can address expectations of behavior at meetings).</td>
<td>Legislative requirement</td>
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<table>
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<tr>
<th>Censure</th>
<th>Legislative Authority</th>
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<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
</tr>
<tr>
<td>Censure is a common law concept that may be used by a local government body that wishes to distance itself from a particular elected official due to that official's unacceptable conduct (e.g. bullying; rude comments; disrespectful behaviour).</td>
<td>Voluntary</td>
</tr>
<tr>
<td>It is important for a local government body to establish a clear policy that includes satisfactory procedural fairness measures, such as an individual's right to respond to allegations, to ensure the motion does not fail on a procedural basis.</td>
<td>Common law tool, but framework not established in legislation</td>
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<tr>
<th>Disqualification penalties</th>
<th>Legislative Authority</th>
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<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
</tr>
<tr>
<td>The <em>Community Charter</em> establishes serious penalties for breaching some rules related to responsible conduct and good governance. For example, a local government elected official who breaches the following rules can be declared disqualified (through a court process) from holding office:  ◊ contravening conflict of interest rules and other ethical standards;  ◊ failing to make the oath of office within the specified time;  ◊ having an unexcused absence from meetings for a specified period; or  ◊ authorizing the use of money contrary to local government legislation.</td>
<td>Framework established in legislation</td>
</tr>
<tr>
<td>Disqualification is considered a serious penalty and instances of disqualification are rare.</td>
<td></td>
</tr>
</tbody>
</table>
### Penalties for breaching statutes

**Use of Tool**
- Breaching rules established in legislation may result in an offence prosecution. For example, breaching a local government statute may be prosecuted under the *Offence Act* with penalties being a fine, imprisonment, or both.

- Contravening rules set out in FOIPPA can result in an offence prosecution under that Act.

- As a corporate entity, a local government may be subject to administrative penalties and offence prosecutions under the *Workers Compensation Act*.

**Legislative Authority**
- Framework established in legislation

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### Criminal Code offences

**Use of Tool**
- There are specific offences under the federal Criminal Code that deal with criminal behaviour beyond the scope of local government legislation. For example, it is an offence:
  - for a public officer to commit a fraud or breach of trust in connection with the duties of his/her office; and
  - for a municipal official to accept any form of consideration in order to vote in (or abstain from voting in) a certain manner, to influence the adoption of a resolution or motion, or to perform or fail to perform an official act.

- If found guilty, penalties can include fines and imprisonment for up to 5 years.

**Legislative Authority**
- Framework established in legislation
a) What are some tools used by other Canadian jurisdictions to support responsible conduct and address related issues?

The responsible conduct frameworks in other Canadian jurisdictions have similar components to B.C.’s framework, such as some form of ethical standards (e.g. legislated conflict of interest rules) and rules around protecting personal information. Other provinces and territories may, however, operate in a different context and with different traditions (for example, Québec’s framework emphasizes more direct provincial involvement than would be traditional in B.C.). This section is based on research undertaken by the WGRC and provides an overview of some tools of interest that are used to further responsible conduct across Canada that may be different than those components already part of B.C.’s framework.4 Please see Appendix A for a table that provides an overview of these tools in comparison to tools available in B.C.

### Additional Responsible Conduct Tools in Other Canadian Jurisdictions

- Peer-based advice and mediation programs
- Mandatory education
- Legislated code of conduct
- Mandatory policies that set standards for relationships between elected officials and staff
- Integrity Commissioner
- Spectrum of penalties

See next page for Table 2, which provides an overview of some tools of interest in other Canadian jurisdictions that can be used to support responsible conduct and address related issues.

---

4The research undertaken by the WGRC captures some tools of interest available at a particular point in time and may not reflect proposed legislative amendments or other tools adopted after early March 2017.
### Peer-based advice and mediation programs

**Use of Tool**
- Formal peer-based programs have been established in New Brunswick and Alberta.
- These programs can be accessed by local government officials and staff who are in need of advice or mentorship that draws on shared experiences of peers who have/had similar roles or who have experienced similar issues and conflicts. The programs may be focused on individual elected officials or a whole decision-making body.

**Examples:**

A. New Brunswick’s Conflict Resolution Committee consists of members of the Union of Municipalities of New Brunswick and the Association of Municipal Administrators of New Brunswick and provides a “first step” in assisting municipalities that are experiencing challenging relationships. Municipalities that request mediation are assigned a team that leads the municipality through the mediation process by assisting the municipality in identifying challenges so the parties can reach agreement on how these challenges may be solved.5

B. Alberta’s Peer Network for Municipal Dispute Resolution is a network of peer mentors whom council members can contact to obtain free, confidential advice and conflict resolution and assistance on local issues. Mentors, available to council members and senior administrators in Alberta, can share their experience and wisdom with municipal leaders requesting advice.6

**Legislative Authority**
- Voluntary
- Framework not established in legislation

### Mandatory education

**Use of Tool**
- Local government legislation in Québec requires elected officials to participate in a professional development program on municipal ethics and good conduct if they have not previously participated. Legislation in Alberta requires municipalities to offer an orientation training program for newly elected officials (as of July 2017).
- Québec: A councillor who has not already done so must participate in a professional development program on municipal ethics and good conduct within 6 months of the start of his/her term. The council member must report their participation to the municipality within 30 days after participating in the program. Non-participation could become an aggravating factor if sanctions are being considered by the Commission municipale du Québec for violating the municipality’s “code of ethics and conduct”.

**Legislative Authority**
- Legislative requirement

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5“Conflict Resolution Committee,” The Association of Municipal Administrators of New Brunswick, [http://www.amanb-aamnb.ca/Conflict-Resolution](http://www.amanb-aamnb.ca/Conflict-Resolution)

### Legislative requirements will be effective in Alberta once regulations are developed (anticipated to be Fall 2017).

8 Legislation that requires councils to establish a code of conduct was passed in December 2016. These amendments are not yet in force.

