

# NORTHEAST EMERGENCY MANAGEMENT NEWSLETTER



## WHAT'S INSIDE:

- Hurricane Dorian
- EMBC Sponsored Training
- First Nations Partnership Tables
- Evacuation Operational Guidelines
- Tabletop Exercises

## HURRICANE DORIAN

Hurricane Dorian seen from aboard the Space Station, photo by Christian Koch, ISS

### Atlantic Ocean

On August 24, 2019 Hurricane Dorian formed as a tropical depression off the Lesser Antilles, a group of Caribbean islands. Hours later it would strengthen to a tropic storm.

On August 30 Dorian was strengthened to a category 4 storm and considered "extremely dangerous". This was proven on September 1 when Dorian made landfall in the Bahamas as a category 5 hurricane. It had sustained winds of up to 298 km/h and caused significant devastation to the area.

Dorian would eventually reach the eastern coast of Canada before being downgraded from a hurricane.



A search and rescue dog takes a break, Bahamas



A crane collapsed on top of a building, Halifax

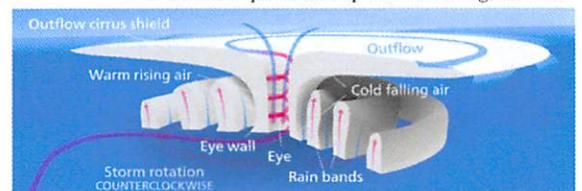


Board Meeting

OCT 10 2019

CCRD ITEM B(g)

Destruction caused by Hurricane Dorian, Bahamas



Example of a hurricane in the Northern Hemisphere



PreparedBC

## EMBC SPONSORED TRAINING

**November 7:** EOC Finance - Dawson Creek

**February 13:** EOC Operations - RDCFG (1 day)

**March 3:** Planning for Community Disaster Recovery - RDCFG (2 days)

**March 10:** EOC Logistics - Prince George (1 day)

**March 11:** EOC Essentials - Williams Lake (2 days)

## First Nations Partnership Tables

This October EMBC will be hosting it's First Nations Partnership Tables in Nuxalk and Sauleau. The partnership tables are an important forum for Indigenous communities to express their views on emergency management in BC, create solutions, and collaborate with other communities and agencies.

If you would like more information you can reach the Northeast Region at 250-612-4172.



## EMBC Evacuation Operational Guidelines



Evacuation is a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people away from an immediate or perceived threat to life and safety. Depending on the nature and scope of the event, evacuations may be limited to a single building or group of buildings, or affect a large area such as a whole community. EMBC released the 2nd edition of their Evacuation Operational Guidelines on the Local Emergency Program Guidelines section of their website July 4, 2019.



Emergency  
ManagementBC

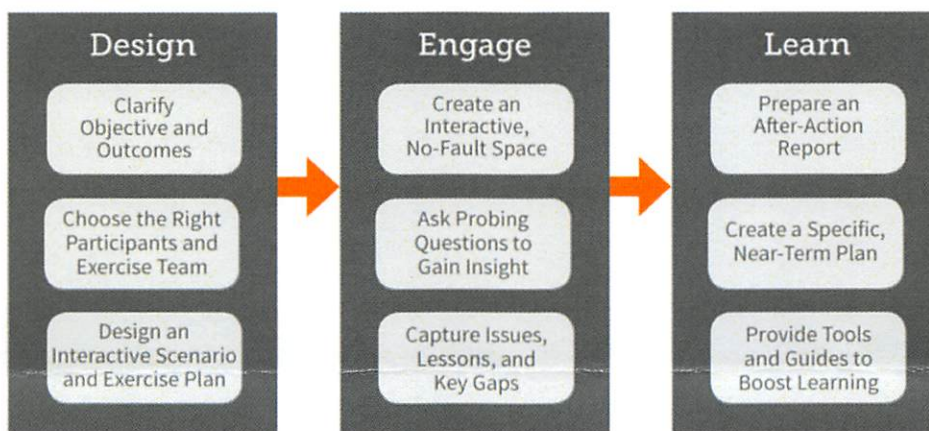
Tabletop exercises are discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation. A facilitator guides participants through a discussion of one or more scenarios. The duration of a tabletop exercise depends on the audience, the topic being exercised and the exercise objectives. Many tabletop exercises can be conducted in a few hours, so they are cost-effective tools to validate plans and capabilities.

Functional exercises allow personnel to validate plans and readiness by performing their duties in a simulated operational environment. Activities for a functional exercise are scenario-driven, such as the failure of a critical business function or a specific hazard scenario. Functional exercises are designed to exercise specific team members, procedures and resources (e.g. communications, warning, notifications and equipment set-up).

A full-scale exercise is as close to the real thing as possible. It is a lengthy exercise which takes place on location using, as much as possible, the equipment and personnel that would be called upon in a real event. Full-scale exercises are conducted by public agencies. They often include participation from local businesses.

EMBC can assist in the development of or participate in a communities tabletop exercise. Providing expertise and assisting in the identification of gaps in a communities emergency response plan or the setup of their emergency operations centre.

### How to Design a Powerful Tabletop Exercise (TTX)



## NEA Region Contacts

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**24/7 EMERGENCY REPORTING**

**1-800-663-3456**



### In this Issue:

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Staff continue to find abandoned campfires. If you choose to have a campfire you are obligated to put it out—Completely Out!

Board Meeting

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## FireSmart Discipline: vegetation management

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Vegetation management is the FireSmart discipline that deals with managing fuels on the landscape through effective treatments and by using the best available science.

The BC Wildfire Service supports the use of prescribed fire as a land management tool, but it is not the only way to encourage the growth of vibrant, healthy forests. Fuel treatments may include: trimming; pruning; chipping; piling and burning; or any combination of these methods.

In British Columbia, fuel management is considered to be a shared responsibility of all levels of land managers, all levels of government, First Nations and homeowners. Although the BC Wildfire Service plans and conducts fuel treatments, its primary role is to support others who develop fuel treatment plans and carry them out.

Those proponents may be local governments, First Nations or organizations that have hired contractors or have qualified people on staff to conduct prescribed burns. However, anyone carrying out a fuel management project that requires a fuel treatment or prescribed burning must seek the guidance and expertise of the BC Wildfire Service.

Once an area is identified as having a high wildfire hazard, a "prescription" is written to minimize that hazard. In the *Dictionary of Natural Resource Management* (authored by Julian and Katherine Dunster), a prescription is defined as "a written statement defining the objectives to be attained and the factors involved in aspects such as prescribed fire and silviculture treatments."

If it's determined that the best way to mitigate a particular hazard is to conduct a prescribed burn, then the next step is to write a detailed burn plan. That plan includes: the burn's objectives; a description of the fuels involved; slope of the proposed burn site; type of soil; depth of the duff layer; fuel load (i.e. how much flammable material is present on the landscape); elevation; and weather.

The planning for any prescribed burn is extensive and detailed. Other parts of the prescription deal with: any values that may be at risk; public communications; preparations for the burn; details



about how the burn will be monitored; and which firefighting tools and other equipment will be available at the burn site. When the plan has been completed, it must be approved by both the land manager and a fire official representing the BC Wildfire Service.

In 2016, the B.C. government made a significant investment through the Strategic Wildfire Prevention Initiative (SWPI) to reduce wildfire risks faced by communities. Now the Community Resiliency Investment (CRI) program and monies through the Forest Enhancement Society of BC continue to support large-scale risk mitigation projects being undertaken throughout B.C.

One of the persistent issues associated with prescribed burns is the smoke that these fires generate. Although every attempt is made to reduce the effects of the smoke (by timing the burns to align with good venting conditions, for example), some amount of smoke is a natural consequence of burning.

After the last two fire seasons, however, British Columbians realize that the alternative to this relatively limited amount of smoke is the uncontrollable smoke created by wildfires. They therefore tend to be more supportive of fuel mitigation projects that include prescribed fires — and the resulting smoke.



**Some helpful Fuel Management Tools**  
Fuel Management Tools including FuelCalc: <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/vegetation-and-fuel-management/fire-fuel-management/fuel-management>  
Risk Class Maps: <https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/vegetation-and-fuel-management/fire-fuel-management/wui-risk-class-maps>

Resource Management Open Fires

A resource management open fire (RMOF) is often referred to as a prescribed fire, or sometimes as a broadcast fire. As with any prescribed fire, an approved burn plan is required before the burn can go ahead. The Prescribed Fire Burn Plan (PFBP) is very detailed, describes how and when the fire will be ignited, and defines its objectives. A "Burn Boss" is in charge of the prescribed fire and has the training, experience and certification to ensure that it's conducted safely and meets the objectives outlined in the burn plan.

Prescribed fire is used for a variety of reasons, including wildfire risk mitigation, fuel management, and ecosystem restoration. The size of a prescribed fire can range from under one hectare to many thousands of hectares, depending on its location and the burn plan's objectives.

In some respects, prescribed fire has been occurring in British Columbia for thousands of years. First Nations used fire as a tool to enhance wildlife habitat and improve rangeland for hunting and other food production purposes (cultural burning). Although indigenous peoples didn't use formal plans, they certainly had clear objectives. Today, biologists, ranchers, farmers, guide outfitters, agrologists and some First Nations may use fire for the exact same reasons. The forest industry has also used broadcast burning extensively in the past to prepare sites for tree planting after harvesting operations were completed (silviculture).

In recent decades in British Columbia, fire has not been used as a tool to the extent it once was. In the 20th century, using open fires to manage large landscapes gradually gave way to conservation and the preservation of trees for economic benefit. In this same period, more "values" (e.g.

buildings and infrastructure) began appearing on the land base as non-indigenous settlements increased. Natural resources were often a primary economic driver for such rural communities (and still are).

As we pulled back from using open fires to manage large landscapes, we increasingly extinguished fires that occurred naturally due to lightning strikes. Fire was perceived as an

unwanted threat to natural resource development and private property, even though this more active wildfire suppression approach was at odds with the natural rhythms and patterns that have existed in British Columbia for thousands of years. Science now tells us what First Nations have known all along.

In British Columbia, for the most part, we live

in fire-dependent ecosystems. If we exclude fire in all cases, we do so at our own peril. The 2017 and 2018 wildfire seasons hammered this point home. The historical exclusion of fire on the landscape (along with other land management practices) have resulted in high fuel loads, represented by dense and less healthy forest stands that are more susceptible to insect infestations and high-intensity wildfires.

In response to recommendations contained in the Abbott-Chapman report on the 2017 wildfire and freshet seasons (*Addressing the New Normal: 21st Century Disaster Management in British Columbia*), the Ministry of Forests, Lands, Natural Resource Operations and Rural Development is creating a more comprehensive prescribed burning program, which will also incorporate traditional ecological



Using prescribed fire in a Garry Oak Ecosystem. Rocky Point in Metchosin.

## Resource Management Open Fires cont'd

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knowledge. It's supported by an initial \$10 million that was provided in Budget 2019.

In the Coastal Fire Centre, we have fire-dependent ecosystems along the eastern boundaries of the fire centre and we plan to use prescribed fire in those areas to meet a variety of objectives. However, most people here live or participate in recreational activities in a temperate rainforest, which is not a fire-dependent ecosystem.

There is one little-known exception: the Garry oak ecosystem.

Garry oak ecosystems are found along the Sunshine Coast and on southeast Vancouver Island. For example, Greater Victoria is located almost completely within a Garry oak ecosystem. First Nations used fire annually to maintain these areas before European settlement and for some time after that. Significant urban development has occurred in these areas over the past 125 years, so intact Garry oak ecosystems are now rare. Those that remain are isolated and have often been degraded by the introduction of invasive species and incursions from surrounding forests. Native species cannot compete with plants such as broom and gorse.

The increased vegetation in these ecosystems presents a fire risk to surrounding homes and infrastructure. Restoring these ecosystems mechanically or by hand is costly and doesn't affect the seeds that have fallen from the invasive plants, so the plants keep returning.

Over the last few years, however, the BC Wildfire Service has begun to partner with governmental and non-governmental agencies to reintroduce prescribed burning to pockets of the Garry oak ecosystem on southeast Vancouver Island. The results — in terms of eradicating invasive species and promoting the growth of native species — are promising. Another benefit of these efforts is decreased fuel loads (flammable vegetation), which helps reduce wildfire risks for neighbouring properties.

The prescribed burns provide valuable data that will assist with the expansion of the prescribed burning program into other areas of Garry oak ecosystems, ensuring that they are maintained as part of the region's natural history. First Nations have provided important historical context,

support and other land management expertise that helps guide the BC Wildfire Service's activities. The support of nearby communities and local governments is also critical.

The proximity of smoke and open fire near private residences is a legitimate concern. However, it's better to remove excess vegetation under controlled conditions than to have an unwanted wildfire occur in that area. The use of prescribed fire by qualified professionals is a valuable tool to safely rejuvenate Garry oak ecosystems.

