



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
<u>Add:</u> <u>7.6</u>	City West Cable & Telephone Corp. – Connect to Innovate Program – Sub-Sea Fibre Project Connecting Northern and Coast Communities to Southern Canada	Pg 53a-b
<u>Add:</u> <u>7.7</u>	Mount Moresby Adventure Camp Society – Mosquito Lake Tenure Renewal and Proposed Licence of Occupation Expansion	Pg 53c-e

8. REPORTS / RESOLUTIONS

8.1	D. Lomax, Recreation Coordinator – Haida Gwaii Regional Recreation: 2017 1 st Quarter Report	Pg 54-65
8.2	D. Fish, Corporate Officer – Highway 16 Road Maintenance & Safety Resolution	Pg 66-67
<u>Add:</u> <u>8.3</u>	T. Des Champ, Recycling Operations Manager – Recap Laydown Area for Appliances	Pg 67a-b
<u>Add:</u> <u>8.4</u>	D. Fish, Corporate Officer – 2016 Grant Writing Activities	Pg 67c-d

9. BYLAWS

None.	-----
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10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None.	-----
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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
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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 <i>Community Charter</i> "information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> " 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.."	-----
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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

PRIOR TO ADOPTION

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

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



NORTH COAST REGIONAL DISTRICT

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

PRIOR TO ADOPTION

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 paving 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



NORTH COAST REGIONAL DISTRICT REGIONAL RECYCLING ADVISORY COMMITTEE

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

PRIOR TO ADOPTION

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

- 7.1 T. Des Champ, Recycling Operations Manager – Regional Recycling Operations Report

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

- 8.1 Regional (Mainland) Recycling, Function 340 – 2017-2021 Financial Planning

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



NORTH COAST REGIONAL DISTRICT

MORESBY ISLAND MANAGEMENT STANDING COMMITTEE

MINUTES of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Hall, Sandspit, B.C. on March 7, 2017 at 7:00 PM.

Adopted April 11, 2017

PRESENT Gail Henry, Behn Cochrane, Bill Quaas, Bill Beldessi

ABSENT Stan Hovde

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 47

1. CALL TO ORDER 7:05 PM

2. CONSIDERATION OF AGENDA (additions/deletions)

019-2017 MOTION to accept agenda as amended moved by Bill Quaas, seconded by Behn Cochrane, Carried

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes February 2017

020-2017 MOTION to adopt and file February Minutes moved by Behn Cochrane, seconded by Bill Quaas, Carried

4. DELEGATIONS

- 4.1 Bill Quaas - Sandspit Golf Society Update
- 4.2 Behn Cochrane - ALM School - Ground Breaking Ceremony

5. CORRESPONDENCE

- 5.1 Email - RCMP to Attend Regular Meetings, Sgt. Terry Gillespie to attend April 4, July 4 and October 3

6. REPORTS – RESOLUTIONS

- 6.1 Water Operators Report November 2016
- 6.2 Directors Report

021-2017 MOTION to accept and file 6.1 and 6.2 reports moved by Behn Cochrane, seconded by Bill Quaas, Carried

7. OLD BUSINESS None

8. NEW BUSINESS None

9. PUBLIC INPUT None

10. IN CAMERA None

11. ADJOURNMENT

022-2017 Motion to Adjourn by Behn Cochrane 7:21 PM, Carried

Approved and adopted:

Certified correct:

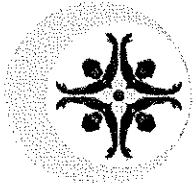
Chair

Secretary

North Coast Regional District
Cheques payable over \$5,000 - MARCH, 2017

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	14-Mar	\$ 17,350.08	February Garbage Collection Contract
Pacific Blue Cross	14-Mar	\$ 5,571.62	March PBC & BC Life Premiums
Ticker's Hauling & Storage	14-Mar	\$ 36,107.75	Tractor for Landfill, Forklift rental & worker, building & equipment rental, porto toilet rental/cleaning
City of Prince Rupert	15-Mar	\$ 46,168.02	MFA Debenture Issue #63
Misty Isles EcoDev Society	14-Mar	\$ 25,000.00	Economic Development Capacity Building Reimbursement (2016)
Sandspit Volunteer Fire Department	21-Mar	\$ 10,458.18	Portion of 2016 Grant
Receiver General	9-Mar	\$ 10,809.45	Payroll Remittance (PP5-2017)
Receiver General	21-Mar	\$ 10,798.60	Payroll Remittance (PP6-2017)
Municipal Pension Plan	21-Mar	\$ 5,709.17	Payroll Remittance (PP6-2017)

CHEQUES OVER \$5,000:	\$	167,972.87
CHEQUES UNDER \$5,000:	\$	58,744.85
TOTAL CHEQUES:	\$	<u>226,717.72</u>



**FIRST
NATIONS
SUMMIT**

**Regional
Community to
Community Forum**

Administration provided
by UBCM and First
Nations Summit

Funding provided by the
Ministry of Community,
Sport & Cultural
Development

Please direct all
correspondence to:

Local Government
House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

March 23, 2017

RECEIVED MAR 30 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."

Page 1 of 2

Ministry of Forests, Lands and
Natural Resource Operations

Tenures, Competitiveness
and Innovation Division

Mailing Address:
PO BOX 9352 Stn Prov Govt
Victoria, BC V8W 9M1

Telephone: 250-387-1057
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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,



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

Daniel Fish

From: Doug Chapman <cao@sqcrd.bc.ca>
Sent: Thursday, March 30, 2017 3:09 PM
To: Daniel Fish
Subject: FW: Consultation Paper: Responsible Conduct of Local Government Elected Officials

Hi Daniel:

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

Thanks
Doug

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

RESPONSIBLE CONDUCT OF LOCAL GOVERNMENT ELECTED OFFICIALS

*Working Group on Responsible Conduct
Consultation Paper*

March 2017



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

<i>a) What does responsible conduct mean?</i>	4
<i>b) What is the Working Group on Responsible Conduct?</i>	5
<i>c) What is the purpose of this consultation paper?</i>	5

2. ISSUE SUMMARY

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

3. B.C.'s CURRENT RESPONSIBLE CONDUCT FRAMEWORK

<i>Understanding B.C.'s responsible conduct framework</i>	10
<i>a) What are the components of B.C.'s responsible conduct framework?</i>	10
<i>b) What tools are available in B.C. to support responsible conduct and address related issues?</i>	12

4. TOOLS TO SUPPORT RESPONSIBLE CONDUCT IN OTHER CANADIAN JURISDICTIONS

<i>a) What are some tools used by other Canadian jurisdictions to support responsible conduct and address related issues?</i>	17
<i>b) What trends have emerged from the research on responsible conduct tools?</i>	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

Responsible conduct broadly refers to how local government elected officials conduct themselves with their colleagues, with staff, and with the public.

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.

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.

2. ISSUE SUMMARY

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.

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 important because elected officials can be more effective in providing good governance if they engage in responsible conduct.

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;

Continued on next page...

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.

WRITTEN RULES

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.

UNWRITTEN RULES

- local government elected officials take into account the implications of options and various perspectives when making decisions for communities;
- council discourse, public discussions and other aspects of democratic processes are carried out civilly and respectfully; and
- the differing roles and responsibilities of local government elected officials and local government staff are clearly understood by all participants.

The institutional culture of a local government can also have impacts on responsible conduct and the ability of local government bodies to provide effective local governance. For example, a local government that has a strong ethical foundation as part of its culture would be more likely to facilitate elected officials engaging in responsible conduct.

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".² 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 turn-over 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.

²Oxford Dictionaries defines "post-truth" as "[r]elating to or denoting circumstances in which objective facts are less influential in shaping public opinion than appeals to emotion and personal belief" ("Post-truth", Oxford Living Dictionaries, <https://en.oxforddictionaries.com/definition/post-truth>).

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.

An environment characterized by unclear and shifting rules can result in issues related to responsible conduct (such as disrespectful use of social media and disruptive meetings) and these issues can negatively impact a local government.

It is important for local governments to have a shared commitment to responsible conduct to ensure the local government's ability to govern according to good governance principles.

3. B.C.'S CURRENT RESPONSIBLE CONDUCT FRAMEWORK

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.

Components of B.C.'s local government framework include:

- ***access to advice, education and training for elected officials and staff; and***
- ***rules and requirements set out in the legislative framework.***

The courts also play an important decision-making role.

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.