9 Legislative amendments that would require local government elected officials to adopt a code of conduct were proposed in November 2016. See Legislative Assembly of Ontario, Bill 68: An Act to amend various Acts in relation to municipalities, [http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill)

### Table 2: Tools to support responsible conduct and address related issues across Canada

<table>
<thead>
<tr>
<th>Mandatory education continued</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Alberta:</em> As of July 2017, municipalities must offer orientation training to be held within 90 days after each councillor takes the oath of office. Legislation sets out the range of topics that must be addressed (e.g. role of municipalities in Alberta; roles and responsibilities of elected officials and administrative staff; public participation; municipality's code of conduct). No specific requirement or consequence for elected officials for failing to participate in or complete the orientation program, but municipalities could address this issue in code of conduct bylaws.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legislated code of conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of Tool</strong></td>
</tr>
<tr>
<td><em>Establishing codes of conduct (also known as a “code of ethics”) is mandatory in Alberta,</em>(^7) Saskatchewan, Manitoba, Québec, and Prince Edward Island.(^8)</td>
</tr>
<tr>
<td><em>In Ontario, legislation currently enables municipalities to establish a code of conduct if they wish to do so,</em>(^9) with the exception of the City of Toronto, which is required to establish a code of conduct. Legislation in the Northwest Territories also enables local governments to establish codes of conduct.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legislative Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Framework established in legislation</em></td>
</tr>
<tr>
<td><em>Legislative requirement in several jurisdictions</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mandatory policies that set standards for relationships between elected officials and staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of Tool</strong></td>
</tr>
<tr>
<td><em>Legislative amendments proposed in Ontario (November 2016) would require local governments to adopt policies respecting the relationship between council members and officers and employees of the municipality.</em>(^10)</td>
</tr>
<tr>
<td><em>Other jurisdictions explicitly require codes of conduct to include standards and/or values in their dealings with municipal employees (e.g. Saskatchewan, Manitoba, Québec).</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legislative Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Legislative requirement</em></td>
</tr>
</tbody>
</table>

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\(^7\)Legislative requirements will be effective in Alberta once regulations are developed (anticipated to be Fall 2017).

\(^8\)Legislation that requires councils to establish a code of conduct was passed in December 2016. These amendments are not yet in force.

\(^9\)Legislative amendments that would require local government elected officials to adopt a code of conduct were proposed in November 2016. See Legislative Assembly of Ontario, Bill 68: An Act to amend various Acts in relation to municipalities, [http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill)

### Table 2: Tools to support responsible conduct and address related issues across Canada

<table>
<thead>
<tr>
<th>Use of Tool</th>
<th>Legislative Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Only Ontario legislatively enables a municipality to appoint an Integrity Commissioner (and the City of Toronto must appoint an Integrity Commissioner); in Québec, an independent body at the provincial level carries out similar functions.</td>
<td>• Typically tied to legislative frameworks that require or enable local governments to establish a code of conduct</td>
</tr>
</tbody>
</table>
| • An Integrity Commissioner typically has one or more of the following functions:  
  ◦ enforcing a local government’s code of conduct by investigating alleged breaches of the code and recommending sanctions to council, if appropriate;  
  ◦ advising individual local government elected officials on how to meet standards of conduct; and  
  ◦ educating local government elected officials on issues of ethics, integrity, and personal conduct. | • Framework may be established in legislation |
| • Legislative amendments proposed in Ontario (November 2016) would establish that if a municipality does not have an Integrity Commissioner, or if its Integrity Commissioner does not perform all of the statutory functions, the municipality must make arrangements for those responsibilities to be provided by an Integrity Commissioner of another municipality. | • May be a legislative requirement |
| • Some cities have voluntarily appointed an Integrity Commissioner: The City of Calgary has appointed two positions — an Integrity Commissioner and an Ethics Advisor; the City of Regina anticipates appointing an Integrity Commissioner; the City of Winnipeg recently appointed an Integrity Commissioner. The roles/responsibilities of an Integrity Commissioner are not established in legislation in these provinces. | |
| **Note:** Council typically decides whether to impose any sanctions recommended by an Integrity Commissioner. In Québec, the provincial body determines and imposes legislated sanctions. | |

<table>
<thead>
<tr>
<th>Spectrum of penalties</th>
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</thead>
<tbody>
<tr>
<td><strong>Use of Tool</strong></td>
<td><strong>Legislative Authority</strong></td>
</tr>
<tr>
<td>• Some jurisdictions have implemented, or are considering, penalties other than disqualification for elected officials who have breached a code of conduct or contravened conflict of interest rules.</td>
<td>• Framework established in legislation</td>
</tr>
</tbody>
</table>
| • **Code of conduct:**  
  ◦ Penalties for contravening a code of conduct in Ontario include reprimand and suspension of remuneration for up to 90 days. If the Integrity Commissioner reports that an elected official has contravened the code, council may choose to impose a penalty.  
  ◦ In Manitoba and the Northwest Territories, legislation establishes that a local government elected official may be censured for contravening the code of conduct.  
  ◦ In Québec, the minister plays a role in deciding whether an alleged breach of the code of conduct should proceed to inquiry; inquiries can then lead to imposition of sanctions (if appropriate), which include a reprimand, restitution, and suspension for up to 90 days. | |

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Spectrum of penalties continued

- **Conflict of interest rules:**
  - In November 2016, Ontario introduced amendments to its *Municipal Conflict of Interest Act* (MCIA) that, if passed, would replace the narrow scope of penalties for contraventions of the MCIA with a broader range of penalties.\(^{12}\) Proposed penalties include reprimand and suspension of remuneration for up to 90 days.
  - There is interest in Manitoba about the concept of a range of penalties for conflict of interest violations as recommended by the Manitoba Law Reform Commission. Recommended penalties include a suspension of the elected officials (up to 90 days), a $5,000 fine, an order of restitution, and removal from office (ultimate sanction for the most serious offences).

- **Other:**
  - In Québec, a council member may be declared “provisionally incapable to perform any duty of office” if that council member is facing charges for an offence that is punishable by 2 years or more.

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\(^{12}\) Other new proposed provisions under MCIA relate to the requirement for written disclosure of interest, dealing with influence, and a requirement for municipalities to create a registry that tracks all registered conflicts of interest. Proposed legislative amendments also add principles to the duties of elected officials in relation to conflict of interest rules (e.g. council members are expected to perform their duties with *integrity* and *impartiality*). See Legislative Assembly of Ontario, Bill 68: An Act to amend various Acts in relation to municipalities, [http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&BillID=4374&detailPage=bills_detail_the_bill).
b) What trends have emerged from the research on responsible conduct tools?

The following diagram highlights the trends that emerge from reviewing the tools implemented by other Canadian jurisdictions. A discussion of each trend follows the diagram.

**Multi-pronged Approach:**
- It appears that a multi-pronged approach that provides a spectrum of tools to address various circumstances and different behaviours can be an important part of a robust framework that supports responsible conduct, and, in turn, supports local governments in providing good governance to communities. Voluntary tools, including education and peer-based programs, as well as tools that are established in legislative frameworks, are all part of the approaches taken by different jurisdictions – there is no one tool that "solves" everything. The mix of tools differ from jurisdiction to jurisdiction, as do the degrees of formality, the extent to which they are mandated, who is involved in delivering them, how they are implemented and what are the consequences of non-compliance.
Setting and Enforcing Conduct Standards:

- **Setting conduct standards:** Setting standards for conduct is a trend towards explicitly encouraging or requiring certain standards of conduct, rather than leaving assumptions about what is/is not acceptable behaviour to unwritten rules. For example, several jurisdictions require elected officials to develop a code of conduct, which provides a shared understanding of expectations and standards against which an individual’s conduct can be held accountable. Legislative frameworks often set out additional tools to administer and enforce the code of conduct and processes and sanctions if a local government elected official is found to have breached the code. Codes of conduct are generally viewed as one component of a larger responsible conduct framework, not just a stand-alone tool.