Learn more about cultural burning, as done by the Xwisten Nation:

<https://www.youtube.com/watch?v=SjiMzZY1Msw&feature=youtu.be&fbclid=IwAR2TyCsPAPDiQr29NCH8XRgEZhEUCMgRcVf0WHD7LVANrb4zQo7aVRcW0wE>

Learn more about fuel types and fuel treatments (Slocan Integral Forestry Cooperative): <https://www.sifco.ca/video-gallery-2>

## Planned Resource Management Burns

**Maple Bay Garry Oak Preserve**

This is a 1.5 hectare prescribed burn being carried out at the Maple Bay Garry Oak Preserve in conjunction with the Nature Conservancy of Canada. The purpose of the fire is for fuel reduction and Garry Oak Ecosystem Restoration.

**Rocky Point, Metchosin**

This is a 20 hectare prescribed burn at the southern tip of Vancouver Island at Rocky Point Metchosin, Canadian Armed Forces Base, which is being carried out in conjunction with the Department of National Defense with the assistance of DND Fire Department. The purpose of this prescribed fire is for fuel reduction and Garry Oak Ecosystem Restoration.



## Managing the Vegetation on Your Property

### Zone 1A

#### The most critical zone (0 to 1.5 metres from the home)

- Remove combustible material right down to the mineral soil
- Use non-flammable materials such as gravel, brick or concrete in this critical area adjacent to your home
- Avoid having woody shrubs, trees or tree branches in this zone
- Consider planting **FIRE-RESISTANT PLANTS**. Avoid planting **HIGHLY FLAMMABLE PLANTS** such as cedar, juniper, pine, tall grass and spruce.

### Zone 1

#### 1.5 to 10 metres from the home

- Create a FireSmart yard so that fire will not easily transmit to your home.
- Plant low-density, fire-resistant plants and shrubs.
- Avoid planting coniferous trees (cones and needles) in this zone, since they are highly flammable.
- Keep lawns mowed.
- Move firewood piles, construction materials, storage sheds and other combustible structures out of this zone and into Zone 2.

### Zone 2

#### 10 to 30 metres from home

- Prune and trim evergreen trees to create at least three metres of horizontal space between single or grouped tree crowns.
- On the remaining evergreen trees, remove all branches to a height of 2 metres above the ground.
- Regularly clean up fallen branches, dry grass and needles from the ground to eliminate potential surface fuels.

### Zone 3

#### 30 to 100 metres from home

- Create an environment that will not support high-intensity crown fires.
- A focus on fuel reduction and conversion (rather than removal) is the main priority in this zone.
- Look for opportunities to create a fire break by creating space between trees and other flammable vegetation.



## Prevention Blog— Alan Berry, Senior Wildfire Officer - Prevention

Even though September is now here, I'd like to remind everyone in the Coastal Fire Centre that the fire season is not over. Instead, the wildfire hazard will start to slowly decline due to fewer hours of daylight and the gradually cooler weather that signify the transition to fall.

September also typically signals the start of the fall burning season, when the forest industry uses open burning to abate fire hazards created by industrial activities such as logging. The main fire hazard is "slash", which is a forestry term for the coarse and fine woody debris that's generated during logging operations. When left unmanaged, it can be a volatile fuel type.

Forestry companies are required to abate these hazards under the *Wildfire Act* and Wildfire Regulation, and open burning is usually the most economical and efficient way to do that. Most abatement activity involves the piling and burning of roadside accumulations of slash.

Anyone planning to conduct a Category 3 open burn or a Resource Management Open Fire must obtain a burn registration number before igniting those types of fires. Information about the planned burn is then entered into a provincial database. Such fires can only be lit if site and weather conditions are favourable, to reduce the likelihood of the fire escaping or of smoke affecting nearby communities.

Questions that I commonly receive about the fall burning season include:

#### Why does the BC Wildfire Service support the use of open fire in the forest under certain circumstances?

- Many wildfires originate or spread into slash fuels, so one of the BC Wildfire Service's key priorities is working with the forest industry to support their responsibility to abate potential fire hazards.
- Forest industry personnel have been conducting these types of open burns for decades and their expertise contributes to a low risk of such a fire escaping from the intended burn area.

#### Why does the BC Wildfire Service require Category 3 fires and Resource Management Open Fires to be registered?

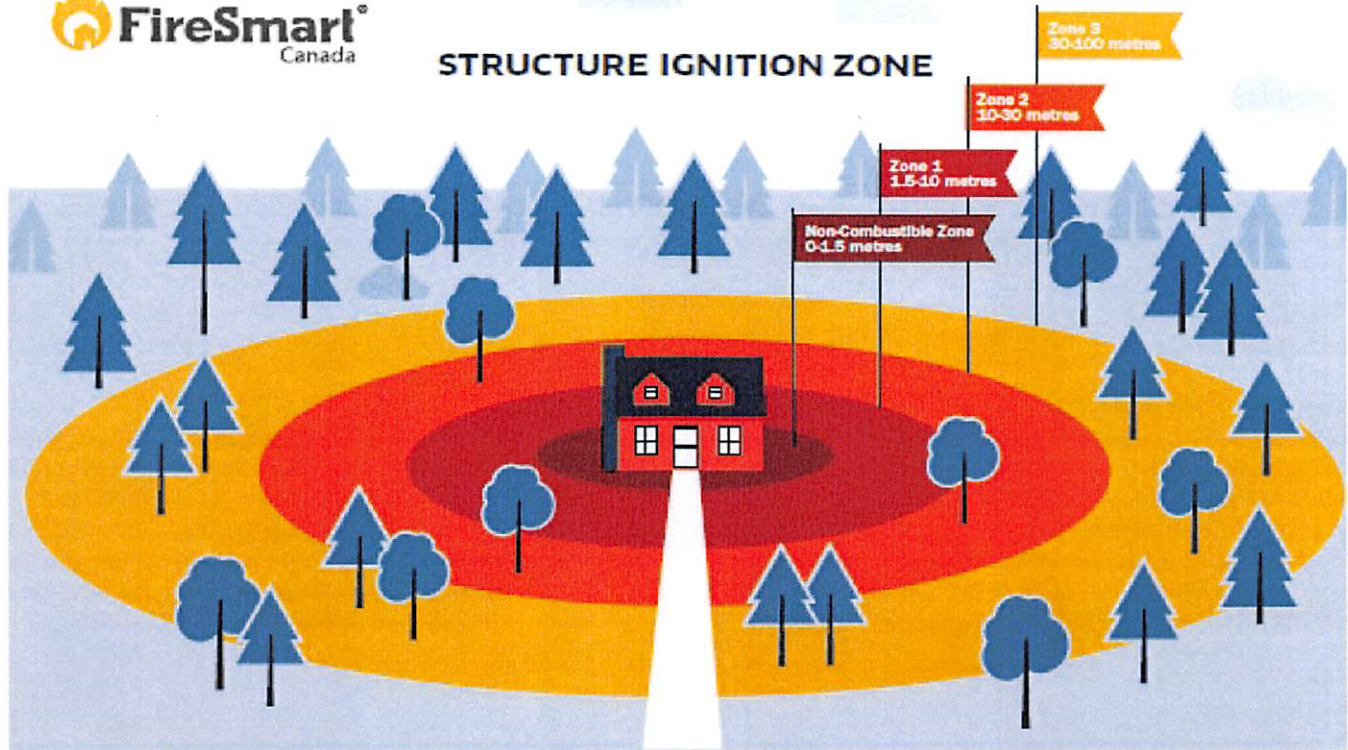
- When these types of planned burns are registered, they're entered into a provincial database and details of those burns are available to BC Wildfire Service staff.
- If a report of a wildfire is received, staff can cross-reference its location with registered open burns to check if it's a planned burn or an actual wildfire.

Learn more about the industrial use of open fire on the BC Wildfire Service website: [www.bcwildfire.ca](http://www.bcwildfire.ca)

To learn more about smoke management and the Open Burning Smoke Control Regulation, visit the Ministry of Environment and Climate Change Strategy website: <https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation>



## STRUCTURE IGNITION ZONE



Work with your neighbours in any overlapping priority zones!

### Non-combustible Zone (0-1.5 metres)

Reduce the chance of wind-blown embers igniting materials near your home. A non-combustible surface should extend around the entire home and any attachments, such as decks. Creating a non-combustible surface can be as easy as clearing vegetation and combustible material down to mineral soil. To add to your landscape design, use non-combustible materials such as gravel, brick, or concrete in this critical area adjacent to your home. Woody shrubs, trees or tree branches should be avoided in this zone, any that are present should be properly mitigated.

### Zone 1 (1.5-10 metres)

Create a landscape that will not easily transmit fire to the home. A FireSmart yard includes making smart choices for your plants, shrubs, grass and mulch. Selecting fire-resistant plants and materials can increase the likelihood of your home surviving a wildfire. Plant a low density of fire-resistant plants and shrubs. Avoid having any woody debris, including mulch, as it provides potential places for fire to start. Storing items such as firewood piles, construction materials, patio furniture, tools and decorative pieces against or near a house is a major fire hazard. Move firewood piles, trailers/ recreational vehicles, storage sheds and other combustible structures out of this zone and into Zone 2. If unable to move, store firewood inside your mitigated garage, shed or other ember resistant structures, create a non-combustible zone underneath and for 1.5 metres around trailers/ vehicles and mitigate sheds and other structures to the same standards as those of your home.

### Zone 2 (10-30 metres)

If your property extends out to this zone, thin and prune evergreen trees to reduce hazard in this area. Within 30 metres of your home, selectively remove evergreen trees to create at least 3 metres of horizontal space between the single or grouped tree crowns and remove all branches to a height of 2 metres from the ground on the remaining evergreen trees. If possible, pruning trees up to 100 metres from your home (Zone 3) is recommended. Regularly clean up accumulations of fallen branches, dry grass and needles from on the ground to eliminate potential surface fuels. Consider seeking the guidance of a forest professional with wildland fire knowledge on appropriate management options for this zone.

### Zone 3 (30-100 metres)

Taking FireSmart actions in Zone 3 on your property will influence how a wildfire approaches your home. You can change the dynamics of wildfire behaviour by managing vegetation within this zone. Look for opportunities to create a fire break by creating space between trees and other potentially flammable vegetation. Thinning and pruning is effective here as well. These actions will help reduce the intensity of a wildfire. Consider seeking the guidance of a forest professional with wildland fire knowledge on appropriate management options for this zone.



**Begins at Home**



## Fires to Date Since April 1, 2019

Total 150

Lightning 44

Person 106

## Number of fires since August 23 2019

Total 21

Lightning 9

Person 11

## Fire Danger Rating today



Current Prohibitions  
(within BCWS  
jurisdictional area)

Category 2 Open  
Fire Prohibition  
throughout the  
Coastal Fire  
Centre with the  
exception of  
Haida Gwaii.

Campfire and  
Category 3  
prohibitions are  
being considered,  
but not  
implemented yet.

Go to  
BCWildfire.ca for  
the latest  
information.

# Coastal Fire Centre

# Wildfire news

## At Coastal

Lightning rolled through the Coastal Fire Centre on September 3, 2019. The result was the ignition of several fires, particularly within the Pemberton Zone.

Due to the timing of precipitation (despite warm temperatures), the fire season has passed without the enactment of a campfire prohibition. This is not without precedent as 2005, 2006, 2011 and 2012 were also years when campfires were allowed throughout the summer.

Staff continue to work on a variety of fuel mitigation projects. The prescribed burns in the Garry Oak ecosystems, slated for September and October (as conditions allow), are just two in the works. Information Bulletins about this project were released yesterday. Please feel free to share these out.

The fire danger rating is extremely variable throughout the fire centre with northern sections at Low, central areas of the mainland and the island at Moderate and High and some locations on the eastern side of Vancouver Island still maintaining a rating of Extreme. With rains arriving over the weekend it is expected that the fire danger will drop in all locations.

Helpful Information about Open Burning from the Ministry of Environment:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/air/air-pollution/smoke-burning/regulations/openburningregulation>

Interested in Becoming a Local FireSmart Representative?

Registration is now open.

Go to: <https://firesmartbc.ca/events/>

If you are going to be holding a FireSmart Presentation then a Powerpoint is now available for your use:

<https://firesmartbc.ca/resource/firesmart-public-presentation-2019/>

## Weather

**SYNOPSIS:** (Today-tomorrow) A more and more complicated pattern today but with a well placed but weak ridge overhead the southern zones look to be sunny and warm again. Bands of unstable moisture are moving north through Washington state towards eastern Fraser sections and there is a 20 per cent chance of late afternoon isolated thunderstorms. Also due to moisture being injected into the atmosphere, there is a small chance of isolated thunderstorms developing near Whistler. However, it continues warm and very dry and both Manning Park and the Fraser Canyon remain under a Fire Behaviour Advisory for the C3 fuels. Further north, an advancing Pacific system has brought clouds and showers to Haida Gwaii. Clouds are still holding off the Mid-coast but likely arrive sometime Saturday. In fact, all areas see clouds moving in tomorrow but not a lot of rainfall at first. Further, more widespread instability arrives with the Saturday clouds and areas east of Chilliwack to north of Whistler see a 40 to 60 per cent chance of mostly dry isolated thunderstorms. Showers move into the Mid-coast Saturday afternoon as the northern system becomes more active due to a deepening low pressure system moving down the outer coast.

