



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: July 8, 2021

Board Meeting
SEP 08 2021
CCRD ITEM *A)(a)*

ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.

REGULAR BOARD MEETING MINUTES – July 8, 2021

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Alternate Director Mark Schlichting Director Travis Hall Director Jayme Kennedy Director Lawrence Northeast Chair Samuel Schooner
Staff:	Chief Administrative Officer Recording Secretary Operations Manager Finance Manager Executive & Operations Assistant Records & Finance Clerk Contractor	Courtney Kirk Evangeline Hanuse Ken McIlwain Ye-Ne Byun Destiny Mack Melanie Ward Donna Mikkelson

PART I – INTRODUCTION

1. Call to Order

Vice Chair Kennedy called the meeting to order at 9:28 a.m. and acknowledged the territories of the Nuxalk Nation, Heiltsuk Nation, and Wuikinuxv Nation, and respective First Nations territories on which CCRD provides services.

2. Adoption of Agenda

- 21-07-01 M/S Directors Northeast/Schlichting** THAT the agenda be received. **CARRIED**
- 21-07-02 M/S Directors Schlichting/Hall** THAT the Agenda be adopted as amended by moving the BC Transit delegation with Lindsay Taylor to 2 p.m., Director Bertrand's report at 11:30 a.m., and adding the following late items: letter from Robert and Jennifer Sherlock, BC Hydro Street Lighting Report, and project updates from Urban Systems. **CARRIED**

3. Disclosures of Financial Interest

The Chair reminded Board Members of the requirements of Sections 100(2) (b) and 101(1) (2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the subject matter which is being discussed.

No disclosures of financial interests were made.

4. Disclosures of Interests Affecting Impartiality.

The Chair reminded Board Members that in the interest of good governance where there is a perceived interest that may affect their impartiality in consideration of a matter a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

(A) ADOPTION OF MINUTES**a) Regular Board Meeting – June 10, 2021**

- 21-07-03 M/S Directors Schlichting/Northeast** THAT the minutes from the June 10, 2021 Board Meeting be received. **CARRIED**
- 21-07-04 M/S Directors Northeast/Hall** THAT the June 10, 2021 minutes be adopted as presented. **CARRIED**

PART II – PUBLIC CONSULTATION**1. Delegation: Lindsay Taylor, BC Transit**

See further in agenda.

PART III – LOCAL GOVERNANCE**(A) BYLAWS AND POLICIES****a) Request for Decision: Bylaws for Review, Revision, Rescind or Adoption****1) Request for Decision: Bylaws 434, 435, 436, 437, 438, 439, 440 Asset Replacement Reserve Funds**

- 21-07-05 M/S Directors Northeast/Schlichting** THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Bylaws 434, 435, 436, 437, 438, 439, and 440 Asset Replacement Reserve Funds. **CARRIED**
- 21-07-06 M/S Directors Northeast/Schlichting** THAT the Board of Directors of the Central Coast Regional District reviews Bylaw 434, cited as the “Asset Replacement Reserve Fund for the Bella Coola Airport”, Bylaw 435, cited as the “Asset Replacement Reserve Fund for the Bella Coola Landfill Operations”, Bylaw 436, cited as the “Asset Replacement Reserve Fund for the Bella Coola Swimming Pool Operations”, Bylaw 437, cited as “Asset Replacement Reserve Fund for the Bella Coola Parks and Recreation Operations”, Bylaw 438, cited as “Asset Replacement Reserve Fund for the Bella Coola Fire Protection Local Service Area”, Bylaw 439, cited as “Asset

Replacement Reserve Fund for General Operations”, Bylaw 440, cited as “Asset Replacement Reserve Fund for Denny Island Airport Operations”. **CARRIED**

2) Request for Decision: Bylaw 505 Bylaw to Update Bella Coola Parks and Recreation Function Rates and Charges

21-07-07 M/S Directors Schlichting/Hall THAT the Board of Directors of the Central Coast Regional District receives Bylaw 505, cited as “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 505, 2021.” **CARRIED**

21-07-08 M/S Directors Northeast/Hall THAT the Board of Directors of the Central Coast Regional District adopts Bylaw 505, cited as “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 505, 2021.” **CARRIED**

b) Request for Decision: Policies for Review, Revision, Rescind or Adoption

3) Policy F-14 – Payables Procedures

21-07-09 M/S Directors Northeast/Hall THAT the Board of Directors of the Central Coast Regional District receives Policy F-14 Payables Procedures. **CARRIED**

21-07-10 M/S Directors Hall/Schlichting THAT the Board of Directors of the Central Coast Regional District amends Policy F-14 Payables Procedures. **CARRIED**

Chair Schooner joined the meeting at 9:55 a.m.

Presentation to the Board by Urban Systems on Housing Needs Assessment Report with Alison Rustand, Community Consultant and Gayle Frank, Indigenous Community Consultant

Ms. Rustand and Ms. Frank thanked the Board for their time. The purpose of the presentation is to walk through the Housing Needs Assessment (HNA), including community profiles, key findings, recommendations and brainstorming. This will assist the process for next steps. The purpose of a HNA is to convey data and information to guide future discussions with Ministers and local organizations on housing. Ms. Rustand noted that it is unfortunate that the 2021 census is currently underway and that data will not be available until next year.

Ms. Frank acknowledged the territories of the Central Coast Regional District, including the unceded territories of the Nuxalk Nation, Heiltsuk Nation, Wuikinuxv Nation, Kitasoo/Xai’Xais Nation, and Ulkatcho Nation. Ms. Frank and Ms. Rustand are working physically within Secwepemc territory.

The province provided funding for local governments to carry out HNA. Census data was used to compile the report as well as community engagement sessions and surveys. Data may say new housing is not needed but anecdotally there may have been a need expressed. Affordability, adequacy of housing and suitability are issues.

The Board noted that there was no capturing of the many people wanting to move back to their home communities, who have been out for school or other reasons. Ms. Rustand stated that this can be included, because it is known that if there was housing in hometowns that people would return. The Board asked how to capture those who are absent because the surveys were done for CCRD area locals. Ms. Rustand responded that one way is to ask realtors about their viewpoint. As noted in the survey there were questions about how long it took to find housing, and many said the process took 6 months or longer.

The province funds studies for incorporated municipalities and electoral areas. Ms. Rustand notes that First Nations housing was looked at in the methodology as much as could be possible but there existed limitations in the methodology used for provincially funded HNAs, which bases its findings primarily on the latest census. 2016 Census data was used as well as membership information available through Indigenous Services Canada. It is acknowledged that this is not a really complete assessment for First Nations and it is hoped that this HNA will assist First Nations to get funding for further housing assessments.

The data covers a lot of information and much is included as tables in the appendix. In terms of income, this is an important area because it is used to look at housing gaps in terms of affordability. 2001-2016 census data projections were used to get more data. Population trends seemed more positive from 2006-2016. From 2001 there was a net decrease in more areas. Inconsistencies may be from this. Urban Systems is looking for a way to describe this more fulsomely and is open to suggestions if this is noticed throughout the report.

Households across the province are generally getting smaller. In looking at future housing demand it is good to provide information about seniors needing home as well as families as information for builders. The Board spoke to Bella Coola Valley residents getting outpriced by out of towners and how to address this through bylaw development. Currently in some cases, there are people that can offer \$50,000 to \$100,000 over the asking price. This excludes locals wanting to purchase homes which will further be distressing with the introduction of high speed internet.