Office of the Information and Privacy Commissioner (OIPC): Local governments are subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA), which governs how public authorities (including the provincial government, health authorities and other governmental bodies) provide access to information and protect personal information under their control. The OIPC provides independent oversight of B.C.'s information access and privacy laws as set out in FOIPPA.

Office of the Ombudsperson: Under the *Ombudsperson Act*, individuals can make complaints to the Ombudsperson regarding unfair treatment by a wide range of public authorities, including local governments (e.g. unreasonable delay, unfair policies, and arbitrary decisions). The Ombudsperson deals with complaints respecting the actions of the corporate body (e.g. the municipality) rather than those of individual elected officials.

It is also important to note that the courts play a significant role in B.C.'s responsible conduct framework, as judges would be responsible for making final decisions about matters such as a dispute between two elected officials resulting in a defamation lawsuit; a prosecution against an elected official for divulging personal information contrary to FOIPPA; a judicial review of a local government's decision based on a failure to comply with closed meeting rules; or an application by 10 electors for a disqualification declaration against an elected official for allegedly failing to disclose receipt of a gift.

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.

Responsible Conduct Tools in B.C.

- | | |
|---|---------------------------------------|
| • Education and advice | • Oath of office and procedure bylaws |
| • Orientations and planning processes | • Censure |
| • Professional assistance and conflict resolution | • Disqualification penalties |
| • Policies that set standards for conduct of elected officials | • Penalties for breaching statutes |
| • Policies that set standards for relationships between elected officials and staff | • <i>Criminal Code</i> offences |

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

Education and advice

Use of Tool

Legislative Authority

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).

- Voluntary
- Framework not established in legislation

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

Orientations and planning processes	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> • 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. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> • Voluntary • Framework not established in legislation
Professional assistance and conflict resolution	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> • 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). • 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. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> • Voluntary • Framework not established in legislation
Policies that set standards for conduct of elected officials	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> • Several B.C. local governments have adopted codes of conduct for elected officials.³ 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. • 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. • 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. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> • Voluntary • Framework not established in legislation
Policies that set standards for relationships between elected officials and staff	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> • Local government bodies may establish policies that are additional to those required under the <i>Worker's Compensation Act</i> to clarify the roles and responsibilities of elected officials and staff and to establish further guidelines for these relationships. <p>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).</p>	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> • Voluntary • Framework not established in legislation

³Examples 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.

Oath of office and procedure bylaws	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> The <i>Community Charter</i> 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). 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Legislative requirement
Censure	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> 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). 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. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Voluntary Common law tool, but framework not established in legislation
Disqualification penalties	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> The <i>Community Charter</i> 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: <ul style="list-style-type: none"> ◇ 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. Disqualification is considered a serious penalty and instances of disqualification are rare. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Framework established in legislation

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

Penalties for breaching statutes	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> Breaching rules established in legislation may result in an offence prosecution. For example, breaching a local government statute may be prosecuted under the <i>Offence Act</i> 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 <i>Workers Compensation Act</i>. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Framework established in legislation
Criminal Code offences	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> ◇ 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. 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Framework established in legislation

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?

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.

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

Peer-based advice and mediation programs	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> 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. <p>Examples:</p> <p>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</p> <p>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</p>	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Voluntary Framework not established in legislation
Mandatory education	
<p><u>Use of Tool</u></p> <ul style="list-style-type: none"> Local government legislation in Québec <u>requires</u> elected officials to participate in a professional development program on municipal ethics and good conduct if they have not previously participated. Legislation in Alberta <u>requires</u> 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". 	<p><u>Legislative Authority</u></p> <ul style="list-style-type: none"> Legislative requirement

⁵"Conflict Resolution Committee," The Association of Municipal Administrators of New Brunswick, <http://www.amanb-aamnb.ca/Conflict-Resolution>

⁶"Look to your peers for help," The Peer Network for Municipal Dispute Resolution, <http://www.peernetwork.ca/index.php/look-to-your-peers>

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

Mandatory education <i>continued</i>	
<ul style="list-style-type: none"> • Alberta: 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. 	
Legislated code of conduct	
<u>Use of Tool</u>	<u>Legislative Authority</u>
<ul style="list-style-type: none"> • Used to set shared expectations for standards of conduct. • Establishing codes of conduct (also known as a “code of ethics”) is mandatory in Alberta,⁷ Saskatchewan, Manitoba, Québec, and Prince Edward Island.⁸ • In Ontario, legislation currently enables municipalities to establish a code of conduct if they wish to do so,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. 	<ul style="list-style-type: none"> • Framework established in legislation • Legislative requirement in several jurisdictions
Mandatory policies that set standards for relationships between elected officials and staff	
<u>Use of Tool</u>	<u>Legislative Authority</u>
<ul style="list-style-type: none"> • 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.¹⁰ • Other jurisdictions explicitly require codes of conduct to include standards and/or values in their dealings with municipal employees (e.g. Saskatchewan, Manitoba, Québec). 	<ul style="list-style-type: none"> • Legislative requirement

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

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

⁹Legislative 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

¹⁰See 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

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

Integrity Commissioner

Use of Tool

- 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.
- 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.

Note: Council typically decides whether to impose any sanctions recommended by an Integrity Commissioner. In Québec, the provincial body determines and imposes legislated sanctions.

- 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.¹¹
- 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.

Legislative Authority

- Typically tied to legislative frameworks that require or enable local governments to establish a code of conduct
- Framework may be established in legislation
- May be a legislative requirement

Spectrum of penalties

Use of Tool

- 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.
- *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.

Legislative Authority

- Framework established in legislation

¹¹See 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

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

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.

¹²Other 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

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.

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.

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.

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).

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).

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.

APPENDIX A: OVERVIEW OF TOOLS TO SUPPORT AND FURTHER RESPONSIBLE CONDUCT

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.

Tool	Jurisdictions	Key Features	B.C. comparison
Peer-based advice and mediation programs	Alberta New Brunswick	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Local government legislation in Québec <u>requires</u> elected officials to participate in a professional development program on municipal ethics and good conduct if they have not previously participated. Legislation in Alberta <u>requires</u> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Sets out shared standards and expectations to guide conduct of elected officials Suggested key components of developing a code of conduct include:¹³ <ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Voluntary Used by a number of local governments Framework not established in legislation

¹³Clyde K. Wells, Q.C.; "Report to St. John's City Council on Recommended Adjustments to the City's Ethical Conduct Legislation", September 28, 2015.

APPENDIX A: OVERVIEW OF TOOLS TO SUPPORT AND FURTHER RESPONSIBLE CONDUCT

Tool	Jurisdictions	Key Features	B.C. comparison
Mandatory policies that set standards for relationships between elected officials and staff	Ontario (proposed) <i>Required in code of conduct:</i> Saskatchewan Manitoba Québec	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Voluntary Framework not established in legislation
Integrity Commissioner	Ontario Québec (provincial-level) City of Calgary City of Regina City of Winnipeg	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Ontario: legislation enables municipalities to appoint an Integrity Commissioner (City of Toronto is <u>required</u> 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) 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Framework for Integrity Commissioner (or body that has similar functions) may or may not be established in legislation 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: <ul style="list-style-type: none"> Reprimand Suspension of pay for up to 90 days Censure motion (for contravening code of conduct) Framework established in legislation 	<ul style="list-style-type: none"> 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).

UBCM	LGMA	Ministry
<ul style="list-style-type: none">• Gary MacIsaac• Brenda Gibson• Paul Taylor	<ul style="list-style-type: none">• Nancy Taylor• Elizabeth Brennan• Allison Habkirk	<ul style="list-style-type: none">• Gary Paget• Nicola Marotz• Michelle Dann• Lesley Scowcroft



April 3, 2017

RECEIVED APR - 7 2017

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* | 4. Mine at Ikeda Bay on Moresby Island |
| 2. Port Essington* | |
| 3. Skeena Buddhist Temple | |

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.

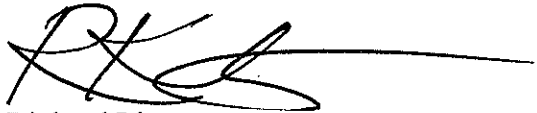
Recognition of these historic places by all levels of government strengthens our collective understanding and appreciation of the many layers of heritage values that make British Columbia the place it is today

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,

A handwritten signature in black ink, appearing to be 'R. Linzey', with a long horizontal flourish extending to the right.

