

CENTRAL COAST REGIONAL DISTRICT  
Bylaw No 453

---

A bylaw to enact the Central Coast Regional District Records Management and to repeal Central Coast Regional District Records Retention and Scheduling Bylaw No. 351, 2002.

---

WHEREAS *Section 198 of the Local Government Act of British Columbia* requires a local government officer to maintain all records of the Regional District; and

WHEREAS the Board of Directors of the Central Cost Regional District wish to provide specific regulations with respect to records management and procedures; and

WHEREAS the Local Government Management Association of British Columbia has published a records management manual which specifies the keeping of records; NOW THEREFORE, the Board of Directors of the Central Coast Regional District, in open meeting assembled, hereby enacts as follows:

1. Bylaw No 351 cited as the "Retention and Disposition of Records of the Central Coast Regional District is hereby repealed:
2. Definitions

In this bylaw:

**"Designated Officer"** the Chief Administrative Officer is designated and authorized to act on behalf of the organization to manage and maintain the records management system;

**"record"** includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

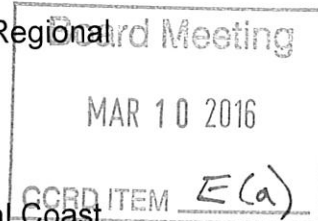
**"records management system"** includes a system used by the Central Coast Regional District to manage the records of the Central Coast Regional District from record creation through to records disposal;

**Records Management System Established**

3. The records management system currently used by Central Coast Regional District is authorized.

**Compliance with Records Management System**

4. All records in the custody and control of the employees of the Central Coast Regional District are the property of the Central Coast Regional District. All records of the Central Coast Regional District must comply with this records management system



and this bylaw. All employees and management of the Central Coast Regional District must comply with this bylaw.

**Designated Officer**

5. The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

**Manual of Procedures and Policy**

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Central Coast Regional District are created, accessed, maintained and disposed of only as provided by the Manual.

The Manual must provide for management of the records of the Central Coast Regional District and include provisions regarding:

- the creation and organization of records, including records not authorized for creation;
- the collection of records (including records not authorized for collection);
- access to records;
- disclosure of records;
- maintenance of records;
- retention of records;
- security of records;
- storage of records;
- preservation of records;
- disposal of records; and
- any other matter(s) the Designated Officer authorizes to be included in the Manual.

**Integrity and Authenticity Maintained**

7. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

**Authorization to Amend Manual**

8. The Designated Officer is authorized to amend the Manual.

**Compliance with Law**

- 9. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.
- 10. The records retention schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Central Coast Regional District (the "Records Retention

Bylaw No. 453 Central Coast Regional District Records Management

---

Schedule"). The Records Retention Schedule must also provide instructions as to the manner and time of the disposition of a record.

**Designated Officer**

- 11. The Designated Officer is designated and authorized to prepare, review, amend and manage the Records Retention Schedule.

**Disposal Ordered by Designated Officer**

- 12. When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of in accordance with the instructions in the Records Retention Schedule.
- 13. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

**Coming into Effect**

- 14. The Records Management Bylaw comes into effect upon adoption.
- 15. This bylaw may be cited as the Central Coast Regional District Records Management Bylaw No. 453.

READ A FIRST TIME THIS 10th day of December , 2015 .

READ A SECOND TIME THIS 10th day of December , 2015.

READ A THIRD TIME THIS 10th day of December , 2015

ADOPTED THIS 10<sup>th</sup> day of March , ,2016

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw No 453 Central Coast Regional District Records Management .

\_\_\_\_\_  
Corporate Officer

CENTRAL COAST REGIONAL DISTRICT  
BYLAW NO. 455

---

A bylaw to amend Schedule A of Bylaw No. 266, cited as "Bella Coola Valley Street Lighting Service Area Establishment Bylaw No. 266, 1996".

---

WHEREAS pursuant to 796 (1) of the *Local Government Act*, the Board of Directors for the Central Coast Regional District, has, by Bylaw No. 266, established the local service of street lighting for Electoral Areas C, D & E;

AND WHEREAS the Board wishes to increase the number of street lights listed on Schedule A of Bylaw No. 266.

NOW THEREFORE the Board in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 266 will be deleted and replaced with the attached Schedule "A".
2. Schedule "A" of Bylaw No. 266 is hereby amended.
3. Bylaw No. 369 is hereby repealed.
4. This Bylaw may be cited as the "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No. 455

READ A FIRST TIME THIS 10<sup>th</sup> day of December, 2015.

READ A SECOND TIME THIS 10<sup>th</sup> day of December, 2015.

READ A THIRD TIME THIS 10<sup>th</sup> day of December, 2015.

RECONSIDERED AND FINALLY ADOPTED this 10<sup>th</sup> day of March, 2016.

---

Chair

---

Corporate Officer

I hereby certify that the above is a true and correct copy of "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No. 455".

---

Corporate Officer

Board Meeting  
MAR 10 2016  
CCRD ITEM E (b)

## CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 455

SCHEDULE "A"

Location of Street Lights are as follows:

1. Tonquin Road and Highway 20 (1)
2. Grant Road and Highway 20 (1)
3. Oskar Road and Highway 20 (1)
4. Airport Road and Highway 20 (1)
5. Nusatsum/Government Roads and Highway 20 (1)
6. Douglas Road and Highway 20 (1)
7. Smith Road and Highway 20 (1)
8. Thirteen (13) lights staggered on either side of Highway 20 beginning at Government Wharf to Nusatsum bridge.
9. Allison Road and Highway 20 (1)
10. Sawmill Road and Highway 20 (1)
11. Saloompt Road and Highway 20 (1)
12. Phoenix Road on Pole 11 (1)

CENTRAL COAST REGIONAL DISTRICT  
BYLAW NO. 456

---

A bylaw to amend Schedule A of Bylaw No. 177, cited as "Bella Coola Valley Street Lighting Service Area Establishment Bylaw No. 177".

---

WHEREAS pursuant to 796 (1) of the *Local Government Act*, the Board of Directors for the Central Coast Regional District, has, by Bylaw No. 177, established the local service of street lighting for Electoral Area E;

AND WHEREAS the Board wishes to have the number of lights noted on Schedule A of Bylaw No. 17.

NOW THEREFORE the Board in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 177 will be deleted and replaced with the attached Schedule "A".
2. Schedule "A" of Bylaw No. 177 is hereby amended.
3. This Bylaw may be cited as the "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No 456

READ A FIRST, SECOND, AND THIRD time this 10<sup>th</sup> day of December, 2015.

RECONSIDERED AND FINALLY ADOPTED this 10<sup>th</sup> day of March, 2016.