Ms. Rustand asked if there was a sense that a lot of people outside of the CCRD are moving in? The Board responded that people are coming from the United States and Alberta. Further, with the advancement of COVID-19 there were people interested in the CCRD due to the isolated nature of the area. Ms. Rustand questioned whether these were second homes for buyers. The Board believed there was enough anecdotal evidence to be concerned about this trend and that there are differences between absentee landlords, speculators and second home buyers. The province has rules surrounding absentee landlords. These discussions can be had moving forward as these regulations on absentee landlords may be regional or municipality directed rather than province wide.

The Board noted that this is an issue across Canada and people are being pushed to rural areas. The downside of keeping housing prices artificially low is that if a

homeowner wanted to move and make money on their investment they would not be able to move if they could not sell their home. Ms. Rustand conveyed that there are recommendations to consider in the HNA. The Board can look at tools that are already in place and what the limitations are in the Local Government Act. In terms of the speculation and vacancy tax, this is a province wide tax to discourage housing speculation targeted at those who buy homes as simply an asset. A petition can be made to have real estate taxed in such a way. Some commercial properties fall within the absentee landlord situation with derelict properties that have been empty for years. The owners may fall into the speculator category in hopes of a big payout from the province.

Ms. Rustand stated that there is information not available to consultants unless paid for on data of registry of properties. If this data can be requested it could address who is buying properties. The Board voiced that there is a lot of pressure to respond to the housing situation and real solutions need to be generated rather than information that just placates people.

Ms. Rustand continued that 170 survey responses were received along with feedback garnered from virtual community engagement sessions and individual follow ups. Across the province there is a trend toward an older population. Of the CCRD, Bella Coala has the youngest population. The Board noted that there are new residents moving into Ocean Falls.

The home ownership trend is increasing with 66% homeownership. Renter households are more in need. Individuals may be living in places that are not big enough or in good shape. There are few options to move with few rentals and high rental prices. When the analysis on affordability takes place, median income earners cannot afford to purchase single family homes.

On Denny Island there are issues with home ownership and rentals. Wuikinuxv had a large issue of getting contractors into the community. The Board added that in Bella Bella the cost of developing and building homes is high due to the cost of lumber and that costs are projected to decrease but that has not happened currently. The Board further suggested that land is a limiting factor and if more Crown land were released this would be beneficial, as well as to subdivide lots where there is ability to do so. Further, the Board expressed that banks have a cap on the amount of mortgage of a home that can be applied to on reserve.

There is anecdotal evidence of homelessness or semi-homelessness as some are said to be squatting in unused buildings or couch surfing. There is a need for seniors housing. The Board conveyed that there is a need for elder's housing on the Outer Coast and that currently funds have been acquired for 9 units in Bella Bella.

Options for using municipal tools to address housing include updating the zoning bylaw and reviewing the zoning bylaw. Areas that are not zoned can be included in the zoning bylaw. There is a limited capacity for the CCRD to implement certain tools. If the CCRD could apply the speculation vacancy tax, the CCRD would be

responsible for work on that end. Occupancy regulation is another tool to deal with secondary home ownership. It may not be allowable according to the Local Government Act. The Board discussed the difficulty of having all the answers because in one sense the market can deal with housing or governments will decide how to deal with all problems. Ms. Rustand noted that housing developers need to make money or there is no incentive to invest.

Ms. Rustand wondered if the issue of condemned buildings or absentee landlords was an issue outside of Ocean Falls. The Board described a number of items with commercial properties as well as private residences. Ms. Rustand explained that under the Local Government Act the CCRD could demolish a hazard property and bill the owner. The Board wondered how difficult it would be to recoup the money. An option is to use as an advocacy piece to the province. The Board has been advocating around Ocean Falls cleanup, which would not necessarily help the housing situation if certain buildings are demolished rather than renovated and made habitable.

First Nations can use this report and further study the on reserve housing situation to create an overall housing strategy. The Board noted that in Bella Bella, to become a home owner there are quite a few hoops to jump through to get a lot and a mortgage. The Board also said that when housing was looked at on reserve in Bella Coola, there was a shortage of 300 homes.

The Board noted that land is being steadily washed away by the river and there is the potential of homes being lost to the river. Going forward, look at climate change and what can be done. Those homes that get washed away will not be available in the future. The Board noted personal experience that it is also challenging to get mortgages off reserve in the Bella Coola Valley in that there are not many banks that will deal with this area. There is not a lot of competition for mortgages. CAO Kirk noted that Ms. Rustand can check with financial institutions in how loans are verified in unincorporated rural areas and around agriculturally zoned areas in the Agricultural Land Reserve.

The Board wondered if this area is different than other areas in the province for rentals to homeownership. Ms. Rustand noted that there are more homes owned than rented and will get back to the Board. There is a lot of demand in both areas for rental and home ownership.

It was asked what the priorities are immediately or for the long term.

- release more Crown land to alleviate housing pressure, as well as subdivision opportunities.*
- there is a housing program with Heiltsuk Tribal Council to develop a housing authority rather than the HTC managing housing. This process is in the works and is a good approach for an overall management strategy.*
- need for seniors housing and smaller homes for an ageing population that want to downsize.*

– subsidized housing. Another idea is businesses on the ground floor that have apartments above them. Examine bylaws to ensure growth is not being hindered. Work with others as not one group has all of the answers.

In terms of the next steps, updates will be made to the Housing Needs Assessment and a final version will be made available in August.

The Board thanked Urban Systems and Administrative staff.

4) Policy A-30 – Staff Social Media Policy

21-07-11 M/S Directors Schooner/Schlichting THAT the Board of Directors of the Central Coast Regional District receives Policy A-30 Staff Social Media Policy. **CARRIED**

21-07-12 M/S Directors Northeast/Schooner THAT the Board of Directors of the Central Coast Regional District amends Policy A-30 Staff Social Media Policy. **CARRIED**

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

ADMINISTRATIVE SERVICES

(a) Correspondence for Information: July 2, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing re: BC Restart Plan Update

21-07-13 M/S Directors Schlichting/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: July 2, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing re: BC Restart Plan Update. **CARRIED**

(b) Correspondence for Information: June 17, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing re: BC Restart Plan Phase 3

21-07-14 M/S Directors Schooner/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: June 17, 2021 from Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs and Housing re: BC Restart Plan Phase 3. **CARRIED**

FINANCIAL SERVICES

(c) Financial Service Report – Budget vs Actual January – June 2021

- 21-07-15 M/S Directors Hall/Schlichting** THAT the Board of Directors of the Central Coast Regional District receives Financial Service Report – Budget vs Actual January – June 2021. **CARRIED**

LAND USE AND PLANNING SERVICES

(d) Draft Housing Needs Assessment Report

See further above in the minutes as part of the Presentation to the Board by Urban Systems on Housing Needs Assessment Report.

(e) Presentation to the Board by Urban Systems on Housing Needs Assessment Report

See further above in the minutes.