Richard Linzey
Director, BC Heritage Branch
Ministry of Forests, Lands and Natural Resource Operations

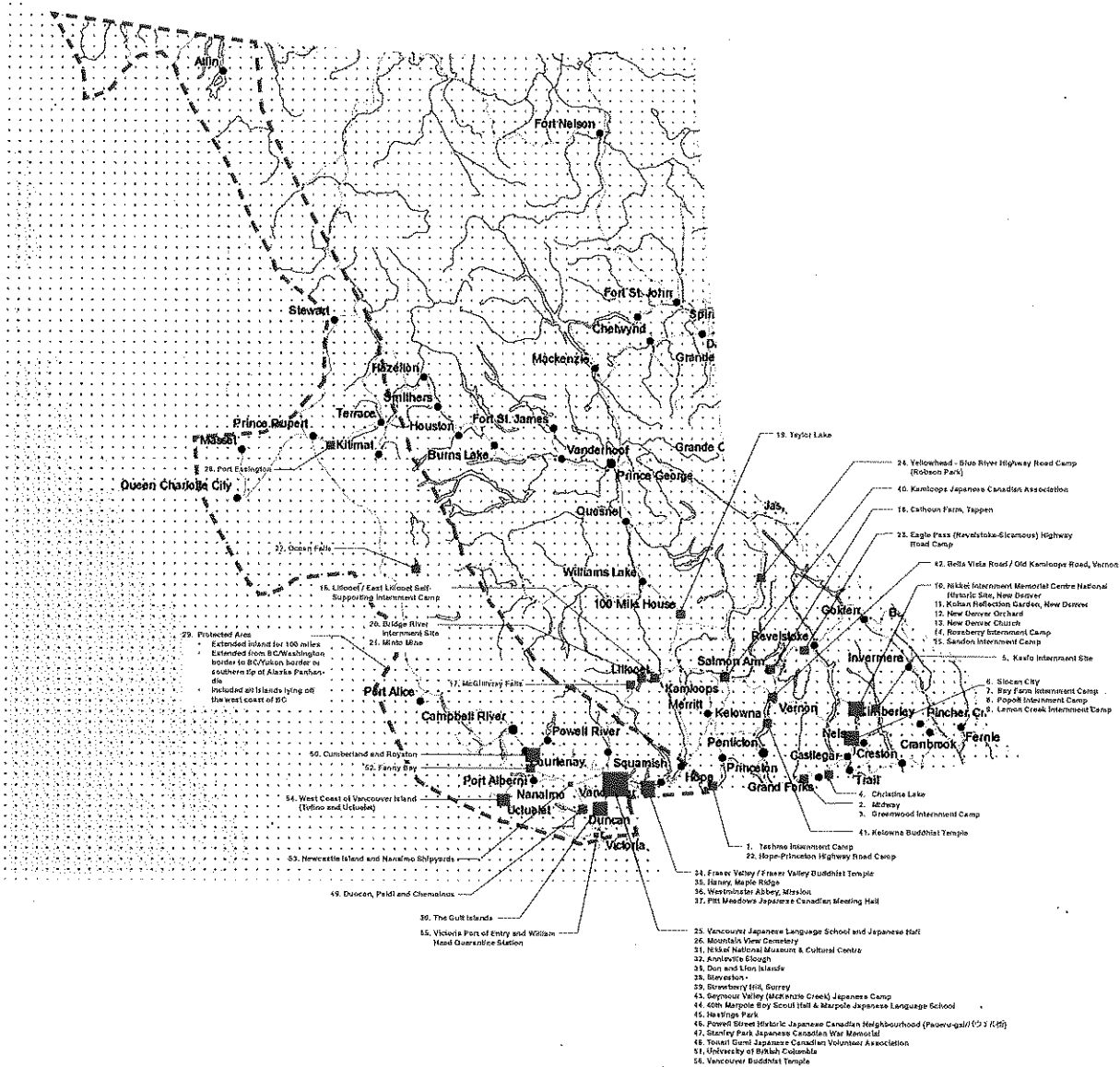
Appendix A - Japanese Canadian Historic Places Project - List of nominated places

1	Protected Area	38	The Gulf Islands	78	Fraser Mills Japanese Language School
2	Lillooet/East Lillooet Self-Supporting Internment Camp	39	Sunrise Sawmill and Koyama's Fish Camp	79	Annieville Slough
3	McGillivray Falls	40	Galiano Island Charcoal Pit Kiln	80	Canoe Pass
4	Minto Mine	41	Galiano Island Cemetery	81	New Westminster Berth for Ocean Vessels
5	Miyazaki House	42	Galiano Island North End Hall	82	Douglas Road Cemetery
6	Bridge River Internment Site	43	Mayne Island Japanese Garden	83	New Westminster Japanese Language School
7	Taylor Lake	44	Kadonaga Bay	84	Japanese Teahouse, North Vancouver
8	Mount Manzo Nagano	45	Mayne Island	85	Seymour Valley (McKenzie Creek) Japanese Camp
9	Mine at Ikeda Bay on Moresby Island	46	Salt Spring Island Charcoal Pit Kilns	86	Britannia Shipyards National Historic Site
10	Ocean Falls	47	Ganges	87	Don and Lion Islands
11	North Pacific Cannery National Historic Site	48	Salt Spring Island	88	G.S. Mukai Boat Works
12	Port Essington	49	Mikuni Point	89	Garry Point Park Boatyard
13	Skeena Buddhist Temple	50	Saint Christopher's Church	90	Japanese Fishermen's Hospital
14	Cow Bay	51	Christina Lake & Japanese Language School	91	Kuno Garden
15	Kazu Maru Shinto Shrine	52	Greenwood	92	Murakami House and Boatworks
16	Morimoto Boat Shop & Claxton Cannery	53	Kaslo Internment Site	93	Nikkei Fishermen's Statue, Steveston
17	Prince Rupert Japanese Language School	54	Langham Cultural Centre	94	Steveston Buddhist Temple
18	St. Andrew's Anglican Church	55	St Andrew's United Church	95	Steveston Japanese Language School
19	Calhoun Farm	56	Midway	96	Steveston
20	Eagle Pass/Revelstoke-Sicamous Highway Road Camp	57	1505 Nasookin Road, Nelson	97	Woodfibre Japanese Language School
21	Nitobe's Rock	58	Rosebery Internment Camp	98	Strawberry Hill, Surrey
22	Rogers Pass Avalanche Memorial	59	Kohan Reflection Garden	99	Campbell Creek Hop Farm
23	Fraser Valley Buddhist Temple	60	New Denver and Area Internment Camps	100	Kamloops Japanese Canadian Association
24	Mount Lehman Japanese Language School	61	New Denver Church	101	Kamloops Jodo Shinshu Buddhist Temple
25	Hammond Buddhist Temple	62	New Denver Orchard	102	Kamloops Judo Club
26	Haney Japanese Kindergarten	63	Nikkei Internment Memorial Centre National Historic Site	103	Monte Lake
27	Haney Japanese Language School	64	Yasutaro Mitsunaga grave marker	104	North Kamloops Motors
28	Haney Nokai	65	Sandon Internment Camp	105	Kelowna Buddhist Temple
29	Haney, Maple Ridge	66	520 Springer Street, Slocan	106	Kelowna Japanese Language School
30	Whonnock Japanese Language School	67	Bay Farm Internment Camp	107	Summerland Japanese Language School
31	East Mission Japanese Language School	68	Lemon creek Internment Camp	108	Bella Vista Road & Old Kamloops Road
32	Mission Japanese Language School	69	Popoff Internment Camp	109	Vernon Japanese Hall/Buddhist Temple
33	Westminster Abbey, Mission	70	Slocan Extension Internment Camps	110	Westwold
34	Pitt Meadows Japanese Canadian Meeting Hall	71	Silvery Slocan Social Centre	111	Yellowhead-Blue River Highway Road Camp (Robson Park)
35	Fraser Valley	72	Slocan Cemetery Monument		
36	Tashme Internment Camp	73	Slocan City Internment Camp		
37	Hope-Princeton Highway Road Camp	74	Slocan Village Market		
		75	CPR Railway disaster		
		76	Nikkei National Museum & Cultural Centre		
		77	Ocean View Burial Park		