---

Chair

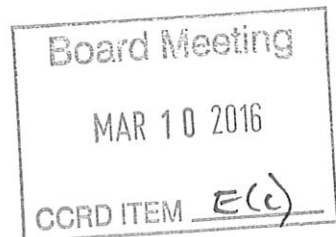
---

Corporate Officer

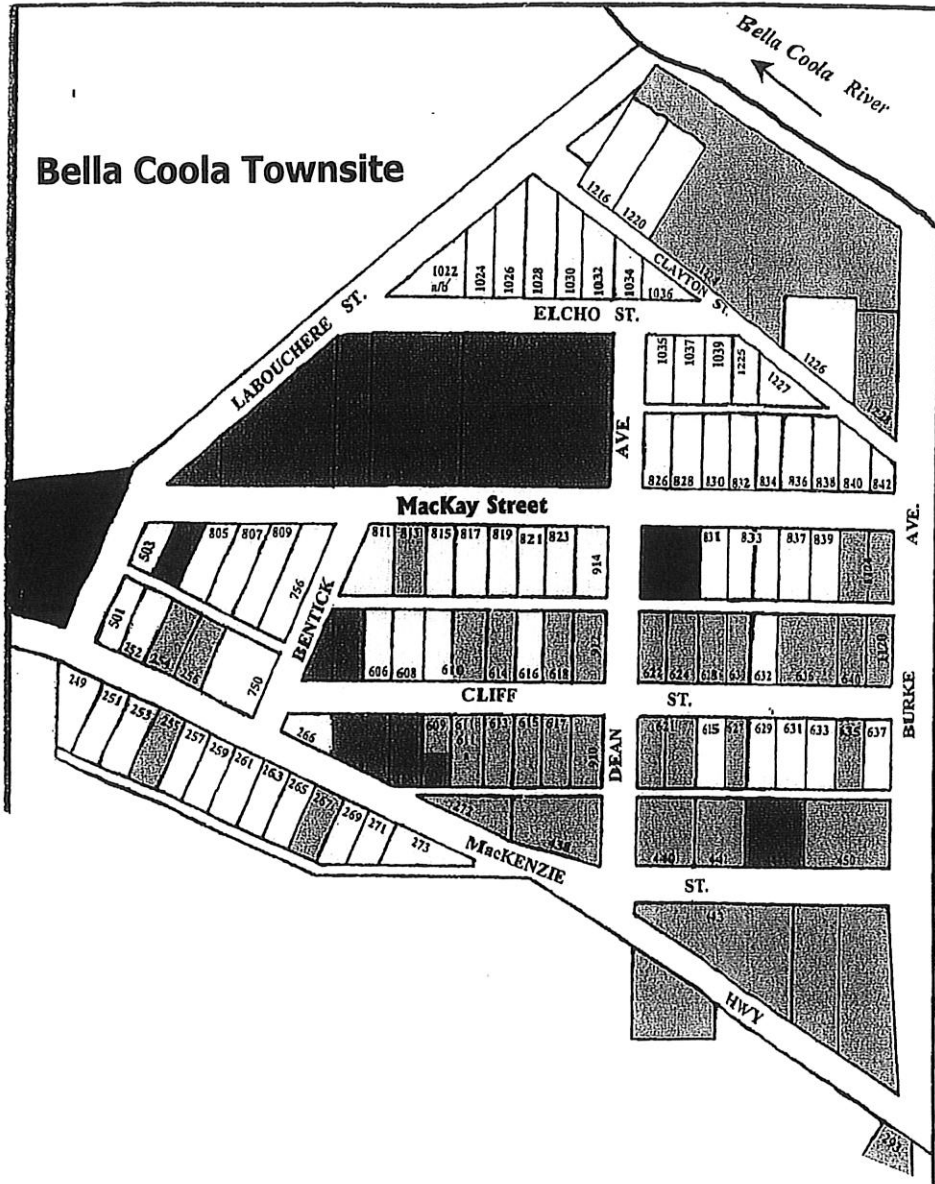
I hereby certify that the above is a true and correct copy of "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No 456".

---

Corporate Officer



CENTRAL COAST REGIONAL DISTRICT  
 BYLAW NO. 456  
 SCHEDULE "A"  
 BELLA COOLA STREET LIGHTING SERVICES AREA "E"



Total of forty-six (46) lamps are located in Bella Coola Street Lighting Service Area "E"

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 457

A bylaw to repeal the Central Coast Regional District Airport Operating and Management Commission Establishing Bylaw No. 208, 1993 and Central Coast Regional District Airport Operating and Management Commission Amendment Bylaw No. 330, 2000

WHEREAS the board of directors for the Central Coast Regional District has adopted the Central Coast Regional District Airport Operating and Management Commission Establishing Bylaw No. 208, 1993 to establish an advisory commission to assist in the operation of the airport and facilities established within Electoral Areas C, D and E;

AND WHEREAS Bylaw No. 208 provided for an advisory commission mandated by the Central Coast Regional District, the said Bella Coola Airport Advisory Commission has now been inactive since October 2011 and requires a new model to be developed as part of the planned Airport Master Plan development in 2016;

AND WHEREAS Bylaw No. 330 provided for an amendment Bylaw 208 as to commission representative numbers and number of members to constitute a quorum, to which is the commission is now inactive;

AND WHEREAS pursuant to Section 137 of the Community Charter, with respect to the power to repeal a bylaw.

NOW THEREFORE THE Board of Directors for the Central Coast Regional District, in open meeting assembled enacts as follows:

- 1. Bylaw 208 cited as the "Central Coast Regional District Airport Operating and Management Commission Establishing Bylaw No. 208, 1993" is hereby repealed;
2. Bylaw 330 cited as the "Central Coast Regional District Airport Operating and Management Commission Amendment Bylaw No. 330, 2000" is hereby repealed;
3. This bylaw may be cited as "Central Coast Regional District Airport Operating and Management Commission Establishing Bylaw No. 457, 2016".

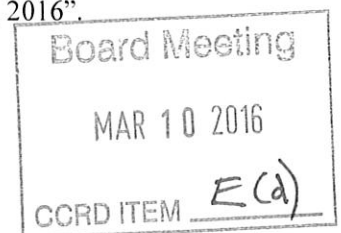
READ A FIRST TIME THIS 10th day of December, 2015.
READ A SECOND TIME THIS 10th day of December, 2015.
READ A THIRD TIME THIS 10th day of December, 2015.
ADOPTED THIS 10th day of March, 2016.

Chair

Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw 457 cited as "Central Coast Regional District Airport Operating and Management Commission Establishing Bylaw No.457, 2016".

Corporate Officer





CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 459

A bylaw to provide for the borrowing of such sums of money as may be requisite to meet the 2016 current lawful expenditures of the Regional District.

WHEREAS the Board of the Central Coast Regional District is empowered by Section 404 of the Local Government Act to provide by bylaw for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, for all sources, to pay for those expenditures has been received.

AND WHEREAS to meet the 2016 current lawful expenditure of the Regional District it is deemed expedient that the Board borrow an aggregate sum of \$200,000;

NOW THEREFORE the Regional Board of the Central Coast Regional District, in an open meeting assembled, enacts as follows:

1. It shall be lawful for the Regional Board to borrow upon the credit of the Regional District from a chartered bank, credit union, or Municipal Finance Authority the sum of TWO HUNDRED THOUSAND DOLLARS (\$200,000), in such amounts as may be required and at the prevailing interest thereon;
2. Pursuant to Section 821(2) of the Local Government Act, all monies so borrowed and interest payable thereon shall be repaid when the anticipated revenue with respect to the annual tax requisition is received from the province;
3. The form of the obligation or obligations to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Chief Administrative or Financial Officer of the Regional District;
4. There is hereby set aside as security for the liability hereby authorized to be incurred, being that part of the tax requisition from member electoral areas for the year 2016 deemed by the Regional District expedient to be so set aside;
5. This bylaw may be cited as "Temporary Borrowing Bylaw No. 459, 2016".

READ A FIRST, SECOND AND THIRD TIME this 10th day of March, 2016.

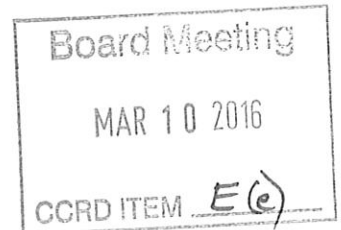
RECONSIDERED AND ADOPTED this 10th day of March, 2016.

Chairperson

Corporate Administrator

I, Darla Blake, Corporate Administrator for the Central Coast Regional District, hereby certify this to be a true and correct copy of Bylaw No. 459, 2016, cited as the "Temporary Borrowing Bylaw No. 459, 2016", as adopted.

Corporate Administrator



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**A-10 - Filing Disclosures**

**Preamble:** The Regional District is required to comply with the provisions of the Financial Disclosure Act, specifically the filing of disclosure forms.

**Policy:** That all Directors and Officers of the Regional District file the required disclosure forms under the provisions of the Financial Disclosure Act; such disclosure to be filed once annually, in January between the 1st and 15th, and such other times as may be required.

~~Under Access to written disclosures, section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours and that the Statement of Disclosure form as completed by elected officials under the Financial Disclosure Act be posted on the CCRD website.~~ Statements filed by designated employees are not routinely available for public inspection.

**Date:** September 14, 1993  
**Amended:** October 8, 1997  
**Amended:** April 12, 2012  
**Amended:** July 11, 2013  
**Proposed Amendment:** March 10, 2016

**Rational –** To identify what Section 6(1) of the act pertains to and to remove the section regarding posting Financial Statements of Disclosure as it is not a requirement under the Act.

Board Meeting  
MAR 10 2016  
CCRD ITEM E(5)



# Statement of Disclosure Financial Disclosure Act

## You must complete a Statement of Disclosure form if you are:

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

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

## Form and Fact Sheets:

This form, *Statement of Disclosure*, can be found on the B.C. Government Web site: [www.gov.bc.ca](http://www.gov.bc.ca) [type 'Statement of Disclosure' in the search bar]. The form can be printed and completed by hand, or it can be completed at your computer then printed. If you do complete the form at your computer, you will not be able to save it so please ensure you have printed the completed form before exiting the program. There are also important fact sheets on the Financial Disclosure Act to accompany this form on the Web site:

- Fact Sheet for those accepting nomination as a municipal official [type 'AG04003-a' in the search bar]
- Fact Sheet for those accepting nomination as member of the Legislative Assembly in B.C. [type 'AG04003-b' in the search bar].

## Who has access to the information on this form?

The *Financial Disclosure Act* requires you to disclose assets, liabilities and sources of income. Under section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection. If you have questions about this form, please contact your solicitor or your political party's legal counsel.