(f) Land Use and Planning Services Report – Firvale Wilderness Camp, 4330 Hwy 20

- 21-07-16 M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District receives the Land Use and Planning Services Report – Firvale Wilderness Camp, 4330 Hwy 20. **CARRIED**

I, Board Member Kennedy disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have an indirect pecuniary interest that constitutes a conflict of interest in item (f). The reason for my declaration is that I own a business in the same sector. I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter.

- 21-07-17 M/S Directors Northeast/Schlichting** THAT the Board of Directors of the Central Coast Regional District directs Administration to prepare a Rezoning Bylaw from R-1 to C-1 for the Firvale Wilderness Camp

AND THAT Administration schedules a Public Hearing. **CARRIED**

CAO Kirk noted that the Board wishes further information on the outstanding items regarding the Firvale Wilderness Camp.

Director Kennedy returned at 12:27 p.m.

The Board recessed at 12:28 p.m.

The Board reconvened at 12:57 p.m.

- 21-07-18 M/S Directors Northeast/Schlichting** THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

Delegation: Lindsay Taylor, BC Transit

Lindsay Taylor thanked the Board for their time. Ms. Taylor's role at BC Transit is a government relations manager. As a liaison she sends out operating agreements and communications and has a team of subject matter experts at hand for support.

BC Transit is a provincial authority responsible for transit outside of metro Vancouver. This model is not seen anywhere else in North America. BC Transit is able to move resources where needed at the time to provide efficient and cost effective system. BC Transit provides transit in communities that could otherwise not afford transit.

The Board asked if this is the same presentation made to First Nations. Ms. Taylor responded that as part of the BC Transit mandate they are doing a lot of work with First Nations and continuously look to improve relationships and communication. The Board stated that the needs of the CCRD are totally different than most areas due to the spread between communities. It has been previously asked to provide access between Bella Coola and Bella Bella, and between Bella Coola to Williams Lake.

Ms. Taylor responded that there is a roundtable committee to discuss the connection between Bella Coola and Williams Lake. This will require two different drivers and two different buses. The service review of Bella Coola identified this as a need and priority. The question is how to implement this. CAO Kirk highlighted that the advocacy around a sea bus between the Outer Coast communities continues.

The mandate of BC Transit includes road and bus transportation and does not yet include water transportation. This is still an ongoing discussion with the provincial government. The provincial government provides a high subsidy for transit that is not seen anywhere else across Canada. This makes it possible to provide transit for smaller communities that may not otherwise be able to afford it.

The Central Coast Regional Hospital District is BC Transit's AOA partner who the agreement is signed with. The CCRHD approves budgets and provides staff support for the transit system. Ultimately Vancouver Coastal Health funds the transit system.

VCH thus determines what the service looks like, what the priorities are, and what the service levels and service spans look like. Therefore there are challenges in trying to expand the service. BC Transit also has challenges around maintaining bus stop infrastructure and currently there is an enhanced agreement with bus operators that they will maintain the bus stops.

The Board wondered how the current system can be improved. Ms. Taylor responded that BC Transit wants to hear local government's priorities and facilitate a conversation with VCH. The Board asked about the structure in other communities where VCH doesn't fund transit. Ms. Taylor responded that either a municipality or local government provides the funding. In Bella Coola there is on demand door to door service which is unique and a huge benefit.

After COVID-19 efforts are being made to regain ridership. The province stepped up to provide funding for two years to assist COVID-19 revenue losses. The Board noted the hitchhiking that took place during COVID-19. Ms. Taylor replied that BC Transit is concerned about hitchhiking and acknowledged that transit drivers pick up hitchhikers in Bella Coola. More can be done to promote the schedule.

The Board noted the excellent work of transit operators and thanked Ms. Taylor for her presentation.

The Board recessed at 2:51 p.m.

The Board reconvened at 3:03 p.m.

(g) BC Hydro Street Lighting Update

21-07-19 M/S Directors Schooner/Northeast THAT the Board of Directors of the Central Coast Regional District receives the BC Hydro Street Lighting Update. **CARRIED**

21-07-20 M/S Directors Northeast/Schooner THAT the Board of Directors of the Central Coast Regional District authorize Administration to conduct a Street Lighting survey. **CARRIED**

(h) LATE ITEM - Letter from Robert and Jennifer Sherlock

21-07-21 M/S Directors Schooner/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Late Item Letter from Robert and Jennifer Sherlock. **CARRIED**

RECREATION SERVICES

(i) Denny Island Recreation Commission Minutes – June 23, 2021

21-07-22 M/S Directors Schooner/Hall THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Recreation Commission Minutes – June 23, 2021. **CARRIED**

(j) Denny Island Recreation Commission Minutes – May 26, 2021

- 21-07-23 M/S Directors Schooner/Hall** THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Recreation Commission Minutes – May 26, 2021 with note that Mark and Jean were in attendance but late to this meeting. **CARRIED**

GOVERNANCE

(k) Correspondence for Information – June 4, 2021 from AVICC re: 2021 Resolutions

- 21-07-24 M/S Directors Schooner/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information – June 4, 2021 from AVICC re: 2021 Resolutions. **CARRIED**

(l) UBCM Premier and Cabinet Minister Meeting Requests

- 21-07-25 M/S Directors Northeast/Schlichting** THAT the Board of Directors of the Central Coast Regional District receive the UBCM Premier and Cabinet Minister Meeting Requests. **CARRIED**

- 21-07-26 M/S Directors Schooner/Schlichting** THAT the Board of Directors of the Central Coast Regional District authorizes remuneration at a half day rate for Directors to attend a preparatory workshop to address UBCM meetings at a date to be determined. **CARRIED**

(m) Correspondence for Action: Letter to CCRD Board of Directors from Ocean Falls Improvement District and attachments

- 21-07-27 M/S Directors Schooner/Schlichting** THAT the Board of Directors of the Central Coast Regional District table the Correspondence for Action: Letter to CCRD Board of Directors from Ocean Falls Improvement District and attachments to the next regularly scheduled board meeting. **CARRIED**

(n) AVICC 2021 Resolutions

- 21-07-28 M/S Directors Schooner/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the AVICC 2021 Resolutions. **CARRIED**

OPERATIONS

(o) LATE ITEMS – Urban Systems Project Updates

- 21-07-29 M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District receives the Late Items – Urban Systems Project Updates:

Denny Island Water System, Hagensborg Water System Upgrades and Bella Coola Valley Flood Risk Assessment. **CARRIED**

(C) EXECUTIVE REPORTS

a. Electoral Area Reports

Area C Report: Director Kennedy

Vice Chair Kennedy presented her verbal report as follows.

The decline of COVID-19 and mask wearing and the transition to the heat wave happened very rapidly. The climate crisis happening feels surreal and wildfires are beginning in the province endangering structures and lives as well as transportation routes. Abide by regulations such as campfire bans. Think about how we can plan and prepare for these events to avoid 2017 with no road access.

Area A Report: Alternate Director Schlichting

The big event on Denny Island occurred on July 1st with the celebration of the Heiltsuk Nation purchasing the Shearwater Resort and Marina. There was a few hundred people in attendance. This day was celebrated as Heiltsuk Day as opposed to Canada Day. The Heiltsuk Flag was flown in place of the Canada Flag. The intention is to run the business for profit, the Shearwater staff are retained and Heiltsuk staff are currently being hired.