- | | | | | | |
|-----|--|-----|---|-----|--|
| 112 | 302 Alexander Street,
Vancouver | 134 | Nippon Auto Supply,
Vancouver | 157 | Saito House |
| 113 | 40th Marpole Boy Scout Hall &
Marpole Japanese Language
School | 135 | Nitobe Memorial Garden, UBC | 158 | Cumberland |
| 114 | Celtic Cannery & Japanese
Language School | 136 | Oppenheimer Park | 159 | Nanaimo Japanese Language
School |
| 115 | Fairview Japanese Language
School | 137 | Powell Street Historic
Japanese Canadian
Neighbourhood (Paueru-gai/
パウエル街) | 160 | Newcastle Island & Nanaimo
Shipyards |
| 116 | Hastings Park | 138 | Showa Japanese Language
School | 161 | McLean Mill National Historic
Site |
| 117 | Hastings Park - PNE Forum | 139 | Tairiku Building, Cordova
Street | 162 | Port Alberni Cemetery |
| 118 | Hastings Park - Rollerland | 140 | Tamura House/Building | 163 | Royston |
| 119 | Hastings Park Garden
Auditorium | 141 | Tonari Gumi, Vancouver | 164 | Japanese Bazaar, 1013
Government Street, Victoria |
| 120 | Hastings Park Livestock
Building | 142 | University of British Columbia | 165 | Japanese Methodist Mission
Church |
| 121 | Hastings Park Momiji Garden | 143 | Vancouver Buddhist Temple | 166 | Osawa Hotel, Victoria |
| 122 | Historic Sites and Monuments
Board of Canada Plaque,
Hastings Park | 144 | Vancouver Japanese Language
School & Japanese Hall | 167 | Ross Bay Cemetery -
Kakehashi Project and
Gravesites |
| 123 | Holy Cross Japanese Anglican
Church | 145 | Wong's Market, Vancouver | 168 | Victoria Japanese Language
School |
| 124 | Japanese Canadian real estate | 146 | Torii Gate | 169 | Victoria Port of Entry and
William Head Quarantine
Station |
| 125 | Japanese Canadian War
Memorial | 147 | Chemainus Cemetery and
Monument | 170 | Japanese Garden, Gorge Point
Park |
| 126 | Japanese Catholic Mission | 148 | Comox Japantown and
Japanese Language School | 171 | West Coast of Vancouver
Island (Tofino and Ucluelet) |
| 127 | Japanese Church of the
Ascension | 149 | Deep Bay Logging Company
and Kyoritsu Gakko Language
School | 172 | Clayoquot Island |
| 128 | Historic Joy Kogawa House | 150 | Hillcrest Japanese Language
School | 173 | Tofino Japanese Language
School |
| 129 | Kitsilano Japanese Language
School | 151 | Duncan, Paldi, Chemainus | 174 | Japanese Dock, Ucluelet |
| 130 | Little Ginza, Vancouver | 152 | 10 Maple Street, Cumberland | 175 | Port Albion (Shimizu Bay),
Ucluelet |
| 131 | Maikawa Building and Store | 153 | Coal Mine No. 5 and No. 5
Japanese Town, Cumberland | 176 | Ucluelet |
| 132 | Mountain View Cemetery | 154 | Cumberland Japanese
Cemetery | | |
| 133 | Myowa Gakuen | 155 | Nikkei Mountain | | |
| | | 156 | No. 1 Japanese Town site,
Cumberland | | |

Appendix B: Recognized places in numerical order

1. Tashiro Internment Camp
2. Midway
3. Greenwood Internment Camp
4. Christina Lake
5. Kaslo Internment Site
6. Slokan City / Slokan Extension Internment Camps
7. Bay Farm Internment Camp
8. Popoff Internment Camp
9. Lennox Creek Internment Camp
10. Nikkei Internment Memorial Centre National Historic Site, New Denver
11. Kolan Reflection Garden, New Denver
12. New Denver Orchard
13. New Denver Church
14. Roseberry Internment Camp
15. Sandon Internment Camp
16. Lilstock/East Lilstock Self-Supporting Internment Camp
17. McGilvery Falls
18. Calhoun Farm, Tappen
19. Taylor Lake
20. Bridge River Internment Site
21. Minto Mine
22. Hope-Princeton Highway Road Camp
23. Eagle Pass (Revelstoke-Sicamous) Highway Road Camp
24. Yellowhead-Blue River Highway Road Camp (Robson Park)
25. Vancouver Japanese Language School and Japanese Hall
26. Mountain View Cemetery
27. Ocean Falls
28. Port Essington
29. Protected Area
30. The Gulf Islands
31. Nikkei National Museum & Cultural Centre
32. Anahvale Slough
33. Don and Lion Islands
34. Fraser Valley / Fraser Valley Buddhist Temple
35. Haney, Maple Ridge
36. Westminster Abbey, Mission
37. Pitt Meadows Japanese Canadian Meeting Hall
38. Brewerton
39. Brewerton Hill, Surrey
40. Kamloops Japanese Canadian Association
41. Katoana Buddhist Temple
42. Delta Vista Road / Old Kamloops Road, Vernon
43. Seymour Valley (McKenzie Creek) Japanese Camp
44. 40th Marjorie Boy Scout Hall & Marjorie Japanese Language School
45. Hastings Park
46. Powell Street Historic Japanese Canadian Neighbourhood (Paseo-gai) (C.D.R.B.)
47. Stanley Park Japanese Canadian War Memorial
48. Tsouli Gumi Japanese Canadian Volunteer Association
49. Duncan, Pelly and Chemoine
50. Cumberland and Royston
51. University of British Columbia
52. Fanny Bay
53. Newcastle Island and Nanaimo Shipyards
54. West Coast of Vancouver Island (Tofino and Ucluelet)
55. Victoria Port of Entry and William Head Quarantine Station
56. Vancouver Buddhist Temple



Dodge Cove Improvement District

BOX 742 • PRINCE RUPERT, B.C. V8J 3S1

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



248 3rd Avenue West, Prince Rupert, BC V8J 1L1

April 12, 2017

Skeena-Queen Charlotte Regional District (SQCRD)
14 – 342 – 3rd Avenue West
Prince Rupert, BC V8J 1L5

Attention: Barry Pages, Chair & Director

Re: Connect to Innovate Program – Sub-Sea Fibre Project connecting northern and coastal communities to southern Canada

Dear Mr. Pages,

I am writing to you to request support for an important opportunity to connect northern communities to southern Canada with a subsea fibre network.

CityWest, an entity owned by the City of Prince Rupert, has been exploring options to improve internet services in our region, in cooperation and collaboration with First Nations, other carriers, Internet Service Providers (ISPs) and governmental agencies – federal, provincial and municipal. We believe there is a great need and opportunity for a subsea fibre-optic network to connect northern and coastal communities, contingent on support from the Province, First Nations and the Canadian government. Federal funding could cover all project capital costs.

Communities with access to this new network would have gigabit fiber-optic internet connectivity, with services that meet and exceed the latest recommendations from CRTC, ready to meet further demands in the future. As recently stated by the *Pathways to Technology Steering Committee*, "This will benefit First Nations in BC exponentially through more affordable, equitable access to the knowledge economy". This applies equally to all underserved communities. It would also greatly advance efforts to improve healthcare and education, other public services, economic development, social benefits, environmental stewardship and emergency preparedness. Furthermore, this project will provide a redundant communications path to the South that ensures business continuity in the event of a fibre cut on a terrestrial-based route.

CityWest is requesting a letter of support from the Skeena-Queen Charlotte Regional District. Timing is urgent and a response is requested prior to April 17th, as project funding depends on the federal



248 3rd Avenue West, Prince Rupert, BC V8J 1L1

Connect to Innovate (CTI) Program, which requires applications to be submitted by April 20, 2017.

Thank you again for your interest and time. If you have further questions, please do not hesitate to contact myself at 250-627-0917 or email: Donovan.Dias@cwct.ca

Thank you and best regards,

A handwritten signature in blue ink, appearing to read "Donovan Dias", with a long horizontal line extending to the right.

Donovan Dias, VP Sales & Project Management

City West Cable & Telephone Corp.

Email: Donovan.Dias@cwct.ca

Phone: 250-627-0917



Mount Moresby Adventure Camp Society
Box
Masset, B.C.
V0T 1M0

Barry Pages
Chair, North Coast Regional District
14-342 3rd Avenue West
Prince Rupert, B.C. V8J 1L5

April 15, 2017

Re: Mosquito lake tenure renewal and proposed licence of occupation expansion

Mr. Pages,

This letter is written on behalf of the board of the Mount Moresby Adventure Camp Society regarding the Assignment of Licence #241051 for a youth education and recreation facility at Mosquito Lake. As you know, this licence of occupation is an agreement between the Province and the North Coast Regional District, whereby the Regional District has formally assigned the licence through a letter of Endorsement to the Mount Moresby Adventure Camp Society and thereby benefitting from a Nominal Rent Tenure. The current tenure expires on March 31st, 2018.