- **Enforcing conduct standards:** An important consideration for setting standards is developing processes for their enforcement. There seems to be greater interest in enforcement that has some elements of independence from the local government itself. Jurisdictions that enable or require codes of conduct take a variety of approaches, including enabling local governments to appoint an Integrity Commissioner (and potentially providing for Integrity Commissioners to be “shared” by multiple communities), implementing a centralized model centered on a provincial-level body (in Québec), and authorizing the Ombudsperson to investigate alleged breaches of the code of conduct. It is important to note, however, that the Integrity Commissioner model in Ontario still requires councils to make the final decisions (i.e. the council decides on and imposes sanctions if the Integrity Commissioner finds the code has been contravened).

Sharing Expertise:

- Peer-based programs are also a trend, with some jurisdictions expressing this as formal peer mediation programs. In that way, local government elected officials can obtain advice and guidance from experts on a variety of topics. Considerations for developing a formal peer mediation program include recruitment of volunteers to be mentors, providing adequate training for mentors and ensuring that mentors have varied experiences to account for the wide variety of challenges that local governments may face and on which elected officials may seek advice.

Emphasis on Education:

- Developing educational resources (such as programs, handbooks, and webinars) is common in jurisdictions across Canada to provide guidance and support to both local government elected officials and staff. Education is generally seen as an important part of encouraging responsible conduct. The topics of education initiatives vary, as do the form and who provides the education. As discussed, some jurisdictions have taken this approach one step further: in Québec, local government elected officials are **required** to participate in a professional development program, and in Alberta, municipalities are **required** to offer orientation training to elected officials (as of July 2017). These approaches aim to ensure individuals have a strong foundational knowledge of their roles, responsibilities, and ethical conduct from the start of their career as an elected official. However, mandating education brings into sharp focus important “who”, “what”, “how” and “when” design questions of education programs, as well as questions of consequences if individuals do not participate in the required programs, and measuring the effectiveness of education programs.
5. NEXT STEPS

UBCM and LGMA will be consulting with their respective members in Spring 2017 using this paper as a basis for gathering views on the issue summary, tools used to support responsible conduct in B.C. and in other Canadian jurisdictions, and emerging trends. Consultation with local government elected officials and local government staff will consist of both in-person presentations (e.g. at area association meetings for local government elected officials and at Chapter events and LGMA’s Annual Conference for local government staff) and a survey tool. Feedback from the consultation will then be provided to the Working Group members once the consultation process is completed.

UBCM Executive has made a commitment to draft recommendations on the issue of responsible conduct and bring these before delegates at the 2017 UBCM Convention.

*Spectrum of penalties:*

- Given the variety of behaviours which may be seen as a problem, there also seems to be interest in finding greater flexibility when considering the consequences for this behaviour. Therefore, another trend is exploration of a spectrum of penalties that may be applied to local government elected officials who breach rules related to responsible conduct. These approaches provide for a range of penalties for consideration beyond disqualification, which is such a serious penalty that there may sometimes be reluctance to impose it. Suspension of remuneration, censure motions, and issuing a reprimand are examples of alternative penalties that may be imposed in other provinces. At the same time, these penalties remain focused on public “calling out” of the behaviour (i.e. remedial actions such as required training are not typically part of the consequences).
The following table provides an overview of key tools used to support and further responsible conduct in other Canadian jurisdictions and notes any equivalent tools available in B.C.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Jurisdictions</th>
<th>Key Features</th>
<th>B.C. comparison</th>
</tr>
</thead>
</table>
| Peer-based advice and mediation programs  | Alberta; New Brunswick                        | • Local government elected officials and staff can seek advice and mentorship from experienced peers to help work through issues/conflicts  
• Low-cost, informal, typically requires involvement of partner organizations  
• Framework not established in legislation | • May choose to hire consultant to help facilitate solutions to challenging situations  
• Informal networks established among elected officials  
• Not established in legislative framework                                                                                   |
| Mandatory education                       | Alberta; Québec                               | • Local government legislation in Québec requires elected officials to participate in a professional development program on municipal ethics and good conduct if they have not previously participated. Legislation in Alberta requires municipalities to offer orientation training for newly elected officials (as of July 2017).  
• Programs may cover various topics (e.g. role of local governments; elected official responsibilities; municipal ethics)  
• Legislative requirement | • Voluntary access to education and training resources  
• Framework not established in legislation                                                                                   |
| Code of conduct                           | Alberta; Saskatchewan; Manitoba; Ontario; Québec; Prince Edward Island; Northwest Territories | • Sets out shared standards and expectations to guide conduct of elected officials  
• Suggested key components of developing a code of conduct include:  
  ◊ Should be one component of a larger ‘ethics’ regime;  
  ◊ Elected officials should be involved in developing the code;  
  ◊ Effective process for dealing with complaints is important and enforcement should consider administrative fairness procedures and effective, appropriate sanctions; and  
  ◊ Independent third party should enforce the code (e.g. Integrity Commissioner; contractor with appropriate experience; municipal solicitor).  
• Framework established in legislation  
• Legislative requirement in several jurisdictions (Ontario has proposed amendments to require code of conduct) | • Voluntary  
• Used by a number of local governments  
• Framework not established in legislation                                                                                   |