## What is a trustee? – s. 5 (2)

In the following questions the term "trustee" does not mean school trustee or Islands Trust trustee. Under the *Financial Disclosure Act* a trustee:

- holds a share in a corporation or an interest in land for your benefit, or is liable under the *Income Tax Act* (Canada) to pay income tax on income received on the share or land interest
- has an agreement entitling him or her to acquire an interest in land for your benefit

Person making disclosure:	<input type="text"/>	<input type="text"/>
	<i>last name</i>	<i>first &amp; middle name(s)</i>
Street, rural route, post office box:	<input type="text"/>	
City:	Province:	Postal Code:
Level of government that applies to you:	<input type="checkbox"/> provincial <input type="checkbox"/> local government <input type="checkbox"/> school board/francophone education authority	

*If sections do not provide enough space, attach a separate sheet to continue.*

## Assets s. – S. 3 (a)

List the name of each corporation in which you hold one or more shares, including shares held by a trustee on your behalf:

---

---

---

---

---

---

---

---

---

---

**Liabilities – s. 3 (e)**

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

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

**Income – s. 3 (b-d)**

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

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

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

**Real Property – s. 3 (f)**

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

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

<i>legal description(s)</i>	<i>address(es)</i>

### Corporate Assets – s. 5

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

no  yes

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

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

_____ <i>signature of person making disclosure</i>	_____ <i>date</i>
---	----------------------

### Where to send this completed disclosure form:

◆ Local government officials:

- ... to your local chief election officer
  - with your nomination papers, and
- ... to the officer responsible for corporate administration
  - between the 1st and 15th of January of each year you hold office, and
  - by the 15th of the month after you leave office

◆ School board trustees/ Francophone Education Authority directors:

- ... to the secretary treasurer or chief executive officer of the authority
  - with your nomination papers, and
  - between the 1st and 15th of January of each year you hold office, and
  - by the 15th of the month after you leave office

◆ Nominees for provincial office:

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

◆ Designated Employees:

- ... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)
  - by the 15th of the month you become a designated employee, and
  - between the 1st and 15th of January of each year you are employed, and
  - by the 15th of the month after you leave your position

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**A-16 - Donation Request Campaigns**

**Preamble:** Occasionally it may be necessary to request public donations towards a specific project, service or other undertaking of the regional district.

**Policy:** The Central Coast Regional District Board may from time to time, by resolution, authorize a campaign to request donations from the public to support various projects, services or other undertaking of the regional district. Without limiting the foregoing, the board may, by resolution, stipulate the types of donations (i.e., monetary, or specific goods and/or services), that the Board deems appropriate and may further provide for the special recognition of benefactors, or certain classifications of benefactors.

**Date:** January 17, 2001

**Reviewed:** September 12, 2013

**Reviewed:** March 10, 2016

Board Meeting  
MAR 10 2016  
CCRD ITEM E(a)

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

A-17 - Donations and Bequests

**Preamble:** The Central Coast Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to the Central Coast Regional District.

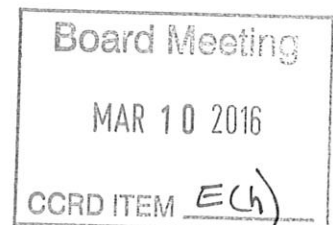
**Policy:** The Central Coast Regional District Board welcomes and accepts unsolicited donations and bequests that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Central Coast Regional District's office in Bella Coola;
- Donations and bequests must be monetary and must be unconditional with respect to how, when, or where the funds are to be utilized. The funds may be earmarked for a particular extended or local service that has been established by the Central Coast Regional District, however, the specific purpose for which the funds will be utilized within that particular budget remains at the discretion of the Central Coast Regional District.

Unsolicited donations and bequests that fall outside of the above parameters may only be accepted if authorized by separate board resolution or policy.

This policy excludes donations and bequests made in response to an emergency event.

**Date:** January 17, 2001  
**Amended:** September 13, 2012  
**Reviewed:** September 12, 2013  
 Reviewed: March 10, 2016



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

**A-17(a) - Donations and Bequests in Conjunction with an Emergency Event**

**Preamble:** The Central Coast Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to assist residents of the Central Coast Regional District in conjunction with an emergency event.

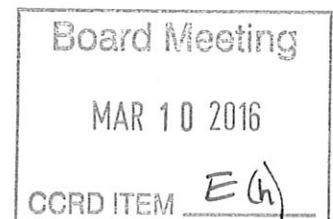
**Policy:** The Central Coast Regional District welcomes and accepts unsolicited donations and bequests in relation to emergency events that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Central Coast Regional District's office in Bella Coola or alternatively, to the regional district's account at the Williams Lake and District Credit Union.
- Donations and bequests must be monetary and unconditional with respect to how, when, or where the funds are to be utilized, which will be determined at the discretion of the Chief Administrative Officer.

Unsolicited donations and bequests for emergency events that fall outside of the above parameters may only be accepted if authorized by the Chief Administrative Officer.

**Adopted:** November 14, 2013

**Reviewed:** March 10, 2016





CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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

**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.

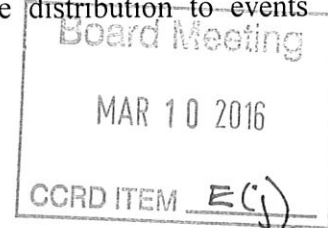
**Policy:** That the Central Coast Regional District may provide facilities and may give approval for events at which alcohol is served provided that a SPECIAL OCCASION SUPPORT KIT is in place.

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~~ regional District ~~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.



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

100

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

**CENTRAL COAST REGIONAL DISTRICT**

DATE: 3 February 2016

TO: Board Chair Alison Sayers and Board Members

FROM: Chief Administrative Officer Darla Blake

SUBJECT: **Policy E-7 Ethical Standards of Conduct for Elected Officials**

---

**RECOMMENDATION**

**THAT the Central Coast Regional District Board of Directors receives the information,**

**THAT the Central Coast Regional District Board adopts the amended Policy E7 – Ethical Standards of Conduct for Elected Officials, which includes a section on the Principles of the *United Nations Declaration on the Rights of Indigenous Peoples*.**

**STRATEGIC PLAN**

Goal 3: An Enhanced and Strengthened Region

Objective 3.2: Continually strengthened intergovernmental relationships

Strategy: Continually liaise with all First Nations within our district.

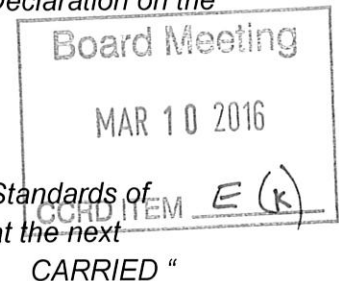
**BACKGROUND**

At its regular meeting of 10 December 2015, the board considered Policy E-7 Ethical Standards of Conduct for Elected Officials, following an earlier report from the Chief Administrative Officer (CAO) on Calls to Action pertaining to local governments and the Truth and Reconciliation Commission recommendations. When considering that report the board agreed to take various actions in support of the Truth and Reconciliation

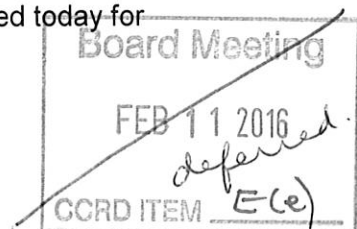
When considering Policy E-7 the board deferred any approval and asked the CAO to amend the policy, to include a section on adhering to the principles of the *United Nations Declaration on the Rights of Indigenous Peoples*.

Accordingly, the Board resolved:

"15-12-32 M/S Director Schooner/Moody-Humchitt that Policy E-7 Ethical Standards of Conduct for Elected Officials be amended and brought forward at the next meeting.

**DISCUSSION**

As requested, Administration has drafted an amended policy and it is presented today for reconsideration by the Board. Please find attached.



**CONSULTATION**

N/A

**LEGISLATION /POLICY****BUDGET/FINANCIAL IMPLICATIONS**

Within current approved budget: N/A

Requires further budget consideration N/A

**RISK MANAGEMENT**

Administration has evaluated potential risks with the proposal and assessed there would be negligible risk with no requirements for controls or mitigation.

**CONCLUSION**

It is recommended that the Board of Directors approves the presented amended Policy E-7 – Ethical Standards of Conduct for Elected Official, which includes a section on the Principles of the *United Nations Declaration on the Rights of Indigenous Peoples*.

**IMPLEMENTATION**

If the board approves the presented amended policy - Policy E-7 Ethical Standards of Conduct for Elected Officials, it will be included in the policy manual as approved.

Respectfully submitted



Darla Blake

**Chief Administrative Officer**

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

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

---

**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.

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

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

---

- 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.