We have recently been asked by the Haida Gwaii Natural Resource District Manager, Leonard Munt, to apply for a renewal of our current licence of occupation (expiring in 2018) and to ensure that the boundaries of the licence encompass the areas used for the regular programming of our camps.

We are now moving into the 12th year of our operations and as such are confident in our understanding of our use of the site, including its foreshore and upland forest area.

One goal of our organization is to ensure that the educational and recreational use of the area conforms to the safest standards for outdoor recreation. As such, within the next year we will be needing to invest in new dock infrastructure to facilitate safe swimming and canoe/kayak launching. This explains the need to extend our tenure boundary to the foreshore area of the lake.

Similarly, we would like to ensure that the areas used for multi-use programming are reflected by this licence of occupation, recognizing its important use for youth education over the last decade.

Attached is the proposed map showing the existing tenure and the proposed expansion of this licence of occupation for your consideration.

Our organization will also work closely with the Council of the Haida Nation to make sure that the proposed tenure is supported and compliments their interests in the area as an outdoor classroom.

We would be happy to meet with your board to review the details of this application. Following your deliberations, and if appropriate, we would greatly appreciate a resolution from the regional board endorsing this tenure renewal and expansion.

Warm Regards,

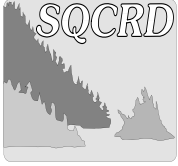


Nick Reynolds, Chair
Mount Moresby Adventure Camp

On behalf of the Board of Mount Moresby Adventure Camp Society: Laura Pattison, Calvin Westbrook, Marcy Mathers, Vicki Ives, Joseph Crawford.

Cc: Bill Beldessi, Director, Area 'E'





STAFF REPORT

DATE: April 21, 2017

TO: D. Chapman, Chief Administrative Officer

FROM: D. Lomax, Haida Gwaii Regional Recreation Coordinator

SUBJECT: Haida Gwaii Regional Recreation: 2017 1st Quarter Reporting

Recommendation:

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

BACKGROUND:

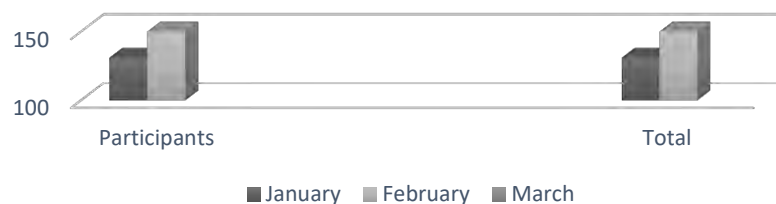
Throughout January to March 2017 (1st Quarter 2017), the Haida Gwaii Regional Recreation Commission (HGRRC) offered support for programs in varying degrees of capacity, which included the operation of registered HGRRC programs; coordination and support for drop-in sports programs; and participation and 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.

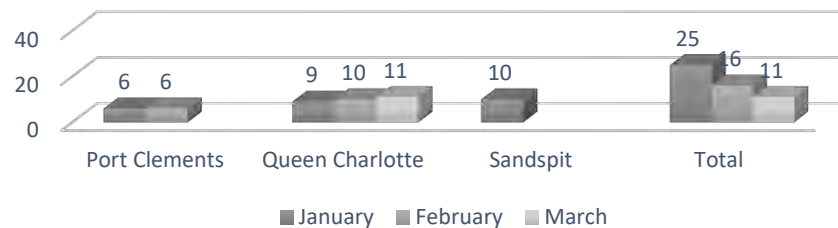
ASSAI-After School Program



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.

Weight Room Orientations

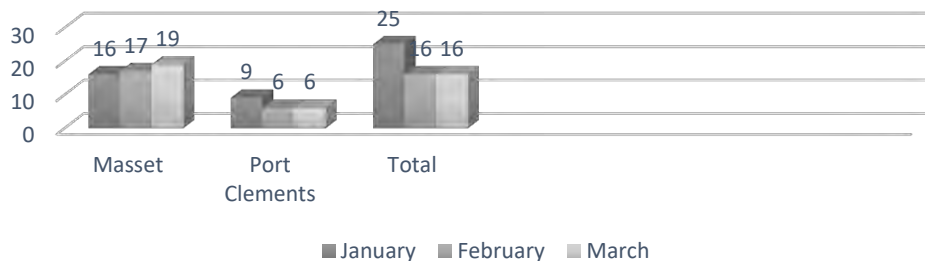


Alternate Fitness-Masset and Port Clements (Ran/Led Program)

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.

Alternate Fitness

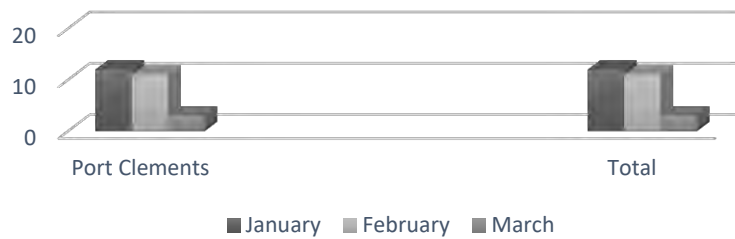


Total Body Conditioning-Port Clements (Ran/Led Program)

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.

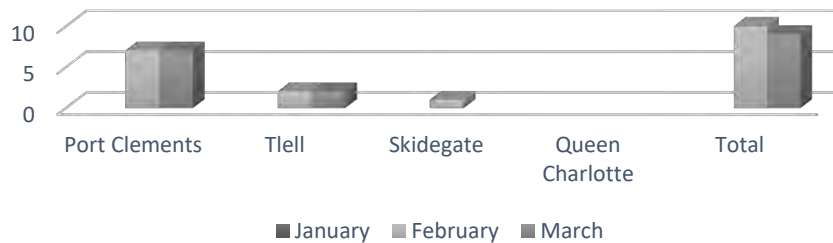
Total Body Conditioning



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.

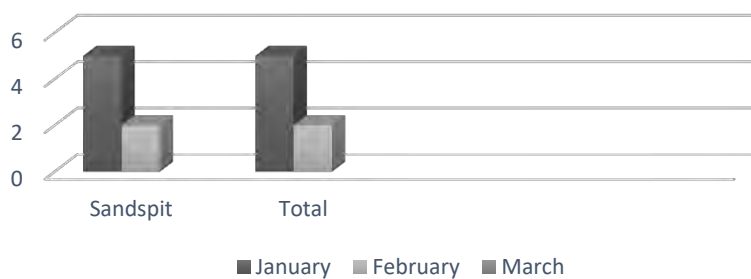
Senior Yoga



Circuit Fitness-Sandspit (Ran/Led Program)

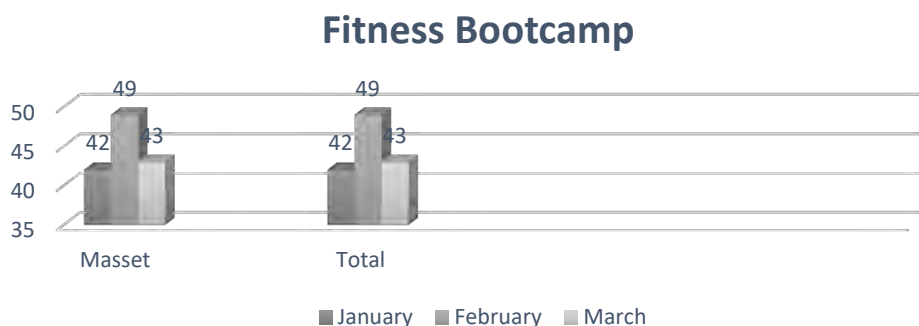
This circuit program is held at Agnes L. Mathers Elementary in Sandspit. This program aims to create an open and inclusive venue for anyone looking to increase their level of fitness. The program ran twice-weekly from January 24th to February 21st. This program had a total of 5 registered participants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

Circuit Fitness



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.



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.