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<table>
<thead>
<tr>
<th>Tool</th>
<th>Jurisdictions</th>
<th>Key Features</th>
<th>B.C. comparison</th>
</tr>
</thead>
</table>
| Mandatory policies that set standards for relationships between elected officials and staff | Ontario (proposed)  
*Required in code of conduct*  
Saskatchewan  
Manitoba  
Québec | • Ontario recently proposed legislative amendments to require local governments to adopt policies respecting the relationship between council members and officers and employees of the municipality  
• Other jurisdictions explicitly require codes of conduct to include standards and/or values to which elected officials must comply in their dealings with municipal employees  
• Legislative requirement | • Voluntary  
• Framework not established in legislation |
| Integrity Commissioner | Ontario  
Québec (provincial-level)  
City of Calgary  
City of Regina  
City of Winnipeg | • Main role is to administer and enforce codes of conduct  
• May also provide advice about meeting code of conduct requirements and education on issues related to ethics, integrity, and personal conduct  
• There are variations in the approach to Integrity Commissioners or other bodies that carry out similar functions. For example:  
  ◦ *Ontario*: legislation enables municipalities to appoint an Integrity Commissioner (City of Toronto is *required* to appoint Integrity Commissioner)  
  ◦ *Québec*: legislation requires Commission municipale du Québec (provincial body) to investigate alleged code of conduct breaches  
  ◦ *Cities of Calgary, Regina, Winnipeg*: Have voluntarily appointed an Integrity Commissioner (or anticipate appointing an Integrity Commissioner)  
• Framework for Integrity Commissioner (or body that has similar functions) may or may not be established in legislation | • Some local governments (e.g. Vancouver, Whistler) provide for an independent third party to consider alleged code of conduct breaches, which may include recommendations for resolving the situation  
• Framework not established in legislation |
| Spectrum of penalties (other than disqualification) | Manitoba  
Ontario  
Québec  
Northwest Territories | • Some jurisdictions establish penalties (other than disqualification), or have proposed/are interested in establishing penalties, in their legislation for breaching a code of conduct or conflict of interest rules. Examples of penalties include:  
  ◦ Reprimand  
  ◦ Suspension of pay for up to 90 days  
  ◦ Censure motion (for contravening code of conduct)  
• Framework established in legislation | • Disqualification penalties for breaching ethical standards rules  
• Framework for disqualification penalties established in legislation |
APPENDIX B: MEMBERS OF THE WORKING GROUP ON RESPONSIBLE CONDUCT

The Working Group on Responsible Conduct consists of the following staff/expert members from the Union of B.C. Municipalities (UBCM); the Local Government Management Association (LGMA); and the Ministry of Community, Sport and Cultural Development (the Ministry).

<table>
<thead>
<tr>
<th>UBCM</th>
<th>LGMA</th>
<th>Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Gary Maclsaac</td>
<td>• Nancy Taylor</td>
<td>• Gary Paget</td>
</tr>
<tr>
<td>• Brenda Gibson</td>
<td>• Elizabeth Brennan</td>
<td>• Nicola Marotz</td>
</tr>
<tr>
<td>• Paul Taylor</td>
<td>• Allison Habkirk</td>
<td>• Michelle Dann</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Lesley Scowcroft</td>
</tr>
</tbody>
</table>
Board of Directors
Skeena-Queen Charlotte Regional District
14-342 3rd Avenue West
Prince Rupert, B.C. V8J 1L5

Dear Board of Directors:

I am writing to inform you of the results of the Japanese Canadian Historic Places Project, a heritage awareness and recognition project that was undertaken by the Ministry of Forests, Lands, and Natural Resource Operations, and the Ministry of International Trade and Multiculturalism over the past year.

Public nominations were sought from July 7 to November 30, 2016, resulting in 264 nominations for 176 places to be considered for recognition under s. 18 of the Heritage Conservation Act (Appendix A). Following a thorough evaluation by sector and community experts, 56 historic places were chosen to receive formal provincial recognition for their significance to the Japanese Canadian community in British Columbia (Appendix B).

Acknowledgement of the heritage values associated with these places strengthens our understanding and appreciation of the diversity of cultures that are part of British Columbia’s heritage. Heritage values articulated by the Japanese Canadian community relate to several themes including immigration, fighting for equality and justice, service to community, and celebrating cultural diversity. Of particular importance was the profound impact of internment during World War II, and its lasting effects in the years following, on over 22,000 Japanese Canadians and Canadians of Japanese ancestry.

Sites chosen for formal recognition will be included on the BC Register of Historic Places, and will be put forward for inclusion on the Canadian Register of Historic Places. The promotion of heritage values under this piece of legislation is purely commemorative, and does not confer any form of legal protection nor does it register any interest in land. Property rights and title are also not affected by this formal acknowledgment of heritage values.

The 176 nominated places are located in 60 local governments and regional districts throughout B.C., including in your municipality. The historic places within your jurisdiction are listed below. Provincially recognized places are indicated with an asterisk (*).

1. Protected Area*
2. Port Essington*
3. Skeena Buddhist Temple
4. Mine at Ikeda Bay on Moresby Island
While not all of the places identified by the public are *provincially* significant, this project brings to light the fact that these places are important at a regional or local level. I am therefore inviting your local government to consider using the heritage conservation tools found in Part 15 of the *Local Government Act* to formally recognize or protect these places at the local level. Recognition of these historic places by all levels of government strengthens our collective understanding and appreciation of the many layers of heritage values that make British Columbia the place it is today.

If your local government does not already have a Community Heritage Register or other heritage conservation tools in place, may I suggest contacting Heritage BC at www.heritagebc.ca, or at 604.428.7243 or 1.855.349.7243, to learn more about their resources and services for developing community heritage planning programs. Heritage BC is also the fund administrator for the Heritage Legacy Fund of British Columbia, which provides opportunities to interpret or celebrate aspects of community heritage through their Heritage Awareness Program.

If you would like more information on this project, or any of the places that were nominated or formally recognized, please contact Judith Cook, Heritage Planner, at judith.cook@gov.bc.ca, or at 250-356-1038. Information about each place will also be available on an online interactive map, hosted by Heritage BC.

I hope that you will join the Province of British Columbia in honouring this important part of our provincial heritage.