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

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

---

**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 CCDR 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.

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

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

**1617. 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.



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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

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

Reviewed: December 10, 2015

Reconsidered and amended: February 11, 2016

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

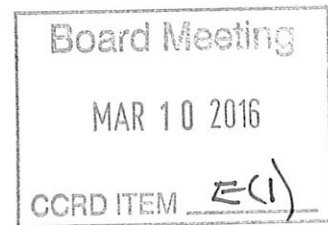
**E-9 - Directors Travel to Board Meetings**

**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  
**Proposed Amendment:** March 10, 2016





FEB 02 2016

January 29, 2016

Jennifer Rice  
MLA, North Coast  
818 3rd Ave W  
Prince Rupert BC V8J 1M6

Reference: 251725

Dear MLA Rice:

**Re: Shoulder Widening in Bella Coola**

Thank you for your letter of November 6, 2015, expressing support for requests from local residents to have the road shoulders widened along Highway 20 in the Bella Coola Valley. The ministry takes its commitment to provide a safe, efficient transportation network very seriously and I appreciate you sharing your feedback with me.

A recent review of Highway 20 between the reserve and the community of Bella Coola indicates the shoulder width is two metres wide on average, approximately 0.6 metres of which is currently paved. I hope you will be pleased to learn the ministry will be widening the paved shoulder between the reserve and Bella Coola in those areas where it is practical to do so. While the ministry is currently working to finalize our 2016 paving program, I can assure you this work will be included when the highway is resurfaced.

As committed in B.C. on the Move, the ministry's Ten Year Transportation Plan, it is a priority of the ministry to widen shoulders on provincial highways in areas with a high volume of cyclists, to promote health and fitness and improve safety and comfort for all road users. I am pleased to have the opportunity to deliver on this commitment in the community of Bella Coola.

Thank you again for taking the time to write.

Sincerely,

Todd G. Stone  
Minister

Board Meeting  
MAR 10 2016  
CCRD ITEM F(a)

~~Board Meeting  
FEB 11 2016  
CCRD ITEM F(a)~~

*deferred.*

# ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES

2016 AGM & CONVENTION

Nanaimo, BC  
April 8-10, 2016



This year we are happy to be back in Nanaimo - the Harbour City - for our 2016 AGM and Convention. The City is generously hosting AVICC members at its stunning conference centre right downtown on the harbour.

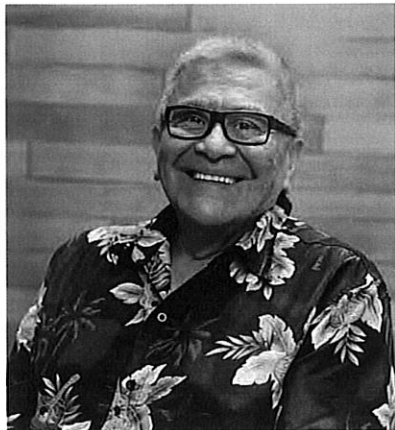
We have an exciting program in place for our members this year. Please take a look at this brochure to see what's on offer, and then register online at:

[www.civicinfo.bc.ca/event/2016/AVICC](http://www.civicinfo.bc.ca/event/2016/AVICC)

We'll be sending out more information with a detailed program in the next few weeks. Updates will be posted on our website at [www.avicc.ca](http://www.avicc.ca)

## Keynote Speaker

### Dr. Chief Robert Joseph Reconciliation Canada



Chief Dr. Robert Joseph, O.B.C. is a true peace-builder whose life and work are examples of his personal commitment. A Hereditary Chief of the Gwawaenuk First Nation, Robert has dedicated his life to bridging the differences brought about by intolerance, lack of understanding and racism at home and abroad.

His insights into the destructive impacts these forces can have on peoples' lives, families and cultures were shaped by his experience with the Canadian Indian Residential School system.

In 2003, Chief Joseph received an Honorary Doctorate of Law Degree from the University of British Columbia for his distinguished achievements

in serving BC and Canada. In 2012, he was presented The Diamond Jubilee Medal by the Right Honourable David Johnston, Governor General of Canada. In 2014, he received the Jack P. Blaney Award for Dialogue from Simon Fraser University and an Honorary Doctorate of Divinity from Vancouver School of Theology for his work in reconciliation and renewing relationships between Indigenous peoples and all Canadians. In 2015, Chief Joseph was presented a Deputy Ministers' Recognition Award for Collaboration and Partnerships and was appointed to the Order of British Columbia, the Province of British Columbia's highest honour.

Chief Joseph is currently the Ambassador for Reconciliation Canada and a member of the National Assembly of First Nations Elders Council. He was formerly the Executive Director of the Indian Residential School Survivors Society and is an honorary witness to Canada's Truth and Reconciliation Commission (TRC). As Chairman of the Native American Leadership Alliance for Peace and Reconciliation and Ambassador for Peace and Reconciliation with the Interreligious and International Federation for World Peace (IFWP), Chief Joseph has sat with the leaders of South Africa, Israel, Japan, South Korea, Mongolia and Washington, DC to learn from and share his understanding of faith, hope, healing and reconciliation.

## 2016 PROGRAM IN BRIEF

### FRIDAY, APRIL 8, 2016

- 8:45 am Pre-Conference Workshops
- 2:00 pm Official Opening, Keynote Address, Minister of CSCD Address, Presentation
- 5:30 pm Welcome Reception

### SATURDAY, APRIL 9, 2016

- 7:30 am Hot Breakfast - Choice of Networking or Presentation
- 8:00 am Elections for Table Officers
- 8:30 am UBCM President's Address and Resolutions
- Noon Delegate Luncheon
- 1:30 pm Concurrent Workshop Sessions
- 2:30 pm Elections for Director at Large
- 6:30 pm Reception
- 7:30 pm Dinner & Timebenders

### SUNDAY, APRIL 10, 2016

- 7:30 am Networking Hot Breakfast
- 8:30 am Resolutions & Late Resolutions, Elections for EA Representative, Address by the Leader of the Opposition, Closing Session, Installation of New Executive & Grand Prize Award
- 12 noon Adjournment

Board Meeting  
MAR 10 2016  
CCRD ITEM F.(b)

Board Meeting  
FEB 11 2016  
CCRD ITEM F.(b)

# 2016 AVICC AGM & CONVENTION

Nanaimo, BC  
April 8-10, 2016

## FRIDAY MORNING PRE-CONFERENCE PROGRAM

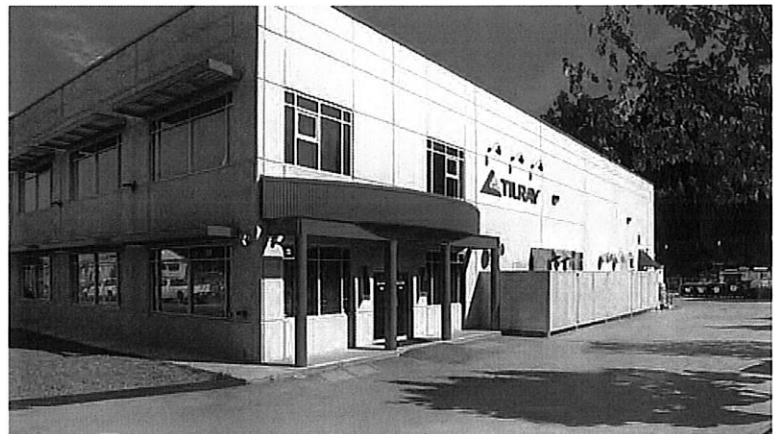
**Understanding the Village (Cultural Connections)**  
8:30 am – noon, Friday, April 8, 2016  
Cost: \$40

This is an experiential workshop that takes participants through the process of creating a pre-contact village before introducing the rationale, actions and effects of colonization. It then looks at how to integrate this knowledge into our work, families, community and how we move forward from a place of deeper understanding.

Participants who choose to come to this workshop often comment that when they arrived they believed they understood a bit about the issues facing Aboriginal communities on a cognitive level. But, after participating in the workshop, their level of understanding deepened along with their awareness. Interviews with former participants can be viewed here <https://www.youtube.com/watch?v=3vCQC-9DRLc> and here <https://www.youtube.com/watch?v=3s29Bu9S0Qs>

This workshop is geared towards solutions rather than recrimination and can provoke emotional responses in participants. The facilitators of this workshop will be supported and guided by several Cowichan Elders.