Area B Report: Director Hall

Director Hall appreciated Alternate Director Schlichting's comments and reiterated that it was a great event. There were a surprisingly large number of people that turned out. There was food, dancing and singing along with cultural sharing. There was acknowledgement of the recovery of the residential school children buried and a moment of silence for residential school survivors. It was quite a touching moment to be part of that. The ownership transfer was well received. Director Hall is looking forward to moving ahead with plans for Shearwater and opening after the pandemic under the Heiltsuk EOC guidance. There are some that are not getting vaccinated and want access to Denny Island. For both communities this purchase and transfer is a positive thing for land back.

Area D Report: Director Northeast

It was good to see Canada Day celebrations toned down to respect what has happened and what continues to happen. We will get where we need to be one day but that requires some honesty and reflection.

As for ongoing situations we deal with continuously in the region, sometimes we pass from one crisis to another. We are coming out of COVID-19 and restrictions are lifting and changing and Director Northeast was able to leave the Valley. With the shift from the pandemic, the heat wave

was another reason not to celebrate Canada Day. In the Valley and Coast we look out for one another, sometimes it means withholding activities for the sake of the greater good. We should appreciate one another for those times.

The Bella Coola Music Festival is back as well as burgers back at the Legion on Friday night. In terms of transit there are improvements to make but we should recognize we have a good group of bus drivers, especially during COVID-19 who did everything they could to keep people safe.

Area E and Chair Report: Chair Schooner

It has been quite the change recently in scheduling. I have been extremely busy but it is enjoyable to make a difference and put in the work. I would rather not small chat but get right to business. That is what we do on this Board. I like making that kind of difference and decisions. It is emotional since the residential school children have been recovered across Canada. It's hard to understand how someone can do this. Both my parents went to residential school and I am fortunate they survived. It was a difficult upbringing but I am here because of them.

We are changing the way our next generation will be raised. The world will see the difference. The world now knows what happened. It would be nice to have accountability as far as organizations and governments that were involved. I don't see that coming, even with pressure and advocacy. I know what works for us as a Board is participating in UBCM and AVICC to make an impact. Our voices are heard. I can't wait until we can get to that point again. The impact will be seen for years to come. The staff are amazing as well as the Board.

(p) Correspondence for Information: June 9, 2021 from the District of Peachland re: Climate Action Revenue Incentive Program (CARIP)

21-07-30 M/S Directors Schlichting/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: June 9, 2021 from the District of Peachland re: Climate Action Revenue Incentive Program (CARIP). **CARRIED**

IN CAMERA MATTERS

21-07-31 M/S Directors Hall/Schooner THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer or agent of the municipality or another position appointed by the municipality; 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and section 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The regular board meeting went in camera at 3:46 p.m.
The regular board meeting reconvened at 5:37 p.m.

(D) ADJOURNMENT

21-07-32 M/S Director Hall/Northeast THAT the meeting be adjourned.

CARRIED

There being no further business the meeting was adjourned at 5:37 p.m.

Chair

Chief Administrative Officer

Webform submission from: Delegation Form

016

8/18/21 12:01 PM

From: Central Coast Regional District <no-reply@ccrd.ca>

To: info@ccrd-bc.ca

Submitted on Wed, 08/18/2021 - 12:01

Submitted by: Anonymous

Submitted values are:

Date of Application

2021-08-18

Board Meeting Date

2021-09-09

Name of person or group wishing to appear before the Board of Directors

Emergency Management BC -

Number of people attending

2

Spokesperson Name

David Schadt (Regional Manager)

Subject of presentation

Introductions and overview of role as Regional Manager in community.
Ryan Wainwright (Senior Regional Manager) will also be in attendance.

Contact person (if different than above)

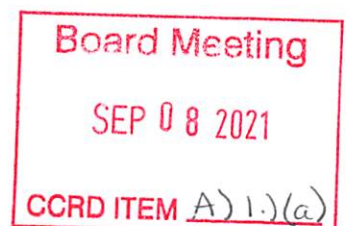
David Schadt

Daytime telephone number

Email address

Will you be providing supporting documentation?

no



Webform submission from: Delegation Form

9/2/21 2:26 PM

From: Central Coast Regional District <no-reply@ccrd.ca>

To: info@ccrd-bc.ca

Submitted on Thu, 09/02/2021 - 14:26

Submitted by: Anonymous

Submitted values are:

Date of Application

2021-09-02

Board Meeting Date

2021-09-08

Name of person or group wishing to appear before the Board of Directors

Pontus Lindgren

Address

29510 Berg Ave., Mission, BC V4S 1B9

Number of people attending

2

Spokesperson Name

Pontus Lindgren

Subject of presentation

Connected Coast Project - a 3400 km submarine fibre optic network connecting remote coastal communities up and down BC's coast, including Haida Gwaii and all around Vancouver Island. Construction is beginning near Prince Rupert this week and plans are to be working within the CCRD later this fall.

Purpose of presentation

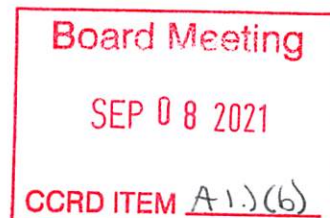
requesting a letter of support

Contact person (if different than above)

Same

Daytime telephone number**Email address****Will you be providing supporting documentation?**

yes

If yes:



To: Board of Directors, CCRD
From: Courtney Kirk, CAO
Meeting Date: September 8-9, 2021
Subject: Workplace Discrimination, Bullying and Harassment Policy

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the revised Workplace Discrimination, Bullying and Harassment Policy.

THAT the Board of Directors of the Central Coast Regional District approves and adopts the revised Workplace Discrimination, Bullying and Harassment Policy.

Issue/Background Summary:

Advice was given to address the current Policy E-8 Respectful Workplace. Rather than amend the current policy, a new one was devised.


Policy, Bylaw or Legislation:

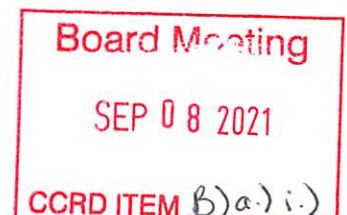
Policy E-8 Respectful Workplace
Human Rights Code
Workers Compensation Act

Options to Consider:

1. Approve and adopt the revised policy.
2. Further revise the policy.
3. Decline to approve or adopt the revised policy.

Reviewed by:


Courtney Kirk, Chief Administrative Officer





Title: Central Coast Regional District - Workplace Discrimination, Bullying and Harassment Policy

1. PURPOSE:

- a. The purposes of this Policy are to:
 - i. promote and foster a respectful workplace environment for everyone working for and acting as an elected official of the Central Coast Regional District (the "Regional District") and to state clearly that discrimination, bullying and harassment of any kind are unacceptable and will not be tolerated by the Regional District;
 - ii. reassure all individuals covered by this Policy that any claims of discrimination, bullying or harassment will be dealt with in accordance with the terms of this Policy;
 - iii. aim to prevent all forms of discrimination, bullying and harassment of any kind;
 - iv. provide procedures for prompt handling and resolving of complaints of discrimination, bullying and harassment, and to assist all those to whom this Policy applies in doing so.