Yours truly,

Richard Linzey  
Director, BC Heritage Branch  
Ministry of Forests, Lands and Natural Resource Operations
<table>
<thead>
<tr>
<th>No.</th>
<th>Place Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Protected Area</td>
</tr>
<tr>
<td>2</td>
<td>Lillooet/East Lillooet Self-Supporting Internment Camp</td>
</tr>
<tr>
<td>3</td>
<td>McGillivray Falls</td>
</tr>
<tr>
<td>4</td>
<td>Minto Mine</td>
</tr>
<tr>
<td>5</td>
<td>Miyazaki House</td>
</tr>
<tr>
<td>6</td>
<td>Bridge River Internment Site</td>
</tr>
<tr>
<td>7</td>
<td>Taylor Lake</td>
</tr>
<tr>
<td>8</td>
<td>Mount Manzo Nagano</td>
</tr>
<tr>
<td>9</td>
<td>Mine at Ikeda Bay on Moresby Island</td>
</tr>
<tr>
<td>10</td>
<td>Ocean Falls</td>
</tr>
<tr>
<td>11</td>
<td>North Pacific Cannery National Historic Site</td>
</tr>
<tr>
<td>12</td>
<td>Port Essington</td>
</tr>
<tr>
<td>13</td>
<td>Skeena Buddhist Temple</td>
</tr>
<tr>
<td>14</td>
<td>Cow Bay</td>
</tr>
<tr>
<td>15</td>
<td>Kauz Maru Shinto Shrine</td>
</tr>
<tr>
<td>16</td>
<td>Morimoto Boat Shop &amp; Claxton Cannery</td>
</tr>
<tr>
<td>17</td>
<td>Prince Rupert Japanese Language School</td>
</tr>
<tr>
<td>18</td>
<td>St. Andrew's Anglican Church</td>
</tr>
<tr>
<td>19</td>
<td>Calhoun Farm</td>
</tr>
<tr>
<td>20</td>
<td>Eagle Pass/Revelstoke-Sicamous Highway Road Camp</td>
</tr>
<tr>
<td>21</td>
<td>Nitobe's Rock</td>
</tr>
<tr>
<td>22</td>
<td>Rogers Pass Avalanche Memorial</td>
</tr>
<tr>
<td>23</td>
<td>Fraser Valley Buddhist Temple</td>
</tr>
<tr>
<td>24</td>
<td>Mount Lehman Japanese Language School</td>
</tr>
<tr>
<td>25</td>
<td>Hammond Buddhist Temple</td>
</tr>
<tr>
<td>26</td>
<td>Haney Japanese Kindergarten</td>
</tr>
<tr>
<td>27</td>
<td>Haney Japanese Language School</td>
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<td>28</td>
<td>Haney Nokai</td>
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<td>Haney, Maple Ridge</td>
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<td>Whonnock Japanese Language School</td>
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<td>East Mission Japanese Language School</td>
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<td>Mission Japanese Language School</td>
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<td>33</td>
<td>Westminster Abbey, Mission</td>
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<td>34</td>
<td>Pitt Meadows Japanese Canadian Meeting Hall</td>
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<td>Fraser Valley</td>
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<td>Tashme Internment Camp</td>
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<td>Hope-Princeton Highway Road Camp</td>
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<td>The Gulf Islands</td>
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<td>39</td>
<td>Sunrise Sawmill and Koyama's Fish Camp</td>
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<td>Galiano Island Charcoal Pit Kiln</td>
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<td>Galiano Island Cemetery</td>
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<td>Galiano Island North End Hall</td>
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<td>Mayne Island Japanese Garden</td>
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<td>Kadonaga Bay</td>
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<td>Salt Spring Island Charcoal Pit Kilns</td>
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<td>Mikuni Point</td>
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<td>Saint Christopher's Church</td>
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<td>Christina Lake &amp; Japanese Language School</td>
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<td>Greenwood</td>
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<td>Kaslo Internment Site</td>
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<td>St Andrew's United Church</td>
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<td>Midway</td>
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<td>1505 Nasookin Road, Nelson</td>
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<td>Rosebery Internment Camp</td>
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<td>Kohan Reflection Garden</td>
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<td>New Denver and Area Internment Camp</td>
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<td>New Denver Church</td>
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<td>New Denver Orchard</td>
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<td>63</td>
<td>Nikkei Internment Memorial Centre National Historic Site</td>
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<tr>
<td>64</td>
<td>Yasutaro Mitsunaga grave marker</td>
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<td>65</td>
<td>Sandon Internment Camp</td>
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<td>520 Springer Street, Slocan</td>
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<td>67</td>
<td>Bay Farm Internment Camp</td>
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<td>Lemon creek Internment Camp</td>
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<td>Popoff Internment Camp</td>
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<td>Slocan Extension Internment Camp</td>
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<td>Silvery Slocan Social Centre</td>
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<td>Slocan Cemetery Monument</td>
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<td>Slocan City Internment Camp</td>
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<td>Slocan Village Market</td>
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<td>75</td>
<td>CPR Railway disaster</td>
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<td>76</td>
<td>Nikkei National Museum &amp; Cultural Centre</td>
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<td>Ocean View Burial Park</td>
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<td>Fraser Mills Japanese Language School</td>
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<td>Annieville Slough</td>
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<td>Canoe Pass</td>
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<td>81</td>
<td>New Westminster Berth for Ocean Vessels</td>
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<td>Douglas Road Cemetery</td>
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<td>83</td>
<td>New Westminster Japanese Language School</td>
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<td>84</td>
<td>Japanese Teahouse, North Vancouver</td>
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<td>85</td>
<td>Seymour Valley (McKenzie Creek) Japanese Camp</td>
</tr>
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<td>86</td>
<td>Britannia Shipyards National Historic Site</td>
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<td>87</td>
<td>Don and Lion Islands</td>
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<td>88</td>
<td>G.S. Mukai Boat Works</td>
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<td>Garry Point Park Boatyard</td>
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<td>Japanese Fishermen's Hospital</td>
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<td>Kuno Garden</td>
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<td>92</td>
<td>Murakami House and Boatworks</td>
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<td>93</td>
<td>Nikkei Fishermen's Statue, Steveston</td>
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<td>94</td>
<td>Steveston Buddhist Temple</td>
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<td>Steveston Japanese Language School</td>
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<td>97</td>
<td>Woodfibre Japanese Language School</td>
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<td>Strawberry Hill, Surrey</td>
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<td>Campbell Creek Hop Farm</td>
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<td>Kamloops Japanese Canadian Association</td>
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<td>Kamloops Jodo Shinshu Buddhist Temple</td>
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<td>102</td>
<td>Kamloops Judo Club</td>
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<td>Monte Lake</td>
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<td>North Kamloops Motors</td>
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<td>Kelowna Buddhist Temple</td>
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<td>Kelowna Japanese Language School</td>
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<td>107</td>
<td>Summerland Japanese Language School</td>
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<td>108</td>
<td>Bella Vista Road &amp; Old Kamloops Road</td>
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<td>109</td>
<td>Vernon Japanese Hall/Buddhist Temple</td>
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<td>Westwood</td>
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<td>111</td>
<td>Yellowhead-Blue River Highway Road Camp (Robson Park)</td>
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</tbody>
</table>
112 302 Alexander Street, Vancouver
113 40th Marpole Boy Scout Hall & Marpole Japanese Language School
114 Celtic Cannery & Japanese Language School
115 Fairview Japanese Language School
116 Hastings Park
117 Hastings Park - PNE Forum
118 Hastings Park - Rollerland
119 Hastings Park Garden Auditorium
120 Hastings Park Livestock Building
121 Hastings Park Momiji Garden
122 Historic Sites and Monuments Board of Canada Plaque, Hastings Park
123 Holy Cross Japanese Anglican Church
124 Japanese Canadian real estate
125 Japanese Canadian War Memorial
126 Japanese Catholic Mission
127 Japanese Church of the Ascension
128 Historic Joy Kogawa House
129 Kitsilano Japanese Language School
130 Little Ginza, Vancouver
131 Maikawa Building and Store
132 Mountain View Cemetery
133 Myowa Gakuen
134 Nippon Auto Supply, Vancouver
135 Nitobe Memorial Garden, UBC
136 Oppenheimer Park
137 Powell Street Historic Japanese Canadian Neighbourhood (Pauuer-gai/パウエル街)
138 Showa Japanese Language School
139 Tairiku Building, Cordova Street
140 Tamura House/Building
141 Tonari Gumi, Vancouver
142 University of British Columbia
143 Vancouver Buddhist Temple
144 Vancouver Japanese Language School & Japanese Hall
145 Wong's Market, Vancouver
146 Torii Gate
147 Chemainus Cemetery and Monument
148 Comox Japantown and Japanese Language School
149 Deep Bay Logging Company and Kyoritsu Gakko Language School
150 Hillcrest Japanese Language School
151 Duncan, Paidl, Chemainus
152 10 Maple Street, Cumberland
153 Coal Mine No. 5 and No. 5 Japanese Town, Cumberland
154 Cumberland Japanese Cemetery
155 Nikkei Mountain
156 No. 1 Japanese Town site, Cumberland
157 Saito House
158 Cumberland
159 Nanaimo Japanese Language School
160 Newcastle Island & Nanaimo Shipyards
161 McLean Mill National Historic Site
162 Port Alberni Cemetery
163 Royston
164 Japanese Bazaar, 1013 Government Street, Victoria
165 Japanese Methodist Mission Church
166 Osawa Hotel, Victoria
167 Ross Bay Cemetery - Kakehashi Project and Gravesites
168 Victoria Japanese Language School
169 Victoria Port of Entry and William Head Quarantine Station
170 Japanese Garden, Gorge Point Park
171 West Coast of Vancouver Island (Tofino and Ucluelet)
172 Clayoquot Island
173 Tofino Japanese Language School
174 Japanese Dock, Ucluelet
175 Port Albion (Shimizu Bay), Ucluelet
176 Ucluelet
MAP OF RECOGNIZED PLACES
Japanese Canadian Historic Places
Recognition Project
April 10, 2017

