



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT REGULAR BOARD MEETING

AMENDED AGENDA

Held at 344 2nd Avenue West, Prince Rupert, B.C.
Friday, January 22, 2016 immediately following the
Skeena-Queen Charlotte Regional Hospital District Meeting

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA (additions/deletions)
3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES

3.1	Minutes of the Statutory Meeting of the Skeena-Queen Charlotte Regional District Board held December 11, 2015	Pg 1-2																		
3.2	Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held December 11, 2015	Pg 3-9																		
3.3	Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District Board held December 12, 2015	Pg 10-17																		
3.4	<p>Rise and Report – December 11, 2015 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Franzen, SECONDED by Director Nobels, that the report from staff entitled “2016 Board Appointments” be received;</p> <p>AND THAT the Board make the following appointments for 2016:</p> <table><tr><td>Haida Gwaii Museum</td><td>Director Racz</td></tr><tr><td>Yellowhead Highway Association</td><td>Director Kinney Director Brain (A)</td></tr><tr><td>Vancouver Island Regional Library</td><td>Director Beldessi Carol Wagner (A)</td></tr><tr><td>Prince Rupert Regional Archives</td><td>Director Kinney Director Brain (A)</td></tr><tr><td>Municipal Insurance Association of B.C.</td><td>Director Bergman</td></tr><tr><td>Municipal Finance Authority of B.C.</td><td>Chair Pages Director Franzen (A)</td></tr><tr><td>BC Ferries Advisory Committee</td><td>Director Martin</td></tr><tr><td>Northern Development Initiative Trust</td><td>Director Racz</td></tr><tr><td>North Central Local Government Association</td><td>Dave MacDonald</td></tr></table> <p>IC139-2015</p>	Haida Gwaii Museum	Director Racz	Yellowhead Highway Association	Director Kinney Director Brain (A)	Vancouver Island Regional Library	Director Beldessi Carol Wagner (A)	Prince Rupert Regional Archives	Director Kinney Director Brain (A)	Municipal Insurance Association of B.C.	Director Bergman	Municipal Finance Authority of B.C.	Chair Pages Director Franzen (A)	BC Ferries Advisory Committee	Director Martin	Northern Development Initiative Trust	Director Racz	North Central Local Government Association	Dave MacDonald	Verbal
Haida Gwaii Museum	Director Racz																			
Yellowhead Highway Association	Director Kinney Director Brain (A)																			
Vancouver Island Regional Library	Director Beldessi Carol Wagner (A)																			
Prince Rupert Regional Archives	Director Kinney Director Brain (A)																			
Municipal Insurance Association of B.C.	Director Bergman																			
Municipal Finance Authority of B.C.	Chair Pages Director Franzen (A)																			
BC Ferries Advisory Committee	Director Martin																			
Northern Development Initiative Trust	Director Racz																			
North Central Local Government Association	Dave MacDonald																			

CARRIED

<p>MOVED by Director Nobels, SECONDED by Director Franzen, that the Board make the following appointment for 2016:</p> <p>Misty Isles Economic Development Society Director Racz, Area D Director Beldessi, Area E</p> <p>IC140-2015 CARRIED</p> <p><i>Director Gould opposed.</i></p>	
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4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held October 7, 2015	Pg 18-19
4.2	Recommendation from the Regional Recycling Advisory Committee meeting held January 13, 2016	Pg 20

5. DELEGATIONS

5.1	N. Wade, Project Lead, Northwest Community Readiness Project – Northwest Community Readiness Project Update	Verbal
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for December, 2015	Pg 21
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7. CORRESPONDENCE

7.1	Ministry of Environment – B.C. World Class Spill Response Regime Engagement	Pg 22
7.2	District of Port Edward – 2016 North Central Local Government Association - Nomination	Pg 23
7.3	Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development – November 2015 Northwest Tour Follow-Up	Pg 24-25
7.4	United Fishermen & Allied Workers' Union – Board Thank You	Pg 26
7.5	Village of Port Clements – 2016 Major Infrastructure Program – Gwaii Trust	Pg 27
7.6	Transport Canada – Ports Asset Transfer Program – Launch of Divestiture Phase – Sandspit Port Facility	Pg 28-29
7.7	N. Wade, Executive Director, Northwest Community Readiness – Premier's Award Endorsement	Pg 30-34

<u>Add:</u> <u>7.8</u>	Honourable Todd Stone, Minister of Transportation and Infrastructure – Thank You – Coastal Regional District Chairs	Pg 34a-b
<u>Add:</u> <u>7.9</u>	Honourable Todd Stone, Minister of Transportation and Infrastructure – Thank You	Pg 34c-d
<u>Add:</u> <u>7.10</u>	Haida Gwaii Higher Education Society – Request Letter of Support for Gwaii Trust Society Major Contribution Grant	Pg 34e-f
<u>Add:</u> <u>7.11</u>	Managed Forest Council – Stakeholder Engagement	Pg 34g-i

8. REPORTS / RESOLUTIONS

8.1	D. Chapman, Chief Administrative Officer – Tangible Capital Asset Policy	Pg 35-43
8.2	D. Fish, Deputy Corporate Officer - SQCRD Gas Tax Funding	Pg 44-47
8.3	D. Fish, Deputy Corporate Officer – Haida Gwaii Regional Recreation Commission Bylaw and Membership	Pg 48-53
8.4	L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Commission Program Liability Coverage	Pg 54-58
8.5	L. Neville, Recreation Coordinator – Recreation Coordinator's Report – December 2015	Pg 59-62

9. BYLAWS

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

None.	---
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11. NEW BUSINESS

11.1	Directors' Reports	Verbal
11.2	Ministry of Transportation and Infrastructure – Discussion of the Emergency Program Act	Pg 63-88
11.3	Director Racz, Electoral Area D – Northern Development Initiative Trust Funding	Verbal
<u>Add:</u> <u>11.4</u>	Edge of the World Music Festival Society – Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program	Pg 88a-g

12. OLD BUSINESS

12.1	2016 Skeena-Queen Charlotte Regional District Board Meeting Schedule	Pg 89
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13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(a) and (k) of the <i>Community Charter</i> "personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality" and "negotiations and related discussions respecting the proposed provision of a municipal services that are at their preliminary stages and that, in the view of the council, could reasonably expected to harm the interests of the municipality if they were held in public."	
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15. ADJOURNMENT



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Statutory Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at 344 2nd Avenue West in Prince Rupert, BC on Friday, December 11, 2015.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	N. Kinney, City of Prince Rupert L. Brain, City of Prince Rupert (<i>regrets</i>) D. Franzen, District of Port Edward G. Martin Village of Queen Charlotte I. Gould, Village of Port Clements (<i>via teleconference</i>) K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Staff	D. Fish, Deputy Corporate Officer – “ <i>Presiding</i> ” D. Chapman, Chief Administrative Officer
Public	0
Media	1

1. CALL TO ORDER 7:05 PM

The Deputy Corporate Officer assumed the Chair and called the Board meeting to order.

2. ELECTION OF THE CHAIR

The Deputy Corporate Officer called for nominations for the position of Chair of the Regional District and Regional Hospital District Boards for 2016.

Director Nobels nominated Director Pages; Director Pages accepted the nomination.

Nominations were called for a second time.

Director Martin nominated Director Nobels; Director Nobels declined the nomination.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

Director Pages was declared Chair of the Skeena-Queen Charlotte Regional District and Regional Hospital District Boards for 2016 by acclamation.

3. ELECTION OF THE VICE CHAIR

The Deputy Corporate Officer called for nominations for the position of Vice Chair of the Regional District and Regional Hospital District Boards for 2016.

Director Kinney nominated Director Nobels; Director Nobels accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

Director Nobels was declared Vice Chair of the Skeena-Queen Charlotte Regional District and Regional Hospital District Boards for 2016 by acclamation.

4. ADDRESS BY NEWLY ELECTED CHAIR & VICE CHAIR

Chair Pages and Vice Chair Nobels thanked the Board for their support.

5. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Franzen, that the Meeting be adjourned at 7:07 p.m.

425-2015

CARRIED

Approved and adopted:

Certified correct:

B. Pages
Chair

D. Chapman
Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at 344 2nd Avenue West in Prince Rupert, B.C. on Friday, December 11, 2015 immediately following the SQCRD Statutory Board meeting.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	N. Kinney, City of Prince Rupert L. Brain, City of Prince Rupert (<i>regrets</i>) D. Franzen, District of Port Edward I. Gould, Village of Port Clements (<i>via teleconference</i>) G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Deputy Corporate Officer
Public	0
Media	1

1. CALL TO ORDER 7:08 p.m.

2. AGENDA

MOVED by Director Kinney, SECONDED by Director Franzen, that the December 11, 2015 Skeena-Queen Charlotte Regional District regular agenda be adopted as presented.

426-2015

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held November 20, 2015

MOVED by Director Beldessi, SECONDED by Director Franzen, that the minutes of the November 20, 2015 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as amended to include:

Item 3.1: Remove "September 18, 2015" and add "October 16, 2015".

427-2015

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Moresby Island Management Standing Committee meeting held November 3, 2015

MOVED by Director Beldessi, SECONDED by Director Martin, that the minutes from the November 3, 2015 Moresby Island Management Standing Committee meeting be received as presented.

428-2015

CARRIED

- 4.2 Minutes of the Haida Gwaii Regional Recreation Commission meeting held October 22, 2015

MOVED by Director Kinney, SECONDED by Director Nobels, that the minutes from the October 22, 2015 Haida Gwaii Regional Recreation Commission meeting be received as presented.

429-2015

CARRIED

5. DELEGATIONS

None.

6. FINANCE

- 6.1 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for November, 2015

MOVED by Director Kinney, SECONDED by Director Nobels, that the staff report on Cheques Payable over \$5,000 issued by the Skeena-Queen Charlotte Regional District for November, 2015 be received and filed.

430-2015

CARRIED

7. CORRESPONDENCE

- 7.1 North Pacific Cannery – Endorsement Letter for North Pacific Cannery Conservation Project

MOVED by Director Nobels, SECONDED by Director Beldessi, that the correspondence from the North Pacific Cannery requesting an endorsement letter for the North Pacific Cannery Conservation project be received;

AND THAT the Board provide a letter of support to the North Pacific Cannery for future grant applications with respect to the development of the "North Pacific Cannery Industry Trades Training and Conservation Project".

431-2015

CARRIED

- 7.2 North Pacific Cannery – 2016 Skeena-Queen Charlotte Regional District Representative to the North Pacific Cannery

MOVED by Director Nobels, SECONDED by Director Beldessi, that the correspondence from the North Pacific Cannery with regard to Skeena-Queen Charlotte Regional District representation to the North Pacific Cannery be received.

432-2015

CARRIED

- 7.3 Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations – UBCM Follow-Up

MOVED by Director Martin, SECONDED by Director Nobels, that the correspondence from Minister Thomson with regard to the 2015 UBCM meeting be received.

433-2015

CARRIED

MOVED by Director Racz, SECONDED by Director Nobels, that response correspondence be sent to Minister Thomson to convey the Board's dissatisfaction with the 2015 UBCM meeting and the Ministry's lack of preparation in anticipation of said meeting;

AND THAT the correspondence inquire as to which dates Minister Thomson is expecting to travel to Haida Gwaii.

434-2015

CARRIED

- 7.4 Northwest Invasive Plant Council – Invasive Plants and Noxious Weeds

MOVED by Director Beldessi, SECONDED by Director Martin, that the correspondence from the Northwest Invasive Plant Council with regard to invasive plants and noxious weeds be received;

AND THAT response correspondence be sent to the Northwest Invasive Plant Council to convey the Board's willingness to explore this partnership opportunity and to inquire as to what budgeting implications for this partnership may entail.

435-2015

CARRIED

The Board requested that staff investigate which service could be accessed for funding a partnership of this nature.

- 7.5 Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Union of B.C. Municipalities with regard to the Skeena-Queen Charlotte Regional District's Gas Tax Agreement Community Works Fund Payment be received for information.

436-2015

CARRIED

- 7.6 North Central Local Government Association – NCLGA Call for Resolutions, Nominations and AGM Bids

MOVED by Director Nobels, SECONDED by Director Kinney, that the correspondence from the North Central Local Government Association with regard to the NCLGA's call for resolutions, nominations and annual general meeting bids be received.

437-2015

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 L. Neville, Coordinator, Haida Gwaii Regional Recreation – Haida Gwaii Regional Recreation Coordinator's Report – November 2015

MOVED by Director Franzen, SECONDED by Director Nobels, that the report from staff entitled "Haida Gwaii Regional Recreation Coordinator's Report – November 2015" be received for information.

438-2015

CARRIED

The Board requested that staff prepare a detailed report on the programs currently offered through the Haida Gwaii Regional Recreation Service, as well as the insurance coverage provided to each of these programs through the Skeena-Queen Charlotte Regional District's extended liability coverage, for the purpose of clarifying the relationship between Haida Gwaii Regional Recreation programs and various facility user groups on Haida Gwaii.

9. BYLAWS

- 9.1 Bylaw No. 603, 2015 – Being a bylaw to provide for the borrowing of money during fiscal year 2016 in anticipation of revenue

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Bylaw No. 603, 2015 be given first reading.

439-2015

CARRIED

MOVED by Director Franzen, SECONDED by Director Racz, that the Bylaw No. 603, 2015 be given second reading.

440-2015

CARRIED

MOVED by Director Kinney, SECONDED by Director Beldessi, that the Bylaw No. 603, 2015 be given third reading.

441-2015

CARRIED

MOVED by Director Racz, SECONDED by Director Nobels, that the Bylaw No. 603, 2015 be adopted.

442-2015

CARRIED

10. LAND REFERRALS / PLANNING

None.

11. NEW BUSINESS

11.1 Director's Reports

MOVED by Director Nobels, SECONDED by Director Franzen, that the verbal reports from the Directors, as follows, be received:

Director Martin – Village of Queen Charlotte

- The Village is dealing with a social housing issue. In particular, Makola Housing has approximately six units in the Village that are currently vacant with, what appears to be, an increasing number of displaced residents throughout the community.

Director Beldessi – Electoral Area E

- The community of Sandspit is currently involved in the process of naming the new hospital on Haida Gwaii;
- Developers have been investigating a suitable location for a potential hotel development in the community of Sandspit; and
- Preparations for Christmas celebrations in the community of Sandspit are well underway.

Director Nobels – Electoral Area A

- The community of Dodge Cove met with staff of the B.C. Environmental Assessment Office who provided the community with a presentation on the BCEAO process on the proposed Aurora LNG project; and
- There have been a number of wolf sightings in the community.

Director Kinney – City of Prince Rupert

- The City continues to address housing issues ranging from a lack of social housing to displaced residents in the community;
- The City continues to build positive working relationships with the Lax Kw'alaams and Metlakatla First Nations while partnering on special projects; and
- The City has been receiving much feedback on the recent release of Hays 2.0.

Director Franzen – District of Port Edward

- At its December 8, 2015 Regular meeting, Port Edward Council received the Skeena-Queen Charlotte Regional District's correspondence with regard to its proposed name change to the "North Coast Regional District" to which Council had no opposition;
- Council passed its third quarter financial report at its last regular meeting;
- Council is currently reviewing its sewer and water rates and charges bylaws; and
- Residents of the trailer park in Port Edward have been evicted.

Director Gould – Village of Port Clements

- A long-time resident of Haida Gwaii, Ms. Donnell, passed away and her funeral on December 10th, 2015 was well attended by many residents; and
- The Village is experiencing housing issues with a few residents seemingly living out of the community's R.V. park.

Chair Pages – Village of Masset

- The Village is currently consulting with residents on a potential location for the new library to be built in Masset.

443-2015**CARRIED**

11.2 2016 Proposed Board Meeting Schedule

MOVED by Director Nobels, SECONDED by Director Kinney, that the following location and dates be established for 2016 Regular meetings of the Skeena-Queen Charlotte Regional District Board:

- January 22, 2016 at 7:00 PM at 344 3rd Avenue West in Prince Rupert, B.C.;
- January 23, 2016 at 10:00 AM at 344 3rd Avenue West in Prince Rupert, B.C.;
- February 19, 2016 at 7:00 PM at 344 3rd Avenue West in Prince Rupert, B.C.;
- and
- February 20, 2016 at 10:00 AM at 344 3rd Avenue West in Prince Rupert, B.C.

444-2015**CARRIED**

11.3 Hays 2.0: A Modern Vision for Prince Rupert

MOVED by Director Kinney, SECONDED by Director Franzen, that the City of Prince Rupert's Hays 2.0: A Modern Vision for Prince Rupert report be received for information.

445-2015**CARRIED****12. OLD BUSINESS**

12.1 BC Hydro

MOVED by Director Racz, SECONDED by Director Beldessi, that the verbal report from Director Gould with regard to BC Hydro be received;

AND THAT response correspondence to BC Hydro's letter dated November 9, 2015 be sent to express the Board's discontent with the lack of communication at the 2015 UBCM meeting;

AND THAT the letter request clarification on the Board's questions surrounding conflict of interest and the request for expressions on interest process.

446-2015**CARRIED**

The Board requested that staff follow-up with BC Hydro and invite delegates to appear before the Board at a future meeting date.

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Racz, SECONDED by Director Kinney, that the Board move to the In-Camera meeting following the Regular Meeting according to section 90(1)(a) of the *Community Charter* “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality”.

447-2015**CARRIED****15. ADJOURNMENT**

MOVED by Director Racz, SECONDED by Director Franzen, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 8:47 p.m.

448-2015**CARRIED**

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Special (Budget) Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at 344 2nd Avenue West in Prince Rupert, B.C. on Saturday, December 12, 2015 at 10:00 AM.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	N. Kinney, City of Prince Rupert L. Brain, City of Prince Rupert D. Franzen, District of Port Edward (<i>regrets</i>) I. Gould, Village of Port Clements (<i>regrets</i>) G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Staff	D. Chapman, Chief Administrative Officer D. Fish, Deputy Corporate Officer
Public	0
Media	0

1. CALL TO ORDER 10:16 a.m.

2. AGENDA

MOVED by Director Kinney, SECONDED by Director Brain, that the December 12, 2015 Special (R1 Budget) agenda be adopted as presented.

449-2015

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

Round 1 of the draft 2016 – 2020 Skeena-Queen Charlotte Regional District (SQCRD) Financial Plan was distributed to the Board and is available on the SQCRD website.

7. CORRESPONDENCE

MOVED by Director Nobels, SECONDED by Director Beldessi, that the following correspondence be received for information:

- 7.1 Prince Rupert City & Regional Archives – Budget Request 2016
- 7.2 Dixon Entrance Maritime Museum – 2016 Budget Request
- 7.3 Haida Gwaii Museum – 2015 Overview and 2016 Budget Request
- 7.4 Port Clements Historical Society – 2016 Budget
- 7.5 Prince Rupert Public Library – 2016 Grant Funding
- 7.6 Moresby Island Management Standing Committee – 2016 Draft Budget

450-2015**CARRIED****8. REPORTS – RESOLUTIONS**

- 8.1 D. Chapman, Chief Administrative Officer – 2016 Budget Overview

MOVED by Director Kinney, SECONDED by Director Nobels, that the report from staff entitled “2016 Budget Overview” be received;

AND THAT the Board approve General Administration, Function 110, budget reallocation in the amount of \$50,000 as presented by the Chief Administrative Officer to support the Skeena-Queen Charlotte Regional District's participation in the Northwest B.C. Resource Benefits Alliance.

451-2015**CARRIED****9. FINANCIAL PLAN'S REVIEW**

- 9.1 Administration – Function 110

MOVED by Director Nobels, SECONDED by Director Martin, that the Five-Year Financial Plan 2016-2020 for Administration, Function 110, be referred to the Round 2 budget discussions as presented.

452-2015**CARRIED**

- 9.2 Islands Solid Waste – Function 310-319

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Islands Solid Waste, Function 310-319, be referred to the Round 2 budget discussions as presented.

453-2015**CARRIED**

9.3 Regional Recycling (Mainland) – Function 340

MOVED by Director Brain, SECONDED by Director Beldessi, that the Five-Year Financial Plan 2016-2020 for Regional Recycling, Function 340, be referred to the Round 2 budget discussions as presented.

454-2015

CARRIED

9.4 Electoral Area Administration – Function 120

MOVED by Director Brain, SECONDED by Director Racz, that the Director Remuneration line item be revised by staff;

AND THAT the Five-Year Financial Plan 2016-2020 for Electoral Area Administration, Function 120, be referred to the Round 2 budget discussions as amended.

455-2015

CARRIED

9.5 Electoral Area E Administration – Function 121

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Electoral Area E Administration, Function 121, be referred to the Round 2 budget discussions as presented.

456-2015

CARRIED

9.6 Elections – Function 130

MOVED by Director Martin, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Elections, Function 130, be referred to the Round 3 budget discussions as presented.

457-2015

CARRIED

9.7 Grant-in-Aid (All) – Function 170

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Grant-In-Aid (All), Function 170, be referred to the Round 3 budget discussions as presented.

458-2015

CARRIED

9.8 Grant-in-Aid Area A – Function 171

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Grant-in-Aid Area A, Function 171, be referred to the Round 3 budget discussions as presented.

459-2015

CARRIED

9.9 Grant-in-Aid Area C – Function 172

MOVED by Director Martin, SECONDED by Director Nobels, that the Five-Year Financial Plan 2016-2020 for Grant-in-Aid Area C, Function 172, be referred to the Round 3 budget discussions as presented.

460-2015**CARRIED****9.10 Grant-in-Aid Area D – Function 173**

MOVED by Director Brain, SECONDED by Director Racz, that the Five-Year Financial Plan 2016-2020 for Grant-in-Aid Area D, Function 173, be referred to the Round 3 budget discussions as presented.

461-2015**CARRIED****9.11 Grant-in-Aid Area E – Function 174**

MOVED by Director Kinney, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Grant-in-Aid Area E, Function 174, be referred to the Round 3 budget discussions as presented.

462-2015**CARRIED****9.12 Member Municipality Debt – Function 190**

MOVED by Director Kinney, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Member Municipality Debt, Function 190, be referred to the Round 3 budget discussions as presented.

463-2015**CARRIED****9.13 Sandspit Fire – Function 210**

MOVED by Director Beldessi, SECONDED by Director Martin, that the Five-Year Financial Plan 2016-2020 for Sandspit Fire, Function 210, be referred to the Round 2 budget discussions as presented.

464-2015**CARRIED****9.14 Emergency Programming – Areas A & C – Function 220**

MOVED by Director Nobels, SECONDED by Director Bergman, that the Five-Year Financial Plan 2016-2020 for Emergency Programming – Areas A & C, Function 220, be referred to the Round 3 budget discussions as presented.

465-2015**CARRIED**

9.15 Emergency Programming – Area D – Function 227

MOVED by Director Kinney, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Emergency Programming – Area D, Function 227, be referred to the Round 3 budget discussions as presented.

466-2015**CARRIED****9.16 Emergency Programming – Area E – Function 229**

MOVED by Director Beldessi, SECONDED by Director Martin, that the Five-Year Financial Plan 2016-2020 for Emergency Programming – Area E, Function 229, be referred to the Round 3 budget discussions as presented.

467-2015**CARRIED****9.17 Rural Land Use Planning – Function 510**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Rural Land Use Planning, Function 510, be referred to the Round 2 budget discussions as presented.

468-2015**CARRIED****9.18 Economic Development – Function 570**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Economic Development, Function 510, be referred to the Round 2 budget discussions as presented.

469-2015**CARRIED****9.19 Prince Rupert Regional Archives – Function 710**

MOVED by Director Nobels, SECONDED by Director Nobels, that the Five-Year Financial Plan 2016-2020 for Prince Rupert Regional Archives, Function 710, be referred to the Round 2 budget discussions as presented.

470-2015**CARRIED**

The Board requested that staff investigate the fee structure of the Prince Rupert and Regional Archives and noted that tax payers should not be subsidizing a service utilized by industry and commercial stakeholders.

9.20 North Pacific Cannery – Function 715

MOVED by Director Nobels, SECONDED by Director Kinney, that the Five-Year Financial Plan 2016-2020 for North Pacific Cannery, Function 715, be referred to the Round 2 budget discussions as presented.

471-2015**CARRIED**

The Board requested that staff bring forward the 2015 balance sheet for the North Pacific Cannery during round 2 budget discussions.

The Board requested that staff investigate the feasibility of establishing the Prince Rupert Library as a regional service.

9.21 Haida Gwaii Museum – Function 720

MOVED by Director Brain, SECONDED by Director Martin, that the Five-Year Financial Plan 2016-2020 for Haida Gwaii Museum, Function 720, be referred to the Round 2 budget discussions as presented.

472-2015

CARRIED

The Board requested that staff bring forward the 2015 Haida Gwaii Museum budget request to round 2 budget discussions for information.

The Board requested that staff follow-up with the Haida Gwaii museum to gather a further breakdown of the expenditures from the Skeena-Queen Charlotte Regional District grant, specifically, to disseminate why there is a need for an increase.

9.22 Vancouver Island Regional Library – Function 725

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Vancouver Island Regional Library, Function 725, be referred to the Round 2 budget discussions as presented.

473-2015

CARRIED

9.23 Haida Gwaii Recreation – Function 730

MOVED by Director Martin, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Haida Gwaii Recreation, Function 730, be referred to the Round 2 budget discussions as presented.

474-2015

CARRIED

The Board requested that staff request the Haida Gwaii Recreation Societies 2016 budget for information and a further breakdown of 2015 expenses for the Haida Gwaii Regional Recreation Commission.

The Board requested that staff follow up with the Regional Recreation Coordinator to provide an exhaustive list of current Haida Gwaii Recreation Programs to gain a better understanding of insurance coverage for Haida Gwaii Recreation user groups.

9.24 Sandspit Community Hall – Function 735

MOVED by Director Beldessi, SECONDED by Director Martin, that staff review the prior year deficit in the Five-Year Financial Plan 2016-2020 for Sandspit Community Hall, Function 735;

AND THAT the Five-Year Financial Plan 2016-2020 for Sandspit Community Hall, Function 735, be referred to the Round 3 budget discussions as amended.

475-2015**CARRIED****9.25 Mainland Recreation Area A – Function 751**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Mainland Recreation Area A, Function 751, be referred to the Round 3 budget discussions as presented.

476-2015**CARRIED****9.26 Mainland Recreation Area C – Function 752**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Mainland Recreation Area C, Function 752, be referred to the Round 3 budget discussions as presented.

477-2015**CARRIED****9.27 Sandspit Water – Function 810**

MOVED by Director Beldessi, SECONDED by Director Nobels, that the Five-Year Financial Plan 2016-2020 for Sandspit Water, Function 810, be referred to the Round 3 budget discussions as presented.

478-2015**CARRIED****9.28 Feasibility Studies – Function 901**

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Feasibility Studies, Function 901, be referred to the Round 3 budget discussions as presented.

479-2015**CARRIED****10. OLD BUSINESS**

None.

11. NEW BUSINESS

None.

12. PUBLIC INPUT

There were 0 questions from the public.

13. IN CAMERA

None.

14. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Brain, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 12:03 p.m.

480-2015

CARRIED

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Regional Recycling Advisory Committee (RRAC) held at the Skeena-Queen Charlotte Regional District office in Prince Rupert on Wednesday, October 7, 2015 at 12:00 pm.

PRESENT

Chair	T. Ostrom, City of Prince Rupert
Members	J. Martin, Environmental Representative D. Nobels, SQCRD Electoral Area A R. Pucci, City of Prince Rupert
Regrets	B. Payette, District of Port Edward
Staff	D. Chapman, Chief Administrative Officer D. Fish, Deputy Corporate Officer T. Des Champ, Recycling Operations Manager
Other	G. Gardiner, Public Works Operations Field Manager, City of Prince Rupert

1. CALL TO ORDER 12:03 p.m.

2. AGENDA

MOVED by Member Nobels, SECONDED by Member Pucci, that the agenda be amended and adopted to include the following:

7.1 Discussion around Future Residential Recycling and Garbage Collection

028-2015

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regional Recycling Advisory Committee meeting held July 15, 2015

MOVED by Member Pucci, SECONDED by Member Nobels, that the minutes of the July 15, 2015 Regional Recycling Advisory Committee meeting be adopted as presented.

029-2015

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS – RESOLUTIONS

- 6.1 T. Des Champ, Recycling Operations Manager – Mainland Recycling – Operations Report

MOVED by Member Nobels, SECONDED by Member Pucci, that the report from staff entitled “Mainland Recycling – Operations Report” be received for information.

030-2015

CARRIED

7. NEW BUSINESS

- 7.1 Discussion around Future Residential Recycling and Garbage Collection

Garin Gardiner, Public Works Operations Fields Manager for the City of Prince Rupert, addressed the Regional Recycling Advisory Committee in regard to the City of Prince Rupert's intent to purchase a new garbage collection truck in 2017. Mr. Gardiner presented the option of a mixed use – recycling and garbage – truck, and asked the Committee if it would be willing to further explore synergies between the Skeena-Queen Charlotte Regional District's recycling service and the City of Prince Rupert's landfill service.

MOVED by Member Nobels, SECONDED by Member Pucci, that staff work in collaboration with City of Prince Rupert staff to further investigate the feasibility of a residential curbside recycling and garbage collection program and to further explore efficiencies between the recycling and landfill services.

031-2015

CARRIED

8. OLD BUSINESS

None.

9. ADJOURNMENT

MOVED by Member Nobels, SECONDED by Member Pucci, that the Regional Recycling Advisory Committee meeting be adjourned at 12:54 p.m.

032-2015

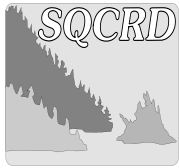
CARRIED

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer



REPORT

DATE: January 22, 2016

TO: Skeena-Queen Charlotte Regional District Board

FROM: Regional Recycling Advisory Committee

SUBJECT: Recommendations coming from the Regional Recycling Advisory Committee meeting held January 13, 2016

Recommendation 1:

MOVED by Member Ostrom, **SECONDED** by Member Pucci, that the verbal report from Member Ostrom with regard to overflow recyclable materials at the Regional Recycling facility over Christmas Holidays be received;

AND THAT the Regional Recycling Advisory Committee recommend the Board of the Skeena-Queen Charlotte Regional District consider an increase to staff salaries and wages in the Regional Recycling, Function 340, 2016-2020 Five-Year Financial Plan to accommodate staffing the Regional Recycling facility throughout Christmas holidays in 2016 and subsequent years.

Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - DECEMBER, 2015

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	3-Dec	\$ 15,551.40	November Garbage Collection Contract
Pacific Blue Cross	3-Dec	\$ 5,443.42	December Premiums
Tickers Hauling & Storage	3-Dec	\$ 5,401.35	Transport Recyclables & Porto Toilet Rental-NOV
Rupert Wood'n Steel	17-Dec	\$ 9,001.97	Regional Recycling Office Renovation - 65% complete
Western Financial Group	17-Dec	\$ 18,125.00	2016 Policy Renewal
Municipal Pension Plan	9-Dec	\$ 5,399.75	Payroll Remittance (PP25-2015)
Receiver General	8-Dec	\$ 9,212.97	Payroll Remittance (PP25-2015)
Municipal Pension Plan	23-Dec	\$ 5,514.66	Payroll Remittance (PP26-2015)
Receiver General	23-Dec	\$ 13,665.32	Payroll Remittance (PP26-2015)

CHEQUES OVER \$5,000:	\$ 87,315.84
CHEQUES UNDER \$5,000:	\$ 65,282.87
TOTAL CHEQUES:	<u>\$ 152,598.71</u>



Reference: 293776

December 21, 2015

RECEIVED DEC 29 2015

Barry Pages
and Board Members
Skeena-Queen Charlotte Regional District
14 - 342 3rd Ave W
Prince Rupert BC V8J 1L5

Dear Barry Pages:

On June 15, 2015, the Honourable Mary Polak, Minister of Environment, announced that British Columbia will be creating a world class spill response regime to address a wide range of potential land and marine-based spills. We intend to build that new regime collaboratively with First Nations, communities, local governments, industry and other regulators.

I am sending this letter to provide you with an update on the regime progress and notice of our upcoming engagement efforts. We will be engaging a broad range of First Nations, industry organizations, communities, stakeholders and regulators on a new report which will set out the details of our proposed new spill response regime.

I encourage your organization to provide detailed comments on the new report through our online information portal on the ministry's Land Based Spill Preparedness and Response in British Columbia website at www.gov.bc.ca/spillresponse. From this webpage, you can subscribe to receive updates which will notify you when new content is posted, including the new report. As noted, we anticipate the new report being available mid-January 2016 and we will provide you with another notice just prior the commencement of our formal engagement.

In the meantime, we invite you to review the previously published intentions papers and the results of a past Spill Response Symposium posted on the portal.

If you have any questions about the new proposal or the engagement process, I encourage you to contact Ms. Sara Bacic, Logistics Coordinator for the Spill Response Regime. She can be contacted at Sara.Bacic@gov.bc.ca.

Sincerely,

Anthony Danks
Executive Director
Spills Response Regime Project
Environmental Protection Division



District of Port Edward

Clean, Neat & Green

RECEIVED DEC 16 2015

December 9, 2015

Skeena Queen Charlotte Regional District
Attn: Barry Pages
14-342 3rd Avenue West
Prince Rupert, BC V8J 1L5

Re: 2016 North Central Local Government Association - Nomination

Dear Mr. Pages

The District of Port at its Regular Council meeting dated December 8, 2015 nominated Mayor Dave MacDonald to be the Regional Representative for the Skeena Queen Charlotte District. Mayor Dave MacDonald has served as a representative of this area over several terms and he would be honoured to continue representing this region on the Board.

At this time the District of Port Edward would like to request that your organization supports Dave MacDonald's nomination.

Yours truly,

District of Port Edward

Polly Pereira
Director of Corporate Administrative Officer

C. Mayor & Council



RECEIVED DEC 16 2015

Ref: 165241

DEC 10 2015

Mr. Barry Pages, Chair
and Members of the Board
Skeena-Queen Charlotte Regional District
14-342 3rd Avenue West
Prince Rupert, BC V8J 1L5

Dear Chair Pages and Board Members:

I wanted to take this opportunity to extend my gratitude and appreciation to you and your staff for making my November 2015 tour a success. As I stated throughout my time in the Northwest, I am very pleased to be the Minister of Community, Sport and Cultural Development, which includes creating a positive relationship with local governments across our province. I feel that our meeting was a great continuation to our ongoing working relationship.

During our meeting, I was pleased to announce the \$60,000 Asset Management Capacity Building Grant towards your Regional Recycling Depot Asset Management Plan. I look forward to hearing how this plan helps your communities in planning for the future. Additionally, I valued seeing and experiencing firsthand your region's unique challenges and opportunities, and I am confident that this enhanced knowledge will help inform future decisions in my role. It was helpful to learn of your measured approach toward a name change for the regional district. When the time is right for your Regional District, staff from the Ministry of Community, Sport and Cultural Development will be available to provide assistance with the necessary steps. Also, in our meeting you raised the issue of progress toward the Resource Benefits Alliance requests of the Province of British Columbia. Ministry staff are working on fact finding to help the Ministry better understand these requests and I remain committed to continuing our dialogue with you on these issues as we move into the new year.

Please extend a sincere thank you to Regional District staff for all their efforts in supporting your beautiful region and organizing our meeting. I know that your staff work hard and it is important that they are recognized for that. Additionally, I wanted to note that my Executive (Ms. Jacquie Dawes, Deputy Minister and Ms. Tara Faganello, Assistant Deputy Minister, Local Government), are available to support your local government including making provincial government connections.

As you are aware, Ms. Nichola Wade, Executive Director for Northwest Community Readiness, has been, and will continue to be, a valuable resource to help communities most likely to host LNG facilities to be ready to overcome challenges and fully seize the opportunities that LNG development will provide.

.../2

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

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

www.gov.bc.ca/cscd

Mr. Barry Pages, Chair
and Members of the Board
Page 2

Again, I want to thank you for your hospitality and I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Fassbender', with a stylized, flowing script.

Peter Fassbender
Minister

RECEIVED JAN 12 2016

January 8, 2016

Skeena-Queen Charlotte Regional District
14-342 3rd Ave,
Prince Rupert, BC
V8J 1L5

Dear Board of the SQCRD:

The United Fishermen and Allied Workers' Union – Unifor would like to thank the Board of the Skeena-Queen Charlotte Regional District for your support of fleet separation policies you wrote in your letter to Minister Tootoo dated November 24th, 2015.

Regards,



Riley Caputo
Northern Organizer



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
Phone :250-557-4295
FAX :250-557-4568
Email : cao@portclements.ca
Web : www.portclements.ca

January 12, 2016

To: Skeena Queen Charlotte Regional District

Re: 2016 Major Infrastructure Program – Gwaii Trust

The Village of Port Clements plans to submit three applications to the Major Infrastructure program for 2016. The projects are as follows:

1. Playground equipment – most of the equipment in our Community Park playground area has been pulled out of commission as it is old and unsafe. The Village has received some donations from local businesses towards purchasing new playground equipment. This project is estimated at approximately \$55,000.00 and we will be applying for 50% funding through the Major Infrastructure program.
2. Water Engineering study – the Village is concerned about the structural integrity of our underground water system. We have been experiencing a lot of leaks in the past year. We wish to hire an engineering firm to come to Port Clements and do a detailed analysis of all our water lines, indicate any leaks detected and make recommendation on a 10 year water line replacement strategy. This project is estimated at approximately \$80,000 and the Village will apply for 50% funding through the Major Infrastructure program.
3. Trail extension – Port Clements currently has no sidewalks. As an alternative, for some areas of town, we wish to create a path system that will direct people from walking along the highway and Village roads making it safer for them and providing a scenic area for walking. The Village is looking at creating a path from the existing Sunset park trail up to the Community Park and then down from there to the Museum to connect some of our major attractions. The estimated cost for this project is \$100,000 and we will be applying for 50% funding through the Major Infrastructure program.

We are asking for letters of support from the island communities for these projects. As you are undoubtedly aware the application deadline is January 24th. We would appreciate your letter of support and if you require more details about any of the projects please feel free to contact me.

Sincerely,

Kim Mushynsky – CAO
Village of Port Clements

Daniel Fish

From: Gill, Lorraine <lorraine.gill@tc.gc.ca>
Sent: Friday, January 08, 2016 3:29 PM
To: dfish@sqcrd.bc.ca; info@sqcrd.gc.ca; MIMC@qcislands.net
Cc: Violini, Jay; Woo, Vicky
Subject: Ports Asset Transfer Program - Launch of Divestiture Phase - Sandspit Port Facility

Dear Mr. Daniel Fish and Ms. Gail Henry:

Further to Skeena-Queen Charlotte Regional District's letter dated June 23, 2015 from Mr. Fish indicating that the Board is not interested in the purchase of the Sandspit Public Port Facility, I now wish to provide you with an update of the current status of the Ports Asset Transfer Program (PATP).

As of January 6, 2016, Transport Canada launched the Divestiture Phase of the Program. At this time, provinces and municipalities may acquire Transport Canada-owned port facilities and this may include financial incentives.

Provinces and municipalities will have **until March 6, 2016 to express an interest** in the available port(s). If there is no expression of interest received before March 6, 2016 or if a negotiation is not successful, the port facility will be made available for divestiture to other interested parties, including Aboriginal Communities and local interests.

The port facilities currently available for divestiture in the *pacific region* include:

- Bamfield West
- Bella Bella
- False Bay
- Hartley Bay
- Kingcome Inlet
- Klemtu
- Kyuquot
- Quatsino
- Rivers Inlet
- Sandspit
- Fort Chipewyan (Alberta)

The availability of a port facility may change as the program evolves, please contact me by email at Lorraine.Gill@tc.gc.ca or by phone at 604-666-5390 for updates. For more information about the program and a complete list of available port facilities under the PATP, please visit the Transport Canada website at <http://www.tc.gc.ca/ports-asset-transfer-program>.

Thank you,

LORRAINE GILL

Regional Manager, Property and Divestiture |
 Gestionnaire Régional, Biens immobiliers et désaisissement |
 Transport Canada | 800 Burrard Street (THP) | Vancouver, British Columbia V6Z 2J8 |
 Transports Canada | 800, rue Burrard (THP) | Vancouver, Colombie-Britannique V6Z 2J8
 Telephone | Téléphone: (604) 666-5390 | Facsimile | Télécopieur: (604) 666-5545



Save A Tree! Please don't print this email or attachment unless you really need to



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14 – 342 3rd Avenue West Prince Rupert, BC V8J 1L5

Phone: (250) 624-2002 Fax: (250) 627-8493

Website: www.sqcrd.bc.ca

June 23, 2015

Transport Canada
Pacific Region
620 – 800 Burrard Street
Vancouver, B.C. V6Z 2J8

Attention: Robert Dick, Regional Director General

Re: Ports Asset Transfer Program – Sandspit Public Port Facility

Please be advised that, at its June 19th, 2015 Regular meeting, the Board of the Skeena-Queen Charlotte Regional District received your correspondence addressed to the Moresby Island Management Committee and dated May 14, 2015.

The Board expressed no interest in the purchase of the Sandspit Public Port Facility.

In addition, the Board has also requested that I contact you to provide you with the most up to date contact information for the Moresby Island Management Committee, which is as follows:

Moresby Island Management Committee
PO Box 33
383 Alliford Bay Road
Sandspit, B.C. V0T 1T0

In January of 2015, Ms. Gail Henry was elected as the Moresby Island Management Committee Chair, and future correspondence should be addressed to her, as Mr. Evan Putterill is no longer associated with the committee.

If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Daniel Fish
Deputy Corporate Officer

Daniel Fish

From: Doug Chapman <cao@sqcrd.bc.ca>
Sent: Wednesday, January 13, 2016 2:59 PM
To: Daniel
Subject: FW: Premier's award endorsement
Attachments: PARTNERSHIP.DOCX; NW Readiness Exec Submission Nov 10.docx

Good afternoon Daniel:

Please place on the Board agenda.

Thanks
 Doug

From: Wade, Nichola CSCD:EX [<mailto:Nichola.Wade@gov.bc.ca>]
Sent: January-13-16 2:24 PM
To: Robert Long; Robert Marcellin; Bob Payette (bpayette@portedward.ca); Doug Chapman (cao@sqcrd.bc.ca); Heather Avison; Warren Waycheshen
Cc: Fraser, Emma CSCD:EX
Subject: Premier's award endorsement

Dear CAOs,

We have been recently encouraged to submit the Northwest Community Readiness initiative as a candidate for the Premier's Awards in the Partnership category. The Partnership award recognises joint ventures or multi party initiatives between the BC Public Service organisations and organisations in the broader public sector, other levels of government, First Nation communities, or in the private or not for profit sectors. This award is recognised both regionally and provincially.

While we know that our work is by no means all done, it is quite a meaningful award and even consideration at this stage is a real acknowledgement of the progress to date.

We will be submitting under the Regional category and should it be successful it may be also judged at the provincial level. I have attached a very rough draft outline that we crafted last year, while it doesn't cover the full scope of NWCR (we are missing a couple of elements e.g. Housing strategy, CDI work etc.) it does give a flavour of our work.

We would like your permission to cite you and our initiatives (such as CLUPP, AMCB, negotiation support, SEEMP, NW CR Working Group, population estimates etc.) in our application. The application guidance is attached. We are encouraged to seek letters of endorsement from our partners, and given we are limited to 5 pages of attachments total, we wondered if perhaps we could solicit a quote (or short paragraph) from you, and a separate quote from your Mayor or Chair to be compiled to one page of endorsements from local government. Applications must be submitted internally by January 22nd but there is still time after that for some tweaking should you not be able to secure the quote from political leadership in the short term. If your submission could speak specifically to an area that has been particularly meaningful to you (for example (but not to be prescriptive) negotiation assistance with PNW for the taxation agreement for Port Ed or the housing strategy and its application in Kitimat) that would be very helpful.

Your assistance is greatly appreciated,
 Nic

PARTNERSHIP

The Partnership award recognizes joint-ventures or multi-party initiatives between BC Public Service organizations and organizations in the broader public sector, other levels of government, First Nations communities, or in the private or not-for-profit sectors. This award is recognized both regionally and provincially.

Evaluation Considerations

Summary (not to exceed 150 words):

In this section, provide a brief statement that summarizes or restates the main points of the nomination, project or partnership. The purpose of the summary is to give the adjudicators and judges a condensed and objective account of the main idea(s) and accomplishment(s) of the nomination.

*****All sections below combined must not exceed 1500 words*****

Context (250 words max.):

To establish a background that will provide perspective to the work achieved, briefly describe why the partnership was undertaken.

Complexity:

Describe the scope and scale of the partnership including, but not limited to:

- Size of the project, process, or initiative;
- Constraints encountered and overcome (i.e. time frame, technical, financial, organizational and/or policy);
- Identify challenges around aligning stakeholder or partner group interests;
- Technical or organizational difficulties addressed.

Approach:

Identify key aspects of the partnership including, but not limited to:

- Creativity and/or use of new technology to achieve results;
- Building relationships with internal or external stakeholder(s) to achieve mutually beneficial goals or mandates;
- Risk and/or change management strategy;
- Use of, or development of, best practices;
- Application and/or development of best practices to remove barriers that may have prevented the successful outcome of the project.

Impact:

Describe, and use metrics to support (where applicable), the effect that the partnership has had including, not limited to:

- Effect on the community, internal or external stakeholders including any social, economic, and environmental benefits achieved as the result of the partnership;
- Extent to which the outcomes and objectives of the project, program or initiative were achieved;
- Effect that the partnership had on operational efficiencies as demonstrated by financial or other key performance indicators;
- Quantitative or measurable improvement to the programs or services

Nominator: Tara Faganello, ADM LGD

Name: Northwest Community Readiness Initiative

Category: Partnerships or Innovation, Interior/North

Description:

Overview

Launched in May 2014, the multifaceted Northwest Community Readiness project (NWCR) is key to ensuring Northwest British Columbia and its communities are prepared for Liquefied Natural Gas (LNG) development, with a specific focus on services and infrastructure. NWCR involves identifying issues and potential impacts, coordinating responses from provincial and local service providers, information sharing, and creating a venue for discussions between parties. The development of Northwest community readiness involved analyzing unique community needs, engaging with local and provincial service and infrastructure providers, and creating a tailored model that can scale up, based on anticipated future needs. This initiative was developed with, and continues to perform with significant cross-organizational coordination, especially with the Environmental Assessment Office, Ministry of Natural Gas Development, and Ministry of Jobs, Tourism and Skills Training, as well as engaging with local governments to help strengthen their capacity.

Northwestern Communities

NWCR focuses on the six communities where the majority of LNG facilities are proposed, and therefore where the bulk of impacts on services and infrastructure would be felt: Kitimat, Terrace, Prince Rupert, Port Edward, Regional District of Kitimat Stikine, and Skeena Queen Charlotte Regional District.

CSCD's Community Readiness Approach

CSCD has two roles in community readiness. The first is coordinating provincial and local infrastructure and service-providing agencies on community readiness. The second is providing core ministry support for readiness related to local government governance, infrastructure, finance and land use planning.

CSCD's approach to community readiness is based on:

- Activating provincial agencies, communities and proponents on readiness
- Supporting infrastructure and service decisions consistent with long-term community growth
- Supporting customized solutions for each project and community, including specific agreements
- Using existing programs to address needs wherever possible
- Supporting partnerships to build solutions
- Integrating provincial and local decisions/investments

Confirmation of results:

Project Accomplishments

- ✓ Provided \$1 million in grants to communities for asset management and land use planning, with several funded projects now complete.
- ✓ CSCD worked with the Environmental Assessment Office (EAO) and the Ministry of Natural Gas Development (NGD) to develop a community-level socio-economic impacts process for LNG-related projects. This includes EA conditions within the EA Certificates to obligate proponents to develop Socio-Economic Effects Management Plans (SEEMPs) to mitigate adverse effects on community level services and infrastructure that are directly related to the project construction phase.
- ✓ Released guidelines for Preparing a Socio-Economic Effects Management Plan (SEEMP) for Community-Level Infrastructure and Services related to Liquefied Natural Gas (LNG) Projects in June 2015. These guidelines complement the Socio-Economic Effects Management Planning (SEEMP) Framework.
- ✓ Funded five local government planning interns, allowing Northern BC graduates to start Northern careers, as well as a Community Liaison to help local governments manage project referrals. Three of the five interns have accepted permanent planning positions in the North, with the other two having their internships extended until May 2016.
- ✓ Building relationships with and supporting Northwestern communities through a dedicated Executive Director with an office in Terrace and through establishing regular meetings between Northwest Chief Administrative Officers.
- ✓ Increased coordination between Provincial and local service providers through an ADM committee and supporting working group
- ✓ Developed future population growth scenarios that may result from industrial development in the Northwest, to assist service providers to prepare for potential impacts
- ✓ Supported successful taxation agreement between Port Edward and PNW LNG and is currently supporting Prince Rupert- PNW LNG service agreement negotiations.



RECEIVED JAN 18 2015

December 14, 2015

Coastal Regional District Chairs
 c/o Barry Pages, Chair
 Skeena-Queen Charlotte Regional District
 1st Avenue East, Suite 100
 Prince Rupert BC V8J 1A6

Reference: 237579

Dear Coastal Regional District Chairs:

Re: Thank You

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Vancouver. I am glad we had the chance to discuss the Coastal Ferry Act, traffic on BC Ferries and effects of fares and service reductions.

The annual UBCM convention is a valuable opportunity to come together with community leaders and look at ways we can work collaboratively to meet the needs of the British Columbians we serve. It is always a pleasure to learn about the great work being accomplished at a local level by representatives like yourself, and to identify those priorities that support our shared interest in making our transportation system the safest, most efficient possible.

By continuing to work together to deliver the priorities that matter most to British Columbians, we can succeed in making our province a leader in transportation excellence.

Thank you again for taking the time to meet with me.

Sincerely,

Todd G. Stone
 Minister

Copy to: Grant Main, Deputy Minister

Deborah Bowman, Assistant Deputy Minister
 Transportation Policy and Programs Department

.../2

Bruce Jolliffe, Chair
Comox Valley Regional District

Dave Rushton, Chair
Regional District of Mount Waddington

Garry Nohr, Chair
Sunshine Coast Regional District

Jim Abram, Chair
Strathcona Regional District

Joe Stanhope, Chair
Regional District of Nanaimo

John Lefebure, Chair
District of North Cowichan

Mayor Josie Osborne
District of Tofino

Nils Jensen, Chair
Capital Regional District

Peter Luckham, Chair
Islands Trust Council
Islands Trust

Reginald Moody-Humchitt, Chair
Central Coast Regional District



RECEIVED JAN 18 2016

December 14, 2015

Chair Barry Pages and Directors
Skeena-Queen Charlotte Regional District
1st Avenue East, Suite 100
Prince Rupert BC V8J 1A6

Reference: 237578

Dear Chair Pages:

Re: Thank You

Thank you for taking the time to meet with me at the recent Union of British Columbia Municipalities (UBCM) Convention in Vancouver. I am glad we had the chance to discuss BC Ferries scheduling and the Kwuna Vessel, as well as road surfacing and resurfacing in rural communities.

The annual UBCM convention is a valuable opportunity to come together with community leaders and look at ways we can work collaboratively to meet the needs of the British Columbians we serve. It is always a pleasure to learn about the great work being accomplished at a local level by representatives like yourself, and to identify those priorities that support our shared interest in making our transportation system the safest, most efficient possible.

I have asked ministry staff to follow up with you directly to update you on discussions with BC Ferries regarding the concerns you raised during our meeting about scheduling and parking availability.

.../2

- 2 -

By continuing to work together to deliver the priorities that matter most to British Columbians, we can succeed in making our province a leader in transportation excellence.

Thank you again for taking the time to meet with me.

Sincerely,



Todd G. Stone
Minister

Copy to: Grant Main, Deputy Minister

Deborah Bowman, Assistant Deputy Minister
Transportation Policy and Programs Department



January 18, 2016

To: SQCRD Chairman Barry Pages and the Board of Directors

RE: Request Letter of Support for Gwaii Trust Society Major Contribution Grant
Project: Haida Gwaii Semester in Reconciliation Studies in Masset & Old Massett

As you may know, since 2010 the Haida Gwaii Higher Education Society (HGHS) has provided senior undergraduate students the opportunity to study natural resource management on Haida Gwaii. These students have lived in Skidegate and Queen Charlotte, attended lectures at the Haida Heritage Centre at Kay Llnagaay, toured the forests and landscapes of the islands, met with local experts and knowledge-holders, and have become part of the Haida Gwaii community over their 14 weeks on-island. 180 students have completed our programs, including a dozen local Island residents.

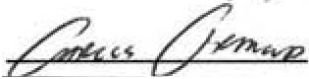
The HGHS is looking to expand its operations from Skidegate into other communities of Haida Gwaii, in particular Old Massett and Masset, Port Clements and Sandspit. We would like to do more to support change in post-secondary education by following recommendations for education and research laid out in the Truth and Reconciliation Commission (TRC) findings. Accordingly, we aim to educate “Canadians about the diverse concepts, principles, and practices of reconciliation...[to advance] healing and transformative social change” (TRC, p. 243). At this moment, we are excited to begin planning a new undergraduate semester in Reconciliation Studies, and expanding our programs into the communities of Masset and Old Massett in January 2017.

Based on our experience in Skidegate and Queen Charlotte, we expect several educational, employment and economic opportunities to accompany the Reconciliation Studies semester in Old Massett and Masset. In particular, HGHS will require student housing, classroom and office space, local guest speakers and educators, rental bikes, caterers, and other local services, which will promote local economic development.

To help with the project costs for the development and implementation of this new program in Old Massett and Masset, we are applying to the Gwaii Trust Society’s Major Contributions Grant for \$100,000. We would be grateful if we could include a letter of support for the HGHS, and the new semester in Old Massett and Masset, from SQCRD in our application so that we may begin the expansion of HGHS programming across the communities of Haida Gwaii. If you have any additional questions, please do not hesitate to contact me.

I look forward to hearing back from you.

Thank you for your time.

A handwritten signature in dark ink, appearing to read 'Carlos G. Ormond', written over a horizontal line.

Carlos G. A. Ormond, Ph.D.
Executive Director
Haida Gwaii Higher Education Society
PO Box 927, Queen Charlotte, Haida Gwaii/BC
Office: 250-559-7885 ext. 232 Cell: 604-512-8254
Web: hghes.ca



January 13, 2016

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

Dear Chair Barry Pages;

The Managed Forest Council is the independent provincial agency established under the *Private Managed Forest Land Act* to administer the Managed Forest Program. The Council regulates key public environmental values on private managed forest land in British Columbia.

Council is seeking opportunities to meet with stakeholders to inform them about its mandate and regulatory role on private managed forest land throughout British Columbia. Our office has created an interactive presentation to encourage discussion amongst participants. The presentation typically runs slightly less than 1 hour depending on the level of interaction.

If you wish to meet with Council and learn more about its regulatory role on private managed forest land, give our office a call or send us an e-mail at office@mfcouncil.ca.

Yours Truly,

A handwritten signature in black ink, appearing to read "Phil O'Connor", is written over a light blue horizontal line.

Phil O'Connor
Executive Director



WHAT IS THE COUNCIL?

The Managed Forest Council is BC's independent agency responsible for administering the *Private Managed Forest Land Act* and regulations.

WHO IS THE COUNCIL?

Council consists of five members: two appointed by the provincial government; two elected by the owners of private managed forest land; and a chair elected by the other four members.

WHAT IS OUR MANDATE?

Council mandate is to encourage and regulate forest management practices on private managed forest in BC including the protection of key public environmental values.

WHAT IS PRIVATE MANAGED FOREST LAND & THE MANAGED FOREST PROGRAM?

Managed forest land is a BC Assessment property class established to encourage private landowners in BC to manage their lands for long-term forest production. Managed forest land is subject to the *Private Managed Forest Land Act* and Regulations.

The managed forest program is voluntary. Eligible landowners must:

- File a management commitment with Council
- Provide annual information on harvesting, road construction, and reforestation
- Commit to using the land for growing and harvesting trees, and reforesting harvested or disturbed areas
- Manage the land in accordance with private managed forest land legislation

WHAT ARE KEY PUBLIC ENVIRONMENTAL VALUES?

There are five key public environmental values with associated management objectives:

Soil Productivity: to protect soil productivity

Drinking Water: to protect human drinking water both before and after harvesting

Fish Habitat: to retain sufficient streamside trees and vegetation both during and after harvesting to protect fish habitat

Critical Wildlife Habitat: to facilitate the long-term protection of that habitat

Reforestation: to promptly regenerate areas with a healthy commercially valuable stand of trees

WHAT IS THE REGULATORY MODEL?

Private managed forest land legislation is a results-based regulatory model that allows forest owners to develop and use management strategies most appropriate to the scale and geographic location of their operations while focusing on achieving measurable objectives as required under the regulation.



HOW DOES COUNCIL ENSURE COMPLIANCE WITH MANAGED FOREST REGULATIONS?

Council uses a number of mechanisms to measure performance in relation to compliance requirements:

Audits & Inspections: all managed forests are audited or inspected by qualified professionals at least once every five years. Performance is assessed relative to management commitments and regulatory requirements.

Investigations: Council follows up on all potential compliance issues revealed during inspections or audits, from third-party complaints, or reported by owners themselves. Geoscientists, fisheries biologists, and other specialists are involved as required.

Compliance Determinations: where it is alleged there have been contraventions of regulations, formal determination hearings are convened. Owners have a right for an opportunity to be heard, and affected third parties may also be granted standing at hearings. Owners are held responsible for outcomes. Hearing determinations are published on the Council website.



HOW DOES COUNCIL SUPPORT CONTINUOUS IMPROVEMENT?

Council carries out regular reviews of regulations and practices through audits and special studies. Past audits have resulted in numerous changes including:

- Tighter definition of and protection for fish streams
- Strengthened protection of licensed water supply intakes
- Strengthened soil protection and road deactivation requirements

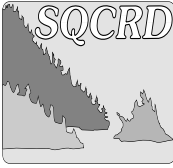
In 2014 Council initiated a 2-year drinking water study that will assess current practices and effectiveness of the Council Regulation in protecting this resource.

WE'RE LISTENING AND WANT TO HEAR FROM YOU

Council is committed to delivering on its mandate to protect key environmental values on private managed forest land. We are broadening our communications efforts with local governments, provincial officials, water purveyors, and other stakeholders to identify issues and potential areas for improvement.

CONTACT US

TO LEARN MORE ABOUT COUNCIL, VISIT OUR WEBSITE OR CALL US AT 250-386-5737.



STAFF REPORT

DATE: December 31, 2015
TO: SQCRD Board
FROM: D. Chapman, Chief Administrative Officer
SUBJECT: Tangible Capital Asset Policy

Recommendation:

THAT the report from the Chief Administrative Officer entitled “Tangible Capital Asset Policy” be received;

AND THAT the Board adopt the attached “Tangible Capital Asset Policy” as presented.

Purpose of the Report:

This report introduces the Board to the accounting requirements for Tangible Capital Assets (TCA) and the need for a policy to govern how the Skeena-Queen Charlotte Regional District’s (SQCRD) TCA’s are managed.

Options:

1. Adopt the draft Tangible Capital Asset Policy as presented;
2. Amend the draft Tangible Capital Asset Policy then adopt it; or
3. Do not adopt a policy for Tangible Capital Assets.

Background:

The Public Sector Accounting Board (PSAB) adopted section 3150 titled Tangible Capital Assets in August of 2007, which took effect on January 1, 2009. This standard requires that TCA’s be accounted for and reported as assets on the statement of financial position and to be amortized over the useful life of the assets in a rational and systematic manner.

Discussion:

The draft TCA policy provides staff with:

1. Treatment and acquisition of capital assets including capital leases and betterments;
2. The threshold of expenditure to be considered as a capital expenditure;
3. Direction on how to determine the cost of a TCA;
4. Categories of TCA's;
5. How to treat acquisition of TCA's; and,
6. Disposals of TCA's.

Without this direction to staff, time will be taken each year to sort out the purchases to determine which ones are capital and which ones are to be considered, or deemed to be, capital purchases. The policy provides staff with direction on what needs to be budgeted for and how to manage TCAs on behalf of the Board.

Conclusion:

Providing direction to staff will provide for sound, consistent corporate management and accounting treatment of tangible capital assets.



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Tangible Capital Asset Policy	
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1. PURPOSE

To provide guidance for sound corporate management and accounting treatment of tangible capital assets and complies with the Public Sector Accounting Board guidelines.

2. TERMS / DEFINITIONS

“Amortization” means the accounting process of allocating the cost less residual value of a tangible capital asset to operating periods of an expense over its useful life in a rational and systematic manner appropriate to its nature and use.

“Betterment” means subsequent expenditures on a tangible capital asset that: increases previously assessed output or service capacity; lowers associated operating costs; extends the useful life of the asset; and/or improves that quality of the output.

“Capital Lease” means a non-financial asset that has physical substance and a useful life extending beyond an accounting period and is held under lease by the Skeena-Queen Charlotte Regional District for use, on an ongoing basis, in the production or supply of goods and services. Under the terms and conditions of the lease, substantially all of the benefits and risks incident to ownership are, in substance, transferred to the municipality without necessarily transferring legal ownership.

“Cost” means the gross amount of consideration given up to acquire, construct, develop or better a tangible capital asset and includes all costs directly attributable to acquisition, construction, development or betterment of the tangible capital asset.

“Net Book Value” means the cost of a tangible capital asset less accumulated amortization and amount of any write downs.

“Fair Value” means the amount of the consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

“Regional District” means the Skeena-Queen Charlotte Regional District.

“Residual Value” means the estimated net realizable value of a tangible capital asset at the end of its useful life to the Skeena-Queen Charlotte Regional District.

“Tangible Capital Asset” means a non-financial asset having physical substance that: is used on a continuing basis in the Skeena-Queen Charlotte Regional District's operations; has a useful life that extends beyond one year; and is not held for resale in the ordinary course of operations.

“Useful Life” means the estimated period over which a capital asset is expected to be used by the Skeena-Queen Charlotte Regional District. A tangible capital asset’s useful life may be shorter than the actual life of the asset due to limitations on the physical, technological, commercial or legal life of the asset or project.

3. SCOPE

This policy applies to all Regional District departments, boards, committees and commissions within the reporting entity of the Regional District.

All tangible property owned by the Regional District, either through donation or purchase and which qualifies as tangible capital assets are addressed in this policy.

4. PRINCIPLES

Principles in this policy provide guidance for policy development and assist with interpretation of the policy once applied.

- I. The purpose of this policy is for the benefit of the Regional District as a whole; for the users of the Regional District’s financial statements and managers of the Regional District’s tangible capital assets.
- II. Only capital items meeting the capital asset criteria in this policy will be budgeted as capital.
- III. Materiality (threshold) is considered.
- IV. The Regional District complies with current legislative requirements.
- V. Financial, operational and information technology system limitations are considered.

5. POLICY

A framework is established for the management and control of the Regional District’s capital assets. Included in this framework is proper recognition, measurement, thresholds, aggregation, segregation, amortization, reporting, safeguarding and disposal.



5.1. Tangible Capital Asset Inventory - Acquisition

Tangible Capital Assets are recorded at historical cost. Tangible Capital Assets are recognized as assets on the Regional District’s Statement of Financial Position on date of receipt for capital goods or when the asset is put into use for capital projects.

5.2. Cost

Cost, as defined by PSAB 3150, is the gross amount of consideration given up to acquire, construct, develop or better a Tangible Capital Asset, and includes all costs directly attributable to acquisition, construction, development or betterment of the Tangible Capital Asset, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed Tangible Capital Asset, including a Tangible Capital Asset in lieu of a developer charge, is considered to be equal to its fair value at the date of contribution. Capital grants are not netted against the cost of the related Tangible Capital Asset. The cost of a leased Tangible Capital Asset is determined in accordance with Public Sector Guidelines PSG-2, Leased Tangible Capital Assets.

For assets owned by the Regional District but not paid by the Regional District including contributions, gifts and donations, valuation may be assessed by Fair Value.

5.2.1. Thresholds

Thresholds are established for a minimum dollar value and number of years of useful life. Thresholds help to determine whether expenditures are to be capitalized as assets and amortized or treated as a current year expense. For financial reporting purposes thresholds are set fairly high, however, details may be useful for the Regional District's capital asset management program. Therefore, an optimal threshold for each asset category is a balance between the two. Threshold values should be reviewed periodically and adjusted for inflation.

Thresholds apply to capital goods purchased and capital projects constructed with the total cost of the good or project meeting the threshold criteria. Long term assets not individually meeting threshold limits, when purchased in sufficient volume to meet the limit are to be capitalized. Group purchases are purchases that are individually insignificant items but when purchased together, the invoice amount meets or exceeds the threshold for that asset category.

Improvements are capitalized or expensed in accordance with PSAB 3150.

Asset Category	Threshold
Land	Capitalize Only
Land Improvements	\$10,000
Buildings	\$50,000
Building Improvements	\$10,000
Construction in Progress	Capitalize Only
Machinery & Equipment	\$5,000
Vehicles	\$10,000
Information Technology Infrastructure	\$5,000
Infrastructure (e.g. water, wastewater, roads, etc.)	\$50,000

5.2.2. Classification, Aggregation & Segmentation

The level of detail required in the capital asset inventory is a balance between cost of data collection, tracking and analysis and the beneficial use of the information gathered. The full cost of preparing a Tangible Capital Asset for its intended use is considered the aggregate cost of the capital asset. The aggregate cost may be further segmented into elemental components based on useful life.

5.2.2.1. Land

Land owned by the Regional District includes parkland and land for Regional District owned facilities. All land owned by the Regional District is segmented by each parcel held. Regional District parkland and the land for Regional District facilities and leased facilities is quantified and included in the Regional District's land database.

5.2.2.2. Land Improvements

Land improvements include parks infrastructure such as playground equipment, outdoor pools, fencing, trails, irrigation systems, etc. Each asset when capitalized is recorded separately with an attached useful life.

5.2.2.3. Buildings

Buildings owned by the Regional District include any building the Regional District holds or acquires, including leaseholds. Buildings may be segmented by envelope, roof and equipment and other significant component parts based on useful life. This treatment provides for capital replacement of each component over the years of ownership.

5.2.2.4. Building Improvements

Building improvements include furniture, fixtures and equipment along with interior fit-outs required to make the building ready for use. Furniture, fixtures, equipment and fit-outs are capitalized if purchased in volume and the volume exceeds the threshold limit or if the individual cost of individual items exceed the threshold.

5.2.2.5. Construction in Progress

Construction in progress contains capital projects underway but not complete or put to use. These projects are individually segmented and are capitalized if costs exceed threshold limits.

5.2.2.6. Vehicles, Machinery & Equipment

Mobile vehicle fleet and all machinery and equipment used in normal Regional District operations.

5.2.2.7. Information Technology Infrastructure

Information Technology (IT) Infrastructure includes hardware, infrastructure, computers, printers, scanners, photocopiers and the telephone network. This IT infrastructure is capitalized if each purchase, group purchase, or project meets threshold limits.

5.2.2.8. Infrastructure

5.2.2.8.1. Water

The water system components may be segmented by asset type, for example water mains, valves, hydrants and services. Aggregation for threshold purposes is by capital project. Capital projects when complete are recorded as assets by allocating costs to each component part.

5.2.2.8.2. Transportation

Transportation assets include all linear assets associated with roads and may be segmented by roads, lanes, sidewalks, traffic intersections, street lights, signage and structures. Aggregation for threshold purposes is by capital project. Capital projects when complete are recorded as assets by allocating costs to each component part.

5.3. Tangible Capital Asset Inventory – Ownership

Ownership of assets requires safeguarding, maintenance, amortization for replacement and possibly write-downs. These requirements are addressed in this section.

It is the responsibility of department managers to ensure capital assets assigned to his or her custody are maintained and safeguarded in coordination with the asset management and facilities department.

Amortization is an annual charge to expenditures for the use of a capital asset. The Regional District sets amortization rates on a straight line basis on the number of years in service. The asset categories are amortized as follows:

Asset Category	Amortization of Cost
Land	Not amortized
Land Improvements	Straight line over useful life of each asset unit
Buildings	Straight line over useful life of each asset unit
Building Improvements	Straight line over useful life of each asset unit
Construction in Progress	Not amortized
Vehicles, Machinery & Equipment	Straight line over useful life of each asset unit
Infrastructure (e.g. water, wastewater, roads, etc.)	Straight line over average useful life of each segment

Amortization is calculated at a prorated amount for the first year the asset is placed in service and at the full annual rate thereafter. Economic useful life is used for amortization rather than physical useful life. Attachment 1 provides a general guide for useful life.

A write down of assets occurs when reduction in future economic benefit is expected to be permanent and the value of future economic benefit is less than the Tangible Capital Asset's net book value. A write down should not be reversed.

5.4. Tangible Capital Asset Inventory – Disposal

Disposal procedures for capital assets are recorded in the Regional District's financial statements in accordance with PSAB 3150.

5.5. Componentization

Tangible capital assets may be accounted for using either the single asset or component approach. Whether the component approach is to be used will be determined by the usefulness of the information versus the cost of collecting and maintaining information at the component level.

Factors to consider when determining whether to use a component approach include:

- a) Major components may have significantly different useful lives and consumption patterns from those of the related tangible capital asset.
- b) The value of the components in relation to the related capital tangible capital asset.

5.6. Write Downs

When conditions indicate that a tangible capital asset no longer contributes to the Regional District's ability to provide goods and services, or that the value of the future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset should be reduced to reflect the decline in the asset's value.

The net write-downs of tangible capital assets should be accounted for as expenses in the statement of financial activities.

5.7. Works of Art

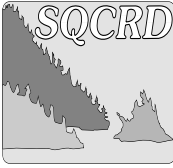
Works of art or archival records will not be recorded as tangible capital assets in the financial statements since a reasonable estimate of their future benefits cannot be made. However their existence will be disclosed in the notes to the financial statements

Amendment Date		Resolution No.	
Amendment Date		Resolution No.	
Approval Date:		Resolution No.	

ATTACHMENT 1

ASSET USEFUL LIFE – General Guidelines

Asset Type	Depreciable Life in Years
Land Improvements	
• Playground Equipment	15
• Washrooms, Concessions, Shelters	40-50
• Fencing	15-25
• Irrigation System	20
• Other Land Improvement Structures	15-60
Buildings	20-75
Building Improvements	
• Exterior Envelope	30-75
• HVAC Systems	10-15
• Roofs	15-50
• Electrical/Plumbing/Fire	20-75
• Site Works	10-100
• Other Building Improvements	10-100
Machinery & Equipment	
• General Equipment	5-10
• Ground Machinery & Equipment	10-15
• Heavy Construction Equipment	5-10
• Other Machinery & Equipment	5-20
Vehicles	
• Cars & Light Trucks	5-10
• Vehicles – Medium	8
• Vehicles – Heavy	15
• Fire Trucks	15-25
• Other Vehicles	5-25
Information Technology Infrastructure	
• Hardware	3-5
• Software	3-5
• Telephone System	5-7
• Other IT Infrastructure	3-7
Infrastructure	
• Water	10-100
• Sewer	10-100
• Drainage	10-100
• Transportation	10-100
• Other Infrastructure	10-100



STAFF MEMORANDUM

DATE: January 22, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Deputy Corporate Officer

SUBJECT: SQCRD Gas Tax Funding

Recommendation:

THAT the Board receives the memorandum from staff entitled “SQCRD Gas Tax Funding” for information.

PURPOSE:

Staff have prepared the following information pertaining to the Skeena-Queen Charlotte Regional District's (SQCRD) Gas Tax funding at the request of Director Racz, made January 14th, 2016.

BACKGROUND:

As part of the New Building Canada Plan, the renewed federal Gas Tax Fund (GTF) is intended to provide predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating job and long-term prosperity.

The renewed Gas Tax Agreement in B.C. is delivered through three program streams:

- **Community Works Fund:** available to all local governments; supports the achievement of local priorities through an allocation based on population and a funding floor; and is delivered to local governments semi-annually with local choice about which eligible projects to fund.
- **Strategic Priorities Fund:** available to all local governments outside of the Greater Vancouver Regional District; provides funding for strategic investments that are larger in scale or regional in impact, or innovative; and is an application based process with payments on reimbursement basis.
- **Greater Vancouver Regional Fund:** available to the Greater Vancouver Regional District and its member municipalities; provides funding for regional transportation projects within the Greater Vancouver region; and funding for regional transportation projects proposed by TransLink are approved by the GVRD Board.

Funding is provided twice a year to provinces and territories that, in turn, flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.

DISCUSSION:

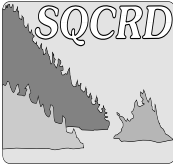
Attachment A of this report provides a summary of current SQCRD Gas Tax funding, as well as past Gas Tax funding expenditures.

Eligible Project Categories

- **Local roads and bridges** - roads, bridges and active transportation infrastructure (ie. Cycling lanes and bike paths, sidewalks, hiking and walking trails);
- **Highways** – highway infrastructure;
- **Short-Sea Shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean;
- **Short-Line Rail** – railway related infrastructure for carriage of passengers or freight;
- **Regional and Local Airports** – airport-related infrastructure (excluding national airports);
- **Broadband Connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities;
- **Public Transit** – infrastructure that supports a shared passenger transport system that is available for public use;
- **Drinking Water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems;
- **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems;
- **Solid Waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclable, compostable materials and garbage;
- **Community Energy Systems** – infrastructure that generates or increases the efficient usage of energy;
- **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the development includes:
 - The construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
 - The construction of Local Government public parks and publicly-owned social housing.
- **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of the professional sports teams or major junior hockey teams);

- **Recreational Infrastructure** – recreational facilities or networks;
- **Cultural Infrastructure** – infrastructure that supports arts, humanities and heritage;
- **Tourism Infrastructure** – infrastructure that attract travelers for recreation, leisure, business or other purposes;
- **Disaster Mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters;
- **Capacity Building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT										
GAS TAX FUNDING										
	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	Total Funds
Opening Balance	\$ -	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	
Revenue										
UBCM Contribution	\$ 255,892.75	\$ 115,867.88	\$ 211,483.66	\$ 209,007.96	\$ 208,989.44	\$ 208,989.44	\$ 208,915.35	\$ 194,687.08	\$ 194,687.08	\$ 1,808,520.64
Interest		\$ 16,107.68	\$ 19,072.08	\$ 10,182.22	\$ 14,321.02	\$ 10,671.51	\$ 9,636.72	\$ 13,595.01	\$ 1,057.56	\$ 94,643.80
Total	\$ 255,892.75	\$ 387,868.31	\$ 544,052.13	\$ 725,664.20	\$ 778,247.66	\$ 746,621.99	\$ 977,871.43	\$ 1,186,153.52	\$ 1,316,398.16	\$ 1,903,164.44
Used		\$ (74,371.92)	\$ (37,578.11)	\$ (170,727.00)	\$ (251,286.62)	\$ 12,697.37	\$ -	\$ (65,500.00)	\$ -	\$ (586,766.28)
Total Available	\$ 255,892.75	\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 759,319.36	\$ 977,871.43	\$ 1,120,653.52	\$ 1,316,398.16	\$ 1,316,398.16
Expended	2005 to 2007	2008	2009	2010	2011	2012	2013	2014	2015	Total Expended
Area D OCP *		\$ 74,371.92	\$ 9,443.11	\$ 16,185.00	\$ 6,893.00	\$ -	\$ -	\$ -	\$ -	\$ 106,893.03
Area A Dodge Cove Water System *		\$ -	\$ -		\$ 17,613.29	\$ (17,613.29)	\$ -	\$ -	\$ -	\$ -
Area C Oona River Community Hall *		\$ -	\$ 28,135.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,135.00
Haida Gwaii Progressive Landfill Closure **				\$ 154,542.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,542.00
Area E Sandspit Community Hall *		\$ -	\$ -	\$ -	\$ 226,780.33	\$ 4,915.92	\$ -	\$ -	\$ -	\$ 231,696.25
Mainland Recycling Transfer Station								\$ 65,500.00	\$ -	\$ 65,500.00
Total		\$ 74,371.92	\$ 37,578.11	\$ 170,727.00	\$ 251,286.62	\$ (12,697.37)	\$ -	\$ 65,500.00	\$ -	\$ 586,766.28
GL 01-6-000-2404 Gas Tax		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 512,640.02	\$ 748,647.85	\$ 943,242.18	\$ 1,072,429.26	\$ 1,169,772.80	\$ 1,169,772.80
GL 01-6-000-2405 Interest		\$ -	\$ -	\$ -	\$ 14,321.02	\$ 24,992.53	\$ 34,629.25	\$ 48,224.26	\$ 49,281.82	\$ 49,281.82
		\$ 313,496.39	\$ 506,474.02	\$ 554,937.20	\$ 526,961.04	\$ 773,640.38	\$ 977,871.43	\$ 1,120,653.52	\$ 1,219,054.62	\$ 1,219,054.62



STAFF MEMORANDUM

DATE: January 22, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Deputy Corporate Officer

SUBJECT: Haida Gwaii Regional Recreation Commission Bylaw and Membership

Recommendation:

THAT the Board receives the memorandum from staff entitled “Haida Gwaii Regional Recreation Commission Bylaw and Membership” for information.

PURPOSE:

Staff have prepared the following information pertaining to the Haida Gwaii Regional Recreation Commission’s establishing bylaw and membership at the request of Director Racz, made January 12th, 2016.

BACKGROUND:

At its Regular meeting held August 14th, 2015 the Board of the Skeena-Queen Charlotte Regional District adopted the Haida Gwaii Regional Recreation Commission Bylaw No. 596, 2015 (Attachment A).

Subsequent to the adoption of Bylaw No. 596, 2015, the Board appointed the following members to serve as members of the Haida Gwaii Regional Recreation Commission for a two-year term, effective August 2015:

- Marg Youngson, Chair (Member-at-Large);
- Darcy Pollard, Vice Chair (Skidegate);
- Laurie Chisholm (Sandspit);
- Amber Bellis (Port Clements); and
- Harold White (Masset).

The Haida Gwaii Regional Recreation Commission has not established an advisory or executive committee.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

HAIDA GWAII REGIONAL RECREATION COMMISSION BYLAW NO. 597, 2015

A bylaw to establish a recreation commission for Haida Gwaii

WHEREAS the Board of the Skeena-Queen Charlotte Regional District may, pursuant to section 176(1) of the *Local Government Act*, establish commission to operate regional district services;

AND WHEREAS the Board of the Skeena-Queen Charlotte Regional District, pursuant to Bylaw No. 595, 2015, and amendments thereto, has established a regional recreation service on Haida Gwaii;

AND WHEREAS the Board of the Skeena-Queen Charlotte Regional District deems it appropriate to establish a recreation commission;

NOW THEREFORE, the Board of the Skeena-Queen Charlotte Regional District, in open meeting assembled, enacts as follows:

1. ESTABLISHMENT

- 1.1. The Haida Gwaii Regional Recreation Commission is hereby established.

2. DEFINITIONS

- 2.1. **"Administrative Powers"** means the ability to undertake activities required for the day to day functioning of the Commission, which shall include all matters pertaining to developing and maintaining relevant policies and all financial and administrative duties required for the continued operation of the Commission within guidelines set by the Board.
- 2.2. **"Board"** means the Board of the Skeena-Queen Charlotte Regional District;
- 2.3. **"Chief Administrative Officer"** means the person appointed by the Board as the Chief Administrative Officer;
- 2.4. **"Commission"** means the Haida Gwaii Regional Recreation Commission;
- 2.5. **"Executive Committee"** means a committee, consisting of the Commission Chair and two other members, to act on behalf of, and within the powers granted to them by, the Commission;
- 2.6. **"Local Service Area"** means the boundaries of the Haida Gwaii Regional Recreation Service Area established by Bylaw No. 595, 2015, and amendments thereto;
- 2.7. **"Management Powers"** means the ability to operate a service, as delegated within this bylaw, and subsequent amendments thereto, including all matters pertaining to the physical operation of the service such as operating, maintaining, repairing, engineering, or constructing. Management powers may also include the financial management of such service if expressly delegated within this bylaw; and
- 2.8. **"Regional District"** means the Skeena-Queen Charlotte Regional District.

3. MEMBERSHIP

- 3.1. The Commission shall consist of no more than eight (8) members from the following areas:
 - 3.1.1. Village of Queen Charlotte;
 - 3.1.2. Village of Masset;
 - 3.1.3. Village of Port Clements;
 - 3.1.4. Electoral Area D; and
 - 3.1.5. Electoral Area E.
- 3.2. Commission staff are not eligible to serve as members of the Commission.

4. APPOINTMENT

- 4.1. Members of the Commission shall be appointed by the Board in accordance with section 176 of the *Local Government Act*.
- 4.2. Members of the Commission shall be appointed to a two (2) year term.
- 4.3. Members of the Commission shall be eligible for reappointment to successive terms without limitation.
- 4.4. Each member of the Commission may appoint an alternate representative to serve in his or her absence provided that the Regional District has been notified, in writing, of the appointment.
- 4.5. In the event of a vacancy between appointments due to death, resignation or termination, the vacancy shall be filled forthwith by the Commission subject to the approval of the Board.
- 4.6. The appointment of a Commission member may be rescinded at any time, for cause, by resolution of the Board.

5. PROCEDURE

- 5.1. The Commission Chair and Vice Chair shall be elected annually by a majority vote of all Commission members.
- 5.2. A quorum of the Commission shall be the majority of its members.
- 5.3. All decisions of the Commission shall be made by a majority vote of the members present at the meeting, with each member having one vote.
- 5.4. An Executive Committee shall be elected annually from within the membership of the Commission.

- 5.5. Regular Commission meetings shall be:
 - 5.5.1. Held at least two (2) times per annum; and
 - 5.5.2. Open to the public.
- 5.6. Special Commission meetings shall be:
 - 5.6.1. Called by resolution of the Commission at a regular meeting; or
 - 5.6.2. Called at the request of two or more Commission members; and
 - 5.6.3. Open to the public, subject to section 5.8 below.
- 5.7. Notice of meetings, by such means as the Commission deems reasonable, shall be provided to members of the Commission and residents of the Local Service Area at least 48 hours in advance of a meeting.
- 5.8. All or part of a meeting may be closed to the public in accordance with the "*Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005*", and amendments thereto.
- 5.9. Where this bylaw and the "*Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005*", and amendments thereto, are silent, Robert's Rules of Order, newly revised, shall apply to the conduct of Commission meetings.
- 5.10. Minutes shall be kept for all meetings of the Commission and a copy of such minutes shall be forwarded to the office of the Skeena-Queen Charlotte Regional District.

6. DELEGATION OF AUTHORITY

- 6.1. The powers delegated to the Commission, except as otherwise provided by bylaw, shall include:
 - 6.1.1. Subject to the provisions otherwise contained in this bylaw and part 24 of the *Local Government Act*, the Commission is empowered to exercise Administrative Powers with respect to the Commission;
 - 6.1.2. Subject to the provisions otherwise contained in this bylaw and part 24 of the *Local Government Act*, the Commission is empowered to exercise Management Powers with respect to the following:
 - 6.1.2.1. Haida Gwaii Regional Recreation Service.
- 6.2. The Commission is authorized to hire a Recreation Coordinator who shall report to the Commission.
- 6.3. The Commission shall not exercise any powers, functions or responsibilities not expressly set out in this bylaw, as amended from time to time.

- 6.4. The Commission shall not undertake any initiatives or commitments that may be binding on the Commission or the Regional District without receiving the prior approval of the Board.
- 6.5. The Commission shall not, without the Board's prior approval, expend any funds except as set forth in the approved budget and shall not enter into any undertaking, obligation, commitment, or liability that would cause the Commission's annual budget, as approved by the Board, to be exceeded.
- 6.6. All authorized funds receivable and expendable by the Commission shall be paid into and out of the Commission's operating account.

7. REPORTING OBLIGATIONS

- 7.1. On or before November 30th each year, the Commission shall prepare and submit to the Board an annual budget, in a form satisfactory to the Chief Administrative Officer, which shall include detailed estimates of its receipts from every source and expenditures for every purpose for the following year, and such annual budget shall be considered by the Board and may be rejected or accepted, in whole or in part, at the Board's discretion.
- 7.2. The Commission shall forward to the Chief Administrative Officer the agenda and minutes of all meetings of the Commission.
- 7.3. The Commission will communicate regularly and liaise with the Chief Administrative Officer respecting the exercise of the Commission's powers, duties and functions, as specified in this bylaw.
- 7.4. The Commission will abide by the *Accountability Standards for Regional District Committees and Commissions Policy* as adopted or amended by the Board.

8. GENERAL

- 8.1. The title to any real property, equipment or chattels, leases and agreements of any kind, shall be registered in the name of the Regional District, and the same shall be the property of the Regional District and shall not be disposed of without approval of the Regional District.
- 8.2. All members of the Commission shall serve without remuneration, save and except to the extent that Commission members may be reimbursed for travel and out-of-pocket expenses in accordance with the policies of the Regional District.
- 8.3. To enable the Commission to perform its functions and to carry out its duties in accordance with the intent and purpose for which the Commission was established, the Chief Administrative Officer may, whenever required and without the direct instruction of the Board, give to the Commission such assistance as it may reasonably require.

9. SCOPE OF BYLAW

- 9.1. For clarity, subject to the *Local Government Act*, unless a power, duty or function of the Board has been expressly delegated by this bylaw or another Regional District bylaw, as amended from time to time, all of the powers, duties and functions of the Board will remain with the Board.

10. SEVERABILITY

- 10.1. If any portion of this bylaw, as amended from time to time, is held to be invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this bylaw shall be deemed to have been adopted without the severed portion.

11. REPEAL

- 11.1. For certainty, the following Regional District bylaws are hereby repealed:
- 11.1.1. Skeena-Queen Charlotte Regional District Queen Charlotte Regional Recreation Committee Bylaw No. 80, 1979;
 - 11.1.2. Skeena-Queen Charlotte Regional District Queen Charlotte Recreation Commission Amending Bylaw No. 117, 1982;
 - 11.1.3. Skeena-Queen Charlotte Regional District, Queen Charlotte Island Regional Recreation Commission Amending Bylaw No. 162, 1986;
 - 11.1.4. Skeena-Queen Charlotte Regional District Queen Charlotte Islands Regional Recreation Commission Bylaw No. 340, 1997; and
 - 11.1.5. Skeena-Queen Charlotte Regional District Queen Charlotte Islands Recreation Commission Bylaw No. 522, 2010.

12. CITATION

- 12.1. This bylaw shall be cited for all purposes as the "Haida Gwaii Regional Recreation Commission Bylaw No. 597, 2015".

READ A FIRST TIME this

24th day of April, 2015.

READ A SECOND TIME this


14th day of August, 2015.

READ A THIRD TIME this

14th day of August, 2015.

ADOPTED this

14th day of August, 2015.



B. Pages
Chair



D. Fish
Deputy Corporate Officer



Haida Gwaii Regional Recreation Commission

PO Box 187 Masset BC, V0T 1M0

1-888-557-4418

January 7, 2016

Attention: SQCRD Board of Directors

RE: HGRRC Program Liability Coverage

Dear SQCRD Board of Directors,

Haida Gwaii Recreation operates as an Associate Member within the SQCRD policy provision via the Municipal Insurance Association of BC (MIABC). As of October 28, 2015, the approved Service Provider agreement states that these services include, but are not limited to:

- promoting recreational sports and arts programs
- liaising with educators, community representatives and local service providers to determine community needs
- contract instructors
- Persons of Rapport

Programs run by HG Recreation, and its subsidiary the HG Rec ASSAI, must comply with specific standards of operation for the purposes of insurance and liability coverage via the Service Provider Agreement between the SQCRD and MIABC. Community-led, drop-in intramural sports programs meet neither program requirements for operation, nor instructor pre-requisites. As such, Susan Ackerman, Risk Management Advisor, has stated that, at present, drop-in sports groups do not qualify as volunteers as defined in the Liability Protection Agreement, as the SQCRD does not have any control over their operations or actions. They must have their own liability policy.

Attachment A of this report includes response from Ms. Ackerman with regard to the issue at hand, and provides recommendation for extending coverage to user groups by bringing them under the control of HG Recreation and establishing reporting obligations between these groups and HG Recreation.

Should the attached recommendation be the preferred course of action, the process to formalize the relationship between HG Recreation and these user groups will need to be further researched and developed to ensure compliance with the Service Provider Agreement between the SQCRD and MIABC.

The following list details requirements for instruction and program operation within the parameters of HG Recreation's liability coverage:

Instruction pre-requisites:

- Signed and completed Instructor Contract
- Provide valid and current proof of First Aid with CPR-C
 - Accepted certification: OFA I, SFA, MBFA, WAFA, WFR, EMR
- Provide valid and current proof of a Criminal Record Check with Vulnerable Sector if working with minors
- Provide valid and current proof of instruction certification for specific sport or recreation with a recognized institution
 - Accepted examples include: BCRPA, NCCP, HighFive, BC Athletics, Basketball BC, SOYoga, Rugby Canada, PPCC, CanFitPro, AI Vancouver, etc.

Program operation requirements:

- Signed HGRRC waivers for all participants
- Signed and completed PAR-Q / PAR-MedX forms for all participants in sport or fitness programs
- Completed registration and attendance forms
- Completion of monthly attendance submission to HG Rec Coordinator

Below is a complete list of programs run by HG Recreation in 2015; programming that is fully subsidized via successful grant and proposal applications, and therefore absolutely **free** to participants, is bolded.

HG Recreation Programs:

Acrobatic Dance – Port Clements
Acrobatic Dance – Skidegate / Queen Charlotte
Agate Man Triathlon – Haida Gwaii
Alternate Fitness - Masset
Alternate Fitness - Port Clements
Alternate Fitness – Sandspit
Alternate Fitness – Skidegate / Queen Charlotte
Basic Beginner Step Class – Masset
BC Rugby Clinic – Masset / Queen Charlotte
BCRPA Vulnerable Populations Training – Haida Gwaii
BCRPA QUEST Training – Port Clements
BCRPA HighFive Training – Port Clements
BCRPA PCHD Training – Port Clements
Beginner Bellydance – Masset
Beginner Flow Yoga – Masset
Bike Re-Psych – Masset / Queen Charlotte
Blessed2Bless Basketball Clinic – Haida Gwaii
BOAT (PCOC) Manual & Exam – Haida Gwaii
Bronze Cross Certification – Haida Gwaii
Bronze Medallion Certification – Haida Gwaii
Canadian Firearms Safety Course – Masset
Canadian Firearms Safety Course – Port Clements
Canadian Firearms Safety Course – Queen Charlotte
Cardio Step and Pilates – Masset

Children & Youth Dance Class – Queen Charlotte
 Circuit Fitness – Sandspit
 Conservation Outdoor Recreation Education – Queen Charlotte
 Conservation Outdoor Recreation Education – Port Clements
 Conservation Outdoor Recreation Education – Masset
Elder’s Engagement – Masset / Port Clements
 Expression Session – Haida Gwaii
 Fall Into Fitness – Port Clements
 HardCore Circuit Fitness – Masset
Hatha Yoga – Port Clements
Intro to Stand-Up Paddleboarding – Skidegate
 Intro to Archery – Queen Charlotte
Iyengar Yoga – Port Clements
 Jump Into Summer Fitness – Port Clements
Listen and Learn: Intergenerational Mentorship – Port Clements / Queen Charlotte
Masset Lecture Series – Masset
 Mixed Levels Vinyasa Flow Yoga – Masset
 Mixed Levels Circuit Fitness – Queen Charlotte
 Movie Nights – Haida Gwaii
 Open Gym – Sandspit
 Pilates Fusion – Port Clements
 Pilates for Beginners – Masset
 Canada Firearms Safety Course – Masset
 Canada Firearms Safety Course – Queen Charlotte
Red Cross HEARD Certification – Haida Gwaii
Red Cross Train the Trainer – Haida Gwaii
Red Cross Babysitter’s Course – Haida Gwaii
Rugby Canada Clinic – Masset / Queen Charlotte
Seniors’ Hatha Yoga – Port Clements
 Shito Ryu Youth Karate – Skidegate / Queen Charlotte
 Spring Into Fitness – Port Clements
 Stress Reduction and Mindfulness Training – Queen Charlotte
Surf Club – Haida Gwaii
Teen Gym – Masset
Teen Weaving Space – Queen Charlotte
Weight Room Orientations – Queen Charlotte
Weight Room Orientations - Port Clements
Weight Room Orientations – Sandspit
 Yoga Foundations Level I – Masset
 Yoga Foundations Level II – Masset
Youth AcroDance – Port Clements
Youth AcroDance – Masset
Youth After School Arts – Queen Charlotte
Youth Archery – Queen Charlotte
Youth Art & Action – Port Clements
Youth Art & Sport – Sandspit
Youth Bike Re-Psych – Masset
Youth Badminton – Port Clements
Youth Ceramic Arts – Masset
Youth Choreographed Dance – Masset
Youth Choreographed Dance – Port Clements
Youth Choreographed Dance – Skidegate / Queen Charlotte
Youth Dance – Port Clements
Youth Dance – Sandspit
Youth DIY Art Mondays – Sandspit

Youth Draw & Paint FUNDamentals – Port Clements
Youth Elementary Improv – Queen Charlotte
Youth Gather and Grow – Masset
Youth Gymnastics – Masset
Youth Haida Song & Dance – Queen Charlotte
Youth Healthy Body, Healthy Spirit – Masset
Youth Improv Insanity – Queen Charlotte
Youth Fibre Arts – Masset
Youth Forum Theatre – Masset
Youth Girls Fit4Defense – Queen Charlotte
Youth Food and Fitness – Queen Charlotte
Youth Kayaking – Queen Charlotte
Youth Kayaking – Port Clements
Youth Modern Dance Improv – Queen Charlotte
Youth MultiSport – Sandspit
Youth Performance Poetry – Queen Charlotte
Youth Photography Club – Queen Charlotte
Youth Pottery – Masset
Youth School of Rock – Queen Charlotte
Youth Sewing Club – Sandspit
Youth Skipping Club – Port Clements
Youth Soccer Skills – Queen Charlotte
Youth Sports and Games – Queen Charlotte
Youth Running Club – Queen Charlotte
Youth Theatre Thursdays – Sandspit
Youth Visual Arts – Port Clements
Youth Yoga Mornings – Sandspit
Stand-Up Paddleboard Club – Haida Gwaii
Summer Program – Masset, Queen Charlotte, Port Clements, Sandspit
Bike Re-Psych Training & Critical Mass – Masset / Queen Charlotte
Per4mers Music Nights – Masset
Skeena Wild Film Fest – Masset
All-Island Youth Worker Symposium – Tlell
CoASt Documentary Film Screening – Masset / Skidegate

Please feel free to contact me if you have any questions.

Regards,



Lucy Neville
Haida Gwaii Recreation Coordinator

PO Box 187 Masset, BC V0T 1M0 / Phone: 250-626-5652 / Toll Free: 1-888-557-4418 / Fax: 250-626-5653
 Email: qcirec@gmail.com / Website: www.hgrec.com

Daniel Fish

From: Susan Ackerman <SAckerman@miabc.org>
Sent: Tuesday, January 12, 2016 11:14 AM
To: Daniel Fish
Subject: drop in soccer

Hi Daniel,

Further to our conversation, I have now discussed this matter with Megan Chorlton of our office.

As I understand this matter, you are wanting to see if there is a way for the RD to provide liability coverage for a drop in soccer program. This program requires insurance in order to use the School District's gym. Since they are a user group they would not qualify as an associate member. Associate membership is only for individuals and groups that provide a service for or on behalf of our member.

The only solution we see would be for the RD to take over the drop in soccer program. Advertise it as your program and offer it to the public. That way the RD can enter into a lease agreement with the SD and through us, could provide them with proof of insurance.

In order for it to be your program you do not necessarily need to have a staff member present while they play soccer but you do need to exert some control by having them report to you on a regular basis.

Another option would be for the soccer players to purchase their own policy through an insurance company like All Sport.

Adding the SD as an associate member would not work as the coverage would only be between the RD and the SD and not the soccer players.

Please feel free to contact me if you wish to discuss this matter further.

Regards,

Susan Ackerman, CIP, CRM
Risk Management Advisor
Tel: 604.449.6362 | Fax: 604.683.6244
sackerman@miabc.org

PLEASE NOTE OUR NEW ADDRESS AS WE HAVE MOVED

Municipal Insurance Association of B.C.
200 – 429 West 2nd Avenue
Vancouver, BC V5Y 1E3
www.miabc.org



Haida Gwaii Recreation Coordinator's Report
Month End: December 2015
Submitted By: Lucy Neville

The HG Recreation Commission has three categories, from September to May, which our programs fall into; Registered Programs, ASSAI Programs and Community Events. We additionally offer assistance with obtaining rental spaces, and provide advertising support for community-led Drop-In Programs.

Registered Programs

Weight Room Orientations – BCRPA instructor Lisa Shoop held an orientation on December 4th at the weight room in **Queen Charlotte** with a total of **3** participants.

Alternate Fitness – septuagenarian super-instructor Harold White concluded the fall session of this program at the **Masset** Legion; broadening its demographic base this December, the program has picked up to **23** participants. This program is designed for those living with, or at risk for, chronic conditions such as osteoarthritis, diabetes, and osteoporosis.

Shito Ryu Adult and Youth Karate – Sensei Deavlan continues to instruct this program at **Queen Charlotte** Secondary School, which runs for its fourth consecutive year twice-weekly, and is attended by youth and adults ages 7-57. The program's ever-increasing attendees yielded several new registrants; December saw a total of **44** participants.

Alternate Fitness – with a dedicated group of participants, Ruth Bellamy leads this modified fitness class, which is free for all participants, twice weekly in the **Port Clements** Seniors' Room. The program is designed to increase mobility, strength, balance and cardiovascular health for those living with, or at risk of, chronic conditions such as osteoarthritis, diabetes, and osteoporosis; a total of **12** participants attended this December.

Circuit Fitness – newly BCRPA-certified instructor Amber Faktor concluded this interval-style program at AL Mathers Elementary (**Sandspit**) this December, which aims to create an open and inclusive venue for anyone looking to increase their level of fitness. The program runs twice-weekly and has a rotating group of **8** participants.

Listen and Learn: Local Food Preservation – with an emphasis on local produce, plants, berries, harvested mushrooms and seaweeds, this program held a series of tasty workshops throughout December, concluding with two canning clinics and a luncheon in **Port Clements**.

Participants learned FoodSafe protocol and knife-handling skills to prep and prepare fresh farm-harvested produce for pickling; recipes included relishes, pickled vegetables, and salsa. The community luncheon, hosted at Port Clements Elementary School, saw seniors and youth share local poultry and fish as well as a selection of locally-grown produce harvested by participants. A total of 52 youth and seniors attended the program this December.

Fall Into Fitness – longtime HG Rec instructor Ruth Bellamy concluded this full-body circuit program twice weekly at the **Port Clements** Elementary gym; the program includes interval-style circuit and strength training, as well as elements of Pilates and iyengar yoga. A total of 19 participants attended this December.

Drop-In Programs

Queen Charlotte Secondary School Gym

Mondays:

Pickleball 6:00 – 8:00

Badminton 8:00 – 10:00

Tuesdays:

Indoor Soccer 8:30 – 10:00

Wednesdays:

Pickleball 6:00 – 8:00

Floor Hockey 8:00 – 10:00

Thursdays:

Adult PE 8:30 – 10:00

Fridays:

Youth Sports 6:00 – 8:00

Floor Hockey 8:00 – 10:00

George M. Dawson Secondary School Gym

Mondays:

Volleyball 7:00 – 9:00

Tuesdays:

Badminton 7:00 – 9:00

Wednesdays:

Sr Men's Basketball 7:00 – 9:00

Sk'aadga Naay Elementary School Gym

Thursdays:

Youth Floor Hockey 6:00 – 8:00

A.L. Mathers Elementary School Gym

Sundays:

Badminton 6:00 – 8:00

Fridays:

Floor Hockey 6:00 – 9:00

Events and Affiliated Programs

HG Recreation ASSAI Programs

Concluding the first session of programming this 2015/2016 school year, the HG After School Sport and Arts Initiative (ASSAI) program saw several new programs shine across **Haida Gwaii** this December, and continued to offer a wide variety of sport, art and cultural programs across the islands *free* to youth ages 5-18.

Forum Theatre (CMS) – 31

Pottery (TAH) – 36

Acrobatic Dance (TAH) – 20

Choreographed Dance (TAH) – 7

Surf & SUP Club (TAH / PCES) – 11

Bike Re-Psych (GMD) – 7

AcroChoreography (PCES) – 18

Badminton (PCES) – 21

Draw and Paint FUNdamentals (PCES) – 21

Holiday Theatre (PCES) – 11

Acrobatic Dance Group 1 (SNES) – 13

Acrobatic Dance Group 2 (SNES) – 13

Choreographed Dance (SNES) – 33

Archery (L&L) – 13

Modern Dance Improv (SNES) – 9

Kayak Club (QCSS) – 3

Youth Dance (ALM) – 6

MultiSport (ALM) – 60

Sewing Club (ALM) – 6

Surf Club (GMD / QCSS) – 10

December HG Rec ASSAI Program Total: 349

Total December 2015 participants in HG Rec programs/events: 510

**** Total December 2014 participants in HG Rec programs/events: 489***

Upcoming Winter Classes

HG ASSAI Programs – January’s roster features a host of new programs, including: Textiles and Beadwork, Bike Re-Psych DIY Repairs, Forest Yoga, Fundamentals of Rollerskating, Soccer Skills, and more.

Basketball BC Coaching Clinic and Youth Camps – in partnership with Old Massett Youth Program, George M Dawson Secondary, Sk’aadgaa Naay Elementary, Skidegate Youth Program, and the BC ASR PAPC, HG Recreation will host a free coaching clinic and youth camps for community sports leaders from January 22-24, 2016.

Additional Reporting

Community Capacity-Building

While the population of Haida Gwaii has experienced significant decreases in the last decade, the list of HG Recreation instructors has steadily increased since 2011. This is due in large part to active community engagement, recruiting, outreach networks and grant-based training and certification funding. Ensuring the provision of BCRPA-certified instructors in every community, given the population’s ongoing decline, is a challenge. With the loss of Sandspit-based instructor Heather Brule, the HG Rec Coordinator has assisted **Sandspit** resident Amber Faktor with BCRPA certification and WRO training. After a final session with our BCRPA-certified instructor Lisa Shoop, Ms. Faktor will host her first Weight Room Orientation this coming January at the AL Mathers weight room. Congratulations, Amber!

Lucy Neville

Haida Gwaii Recreation Coordinator



January 11, 2016

Reference: 252888

Dear Union of B.C. Municipalities and Local Governments:

Re: Discussion of the Emergency Program Act

As Minister of State for Emergency Preparedness, I am pleased to announce the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*.

This document is intended to support an online consultation and engagement with British Columbians through a dialogue about the current *Emergency Program Act* (the Act), which sets out the key responsibilities and authorities to guide and enable experts at the local and provincial levels in preparing for, responding to and recovering from emergencies and disasters.

It is our intention to review the Act to ensure that it provides a solid legal foundation to meet whatever challenges that may come our way here in this province, be they small scale emergencies contained at the local level or catastrophic events affecting a region or even possibly the entire province.

The Act was first introduced in 1993 and has undergone few changes since. While legislation may not be top of mind when we think about being prepared for an emergency or disaster, it is the key source of responsibilities and authorities required to empower elected officials and emergency management personnel to take the right actions at the right time.

Prepared and Resilient describes challenges in the current legislation as well as proposals for possible changes. The challenges and proposals reflect recent changes some Canadian jurisdictions have made to modernize their emergency management laws, as well as the findings and recommendations of two recent reports here in B.C.—the 2014 earthquake preparedness reports of the Auditor General and Henry Renteria.

The input we receive from you and other stakeholders through this consultation will be a key component to informing our government's review of the Act and, ultimately, any decision to move forward with the introduction of possible legislative changes.

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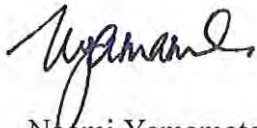
- 2 -

The consultation period begins on January 11, 2016, with the release of the paper, and will continue until February 19, 2016, at 4:00 p.m. Please submit your formal responses to citizenengagement@gov.bc.ca before the end of the consultation period.

In order to promote that transparency of this review, any submission from your organization, or other stakeholders who have been invited to participate, may be posted on <http://engage.gov.bc.ca/emergencyprogramact/>. The web site contains a list of all stakeholders who have received invitations to participate. Please include the name of your organization in your submission. To protect your privacy or the privacy of any other members of your organization, please do not include your personal phone number or e-mail address in your submission.

Emergency management is fundamentally about partnerships. We must all continue to work together to ensure a prepared and resilient B.C. I am therefore looking forward to hearing the feedback and thoughts you and the members of your organization may have for possible improvements to the legislative framework for emergency management in B.C.

Sincerely,

A handwritten signature in black ink, appearing to read 'Naomi Yamamoto', with a stylized flourish at the end.

Naomi Yamamoto
Minister of State



BRITISH
COLUMBIA

Prepared and Resilient

*A discussion paper on the legislative framework for
emergency management in British Columbia*

JANUARY 2016



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Message from the Minister

As Minister of State for Emergency Preparedness, I am pleased to announce the release of *Prepared and Resilient: A Discussion Paper on the Legislative Framework for Emergency Management in British Columbia*. This document is intended to support a consultation that will engage stakeholders in a dialogue about emergency management legislation in British Columbia.

When we think about being prepared for an emergency or disaster I think it is fair to say that legislation is not top of mind. Nevertheless, we must recognize that the coordination and synergies of emergency management experts in this province—whether at the local or provincial level—starts with understanding and fulfilling key emergency management responsibilities and having the appropriate authority to take the right actions at the right time when faced with an emergency or disaster. That’s where legislation comes in: to establish the legal framework for a prepared and resilient British Columbia.

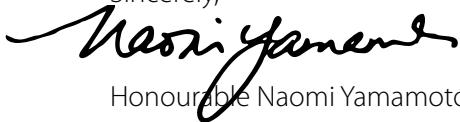
The *Emergency Program Act* is the key piece of legislation for emergency management in British Columbia. The Act, which was introduced in 1993, sets out roles and responsibilities for local authorities and the provincial government in preparing for, responding to and recovering from emergencies and disasters. The Act also sets out the authority for local government or the province to declare a state of emergency and to use emergency powers to protect the health, safety or welfare of people and to limit damage to property.

A key challenge with the Act and its regulations—and a principal reason for this consultation and engagement—is that while best practices in the field of emergency management in B.C. and elsewhere have evolved significantly over the past two decades, the *Emergency Program Act* has remained largely unchanged since its introduction and has never been the subject of a full and open review as proposed herein. The time has therefore come for us to examine the Act to ensure it provides the solid legal foundation we need here in B.C. to meet whatever challenges may come our way, be they small scale emergencies contained at the local level or catastrophic events affecting a region or even possibly the entire province.

This consultation acknowledges recent changes some other Canadian jurisdictions have made to modernize their emergency management laws. The engagement has also been shaped by findings and recommendations of the 2014 earthquake preparedness reports of the Auditor General and Henry Renteria, the former head of California’s Office of Emergency Services who consulted with stakeholders on earthquake preparedness issues and priorities.

Ultimately, though, it is the input and feedback that we receive from interested British Columbians on the challenges and proposals outlined herein that will best inform the development of any changes to the law. It is my hope that this consultation will engage British Columbians in a dialogue so that together we can create legislation that supports a prepared and resilient B.C.

Sincerely,



Honourable Naomi Yamamoto
Minister of State for Emergency Preparedness

Executive Summary

The Premier's mandate letter to Minister of State for Emergency Preparedness Naomi Yamamoto directs the Minister to lead a review of the *Emergency Program Act* (Act) to ensure the legislation is up to date and effective in managing the impacts of emergencies in British Columbia, providing a report back to Cabinet Committee on Secure Tomorrow on or before March 31, 2016.

This engagement is intended to be a key component of the review of the legislation. It highlights several key challenges in the Act and seeks input from stakeholders on proposals for possible legislative changes so that government may better understand what improvements if any may be needed to ensure the Act is up to date and effective.

The specific examples of challenges presented in this consultation fall into one of the following three discussion areas, with each including proposals for possible changes to the Act for consideration and input of stakeholders:

A. Modernizing fundamental concepts and structure of the Act:

1. Phases of emergency management (prevention, preparedness, response and recovery);
2. Definition of emergency and disaster; and
3. Definition of local authority.

B. Clarifying roles and responsibilities:

4. Emergency Management BC;
5. Provincial emergency planning, response and recovery responsibilities;
6. Ministerial authority to direct emergency planning; and
7. Provincial authority for private sector and non-government agencies.

C. Supporting emergency response and recovery:

8. Shared responsibilities for emergency response;
9. State of Emergency;
10. Evacuation orders; and
11. Employment protection.

Stakeholder input on the identified challenges and discussion questions may be submitted to citizenengagement@gov.bc.ca by Feb. 19, 2016. In order to promote the transparency of the review and engagement process, submissions received from stakeholders who Minister Yamamoto invited to provide input may be posted to Emergency Management BC's website. Submissions from members of the public posted to the website forum will be reviewed and incorporated into the review process along with the other stakeholder submissions.

Context of a Review of the *Emergency Program Act*

OVERVIEW OF THE LEGISLATIVE FRAMEWORK

The *Emergency Program Act* provides the legislative framework for the management of disasters and emergencies within British Columbia. This framework defines responsibilities of local authorities, provincial ministries and crown corporations along with the responsibility for the Province's emergency management program. It requires local authorities, ministries, crown corporations, and government agencies to develop plans and programs to prepare and respond to emergencies and disasters in the Province. It also provides local authorities, the Minister responsible for the Act, and the Lieutenant Governor in Council, with the ability to declare a state of emergency in order to access the extraordinary powers required to co-ordinate emergency responses.

Supporting the *Emergency Program Act* are three regulations made under the authority of the statute:

- ▶ *Emergency Program Management Regulation* identifies duties and responsibilities of provincial ministries and government corporations in relation to specific hazards and generally in the event of an emergency;
- ▶ *Local Authority Emergency Management Regulation* outlines roles and responsibilities of Local Authorities; and
- ▶ *Compensation and Disaster Financial Assistance Regulation* establishes the framework for the provisions of disaster financial assistance.

WHY REVIEW THE ACT?

The time is ripe to review the *Emergency Program Act* to ensure it is effective in supporting the management of emergencies in British Columbia. The current iteration of the *Emergency Program Act* dates back to 1993 and has been subject to a small number of limited amendments since then. Over the last two decades various events and operational responses have prompted the provincial government and other partners in emergency management to consider and revise operational practices and procedures.

A further factor contributing factor are the 2014 reports of the Office of the Auditor General and Henry Renteria on earthquake preparedness. These reports further highlighted where changes may be necessary to improve the preparedness of British Columbians in relation to the possible occurrence of a catastrophic event.

Finally, the Premier's July 30, 2015 mandate letter to Minister Yamamoto directs the Minister to lead a review of the Act to ensure the legislation is up to date and effective in managing the impacts of emergencies in British Columbia and reporting back to Cabinet Committee on Secure Tomorrow on or before March 31, 2016. This consultation is intended as a key step in achieving a review as envisioned in the mandate letter by engaging stakeholders in a discussion about what improvements if any may be needed to ensure the Act is up to date and effective.

SCOPE OF REVIEW

This engagement identifies 3 main challenges in the Act and broken out into the following discussion areas:

- A. Modernizing fundamental concepts and structure of the Act**
- B. Clarifying roles and responsibilities**
- C. Supporting emergency response and recovery**

The list of challenges and examples presented for discussion and consideration are focussed on the Act and not the regulations. However, this does not preclude comments and input on any of the regulations as potential changes to the Act could also have implications for matters set out under the regulations.

Finally, the discussions presented here are not intended to be an exhaustive list. It is hoped that the items raised here will generate thought and discussion that will result in a broad range of items for government to consider.

OVERVIEW OF REVIEW PROCESS

Minister Yamamoto sent letters to key stakeholders on the release date of this engagement to invite them to provide submissions on the challenges and proposals outlined herein. In order to promote the transparency of the review and engagement process, submissions received from stakeholders who received invitations may be posted to Emergency Management BC's website. A list of these stakeholders is also provided on the website.

Other interested stakeholders, including members of the public, may also make submissions.

Any submissions received from individuals or organizations who did not receive invitation letters from Minister Yamamoto will also be reviewed and incorporated into the review process; these submissions will be collected via the EMBC website forum.

Submissions will be received up to Feb. 19, 2016, at 4 p.m. At the closing of the consultation period, all submissions will be reviewed and analyzed for themes and suggestions that can be compiled and presented by Minister Yamamoto to the Cabinet Committee on Secure Tomorrow on or before March 31, 2016, in accordance with the Minister's mandate letter.

Challenges and Proposals

Discussion Area A:

Modernizing fundamental concepts and structure of the Act

Discussion 1:

The phases of emergency management

Background:

Emergency management is a universal term for the systems and processes used for preventing or reducing the impacts of disasters on communities. Emergency management is conceptualized in four phases: prevention/mitigation, preparedness, response and recovery.

This phased approach is an internationally recognized standard for defining and understanding different aspects of emergency management and is integral to the systems and processes in BC that local authorities and government use to minimize vulnerability to hazards and for coping with disasters. For example, over the last two decades local authority and government emergency plans, which are a central feature of the *Emergency Program Act*, have come to be understood as plans related to preparedness for, prevention and mitigation of, response to and recovery from an emergency and its effects.

Challenge in the current legislative framework:

While the *Emergency Program Act* references aspects of the phased approach to emergency management, it is important that the terms prevention, preparedness, response and recovery are used consistently throughout the legislation. Consideration should be given to structuring the Act

to reflect the distinct subject matter of the phases whereby separate parts are established for each phase, with powers and duties for local authorities and the provincial government set out in each part.

The Act's current name should also better reflect the emergency management focus of the act. The current name reflects the role of the Provincial Emergency Program, which has been superseded by Emergency Management BC. See Discussion Area B, Discussion 4. As well, "emergency program" is not defined and, while the term "program" is used in numerous sections in the Act, it may be unclear in some sections as to what this term means in relation to the phases of emergency management.

A further consideration is the definition of "local authority emergency plan" and "provincial emergency plan". These definitions do not currently emphasize that emergency planning involves all phases of emergency management.

Relevant sections in the legislation:

- ▶ Title of the Act
- ▶ Part 1—Definitions and Application
- ▶ Part 2—Administration
- ▶ Part 3—Emergencies, Disasters and Declared Emergencies

Proposal:

Consideration should be given to the following potential changes to the Act:

- 1.** Renaming it the *Emergency Management Act*.
- 2.** Restructuring the Act so that it contains parts reflecting the phases of emergency management (i.e. a part dedicated to preparedness, a part dedicated to response etc.)
- 3.** Removing the term “emergency program” and references to “program” or “programs” throughout.
- 4.** Defining an “emergency plan” as a plan under the Act to prepare for, prevent, mitigate against, respond to and recover from an emergency and its effects.

**Discussion 2:
Definition of “emergency”****Background:**

A definition of an “emergency” is essential to emergency management legislation. In the *Emergency Program Act*, the term “emergency” gives meaning to other important concepts such as emergency plans, emergency programs, emergency measures, and states of emergency.

The current definition of emergency in the Act provides that it is a “present or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or the forces of nature ...”. A “disaster”, on the other hand, is a subset of an emergency. The Act defines a disaster as a calamity that is caused by accident, fire, explosion or technical failure or by the forces of nature and has resulted in serious harm to people or widespread damage to property.

**Challenge in the current
legislative framework:**

BC’s legislation limits the definition of an emergency to a specific set of causes, which raises a question as to whether some events or circumstances may fall outside the scope of the Act. Similar legislation in other provincial jurisdictions generally uses broader language that puts an emphasis on defining an emergency based on what could or does result from an event, situation, or condition. Many other jurisdictions have also included damage to the environment in the definition of emergency.

Relevant sections in the legislation:

- ▶ Section 1 of the *Emergency Program Act*

Proposal:

1. Consider removing the potential causes in the definition of 'emergency' and clarify that an emergency includes a disaster. The following definitions from other Canadian jurisdictions may be a helpful guide in revising the definition of 'emergency' in BC:
 - Manitoba's *Emergency Measures Act* defines 'emergency' as follows:

"a present or imminent situation or condition that requires prompt action to prevent or limit (a) the loss of life; or (b) harm or damage to the safety, health or welfare of people; or (c) damage to property or the environment"
 - Alberta's *Emergency Management Act* defines 'emergency' as follows:

"an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property"
 - Ontario's *Emergency Management and Civil Protection Act* defines emergency as follows:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise"
2. Consider including damage to the environment in the definition of emergency.