2. POLICY:

- a. The Regional District is committed to a safe and professional workplace where Board members, officers, employees, and volunteers of the Regional District are treated with respect and dignity.
- b. The Regional District is committed to providing a workplace that is free from discrimination, bullying and harassment, and complying with the *Workers Compensation Act*, R.S.B.C. 1996, c. 492 ("WCA"), the *Occupational Health and Safety (OHS) Policies*, and the *Human Rights Code*, R.S.B.C. 1996, c. 210, all as amended from time to time.

3. APPLICATION:

- a. This Policy governs the resolution of all informal or formal complaints in respect of incidents of discrimination, bullying and harassment or sexual harassment made by board members, employees (including permanent full-time and part-time, temporary, casual, students), and volunteers of the Regional District.
- b. Individuals covered by this Policy must not engage in the discrimination, bullying and harassment of others; they must report if discrimination, bullying or harassment is observed or experienced; and they must apply and comply with this Policy and these procedures.
- c. This Policy applies to all forms of communication (verbal, non-verbal, electronic, written, etc.).



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- d. This Policy applies to all situations where activities are connected to work with the Regional District and could impact employment during and outside of regular business hours at and away from the workplace. Discrimination, bullying or harassment can occur at, but is not limited to, the following:
 - i. the workplace and Regional District premises;
 - ii. work-related business functions, such as meetings, conferences, training sessions or workshops;
 - iii. work-related travel;
 - iv. in-person / telephone conversations, emails, text messages, and social media messaging;
 - v. work-related social functions.
- e. The application of this Policy is also triggered when a complaint is received by a board member, employee (including permanent full-time and part-time, temporary, casual, student), or volunteer of the Regional District where discrimination, bullying or harassment is allegedly perpetrated by a third-party contractor of the Regional District or a member of the public.
- f. While complaints under the Policy may and should be made where an individual covered by this Policy feels discriminated against, bullied or harassed by a member of the public, the rights, obligations and protections set out in this Policy do not apply to members of the public.
- g. This Policy does not cover legitimate and good faith management of the workplace such as performance evaluations, direction or discipline given by management.

4. DEFINITIONS

Discrimination:

- a. Discrimination is the adverse differential treatment of an individual or group, whether intentional or unintentional, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age or a criminal conviction unrelated to employment or to the intended employment of that person. ("Prohibited Ground") [BC *Human Rights Code*, Section 13]
- b. Any conduct, comment, gesture or contact which likely harms, intimidates, offends, degrades or humiliates any person, whether intentionally or unintentionally, based on a Prohibited Ground constitutes discrimination.
- c. Discrimination is based on the erroneous assumption that a particular individual shares attributes, usually negative, stereotypically associated with a group to which they are perceived to belong. Discrimination imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.



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- d. Adverse differential treatment has the effect of imposing burdens, obligations or disadvantages on an individual or group that are not imposed on others. Adverse differential treatment may also withhold or limit access to opportunities, benefits and advantages available to other individuals or groups. It is important to note that discriminatory conduct is not only a breach of this Policy, it may also be a breach of the BC *WCA* and *Human Rights Code*.

Bullying and Harassment:

- a. Bullying and harassment includes unwanted and unwelcome comments or conduct from a person who knows, or reasonably ought to know, such comments or conduct are unwelcome and would cause the person to feel humiliated or intimidated.
- b. Bullying and harassment can consist of a single incident or several or repeated incidents over a period of time which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals. It can also consist of incidents that create an uncomfortable environment or which might reasonably be expected to cause insult, embarrassment, intimidation, humiliation, insecurity, discomfort, or offence to a person or group.
- c. Bullying and harassment includes, but is not limited to:
- i. written or verbal abuse, intimidation, teasing, undermining, bullying or threats, including swearing, shouting or making derogatory gestures or comment to or about an individual;
 - ii. physical assault;
 - iii. unwelcome remarks, jokes, innuendoes, criticisms or taunting about a person's body, sexual orientation, gender identity, gender expression, attire, age, marital status, ethnic or racial origin, religion, or family members etc.;
 - iv. practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - v. isolation practices, hazing or initiation rites;
 - vi. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
 - vii. rude, belittling, sarcastic or slanderous comments or malicious gossip;
 - viii. vandalizing personal belongings;
 - ix. false accusations of harassment, motivated by malice or mischief, meant to cause others harm;
 - x. sexual harassment, as further described below.



Sexual Harassment:

- a. Sexual harassment is to engage in a course of vexatious comment or conduct against a person in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of conduct is known or reasonably ought to be known to be unwelcome or unwanted.
- b. Sexual harassment includes the making of unwanted and offensive sexual advances, solicitations, offensive remarks, gestures or acts where the individual making them is in a position to confer, grant or deny a benefit or advancement to a person and the individual knows or ought to reasonably know that such behaviour or conduct is unwelcome.
- c. Sexual harassment may include, but is not limited to:
 - i. unwanted or inappropriate physical contact, including but not limited to, touching, pinching, grabbing, patting, rubbing, or purposefully brushing up against another person;
 - ii. unwanted verbal abuse or advances, invitations or propositions of a sexual nature or repeated invitations after previous requests have been refused;
 - iii. displaying, sending or sharing sexually inappropriate images or videos, such as pornography, or suggestive letters, notes, photos, videos, text messages or e-mails with co-workers;
 - iv. telling lewd jokes, sharing sexual anecdotes or asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
 - v. leering, staring in a sexually suggestive or offensive manner, or whistling;
 - vi. making sexual comments about appearance, clothing, body parts, personal life; or
 - vii. making offensive comments about someone's sexual orientation, gender identity or gender expression;

Complainant: An individual employee, volunteer or board member who believes that they have been subject or witness to discrimination, bullying or harassment and brings forward a complaint under this Policy.

Respondent: An individual against whom an allegation of discrimination, bullying or harassment has been made and to which they are responding. Does not include members of the public.

Bystander: An individual who has witnessed behaviour that, in their view, potentially constitutes a violation of this Policy. Bystanders should report their concerns in accordance with Step 2 of the Informal Process set out below. Bystanders are not parties to a complaint. However, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

Mediation: A voluntary process used to resolve conflict by having a neutral, trained third party



help the disputing parties arrive at a mutually acceptable solution.

Investigator: The person assigned to investigate a complaint. The Investigator may be the Chief Administrative Officer or designate, the Board Chair, or in some instances, an external third party.

5. FAIRNESS

- a. All parties, including Complainants, Respondents and witnesses, have a right to fair treatment in the investigation and adjudication of complaints made under this Policy.
- b. Fair treatment includes the following:
 - i. the right to bring forward concerns and have them addressed in a timely manner;
 - ii. the right to be informed in a timely manner of complaints made against them and an opportunity to respond;
 - iii. an impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
 - iv. confidentiality to the extent possible in the circumstances;
 - v. protection from retaliation;
 - vi. being informed of a summary of the outcome of any formal investigation or intervention (Complainants and Respondents only).

6. ANNUAL REVIEW

- a. This Policy will be reviewed on an annual basis. All individuals working on behalf of the Regional District will be advised and educated on this policy and program when they are hired through the employee orientation process.