Dodge Cove, BC

North Coast Regional District
14-342 3rd Avenue West
Prince Rupert, BC

To Chair Barry Pages and the Board of the NCRD,

The Community of Dodge Cove has asked the Dodge Cove Improvement District to represent them in matters concerning the Aurora LNG Project. Lately, certain representatives of the proponent CNOOC-Nexen are attempting to intervene in our community’s democratic process.

We believe this to be inappropriate and disrespectful of our community’s wishes. We consider their actions harassing in nature and would like to formally notify the Board of these actions and register a complaint with regard to their interference.

Thank you.

Dodge Cove Improvement District Trustees:

Wendy Brooks

Carol Brown

Tom Spiller

cc: Sean Moore: BCEAO
cc: Jennifer Rice: MLA, North Coast
Recommendation:

THAT the Board receives the staff report entitled “Haida Gwaii Regional Recreation: 2017 1st Quarter Reporting” for information.

BACKGROUND:

Throughout January to March 2017 (1st Quarter 2017), the Haida Gwaii Regional Recreation Commission (HGRRC) offered support for programs in varying degrees of capacity, which included the operation of registered HGRRC programs; coordination and support for drop-in sports programs; and participation and support for community events across Haida Gwaii. These programs are categorized as being either: ran/led; cooperative/partnership; or supporting.

DISCUSSION:

After School Sport and Art Initiative (ASSAI) (Ran/Led Program)

In September 2016, the Haida Gwaii ASSAI program began its sixth year of programming on Haida Gwaii. The ASSAI program offers a wide variety of free sport, art and cultural programs across the islands to youth ages 5-18. The program will continue to run throughout the duration of the school year.

ASSAI-After School Program

![Graph showing participants and total for January, February, and March.]

- January
- February
- March
Weight Room Orientations—Port Clements and Queen Charlotte (Ran/Led Program)

Throughout 1st Quarter, the HGRRC held a total of 6 weight room orientation sessions between Port Clements and Queen Charlotte, with a total of 52 participants.

Alternate Fitness—Masset and Port Clements (Ran/Led Program)

Alternate Fitness, held in Masset, runs every Tuesday and Thursday. The class averaged 19 registered participants per month.

Alternate Fitness, held once a week in Port Clements, started in November of 2016 and will carry on until the end of April 2017. This program averaged a total of 7 registered participants per month.

Total Body Conditioning—Port Clements (Ran/Led Program)

BCRPA instructor Ruth Bellamy began this full-body circuit program in November and carried over into March twice weekly at the Port Clements Elementary gym; the program includes interval-style circuit and strength training, as well as elements of Pilates and yoga.

Unfortunately, the program has been temporarily suspended due to poor participation numbers. It is anticipated that this program will be revisited should there be a demand to do so.
**Senior Yoga-Port Clements (Ran/Led Program)**

Seniors Yoga just completed a 6-week program in Port Clements starting February 21st and finishing on March 28th in the Seniors’ room (multiplex). There was a total of 10 first time registered participants for this program.

**Circuit Fitness-Sandspit (Ran/Led Program)**

This circuit program is held at Agnes L. Mathers Elementary in Sandspit. This program aims to create an open and inclusive venue for anyone looking to increase their level of fitness. The program ran twice-weekly from January 24th to February 21st. This program had a total of 5 registered participants and only averaged 1.5 participants per class.
**Fitness Bootcamp-Masset (Ran/Led Program)**

Fitness Bootcamp provides a mixture of exercises and cardiovascular training, that will work the heart and lungs and give almost every muscle in your body a workout. This class is suitable for novice exercisers and fitness enthusiasts alike, because individuals will be allowed to work at their own personal level and intensity. The Fitness Bootcamp program averaged 44 participants per month and runs 3 classes every Monday, Wednesday and Friday.

![Fitness Bootcamp Chart]

**Aikido-Masset (Ran/Led Program)**

The Aikido program taught by Aikikai Instructor, Toby Sanmiya, is an introduction to the Japanese defensive martial art and is a prerequisite for the adult ongoing class. Students are taught essential movements and practice exercises to build strength and flexibility. This program drew a total of 8 registered participants from both Masset and Queen Charlotte.

![Aikido Chart]

**Judo-Skidegate (Ran/Led Program)**

A new program introduced at the beginning of January is a Judo program led by Sensei, Tom Argue. The program is running has both a youth and adult time slot which runs every Monday and Wednesday at Sk’aadgaa Naay Elementary, Skidegate. The program has a total of 10 youth participants and the adult class has a total of 2 participants.