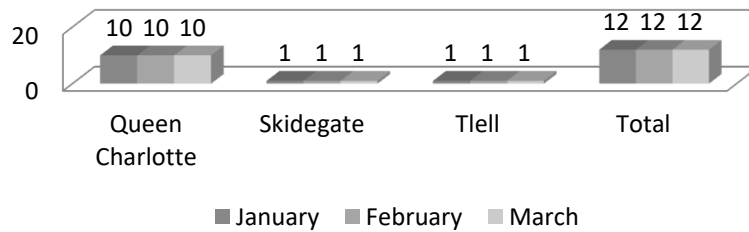


Judo-Skidegate (Ran/Led Program)

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.

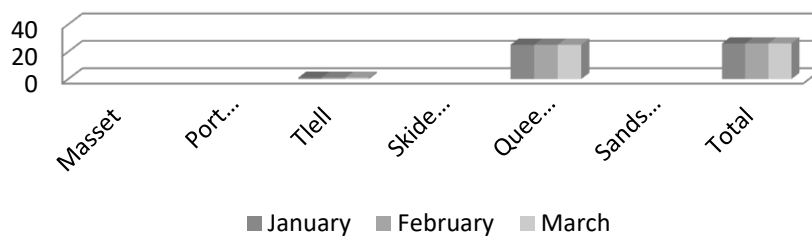
Judo



Shitu Ryu Karate-Skidegate (Ran/Led Program)

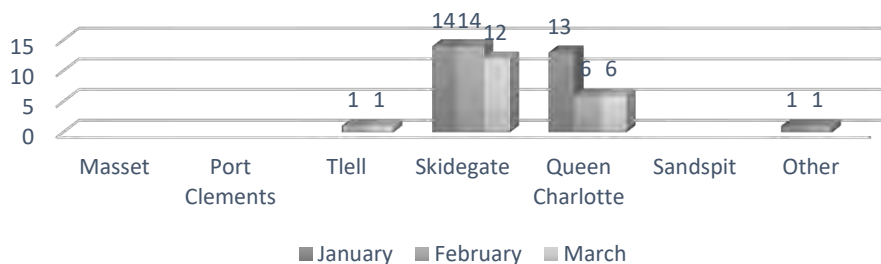
Shito Ryu Adult and Youth Karate Sensei, Deavlan Bradley, has kick started this program at Queen Charlotte Secondary School, which runs for its 5th consecutive year, twice-weekly. Shito Ryu Karate is attended by youth and adults ages 7-57. This quarter saw a total of 26 participants, 25 from Queen Charlotte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

Shitu Ryu Karate

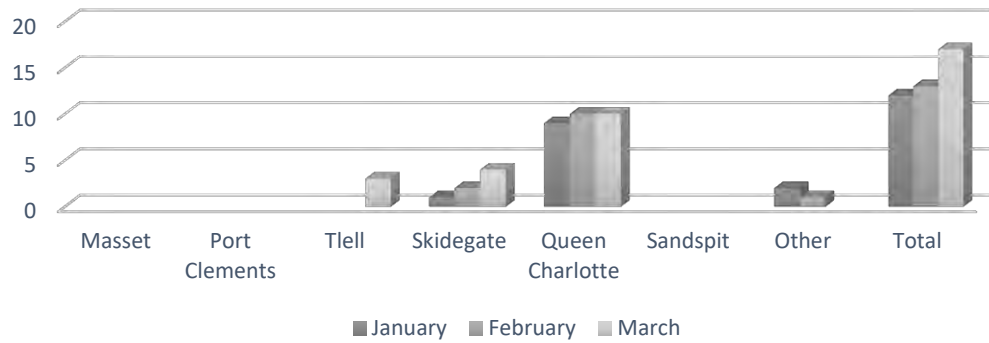


"Drop-in" Programs- GidGalang Kuuyas Naay Secondary School, Queen Charlotte (Ran/Led Programs)

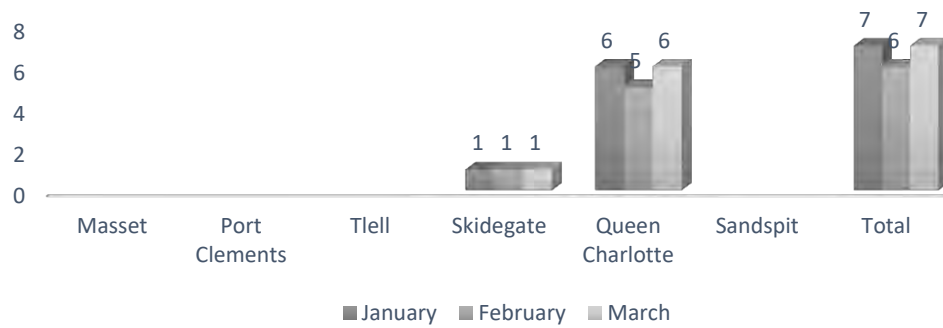
Indoor Floor Hockey, Wednesdays & Fridays 8-10 pm



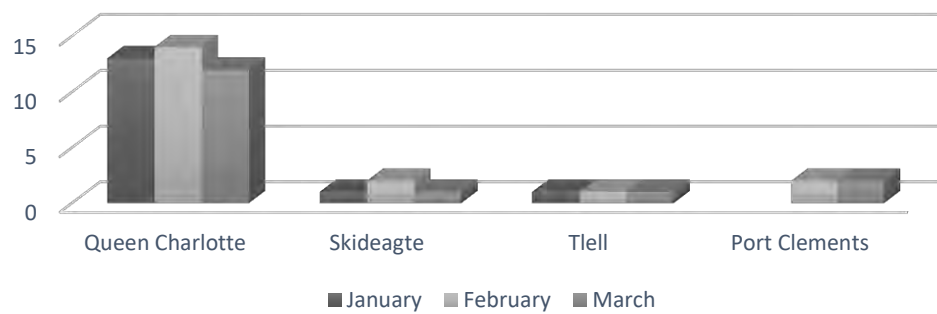
Basketball, Tuesdays & Fridays 6-8 pm



Pickelball, Mondays & Wednesdays 6-8 pm

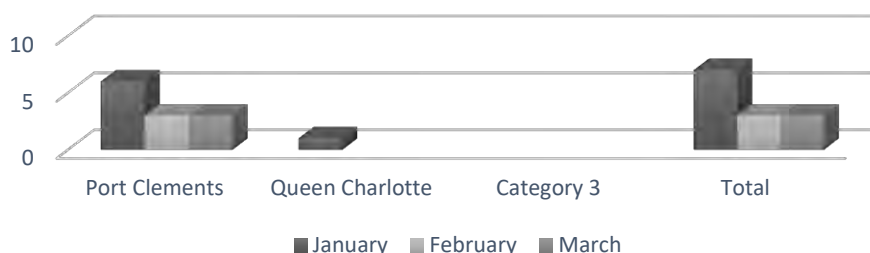


Indoor Soccer, Wednesdays 8-10 pm



“Drop-in” Programs- Port Clements Elementary School (Ran/Led Programs)

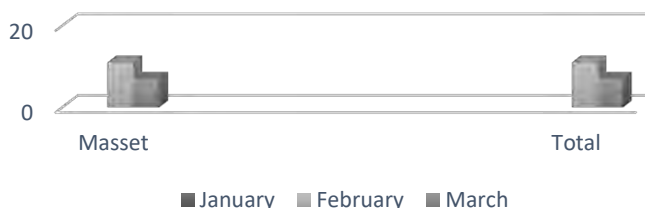
International Folk Dancing



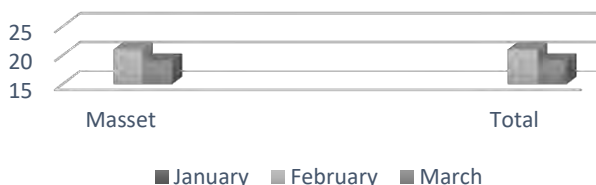
“Drop-in” Programs- Gudangaay Tlaats’ga Naay Secondary School, Masset (Ran/Led Programs)

Please note: Gudangaay Tlaats’ga 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.

Badminton



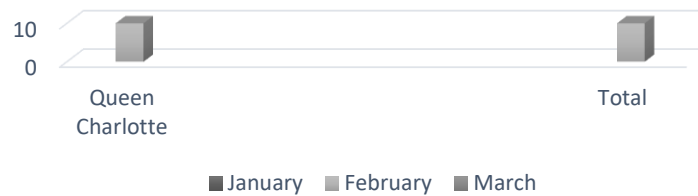
Basketball



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.