**Tour: Tilray Medical Marijuana Production Facility**  
9:00 – 11:30 am, Friday, April 8, 2016  
Limited to 25 Participants, max of 2 per local government  
Cost: \$20

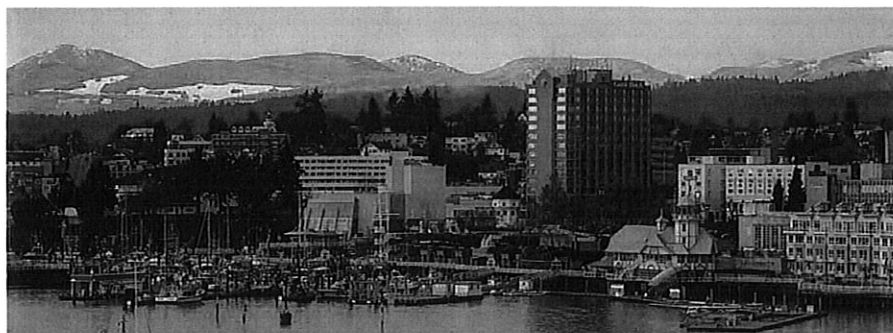


This is an opportunity to tour the production facilities at one of Vancouver Island's largest marijuana growing facilities.

Participants are asked to fill out a waiver and a non-disclosure agreement. There will be bus transportation provided to the facility for a tour of approximately 90 minutes. Flat shoes and comfortable dress are recommended.

**Mayors Council**  
10:00 – noon, Friday, April 8, 2016  
Cost: \$15

This is an opportunity for AVICC mayors to meet together to discuss issues of mutual interest and share current initiatives.



# 2016 AVICC AGM & CONVENTION

Nanaimo, BC  
April 8-10, 2016



## CONVENTION PROGRAM

### The Program Format

Based on a successful tradition, the 2016 program will integrate the regular business of the annual general meeting, debate resolutions, hold elections, and enjoy a variety of presentations and workshops on topical issues, addresses by key political speakers and opportunities for networking.

A draft of the detailed program is included at the end of this brochure. In order to accommodate emergent issues, the program does not become final until just prior to the AGM & Convention.

Some program highlights that have been confirmed include:

- ✓ Address from the Minister of Community, Sport and Cultural Development
- ✓ Mediation and Conflict Resolution - LGLA
- ✓ Social Procurement and Social Enterprise
- ✓ Tour of the City of Nanaimo's new Water Treatment Plant
- ✓ Open Space Workshop
- ✓ Electoral Area Directors Forum
- ✓ Moving Forward with Integrated Asset Management

### Political Speakers

Invitations have been extended to Premier Christy Clark; Leader of the Official Opposition Mr. John Horgan; Community, Sport and Cultural Development Minister Peter Fassbender; Dr. Andrew Weaver, Leader of the BC Green Party; and UBCM President, Chair Al Richmond.

### Saturday Working Breakfast Session

#### Agricultural Land Commission

The Agricultural Land Commission has a new Chair, a new CEO and is operating under updated legislation and regulations. The presenters will provide an update on the new operations of the Commission, and its relevance to local governments.

**Presenters:** Frank Leonard, ALC Chair; Kim Groot, ALC CEO; and Jennifer Dyson, ALC Vice-Chair and Chair of the Vancouver Island Panel.

### Trade Show

As in past years, AVICC will host a small Trade Show adjacent to the main ballroom. Many of our sponsors will be staffing information booths - please thank them for supporting our Convention and allowing us to keep our fees low.

The Trade Show will be open during the Friday evening Welcome Reception, the Saturday morning hot breakfasts and in conjunction with the Saturday lunch dessert and morning and afternoon networking breaks.

### RESOLUTIONS

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions received prior to the **February 22, 2016** deadline will be processed and included in the Annual Report and Resolutions book that will be sent to members in late-March.

#### Late Resolutions

Resolutions received after the deadline are considered "late" but will be accepted by the Executive Coordinator up until noon, **Wednesday, April 6, 2016.**

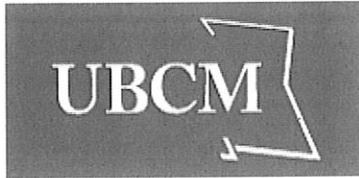
Members are reminded that, to be admitted for debate, a late resolution must be deemed to be of an urgent or emergency nature and should address an issue that has arisen after the February 22 deadline date.

The Resolutions Committee will review all late resolutions and prepare a report to the Convention including a recommendation as to whether the resolution meets the criteria and should be admitted for debate.

#### Reminder

*Resolutions and Nominations  
Deadline  
February 22, 2016*

See [www.avicc.ca](http://www.avicc.ca) for submission requirements and nomination forms.



RECEIVED

JAN 20 2016

Central Coast Regional District

## UBCM Concerns Heard on Fire Services

Jan. 20, 2016

A policy proposal to extend responsibility for mandatory fire inspections to regional districts is no longer under consideration based on recent discussions with the Office of the Fire Commissioner. Discussion of this change in policy direction can be found in a December 21, 2015 letter from the OFC to Peace River RD.

Local governments will recall that at the 2015 UBCM Convention, members endorsed resolution **A3 Provincial Responsibility for Fire Services Act and Regulations** from Squamish Lillooet RD which called on the Province to provide the "resources necessary to inspect and enforce provincial safety regulations, including the Fire Services Act and its regulations through either the Office of the Fire Commissioner or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments."

UBCM President Al Richmond, who also serves as UBCM's representative to the fire services working group expressed his support for the change in policy direction and thanked the membership for their advocacy efforts on this file.

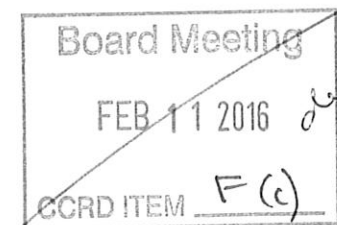
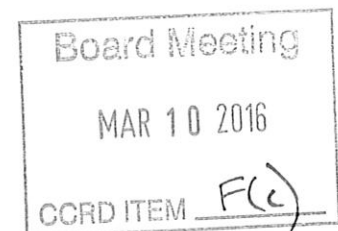
Amendments to the Fire Services Act are expected in the spring sitting of the Legislature.

### Follow Us On

- Twitter: @ubcm

---

Copyright © 2012 UBCM. All rights reserved.





December 21, 2015

*(via email)*

Lori Ackerman, Chair  
Peace River Regional District  
Box 810, 1981 Alaska Ave  
Dawson Creek, BC V1G 4H8

**Re: New Approach to Fire Safety in BC**

Dear Ms. Ackerman,

Thank you for your letter of November 20, 2015 outlining your concerns related to the review of the existing Fire Services Act. Since the meeting at UBCM in September, further consultations and discussions have occurred on a variety of aspects including the proposed policy of extending the requirement for compliance monitoring to include regional districts. As a result of those discussions the current policy now proposes that compliance monitoring provisions only apply to municipalities.

This approach would mean that there would be no new requirements with respect to fire inspections outside of municipalities. As it appears the concerns that you have indicated relate to the previous policy proposal I won't detail a response to all the issues raised, however I can offer observations on two of the points.

With respect to the applicability of the BC Building Code and BC Fire Code, both codes apply throughout the province with the exception of federal lands. It is a requirement of the building owner to be compliant with these codes regardless of whether or not inspections are undertaken. Recent research has also shown that buildings that are not compliant are several times more likely to have a fire than buildings that are in compliance. As such I encourage the use of such inspections wherever possible, even if not required.

Regarding the question of building inventory, I have recently had discussions with the BC Assessment Authority and the indications are that if desired it would be possible to obtain information from their database to create such an inventory.



After consideration of the above information, if you would still like to discuss any of the other issues I would be happy to do so at a mutually convenient time.

Yours truly,



Gordon Anderson  
Fire Commissioner

c.c. Al Richmond, President UBCM  
David Stuart, LGMA

January 14, 2016



PEACE RIVER REGIONAL DISTRICT

Office of: the Chair

November 20, 2015

Office of the Fire Commissioner  
Box 9201 Stn Prov Govt  
Victoria BC V8W 9J1

via email: [OFC@gov.bc.ca](mailto:OFC@gov.bc.ca)

Attention: Gordon Anderson, Fire Commissioner

**RE: New Approach to Fire Safety in BC**

Dear Mr. Anderson,

Thank you for providing our staff, Trish Morgan, General Manager of Community and Electoral Area Services, with the opportunity to meet and discuss the Office of the Fire Commissioner's (OFC) "New Approach to Fire Safety in BC" during the UBCM Convention on September 23, 2015. As a follow-up to that meeting, our Board of Directors has requested that the following concerns be forwarded to your office for consideration.

- 1) **Establishment of a Service Function:** At the meeting a number of representatives inquired as to how regional districts will create a service function. A service establishment bylaw will be required to identify how costs will be recovered, the boundaries of the service areas, etc. and in most cases will require elector approval. Clarification and guidance from the OFC and the Ministry of Community, Sport and Cultural Development on this issue is requested.
- 2) **Cost for the Service Borne by Residential Tax-Payers:** Although the service will only apply to industrial/commercial operations and public buildings and fees could be collected to offset the costs of the service, initially residential tax-payers will be impacted to establish the service. Regional districts cannot choose to tax only certain property classifications to provide a service and thus all tax-payers will pay through taxation until such time that a service is self-sustaining through fees, if at all.

diverse. vast. abundant.