This program was completed at the end of March and we will be looking at carrying on the program this fall.
Shito Ryu Karate-Skidegate (Ran/Led Program)

Shito Ryu Adult and Youth Karate Sensei, Deavlan Bradley, has kick started this program at Queen Charlotte Secondary School, which runs for its 5th consecutive year, twice-weekly. Shito Ryu Karate is attended by youth and adults ages 7-57. This quarter saw a total of 26 participants, 25 from Queen Charlotte and 1 from Tlell.

“Drop-in” Programs- GidGalang Kuyuyas Naay Secondary School, Queen Charlotte (Ran/Led Programs)

Indoor Floor Hockey, Wednesdays & Fridays 8-10 pm
**Basketball, Tuesdays & Fridays 6-8 pm**

![Bar chart showing attendance at basketball games.

**Pickelball, Mondays & Wednesdays 6-8 pm**

![Bar chart showing attendance at pickelball games.

**Indoor Soccer, Wednesdays 8-10 pm**

![Bar chart showing attendance at indoor soccer games.**
“Drop-in” Programs- Port Clements Elementary School *(Ran/Led Programs)*

![Bar chart for International Folk Dancing]

“Drop-in” Programs- Gudangaay Tlaats’gaa Naay Secondary School, Masset *(Ran/Led Programs)*

*Please note:* Gudangaay Tlaats’gaa Naay Secondary School in Masset will be going through HG Rec for their program needs now that their 3rd party liability insurance expired at the beginning of February 2017.

![Bar chart for Badminton]

![Bar chart for Basketball]

*Archery, Valentines Weekend Event-Queen Charlotte* *(Supporting)*

The Archery Club hosted a fun afternoon for participants to test out their archery skills. The event was held on Sunday, February 12th at GidGalang Kuuyas Naay Secondary School - Queen Charlotte and drew a total of 10 participants. We had another event set up for Sunday, March 26th but had to be cancelled due to bad weather.
**Bike Re-Psych Program—All Islands (Supporting)**

Bike Re-Psych crew set up a bicycle-repair station with assistance and support on DIY upgrades, maintenance and fix-it projects. The event saw a total of 36 participants swinging by to inquire into repairs and learn about maintenance. In January, there were 20 participants from Queen Charlotte, in February there were a total of 16 participants in Masset.

![Bike Re-Psych Program Chart]

**Latin Dance (NEW)—Queen Charlotte (Supporting)**

Jessica Ruskin ran several dance programs out of Sun Studio in Queen Charlotte that started mid January and ran until March. Ms. Ruskin’s dance program is a cardiovascular dance class geared towards those who love motivating music to get a work-out and great for all fitness levels and age groups. This aerobic choreography class provides high and low impact options and draws on a variety of dance genres.

![Latin Dance Chart]
Creative Movement and Ballet-Queen Charlotte (Supporting)

In partnership with Sun Studio and Caitlyn Epners. The Creative Movement and Ballet Dance program began January 1st and finished on February 25th. The program runs once a week, 2 classes every Saturday out of Sun Studio in Queen Charlotte. For the 4-5-year age group, there were a total of 6 classes, 14 participants in total. For the 6-8-year old age group there were a total of 13 participants with a total number of registered participants was 27.
**Mother Goose (NEW)-Masset (Supporting)**

HG Rec will be helping support a “Mother Goose” program in Masset at the Little Doves Day Care on Saturdays starting January 28 to April 1st. This is a program that is to help target working parents who are not able to bring their 0-6-year old’s to “Strong Start”.

**Explorer’s Team Program (NEW)-Masset (Supporting)**

HG Rec will be offering support to a “pilot” project that Strong Start is running led by Toby Sanmiya. This is a program that offers outdoor activities for 0-6-year olds on Saturday mornings starting from January 8th to February 19th.
**Women’s Wood Working Program-Masset (Supporting)**

Starting in January 2017, Peter Reynolds, a teacher at Gudangaay Tlaats’gaa Naay Secondary School is teaching a woodworking program for women only. Peter reached out to HG Rec when the school's 3rd party liability insurance expired and asked for us to help out in a supporting role.

![Women's Wood Working Program](chart)

**Canadian Firearms Safety (PAL) Course (Supporting)**

Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded two pre-requisite licensing courses in Queen Charlotte and Masset this February. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License, and had a total of 10 registered participants total for both classes.

![Canadian Firearms Safety (PAL) Course](chart)

**Conservation and Outdoor Recreation Education (CORE) Course (Supporting)**

Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded pre-requisite licensing courses in Masset for the month of March. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License. Masset had a total of 7 participants.

![Conservation and Outdoor Recreation Education (CORE) Course](chart)
Swim and Skate Trip to Prince Rupert-Masset (Supporting)

Tidal Elements Society led by Toby Sanmiya organized a 5-day fun filled trip to Prince Rupert from March 9-13 full of activities such as swimming and ice skating for children ages 5-11.

BC Soccer Clinic-Tlell (Supporting)

BC Soccer came to Haida Gwaii and held an Active Start coaching clinic. The clinic was scheduled for Saturday, March 25, 2017, and was intended to be held in conjunction with a Grassroots festival with the Soccer Associations opening day but, unfortunately, opening day was postponed until April 1st. The clinic had a good turnout with a total of 8 participants from different parts of the islands. The coordinator will be working on creating sustainable date(s) to have BC Soccer come up and offer more programs soon.

RECOMMENDATION:

Staff is recommending that the Board receive the Haida Gwaii Regional Recreation Coordinators report entitled “Haida Gwaii Regional Recreation: 2017 1st Quarter Reporting” for information.
STAFF MEMORANDUM

DATE: April 21, 2017
TO: D. Chapman, Chief Administrative Officer
FROM: D. Fish, Corporate Officer
SUBJECT: Highway 16 Road Maintenance & Safety Resolution

Recommendation:

THAT the staff report entitled “Highway 16 Road Maintenance & Safety Resolution” be received;

AND THAT the Board provide staff with further direction.

BACKGROUND:

At its Regular meeting held March 24, 2017 the Board of the North Coast Regional District (NCRD) resolved to direct staff to prepare a resolution to be submitted to the Trans Canada Yellowhead Highway Association with respect to maintenance and safety of the Carwash Rock and Kasiks areas along Highway 16.