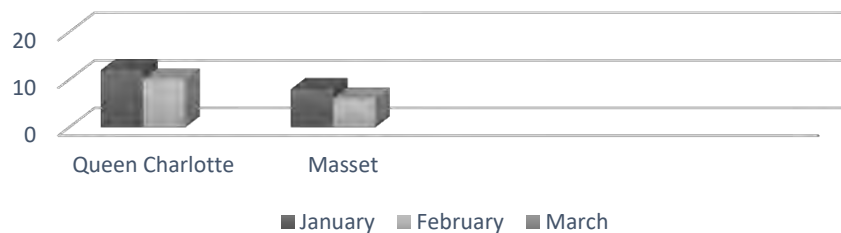
Archery Event



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.

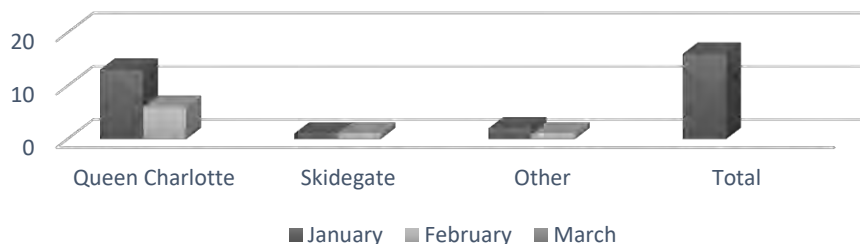
Bike Re-Psych Program



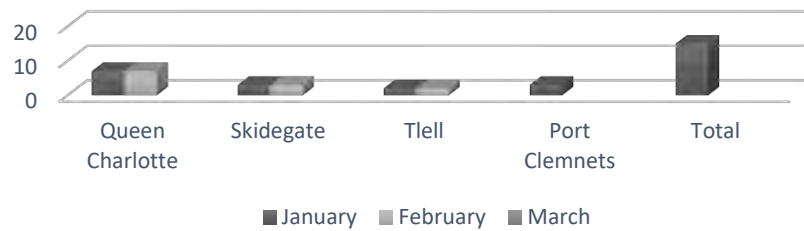
Latin Dance (NEW)-Queen Charlotte (Supporting)

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.

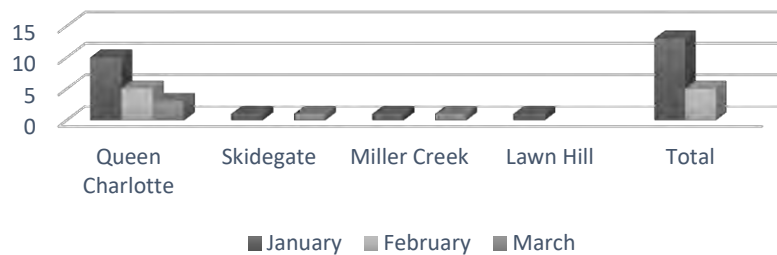
Latin Footwork-Drop-in



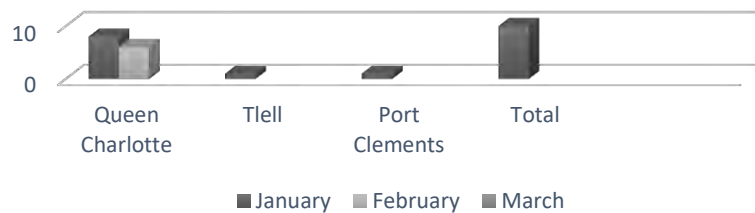
Latin Dance 8-14 yr



Cardio Dance



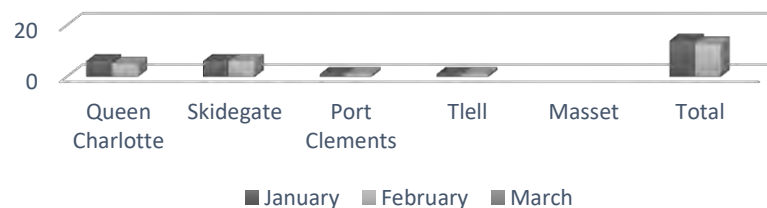
Latin Footwork



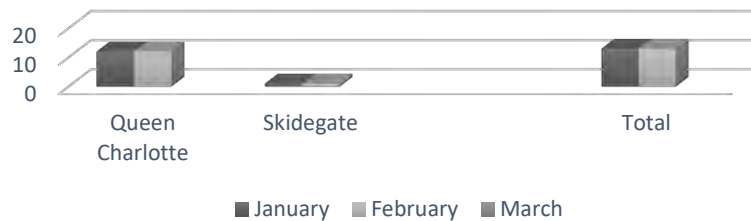
Creative Movement and Ballet-Queen Charlotte (Supporting)

In partnership with Sun Studio and Caitlyn Epnors. 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.

Creative Movement and Ballet - 4 to 5 yr.



Creative Movement and Ballet - 6 to 8 Yr.



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”.

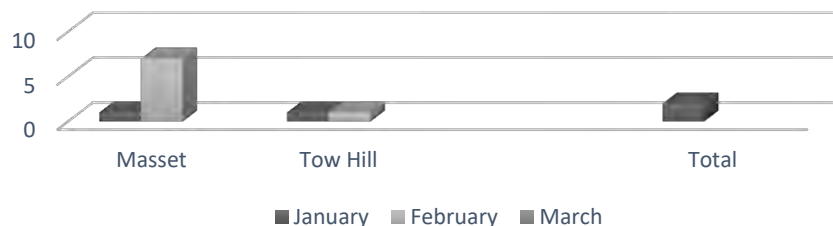
Mother Goose



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

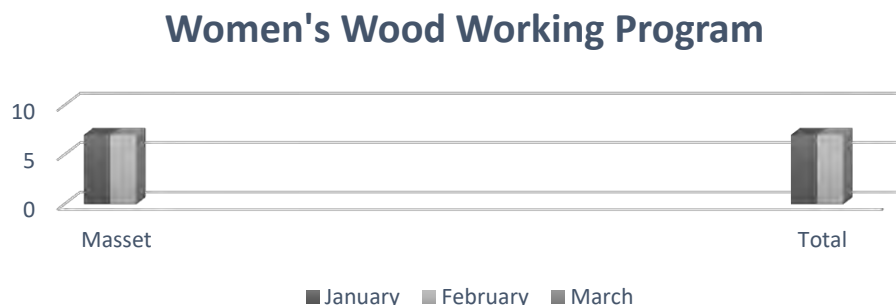
HG Rec will be offering support to a “pilot” project that Strong Start is running led by Toby Sanmiya. This is a program that offers outdoor activities for 0-6-year olds on Saturday mornings starting from January 8th to February 19th.

Exporer's Team Program



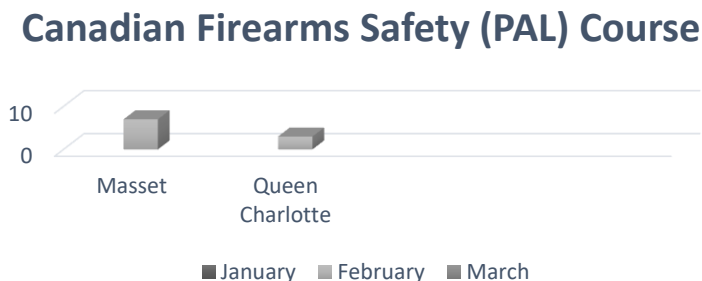
Women's Wood Working Program-Masset (Supporting)

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.



Canadian Firearms Safety (PAL) Course (Supporting)

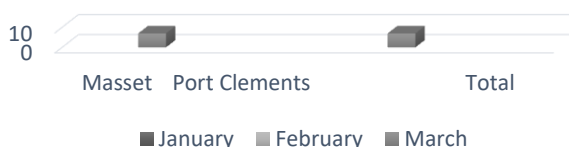
Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded two pre-requisite licensing courses in Queen Charlotte and Masset this February. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License, and had a total of 10 registered participants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



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

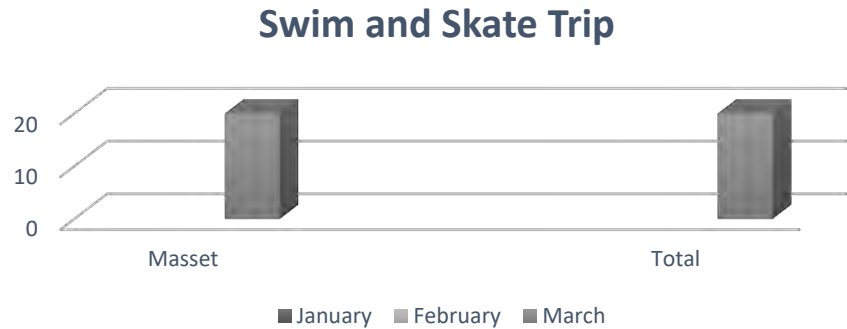
Long-time Haida Gwaii Recreation instructor, Ron Haralson, concluded pre-requisite licensing courses in Masset for the month of March. The certification is required for all hunters as part of the foundation for the Possession and Acquisition License. Masset had a total of 7 participants.