7. ROLES, RIGHTS, RESPONSIBILITIES

a. Senior Management

- i. The Chief Administrative Officer ("CAO") is responsible for the implementation and administration of this Policy.
- ii. When possible, the CAO shall assess every complaint for appropriate action and exercise their discretion as to how this Policy is implemented and who in management is advised of the complaint and its findings.
- iii. The CAO must:
 - Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices



within their area of responsibility;

- Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- Report incidents of discrimination, bullying or harassment as soon as possible;
- Listen to complaints, treating them sensitively, seriously and confidentially;
- When the CAO deems it appropriate and required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
- If deemed necessary and appropriate, appoint a third-party investigator to investigate any allegations or complaints;
- Consult with the investigator(s) to set a reasonable period for the completion of the investigation;
- Review the findings and recommendations;
- Determine the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;
- Ensure the Complainant and Respondent are informed of the outcome, in writing, in a timely fashion and that appropriate education and such other proactive measures as necessary for a workplace free from bullying, harassment and discrimination; and
- Maintain confidentiality of all involved.

iv. Managerial staff have a responsibility to:

- Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
- Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- Report incidents of discrimination, bullying or harassment as soon as possible;
- Listen to complaints, treating them sensitively, seriously and confidentially;
- Take appropriate action if anyone is found to have engaged in



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conduct contrary to this Policy; and

- Provide reasonable and appropriate remedies for anyone who has been the target of discrimination or harassment.

b. Employees and Volunteers

- i. Not engage in discrimination, bullying or harassment of employees, board members, third party contractors, volunteers or members of the public;
- ii. Report incidents of discrimination, bullying or harassment experienced or witnessed as soon as possible.

c. Board Members

- i. Ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties
- ii. Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- iii. Report incidents of discrimination, bullying or harassment as soon as possible.

d. Complainants

- i. Complainants have a right to:
 - Make a complaint and receive a copy of the complaint;
 - Be informed of the status and progress of the investigation;
 - Be informed of a summary of the results of the investigation in writing including any corrective action that has or will be taken as a result of the investigation;
 - Not be subject to retaliation;
 - Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or its designate, or Board Chair may determine that an investigation is required and the process will continue notwithstanding the withdrawal.
- ii. Complainants have a responsibility to:
 - Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement;
 - Cooperate with all those responsible for dealing with the



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investigation of the complaint.

e. Respondents

i. Respondents have a right to:

- Be informed that a complaint has been filed;
- Be informed of the status and progress of the investigation;
- Have the allegations provided to the Investigator;
- Be informed of the allegations against them and be provided an opportunity to respond;
- Be informed of a summary of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.

ii. Respondents have a responsibility to:

- Follow all procedures under this Policy;
- Cooperate with all those responsible for dealing with the investigation of the complaint;
- Not retaliate against the Complainant or any Bystanders;
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

f. Bystanders

i. Bystanders have the right to not be subject to retaliation because they have participated as a witness.

ii. Bystanders have a responsibility to:

- Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint;
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

g. Investigator

i. The investigator shall:

- Ensure the Respondent is informed of the allegations;



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- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned and any witnesses;
- Collect all pertinent information;
- Recommend a mediation process where appropriate;
- Prepare a written report;
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances;
- Maintain confidentiality.

8. COMPLAINT RESOLUTION PROCEDURE

- a. Complainants are encouraged to resolve complaints and concerns about discrimination, bullying or harassment with others as soon as they arise, first using the individual conversation or informal processes unless it is clearly inappropriate in the circumstances.
- b. Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged conduct appears to be non-repetitive (such as a “one-off” interaction or discussion) and relatively minor in severity or seriousness, considering its content, potential impact on the health and safety of the individual and/or of the organization overall. Although a Complainant may wish to proceed by way of the informal resolution process, the Regional District may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.
- c. A Complainant should approach their direct supervisor, or if the Complainant is uncomfortable approaching their direct supervisor, the Complainant should approach the CAO. If the Respondent is the CAO, the Complainant should approach the Chair of the Board. If the Respondent is a Board member, the Complainant should approach the CAO.
- d. If the Complainant is a Board member, the Complainant should approach the CAO. If the Complainant is the CAO, the CAO should approach the Board Chair unless the Respondent is the Board Chair. In such case, the CAO should approach the Chief Financial Officer or another member of Council.

9. STEP 1: INDIVIDUAL CONVERSATION

- a. A Complainant should first bring the matter to the attention of the Respondent in a direct and discreet manner as soon as possible following the incident and advise them that their conduct is unwelcome and ask that the conduct cease.

10. STEP 2: INFORMAL COMPLAINT PROCESS

- a. If the conduct persists, the Complainant or Bystander should approach their



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direct supervisor, the CAO, the Board Chair, or their designate, as set out in section 8 above with their concerns (the “Facilitator”), including particular examples of inappropriate statements or behaviour by the Respondent. The Complainant should provide as much detail as is possible, including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).

- b. Complainants should keep written records of date(s), time(s), what was said and done, and the name of any witnesses to the incident(s), if any.
- c. The Facilitator will review the concern(s) and must directly or indirectly facilitate a resolution of the complaint in a manner that they consider to be effective and reasonable considering all of the circumstances. The filing of a written complaint under Step 2 does not automatically mean that a formal investigation will be conducted. The manner in which the complaint is resolved will be determined by the CAO, following consultation with the parties and will depend on a number of factors, including the nature, extent and severity of the allegations brought forward by the Complainant(s) and the history of circumstances leading up to the filing of the written complaint.
- d. Interventions may include one or more of the following:
 - i. Meeting separately with each person involved in the alleged conduct to discuss and investigate the situation;
 - ii. Meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all persons;
 - iii. Coaching one or more of the parties (verbally or in writing) on workplace expectations regarding appropriate workplace conduct;
 - iv. Recommending or applying progressive discipline where warranted;
 - v. Engaging an external third-party facilitator or mediator to work with the parties involved to achieve a practical and mutually agreeable resolution to outstanding concerns without making findings against the parties; or
 - vi. Requiring one or more of the parties involved to complete relevant training.
- e. Step 2 should be completed within thirty (30) days of receiving a complaint unless the circumstances reasonably permit an extension of this timeline.
- f. At the completion of Step 2, the Facilitator must prepare a written report to the CAO (or Board Chair if the CAO is the Respondent) which should contain the following:
 - i. The facts from the interviews with the Complainant, Respondent, and Bystander(s), if any;
 - ii. Steps the Facilitator took to resolve the complaint, including coaching or



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discipline imposed;

- iii. Any recommendations designed to ensure that further discrimination, bullying or harassment does not occur.
- g. If mediation is not successful in resolving the complaint, or if the Complainant is not satisfied with the result, the Complainant can submit a formal complaint as set out in Step 3 within ten (10) business days.
- h. If at any time during Step 2, the Facilitator concludes that, given the severity of the alleged complaint, including the potential for physical or psychological harm on the Complainant or other individuals protected by this Policy, a formal investigation is warranted, then the matter should be immediately referred to Step 3.