PLEASE REPLY TO:

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

January 14, 2016

- 3) Lack of Building Inspection Services:** Currently the Peace River Regional District's building inspections services are limited with some geographic areas falling within a mandatory inspection area and the vast remainder within a voluntary inspection area. Given the close relationship between the BC Building Code and BC Fire Code, it seems unreasonable that those within a voluntary building inspection area would be required to comply with Fire Code inspections when they may not have received a building inspection that could have reduced the chances of a violation under the BC Fire Code.
- 4) Limited Staff Resources & Expansive Geographic Area:** The Peace River Regional District currently has 45 staff that provide services to approximately 62,000 residents across a geographic area of 12 million hectares. Our boundaries encompass almost 15% of the Province of BC's total land base. In order to deliver a new service such as this, it will require addition of staff resources whose costs may or may not be covered by the fees collected. Furthermore, the Northeast experiences a chronic challenge in recruiting and retaining qualified individuals in the areas of building inspection, bylaw enforcement and fire services – the three areas of expertise that the OFC has suggested would be appropriate to provide the service.

Partnerships with other local governments to deliver the service may also be challenging as they are often limited in their own staff resources and have commitments that they need to meet within their own jurisdictional boundaries.

- 5) Development of a Facility Inventory:** The Peace River Regional District is the hub of oil and gas activity within the Province of BC, in addition to having strong mining and forest sectors. Given our expansive region with thousands of industrial operations, it will be extremely challenging to develop and maintain an inventory of "public" buildings where the definition of "public buildings" seems to include industrial operations based on the information provided by the OFC.

Tools that have been identified in your document as means to develop this inventory are inadequate in the context of the Peace River Regional District as building permits are only required in certain areas of the region and the Regional District does not require business licenses. Furthermore, many of the industrial facilities are located outside of our zoning areas and do not require Regional District approval.

Mr. Anderson  
November 20, 2015

Page 3

Given these challenges, clarification and guidance is required from the OFC and the Ministry of Community, Sport and Cultural Development on the types of "industrial" facilities (e.g., oil and gas, mills, mines, etc.) that will require inspection oversight by regional districts.

The Peace River Regional District sincerely hopes that the Office of the Fire Commissioner and the Ministry of Community, Sport and Cultural Development will reconsider this proposal given the impacts to regional districts and in particular the unique challenges that we will face in attempting to deliver this service. We look forward to hearing back from your office.

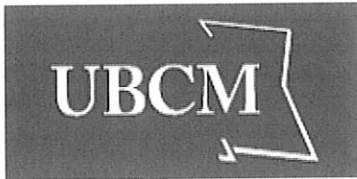
Yours truly,



Lori Ackerman  
Chair

- cc: - The Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development
- The Honourable Mike Bernier, Minister of Education and MLA - Peace River South
  - Pat Pimm, MLA – Peace River North
  - Chris Cvik, CAO, Peace River Regional District

January 14, 2016



## New Fire Safety Act Introduced

Feb. 24, 2016

On February 15th, Bill 4, the new *Fire Safety Act* was introduced with the goal of modernizing the regulatory framework for fire safety in BC. The new Act will result in the repeal of the *Fire Services Act*.

Key elements of the new *Fire Safety Act* include:

- Enable local authorities to appoint fire safety personnel to carry out fire inspections, investigations and evacuations;
- Move to a risk-based compliance monitoring system in an effort to improve conformance;
- Establish an administrative enforcement model to address non-compliance issues in a more timely and effective manner; and,
- Shift to a risk-based system for compliance monitoring in municipalities.

In regard to this last element, as a result of extensive advocacy work on the part of UBCM and its members, only municipalities, not regional districts, will be required to undertake compliance monitoring. This news was previously reported in the January 20th issue of *Compass*.

With the introduction of the Act, work continues on accompanying regulations; development of standards and policies; as well as education and communication materials to assist in understanding the implications of the new Act.

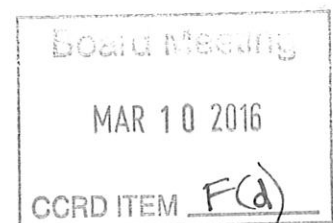
UBCM will continue to be engaged as the Province moves forward with the development of these materials and resources. Further details on the new *Fire Safety Act* can be found [here](#).

### Follow Us On

- Twitter: @ubcm

---

Copyright © 2012 UBCM. All rights reserved.





BRITISH COLUMBIA  
Central Coast Regional District

RECEIVED

JAN 21 2016

JAN 19 2016

JAN 26 2016

Ref: 111690

RECEIVED

Mr. Al Richmond, President  
Union of British Columbia Municipalities  
525 Government Street  
Victoria, BC V8V 0A8

## Exec Agenda ITEM# 6(d)3

Dear Mr. Richmond:

*Al:*

I am writing to provide you with an update regarding the ongoing arrivals of Syrian refugees into British Columbia (BC) communities. I am delighted to see the outpouring of British Columbians' support for arriving refugees—in just the past few weeks we have seen hundreds of new arrivals welcomed into communities across the province from Victoria to Fernie to Prince George.

Refugee arrival numbers are continually evolving. As I mentioned in my previous letter, the federal government has created a website to provide up-to-date information on refugee volumes and settlement locations, available at: [www.cic.gc.ca/english/refugees/welcome/map.asp](http://www.cic.gc.ca/english/refugees/welcome/map.asp). For your convenience, I have attached the most current data as an appendix.

From November 4, 2015, to January 17, 2016, between 923 to 944 Syrian refugees have arrived in BC. So far, 783 have arrived in Vancouver, and the remainder are divided between 18 other communities. Another six communities can expect arrivals in the near future. According to the data the Province has collected so far, over 60 percent of arrivals have been children and youth, and the average family size has been quite large at 4.8 people. Among privately sponsored refugees who settle outside of Vancouver, families are on average much smaller (2.4 people) and are more likely to be working age.

You may have heard that the Immigrant Services Society of BC (ISSofBC), the organization that provides initial reception and support for government assisted refugees, asked the federal government for a temporary pause on the arrival of refugees from January 19 to 22. This is consistent with the strategic approach to the federal government's refugee resettlement plan, and several other cities across Canada have also requested a pause to allow service providers to catch up on transitioning refugees into permanent housing. During the brief pause of government-assisted refugee arrivals, privately sponsored refugees will continue to arrive in communities across BC.

Board Meeting  
MAR 10 2016  
Office of the Minister  
CORD ITEM F(e)

Ministry of Jobs, Tourism and  
Skills Training and Minister  
Responsible for Labour

Mailing Address:  
PO Box 9071 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 356-2771  
Fax: 250 356-3000

Location:  
Room 138  
Parliament Buildings  
Victoria BC

[www.gov.bc.ca/jtst](http://www.gov.bc.ca/jtst)

.../2  
Board Meeting  
FEB 11 2016  
CORD ITEM F(a)

Mr. Al Richmond, President

Page 2

The provincial government continues to take a cross-ministry coordination approach to address issues arising from this influx of new British Columbians. Currently, our most pressing focus is to support the federal government in securing permanent housing that can accommodate large families. We continue to work closely with the federal government, who have full jurisdiction over the refugee resettlement program, to coordinate our efforts as much as possible.

As I have indicated in previous correspondence, ISSofBC has created an online registry for private offers of support for Syrian refugees, including housing, employment and volunteer offers. ISSBC also publishes weekly newsletters about the progress of refugee settlement in BC. I encourage you to share this link with your members and their communities:  
[www.issbc.org/refugee-readiness-hub](http://www.issbc.org/refugee-readiness-hub).

Please feel free to share this letter with your members as appropriate. Thank you again for your time and ongoing commitment to the refugee settlement process in BC. I look forward to our continued engagement on this matter.