On March 31, 2017, via electronic polling, the Board supported submitting the following resolutions to the Trans Canada Yellowhead Highway Association:

WHEREAS the quality of highway 16 road maintenance service provided by the Ministry of Transportation and Infrastructure has a significant impact on the safety of our highway;

AND WHEREAS the provision of quality highway road maintenance services not only ensures safe conditions for those travelling highway 16 but also ensures that the maximum life span of our highway infrastructure can be realized;

AND WHEREAS the Carwash Rock and Kasiks areas along highway 16 require additional consideration for increased maintenance for safety concerns;

THEREFORE BE IT RESOLVED that the Ministry of Transportation ensure that contracted road maintenance providers fulfill their contractual obligations through enhanced monitoring and maintenance along highway 16, particularly at Carwash Rock and Kasiks.
DISCUSSION:

At the time the resolution was drafted and circulate to the Board for approval, staff was of the understanding that the issue focused on the maintenance of the areas identified on Highway 16, however, is now of the understanding that the issue lies more so with enhanced safety monitoring at those areas.

Staff has brought forward the resolution for further consideration from the Board and is requesting further direction from the Board with respect to amending the resolution.

RECOMMENDATION:

Staff is seeking further direction from the Board on an amended resolution with respect to maintenance and safety along Highway 16.
MEMORANDUM OF UNDERSTANDING

AMENDMENT

THIS MEMORANDUM OF UNDERSTANDING AMENDMENT (the “MOU”) is made at Terrace, British Columbia, Canada, this 24th day of March, 2017,

AMONG:

Regional District of Kitimat-Stikine (“RDKS”),

AND

City of Terrace,

AND

District of Kitimat,

AND

District of Stewart,

AND

Village of Hazelton,

AND

District of New Hazelton,

AND

RDKS Electoral Area A – Nass Valley, Meziadin,

AND

RDKS Electoral Area B – Hazeltons rural areas, Kispiox Valley, Moricetown through Cedarvale,

AND

RDKS Electoral Area C – Rural Terrace Area, South Coast,

AND

RDKS Electoral Area D – Telegraph Creek, Iskut, Bob Quinn,

AND

RDKS Electoral Area E – Thornhill,

AND
RDKS Electoral Area F – Dease Lake,

AND
North Coast Regional District ("NCRD”),

AND
City of Prince Rupert,

AND
District of Port Edward,

AND
Village of Queen Charlotte,

AND
Village of Port Clements,

AND
Village of Massett,

AND
NCRD Electoral Area A - Dodge Cove,

AND
NCRD Electoral Area C - Oona River,

AND
NCRD Electoral Area D - Rural Graham Island,

AND
NCRD Electoral Area E – Rural Moresby Island,

AND
Regional District of Bulkley-Nechako ("RDBN”),

AND
Town of Smithers,

AND
District of Houston,

AND
District of Vanderhoof,

AND
Village of Burns Lake,
AND Village of Fraser Lake,

AND District of Fort St. James,

AND Village of Telkwa,

AND Village of Granisle,

AND RDBN Electoral Area A - Smithers Rural.

AND RDBN Electoral Area B - Burns Lake Rural,

AND RDBN Electoral Area C - Fort St. James Rural,

AND RDBN Electoral Area D - Fraser Lake Rural,

AND RDBN Electoral Area E - Francois/Ootsa Lake Rural,

AND RDBN Electoral Area F - Vanderhoof Rural,

AND RDBN Electoral Area G - Houston Rural,

hereinafter collectively called the “Local Governments” or "Parties" and individually a "Party."

GIVEN THAT:

A. The Parties entered into a Memorandum of Understanding (“MOU”) the 15th day of August, 2015 to act in concert to negotiate resource benefits with the provincial government, federal government and major resource companies in relation to major resource development in northwestern British Columbia;

B. The Parties now wish to extend the term of the MOU and clarify the terms and conditions applicable to governance, administration and reasonable deadlines for work plans;
NOW THEREFORE, in consideration of the mutual promises and covenants herein set forth, the Parties agree to amend the MOU as follows in order to continue to work together in a spirit of cooperation and mutual respect to pursue resource benefits negotiations with the provincial government, federal government where applicable, and major resource companies in respect of major resource development in Northwest BC:

Article 1 – Amendments

1.1 The MOU is amended:

(a) in section 7.1 by deleting “by August 31, 2015”;

(b) in section 12.1, by deleting the first sentence;

(c) in Appendix B, by deleting the columns entitled “Date” and “Comments/Status Update;

(d) in section 2.0 of schedule D by deleting “voting members” and substituting “members” in relation to appointing the Chair and Vice Chairs.

(e) in section 3.0 of Schedule D, by:

(i) deleting “non-voting” and substituting “voting” in relation to Mayors who are not Directors on Regional Districts; and

(ii) adding “voting or” before “non-voting” in relation to appointing additional members to the RBA Committee.

Article 2 – General Provisions

2.1 Each of the Parties will do such further acts and execute and deliver all such further documents in a timely fashion as are reasonably required from time to time in order to fully perform and carry out the terms and intent of this MOU.

2.2 Any notice, document, or communication to be given under this MOU will be in writing and delivered by hand, faxed or emailed to the MOU signatory for the Party to which it is to be given and will be deemed received on the date sent.

2.3 Each party hereby represents that it has the authority to enter into this MOU and that the entering into of this MOU does not violate any agreement or understanding relating to such party.

2.4 This MOU may be executed in counterparts and be returned by fax or email with a PDF attachment, each of which when executed and delivered shall constitute an original, and all of which together shall constitute one and the same MOU.
IN WITNESS WHEREOF the authorized signatories of the Parties hereto have hereunto executed this Memorandum of Understanding on the date first written above.

Chair, Regional District of Kitimat-Stikine

Mayor, City of Terrace

Mayor, District of Kitimat

Mayor, District of Stewart

Mayor, Village of Hazelton

Mayor, District of New Hazelton

RDKS Electoral Area A Director

RDKS Electoral Area B Director

RDKS Electoral Area C Director

RDKS Electoral Area D Director

RDKS Electoral Area E Director

RDKS Electoral Area F Director

Chair, North Coast Regional District
Mayor, City of Prince Rupert

Mayor, District of Port Edward

Mayor, Village of Queen Charlotte

Mayor, Village of Port Clements

Mayor, Village of Massett

NCRD Electoral Area A Director

NCRD Electoral Area C Director

NCRD Electoral Area D Director

NCRD Electoral Area E Director

Chair, Regional District of Bulkley-Nechako

Mayor, Town of Smithers

Mayor, District of Houston

Mayor, District of Vanderhoof

Mayor, Village of Burns Lake

Mayor, Village of Fraser Lake
Mayor, District of Fort St. James

Mayor, Village of Telkwa

Mayor, Village of Granisle

RDBN Electoral Area A Director

RDBN Electoral Area B Director

RDBN Electoral Area C Director

RDBN Electoral Area D Director

RDBN Electoral Area E Director

RDBN Electoral Area F Director

RDBN Electoral Area G Director