11. STEP 3: FORMAL COMPLAINT PROCESS

- a. The formal process involves an objective and fulsome investigation of a complaint of discrimination, bullying or harassment brought forward to the attention of a supervisor or the CAO (or their designate), Board Chair or by the Facilitator.
- b. **File a Complaint:** Individuals can formally report incidents or complaints of workplace discrimination, bullying and harassment either verbally or in writing. When submitting a written complaint, individuals are to use the Respectful Workplace Complaint Form (see Appendix A). When reporting verbally, the person who receives the complaint, along with the Complainant, will be required to fill out the Respectful Workplace Complaint Form.
- c. **When to File a Complaint:** Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
- d. **Documentation to Include:** Individuals must provide as much information as possible in the complaint form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint, along with anyone who may have been witness to the incidents. Attach any supporting documents, such as emails, handwritten notes, or photographs. Include the impact of the behaviour complained of on the Complainant and any steps that have already been taken under either Steps 1 or 2 of this Policy and the outcome of those steps.
- e. **Screening and Acknowledgement of the Complaint:** Within ten (10) business days of the receipt of a complaint, the CAO (or their designate) or the Board Chair will review the complaint and exercise their discretion to either conduct an investigation, appoint a neutral third party to investigate the complaint or dismiss the complaint if the CAO or Board Chair reasonably determines the conduct complained of would not constitute a violation of this Policy, the WCA or the Human Rights Code.
 - i. If the CAO (or their designate) or the Board Chair decides not to conduct



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- an investigation, they will inform the Complainant in writing of the reasons.
- ii. If an investigation is determined necessary, the procedures are outlined below.
- f. **Appointment of Investigator:** The Regional District will retain legal counsel or an internal or external investigator depending on the overall complexity of the facts/ law related to the complaint, the parties to the complaint, the anticipated length of time necessary to conduct the investigation, the potential severity of the outcome of the investigation to the Respondent should the complaint be substantiated, and any other relevant considerations.
- i. For complaints brought against any member of the Board or the CAO, an external investigator with expertise regarding the matters covered under this Policy will be retained.
 - ii. In cases involving the Board Chair as Respondent, the investigator will be retained by and will report directly to either legal counsel or the CAO or their designate at the discretion of the Board. In cases involving other Board members as Respondents, the investigator will be retained by and will report directly to either legal counsel or the Board Chair and CAO or their designate at the discretion of the Board. In cases involving the CAO as Respondent, the investigator will be retained and report directly to legal counsel or the Board Chair [● to decide] at the discretion of the Board.
- g. **Investigation:** An investigation will be conducted as quickly as possible to determine the facts of the situation. The Investigator will review all relevant documents and conduct interviews with the Complainant, the Respondent and any Bystander(s) that may have relevant information.
- i. Each party has the right to be accompanied or represented by a person of their choosing (union representative, another employee, legal representative). All participants will be asked to maintain confidentiality and sign off accordingly.
 - ii. The Respondent will be provided with the Complainant's name and information on the particulars of the complaint and offered an opportunity to respond.
 - iii. The investigation will normally commence within two (2) weeks of the filing of the complaint and be completed within thirty (30) business days following such time. Completion time may be reasonably extended beyond those timelines in order to ensure a thorough investigation has been conducted.
 - iv. During the investigation, depending on the severity of the allegations, changes in scheduling or reporting may be implemented; or the Regional District may suspend individuals with pay pending the outcome of the investigation if deemed appropriate.



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- v. Following the completion of the investigation, the investigator will file a written report with the instructing individual for the Regional District.
 - vi. The CAO (or their designate) or Board Chair will review the report to determine if the investigation reveals evidence to support the allegation(s) made in the complaint. The Regional District will then inform the Complainant and Respondent, in writing, of the findings and, if warranted, validation of corrective action that has been or will be taken and any other action(s) the Regional District may take.
 - vii. Determining culpability and discipline will be the sole responsibility of the CAO (or designate) or Board Chair (or designate) depending on the circumstances.
- h. **Remedies:** Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop discrimination, bullying or harassing behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:
- i. Oral and/or written apology from the Respondent and/or Regional District;
 - ii. Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
 - iii. Coaching;
 - iv. Counselling;
 - v. Training or education;
 - vi. Re-orientation to this Policy and its purpose;
 - vii. Discipline up to and including termination of employment for just cause.
 - viii. Where the Respondent is not covered by this Policy, the Regional District will take any and all steps necessary to remedy the substantiated complaint to protect the Complainant from future harm.
- i. **Unsubstantiated Complaints:** If the Investigator finds insufficient evidence to support the Complainant's allegations, the Investigator will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.
- j. **No Reprisals or Retaliation:** Any Complainant (or person closely related to or associated with the Complainant), Bystander, Respondent or employee responsible for implementing this Policy and procedure, who in good faith:



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- i. Makes a complaint alleging workplace discrimination, bullying or harassment;
- ii. Identifies or opposes a practice that he or she reasonably believes to constitute workplace discrimination, bullying or harassment;
- iii. Implements or participates in a discrimination, bullying or harassment investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process.
- iv. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above violates this Policy and will not be tolerated.

Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.

- k. **Vexatious Allegations and Complaints:** Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.

Date Adopted: MONTH ●, 2021

Revised: MONTH ●, 2021

Date Effective: MONTH ●, 2021

Amended by the Board: MONTH ●, 2021



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Appendix A

Respectful Workplace Complaint Form

Name and position of Complainant
Name and position of Respondent
Address or location where the incident(s) occurred
Date(s) and time of each incident
Detailed summary of all of the specific incidents or examples of behaviour that have led to the filing of the complaint (continue on separate page if needed)
Name(s) of any potential bystander(s)
Impact of the behaviour / incident complained of
Any steps that have already been taken under either Steps 1 or 2 of this Policy to resolve the complaint and the outcome of those processes.



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Appendix B Confidentiality Agreement

Pursuant to the Central Coast Regional District's Discrimination, Bullying and Harassment Policy ("Policy"), complainants, respondents, bystanders and witnesses ("Parties") that participate in a workplace investigation have a right to, and a duty to maintain, the confidentiality of all information received or made known to them.

By participating in the investigation into the complaint and by signing this Confidentially Agreement, you acknowledge and agree that:

- a) you will not share the identity of the complainant(s), the respondent(s) or witnesses;
- b) you will not talk to others about the investigation or do anything to confirm or infer who is involved or what the investigation or complaint is about;
- c) you will alert the CAO or their designate to any conversations among workers about the investigation or complaint;
- d) you will not share the content of the complaint;
- e) you will not share the content of the discussion(s) you have with the investigator;
- f) the information learned or discussed relating to the investigation or complaint may only be shared with your legal advisor or union representative or unless required by law (for example if you are called as a witness in a legal proceeding);
- g) you will not engage in any retaliatory behaviour against any individual related to the investigation or complaint;
- h) you agree to abide by the Regional District's Policy and you understand that compliance with it and this Confidentiality Agreement is a condition of your duties, responsibilities and obligations of employment; and
- i) you understand that non-adherence to the Regional District's Policy or this Confidentiality Agreement may result in legal or disciplinary action up to and including the termination of employment.

Print Name

Signature

Date

Print Witness Name

Signature

Date

E-8 – Respectful Workplace

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

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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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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- 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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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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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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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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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



To: Baord of Directors, CCRD

From: Courtney Kirk, CAO

Meeting Date: September 8 – 9, 2021

Subject: Revision of CCRD Policy A-2 to recongize National Day for Truth and Reconciliation

Recommendation:

THAT the Board of Directors of the Central Coast Regional District amend CCRD Policy A-2 to include the National Day for Truth and Reconciliation on September 30 each year as a designated day that the CCRD office is closed to the public;

AND THAT the Board of Directors of the Central Coast Regional District authorize the National Day for Truth and Reconciliation on September 30 to be deemed a paid holiday for CCRD regular salaried employees and that hourly and part-time employees are compensated per provincial requirements for statutory holiday for the delivery of essential CCRD services on September 30.