Sincerely,



Shirley Bond  
Minister

Enclosure

pc: Honourable Peter Fassbender  
Ministry of Community, Sport, and Cultural Development  
and Minister Responsible for TransLink

**APPENDIX 1: Syrian Refugee Arrivals by BC Destination (Source: <http://www.cic.gc.ca/english/refugees/welcome/map.asp>)**

CITY	Government Assisted Refugees (GARs) / Blended Visa Office-Refugees (BVRs)	Privately Sponsored Refugee (PSRs) Arrivals	Total Refugee Arrivals	PSRs in Inventory (Soon to Arrive)	Total Admitted Refugees and PSRs in Inventory
Burnaby	5	34	39	15	54
Cocuitlam	0	0	0	1 to 4	1 to 4
Duncan	7	0	7	0	7
Fernie	0	1 to 4	1 to 4	0	1 to 4
Fruitvale	0	0	0	1 to 4	1 to 4
Kamloops	5	0	5	1 to 4	6 to 9
Kelowna	9	9	18	0	18
Ladysmith	0	0	0	1 to 4	1 to 4
Langley	5	1 to 4	6 to 9	7	13 to 16
Maple Ridge	0	0	0	5	5
Nanaimo	1 to 4	0	1 to 4	0	1 to 4
New Westminster	0	7	7	1 to 4	8 to 11
North Vancouver	5	0	5	1 to 4	6 to 9
Oliver	5	0	5	0	5
Osoyoos	1 to 4	0	1 to 4	0	1 to 4
Port Moody	0	0	0	1 to 4	1 to 4
Prince George	0	5	5	5	10
Richmond	0	1 to 4	1 to 4	5	6 to 9
Salmon Arm	1 to 4	0	1 to 4	0	1 to 4
Smithers	0	0	0	5	5
Surrey	0	9	9	38	47
Vancouver	749	34	783	32	815
Victoria	23	0	23	11	34
West Vancouver	0	5	5	0	5
White Rock	0	1 to 4	1 to 4	0	1 to 4
<b>TOTAL</b>	<b>816 to 825</b>	<b>107 to 119</b>	<b>923 to 944</b>	<b>130 to 151</b>	<b>1,053 to 1,095</b>

Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour

Office of the Minister

Mailing Address:  
 PO Box 9071 Stn Prov Govt  
 Victoria BC V8W 9E2  
 Phone: 250 356-2771  
 Fax: 250 356-3000

Location:  
 Room 138  
 Parliament Buildings  
 Victoria BC

[www.gov.bc.ca/jst](http://www.gov.bc.ca/jst)





124  
RECEIVED

FEB 29 2016

Ref: 112204

FEB 26 2016

Mr. Al Richmond  
President  
Union of British Columbia Municipalities  
525 Government Street  
Victoria, BC V8V 0A8

Dear Mr. Richmond: *Al:*

I am writing to provide you with an update regarding the ongoing arrivals of Syrian refugees into communities across British Columbia (BC).

At last count, just over 21,000 Syrian refugees have arrived in Canada since November 2015. The federal government indicates it is confident that it will resettle 25,000 refugees to Canada by the end of the month. Approximately 1,700 refugees have arrived or will soon be arriving in 31 communities across BC, including about 300 awaiting onward travel arrangements from Toronto or Montreal. Immigration, Refugees and Citizenship Canada (IRCC) informs me that 800 additional arrivals will be destined to BC before early March. In order to meet its commitments, IRCC is looking for additional capacity to resettle large numbers of Syrian refugees as soon as possible.

IRCC recently issued an open call for proposals for currently-funded Settlement Service Provider Organizations (SPOs) across Canada to apply for additional funding under the Refugee Assistance Program (RAP), to establish new centres to receive Government-Assisted Refugees (GARs). I am pleased to inform you that, as of last week, the Inter-Cultural Association (ICA) of Greater Victoria was the first successful applicant under this call for proposals. As a result, Victoria will join Vancouver in welcoming Syrian GARs to BC in the very near future, and these GARs may settle in communities throughout southern Vancouver Island. I have encouraged SPOs in Kelowna and Prince George to apply to become additional RAP centres in order to facilitate the resettlement of GARs across the province.

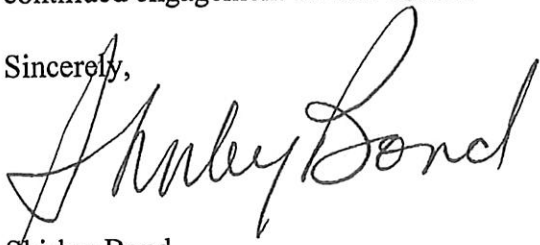
.../2

Mr. Al Richmond  
Page 2

Vancouver's RAP provider, the Immigrant Services Society of BC (ISSofBC), has been working closely with SPOs in several BC communities including Abbotsford, Nanaimo, Kelowna, Kamloops, and Prince George to develop a sub-contract arrangement. This approach would enable these communities to receive GARs without becoming a stand-alone RAP centre. ISSofBC staff are travelling to these communities to provide training to the settlement SPOs, and discussions are underway about the possible number and flow of refugees that each community can receive.

In addition, IRCC has developed a new process for municipalities that are outside of the traditional network of refugee resettlement to receive and support Syrian refugees. My federal colleagues have encouraged municipalities to identify themselves to IRCC and develop a Community Partnership Settlement Plan as soon as possible. The federal government criteria for municipalities who wish to submit a Community Partnership Settlement Plan are listed here: <http://news.gc.ca/web/article-en.do?nid=1031849>. BC supports the resettlement of refugees outside of Vancouver as much as possible when supports are in place to successfully integrate refugees into the community and the workforce.

Please feel free to share this letter with your members as appropriate. Thank you again for your time and ongoing commitment to the refugee settlement process in BC. I look forward to our continued engagement on this matter.

Sincerely,  


Shirley Bond  
Minister

Enclosure

pc: Honourable Peter Fassbender  
Ministry of Community, Sport, and Cultural Development  
and Minister Responsible for TransLink

**APPENDIX 1: Syrian Refugee Arrivals by BC Destination**  
 (Source: <http://www.cic.gc.ca/english/refugees/welcome/map.asp>)

City	Admitted GARs	Admitted BVORs	Admitted PSRs	PSRs in Inventory	Total
Abbotsford	0	1 to 4	0	8	9 to 12
Burnaby	0	14	44	30	88
Campbell River	0	0	0	16	16
Charlie Lake	0	0	0	1 to 4	1 to 4
Chilliwack	0	8	0	0	8
Clearwater	0	1 to 4	0	0	1 to 4
Coquitlam	0	0	1 to 4	5	6 to 9
Cowichan Bay	0	0	1 to 4	7	8 to 11
Dawson Creek	0	1 to 4	0	0	1 to 4
Duncan	0	7	0	0	7
Fernie	0	0	1 to 4	0	1 to 4
Fruitvale	0	0	0	1 to 4	1 to 4
Gabriola	0	6	0	0	6
Gibsons	0	0	0	1 to 4	1 to 4
Kamloops	0	12	0	1 to 4	13 to 16
Kelowna	0	23	9	15	47
Ladysmith	0	0	1 to 4	0	1 to 4
Langley	0	5	5	0	10
Maple Ridge	0	0	0	9	9
Nanaimo	0	18	0	0	18
New Westminster	0	0	11	9	20
North Vancouver	0	5	5	7	17
Oliver	0	5	0	0	5
Osoyoos	0	1 to 4	0	0	1 to 4
Pender Island	0	6	0	0	6
Port Coquitlam	0	0	0	1 to 4	1 to 4
Port Moody	0	0	0	1 to 4	1 to 4
Prince George	0	6	5	5	16
Richmond	0	6	7	8	21
Salmon Arm	0	6	0	0	6
Salt Spring Island	0	0	0	5	5
Smithers	0	5	5	0	10
Squamish	0	0	0	9	9
Summerland	0	5	0	0	5
Surrey	0	6	23	30	59
Vancouver	1411	20	41	41	1513
Vernon	0	0	0	1 to 4	0
Victoria	0	28	11	25	64
West Vancouver	0	0	5	0	5
White Rock	0	0	1 to 4	0	0
<b>TOTAL</b>	<b>1411</b>	<b>195 to 207</b>	<b>175 to 187</b>	<b>236 to 257</b>	<b>2016 to 2062</b>

RECEIVED

127

DEC 09 2015

Central Coast Regional District

December 1, 2015

Honourable Todd Stone  
Minister of Transportation and Infrastructure  
PO Box 9055 Stn Prov Govt  
Victoria, BC V8W 9E2

**RE: Transit challenges in active and growing communities**

Board Meeting  
MAR 10 2016  
CCRD ITEM F(4)

Dear Minister Stone;

I am writing in response to your letter dated October 22, 2015 regarding an update on transit funding. While I appreciate the Province's efforts to fully utilize the 3-year investments in transit, the District of Squamish continues to be in a very challenging situation regarding transit growth.

As previously discussed with you at our meeting in Victoria on March 15, 2015, Squamish is growing quickly, which is presenting unique transportation challenges. According to the most recent census, Squamish's population increased by 14.6% between 2006 and 2011, making it one of the fastest growing municipalities in BC and that growth continues today. Housing starts and prices have also risen exponentially in the past 2 years in particular. Growth, coupled with a youthful, more urban population and an active seniors population has increased demand for transit and active transportation alternatives. Our population, below the provincial median age, is seeking transportation alternatives to meet their active lifestyles while decreasing their dependency on traditional motor vehicle transportation.