Showers start filling in Saturday evening.

**OUTLOOK:** (Sunday-Tuesday) A deep upper low parks west of Vancouver Island bringing heavy clouds and widespread showers to all Coastal zones. This pattern continues Monday and Tuesday with much cooler temperatures and frequent showers.

**CONFIDENCE/DISCUSSION:** This is very difficult forecast. The instability is increasing and there are good chances of some convective development both this afternoon, or evening, or tomorrow. The forecast models, computer generated, show the instability but little or no associated rainfall. But is this dry lightning or just a bad forecast? For Saturday, although considerable cloudiness arrives, the forecast models hold off any shower activity until either late in the day or Sunday morning. There are some forecasts that show the rains not arriving until Monday.

**6 TO 10 DAY:** (next week) A temporary ridge brings partial clearing and dry weather for Wednesday but soon after another low arrives and showers or periods of rain return.



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## Coastal Fire Centre Seasonal Review

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Total Fires	Natural (Lightning)	Human-caused	Hectares Burned
159	48	111	326 hectares

### Yearly Comparison and 10 Year Average

*As of Oct. 3 for each year	2019	2018	2017	10-year average
<b>Total number of wildfires</b>	159	291	112	224
<b>Total hectares burned</b>	326	174,938	7,805	22,307
<b>Human-caused wildfires</b>	111 (70%)	129 (56%)	103 (92%)	130 (58%)
<b>Lightning-caused wildfires</b>	48 (30%)	162 (44%)	9 (8%)	94 (42%)

## Deployments

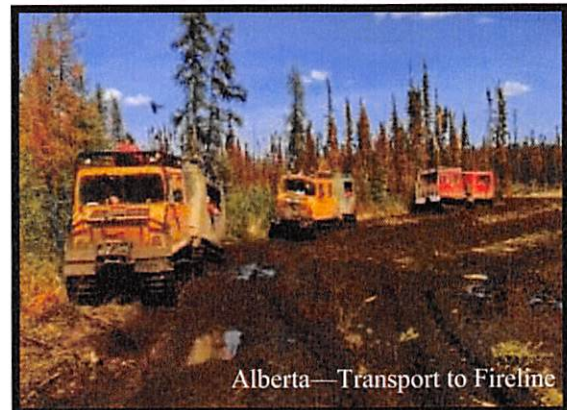
This year has been the year of deployments. BC Wildfire Service staff have had the opportunity to go out of province and assist some of the provinces which had provided BC with respite during the 2017 and 2018 fire season. Staff were deployed to Alberta, Ontario and the Yukon.

Deployments are always a valuable way to pick up new skills, experience new techniques and technologies and work side by side with friends new and old.

Staff were also called upon to assist at Big Bar working with the Ministry of Environment, Federal Department of Fisheries and the Coast Guard, transferring salmon stock along the Fraser River.



Manning, Alberta



Alberta—Transport to Fireline

### Where did our people go?

Destination (Coastal Staff only)	Number of Staff
Alberta	70
Yukon	22
Ontario	9
Alaska	0

To obtain copies of the FireSmart Homeowner's Manual to share with your community go to: <https://firesmartbc.ca/resource-ordering-form/>

2019 Coastal Wildfires

Cecil Hill—V50714

**Date of Discovery:** 2019-06-24  
**Cause:** Human-caused Fire,  
**Size:** 9 hectares  
**Declared Out:** 2019-07-09  
**Interface Fire:** This fire was adjacent to the community of Pender Harbour – Madeira Park. Homes were estimated to be 200 metres from the fire but none were impacted. An evacuation alert was recommended by BCWS and implemented by the Sunshine Coast Regional District. It was lifted on June 26, 2019.



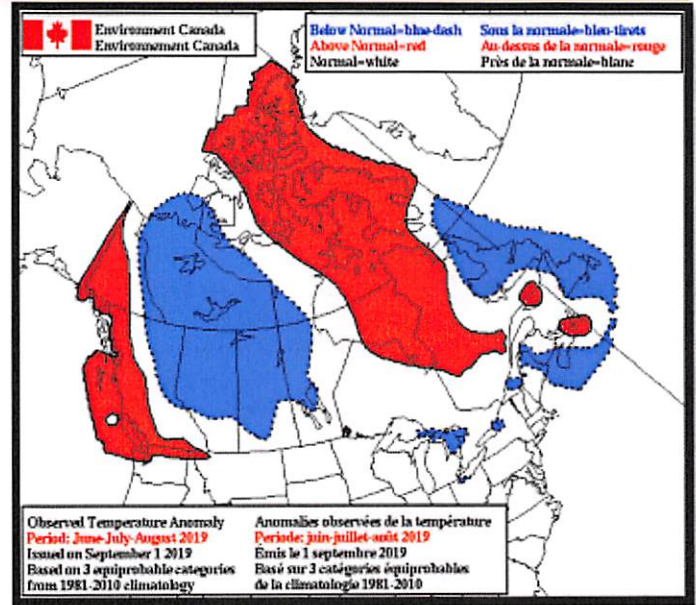
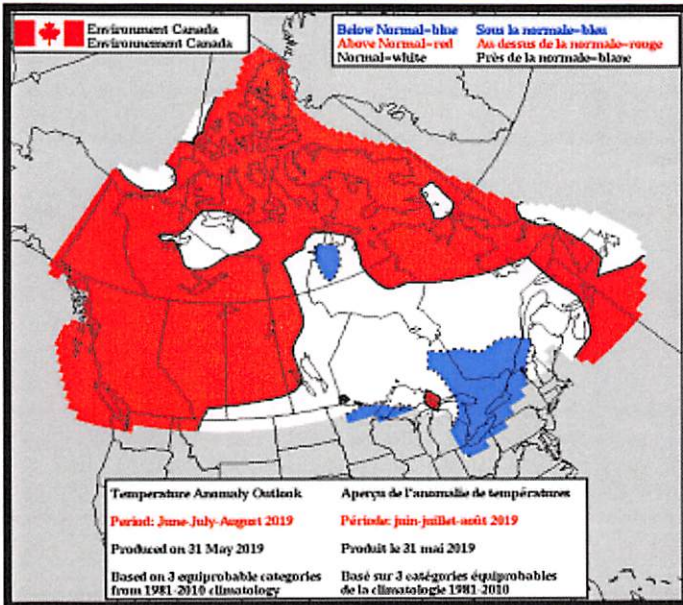
Strip Creek—V30699

**Date of Discovery:** 2019-06-23  
**Cause:** Human-caused Fire  
**Size:** 4.5 hectares  
**Declared Out:** 2019-07-09  
**Interface Fire:** This fire was adjacent to the Sea-to-Sky Highway. The fire was highly visible and impacted traffic for several days.

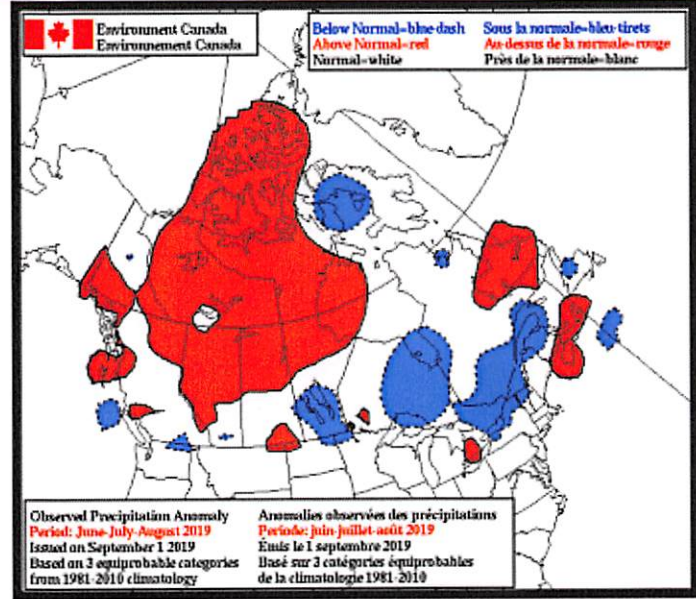
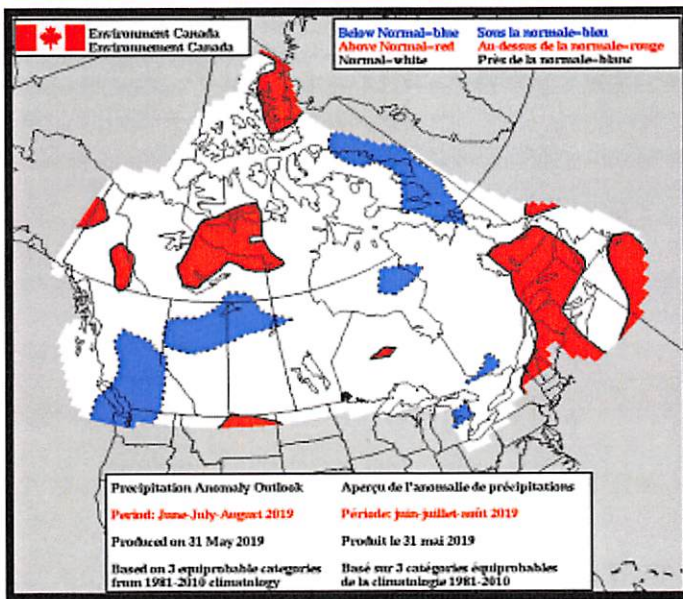


Temperature—Forecast versus Observed

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Rainfall—Forecast versus Observed



Number of Wildfires by Coastal Fire Centre Zones

Fraser (includes Haida Gwaii)	Pemberton	Sunshine Coast	North Island/ Mid-Coast	South Island
33	27	18	28	50

**Fires to Date  
Since  
April 1, 2019**

Total 159

Lightning 48

Person 111

**Number of  
fires since  
September 20,  
2019**

Total 3

Lightning 0

Person 3

**Fire Danger  
Rating today**



**Current Prohibitions  
(within BCWS  
jurisdictional area)**

**No Open Fire  
Prohibitions in  
place at this time.**

Go to  
[BCWildfire.ca](http://BCWildfire.ca) for  
the latest  
information.

**Coastal Fire Centre**

**Wildfire  
news**

**Prohibitions—3 year comparison**

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Prohibition Category (first initiated-some were taken off then reinstated during the season)	2019	2018	2017
Campfire	None	July 18—excludes Haida Gwaii and Fog Zone	July 6—excludes Haida Gwaii and Fog Zone
Category 2	May 30—throughout the Coastal Fire Centre Lifted in Haida Gwaii on August 29. Lifted throughout on September 18.	May 18—excludes Haida Gwaii and Fog Zone	June 7—excludes Haida Gwaii and Fog Zone
Category 3	None	July 18—excludes Haida Gwaii and Fog Zone	July 6—excludes Haida Gwaii and Fog Zone

We have passed the entire 2019 fire season without a campfire prohibition in place and while not completely unheard of, it is, at least in the mind of public, unusual. It is only when we look back through the records we realize that there were no campfire bans in 2010 or 2011, nor were there in 2005 or 2006. It is the years when the public can not have a campfire that sticks in their minds.

The only prohibition enacted in the Coastal Fire Centre this year was the Category 2 Open Fire Prohibition. It has now been lifted.

It was also in 2011 and 2005 when Category 3 Open Fire Prohibitions were not enacted.