Issue/Background Summary:

The Canadian Government passed legislation to make September 30th a federal statutory holiday called the National Day for Truth and Reconciliation. This day provides an opportunity for each federal public servant to recognize and commemorate the legacy of residential schools. This may present itself as a day of quiet reflection or participation in a community event.

As the federal holiday only applies to federal employees, the Board is in a position to determine whether it wishes to recognize the federal holiday for CCRD employees.

To effect the recongination, necessary policy revisions include amending the regular office hours of the regional district. Further policy revisions will be required to formalize the holiday status in the CCRD Personnel Policy when a more comprehensive review of the policy is undertaken. In the interim, a CCRD board resolution acknowledging that September 30 is to be treated as a statutory holiday for CCRD employees is necessary to immediately effect a new additional holiday day.

On August 3, 2021 the Province of British Columbia issued a statement delivered jointly by Murray Rankin, Minister of Indigenous Relations and Reconciliation and Selina Robinson,

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CCRD ITEM B)a.)ii.)

Minister of Finance that “[w]e have advised provincial public-sector employers to honour this day and in recognition of the obligations in the vast majority of collective agreements. Many public services will remain open but may be operating at reduced levels. However, most schools, post-secondary institutions, some health sector workplaces, and Crown corporations will be closed”.

“Our government is calling on all of us who deliver services to the public to use this opportunity to consider what each of us can do as individuals to advance reconciliation with Indigenous peoples and to recommit to understanding the truth of our shared history, to accept and learn from it and in doing so, help to create a better, more inclusive British Columbia.” [source: <https://news.gov.bc.ca/releases/2021FIN0048-001531>]

Per the recommendation, part-time, hourly and seasonal employees would have the benefit of recognition of the National Day for Truth and Reconciliation in being compensated per provincially legislated statutory holiday requirements. CCRD essential services such as the airport and landfill/transfer station would have no service impact.

Policy, Bylaw or Legislation:

Canada, Bill C-5 (National Day for Truth and Reconciliation)
CCRD Policy A-2 Office Hours and Period of Closure
CCRD Policy A-29 Personnel Policy (currently under staff review for further recommendations to the Board)

Financial/Budgetary Considerations:


Recognition of the statutory holiday for CCRD employees will not impact the five year financial plan and budget for general operations, however the organization will lose a full day of productivity of salaried employees, with an indirect cost of upward of \$2500 in productivity.

Time Requirements – Staff and Elected Officials:

Elected officials and staff may wish to consider participation in a community event. A full day of lost fulltime employee productivity as per the section above.

Options to Consider:

1. Do not recognize the federal National Day for Truth and Reconciliation for the purposes of CCRD office closures and paid holiday days for employees.
2. Amend CCRD Policy A-2 to recognize the federal National Day for Truth and Reconciliation with an office closure to the public thereby reducing service, but require CCRD employees to treat the federal holiday as another work day.
3. As recommended but exclude part-time, hourly and seasonal employees from consideration for statutory holiday compensation on September 30.

Submitted by: 
Courtney Kirk, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT POLICIES

A-2 – Office Hours & Period of Closure

Preamble: The purpose of this policy is to formalize public access to the regional district main office.

Policy: The Regional District office will be closed to the public on the statutory holidays and for Easter Monday, Indigenous Peoples Day, National Day for Truth and Reconciliation and for the period of December 24th to January 1st (inclusive).

The Regular public office hours are Monday to Friday:

8:30 am – 12 pm
1:00 pm – 4:00 pm

Date: September 14, 1993
Amended: July 8 1998
Amended: September 9, 1998
Amended: November 5, 2003
Review: November 15, 2012
Amended: November 14, 2013
Amended: February 12, 2015
Amended: June 14, 2018
Amended: June 10, 2021
Amended: September 9, 2021

CENTRAL COAST REGIONAL DISTRICT POLICIES

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> [Deputy Minister Transition Material 2021 – Department of Canadian Heritage](#)

Bill C-5 (National Day for Truth and Reconciliation)

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- [A. Topic](#)
- [B. Background and Current Status](#)
- [C. Strategic Considerations](#)

A. Topic

- Bill C-5 seeks to amend three pieces of existing legislation to create the National Day for Truth and Reconciliation as a federal statutory holiday on September 30 each year, as a direct response to Call to Action 80 of the Truth and Reconciliation Commission.

B. Background and Current Status

- On September 29, 2020, the Government introduced Bill C-5, *An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation)*, to designate September 30 as the National Day for Truth and Reconciliation and make it a federal statutory holiday.
- Bill C-5 was adopted by the Standing Committee on Canadian

Heritage, without amendment, in November 2020. As of March 2021, Bill C-5 is awaiting debate at the report stage and third reading in the House of Commons.

- Bill C-5 responds to Call to Action 80 of the Truth and Reconciliation Commission, which calls “upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.”
- The statutory holiday would apply to employees covered under Part III of the *Canada Labour Code*, as well as federal public sector employees. Part III covers federally regulated private sector workplaces and most federal crown corporations (e.g. interprovincial and international transportation, banking, telecommunications and broadcasting). This represents approximately 955,000 employees, or about 6% of the Canadian workforce.
- Due to existing provisions in federal public service collective agreements, as well as past practices to extend similar terms to the Canadian Armed Forces and the RCMP, employees in the federal public sector would also be entitled to the holiday.
- In 2017, a private member’s bill (Bill C-369) was introduced for the creation of a statutory holiday in response to Call to Action 80. The proposed legislation died on the order paper in 2019.

C. Strategic Considerations

- Bill C-5 directly responds to Call to Action 80 of the Truth and Reconciliation Commission’s final report. The Government

committed to implementing these Calls to Action and has made Government-Indigenous relations a priority.

- Hearings of the Standing Committee on Canadian Heritage on Bill C-369 and Bill C-5 provided an opportunity for National Indigenous Organizations, other groups, and individuals to share their views on the creation of a National Day for Truth and Reconciliation. Witnesses from Indigenous organizations were in favour of the creation of a statutory holiday to commemorate the history and legacy of residential schools.
- The Minister of Canadian Heritage also sent a letter to all National Indigenous Organizations in January 2020 to confirm their position of support for the National Day for Truth and Reconciliation.
- As Bill C-5 is a legislative change, no financial investment is attached to the bill. Budget 2019 did provide \$7 million in funding over two years to commemorate the legacy and history of residential schools; however, this funding sunsets in fiscal year 2020-21.
- The Government of Canada has no constitutional authority to impose a statutory holiday for all Canadian employees, the majority of whom (94%) are subject to provincial and territorial employment standards legislation. Responsibility for labour matters in Canada is shared between the federal and provincial governments, as laid out in the *Constitution Act, 1867*. To establish a national statutory holiday for all Canadians, provincial and territorial governments would have to amend their respective labour legislation accordingly.
- The bill would result in ten holidays in the federally regulated private sector, consistent with most provinces and territories, which provide between six and ten holidays per year. Countries in the Organization for Economic Co-operation and Development (OECD) generally provide between seven and 15 holidays per year. The proposed

holiday would place the federally regulated private sector at the
OECD median of ten.

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Date modified:

2021-08-31