The "flat budget" for transit operations makes it impossible for us to make important expansions to service Squamish's new neighbourhood and tourism nodes. Our rapidly growing population has resulted in increased reliance, and demand on the public transportation service with transit ridership increasing by 23% between 2013 and 2014. The ridership increase represents the highest growth rate in BC, and service improvements are required simply to meet the growing needs of our community.

We ask that the Province, in conjunction with BC Transit, take into consideration the aggregate tax benefit generated by tourism in the Corridor, and reinvest into transit services. The Sea to Sky Corridor is a hub for outdoor recreation and offers a number of major tourism attractions. In partnership with BC Transit, the District of Squamish was working on implementing a pilot route to service the Stawamus

~~Board Meeting  
FEB 11 2016  
CCRD ITEM F(2)~~ *deferred*

Chief and Shannon Falls Provincial Parks, as well as the Sea to Sky Gondola and the Squamish Nation's Totem Hall along Highway 99, a program that could not be realized due to the funding freeze.

At the UBCM conference in September 2015, we met with Minister de Jong to discuss implementing a local motor fuel tax to help fund local and intercity transit services. There is significant public engagement required before any such decision is made but a possible outcome is a Sea to Sky motor fuel tax similar to the Translink dedicated motor fuel tax in the Lower Mainland. The revenue generated would be extremely beneficial in supporting regional economic development and would help increase transit options essential to families, senior citizens and lower income individuals whom rely on the current service. Corridor Resident are essentially paying the same amount for gasoline as the lower Mainland without the added benefit of augmented transit services.

The total provincial tax applied to gasoline is 32.17 cents per liter in the Vancouver area (South Coast BC Transportation Service Region) compared to 21.17 cents in the Sea to Sky corridor; a difference of 11 cents per liter. This includes dedicated motor fuel taxes, provincial motor fuel tax, and carbon tax. Despite this, the gas price in Squamish is currently between \$122.9-123.9 per litre and in Pemberton the price of gas is \$117.9 per litre. The cost of gas in Metro Vancouver on December 1, 2015 is between \$115.9-120.9 per litre.

The District of Squamish's Sea to Sky Transit Future Plan is nearing completion and outlines the vision, goals, targets and Transit Future Network for Squamish and Regional Transit service to 2040. Implementation of this plan will require additional funding from the Province and the District of Squamish for operational costs, and should reflect the increase in ridership in the region.

Squamish Transit is a success story that we want to build on and continue to improve. This will take the support and collaboration of our provincial government to achieve.

Sincerely,

  
Patricia Heintzman, Mayor

cc: UBCM



RECEIVED

FEB 5 2016



February 4, 2016

Central Coast Regional District

British Columbia Local Governments  
Via email distribution

Dear BC Local Governments:

**SUBJECT: 2016 FCM RESOLUTION – BUILD CANADA GRANT FUNDING**

The Council for the City of Port Coquitlam, at its regular Council Meeting of January 11, 2016, adopted the following resolution requesting all British Columbia local governments' endorsement:

- 1. **THAT** Council make the following motion to the Federation of Canadian Municipalities and the Union of British Columbia Municipalities:

**WHEREAS** the Federal Government's Build Canada grant program generally shares the costs of all approved infrastructure projects equally between the province and the local jurisdiction at one third each;

**AND WHEREAS** for nationally and provincially significant projects, where projects provide a greater national and provincial benefit, and where communities are disproportionately and directly impacted by such projects, the burden of one third of the cost is inequitable and too high for the local jurisdiction;

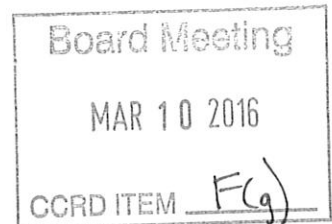
**THEREFORE BE IT RESOLVED** that the Federal Government's Build Canada grant program, National Infrastructure Component, be amended to fund a minimum of 50% of the project cost.

**BE IT FURTHER RESOLVED** that the provincial funding contribution for significant projects be a minimum of 40% of the project cost.

- 2. **THAT** this motion be forwarded to all local governments in British Columbia to request their endorsement.
- 3. **THAT** this motion be forwarded to Mr. Ron McKinnon, Member of Parliament for Coquitlam - Port Coquitlam and to Mr. Mike Farnworth, Member of Legislative Assembly for Port Coquitlam - Burke Mountain.

Sincerely,

*C. Deakin*  
Carolyn Deakin, CMC  
Assistant Corporate Officer





RECEIVED

FEB 09 2016 1046567

February 3, 2016

Central Coast Regional District

Ms. Darla Blake  
Chief Administrative Officer  
Central Coastal Regional District  
PO Box 186  
Bella Coola BC V0T 1C0

Dear Ms. Daria Blake:

Thank you for your letter of December 22, 2015, and its attachments concerning physician assistants (PAs). I appreciate that you have taken the time to write, and apologize for the delay in response.

Please be assured that your letter is receiving attention and that a more detailed response will be sent to you at the earliest opportunity.

Thank you,

Kevin Brown  
Executive Director  
Workforce Planning & Management Branch  
Health Sector Workforce Division  
Ministry of Health

pc: Workforce Planning & Management Branch (HLTH.HHRP-NaAHP@gov.bc.ca)

/jjv

Board Meeting  
MAR 10 2016  
CCRD ITEM F(h)

Ref: 166321

All Mayors and Chairs of Local Governments in British Columbia

cc: The Honourable Mary Polak, Minister of Environment  
Ms. Linda Reimer, Parliamentary Secretary for Local Government  
Mr. Jordan Sturdy, Parliamentary Secretary for Energy Literacy and the Environment  
Mr. Al Richmond, President, UBCM  
Mr. Gary MacIsaac, Executive Director, UBCM  
All Chief Administrative Officers of Local Governments in British Columbia

Dear Mayors and Chairs:

Subject: Invitation to Engage on the Climate Leadership Team's Recommendations

I am writing to invite each of you to participate in one of six upcoming local government engagement sessions on the Climate Leadership Plan.

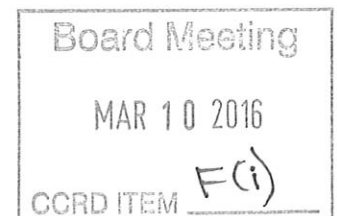
As part of the Climate Leadership Plan (CLP) Consultation Process, which began in May 2015 with the announcement of the Province of British Columbia's Climate Leadership Team (CLT), a second round of public consultation was announced on January 25, 2016. The public, industry, First Nations, local governments and other stakeholders are invited to provide their feedback on the CLT's recommendations described in the Consultation Guide. In addition to the multiple ways to provide feedback—through an online form, email, a survey and Ipsos Reid public polling, available at: <http://engage.gov.bc.ca/climateleadership/>—the Province is conducting sector-specific consultations, including with local governments.

My goal is to ensure that every local government in British Columbia has the opportunity to engage with the Province on the CLP and review and provide feedback on the CLT's recommendations, before the close of consultation at noon on March 25, 2016. To achieve that, Provincial staff together with my colleagues, Ms. Linda Reimer, Parliamentary Secretary for Local Government, and Mr. Jordan Sturdy, Parliamentary Secretary for Energy Literacy and the Environment, are leading the organization of five two-hour tele-conference/video-conference sessions. These will be geographically focused according to the five regions represented by British Columbia's Local Government Area Associations. A sixth session will be held for those local governments not able to attend a regional session.

The sessions will take place as follows:

March 8, 2016	Kootenay-Boundary Region	1:00pm – 3:00pm
March 9, 2016	Vancouver Island and Coastal Communities	10:00am -12:00noon
March 10, 2016	Lower Mainland Region	2:00pm – 4:00pm
March 15, 2016	North Central Region	1:00pm – 3:00pm
March 16, 2016	Southern Interior Region	10:00am -12:00noon
March 17, 2016	Province-wide	1:00pm – 3:00pm

Additional details about how to join a session in your region will be sent to you and your Chief Administrative Officers soon.





In addition to these engagement sessions, you will have recently received a letter from my colleague, the Honourable Mary Polak, Minister of Environment, seeking your input on climate activities as part of British Columbia's preparation for engagement in the federal process to develop a Pan-Canadian framework for combatting climate change. In the letter, Minister Polak indicated our desire to attend each of the province's local government annual Area Association meetings over the coming months to further discuss the Climate Leadership Plan.

I will be working with Minister Polak regarding the Province's attendance at those meetings, with a primary objective of being able to address you directly on the CLT'S Recommendation #21 –Undertake a collaborative review and update of the Climate Action Charter to align provincial and community goals.

I have been impressed with the progress British Columbia local governments have made on their climate commitments, and with their efforts to provide thoughtful submissions on the Climate Leadership Plan process to date. I look forward to the upcoming discussions, recognizing that local governments' work on climate will positively impact the way British Columbians live and work in our communities.

Sincerely,

Peter Fassbender

Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink