



Regular Meeting of the Council of the District of Port Edward

Tuesday, August 13, 2024

7:00 PM

District of Port Edward Council Chambers

Zoom Link: <https://us06web.zoom.us/j/88184934988>

Meeting ID: 881 8493 4988

AGENDA

We respectfully acknowledge we are meeting on the traditional homeland and territories of the Tsimshian Peoples

1. **Adoption of Agenda**
Recommendation:
THAT the Agenda for the Regular Council Meeting of August 13, 2024 be approved as presented.
2. **Adoption of Minutes**
Recommendation: THAT the minutes of the Regular Council Meeting of July 9, 2024 and the Special Meeting on July 19, 2024 be approved as presented.
 - b) **Minutes of the Committee of the Whole of July 9, 2024 be received.**
3. **Business Arising**
4. **Petitions & Delegation**
5. **Correspondence**
 - a) **2024 Natural Hazardous Brief**
RE: For Information
 - b) **Honourable Mike Farnworth, Minister of Public Safety and Solicitor General**
RE: Speed on Highway 599R
 - c) **Honourable Ravi Kahlon, Minister of Housing**
RE: Zoning Amendment Requirements

- d) **Stephen Covey, CN Chief of Police and Security Officer**
RE: Proclamation

6. Reports

- a) **Appointment of Patricia Sibilleau as the Chief Financial Officer**
Recommendation: THAT Council approves to appoint Patricia Sibilleau as the Chief Financial Officer (CFO) for the District of Port Edward
- b) **Council Code of Conduct**
Recommendation: THAT Council approves the Code of Conduct Policy ADM# 617 as presented.
- c) **NCLGA Conference- Co-Host Agreement**
Recommendation: THAT Council approves the agreement with North Central Local Government Association to Co-Host the 2025 NCLGA Conference with the City of Prince Rupert and North Coast Regional District.
- d) **Isolation Valve Project Budget Increase**
Recommendation: THAT Council approves a budget increase for the Isolation Valve Project from \$30,000 to \$ 37,206.14, with the additional funds of \$7,206.14 from Waterfront Park project.
- e) **MOU- Shared Emergency Indigenous Communication Protocol & Indigenous Cultural Safety Program**
Recommendation: THAT Council approves the MOU with City of Prince Rupert and North Coast Regional District to provide shared Emergency Indigenous Communication Protocol & Indigenous Cultural Safety Program.

7. Bylaws

8. Reports on Council Activities

9. Questions from Audience – *Regarding Listed Agenda Items Only*

10. New Business

- a) **Resolution to Exclude the Public**

Recommendation: That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

11. Adjournment

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY JULY 9, 2024**

PRESENT:

COUNCIL:

Mayor Knut Bjorndal, Chair
Councillors: Dan Franzen, Christine MacKenzie and
Colleen McDonald
Absent: Councillor James Brown

ADMINISTRATION:

Todd Francis, Chief Administrative Officer &
Polly Pereira, Director of Corporate Administrative
Services and Strategic Projects

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:01 pm on Tuesday July 9, 2024.

The Mayor opened the meeting by respectfully acknowledging we are meeting on the traditional unceded homeland and territories of the Tsimshian Peoples.

AGENDA:

24-159 Moved by: Councillor Franzen
 Seconded by: Councillor Mackenzie

**THAT the Agenda for the Regular Council Meeting of July 9, 2024 be approved
as presented.**

Carried Unanimously

COUNCIL CONVENED INTO A COMMITTEE OF THE WHOLE MEETING

MINUTES:

24-161 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

**THAT the minutes of the Regular Meeting of Council dated June 25, 2024 and the
Special Meeting on June 26, 2024 be approved as presented.**

Carried Unanimously

24-162 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

**THAT the minutes of the Committee of the Whole meeting dated July 9, 2024 be
approved.**

Carried Unanimously

BUSINESS ARISING

PETITIONS AND/OR DELEGATION:

CORRESPONDENCE:

- a) Indigenous Education Department – School District # 52
RE: Thank You**

24-163 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

THAT the letter dated June 25, 2024 thanking Council for their contribution to the 2024 National Indigenous Day celebration be received and filed.

Carried Unanimously

- b) North Coast Regional District
RE: Joint Letter: Service Interruptions at the Land Weather Station on Holland Rock**

24-164 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

THAT the letter dated June 26, 2024 requesting that all neighboring governments send a joint letter to the Minister of Environment and Climate Change be received and filed; and

FURTHER THAT Council agrees to support his request.

Carried Unanimously

- c) North Coast Regional District
RE: June Board Highlights**

24-165 Moved by: Councillor Franzen
 Seconded by: Councillor Mackenzie

THAT the email from the North Coast Regional District Board regarding the Highlights for June 2024 be received and filed.

Carried Unanimously

- d) Union of BC Municipalities
RE: 2024-2034 Canada Community-Building Fund Agreement**

24-166 Moved by: Councillor Franzen
 Seconded by: Councillor Mackenzie

THAT the email from UBCM regarding the 2024-2034 Canada Community-Building Fund agreement to be signed be received and filed; and

FURTHER THAT Council agrees to sign this agreement.

Carried Unanimously

REPORTS:

BYLAWS:

REPORTS ON COUNCIL ACTIVITIES:

Councillor Franzen & McDonald

Visited the Port Edward Fire Hall to see the upgrades to the building and met with the volunteer firefighters

QUESTIONS FROM THE AUDIENCE – *Regarding Listed Agenda Items Only*

NEW BUSINESS:

a) Port Edward – Post Office

Discussion took place regarding the state to the Port Edward Post Office and the following request was made:

24-167 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

THAT staff contact the Nisga'a Society and inquire about their plans to improve the Port Ed store and if they are still planning on incorporating the Post office into the store's future; and

FURTHER THAT staff report back to Council.

Carried Unanimously

b) Muskeg disposal area

Discussion took place regarding the creation of a muskeg disposal area for residential development for the Port Edward community.

24-168 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

THAT staff look into this proposal and report back to Council.

Carried Unanimously

Closed Meeting Session

24-169 Moved by: Councillor Franzen
 Seconded by: Councillor McDonald

Resolution to Exclude the Public

Recommendation: That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

NOW THEREFORE BE IT RESOLVED THAT the meeting be moved to the In-camera meeting.

Back to Regular Meeting Session

ADJOURNMENT:

24-170 Moved by: Councillor McDonald
 Seconded by: Councillor Franzen

NOW THEREFORE BE IT RESOLVED THAT at 8:10 pm the July 9, 2024 Regular Meeting of Council was adjourned.

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

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**MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE DISTRICT OF
PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY JULY 19, 2024**

PRESENT:

COUNCIL:

Mayor Knut Bjorndal, Chair
Councillors: Christine MacKenzie and Colleen McDonald,
Councillor James Brown
Absent: Councillor Dan Franzen

ADMINISTRATION:

Todd Francis, Chief Administrative Officer &
Polly Pereira, Director of Corporate Administrative
Services and Strategic Projects

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 3:04 pm on Tuesday July 19, 2024.

The Mayor opened the meeting by respectfully acknowledging we are meeting on the traditional unceded homeland and territories of the Tsimshian Peoples.

AGENDA:

24-171 Moved by: Councillor Mackenzie
Seconded by: Councillor McDonald

**THAT the Agenda for the Special Council Meeting of July 19, 2024 be approved
as presented.**

Carried Unanimously

Closed Meeting Session

24-172 Moved by: Councillor McDonald
Seconded by: Councillor Brown

Resolution to Exclude the Public

Recommendation: That the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

90.1 A part of a council meeting must be closed to public if subject matter being considered relates to one or more of the following:

(c) labour relations or other employee relations

NOW THEREFORE BE IT RESOLVED THAT the meeting be moved to In-Camera meeting.

Back to Regular Meeting Session

BUSINESS ARISING FROM THE CLOSED MEETING:

24-173 Moved by: Councillor McDonald
 Seconded by: Councillor Brown

THAT the motion to approve two new positions to be added to the District of Port Edward Organizational Structure was passed.

ADJOURNMENT:

24-174 Moved by: Councillor McDonald
 Seconded by: Councillor Brown

NOW THEREFORE BE IT RESOLVED THAT at 3:37 pm the July 19, 2024 the Special Meeting of Council was adjourned.

CERTIFIED CORRECT

Knut Bjorndal, Mayor

Polly Pereira, Director Corporate
Administrative Services and Strategic
Projects

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MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE COUNCIL OF THE DISTRICT OF PORT EDWARD, HELD IN COUNCIL CHAMBERS ON TUESDAY JULY 9, 2024

PRESENT:

COUNCIL:

Mayor Knut Bjorndal, Chair
Councillors: Colleen McDonald, Christine MacKenzie and Dan Franzen
Absent: Councillor James Brown

ADMINISTRATION:

Todd Francis, Chief Administrative Officer
Polly Pereira, Director of Corporate Administrative Services and Strategic Projects

CALL TO ORDER

Mayor Knut Bjorndal called the meeting to order at 7:46 pm on Tuesday July 9, 2024.

AGENDA:

24-160 Moved by: Councillor McDonald
 Seconded by: Councillor MacKenzie

THAT the Agenda for the Committee of the Whole Meeting of July 9, 2024 be approved as presented.

Carried Unanimously

DISCUSSION:

a) Council Code of Conduct Policy

Council were provided with copies of the current Council Code of Conduct Policy # 609 and a copy of the proposed new policy.

Discussion took place regarding the current policy and if all of Council had signed the policy.

- 1. Incorporated into the new policy the District of Port Edward Code of Conduct statement**
- 2. This policy to be reviewed yearly**

Meeting was adjourned into the Regular Council Meeting

5a

Technical Briefing 2024 Natural Hazard Season

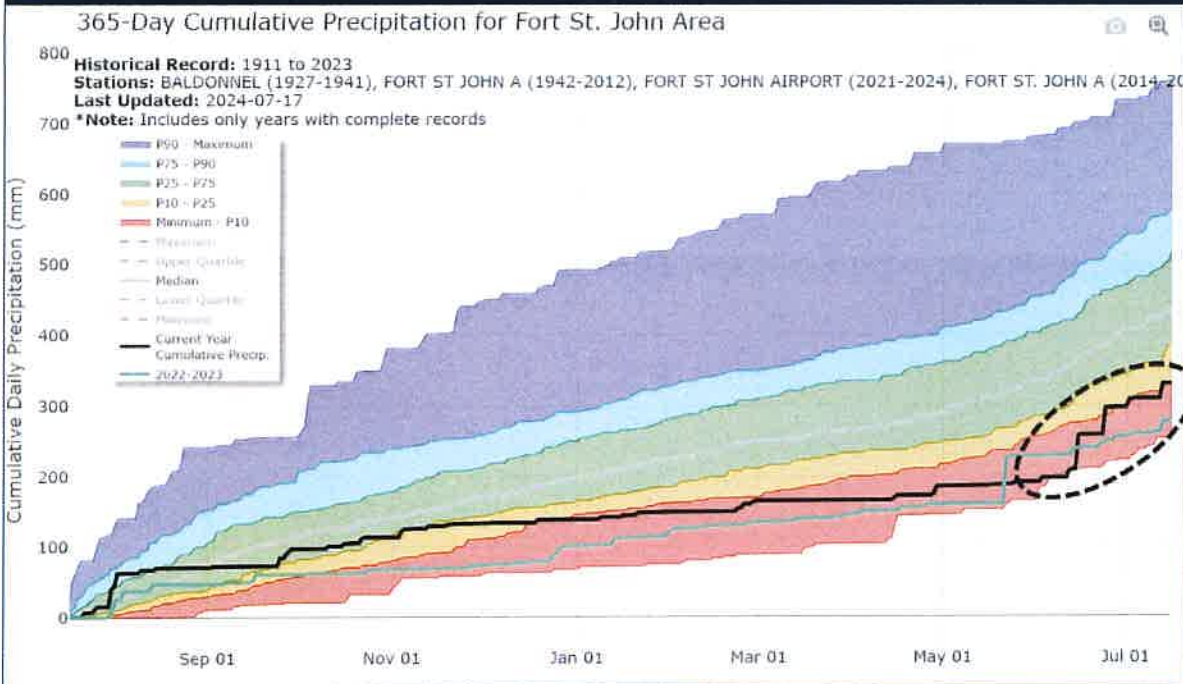


Date: July 18, 2024

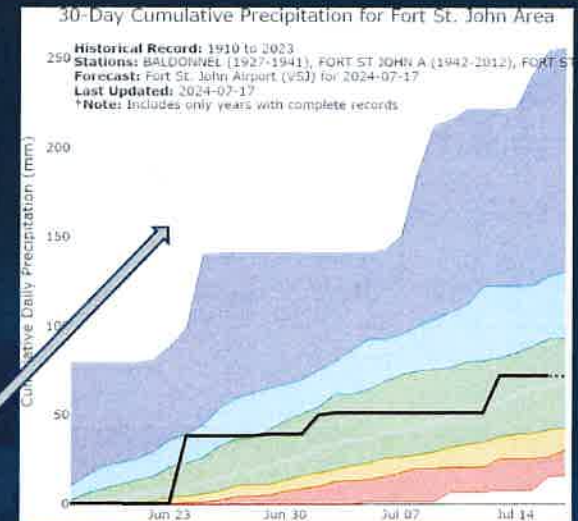
Presented by:

Ministry of Water, Land and Resource Stewardship (River Forecast Centre)
Ministry of Forests (BC Wildfire Service)
Ministry of Emergency Management and Climate Readiness

Cumulative Precipitation (Fort St. John)

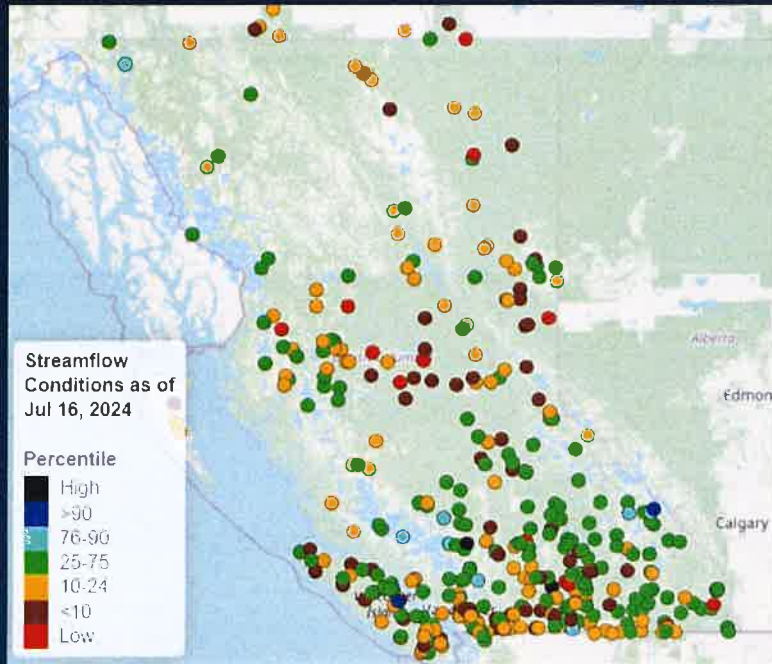


Past 365-Days



- Despite recent dry weather, normal precipitation measured in many regions over past 30-days
- Long-term precipitation deficits still linger for past 365 days (July 2023 to July 2024) and the year before (July 2022 to July 2023).

B.C. Streamflow Conditions (Percentiles)

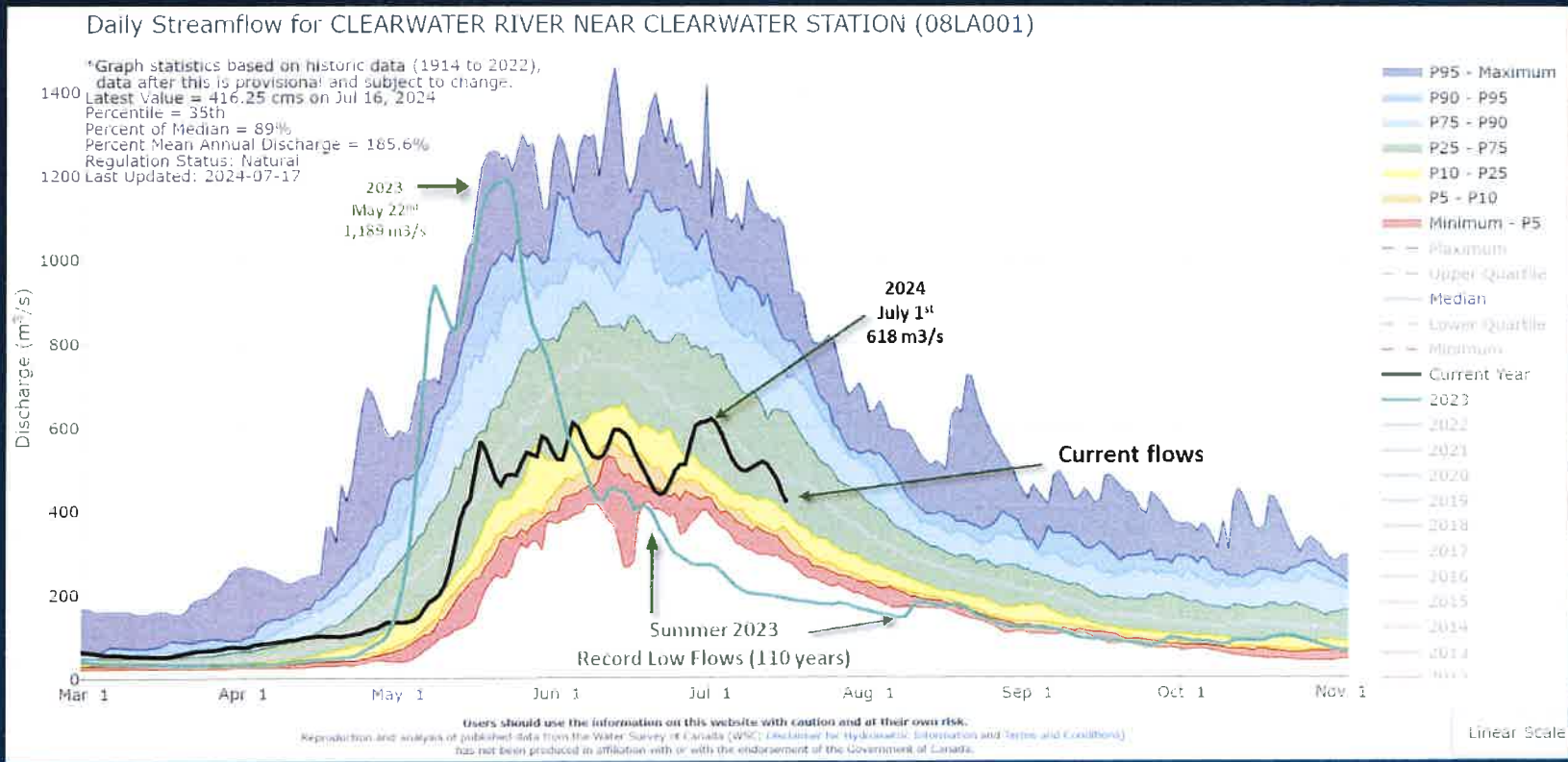


This Year
July 16, 2024

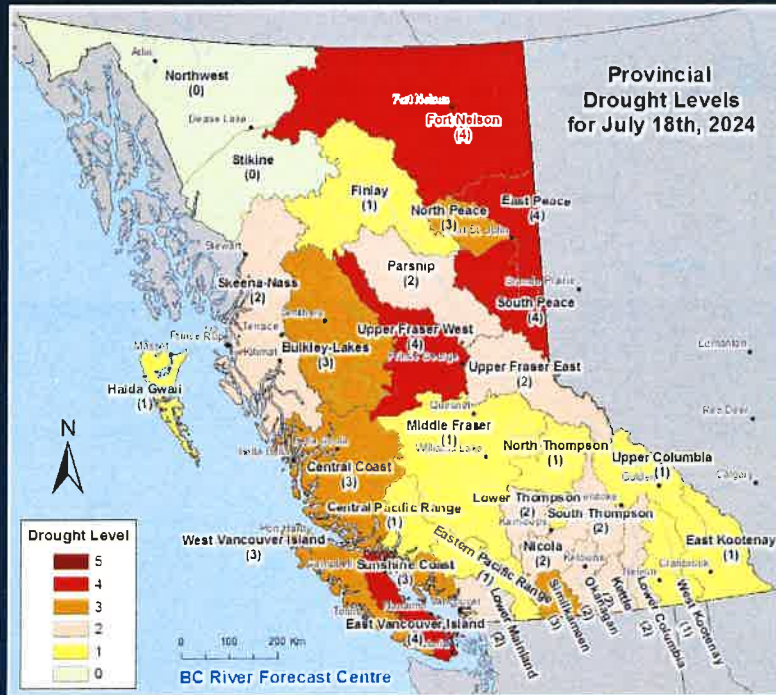


Last Year
July 18, 2023

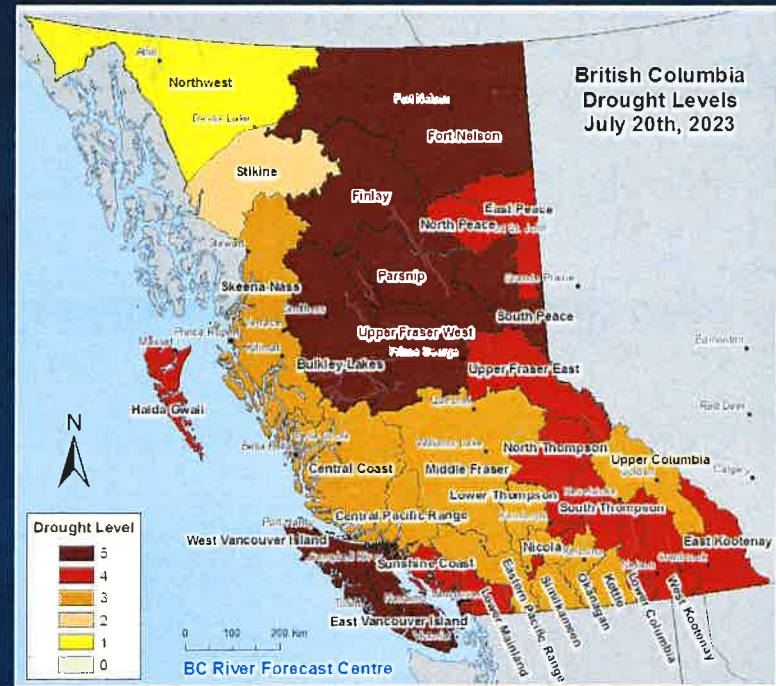
Hydrograph Example (Clearwater River)



Comparing this week's Drought Levels (2024 vs 2023)

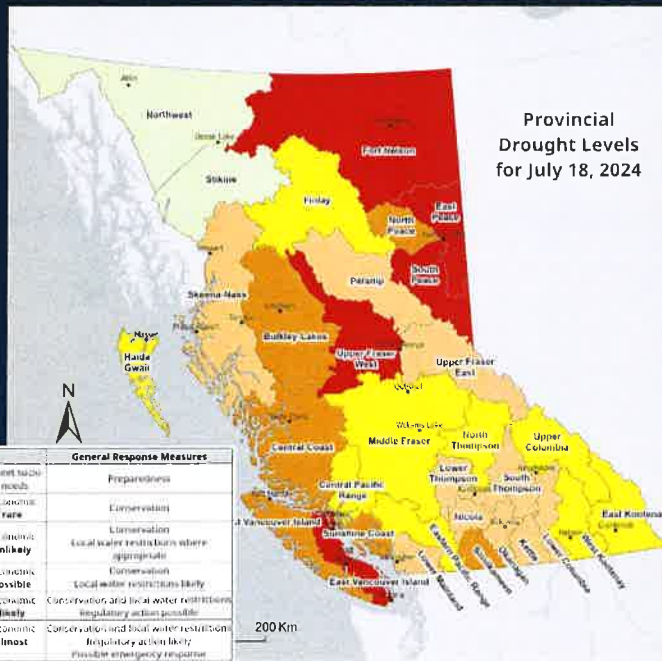


2024



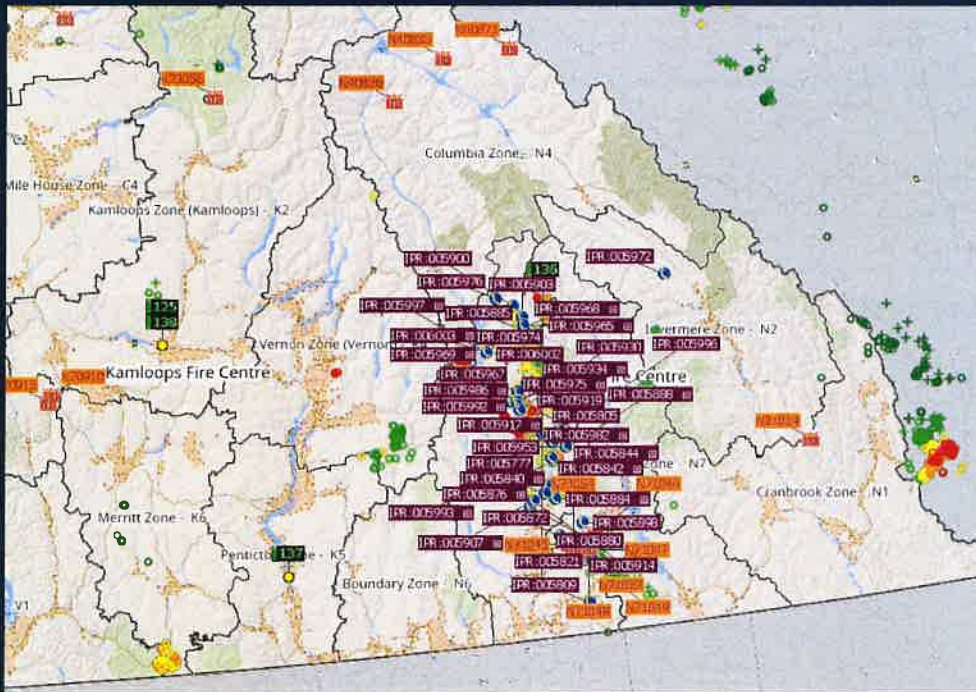
2023

Seasonal Drought Outlook

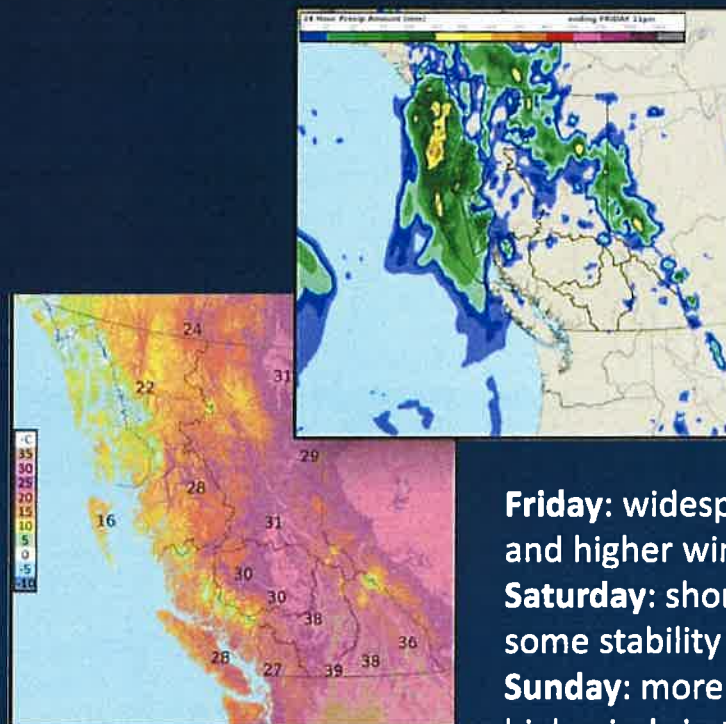
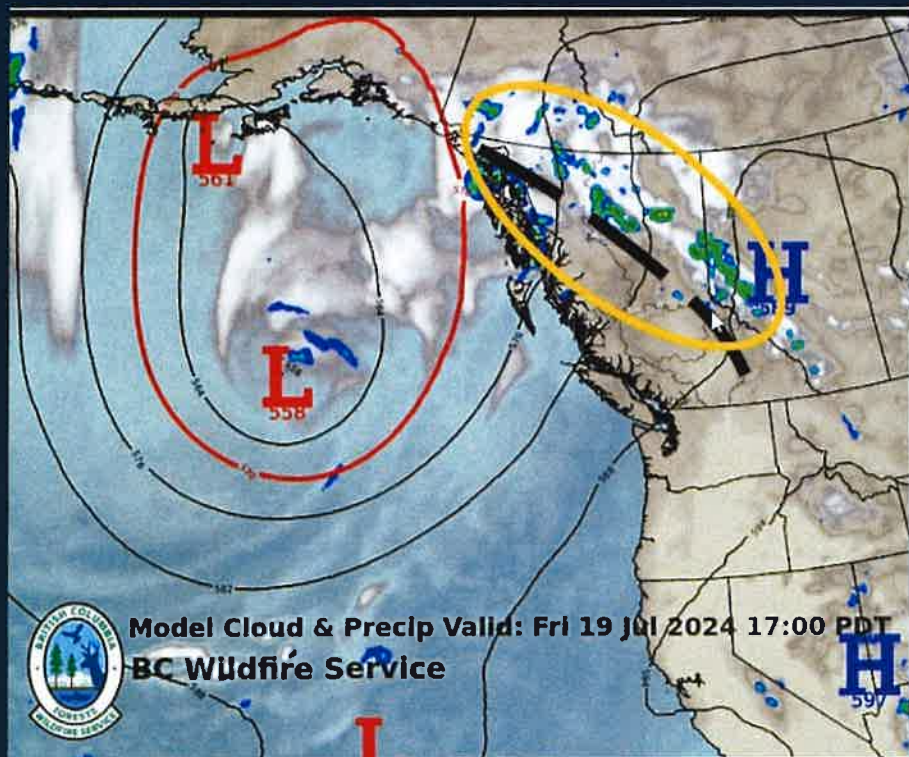


- Improving trend in drought levels through June.
- Increases this week in 14 regions.
 - No areas at Level 5
 - Level 4 in Fort Nelson, East Peace, South Peace, Upper Fraser West and East Vancouver Island
 - Level 3 in North Peace, Bulkley-Lakes, Central Coast, West Vancouver Island, Sunshine Coast, Similkameen
- Summer weather remains critical factor for drought
 - Forecast high chance of warmer than normal summer for BC Interior; normal for coastal areas
- On-going increased drought hazards this season due to antecedent conditions (low winter snowpack, long-term precipitation)

Significant lightning activity & new starts



Forecast conditions



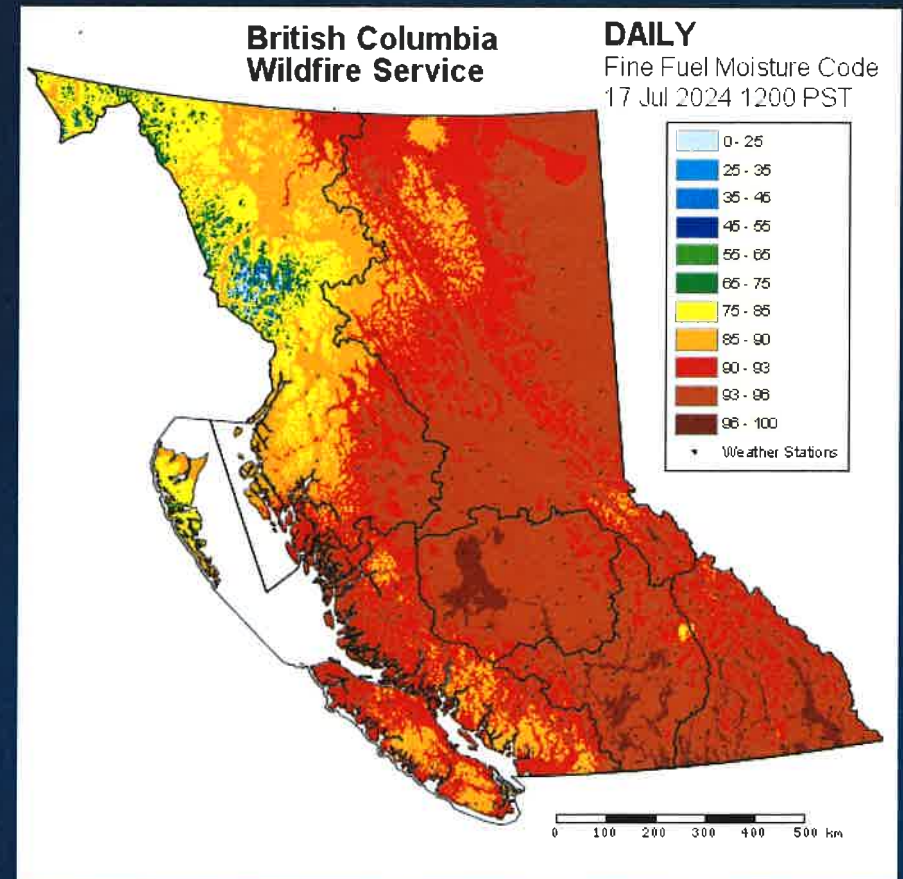
Friday: widespread lightning and higher winds
Saturday: short reprieve with some stability
Sunday: more thunderstorms, high winds in the north, potential for precip

Current Activity – Wildfire

Total Fires: **579**
Last 7 days: **147**
Last 24hrs: **56**
Hectares Burned: **619,837**
51% of fires this year have been human caused*

Active Fires: **198**
Out of Control: **90**
Fires of Note: **1**
10 Year Averages: **694** fires & **243,483** ha

For comparison... this date in **2023....**
1,183 fires **1.39M** ha



Prep Conditions

Centre	Prep Con current	Prep Con anticipated	Active Fires
Cariboo	4	4	17
Coastal	3	3	6
KFC	4	4	12
NW	2	3	5
PG	4	4	121
SE	3	4	15
TOTALS			158

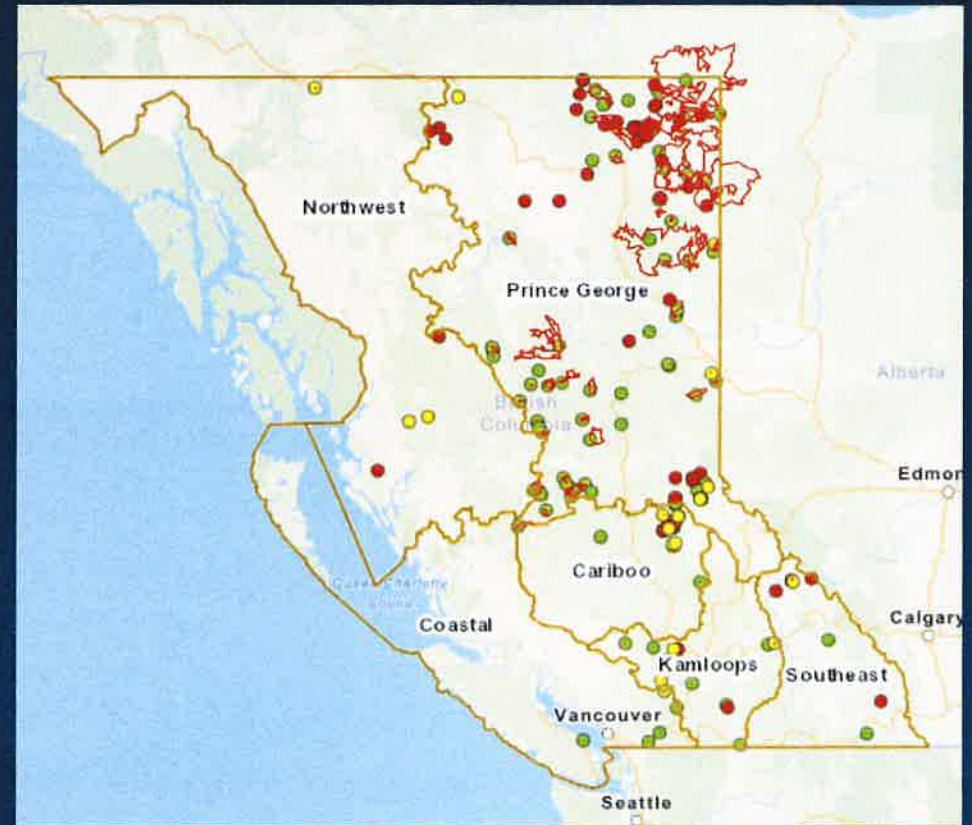
Prep Con 1: Exporting - Normal activities.

Prep Con 2: Exporting/Holding - Fire Centre resources adequate.

Prep Con 3: Holding - Increased activities, unable to resource demand

Prep Con 4: Holding/Importing - Heavy activity, outside support needed

Prep Con 5: Importing - Heavy resource demand and activity.



Current Assigned Resources



Assigned Resources

Officers:	101
Crews:	26
Unit Crews (20)	70
Initial Attack Crews (4)	5
Indigenous Initial Response (4)	441
Contract Fire Crew Personnel	
Incident Management Team: 3 Teams Assigned	
Fire Camps:	2 deployed
Airtankers:	9 Tanker Groups - 11 targets for the week
Helicopters:	107 - T1-12 T2-34 T3-49 T4-7 15 Fuel Bowsers
Fire Services:	5 SPS 2 T2 Trailer 2 T1 Trailer 4 SPC (10)
Out-of-Province:	1 Crew (22 people) from Nova Scotia + additional incoming

National Situation and Stats

Over 1.5M ha area burned,
2,911 wildfires nationally YTD,
630 Active fires in Canada
451 considered out of control.

CIFFC - **APL 5**

BC: **APL 4**

AB: **APL 5**

APL 4: SK, NFLD

USFS - **APL 4**

*APL – Agency Planning Level

Active Fires Map

- Out of Control
 - 1 - 100 Ha
 - 101 - 1,000 Ha
 - > 1,000 Ha
- Being Held
 - 1 - 100 Ha
 - 101 - 1,000 Ha
 - > 1,000 Ha
- Under Control
 - 1 - 100 Ha
 - 101 - 1,000 Ha
 - > 1,000 Ha
- Out of Control (Monitored)
 - 1 - 100 Ha
 - 101 - 1,000 Ha
 - > 1,000 Ha

For More Information

Visit bcwildfire.ca or download the BC Wildfire Service mobile app for information on open burning, wildfire prevention and active wildfires.

For wildfire specific incident details:

<https://wildfiresituation.nrs.gov.bc.ca/dashboard>

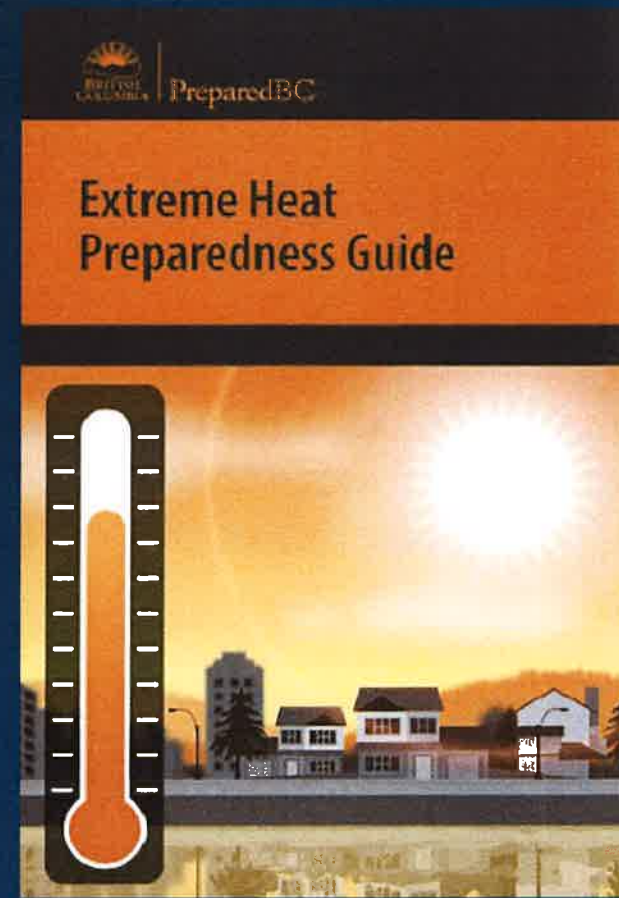
Thank you



BC Wildfire Service

Extreme Heat - Preparedness

- The BC Heat Alert Response System (HARS) identifies 2 levels of heat events:
 - Heat Warning: Very Hot / ↑ 5% Mortality / ~1-3 Per Summer
 - Extreme Heat Emergency: Dangerously Hot / ↑ 20% Mortality / ~1-2 Per Decade
- Preparedness Resources
 - The BC Heat Alert Response System (BC HARS) document
 - EMCR's PreparedBC *Extreme Heat Preparedness Guide*
- Sources to monitor during potential heat events:
 - Environment & Climate Change Canada Weather Notifications
 - EmergencyInfoBC.ca & @EmergencyInfoBC on X (formerly Twitter)
 - Intrusive BC Emergency Alerts (Radio / TV / Wireless)



Extreme Heat - Response

- EMCR reimburses Communities for incremental response costs associated with Heat Events when there is an Environment & Climate Change Canada (ECCC) weather alert in place for heat:
 - Heat Warning
 - Heat Watch (Rare)
 - Special Weather Statement for Heat
- Eligible incremental costs can include:
 - Cooling Centres (facilities & staff wages)
 - Bottled water
 - Cooling device rental
 - Maintenance of cooling location data on the EmergencyInforBC Community Response Locations Portal
- For More Information
 - See EMCR Policy 5.14 & associated Eligibility Assessment Addendum
 - Contact your EMCR Regional Office

Extreme Heat – Current Conditions

ECCC WEATHER ALERTS (JULY 18 @ 07:00)



WARNINGS

HEAT WARNINGS:

- 100 Mile, B.C. North Peace River, B.C. South Peace River, Boundary, Cariboo, Central Coast - inland sections, Central Okanagan, East Kootenay, Fort Nelson, Fraser Canyon, Howe Sound, Kootenay Lake, North Coast - inland, North Okanagan, North Thompson, Prince George, Shuswap, South Okanagan, South Thompson, West Columbia, Whistler, and Williston.

WATCHES

- N/A

SPECIAL WEATHER STATEMENTS

Special Air Quality Statement (Smoky Skies):

- Fort Nelson

Warning Severe Weather Occurring Or Will Occur

Watch Conditions Favourable To Produce Severe Weather

Special Weather Statement: Conditions Unusual – Could Cause Concern

Extreme Heat – ECC High Impact Weather Forecast

DAYS 1-4

DATE	HAZARD	LOCATION	IMPACTS	CONFIDENCE
July 18 (Thu)	Heat	Southern Interior, Whistler Area, North Coast & Peace Region	Increase in heat-related illnesses Worsening drought, wildfire and air quality conditions	Mod-High
July 19 (Fri)	Heat	Southern Interior & Northeast	Increase in heat-related illnesses Worsening drought, wildfire and air quality conditions	Mod-High
July 20-21 (Sat/Sun)	Heat	Southern & Central Interior, Northeast, Sea-to-Sky	Increase in heat-related illnesses Worsening drought, wildfire and air quality conditions	Mod-High
July 18-21 (Thu-Sun)	Heat	Multiple BC Regions	Increase in heat-related illnesses Worsening drought, wildfire and air quality conditions	Mod-High

DAYS 5-7

HAZARD	JULY 16 (TUE)	JULY 17 (WED)	JULY 18 (THU)
Heat	<i>Southern Interior, Central Interior & Northeast BC</i>		
Rain / Wind/ Thunderstorms	<i>No High Impacts Forecast</i>		
No Impacts	Impacts Possible	Significant Impacts	Severe Impacts
			Extreme Impacts



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COLUMBIA

Emergency Management and Climate Readiness

Extreme Heat – Current BC Heat Event

- Provincial markers of potential heat-related illness (including BC Ambulance calls and emergency room visits and wait times) have increased through the current heat event.
- At this time, there is no active discussion of declaring an Extreme Heat Emergency anywhere in BC.
- The BC HEAT Committee meets frequently to assess the need for further provincial heat response actions beyond those already being taken.
- EMCR Supported over 50 community Cooling Centres spread across all 6 EMCR Regions with the greatest number in the Southwest and Vancouver Island Coastal Regions.
- Communities also posted over 300 Public Cooling Space locations on the EmergencyInfoBC Community Response Locations Portal.
- *Cooling Centres are emergency response locations established by communities to temporarily support people during a heat event.*
- *Public Cooling Spaces are pre-existing locations such as public pools and air-conditioned rec centres or libraries where the public may access cooler temperatures*

HUMAN CONSEQUENCE IMPACTS: WILDFIRE 2024

INFORMATION REFLECTS BEST CURRENT SITUATIONAL UNDERSTANDING BUT MAY BE SUBJECT TO CORRECTION OR UPDATE

INFORMATION CURRENT AS OF JULY 18, 2024, @ 08:00

REGION	COMMUNITY	SOLE	ORDERS	ALERTS	POPULATION		PROPERTIES	
					ORDER	ALERT	ORDER	ALERT
NEA	Fort Nelson First Nation	1	1	-	0	-	0	-
NEA	District of Wells	-	-	1	-	0	-	0
CTL	Cook's Ferry Indian Band	-	1	1	Unavailable	Unavailable	Unavailable	Unavailable
CTL	Thompson Nicola RD	1	1	1	Unavailable	28	78	25
ALL	ALL	2	3	3	Unavailable	28	78	25

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BRITISH
COLUMBIA

VIA EMAIL

Ref. 664715

August 1, 2024

His Worship Knut Bjorndal
Mayor of the District of Port Edward
PO Box 1100
Port Edward BC V0V 1G0
Email: kbjorndal@portedward.ca

Dear Mayor Bjorndal:

I am responding to your January 30, 2024 letter, addressed to the Honourable Rob Fleming, Minister of Transportation and Infrastructure, regarding your concerns about speed limits and traffic enforcement on or about Highway 599R. As Minister Fleming indicated in his letter, as the Minister of Public Safety and Solicitor General, I am responsible for establishing priorities, goals and objectives for policing and law enforcement in British Columbia, while the police of jurisdiction are responsible for enforcing the laws of British Columbia and Canada. Enforcement includes the designated speed limits as determined by the Ministry of Transportation and Infrastructure.

Government shares your concerns about high-risk driving behaviours, such as disobeying speed limits, and recognizes the need for everyone to slow down. Safety is our highest priority, and we would like to assure you that the Province of British Columbia is committed to ensuring that our roads are as safe as possible for all road users and continues to make substantial investments into programs and technologies in support of this objective.

Our BC Road Safety Strategy 2025 focuses on how the road safety sector works together using a safe systems approach and public health perspective to solve road safety issues. The guide outlines the numerous strategies BC will employ now, and in the future to work towards a vision of zero fatalities and injuries on our roads.

Details can be found at: www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/roadsafetybc/strategy.

Furthermore, on November 20, 2022, Premier David Eby announced the Safer Communities Action Plan, a \$462 million investment to address the challenging public safety issues that are facing our communities. For communities served by the provincial police service (RCMP), the

.../2

His Worship Knut Bjorndal

Page 2

Plan includes a \$230 million boost to help hire police officers to fill the vacancies in an enforcement and crime prevention capacity, particularly for rural, remote and Indigenous communities, and for specialized units such as Major Crimes Section and BC Highway Patrol. I acknowledge your concerns about ongoing safety in your community, and so I am directing ministry staff to facilitate a meeting with your local police detachment Acting Officer in Charge, Sergeant Ryan Pullin.

To read more about the Safer Communities Action Plan, please visit the following website: <https://strongerbc.gov.bc.ca/safer-communities>

Police in British Columbia are responsible to see that the vehicles on our highways meet safety standards, and to ensure that drivers comply with the law and take enforcement action if they do not. Day-to-day deployment of police services is the responsibility of the RCMP detachment or municipal police department in your jurisdiction. Individual enforcement decisions occur at arm's length from government, and we cannot interfere with or direct police on such matters, but we are happy to facilitate further engagement.

For your reference, Sergeant Pullin can be contacted at:

Sergeant Ryan Pullin
Officer In Charge
Prince Rupert RCMP Detachment
100 6th Avenue West
Prince Rupert BC V8J 3Z3
Telephone: 250 624-2136

Thank you for sharing your concerns with us. The government will continue its efforts to make BC's roads safer through enhanced strategic enforcement actions, improved engineering, legislative reforms, and ongoing public education.

Sincerely,



Mike Farnworth
Minister of Public Safety and Solicitor General
and Deputy Premier

pc: The Honourable Rob Fleming



BRITISH COLUMBIA

5c

General Correspondence

Reply Date: July 29/24
By: Email
Dist To: Council

DISTRICT OF PORT EDWARD

TO: Regular
M&C Council Meeting Date:.....
CAO
DFC
PW Re: Reference: 68879
AA
Recom:.....

July 24, 2024

Dear Mayors and Chairs:

Last year, to support our government’s ongoing work in tackling the housing crisis and providing more homes to meet the needs of British Columbians, we passed legislation requiring local governments to update their zoning bylaws to make it easier to build Small-Scale Multi-Unit Housing (SSMUH). I would like to acknowledge the tremendous work that most local governments across BC have undertaken to comply with this new legislation.

As you are aware, the compliance date for zoning bylaw amendments was June 30, 2024. All local governments were required to notify the Ministry of Housing that they have amended their bylaws in accordance with the SSMUH requirements in Bill 44: *Housing Statutes (Residential Development) Amendment Act, 2023* legislation by the compliance date.

The Province will be working to ensure that all local governments are in compliance with the legislation. We will be undertaking a comprehensive evaluation of the implementation of the legislation by local governments, including consideration of how recommended provincial standards have been applied, to ensure it is effective at creating the conditions across BC to get more housing built and does not deter building much needed homes for people.

As you are aware the deadline to apply for an extension to the compliance date for the SSMUH requirements has passed. Local governments that have applied for an extension for part of their community were still required to adopt an amended zoning bylaw by June 30, 2024 for all areas for which they have not requested an extension. If your local government has applied for an extension, please be assured the Ministry of Housing is currently processing applications, and decisions will be communicated as they are made.

Local governments who have not complied with the legislative requirements or requested an extension may receive a 30-day compliance notice. After the 30 days, the Province can issue a Ministerial Order overriding the local government zoning bylaw to comply with the legislation and putting the basic site standards from the SSMUH policy manual in place until the local government passes their own bylaw amendments. By ensuring SSMUH zoning has been adopted, we are supporting building more homes for people faster by reducing delays for anyone who wants to build this type of housing.

Please express my gratitude to your council colleagues and staff for all of their hard work to bring about these changes to make it easier for families to build this much needed housing in your community. I look forward to our continued work together to ensure that all British Columbians have access to the homes that they need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ravi Kahlon', written in a cursive style.

Ravi Kahlon
Minister of Housing

cc: Chief Administrative Officers
City Managers

5d

Polly Pereira

From: CAO
Sent: July 12, 2024 9:10 AM
To: Stephen Covey
Cc: Polly Pereira
Subject: RE: Rail Safety Week 2024 | Proclamation request

Stephen,

I think Council would be receptive to this.
I will ask Polly to get it on the agenda for our August 13th Council Meeting.
Thanks.

From: Stephen Covey <stephen.covey@cn.ca>
Sent: Friday, July 12, 2024 7:59 AM
To: CAO <cao@portedward.ca>
Subject: Rail Safety Week 2024 | Proclamation request

Dear Mr. Francis,

As neighbours and partners in our shared commitment to rail safety, we are inviting you to join us in raising awareness for this important issue by adopting this proposed [proclamation](#). This proclamation helps communities like yours officially recognize Rail Safety Week 2024 and its significance in your area.

Rail Safety Week will be held in Canada and the United States from September 23-29, 2024.

Your council's leadership is key to increasing public awareness about the dangers around tracks and trains. We are asking for your support by signing the proclamation and taking the time to engage with your community about rail safety. We will be proud to recognize your commitment publicly.

Rail safety is a shared responsibility and together, we can achieve our common goal of eliminating incidents and saving lives in the communities where we live, work and play.

If you have any questions or concerns, please contact Tyler Banick, your local CN Public Affairs representative, at tyler.banick@cn.ca.

For more information:

- Questions or concerns about rail safety in your community, contact our Public Inquiry Line at [1-888-888-5909](tel:1-888-888-5909)
- For additional information about Rail Safety Week 2024 visit cn.ca/railsafety or operationlifesaver.ca
- Let us know how you promote rail safety in your community by visiting cn.ca/RSW2024
- For any questions about this proclamation, please email RSW@cn.ca

Thank you in advance for your support.

Janet Drysdale
CN Senior Vice-President and
Chief Stakeholder Relations Officer

Stephen Covey
CN Chief of Police and
Chief Security Officer

Chris Day
Operation Lifesaver
Interim National Director





DISTRICT of Port Edward
REPORT TO COUNCIL

6a

DATE: August 13, 2024
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects
TO: Todd Francis - Chief Administrative Officer
SUBJECT: **Appointment of Patricia Sibilleau as the Chief Financial Officer**

RECOMMENDATION: That Council approves to appoint Patricia Sibilleau as the Chief Financial Officer (CFO) for the District of Port Edward.

REASON FOR REPORT:

Patricia Sibilleau has been hired as the Chief Financial Officer for the District of Port Edward. This position will be responsible for the administration of all financial matters of the District of Port Edward. This position will is authorized to take any reasonable action necessary to exercise their statutory duties under Section 149 of the Community Charter. This position reports to the Chief Administrative Officer.

BACKGROUND:

The previous Director of Finance has retired, and Patricia Sibilleau has been hired to take on the position of Chief Financial Officer position. Patricia has extensive experience in working with other Local Government communities.

DISCUSSION:

Well Planned Finances

OCP/STRATEGIC PLAN:

- Organizational Excellence

BUDGET IMPLICATIONS:

None

Prepared By:

Polly Pereira, DCAS

Approved for Submission to Council

Todd Francis, CAO

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence

**District of Port Edward
Officers
Oath of Office**

I, Patricia Sibilleau, do swear that:

1. I will truly, faithfully and impartially, to the best of my knowledge, skills and ability, execute the office of Chief Financial Officer to which I have been appointed for the District of Port Edward.

2. I have not received and will not receive any payment or reward, or any promise of payment or reward, for the exercise of any partiality or other improper execution of my office.

Sworn by me, in Council Chambers, District of Port Edward Municipal Office, on August 13, 2024.

.....
Patricia Sibilleau

.....
[Signature of person administering oath]



**DISTRICT of Port Edward
REPORT TO COUNCIL**

66

DATE: August 13, 2024
FROM: Polly Pereira, Director of Corporate Adm. Services & Strategic Projects
TO: Todd Francis - Chief Administrative Officer
SUBJECT: **Code of Conduct Policy**

RECOMMENDATION: That Council approves the Council Code of Conduct Policy ADM# 617 as presented.

REASON FOR REPORT:

The District staff and Council have reviewed and provided input into the new Council Code of Conduct and it's now presented for approval.

BACKGROUND:

It is best practice to review policies from time to time and Council's Code of Conduct needed some updated language.

DISCUSSION:

Best practice for good governance

OCP/STRATEGIC PLAN:

- Organizational Excellence

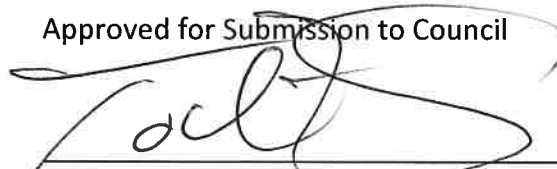
BUDGET IMPLICATIONS:

None

Prepared By:


Polly Pereira, DCAS

Approved for Submission to Council


Todd Francis, CAO

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence



District of Port Edward

POLICY AND PROCEDURES

ADM# 617

Effective Date:	Authorized By:	Replaces: ADM# 609
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TOPIC: **Council Code of Conduct**

OBJECTIVE: Council members are the keepers of public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government.

POLICY: This policy outlines the minimum expectation for the behaviour of Council members in carrying out their functions.

Summary

The effectiveness of the Code depends on its ability to influence decisions and effectively communicate the Municipality's intended ethical position. The goal is to provide a positive public identity that promotes public confidence and trust among residents and key stakeholders. Trust is built from the inside out, starting with each other, and extending to our team and the public. Leading by example, addressing situations that do not reflect our values, and strengthening our culture are crucial. The governance of the District relies on the efforts of its Council members, who should cooperate and show mutual respect for each individual's contribution to the community's good. Council members' performance, duties, and responsibilities must be fair, open, and honest. Council should treat one another and others they interact with respectfully, practice civility and decorum in discussions and debates, avoid personal comments that could offend others, and demonstrate effective problem-solving tactics.

Definitions:

Advisory Body Member: A person sitting on an advisory committee, task force, commission, board, or other Council established body.

Confidential Information: Information that could reasonably harm the interests of the individual or organizations, including the District of Port Edward, if disclosed to persons who are not authorized to access the information, also information that may apply as per section 117 of the Community Charter.

Council member: Members the Council for the District of Port Edward

Personal Information: As defined in the Freedom of Information and Protection of Privacy Act.

Staff: Employees or contract employee of the District of Port Edward and includes staff supporting Advisory Bodies.

Municipal Officer: A designated staff person as per section 146 of the Community Charter or a bylaw under that section.

Interpretation:

- (a) In the policy, a reference to a person who holds an office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.
- (b) This code of Conduct applies to the use of social media by Council members in relation to District related matters.

Policy Statements:

1. Key Principles

1.1 Integrity: Council members must uphold the highest standards of ethical behaviour and are expected to:

- make decisions that benefit the community.
- act lawfully and within the authorities of the Community Charter, Local Government Act, and other applicable enactments.
- be free from undue influence and not act, or appear to act, to gain financial or benefits for themselves, family, friends or business interests.

1.2 Accountability: Council members are obligated to answer for the responsibility entrusted to them. They are responsible for decision making which may include acts of commission and omission. Therefore, decision making must be transparent and subject to public scrutiny, and proper records must be kept.

1.3 Leadership: Council members must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour should inspire the public's trust and confidence in local government. Council members will provide leadership to District staff through the Chief Administrative Officer.

1.4 Respect: Council members must conduct public business efficiently and with decorum. They must always treat each other and others with respect, not using derogatory language towards others, respect the rights of other people, treat

people with courtesy and recognize the different roles others play in the local government decision making process. Council members shall refrain from abusive conduct, personal charges or verbal attacks upon anyone.

- 1.5 Openness:** Council members have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation, communicating clearly; and providing appropriate means for recourse and feedback.

2. General Conduct

- 2.1 Adherence:** Council members must adhere to the key principles and provisions of the Code of Conduct.
- 2.2 Lawful Action:** Council members must act lawfully and within the authority of the Community Charter, Local Government Act and other applicable enactments and exercise a reasonable degree of care and diligence in carrying out their duties.
- 2.3 Meeting Conduct:** Council members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Council members shall not interrupt other speakers, make personal comments, or otherwise interfere with the orderly conduct of a meeting.
- 2.4 Decision-Making:** Council members have an obligation to consider issues and exercise powers, duties and functions in a manner that avoids arbitrary and unreasonable decisions.
- 2.5 Respectful Treatment:** Council members shall treat other Council members, staff and Advisory Body members, volunteers, and the public with respect and dignity.
- 2.6 Avoidance of Misconduct:** Council members must avoid behaviour that could constitute an action of disorder or misbehaviour. Specifically, Council members must avoid:
- contravening this policy.
 - contravening the law, including the BC Human Rights Code, and other enactments, and District Bylaws.
 - abuse of power, including discrimination, intimidation, harassment or verbal abuse of others.

3. Collection and Handling of Information

- 3.1 Confidential Information:** Council members shall not release any Confidential Information unless specifically authorized to release it by:
- a resolution of Council to use or release the Confidential Information, and then only to the extent of Council authorization,
 - authorized discussion of Confidential Information at a meeting that is open to the public.
 - lawful authorization under separate legal authority.
 - Not disclosing details on Council's in-camera deliberations or specific details on whether individual Councillors voted for or against an issue.
- 3.2 Personal Information:** Council members must not discuss or disclose Personal Information of others to any person unless it complies with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.
- 3.3 Discussion and Disclosure:** Refrain from discussing or disclosing any Confidential Information with or to staff or with persons outside the organization except as authorized.
- 3.4 Prevention:** Take reasonable care to prevent the examination of confidential material or access to Personal Information by unauthorized individuals.
- 3.5 Records Integrity:** Except in the normal course of duties, Council members must not in any way change or alter District records or documents.

4. Conflict of Interest

- 4.1 Avoidance:** Council members shall rigorously avoid situations which may result in claims of pecuniary interest, conflict of interest or bias.
- 4.2 Community Benefit:** Council members are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act to gain financial or other benefits for themselves, family, friends, or business interests.
- 4.3 Disclosure:** Council members must disclose any conflict of interest in accordance with section 100 of the *Community Charter* and, if conflicted, must refrain from participating in a meeting in accordance with section 101 of the *Community Charter*.
- 4.4 Assessment and Legal Advice:** In respect of each matter before Council, a Council member shall:

- 4.4.1 assess whether they have a conflict of interest.
- 4.4.2 determine whether it is necessary to seek independent legal advice, at their own cost except where the CAO approves the cost if concerned about the validity of an affected bylaw or resolution with a situation which may result in a conflict of interest.

4.5 Notification and Refrainment: If a Council member believes they may have or may reasonably be perceived to have a conflict of interest in respect to a matter, the Council member shall:

- 4.5.1 notify the Mayor/Chair or the Corporate Officer of the meeting that the Council member has a conflict of interest prior to the matter being considered, and the Council member shall restate the conflict of interest each time the matter arises before Council.
- 4.5.2 refrain from discussing the matter with any other Council member publicly or privately.
- 4.5.3 leave the meeting room if the matter is discussed and not return until discussion on the matter has ended or voting on the matter has concluded.

5. Council Members Use of Social Media

- 5.1 **Reporting:** It is not the role of individual Council members to report directly on District related business. Council members will use caution in reporting decision-making by way of their social media profiles and websites prior to official communication by the District.
- 5.2 **Disclaimers:** Council members will include an “in my opinion” or similar disclaimer on their individual social media accounts/sites when making follow up posts to the District’s social media postings and when creating original posts regarding District related business.
- 5.3 **Prohibited Content:** Council members will refrain from using or permitting use of their social media accounts for purposes that include:
 - defamatory remarks, obscenities, profane language or sexual content.
 - negative statements criticizing staff or calling into question the professional capabilities of staff or other Council members.
 - content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation.
 - comments that demonstrate a bias in relation to a matter that is statutory or other public hearings.

- promotion of illegal activity.
- information that may compromise the safety or security of the public or public systems.

5.4 Monitoring: Council members are responsible for monitoring their social media accounts and immediately taking measures to deal with publications of messages or postings by others that violate this Code of Conduct.

6. Gifts and Personal Benefits

6.1 Definition: Gifts and personal benefits are items or services of value that are received by a Council member for personal use. Gifts and personal benefits include, but are not limited to, cash, gift cards, tickets to events, invitations to social functions, and services provided at no cost or at a discount.

6.2 Permissible Benefits: Council members may accept gifts and personal benefits in limited circumstances only if they:

- Are received as an incident of protocol or social obligation.
- Are received as a suitable memento of an event.
- Are received as a lawful contribution permitted by law and in accordance with applicable District policies.
- Do not exceed a nominal value.

6.3 Disclosure: Council members must disclose any gift or personal benefit received in accordance with section 106 of the Community Charter.

7. Interactions with Staff and Advisory Body Members

7.1 Roles and Responsibilities: Council members shall respect the Distinct roles and responsibilities of Council members and staff and not involve themselves in matters of administration, which fall within the jurisdiction of the Chief Administrative Officer (CAO).

7.2 Communication with CAO: Council members shall direct inquiries to the CAO and not directly to other staff or Advisory Body Members. However, Council members may communicate directly with staff or Advisory Body Members, if authorized by the CAO.

7.3 Respectful Conduct: Council members shall treat staff and Advisory Body Members with respect and shall not use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff or Advisory Body Member with the intent of

interfering with that person's duties, including the duty to disclose improper activity.

8. Implementation and Review

- 8.1 Orientation and Training:** The District will provide orientation and training on the Code of Conduct to Council members, and Council members are expected to attend and participate in all orientation and training sessions.
- 8.2 Annual Review:** Council members shall review this Code of Conduct annually to ensure it remains relevant and current.
- 8.3 Accountability:** Council members are accountable to the public and to each other for their adherence to this Code of Conduct. In the case of a complaint against a Council member, Council may take appropriate action, including censure, if it finds that a Council member has breached this Code of Conduct.

9. Consequences for Non-Compliance

- 9.1 Investigation:** In the event of an alleged breach of this Code of Conduct, Council shall direct the CAO to conduct an investigation into the matter. The investigation may involve interviewing the complainant, the respondent, and any witnesses, and reviewing relevant documents.
- 9.2 Findings:** Upon completion of the investigation, the CAO shall report the findings to Council, and Council shall determine the appropriate course of action, which may include:
- A letter of reprimand.
 - A letter of apology.
 - Mandatory training.
 - Suspension from committees or other Council duties.
 - Any other action deemed appropriate by Council, in accordance with applicable law.
- 9.3 Appeal:** Council members who are found to be in breach of this Code of Conduct may appeal the decision to Council within 30 days of the decision. Council members shall review the appeal and make a final determination.

10. Conclusion

This Code of Conduct establishes the ethical framework for Council members' behavior, ensuring they uphold the highest standards of integrity, accountability, and respect in their roles. By adhering to these principles, Council members can maintain public trust and effectively serve the community of the District of Port Edward.



District of Port Edward Code of Conduct Statement

I, _____, affirm that I have read and understand the District of Port Edward Code of Conduct Policy # 609, and agree to conduct myself in accordance with it.

Signature

Date



DISTRICT of Port Edward REPORT TO COUNCIL

6c

DATE: August 13th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: **NCLGA CONFERENCE – CO-HOST AGREEMENT**

RECOMMENDATION: Motion to Receive

That Council approves the agreement with North Central Local Government Association to Co-Host the 2025 NCLGA Conference with the City of Prince Rupert and North Coast Regional District.

REASON FOR REPORT:

To inform Council about the agreement between the District of Port Edward, the North Central Local Government Association (NCLGA), the City of Prince Rupert, and the North Coast Regional District (NCRD) regarding the co-hosting of the 2025 NCLGA Conference.

This report outlines the key elements of the agreement, the responsibilities of each party, and the role of the District of Port Edward in the planning and execution of the event.

BACKGROUND:

The NCLGA Conference is an annual event that brings together local governments, elected officials, and stakeholders from across the region to discuss issues of mutual interest, share best practices, and network.

For 2025, the City of Prince Rupert, NCRD, and the District of Port Edward have entered into a co-hosting agreement to organize and deliver the conference.

DISCUSSION:

Agreement Overview

The agreement outlines the following key elements.

Obligations of the Co-Hosts

Each party has specific roles and responsibilities to ensure the successful planning and execution of the conference.

The City of Prince Rupert has agreed to take the lead role, while NCRD and Port Edward will support the planning and logistics.

Terms of Reference

The agreement includes detailed terms of reference defining the scope, objectives, and expected outcomes of the conference.

It also specifies the decision-making process and how responsibilities are distributed among the co-hosts.

Timetable

A detailed timetable is included in the agreement, outlining key milestones and deadlines leading up to the conference.

This will ensure that all parties remain on track and that the conference is delivered on time.

Responsibility Matrix

The responsibility matrix outlines the specific tasks assigned to each co-host.

It identifies who is responsible for various aspects of the conference, including venue selection, speaker arrangements, marketing, and attendee registration.

District of Port Edward's Role

As part of the agreement, the District of Port Edward will:

1. Identify a Staff Member

A staff member from the District will be appointed as a resource to the Conference Planning Committee.

This individual will work closely with representatives from Prince Rupert and NCRD to ensure the smooth planning and execution of the event.

2. Report Back to Council

The appointed staff member will regularly report back to Port Edward Council on the progress of the conference planning.

This will ensure that Council is kept informed and can provide input as necessary.

Conclusion

The 2025 NCLGA Conference presents an excellent opportunity for the District of Port Edward to showcase its community and collaborate with regional partners.

By co-hosting the event, we will strengthen our relationships with neighboring local governments and contribute to the success of a significant regional event.

OCP/STRATEGIC PLAN:

- Working together for the District

BUDGET IMPLICATIONS:

It is the responsibility to share the cost overruns for the Conference. Any losses are the responsibility of the Co-Hosts to share amongst the three organizations.
This yet to be determined.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'T. Francis', written over a horizontal line. The signature is stylized and includes a large loop at the end.

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence

Memorandum of Understanding (MOU)

This Agreement Made this _____ Day of _____, 2024.

BETWEEN:

NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
Suite 507 - 1488 4th
Avenue
Prince George, BC
V2L 4Y2

(the "NCLGA")

AND:

CITY OF PRINCE RUPERT
424 3rd Ave West
Prince Rupert, BC
V8J 1L7

AND

DISTRICT OF PORT EDWARD
PO Box 1100
Port Edward, BC
VOV 1G0

AND

NORTH COAST REGIONAL DISTRICT
#14 – 342 3rd Avenue West
Prince Rupert, BC
V8J 1L5

(collectively the "Co-hosts")

RECITALS:

1. The North Central Local Government Association is a non-profit, non-partisan association for elected local government officials in North Central British Columbia, which annually holds an AGM & Convention in selected northern and central British Columbia communities to:
 - a. Connect member communities, identify common challenges and facilitate positive change;
 - b. Provide the opportunity for member communities, First Nations, and other participants to learn about issues, trends and industries, and work to identify best practices;
 - c. Provide the opportunity for other levels of government to address and learn about the priorities of northern and central communities and work towards common objectives;
 - d. Conduct the business of the NCLGA Annual General Meeting; and

- e. Bring forward issues of concern to local governments in the form of resolutions.
2. The Parties are entering into this Agreement to ensure that they understand their duties and obligations with respect to the AGM being held in the Host community.

THEREFORE, IN CONSIDERATION FOR the mutual covenants herein contained, the Parties agree as follows:

Preliminary

3. The Co-hosts and NCLGA will collaboratively:
 - a. Establish an organizing committee (the "AGM & Convention Organizing Committee") and Terms of Reference that outlines each party's obligations with respect to the event (see Appendix A –AGM & Convention Organizing Committee Terms of Reference). The Parties may alter the size and composition of the Organizing Committee from time to time as required to prepare for the Convention;
 - b. Develop an AGM & Convention Planning Timetable and Responsibility Matrix (see Appendix B – Draft Planning Timetable and Responsibility Matrix);
 - c. Agree that the Event Planner will assist with the implementation of the direction of the AGM & Convention Organizing Committee. The NCLGA will be responsible for identifying, negotiating, and managing the Event Planner contract for services, in collaboration with the Co-hosts;
 - d. Ensure that all people on the AGM & Convention Organizing Committee are familiar with and understand the guidelines and standards provided by the NCLGA; and
 - e. Ensure the appropriate involvement of First Nations in the planning and delivery of the convention.
4. The NCLGA and Co-hosts will provide their respective logos or identifying brand or mark with respect to the convention. The Co-hosts expressly recognize and agree that it is using the NCLGA's intellectual property under license for the convention only and all goodwill associated with the convention and any brands, marks and logos associated therewith, including any goodwill with respect thereto which might be deemed to have arisen from the Co-hosts' activities, inure directly and exclusively to the benefit of and shall belong solely to the NCLGA, irrespective of whether or not such activities are a breach of this Agreement.
5. The NCLGA will update the "AGM & Convention" section of the NCLGA website commencing after the MOU is signed. The Co-hosts may request tasteful and relevant changes pertaining to the AGM & Convention section of the NCLGA website.
6. The NCLGA will provide online registration and a link to registration for the AGM & Convention. NCLGA will add the registration details to the NCLGA website. The NCLGA will use "Civic Info" as a registration system.

Conference Obligations

7. The NCLGA and Event Planner will provide the Co-hosts with regular operational updates up to the day of the Convention.
8. The Event Planner and NCLGA will develop a draft budget for review by no later than eight months before the AGM & Convention (Appendix C – Example AGM & Convention Budget).

9. The Co-hosts will arrange for the AGM & Convention Organizing Committee to convene periodically at times that are reasonable. Either Party may requisition a meeting by providing the others with written notice of 10 business days. The Co-hosts will ensure that accurate meeting notes of such meetings are kept and will provide the NCLGA with a copy within a reasonable time after each meeting.
10. All Parties will permit delegates who have paid registration fees for the Convention (or whose fees have been paid by another person or entity on their behalf) to attend the Convention. Delegates will be required to register and pay for optional items including tours, evening events (not including the banquet) and/or the partners program separately.
11. The Co-hosts will work with the NCLGA and the Event Planner to update the Sponsorship Package (Appendix D – Example AGM & Convention Sponsorship Package) based on previous sponsorship materials and may include complimentary trade show space to sponsors as part of the benefits identified.
12. Both Parties will act reasonably to develop and implement a comprehensive plan to ensure that behaviour reflects the NCLGA Code of Conduct (Appendix E – NCLGA Convention Guiding Principles and Code of Conduct).
13. Both Parties will act reasonably to develop and implement a comprehensive plan to ensure minimal environmental and social impacts of the Convention.

Financial Obligations

14. NCLGA (through the Event Planner) will maintain an accounting system which provides such detail on income and expenses pertaining to the Convention and will provide reports to the AGM & Convention Organizing Committee every eight weeks post MOU endorsement and a final report within 12 weeks of Convention completion. The full list of budget expenses and invoices will be held by the Event Planner, with all Parties providing ongoing and prompt updates.
15. The Co-Hosts agree that all expenses and/or expense requests related to the NCLGA AGM and Convention will be submitted to the Event Planner (for approval through the internal NCLGA approval process), prior to any expenses being authorized, with quotes provided to accompany the request.
16. The Co-hosts represent and warrant that they are registered for the goods and services tax pursuant to the Excise Tax Act and is required by law to undergo annual financial audits.
17. The NCLGA will assume all expenses for the Convention and receive all net profits from the Convention. Following receipt of the final financial report provided by the Event Planner 12 weeks following the Convention completion, in the event of a net loss, the total will be assumed equally between the Co-hosts (City of Prince Rupert, District of Port Edward, and the North Coast Regional District) and the NCLGA.
18. The general fees for the Convention will not be less than the average (mean) rate for the past three in person Conventions and will not be more than the previous in person Convention fees plus 5%. The Co-hosts may charge a separate fee, reasonable in the circumstances, for the pre-convention tours, and/or the partner's program and evening entertainment (excluding the banquet).

19. The NCLGA will maintain liability insurance for the Convention against loss or damage to property and against bodily injury and death, with a limit of not less than \$5,000,000 per occurrence and add the Co-Hosts to its policy (as such policy pertains to the Convention) as an "additional insured."
20. The Co-hosts will maintain liability insurance against loss or damage to property and against bodily injury and death, with a limit of not less than \$5,000,000 per occurrence and add NCLGA to its policy as an "additional insured."

Post Conference Obligations

1. Following the end of the Convention, the Co-hosts and/or Event Planner will provide to the NCLGA:
 - a. Within four weeks:
 - (i) A sponsor list including contact details of individual sponsors or the main principals of corporate sponsors (Event Planner);
 - (ii) Copies of minutes of all meetings (including the AGM) respecting the AGM (Co-hosts – Recording Secretary); and
 - (iii) Any applicable invoices that were pre-approved by the NCLGA.
 - b. Within eight weeks:
 - (i) A Convention report for Co-hosts responsibility areas (Co-hosts - generally completed with the Chair(s) of the AGM & Convention Organizing Committee); and any suggestions or recommendations the Co-hosts may have for improvements to the guidelines and resources established or provided by the NCLGA.
 - c. Within 12 weeks:
 - (i) A financial report including a detailed breakdown of revenues and expenses in such form as the NCLGA reasonably requires; and
 - (ii) Any net profits from the Convention.

General

1. The Parties hereto shall execute such further and other documents and do such further and other things as may be necessary to carry out and give effect to the intent of this Agreement.
2. All notices, requests, demands and other communications hereunder shall be deemed to have been duly given, as per one of the following scenarios, and shall be deemed to have been received on the date of hand delivery, on the fifth day after it is mailed if mailed as aforesaid, and on the day following delivery by fax or e-mail:
 - a. Delivered by hand to a director or senior officer or administrator of a Party; and
 - b. Mailed and addressed to the particular Party at the address set out on the first page hereof or to such other address as may be given in writing by one Party to the other or sent by fax or electronic mail to a fax number or e-mail address provided in writing by the particular Party.
3. This Agreement constitutes the entire Agreement between the Parties. There are no representations or warranties, express or implied, statutory, or otherwise and no agreements collateral hereto other than as expressly set forth or referred to herein, and this Agreement may only be modified by written Agreement of the Parties, signed by both.
4. Time shall be of the essence of this Agreement.

5. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
6. This Agreement shall ensure to the benefit of and binding upon the Parties hereto and their respective heirs, executors, administrators, successors, and assigns.
7. The captions appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of this Agreement.
8. This Agreement may be executed in any number of counterparts, each of which is deemed to be an original, but all of which shall constitute one and the same document, and a signature reproduced or transmitted by facsimile shall have the same effect as an original signature.

IN WITNESS WHEREOF the parties have hereto set their hands and seals the day and year first set out above.

NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION

by its authorized signatory:

Signature

Print Name

CITY OF PRINCE RUPERT

by its authorized signatory:

Signature

Print Name

DISTRICT OF PORT EDWARD

By its authorized signatory:

Signature

Print Name

NORTH COAST REGIONAL DISTRICT

by its authorized signatory:

Signature

Print Name

APPENDIX A

North Central Local Government Association 2025 AGM & Convention Organizing Committee

Terms of Reference

PURPOSE

The key responsibility of the NCLGA 2025 AGM and Convention Organizing Committee is to direct the planning and execution of the NCLGA Annual General Meeting and Convention. This includes the identification of theme options, selection and organization of workshops and presenters, and planning networking and social activities for the event.

SCOPE OF WORK

- To guide and support the development of the program that reflects the convention theme;
- To populate the program with speakers for workshops and sessions;
- To provide direction and feedback in the planning and execution aspects of the event;
- To provide information to report to the NCLGA Board and Co-Host Councils/Boards; and
- To approve Convention and Committee-related documentation such as the Memorandum of Understanding (MOU), Roles and Responsibilities Table, and Convention Agenda.

COMPOSITION

The NCLGA AGM & Convention Organizing Committee is made up of a core group of members that includes representatives and Elected Officials from the Co-Host Communities, NCLGA Board of Directors, and staff, consisting of approximately:

- 1 – 3 Representatives from the NCLGA Board of Directors;
- 4 – 6 Elected Officials (combined) from the Co-Hosting Communities (of which one from each Co-Host will be a Co-Chairs);
- 1 - 2 Co-host Community Staff Representative(s) and Recording Secretary;
- 1 – 2 NCLGA Staff;
- 1 Event Planner to implement the objectives and direction of the committee; and
- 1 – 2 additional members to provide perspective (e.g. representative from local First Nation, previous host community, or production company) (if applicable).

MEETING TIME COMMITMENT

Following the approval of the Co-hosting Communities, the NCLGA AGM and Convention Organizing Committee will meet once per month in 2024 and twice per month in 2025. Meeting duration and timing is at the discretion of the Committee. Meetings will take place virtually.

GENERAL ROLES AND RESPONSIBILITIES

- **The Co-Chairs (NCLGA First Vice-President and Co-host Communities' Delegate(s)):**
 - a) Approve Committee meeting agendas prior to distribution;
 - b) Chair the Committee meetings (Co-Chairs alternate chairing meetings);
 - c) Ensure that Committee meetings move forward in an efficient manner; and
 - d) Report activities of the Committee to the NCLGA Board and Co-hosting Councils and Boards.
- **The Recording Secretary (Co-host Staff Representative):**
 - a) In consultation with Committee Chairs, schedule the Committee meetings;
 - b) Prepare and distribute an agenda to the Committee Co-Chairs in advance of each meeting, for edits and approval;

- c) Distribute the approved draft agenda and virtual meeting link in advance of each Committee meeting; and
 - d) Record the Committee meeting notes and action items and distribute to Committee members in a timely manner following each meeting.
- **The NCLGA Staff:**
 - a) Oversee the completion of the tasks outlined in the Planning Timetable and Responsibility Matrix; and
 - b) As applicable, assist the Recording Secretary (Co-host Staff Representative) in the implementation of the roles and responsibilities identified above.
 - **The Event Planner:**
 - a) Support the implementation of Committee objectives and direction with tasks such as budget tracking, sponsorship/trade show, entertainment and evening events, venue and accommodation arrangements, and delegate and speaker gifts; and
 - b) Develop a work plan, Chair staff-led planning meetings.
 - **All Members of the Organizing Committee:**
 - a) Regularly attend the Committee meetings;
 - b) Provide direction and feedback;
 - c) Volunteer for and willingly accept tasks and complete them in a thorough and timely manner
 - d) Stay informed about Committee matters, prepare for meetings, and review and comment on minutes and reports; and
 - e) Attend the Convention and assist on-site where necessary.

MEMBERS

Agency	Name
City of Prince Rupert	<ul style="list-style-type: none"> • TBD, Co-Chair (Elected Official) • TBD (Elected Official) • TBD (Staff Representative) • TBD, (Staff Representative or Recording Secretary)
District of Port Edward	<ul style="list-style-type: none"> • TBD, Co-Chair (Elected Official) • TBD (Elected Official) • TBD (Staff Representative) • TBD, (Staff Representative or Recording Secretary)
North Coast Regional District	<ul style="list-style-type: none"> • TBD, Co-Chair (Elected Official) • TBD (Elected Official) • TBD (Staff Representative) • TBD (Staff Representative or Recording Secretary)
NCLGA	<ul style="list-style-type: none"> • President, Judy Greenaway • First Vice-President, Gladys Atrill (Co-Chair) • Terry Robert, Executive Director • Sandra Moore, Board Support
Event Planner	<ul style="list-style-type: none"> • Heidi Martel, Settings by Heidi

APPENDIX B

NCLGA AGM & Convention
Suggested Planning Timetable and Responsibility Matrix

The following matrix has been developed as a suggested planning timeline and is flexible. The dates in the matrix reflect the 2025 AGM & Convention cycle. The Event Planner will develop a workplan and share with the Committee during each Planning Meeting.

MONTH	PLANNING TASKS	RESPONSIBILITY
Aug 2024	<ul style="list-style-type: none"> Secure Event Planner Inaugural Organizing Committee Meeting and Review /Signing of the MOU 	<ul style="list-style-type: none"> NCLGA Co-hosts
Aug – Sept 2024	<ul style="list-style-type: none"> Book convention facilities and room blocks for delegate accommodation Book media/staff lounge Determine methods of transportation between venues Send community information package to member communities including accommodation information 	<ul style="list-style-type: none"> Event Planner Event Planner Event Planner All
Aug – Sept 2024	<ul style="list-style-type: none"> Determine cost of registration and local theme Develop event budget Create financial tracking/reporting system Post preliminary convention info on NCLGA and Host Website 	<ul style="list-style-type: none"> All Event Planner All All
Sept – Dec 2024	<ul style="list-style-type: none"> Update sponsorship package and send information to previous years sponsors Update tradeshow info package and forward to previous and new potential exhibitors (sponsors & non-sponsors) 	<ul style="list-style-type: none"> Event Planner Event Planner
Sept – Oct 2024	<ul style="list-style-type: none"> Gather feedback from NCLGA members on program content Arrange event cancellation insurance and add the Host community to NCLGA’s commercial liability insurance (Host community to do the same) 	<ul style="list-style-type: none"> NCLGA NCLGA
Nov – Dec 2024	<ul style="list-style-type: none"> Finalize convention program and identify speakers for keynote, plenary and workshop sessions 	<ul style="list-style-type: none"> NCLGA
Nov 2024 or Jan 2025	<ul style="list-style-type: none"> NCLGA Board Meeting – Board will review Program Agenda prior to final approval by Committee 	<ul style="list-style-type: none"> NCLGA
Jan – Feb 2025	<ul style="list-style-type: none"> Determine and book banquet entertainment Coordinate transportation Develop pre-convention tours and partner program Set up and launch registration page on CivicInfo BC and update NCLGA & host website with details 	<ul style="list-style-type: none"> Event Planner Event Planner Event Planner All
Jan - Feb 2025	<ul style="list-style-type: none"> Confirm presenters and finalize agenda content 	<ul style="list-style-type: none"> NCLGA
February 2025	<ul style="list-style-type: none"> Send invitations to MLAs, MPs, Premier, Ministers, other Area Association Presidents, and other key stakeholders Send “call-out” to members for Community Leadership Awards 	<ul style="list-style-type: none"> NCLGA NCLGA

March 2025	<ul style="list-style-type: none"> • Select Master of Ceremonies • Solicit door prizes • Request sponsor logos and confirm sponsor/exhibitor representatives • Book AV/WIFI and draping for booths and media room • Arrange catering for all meals/breaks • Confirm O'Canada anthem singer and pianist etc. for opening ceremonies • Arrange for parliamentarian and recording secretary for business sessions (AGM & resolution sessions) • Purchase name tags/lanyards • Develop signage 	<ul style="list-style-type: none"> • NCLGA/Co-hosts • Co-hosts • Event Planner • Event Planner • Event Planner • Event Planner • Co-hosts • Event Planner • Event Planner
March 2025	<ul style="list-style-type: none"> • Create graphic designed program for event 	<ul style="list-style-type: none"> • NCLGA
April 2025	<ul style="list-style-type: none"> • Coordinate security • Set up media room • Develop delegate information package • Arrange delegate gift bags • Finalize delegate list for distribution at registration desk • Produce name tags • Arrange presenter gifts/charitable donations • Make arrangements for those with special dietary needs • Confirm final registration numbers for catering • Invoice sponsors/exhibitors 	<ul style="list-style-type: none"> • Event Planner • Event Planner • Event Planner • Event Planner • Event Planner • Event Planner • Event Planner • Event Planner • Event Planner • Event Planner
April 2025	<ul style="list-style-type: none"> • Develop event handbook/playbook (in collaboration with host community and Event Planner) • Assign NCLGA Board Member tasks • Develop AGM & Resolutions book for delegates (President report, financial report, nominations reports, resolutions) and determine timing for business sessions • Establish and coordinate voting booth and cards for board member and resolutions voting • Request/assemble speaker bios and presentations and reconfirm AV requirements • Arrange for plaques for Past President and Community Leadership Award winners. Buy gift for Past President • Establish media liaison coordinator • Prepare delegate event evaluation form 	<ul style="list-style-type: none"> • NCLGA • NCLGA • NCLGA • NCLGA • NCLGA • NCLGA • NCLGA • NCLGA
May 2025	<ul style="list-style-type: none"> • Hold media briefing to advise of AGM plans 	<ul style="list-style-type: none"> • Co-hosts/NCLGA
May 12-16, 2025	****EVENT****	
May/June 2025	<ul style="list-style-type: none"> • Produce minutes of business sessions • Send thank you to major sponsors, speakers, dignitaries • Prepare summary of delegate evaluations • Recognize Community Leadership Award winners on NCLGA website, social media and a press release 	<ul style="list-style-type: none"> • Co-hosts • NCLGA • NCLGA • NCLGA
June - July 2025	<ul style="list-style-type: none"> • Conduct post mortem and prepare convention report • Produce financial summary (host summary to be sent to NCLGA within 3 months of event completion) • Finalize invoice payments 	<ul style="list-style-type: none"> • Co-hosts • Event Planner • NCLGA

APPENDIX C

Draft AGM & Convention Budget

REVENUE

Registrations

Early Bird	125	@	720	\$	90,000
After Early Bird	30	@	756	\$	22,680
Preconference Tours	80	@	35	\$	2,800
Partner/Banquet and Reception	10	@	150	\$	1,500
Exhibitor	10	@	360	\$	3,600

Total Registration **\$ 120,580**

Sponsorships

Cash \$ 105,000

Total Sponsorships **\$ 105,000**

TOTAL REVENUES **\$ 225,580**

EXPENSES (based on 224 participants [175 paid registration + 49 complimentary])

Venue

Venue Rental	\$	10,000
Sound A/V	\$	25,000

Total Venue **\$ 35,000**

Food & Beverage (AGM and Convention)

Breakfasts (Tues, Wed, Thurs) (\$25/person)	\$	16,800
Breaks (AM) (\$15/person)	\$	10,080
Breaks (PM) (\$15/person)	\$	7,020
Lunches (Tues, Wed, Thurs) (\$30/person)	\$	13,440
Welcome Reception (\$30/person)	\$	6,720
Welcome Reception bar service	\$	2,500
Banquet Dinner (\$55/person)	\$	12,320
Taxes & Gratuities 18%	\$	13,551

Total Food & Beverage (AGM and Convention) **\$ 82,431**

Tours (based on 80 participants)

Lunch/snacks (\$20/person)	\$	1,600
Transportation (\$190/hour)	\$	1,900
Honorarium for Tour Guides (based on 4 tours)	\$	800

Total Tours **\$ 4,300**

Speakers/Honorariums

Keynote Speaker fees	\$	10,000
Accommodations	\$	1,000
Travel Support	\$	3,000
Gifts (approx \$50/gift x 35 speakers)	\$	1,750

Total Speakers/Honorariums	\$ 15,750
Entertainment	
Welcome Reception – DJ/Solo artist (instrumental)	\$ 2,000
Banquet - Band	\$ 4,000
First Nations Honorarium for Opening Ceremony and Reception	<u>\$ 400</u>
Total Entertainment	\$ 6,400
Tradeshow (<i>Approx 26 booths</i>)	
Show provider (Pipe and drape, travel, booths)	\$ 15,000
Total Tradeshow	\$ 15,000
Marketing & Communications	
Delegate Gift Bags	\$ 1,500
Branded Registration Table Covers	\$ 500
Co-Host signage for Registration Table	\$ 300
Graphic Design (Annual Report and Program)	\$ 8,000
Printing (Annual Report and Program)	\$ 5,000
Conference Identification (Lanyards/Name Tags printed)	<u>\$ 1,000</u>
Total Marketing & Communications	\$ 16,300
Other	
Civic Info Registration Services (\$8/registration)	\$ 1,792
Decorations/Flowers/Furniture/Staging	\$ 2,500
Business Centre	<u>\$ 1,500</u>
Total Other	\$ 5,792
<i>Contingency (10%)</i>	<i>\$ 18,000</i>
<u>TOTAL EXPENSES</u>	<u>\$ 198,973</u>
<i>Projected Surplus</i>	<i>\$ 26,607</i>

APPENDIX D

Example AGM & Convention Sponsorship Package

Platinum Level - \$10,000

- Opportunity to provide welcoming remarks (5 minutes)
- Large logo on convention program
- Individual screen recognition during convention with large logo
- Logo linked on convention webpage to your own website
- Logo representation on NCLGA onsite signage during event
- Four (4) full convention registrations (includes tours and banquet dinner)
- Tradeshow booth in prime location.

Gold Level - \$7,500

- Opportunity to provide welcoming remarks (5 minutes)
- Large logo on convention program
- Shared screen recognition during convention with large logo
- Logo linked on convention webpage to your own website
- Logo representation on signage onsite during event
- Two (2) full convention registrations (includes tours and banquet dinner)
- Tradeshow booth in prime location.

Silver Level - \$5,000

- Opportunity to provide welcoming remarks (3 minutes) at beginning
- Medium logo and mention of “Presented by” in convention program
- Shared screen recognition during convention with medium logo
- Logo linked on convention webpage to your own website
- One (1) full convention registration (includes tours and banquet dinner)
- Tradeshow booth

Bronze Level - \$2,500

- Recognition by MC at beginning of session/break
- Signage on meal service tables for meal sponsors
- Mention of “Presented by” in convention program
- Shared screen recognition during convention with small logo
- Logo on convention webpage
- One (1) full convention registration (includes tours and banquet dinner)
- Tradeshow booth

Copper Level - \$1,500

- Signage at refreshment service tables
- Mention of “Presented by” in convention program
- Shared screen recognition during convention with small logo
- Logo on convention webpage
- One (1) convention registration (excludes tours and banquet dinner)
- Tradeshow booth

Contributing Partner and Door Prize Sponsors - \$750

- Shared screen recognition during convention with small logo

- Tradeshow booth

NCLGA Awards Program - \$2,500

- Recognition by MC
- Mention of "Presented by" in convention program
- Shared screen recognition during convention with small logo
- Logo on convention webpage
- One (1) full convention registration (includes tours and banquet dinner)
- Tradeshow booth

APPENDIX E

NCLGA Convention Guiding Principles and Code of Conduct

Guiding Principles

1. The primary focus of this convention is to advance the social, environmental, and economic well-being of all communities in central and northern BC.
2. Although voting and speaking during resolution debate is restricted to NCLGA members, this conference is open to the public. Anyone may register and attend as many parts of this conference as they wish.
3. All delegates are encouraged to connect, ask questions, share their ideas, and help each other identify opportunities.
4. All local governments who belong to the NCLGA are viewed as equal, regardless of their population, location, or absence/attendance at this event.
5. All delegates, regardless of their employer, their position, their official priorities, or personal perspectives will be accommodated equally and treated with respect.
6. It is understood that delegates may conduct their business in different venues and according to their own schedule while attending this conference. In all places and at all times, delegates can expect to be treated professionally by other attendees.
7. All delegates and employees have the right to feel safe, have fun, participate fully, and enjoy each other's company. The NCLGA has zero tolerance for any communication or behavior that demeans, threatens or harasses anyone during this conference.

*The NCLGA reserves the right to remove any person from this conference.

Code of Conduct

As local elected representatives ("members"), we recognize that responsible conduct is essential to providing good governance for the North Central Local Government Association. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

This Code of Conduct applies to the members of the North Central Local Government Association. It is each member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

Foundational Principles of Responsible Conduct

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.
4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a council or board member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

Standards of Conduct

Integrity: Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council or board.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

Respect: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person’s values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.

- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

Provincial Health Officer Order Policy:

The NCLGA is committed to providing a safe working environment for all of our employees, directors, partners and members of the public with whom we interact regularly. In our day-to-day operations, we have a legal and moral responsibility to protect all workers and the communities in which we operate. It is therefore critical that any and all NCLGA activities adhere to the Orders of the Provincial Health Officer.



**DISTRICT of Port Edward
REPORT TO COUNCIL**

6d

DATE: August 13th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: ISOLATION VALVE PROJECT BUDGET INCREASE

RECOMMENDATION: Motion to Approve

It is recommended that Council approves a budget increase for the Isolation Valve project from \$30,000 to \$37,206.14, with the additional funds of \$7,206.14 from Waterfront Park project.

REASON FOR REPORT:

The Waterfront project was approved for \$100,000 in the 2024 Capital Budget. It is projected only \$30,000 of these funds will be used in 2024.

During the Isolation Valve project execution, it was discovered that two of the valves specified in the drawings as 6" valves were, in fact, 8" valves.

This discrepancy was noted in our documentation, which had not been updated to reflect the actual valve sizes.

The original report went to Council to award the project on May 28th, 2024, RES # 024-125, for \$24,092.33.

BACKGROUND:

The drawings and the Asset Management infrastructure inventory have been updated to accurately reflect the actual valve sizes.

This step ensures that our records are current and that future projects can proceed without similar issues.

Procurement of New Valves

Two new 8" valves were ordered to replace the incorrect 6" valves.

The additional cost incurred due to the procurement of these valves contributed to the increase in the project budget.

Inventory Management

The original 6" valves were retained in our inventory.

Given the high restocking fees, it was more economical to keep these valves for use in future projects or repairs.

Contract and Equipment Adjustments

The delay caused by the discovery of the incorrect valve sizes resulted in a modest increase in labor and equipment costs.

These additional costs were reasonable and necessary to ensure the project's completion.

DISCUSSION:

The valves have now been installed, and the project has been successfully completed. The adjustments made to our documentation and inventory will help prevent similar issues in future projects.

The additional costs incurred were necessary and justified to ensure the project's successful completion.

OCP/STRATEGIC PLAN:

- Well planned, maintained and financed Public Works and Infrastructure.

BUDGET IMPLICATIONS:

The original budget approved for this project was \$30,000.

The new total cost of the project is \$37,206.14, representing an increase in budget \$7,206.14.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer



Strategic Plan Priority Aligned With:

- **Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- ** Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence



DISTRICT of Port Edward
REPORT TO COUNCIL

6e

DATE: August 13th, 2024
FROM: Todd Francis - Chief Administrative Officer
SUBJECT: MOU – SHARED EMERGENCY INDIGENOUS COMMUNICATION PROTOCOL AND INDIGENOUS CULTURAL SAFETY PROGRAM

RECOMMENDATION: Motion to Approve

That Council approves the MOU with City of Prince Rupert and North Coast Regional District to provide Shared Emergency Indigenous Communication Protocol and Indigenous Cultural Safety Program.

REASON FOR REPORT:

This report provides a concise overview of the recently drafted Memorandum of Understanding (MOU) involving the City of Prince Rupert ("the City"), the District of Port Edward ("the District"), and the North Coast Regional District ("the Regional District").
The MOU outlines collaborative efforts to enhance emergency planning and capacity building, particularly in alignment with the new Emergency and Disaster Management Act (EDMA) and in partnership with neighboring Indigenous Nations.

BACKGROUND:

Key Points of the MOU

1. Objective

Utilize allocated provincial funding to develop a "Shared Emergency Indigenous Communications Protocol" and an "Indigenous Cultural Safety Program".
Foster a unified approach to emergency management, ensuring inclusivity and cultural sensitivity towards Indigenous Nations.

2. Collaborative Commitments

Capacity Support: The City will oversee the preparation and distribution of procurement documents and solicit quotes on behalf of all parties.

Technical Advisory Group (TAG): A TAG comprising representatives from each party will be established to review procurement documents, evaluate proposals, and monitor project

deliverables.

3. Financial Contributions

Funding Allocation:

- City of Prince Rupert: \$45,000
- District of Port Edward: \$12,000
- North Coast Regional District: \$24,000

Procurement Process: The City will handle contracts, with subsequent billing to the District and the Regional District upon project completion and provision of payment proofs.

4. Communication Protocol

- All external communications, including press releases related to the project, will be jointly issued and require prior approval from all parties.
- Compliance with legal obligations under relevant information and privacy acts is emphasized.

5. Legal and Administrative Provisions

- **Non-Binding Nature:** The MOU serves as a framework for collaboration without creating legally binding obligations.
- **Amendments and Termination:** Any changes or termination of the MOU require written consent from all parties.
- **Notices:** Specific contact details for each party have been outlined for official communications.
- **Governing Law:** The MOU is governed by the laws of British Columbia.

DISCUSSION:

The MOU signifies a strategic partnership between the City of Prince Rupert, the District of Port Edward, and the North Coast Regional District to enhance emergency management protocols collaboratively.

By pooling resources and expertise, the parties aim to achieve economies of scale and foster meaningful engagement with Indigenous Nations, ensuring that emergency planning is both effective and culturally respectful.

OCP/STRATEGIC PLAN:

- Well planned Finance
- Good Governance, Administration and Community Engagement
- Diversity of Views and Cultures in Port Edward

BUDGET IMPLICATIONS:

The budget for this is the remaining funds from the Emergency and Disaster Management Act grant, \$40,000.

\$28,000 was allocated to the Emergency Preparedness Plan update, leaving \$12,000 for this MOU.

Respectfully Submitted,

Todd Francis
Chief Administrative Officer

A handwritten signature in black ink, appearing to read 'Todd Francis', written over a horizontal line. The signature is stylized and somewhat cursive.

Strategic Plan Priority Aligned With:

- Well Planned Finances
- High Quality of Life & Community Development
- Growing & Progressive Economic Development
- Well Planned, Maintained, Financed Public Works & Infrastructure
- Organizational Excellence