**Prevention Patrol Statistics**

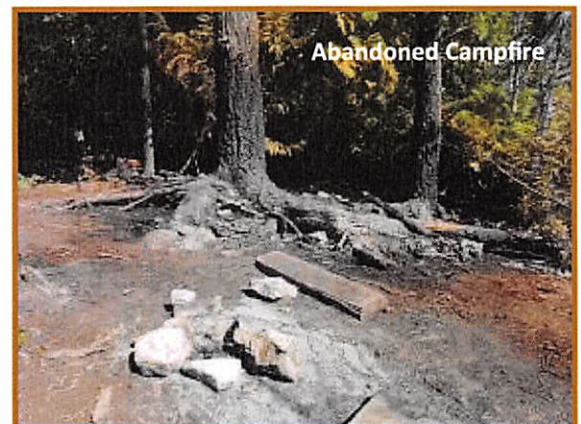
**Unattended / Abandoned Campfires by Fire Centre Zones**

Fraser (includes Haida Gwaii)	Pemberton	Sunshine Coast	North Island/ Mid-Coast	South Island
108	2	2	18	6

**These numbers are based on the patrols done by Prevention Patrols this summer.**

**Prevention Patrol Summary**

**Total Number of Patrols:** 316 patrols  
**Kilometres of Road Travelled:** 76,779  
 (avg 251 km/patrol)  
**Hours in trucks/Engaging with people:** 2019  
**Hours patrolling by boat:** 221  
**Number of People Engaged with:** 21,271 105  
**Wildfires discovered by Prevention Patrols:**  
 124 Abandoned and 12 Unattended



Board Meeting  
OCT 10 2019  
CCRD ITEM BUS



# FORMATION SESSION - WILDFIRE

IGATING THE BC WILDFIRE SERVICE WEBSITE – [WWW.BCWILDFIRE.CA](http://WWW.BCWILDFIRE.CA)

BC Wildfire Ser  
Coastal Fire Ce  
2019 Fire Ser

## JURISDICTION – COASTAL FIRE CENTRE

Coastal Fire Centre extends west of the highest point on the Coast Mountain range, from the U.S.-Canada border at Douglas Park to the northern border of South Tweedsmuir Provincial Park, and including the Lower Mainland, Sunshine Coast, Vancouver Island, the Gulf Islands and Haida Gwaii.

Coastal Fire Centre covers about 16.5 million hectares and contains over 85% of B.C.'s population. It has working relationships with over 164 fire departments and 28 fire districts, as well as First Nations communities, the forestry industry and private land holders.

Due to the terrain being steep and rugged with access challenges in some areas (e.g. limited road availability), relying on air, water and ground transportation.



re to go for information: [www.bcwildfire.ca](http://www.bcwildfire.ca)

ormation: On the main  
the BC Wildfire Service  
are links to:

**ive Wildfire Map** – a  
overview of the current  
situation in B.C.

**s of Note** – details about  
e fires (fires that affect  
ities or infrastructure)  
arger fires.

**Wildfire Activity** – an  
v of the current situation

**tion Bulletins** – media  
can be found here

The screenshot shows the BC Wildfire Service website. At the top is the logo for British Columbia. Below it is a navigation bar with 'Home > Public Safety & Emergency Services >'. The main heading is 'Wildfire Service'. A large banner features a photo of firefighters and a text box titled 'Employment Opportunities' with the text: 'The BC Wildfire Service employs approximately 1,600 seasonal personnel each year, including firefighters, dispatchers, and other seasonal positions.' Below this is a search bar labeled 'Search Wildfire Service' with the placeholder text 'Enter a keyword or phrase to search'. A 'Popular Resources' section contains three columns: 'Wildfires of Note' (Find the latest information on wildfires that are particularly visible or pose a threat to public safety.), 'Interactive Wildfire Map' (View the location and details of all active wildfires in B.C., as well as Fire Centre boundaries.), and 'Emergency Info BC' (B.C.'s hub for disaster information, from evacuation alerts and orders to response and recovery resources.). On the right side, there is a 'Fire Danger Rating' section with a map of BC showing fire danger levels and a 'View Fire Danger Rating' button. Below that is a 'Contact Us' section with the text 'Report a wildfire: 1 800 663-5555 or \*5555'.



## Wildfire Map – Overview

**Red dots** indicate active fires that have been reported in the last 24 hours. (The red colour does not denote the fire's severity.)

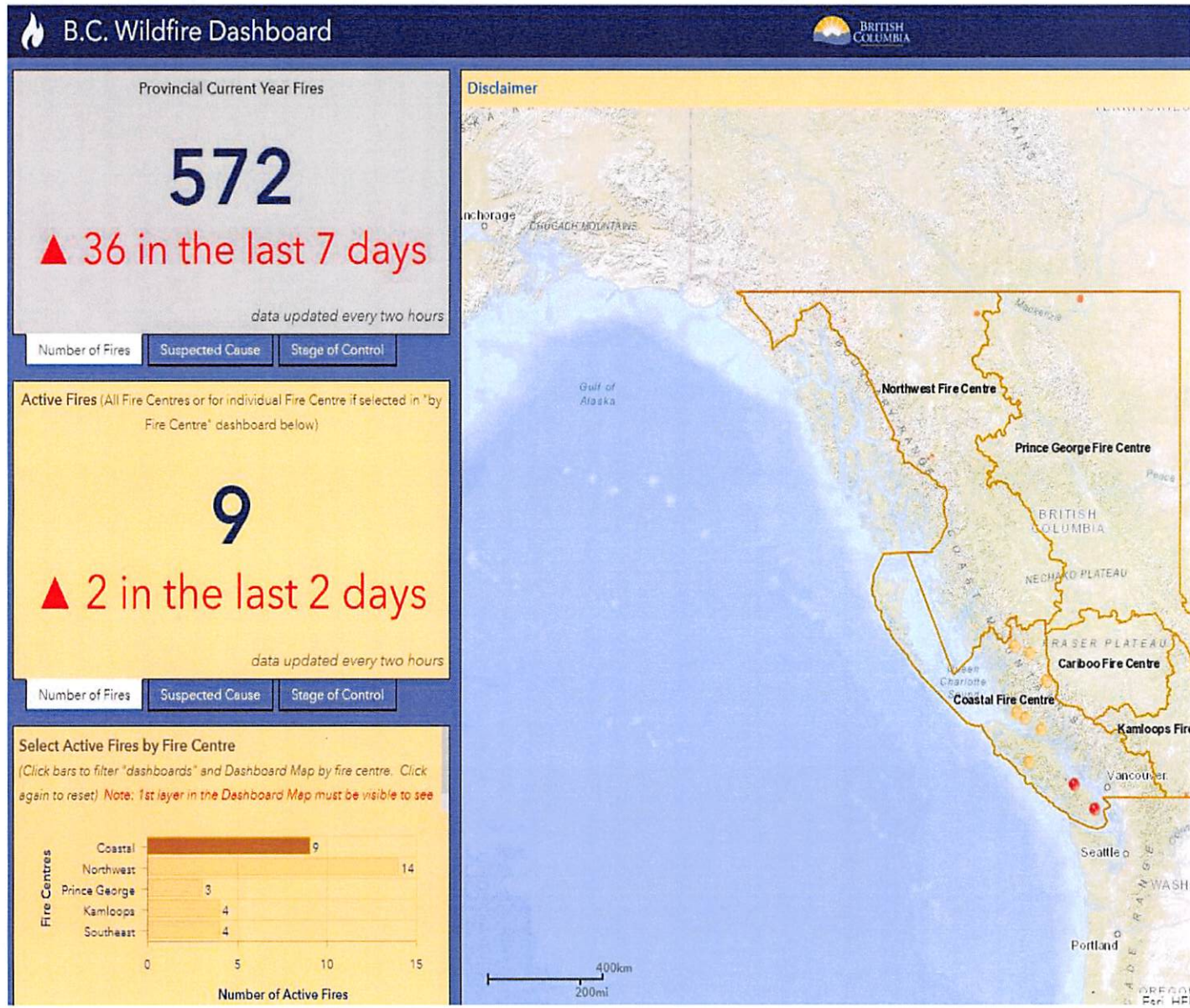
**Yellow dots** indicate active fires that were reported previously and are still burning.

## Control

**Control - Describes a wildfire that is not in full control** (or only responding on a limited basis) to active fire action, such that the perimeter spread is not contained.

**Not in Control - Indicates that (with the resources committed to the fire) sufficient suppression has not been taken that the fire is not likely to spread beyond existing or predetermined boundaries under the current and forecasted conditions.**

**In Control - The fire has received sufficient active fire action to ensure no further spread of the fire has been extinguished.**



**ger Rating** (the top-right part of the main page) Click on “View Fire Danger and scroll down to a group of links that will take you to specific weather station or the fire centre that you choose.

s may start easily and spread quickly, but there will be minimal involvement of al layers or larger fuels.

e: Forest fuels are drying out and there is an increased risk of surface fires carry out any forest activities with caution.

est fuels are very dry and the fire risk is serious. New fires may start easily, burn , and challenge fire suppression efforts. Extreme caution must be used in any vities. Open burning and industrial activities may be restricted.

: Forest fuels are extremely dry and the fire risk is very serious. New fires will y, spread rapidly, and challenge fire suppression efforts. General forest activities tricted, including open burning, industrial activities and campfires.

ying out industrial activities who want to apply the danger class information from this website must at the weather station location is representative of their operational area.

### Fire Danger Rating

British Columbia  
Wildfire Service

DAILY  
Danger Rating  
24 Jul 2019 12:00 PST

■ Very Low  
■ Low  
■ Moderate  
■ High  
■ Extreme  
■ Unrated Area

Fire danger ratings indicate how easily fires can start and spread in an area.

View Fire Danger Ratings

### Danger Class

Coastal Fire Centre - Tuesda

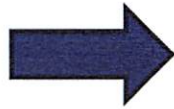
The danger class values presented the danger class information from t

- [Dgr Rgn] Station**
- [3] ALLISON PASS
  - [3] ANDERSON CREEK
  - [1] APE LAKE
  - [1] BEAVER CREEK
  - [1] BIG SILVER 2
  - [1] BOWSER
  - [1] CALLAGHAN VALLEY (EC)
  - [1] CAPILANO GVRD
  - [1] CEDAR
  - [1] CHEAKAMUS
  - [1] COQUITLAM GVRD
  - [3] D'ARCY
  - [1] FORD MOUNTAIN
  - [3] FOUR BARREL TEST
  - [3] FRANK CREEK TEST
  - [1] HAGENSBORG 2
  - [1] HAIG CAMP
  - [1] HONNA
  - [1] MACHMELL
  - [1] MACHMELL KLINIKLINI

## DANGER RATINGS

Weather has a significant impact on wildfires, in terms of how they start, how aggress spread, and how long they burn. The fire danger rating is an indicatio dry conditions are and how rapidly a wildfire will spread (taking into account ignition conditions and fuel

Weather On the Fire Rating page is a box in the top right-hand corner.



You will find a section titled **Weather Maps**. Clicking on this link will bring you to a page with a series of maps, as shown below.



On the **Weather Maps** page you will find additional links that include: **Lightning Danger (Map)**, **Smoke Forecast** and **Venting Index**.

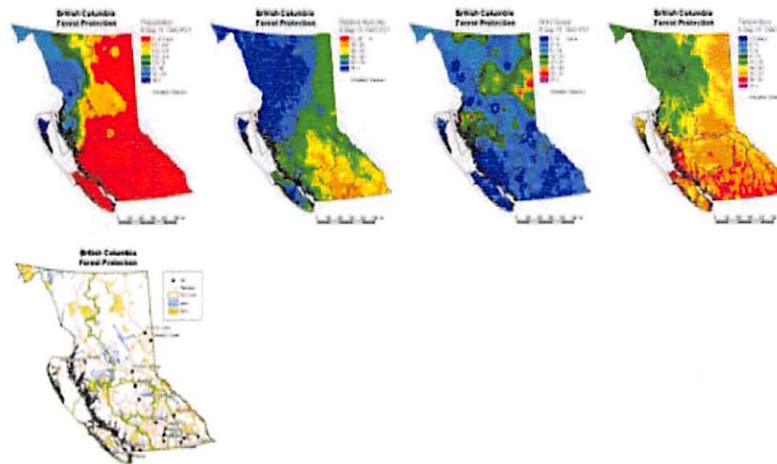
## Weather



[View weather conditions in B.C.](#)

### Weather Maps

Click to [view maps](#) showing the precipitation levels, wind speed, relative humidity and temperature across B.C.



## Related Links

- [Lightning Danger \(map\)](#)
- [Smoke Forecast](#)
- [Venting Index](#)

# WEATHER

Collectively, fire weather considers all parameters that influence fire occurrence and subsequent fire behaviour, including temperature, relative humidity, wind speed, direction, precipitation and atmospheric stability.

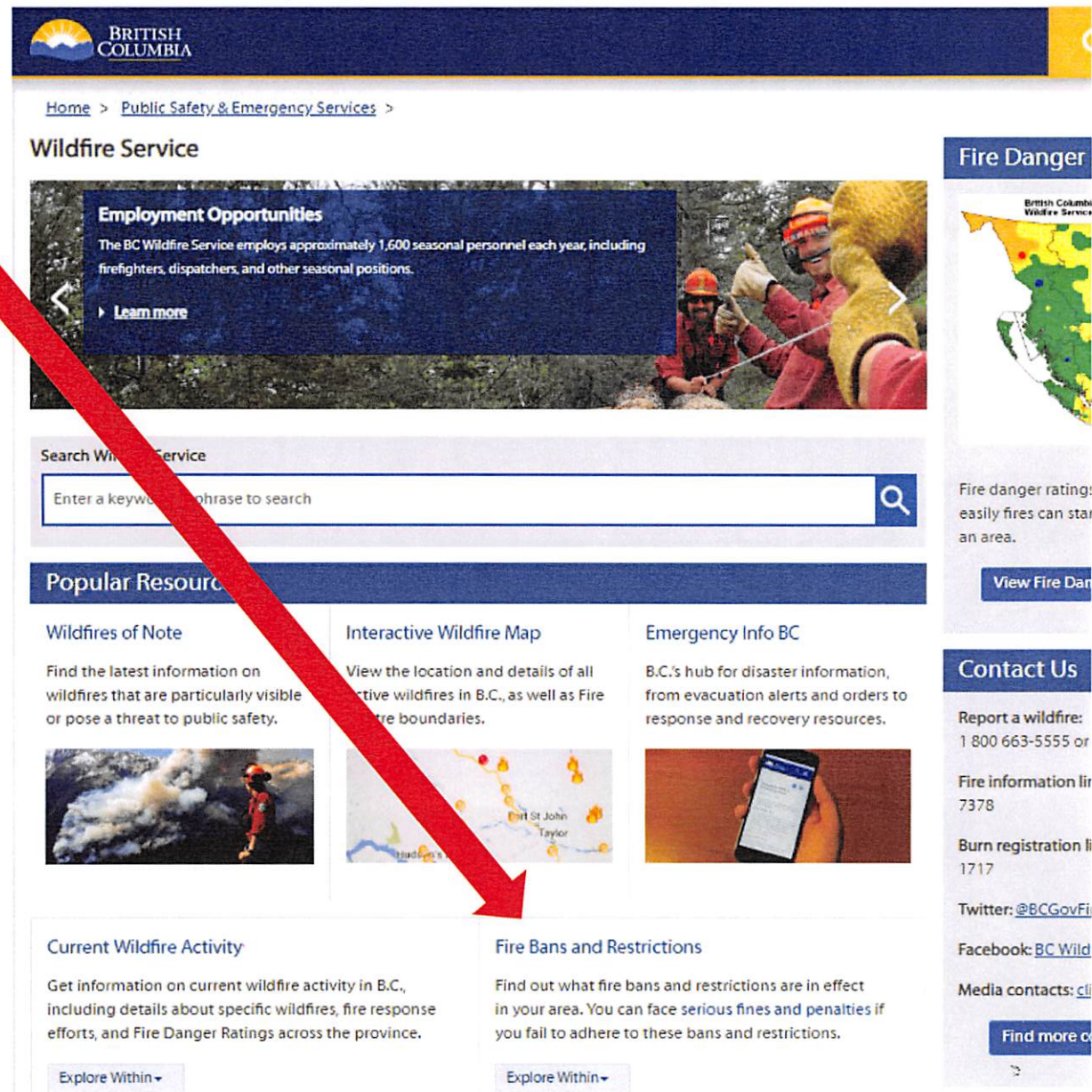
## Fire Prohibitions (fire bans)

Information about open burning prohibitions and restrictions is accessible through a link on the main page. When prohibitions are enacted, they are communicated to the public through the media.

Decisions to implement prohibitions are based on various data. The Build-Up Index is a good indicator of the dryness of forest fuels and is used to determine when a Burning Prohibition should be implemented. The BC Wildfire Service looks at a variety of factors and implements prohibitions as needed. Officials also take local knowledge into consideration and speak to fire zone staff and local fire departments when determining, for example, if a fire should be prohibited.

The fire zone's administrative area aligns with natural fire zone district boundaries.

Local governments may administer the use of fire bans in their jurisdictions through a bylaw.



**BRITISH COLUMBIA**

Home > Public Safety & Emergency Services >

### Wildfire Service

#### Employment Opportunities

The BC Wildfire Service employs approximately 1,600 seasonal personnel each year, including firefighters, dispatchers, and other seasonal positions.

[Learn more](#)


Search Wildfire Service

Enter a keyword or phrase to search

### Popular Resources


#### Wildfires of Note

Find the latest information on wildfires that are particularly visible or pose a threat to public safety.




#### Interactive Wildfire Map

View the location and details of all active wildfires in B.C., as well as Fire Danger Rating boundaries.



#### Emergency Info BC

B.C.'s hub for disaster information, from evacuation alerts and orders to response and recovery resources.



#### Current Wildfire Activity

Get information on current wildfire activity in B.C., including details about specific wildfires, fire response efforts, and Fire Danger Ratings across the province.

[Explore Within](#)

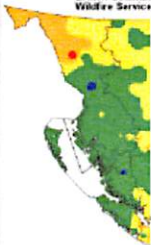
#### Fire Bans and Restrictions

Find out what fire bans and restrictions are in effect in your area. You can face serious fines and penalties if you fail to adhere to these bans and restrictions.

[Explore Within](#)

#### Fire Danger

British Columbia Wildfire Service



Fire danger rating: easily fires can start an area.

[View Fire Danger](#)

#### Contact Us

Report a wildfire: 1 800 663-5555 or [report a wildfire](#)

Fire information line: 1 800 663-5555 or [fire information line](#)

Burn registration line: 1 800 663-5555 or [burn registration line](#)

Twitter: [@BCGovFire](#)

Facebook: [BC Wildfire Service](#)

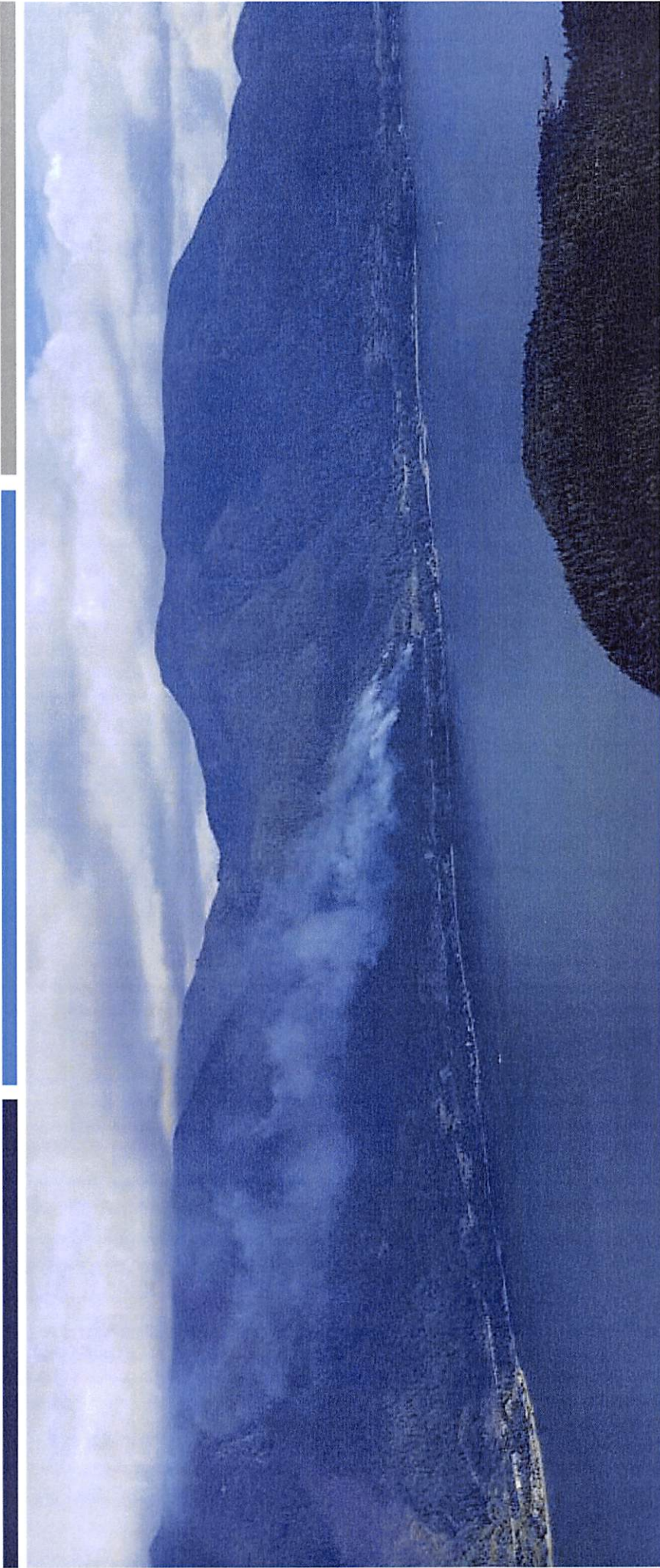
Media contacts: [media contacts](#)

[Find more](#)

# FORMATION CONTACTS – COASTAL FIRE CENTRE

Title	Name	Email
Communication Specialist	Donna MacPherson	Donna.MacPherson@gov.bc.ca
Communication Specialist Assistant	Marg Drysdale	Marg.Drysdale@gov.bc.ca
Public Contact	Phone: 250 951-4209	Email: <a href="mailto:BCWS.COFCInformationOfficer@gov.bc.ca">BCWS.COFCInformationOfficer@gov.bc.ca</a>
Wildfire Service	Twitter Website Facebook Phone	<a href="https://twitter.com/BCGovFireInfo">@BCGovFireInfo</a> <a href="http://www.bcwildfire.ca">www.bcwildfire.ca</a> BC Wildfire Service 1 888 3FOREST





## THANK YOU

From BC Wildfire Service, Coastal Fire Centre



**REQUEST FOR DECISION**

**To:** Board of Directors, CCRD  
**From:** Director Daniel Bertrand, Area A c/o CCRD Administration  
**Meeting Date:** October 10, 2019  
**Subject:** Resolution to Establish Ocean Falls Revitalization Committee

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District***

**WHEREAS:**

- A. The Central Coast Regional District ("CCRD") was originally established as the Ocean Falls Regional District when Ocean Falls was a prosperous city of thousands of residents and the Region's capital of industry and commerce.
- B. Since the closing of its mill in 1980, Ocean Falls has suffered economic depression resulting in a serious decline of its population, municipal tax base and the state of its municipal infrastructure, as well as the proliferation of abandoned and derelict buildings.
- C. Ocean Falls continues to present potential as a home and a revitalized centre of industry and commerce in having a deep seaport and ferry terminal, source of clean renewable energy and water, and modern utilities.

AND

- D. On October 26, 2019, the Honorable John Horgan demonstrated leadership to the CCRD by encouraging it to develop a plan to revitalize Ocean Falls with the Heiltsuk and Nuxalk Nations, as well as industry.

**THEREFORE, BE IT RESOLVED THAT:**

- 1. The Central Coast Regional District task its Economic Development Officer to strike a collaborative Ocean Falls Revitalization Committee consisting of the CCRD's Director of Electoral Area A, and other committee members to be invited as follows:
  - a. One member to be appointed by the Honourable John Horgan,
  - b. One member to be appointed by the Heiltsuk Tribal Nation,
  - c. One member to be appointed by the Nuxalk Nation,
  - d. One member to be appointed by Crown-Indigenous Relations and Northern Affairs Canada,

Board Meeting  
OCT 10 2019  
CCRD ITEM B(+)

- e. One member to be appointed by the Ocean Falls Improvement District, and
- f. One member to be appointed by the Central Coast Regional District to represent the businesses of Ocean Falls.

AND

- 2. That the Ocean Falls Revitalization Committee collaboratively develop a Revitalization Plan for Ocean Falls for action by their respective communities and departments.

AND

- 3. That the each attending organization of the committee covers its own travel costs. That the committee meets in person, at Ocean Falls, quarterly.

**Issue/Background Summary:**

- Heiltsuk and Nuxalk Nations may or may not be willing to provide the time and travel costs to attend the meetings.
- Sensitivity regarding territorial boundaries may also be a limiting factor in Heiltsuk and Nuxalk Nations’ attendance.
- (Subject to funding) an urban regeneration consultant or a PhD urban regeneration graduate may also be a useful addition to the committee.

**Policy, Bylaw or Legislation:**

Action	Priority	Sponsor	Target	Completion/Comments
Review Ocean Falls governance status <ul style="list-style-type: none"> <li>• check letters patent – who has authority?</li> <li>• Are we ready for community planning?</li> <li>• Legal responsibility for abandoned buildings?</li> </ul>	#1	CAO/Area A	4 <sup>th</sup> Q/19	

**Financial/Budgetary Implications:**

- The estimated cost to the CCRD per meeting in Ocean Falls is: \$3,970 (\$15,880 per annum) – to date administration has not been successful in identifying grant funds that would cover all of these costs

**Time Requirements – Staff and Elected Officials:**

There would be both a time and financial cost in Director Bertrand’s attendance at the committee meetings.

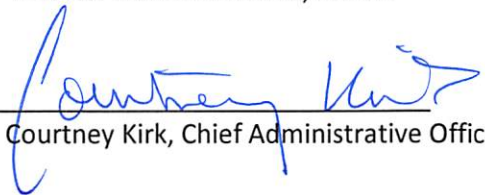


The would be not inconsiderable staff time involved in developing Terms of Reference an consultation with participants in drafts the terms, there would also be time involved in facilitating logistics, participant attendance, venue booking and catering.

**Options to Consider:**

1. Support the formation of an Ocean Falls Revitalization Committee
2. Make the formation of the committee conditional on the securing of suitable grant funding
3. Seek support financial support from the province of to support the costs of the committee
4. Do not support the formation of an Ocean Falls Revitalization Committee

Submitted by: \_\_\_\_\_  
Director Daniel Bertrand, Area A

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

# NOW'S OUR CHANCE to PROTECT ANCIENT FORESTS

114

RECEIVED

SEP 17 2019

September 12, 2019

Central Coast Regional District

Dear Mayor and Council,

British Columbia is world-renowned for its ancient rainforests and for the decades of activism to protect them.

Old-growth forests are critical to Indigenous cultures. They provide habitat for iconic endangered wildlife and anchor this province's multi-billion dollar tourism industry. With their ability to store more carbon than younger forests and buffer the impacts of extreme weather fluctuations, old-growth forests are our greatest weapon and our strongest shield in the fight against the climate crisis — the fight of our lives.

Despite all this, these life-giving ecosystems aren't protected. **On Vancouver Island alone, the logging industry cuts down the equivalent of 34 soccer fields worth of old-growth forests every single day.** Meanwhile, the forest industry has never been more unstable, with raw log exports, mill closures, contractor bankruptcies and job losses impacting families and communities.

Our latest paper, **Old-Growth Crisis**, highlights what's at stake and calls for bold shifts in policy and strategy to put healthy ecosystems, local livelihoods, Indigenous Rights and Title and climate resiliency ahead of the bottom lines of logging corporations.

While forestry laws and regulations are provincial jurisdiction, as a municipal government you hold a great ability to influence public opinion and champion what's right and raise concerns with the provincial government.

Read our publication, raise these issues with your MLA and the minister of forests and your counterparts. Contact me at [torrance@wildernesscommittee.org](mailto:torrance@wildernesscommittee.org) or 250-516-9900 if you have any questions or wish to discuss these critical topics.

We owe it to future generations to speak up about the old-growth crisis before these forests are gone. Please rise to this challenge and champion the protection of old-growth forests in BC.

Board Meeting

OCT 10 2019

CCRD ITEM Blu

For the ancient forests,

Torrance Coste | National Campaign Director



• PEOPLE-POWERED WILDERNESS PRESERVATION FOR A WILD FUTURE •

NATIONAL OFFICE 46 East 6th Avenue, Vancouver, BC V5T 1J4

FIELD OFFICES Victoria • Winnipeg • Toronto • Vancouver 604-683-8220 • Toll Free 1-800-661-9453

[WildernessCommittee.org](http://WildernessCommittee.org)

100% post-consumer recycled paper process chlorine free

August 22, 2019

Courtney Kirk  
CAO  
Regional District of Central Coast  
PO Box 186 626 Cliff St  
Bella Coola, BC V0T 1C0

RECEIVED

AUG 27 2019

Central Coast Regional District

Dear Courtney Kirk,

The 2019 federal election is fast approaching, bringing public discussion and debates on many issues affecting the public and all municipalities.

When the Liberal government led the latest public review on the future of Canada Post, several municipalities became actively involved in the process. As a result, the government decided to maintain door-to-door delivery and immediately stop the rollout of community mailboxes.

However, there is nothing to stop a new government from bringing those plans, and other service cuts, back into play. Further, Canada Post's indifference towards climate change may have direct repercussions on all Canadians.

Did you know Canada Post has the largest public fleet of vehicles in the country, with over 13,000 vehicles travelling over 96 million kilometres yearly?

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear, public commitments regarding the following issues:

- Establishing postal banking to offset the loss of financial services in many communities;
- Creating an ambitious climate change action plan for Canada Post;
- Maintaining door-to-door mail delivery;
- Preserving our universal and public postal service;
- Maintaining rural post offices.

More information is available at [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca).

Sincerely,

Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, specialists, campaign coordinators

/bk sepb 225 cd/cupe1979

AUTHORIZED BY THE OFFICIAL AGENT FOR THE CANADIAN UNION OF POSTAL WORKERS.  
Canadian Union of Postal Workers • 377 Bank Street • Ottawa, ON • K2P 1Y3 • 613-236-7238  
AUTORISÉ PAR L'AGENT OFFICIEL DU SYNDICAT DES TRAVAILLEURS ET TRAVAILLEUSES DES POSTES.  
Syndicat des travailleurs et travailleuses des postes • 377, rue Bank • Ottawa (Ontario) • K2P 1Y3 • (613) 236-7238

Board Meeting  
OCT 10 2019  
CCRD ITEM B(v)



P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

**CORRESPONDENCE FOR INFORMATION**

**To:** Board of Directors  
**From:** Tom Mesi  
**Meeting Date:** October 10, 2019  
**Subject:** Cover Page - Please see attached

**Recommendation:**

N/A

**Issue/Background Summary:**

Received from Mr. Mesi on September 19, 2019

**Policy, Bylaw or Legislation:**

N/A

**Financial/Budgetary Implications:**

N/A

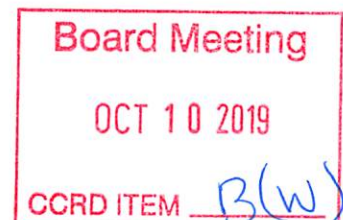
**Time Requirements – Staff and Elected Officials:**

N/A

**Options to Consider:**

Submitted by: Destiny Mack  
Destiny Mack, Executive Assistant

Reviewed by: \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer



# YOU ARE IN GRIZZLY B COUNTRY!

## THESE ARE THREATENED GRIZZLY POPULATIONS.

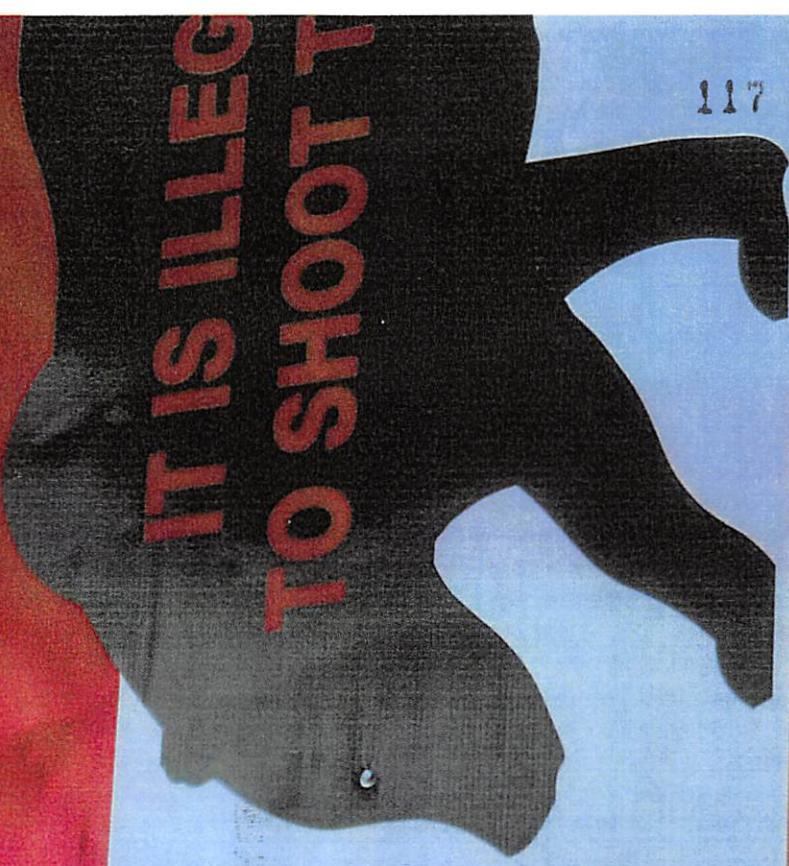
Please Help Protect These Bears By  
Reporting Violations and Suspicious  
Activities to the Conservation  
Officer Service (24 Hours):

**1 877 952 7277**

Cellular: #7277 on Telus network

For more info go to: [www.coastcascades.org](http://www.coastcascades.org)

# IT IS ILLEG TO SHOOT T



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**A-34 – Retention and Destruction of Audio Recordings**

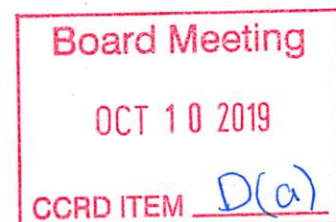
**Preamble:** The board of directors has supported the audio recording of regularly scheduled board meetings for the sole purpose of enabling access for residents who live in remote areas of the Central Coast Regional District.

The audio recordings will not supplement or replace the official meeting minutes as recorded by the Recording Secretary.

For the purpose of ensuring consistency in the retention of these audio recordings of regularly scheduled board meetings the nature of these records must be defined.

**Policy:** Audio recordings of regularly scheduled board meetings are considered transitory records and will be destroyed three months after the recording date.

**Adoped Date:** April 14, 2016 – resolution 16-04-36





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**A-35 Establishment of New Voluntary Services**

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**Preamble:** Regional districts establish and provide services in direct response to the expressed needs, desires and instructions of their electoral areas. It is prudent to determine the process by which the CCRD will follow to establish new services, provided it is consistent with the provisions of the Local Government Act, and where applicable, the Community Charter.

**Policy:**

**1. Determine the Need**

- a) Consider whether this proposal is new, or if it has been put forward in the recent past and not pursued.
- b) Consider community input, need, desire and willingness to pay.
  - i) The regional district may, by bylaw, provide for a referendum to obtain the opinion of the electors on a question regarding a service that may be operated by the regional district
  - ii) Property owners may sign and submit a petition for a service

**2. Assess the proposed new service**

- (a) Vision:
  - The service is rooted in a strong, shared vision consistent with regional district plans
- (b) Capacity: Leadership, Partnership and Collaboration, Project Management, Fundraising
  - The regional district has, or can obtain the capacity and capability to deliver the service and can demonstrate the effective leadership, collaboration, project management and fundraising required.
- (c) Sustainability: Environmental, Organizational, Financial, Economical
  - The proposed service will make a positive contribution to environmental and economical sustainability, realistic projections of operating revenues and expenses are proposed, and the service is being developed in a stable and sustainable organizational structure
- (d) Adaptability, Support and Engagement
  - The service has the capacity to adapt to changing needs and practices and support is demonstrated from the participants. The participants are engaged.
- (e) Impact:
  - the proposed service will contribute to the achievement of one or more of the regional district's board priorities, strategic plan objectives, goals, Integrated Strategic Plan, Official Community Plan, Solid Waste Management Plan, Economic Development Plan, Airport Development Plan, etc)
- (f) Efficiency
  - Options have been considered to identify other opportunities for governance mechanisms to ensure that the regional district is the "vehicle" most suited to providing the service

Board Meeting  
OCT 10 2019  
CCRD ITEM D(b)



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**A-35 Establishment of New Voluntary Services cont....**

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**3. Study the Feasibility**

If deemed desirable by the board of directors, a study may be undertaken to determine the feasibility of the proposed service. The extent of the actual study will vary depending on the potential size and scope of the proposed service, and will include:

- a) Determine a clear and understood purpose
- b) Define and agree upon the service scope
- c) Identify specific, measurable goals of the service
- d) Agree on a way to share costs amongst parties and/or participants
- e) Agree on how the service should be governed
- f) Agree on how the service should be delivered
- g) Develop a start-up plan
- h) Determine support among elected officials to ensure it is sufficient
- i) Develop a 5-year budget outlining anticipated annual revenues and expenditures.

**4. Develop Establishing Bylaw**

(a) Determine the assent and consent requirements of the service:

- (i) participating area approval (by voting or assent of the electors, by alternative approval process, consent on behalf of electoral area electors);
- (ii) approval of the Inspector of Municipalities

(b) Determine the need for an amendment to the financial plan bylaw – if any proposed expenditures are not contemplated in the current financial plan, an amendment is required. Also, consider that a tax levy for the proposed service cannot be requisitioned unless and until the service is established. If borrowing is required, a loan authorization bylaw must also be put forward.

The service establishing bylaw must include the following:

- The boundaries of the service area
- The participants of the service (entire electoral area(s), partial etc.)
- A description of the service
- Method of cost recovery (taxation, use fees, contribution agreement)
- The maximum amount that may be requisitioned for the service. (Some establishing bylaws such as regulatory services, do not require this)

**5. Adopt service establishing bylaw**

After third reading of the bylaw, the bylaw must receive the approval of the province's Inspector of Municipalities, and the approval of the electoral areas that are intending to participate in the service.

**Date to be adopted:** September 08, 2016 Resolution16-09-28

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-1 - Committee/Commission Reporting Requirements**

**Preamble:** As the CCRD Board of Directors is ultimately responsible to the taxpayers, and to senior governments through legislation. Under the Local Government Act the board of directors has the authority to delegate responsibilities to board appointed committees and commissions. Delegated authorities can assist the regional district to administer and operate a service. Accountabilities for delegations require regular reporting by any Committees and Commissions of the regional district, and these should be clearly defined.

**Policy:** In order to ensure that the board of directors is kept informed regarding the activities of various Committees and Commissions, reporting requirements are hereby established

Committees and commissions of the regional district are expected to report back all planning, budgeting recommendations and expenditures based on board approved budgets and operational decisions.

Committees and commissions are responsible for putting forward recommendations and action plans to the board of directors of the regional district for approval.

Committee and commission meeting minutes will be submitted to the CCRD board at the next regular meeting for approval.

The minutes of all proceedings of any meeting of a committee or commission of the regional district shall be legibly recorded and certified and signed as correct by the committee/commission secretary and Chair (or other presiding member) of the committee/commission; and then submitted to the Central Coast Regional District for filing.

To ensure reporting requirements are met by committees of the regional district, details of this policy will be included in all Terms of Reference for a regional district appointed committees.

Responsibilities delegated to a commission by the board will be established by bylaw.

In the event that the Committee/Commission is temporarily inactive, or that no business has taken place since the previous reporting period, the CCRD Director responsible to represent the function, or the Committee/Commission Chair (if present), may provide verbal update to the CAO for inclusion in the next regular Board of Directors meeting package.

Private organizations or societies that may have representation by a member of the CCRD Board of Directors are exempted from this policy, however, the director

Board Meeting

OCT 10 2019

CCRD ITEM

B(c)

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**E-1 - Committee/Commission Reporting Requirements – Page 2**

representing the CCRD to such organization or society shall provide updates to the remainder of the Board of Directors in accordance with this policy.

**Date:** May 20, 1994  
**Amended:** March 3, 2004  
**Amended:** September 13, 2012  
**Amended:** September 10, 2015

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**E-2 - Drinking and Driving – Road Sense**

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**Preamble:** Where the Central Coast Regional District is the approving authority, the district will encourage responsible attitudes towards drinking and driving. Therefore, the following policy has been developed.

**Policy:** That the Central Coast Regional District may provide facilities and may give approval for events at which alcohol is served provided that a SPECIAL OCCASION SUPPORT KIT is in place.

1.0 Definitions

- 1.1 Special Occasion Support Kit: A community awareness program created and administered by the Insurance Corporation of British Columbia (ICBC) to educate the public to plan alternate means of transportation after drinking alcohol. ICBC distributes promotional materials, at no cost, for this program.
- 1.2 District Facility – A park, arena or other regional district facility which may be used for public or private gatherings.
- 1.3 Public Functions – An event for which admission is open to the public either at no cost or for which a fee has been charged, or where the CCRD board of directors have given their approval for an event.

2.0 Regulations

- 2.1 All sponsors of events at a district facility or where the regional district has given their approval for such an event at which alcohol is served are required to ensure that an approved Special Occasion Support Kit is in place.
- 2.2 A Special Occasion Support Kit for a Public Function event shall consist of no less than the following:
  - 2.2.1 An announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation from the event.
  - 2.2.2 Information posted prominently at each station where alcohol is served.
  - 2.2.3 Reminders at each table where guests are seated.
- 2.3 In order to ensure that event organizers provide adequate information to their guests, the Central Coast Regional District shall maintain a supply of Special Occasion Support Kit materials for free distribution to events sponsors.

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**E-2 - Drinking and Driving-Road Sense – continued – page 2**

2.4 Although the Central Coast Regional District does not have authority over private events such as weddings and other private gatherings that are held off regional district property, and where alcohol is served, they do promote the Special Occasion Support Kit to encourage the public to take responsible attitudes towards drinking and driving.

**Adopted:** May 14, 1996  
**Reviewed:** February 11, 2004  
**Amended:** September 12, 2013  
**Reviewed:** March 10, 2016

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**E-4 - Regional Perspective on Board Operation**

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**Preamble:** The CCRD Board relies on input from individual members on matters relating specifically to an electoral area or beyond the electoral area. In many cases, and indeed in most cases it is not practical for other Board members to become conversant with all the details of the matter. Nonetheless, the Board decisions relative to one electoral area influence what may or could result in another area, by way of precedent or otherwise.

**Policy:** That the Central Coast Regional District Board relies considerably on input from, and the viewpoint of, each member, it must not lose sight of the fact that matters should be approached with regional overview in mind, in keeping with the very concept of regional government.

**Date:** September 14, 1993

Reviewed: February 11, 2004

Reviewed: April 12, 2012

Reviewed: April 09, 2015



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**E-7 - Ethical Standards of Conduct for Elected Officials**

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**Preamble:** In keeping with the Regional Districts core values of accountability, good governance, professionalism, integrity and productivity, the District seeks to foster the sustainable socioeconomic and environmental wellbeing of the Central Coast through the professional and efficient delivery of mandated regional and community services,

To help achieve this goal, the board of directors has committed to strive to adhere to a code of conduct so as to ensure that public business is conducted with integrity, in a fair, honest and open manner, and that members respect one another, staff, and the public and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;

**Policy:** Elected officials shall:

**1. Act in the Public Interest**

Recognizing that the Regional District seeks to maintain and enhance the quality of life for all District residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

**2. Comply with the Law**

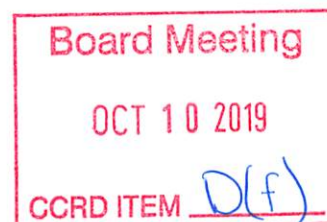
Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*; the *Provincial Human Rights Code*; the *Criminal Code*, the *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures, and employer responsibilities; and relevant District bylaws and policies.

**3. Conduct of Members**

The conduct of members in the performance of their duties and responsibilities with the Regional District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Directors, committees, the staff or the public.

**4. Respect for Process**

Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Board of Directors governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.



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E-7 - Ethical Standards of Conduct for Elected Officials – page 2

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**5. Conduct of Public Meetings**

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.

**6. Decisions Based on Merit**

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

**7. Communication**

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Board or a committee, which they may have received from sources outside of the public decision-making process.

**8. Conflict of Interest**

Members shall be aware of and act in accordance with Part 4 Division 6 of the *Community Charter*, and shall fulfill all parts of their *Oath of Office*.

**9. Gifts and Favours**

Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Regional District, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in Regional District programs open to the public and may purchase Regional District property or goods offered for public sale.

**10. Confidential Information**

Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Regional District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

**11. Use of Public Resources**

Members shall not use public resources, which are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.



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E-7 - Ethical Standards of Conduct for Elected Officials – page 3

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**12. Advocacy**

Members shall represent the official policies or positions of the Regional District to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Board of Directors, a committee or the Central Coast Regional District, nor will they allow the inference that they do.

**13. Policy Role of Members**

Members shall respect and adhere to the Board-Chief Administrative Officer structure of government as practiced in the Central Coast Regional District. In this structure, the Board determines the policies of the District with the advice, information and analysis provided by the public, committees, and District staff. Members, therefore, shall not interfere with the administrative functions of the District or with the professional duties of staff; nor shall they impair the ability of staff to implement Board policy decisions.

**14. Positive Work Place Environment**

Members shall treat other members, the public and Regional District staff with respect and shall be supportive of the personal dignity, self-esteem and wellbeing of those with whom they come in contact during the course of their professional duties. Members shall be aware of and act in accordance with the Central Coast Regional District Harassment Policy, E-8.

**15. Principles of the *United Nations Declaration on the Rights of Indigenous People***

CCRD resolution 15-12-05 approves steps forward in its commitment to Truth & Reconciliation at a local level. Further CCRD resolution 15-12-32 requested Policy E-7 Ethical Standards of Conduct for Elected Officials, includes a section on the principles of the *United Nations Declaration on the Rights of Indigenous People*.

Therefore, Members shall be guided by the Principles of the *United Nations Declaration on the Rights of Indigenous People*.

**16. Implementation**

The Central Coast Regional District Code of Conduct is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

Members elected or appointed to the Board of Directors will be requested to sign the Member Statement affirming they have read and understood the Central Coast Regional District Code of Conduct. In addition, the Board of Directors shall review annually the Code of Conduct, and shall consider recommendations from staff or committees, and update the Code as necessary.

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E-7 - Ethical Standards of Conduct for Elected Officials – page 4

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**17. Compliance and Enforcement**

The Central Coast Regional District Code of Conduct expresses standards of ethical conduct expected for members of the District Board of Directors. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District.

The Board of Directors may impose sanctions on members whose conduct does not comply with the District's ethical standards, such as motion of censure. The Board of Directors may also rescind the appointment of a member to a committee for breaching the Code of Conduct.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Conduct with the exception of paragraph 14 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, the Board must ensure that a member has:

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
3. an opportunity to be heard.

The procedures outlined in Policy E-8, Harassment, have been adopted by the Board for dealing with a complaint under Policy E-8 (see paragraph 14, above).

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Board decision.

**Adopted:** Nov 12, 1997  
**Amended:** June 14, 2012  
**Amended:** December 12, 2013  
**Amended:** March 10, 2016

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**MODEL OF EXCELLENCE**

Board of the Central Coast Regional District  
and Board Appointees to Committees and Commissions

**MEMBER STATEMENT**

As a member of the Central Coast Regional District or of a District committee, I agree to uphold the Code of Conduct adopted by the District and conduct myself by the following model of excellence.

**I will:**

- Recognize the diversity of backgrounds, interests and views in our community;
- Help create an atmosphere of open and responsive government;
- Conduct public affairs with integrity, in a fair, honest and open manner;
- Respect one another and the unique role and contribution each of us has in making the Regional District a better place to work and live;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;
- Avoid and discourage conduct which is not in the best interests of the Regional District;
- Treat all people with whom I come in contact in the way I wish to be treated.

***I affirm that I have read and understood the Central Coast Regional District Code of Conduct.***

Signature \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Office / Committee

Date \_\_\_\_\_

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**E-8 – Respectful Workplace**

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**Purpose:** To formalize the responsibility and commitment of the Central Coast Regional District (CCRD) to ensure that all managers, employees, elected officials, contractors, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment.)

To establish that the CCRD promotes a work environment in which all managers, employees, elected officials, and contractors are treated with respect and dignity and can contribute to a productive and professional atmosphere.

To ensure that all managers, employees, elected officials, and contractors understand what is meant by a respectful workplace and know what to do to ensure that a respectful workplace is created and maintained at the CCRD.

To provide processes and procedures to handle complaints and remedy situations when workplace discrimination, harassment or conflict, as defined by this Policy, occurs.

**Policy:**

What is a respectful workplace?

A respectful workplace is one which is free from discrimination and harassment as prohibited by the BC Human Rights Code. Discrimination and harassment are not tolerated at the CCRD. All employees, elected officials, contractors, volunteers, residents, customers and visitors at the CCRD shall have a respectful experience free from discrimination and harassment.

A respectful workplace is a workplace where each employee, elected official, volunteer, resident, customer and visitor feels comfortable and is treated fairly and civilly by others. All employees, elected officials and volunteers of the CCRD are expected to conduct themselves in a friendly, courteous and professional manner. The philosophy, which must be shared by employees, elected officials and volunteers of the CCRD, is “treat others as you would have them treat you.” Employees and elected officials are expected to consider the feelings and pride of others and to respect their unique backgrounds and contributions.

A respectful workplace promotes cooperative and collaborative behaviors including healthy group dynamics and proactive problem solving.

The CCRD will not tolerate any form of harassment within the Regional District. Each elected official and member of the CCRD will act as a model for his/her colleagues and will perform his/her duties in a respectful, non-discriminatory manner.

In order to foster a respectful workplace, everyone at the CCRD must understand that this policy applies to all. Every employee, elected official, contractor and volunteer must accept his or her

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## CENTRAL COAST REGIONAL DISTRICT POLICIES

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### E-8 – Respectful Workplace ... continued page 2

responsibility and accountability to ensure that a discrimination and harassment free work and service environment exists at the CCRD.

#### Our Commitment to Employment Equity

The CCRD incorporates the intent of the respectful workplace policy in its hiring practices. The CCRD promotes equal access to jobs, promotions, transfers, pay increases, training and development opportunities, and other aspects of employment to all individuals.

The CCRD will provide fair and equal opportunities to all employees and prospective employees. The CCRD will employ people who are capable of carrying out the work available, regardless of their ethnicity, gender, culture, religion, age or affiliations.

#### How Do We Define Respectful Communication?

English is the language for communicating about the work of the CCRD. While employees may speak in a language other than English at work, each employee must be aware of how their choice of language is affecting others. If an individual in a group does not understand the language being spoken, he/she may feel excluded and uncomfortable. This is contrary to the spirit of a respectful workplace, which promotes a workplace where employees feel comfortable and included.