Conservation and Outdoor Recreation Education (Core) Course



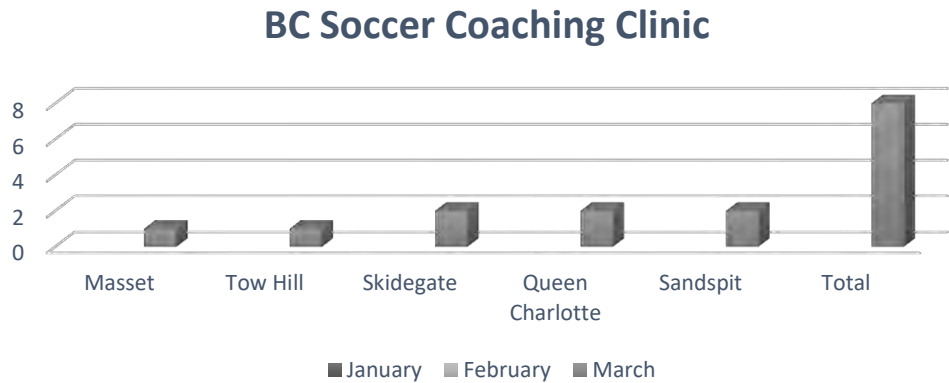
Swim and Skate Trip to Prince Rupert-Masset (Supporting)

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.



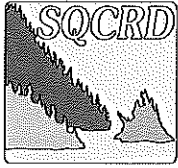
BC Soccer Clinic-Tlell (Supporting)

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 Kasisk 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.

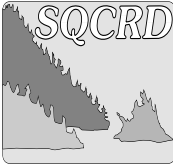
DISCUSSION:

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.



STAFF REPORT

DATE: April 21, 2017
TO: D. Chapman, Chief Administrative Officer
FROM: T. Des Champ, Regional Recycling Manager
SUBJECT: Recap Laydown Area for Appliances

Recommendation:

THAT the Board receives the staff report entitled “Recap Laydown Area for Appliances”;

AND THAT the Board authorize staff to amend the 2017-2021 Financial Plan to allocate funding from Recycling surplus, in the amount of \$18,509, toward the maintenance of the Regional Recycling Facility.

BACKGROUND:

The laydown area where appliances are stored at the Regional Recycling Facility has become impassable using forklifts, as the ground has become saturated and muddy. This has caused a slow deterioration of the solid ground over the last 15 years, which has been compounded with the use of heavy equipment and snowplows in the affected area.

DISCUSSION:

Staff is proposing to contract these works to scrape down the area approximately 4 inches and then recap the area with 3 inch aggregate plus or minus, 4 inches thick and compacted.

Staff have received and reviewed quotes from three contractors that have the ability to perform the works required. The contractor with the lower quote is Coast Industrial Construction at \$18,509.

BUDGET IMPLICATIONS:

The total cost to recap the laydown area of \$18,509 was not budgeted for in 2017. It is recommended that the 2017-2021 Financial Plan be amended to provide funding for this project by way of shifting operational funding under the Regional Recycling service to maintenance. Should additional funding be required at year end, the authorized budget amendment would draw on reserves to cover any shortfall.



Coast Industrial Construction

Safety - We Live by it

260 - 110 1st Avenue West
Prince Rupert, BC, V8J1A8
Phone (604) 839-7605

Quotation For:
Tim

Quotation

DATE 13/04/2017
Quotation # 01-117012-02
Customer ID RD

Quotation valid until: 13/05/2017
Prepared by: Carlos Lopez

Scope of Works:

Strip proposed existing area (1,537m²) 150 mm down. Load and haul organics from stripping and from existing spoil pile to the CPR Landfill (651m³). Place geotextile, backfill and compact with one layer of 150 mm of 3" aggregate

Item	Quantity	Unit	Rate	AMOUNT
Mob/Demob	1	L.S.	\$ 1,129.64	\$ 1,129.64
Stripping, Loading and Hauling	651	C.M.	\$ 7.74	\$ 5,038.74
Place and Compact	231	C.M.	\$ 2.19	\$ 505.89
Geotextile 4.5 x 91 m	4	Roll	\$ 646.01	\$ 2,584.04
3" Aggregate	231	C.M.	\$ 33.89	\$ 7,828.59
Load aggregate at Quarry	231	C.M.	\$ 2.34	\$ 540.54
SUBTOTAL				\$ 17,627.44
GST				881.37
TOTAL				\$ 18,508.81

Notes:

Density factor for 3" material is 1.7 Tonnes/m³

Based on working 8 hours a day/40 hours a week. Overtime will be charged after these hours

Approximately 2 days to complete the work

Inclusions

Supervision

Exclusions

Tipping Fees
Survey

If you have any questions concerning this quotation, please contact me

Carlos Lopez

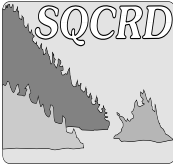
Director of Projects

Phone: (250) 624-4327

Mobile: (587) 920-6666

clopez@cicgroup.com

THANK YOU FOR YOUR BUSINESS!



STAFF MEMORANDUM

DATE: January 20, 2017

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Corporate Officer

SUBJECT: 2016 Grant Writing Activities

BACKGROUND:

At its Regular meeting held December 9, 2016, the Board of the North Coast Regional District (NCRD) requested to further information pertaining to grant writing activities undertaken by the NCRD in 2016.

PURPOSE:

The purpose of this memorandum is to provide statistical information pertaining to the NCRD's 2016 grant writing activities.

DISCUSSION:

In 2016, a service contract for a grant writing position was reached in April, with confirmation of support funding from Northern Development Initiative Trust's (NDIT) Grant Writing Support program being received in March.

Throughout 2016, the grant writer provided support in completing all NCRD grant funding applications, as well as support to a number of other NCRD affiliated organizations in their grant funding initiatives.

A summary of 2016 grant writing activities have been summarized below:

Project	Agency	Funding Agency	Total Project Value	Funding Request	Funding Awarded
Oona River Community Hall: Barrier Free Access Project	Oona River Community Association	Employment and Social Development Canada	\$51,962	\$33,775	\$33,775
Professional Development	NCRD	UBCM	\$1,900	\$500	\$500
NCRD Corporate Branding	NCRD	NDIT	\$60,000	\$20,000	Pending
Economic Development Capacity	NCRD	NDIT	\$50,000	\$50,000	Pending
2017 Grant Writer	NCRD	NDIT	\$10,500	\$8,000	Pending
Prince Rupert Public Library Infrastructure	PR Library	Government of Canada	\$180,000	\$49,800	Pending
			\$354,362	\$162,075	\$34,275

Further to those projects listed above, the grant writer has been in contact with the following grant-in-aid recipients to inquire into their funding assistance needs and potential grant opportunities related to those needs:

- Prince Rupert and Regional Archives;
- North Coast Transition Society;
- Port Edward Historical Society;
- Haida Gwaii Arts Council;
- Delkatla Sanctuary Society; and
- Haida Gwaii Museum.

In 2016, fees paid to the grant writer were \$1,572.50, with \$1,195.10 recovered through NDIT's grant writing support program, the total cost to hire a grant writer for the NCRD was \$377.40.

At its Regular meeting held December 9, 2016, the Electoral Area Advisory Committee resolved to recommend to the Board of the NCRD that rebate funding under NDIT's grant writing support program be split proportionally between a mainland grant writer (\$4,000), and the MIEDS grant writer (\$4,000). At the time of writing this report, staff are continuing discussion with NDIT with respect to the structuring of a funding application to accommodate two grant writing positions for the NCRD. It is anticipated that this will be finalized prior to the January 20, 2017 NCRD Regular Board meeting.



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