#### What is Discrimination?

Discrimination refers to unfair, differential treatment of individuals or groups and is prohibited by law. Discrimination may be intentional or unintentional and often stems from prejudice and/or stereotypes we have of others. Discrimination can result in one individual or group having an advantage over another. Discrimination can cause an individual or group to be excluded from activities which they have the right to be included in.

All employees, elected officials, contractors and volunteers at the CCRD are protected from discrimination in employment by the BC Human Rights Code on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

All residents and visitors who access the services provided by the CCRD are protected from discrimination by the BC Human Rights Code on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

#### What is Harassment?

Harassment is a type of discrimination. It is a serious violation of fundamental human rights. Harassment means engaging in a course of annoying comment or conduct that is known or

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E-8 – Respectful Workplace ... continued page 3

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ought reasonably to be known to be unwelcome, and is tied to a prohibited ground of discrimination. It is behaviour which causes distress and serves no legitimate work related purpose.

Harassment attacks a person's dignity, health and wellbeing. It is unwarranted comment, conduct, or gesture that humiliates, intimidates, insults, embarrasses, excludes, isolates and undermines the individual's self-esteem. It can be a single incident (in the case of physical contact) or a pattern of repeated incidents directed against an individual or protected group. Whether intentional or unintentional, harassment demonstrates a lack of respect for the individuality and the dignity of those it targets.

Harassment behaviour includes, but is not limited to:

- a) Written or verbal intimidation, threats, or abuse
- b) Physical assaults or intimidation
- c) Unwelcome remarks, jokes, innuendoes, or taunting which may humiliate, degrade or abuse
- d) Distribution or displaying of sexually explicit, racist, or other offensive or derogatory pictures or materials, (including materials on computers)
- e) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect a person's performance
- f) Hazing or initiation rites
- g) Condescension, paternalism, or patronizing behaviour which undermines self-respect, or adversely affects a person's performance (or working conditions)
- h) False accusations of harassment, motivated by malice or mischief, meant to cause others harm.

What is Sexual Harassment?

Sexual harassment is a type of discrimination under the BC Human Rights Code. Sexual harassment is uninvited and unwelcome conduct that is sexual in nature that may detrimentally affect the work or service environment or lead to adverse job related or other consequences for the victim of harassment. The term 'sexual harassment' has come to be used to identify those kinds of sexual coercion and exploitation of women and men in a formal or structured relationship in which we have an expectation that the relationship has nothing to do with sex or sexuality.

Sexual harassment behaviour includes, but is not limited to:

- a) Remarks, jokes, innuendoes or derogatory or demeaning comments regarding someone's body, appearance, physical or sexual characteristics or clothing
- b) Displaying of sexually offensive or derogatory pictures, cartoons or other material including material on computers)
- c) Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation
- d) Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the victim of harassment
- e) Leering or other suggestive or obscene gestures

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E-8 – Respectful Workplace ... continued page 4

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- f) Conduct, comments, gestures or contacts of a sexual nature that are likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity for selection, training advancement, or employment
- g) Unwanted physical contact of any kind.

What is Criminal Harassment?

Criminal harassment may be defined as adverse differential treatment of an individual or individuals which involves assault, damage to personal property or company property, and stalking.

What is a Poisoned Environment?

Harassment can 'poison' the work environment for the victim of harassment as well as for others who share the work environment. A 'poisoned' work environment is one which is hostile, intimidating or offensive. Comments or actions of a co-worker or a supervisor may create a poisoned environment. These comments and/or actions make the workplace uncomfortable and can interfere with productivity and interactions of the work group. The poisoned environment forms an unequal term or condition of employment, and is therefore a violation of the right to be free from discrimination.

**DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE:**

The CCRD encourages the prompt reporting of all allegations of harassment, regardless of who the offender may be. All incidents of discrimination and harassment, including single and multiple incidents, must be reported so that corrective action may be taken to:

1. Stop the discriminatory behaviour; and
2. Remedy the situation for the individual(s) involved.

It is the responsibility of the CCRD to ensure that all complaints, which are brought to the attention of a member of the management staff, are dealt with promptly and fairly. Employees, elected officials, volunteers, residents and visitors who feel subject to, or who are aware of an incident of discrimination or harassment, are required to report it in writing to the Chief Administrative Officer (CAO).

If a manager or supervisor suspects that discrimination or harassment may be occurring, he/she must take action to deal with the concern.

If you feel you are being harassed

1. Tell the person whose conduct is offensive that his/her behaviour makes you uncomfortable, and request that it stops immediately.
2. Keep a record of dates, times, nature of any incidents and witnesses, if any.

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**E-8 – Respectful Workplace ... continued page 5**

Complaint Procedure for Employees

No employee will be criticized or penalized in any way because he/she has, acting honestly and in good faith, brought a complaint relating to harassment or discrimination to the attention of the CCRD. Any employee who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including discharge and may also be liable for defamation and libel.

The CCRD provides an informal as well as a formal complaint procedure for its employees. Confidentiality will be maintained throughout the complaint procedure and investigation. Disclosure of information will be made only to the extent required to investigate a given complaint, to the extent practicable and appropriate under the circumstances, or required by law. Any unwarranted breaches of confidentiality will be treated very seriously.

Informal Procedure

1. If you are unable to speak with the person or have spoken to the person and the behaviour does not stop, discuss your concerns with either your supervisor or the CAO.
2. Your supervisor, the CAO, or other representative of the CCRD will investigate the complaint and attempt to resolve the issue informally between the parties. The outcome will be documented and placed in a confidential file with the CAO.

Formal Procedure

Any time you may make a formal written complaint to your supervisor or the CAO an investigation will follow. The formal complaint procedure is as follows:

1. A copy of the written complaint will be provided to the person about whose conduct there has been a complaint or the CCRD will advise the person in writing of the allegations;
2. The person will have an opportunity to respond to the complaint in writing;
3. The complaint will be investigated by speaking to the complainant, to the person complained about and to other individuals, where appropriate, in confidence;
4. If the complaint is substantiated, appropriate corrective and/or disciplinary action will be taken and a record will be made of the investigation and result;
5. Where the complaint is not substantiated, no further action will be taken against the person complained about. A confidential record of the complaint, investigation and result will be filed with the CAO; and
6. The complainant and the person complained about will be advised in writing of the outcome of the investigation.

Procedures with respect to complaints involving customers, clients, suppliers or other outside persons

If you believe you are subject to any form of harassment by a customer, supplier or other outside person with whom the CCRD does business, you should advise your supervisor or the CAO. The



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E-8 – Respectful Workplace ... continued page 6

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matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

Procedures with respect to complaints involving CCRD Board Members or the CAO

If you believe you are subject to any form of harassment by a CCRD Board Member or the CAO, you should advise your supervisor or the Chair of the CCRD Board. The matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

Outside Investigator

The CCRD may choose to bring in an outside party to investigate the complaint. The investigation will be confidential. The investigator will prepare a confidential report providing the information and/or advice management needs to make a decision in respect of the complaint.

The CCRD reserves the right to proceed with an investigation even if no formal complaint is made or if a complaint is withdrawn.

Resolutions

Resolutions resulting from a complaint or investigation, whether formal or informal, may include any one or more of the following:

- a) a formal apology;
- b) a written warning to the person whose conduct was harassment;
- c) counselling;
- d) attendance at educational seminars;
- e) a change in work assignment of the person complained about;
- f) demotion;
- g) suspension or discharge from the CCRD

In the case of harassment of an employee by someone who is not an employee of the CCRD, appropriate action will be taken.

In addition to any sanctions imposed by the CCRD, individuals who engage in harassment could face sanctions imposed under the B C Human Rights Code. If the situation moves to legal steps by any parties, the internal administrative procedures will be suspended.

Any dispute that arises regarding the employer's choice of accommodation measures (if any) would fall within the jurisdiction of the BC Human Rights Tribunal and should be dealt with by that agency.

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E-8 – Respectful Workplace ... continued page 7

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What About Workplace Conflict?

Discrimination and harassment are specific types of conflicts which are prohibited by the BC Human Rights Code. There are many other types of conflicts that can arise in the workplace that are not dealt with by the BC Human Rights Code. For the purpose of this Policy, these other types of conflicts are dealt with as “Workplace Conflict.”

Getting along with co-workers, supervisors, or elected officials may not always be easy, but making an effort to resolve conflict at work should be a goal of all employees and elected officials at the CCRD. It is the expectation of the CCRD that each employee will try his/her best to get along with his/her co-workers. This means:

- Respect the fact that others may be different from you and that they may have a different approach or way of doing something than you do.
- Be aware of the fact that how you act can impact others in the workplace.
- Avoid talking negatively, gossiping or being judgmental about your co-workers or elected officials. This type of behaviour encourages conflict in the workplace, and is not consistent with the goals of the Respectful Workplace Policy.
- If you are not sure if your behaviour is welcome, ask.

Workplace Violence

Employees must not engage in any improper activity or behaviour or violent behaviour in the workplace that might create or constitute a hazard to them or any other person.

Improper activity or behaviour includes the attempted exercise by a person towards another person in the workplace of any physical force or violence so as to cause injury and includes any threatening statement or behaviour which gives a person reasonable cause to believe he or she is at risk of injury. Improper activity or behaviour also includes physically or mentally bullying, tormenting or other demeaning behaviours towards another person.

Workplace Bullying

Workplace bullying can be defined as a conscious, wilful and deliberate hostile activity intended to harm.

Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Bullying can also be described as the assertion of power through aggression.

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E-8 – Respectful Workplace ... continued page 8

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Bullying or other aggressive or demeaning behaviours towards others are contrary to a respectful workplace and will not be tolerated at the CCRD. Individuals who are found to be bullying or otherwise tormenting others, either physically, mentally or via email or in writing, will be subject to discipline.

Areas Where Infractions May Occur

For the purpose of this policy, workplace discrimination, harassment, violence or bullying can occur in, but is not limited to the following:

- a) At the work place
- b) At work-related social functions
- c) At business functions, such as meetings, conferences, training sessions and workshops
- d) At sporting events and competitions
- e) During telephone conversations
- f) During electronic communications via computer, phone, or other electronic device
- g) Elsewhere if the person harassed is present as a result of CCRD related responsibilities or relationships

Workplace Conflict Complaint Procedure

If someone is behaving in a way that makes you feel uncomfortable at work, or if you are having a conflict with someone at work, you are encouraged to try and speak with the person directly and discuss the matter with him/her. If you do not feel comfortable dealing with the individual directly, you should speak to the CAO who will assist you in resolving the situation.

If you see others behaving in a way that is inappropriate or disrespectful, try and speak to the person(s) involved or bring the matter to the attention of the CAO (or Board Chair if it involves the CAO or an elected official).

Workplace Conflict Discipline Procedures for Employees

All employees are subject to the following disciplinary procedures:

- First contravention: verbal warning followed up with a letter which will be placed in the employee's personnel file
- Second contravention: one day work suspension without pay
- Third contravention: one week work suspension without pay
- Fourth contravention: termination of employment.

Workplace Conflict Discipline Procedures for Board Members

If the complaint involves the CAO or an elected official, the complaint should be reported to the Board Chair of the CCRD, who will speak to the CAO or accused elected official to try to resolve the situation. If there is no resolution the Chair will report the incident to the CCRD Board, who will determine what action will be taken to resolve the situation.

Natural Justice

All investigations stemming from a complaint shall follow the principles of natural justice, which stated that:

- a) Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed
- b) The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint
- c) The accused has a right to have a representative present in his or her case
- d) Relevant information must be available to all parties
- e) The accused has the right to call and cross-examine witnesses
- f) The accused has the right to a written decision following the judgment
- g) The accused has the right to appeal a decision (if there are grounds)
- h) The decision-making body has a duty to listen fairly to both sides and to reach a decision untainted by bias.

This Policy shall be reviewed annually by the Central Coast Regional District in accordance with D3-115(g) of the Workers Compensation Act.

**Adopted:** April 11, 2013  
**Amended:** April 14, 2016

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**E-9 - Directors Travel to Board Meetings**

**Preamble:** The present Board consists of only 5 directors. Directors can be absent for various reasons and a missing director at any board meeting diminishes public representation and the quality of decision making. It is important that a policy define the circumstances in which the Regional District will accommodate the transportation costs associated with director representation at the board table.

**Policy:** That precedence for director travel be established as those members who, at the time of the board meeting, are actually within the boundaries of the Central Coast Regional District. This will be the first priority in terms of transportation costs and the annual budget is established accordingly.

Transportation in the form of charter flights will be for directors only. Should there be vacant seats it will be at the discretion of the Chief Administrative Officer to allow extra passengers aboard in order to share the cost of the flight. Any extra passengers will be advised that they must be aware of their individual insurance needs.

**Adopted:** February 11, 1998  
**Amended:** September 9, 1998  
**Amended:** September 12, 2013  
**Amended:** March 10, 2016