Additional information for consideration:

- ▶ Manitoba's *Emergency Measures Act*:
<https://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>
- ▶ Alberta's *Emergency Management Act*:
<http://www.qp.alberta.ca/documents/Acts/Eo6P8.pdf>
- ▶ Ontario's *Emergency Management and Civil Protection Act*:
<http://www.ontario.ca/laws/statute/90e09>
- ▶ Nova Scotia's *Emergency Management Act*:
<http://nslegislature.ca/legc/>

Discussion 3: Definition of “local authority”

Background:

Four treaties have been ratified to date under the BC Treaty Process with the Maa-Nulth First Nations, Tsawwassen First Nation, Tla’amin Nation, and Yale First Nation. In addition, a treaty was implemented outside of the treaty process with the Nisga’a in 2000.

All of the modern treaties implemented or ratified provide that Treaty First Nations and the Nisga’a Lisims Government have the “rights, powers, duties and obligations of a local authority under federal and provincial law in respect of emergency preparedness and emergency measures” on Treaty Lands. This includes specific law making authority in relation to emergency preparedness and emergency measures, as well as authority to declare a state of local emergency and exercise the powers of a local authority in accordance with federal and provincial laws in respect of emergency measures.

Challenge in the current legislative framework:

The *Emergency Program Act* defines a ‘local authority’ as one of the following:

- ▶ A municipality
- ▶ Regional district
- ▶ National park subject to an agreement between the province and the government of Canada

The definition does not currently include Treaty First Nations or the Nisga’a Lisims Government. As the Treaty First Nations have the status of local authorities for the purposes of the *Emergency Program Act*, consideration needs to be given to modernizing the definition of ‘local authority’ in the Act to ensure proper alignment with the provisions

of the treaties. This change will further reinforce the continued coordination of activities and shared responsibilities between the provincial government, Treaty First Nation governments, local governments, and other institutions to work together to mitigate, prepare for, respond to and recover from disasters.

Relevant sections in the legislation:

- ▶ Sections 1, 5, 6, 8, 10, 12, 13, 14, 15, 18, 19 of the *Emergency Program Act*
- ▶ Local Authority Emergency Management Regulation
- ▶ Compensation and Disaster Financial Assistance Regulation

Proposal:

1. Consider changing the definition of ‘local authority’ to include Treaty First Nations, including the Nisga’a Lisims Government.
 - Consider the impact of this proposal in relation to all provisions in the Act that are applied to local authorities.
 - This proposal is subject to provincial government consultation with the Treaty First Nations and the Nisga’a Lisims Government in accordance with treaty obligations.

Additional information for consideration:

BC Treaties:

- ▶ Under the BC Treaty Process:
<http://www.bctreaty.net/files/treaties-and-agreements-in-principle.php>
- ▶ Nisga’a Final Agreement:
<http://www.nnkn.ca/files/u28/nis-eng.pdf>

Discussion Area B: Clarifying roles and responsibilities

Discussion 4: Emergency Management BC

Background:

Emergency management requires cross-agency, cross-government and inter-jurisdictional coordination and integration to ensure effective delivery of emergency management services.

Emergency Management British Columbia (EMBC) was established in 2006 to take on the responsibilities of its predecessor, the Provincial Emergency Program (PEP), and to take on the role as the lead coordinating agency in the provincial government for all emergency management activities.

EMBC provides executive coordination, strategic planning, and multi-agency facilitation and strives to develop effective working relationships in an increasingly complex emergency management environment. EMBC works with local governments, First Nations, federal departments, industry, non-government organizations and volunteers to support the emergency management phases of mitigation/ prevention, preparedness, response and recovery. Additionally, EMBC engages provincial, national and international partners to enhance collective emergency preparedness.

Challenge in the current legislative framework:

The *Emergency Program Act* does not currently reference Emergency Management BC. Instead, the Act continues to reference the Provincial Emergency Program.

Relevant sections in the legislation:

- ▶ Section 2 of the *Emergency Program Act*
- ▶ Section 2 of the Emergency Program Management Regulation

Proposal:

1. Establish Emergency Management BC in legislation and remove references to the Provincial Emergency Program.
2. Clarify the responsibilities of the director of EMBC to include the following:
 - Lead the coordination of all provincial government emergency management activities,
 - Provide advice and assistance to other authorities—provincial and local authorities—in their emergency management responsibilities,
 - Establish and maintain a provincial emergency management system to standardize provincial emergency response activities, and
 - Reduce risk by promoting and supporting emergency preparedness, prevention and mitigation, response and recovery initiatives.

Additional information for consideration:

- ▶ EMBC website:
<http://www.embc.gov.bc.ca/index.htm>
- ▶ EMBC's strategic plan:
<http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/embc-strategic-plan.pdf>

Discussion 5:

Assigning provincial emergency planning, response, and recovery responsibilities

Background:

Under section 4(1) of the *Emergency Program Act*, the Minister responsible for the Act is required to prepare provincial emergency plans respecting preparation for, response to and recovery from emergencies and disasters.

The Act also provides authority under section 28(2) (a) for the Lieutenant Governor in Council (LGIC) to assign responsibilities to ministries, boards, commissions or government corporations or agencies for the preparation and implementation of emergency plans, including arrangements to deal with emergencies and disasters.

The Emergency Program Management Regulation contains requirements for ministers and government corporations to develop emergency plans. The responsibility for ministers to make provincial emergency plans for specific hazards is assigned in Schedule 1 of the Regulation. Schedule 2 of the regulation sets out duties of ministers and government corporations in the event of an emergency.

Challenge in the current legislative framework:

The Ministerial responsibility under the Act for preparing provincial emergency plans and the LGIC authority to assign responsibility for provincial emergency plans requires clarification. The Minister responsible for the Act does not prepare all provincial emergency plans respecting preparation for, response to and recovery from emergencies and disasters. This responsibility is distributed across government ministries and agencies, a process that

is more accurately reflected in schedule 1 of the EPM Regulation.

However, the feasibility of assigning emergency planning and other duties by way of regulation is questionable. Emergency management practices have evolved considerably over the last two decades and will continue to do so. The process of updating and changing provincial emergency responsibilities through amendments to a regulation can be cumbersome and not well suited to responding to changes in the dynamic emergency management environment.

A further matter in the context of provincial emergency management responsibilities is the extent to which the legislative framework should capture public organizations such as school boards and health authorities, which do not fall under the definition of Government Corporation. Henry Renteria acknowledged concerns of many stakeholders respecting emergency management plans and capacities across specific sectors (p. 19). While other public bodies with various degrees of independence from government engage with government ministries in emergency planning processes, the question of government's responsibility to ensure coordination of planning, response and recovery duties when and where necessary should be considered.

Relevant sections in the legislation:

- ▶ Sections 4 and 28 of the *Emergency Program Act*
- ▶ See the *Emergency Program Management Regulation*

Proposal:

- 1.** Consider removing the current scheme from the Act whereby the Lieutenant Governor in Council (LGIC) assigns emergency planning, response and recovery duties by regulation and provide for the following in the Act:
 - An authority for the minister responsible for the Act to require other ministers, after consulting with them, to prepare emergency plans in relation to specified hazards.
 - An authority for the Minister responsible for the Act to require, after consultation, that a minister, government corporation, or other prescribed public bodies prepare emergency plans in relation to carrying out specific emergency response and recovery duties.
- 2.** In order to support the proposed changes outlined above, other amendments would be required, including the following:
 - Define ‘hazard’ as something that may cause, or contribute substantially to the cause of, an emergency.
 - Move the existing requirements in section 3 of the Emergency Program Management Regulation respecting emergency planning to the Act.
 - Provide an LGIC regulation creating the authority to prescribe public bodies for the purposes of the Act.

Additional information for consideration:

- ▶ Henry Renteria’s 2014 report on B.C. Earthquake Preparedness:
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/renteria_eq_consultation_report_2014.pdf

Discussion 6: Ministerial authority to direct emergency planning

Background:

Effective emergency planning is essential to emergency management. In B.C., local governments lead the initial response to emergencies and disasters in their communities and, as required under the Act, they prepare emergency plans and maintain an emergency management organization to ensure the safety of citizens when a situation escalates beyond the first responder level.

Under section 4(2)(f) of the Act, the Minister has the authority to review and recommend changes to a local emergency plan. Currently, Emergency Management BC works with its partners in local governments to provide advice and guidance on the development of local emergency plans.

Challenge in the current legislative framework:

While the Minister has authority under the Act to review and recommend changes to a local emergency plan, the minister does not have authority to require that a local authority make changes to their plans in situations where a cooperative approach has not been productive to address a significant issue with a plan.

Most other jurisdictions in Canada provide the Minister responsible with authority to review and, if necessary, require changes to emergency plans. Manitoba has a clear and comprehensive scheme

under section 8 of that province's Act for the Minister to require revisions to local authority emergency plans as well as those across the provincial government. Ontario's Act provides authority for the Minister to set standards for plans under section 14 of that province's Act. Section 9 of Alberta's Act provides that the Minister responsible may "review and approve or require the modification of provincial and emergency plans and programs".

Henry Renteria referenced the expectation many stakeholders in British Columbia have with respect to provincial government leadership in setting standards respecting emergency plans and programs. Specifically, he stated that Emergency Management BC must "provide more clarity regarding the expectations of local authorities in the area of emergency management" in support of his recommendation that EMBC's authority be augmented to set minimum standards for emergency management programs.

Relevant sections in the legislation:

- ▶ Section 4 of the *Emergency Program Act*

Proposal:

1. Consider the addition of authority to provide that the Minister responsible for the Act may make an order requiring a local authority to change its local emergency plan where the minister has reviewed the plan and recommended modifications.
 - The authority should only be available to the Minister after the Minister has recommended modifications to an emergency plan and this authority should parallel the authority of the Minister to require revisions/changes to provincial emergency plans established by other ministries, government corporations and other agencies.

Additional information for consideration:

- ▶ Alberta's *Emergency Management Act*:
<http://www.qp.alberta.ca/documents/Acts/Eo6P8.pdf>
- ▶ Manitoba's *Emergency Measures Act*:
<https://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>
- ▶ Ontario's *Emergency Management and Civil Protection Act*:
<http://www.ontario.ca/laws/statute/90e09>
- ▶ Henry Renteria's 2014 report on B.C. Earthquake Preparedness:
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/renteria_eq_consultation_report_2014.pdf

Discussion 7:

Private sector and non-government agencies

Background:

It is vital that critical infrastructure function through an emergency—a community's ability to respond and recover from a disaster requires restoration of and access to water, food, electricity, communications and other critical infrastructure.

In his 2014 *British Columbia Earthquake Preparedness: Consultation Report*, Henry Renteria wrote that entities such as private sector organizations and NGOs have a responsibility to those that depend on their services, particularly those organizations that provide critical goods and services, which, if disrupted or destroyed, would have a serious impact on the health, safety, security or economic well-being of citizens.

While Renteria's report acknowledges the efforts to date of Emergency Management BC to work with critical infrastructure (CI) partners through the establishment of a cross sector CI Steering Committee, he recommended the following key action to enhance the engagement of private sector and non-government organizations in emergency management as well support province-wide risk analysis:

"As a backdrop to voluntary engagement, the provincial and federal government must mandate appropriate private sector preparedness, including sharing of CI information and engagement in joint planning with emergency management organizations" (p. 28).

Private sector and non-governmental emergency management responsibilities is an emergent topic in other provincial jurisdictions. For example, in 2013, Manitoba introduced changes to its *Emergency Measures Act* to require private sector critical service

providers to prepare business continuity plans, as well as authority for the minister responsible to order these providers to take required measures during a state of emergency, including the implementation of any part of a business continuity plan.

Challenge in the current legislative framework:

In BC, the *Emergency Program Act* provides some specific powers during a state of emergency to local authorities and government in relation to the restoration of essential facilities and the distribution of essential supplies.

However, the Act does not set out responsibilities of private sector and non-government organizations respecting planning for and the prevention/mitigation of emergencies, nor any requirements for owners of critical infrastructure assets to provide information about their assets or their emergency plans regarding those assets.

Relevant sections in the legislation:

- ▶ Sections 5, 10 and 13 of the *Emergency Program Act*

Proposal:

1. Consider changes to the *Emergency Program Act* similar to Manitoba's to define "critical services" and require providers of these services to undertake business continuity planning as prescribed by regulation.
 - Manitoba's Act requires that critical service providers submit business continuity plans to the co-ordinator of the province's Emergency Measures Organization for review and approval.

2. Consider an authority to require owners of critical infrastructure assets to provide information about these assets as prescribed by regulation for the purposes of supporting efficient and effective emergency planning, prevention/mitigation, response and recovery.
 - Any change to the legislation in this regard would need to be supported by a definition of "critical infrastructure assets"; outline how such information would be provided; and provide for the confidentiality of the information.
 - Henry Renteria referred to "critical infrastructure" as "those physical and information technology facilities, networks, services and assets, which, if disrupted or destroyed, would have a serious impact on the health, safety, security, or economic well-being of Canadians or the effective functioning of governments in Canada" (p. 26).

Additional information for consideration:

- ▶ Henry Renteria's 2014 report on B.C. Earthquake Preparedness:
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/renteria_eq_consultation_report_2014.pdf
- ▶ Manitoba's *Emergency Measures Act*:
<http://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>

Discussion Area C:

Supporting emergency response and recovery

Discussion 8:

Shared responsibility for emergency response

Background:

The *Emergency Program Act* provides that local authorities and the provincial government are to prepare emergency plans and implement them when “an emergency exists or appears imminent or a disaster has occurred or threatens.”

Section 7 of the Act provides that the Minister or designated person in a provincial emergency plan may cause the plan to be implemented if, in the opinion of the Minister or the designated person, an emergency exists or appears imminent. Section 8 provides that a local authority or a person designated in the local authority’s local emergency plan may cause the plan to be implemented if, in the opinion of the local authority or the designated person, an emergency exists or appears to exist.

The *Emergency Program Management Regulation* sets out that provincial emergency plans may include plans and procedures to assist local authorities with response and recovery from emergencies that “are of such magnitude that the local authorities are incapable of effectively responding to and recovering from them.”

Challenge in the current legislative framework:

A key aspect of emergency management is the sharing of responsibilities between local authorities and the province. In general, provincial government policy is that a local authority is responsible for planning for and responding to any emergency in its jurisdictional area with local resources and resources available to them through mutual aid/assistance agreements. This approach acknowledges that a

local authority’s knowledge about its community—its people, history, risks, vulnerabilities, operational requirements and services—is critical to planning for, responding to and recovering from emergencies.

The province provides advice and support to the local authority responding to an emergency. Where the scope of an emergency exceeds a local authority’s resources, the province coordinates the provision of provincial resources to assist the local authority. In some cases, the provincial government has statutory obligations with respect to emergencies. For example, when it comes to wildfires under the *Wildfire Act* that do not affect developed areas, the provincial government responds, not local authorities.

While this ‘shared responsibility’ framework to emergency response is generally understood and accepted by stakeholders, it is not reflected in the Act. One consequence of this, in combination with the current scheme in the legislative framework for assigning provincial emergency responsibilities, is that from time to time confusion may result as to whether a local authority or the province should be implementing emergency plans in certain circumstances. Such confusion can undermine the coordinated and collaborative approaches essential for effective emergency management.

Relevant sections in the legislation:

- ▶ Sections 7 and 8 of the *Emergency Program Act*
- ▶ Section 3 of the *Emergency Program Management Regulation*

Proposal:

- 1.** Consider the addition of provisions in the Act that set out the following in respect of local authorities:
 - Establish that a local authority is responsible for:
 - Assessing the threat to health, safety, or welfare of people or damage to property and the environment posed by an emergency;
 - Assessing the resources required to respond to and recover from the emergency; and
 - Implementing its local emergency plan and using local authority resources to respond to and recover from the emergency.
 - Provide that a local authority may implement one or more provisions of its local emergency plan in relation to responding to and recovering from an emergency if:
 - If the local authority is of the opinion that an emergency exists or is imminent in the local authority's jurisdictional area; the local authority has declared a state of emergency; or a provincial state of emergency has been declared.
- 2.** Consider the addition of provisions in the Act that set out the following in respect of the provincial government:
 - A Minister (or designate) is responsible for implementing one or more provisions of the Minister's provincial emergency plan to provide provincial assistance and support to a local authority's response to and recovery from an emergency if the following occur:
 - The scale of the emergency exceeds the response and recovery resources of the local authority and/or
 - The Minister is required under provincial law to provide provincial resources for emergency response and recovery.
 - Emergency Management BC is responsible for:
 - Communicating with a local authority in relation to an emergency within the jurisdictional area of the local authority, which includes:
 - Monitoring the needs of a local authority in responding to and recovering from emergencies;
 - Providing advice when necessary to local authorities responding to and recovering from emergencies; and
 - Communicating and providing advice when necessary to a Minister in relation to an emergency in the jurisdictional area of a local authority.

Discussion 9: State of emergency

Background:

The *Emergency Program Act* authorizes both local authorities and the province to declare a state of emergency. Once a state of emergency is declared, the level of government making the declaration may do “all acts and implement all procedures” that it considers necessary to prevent, respond to or alleviate the effects of an emergency or disaster, including one or more of the following:

- ▶ Acquire or use any land or personal property considered necessary;
- ▶ Authorize or require any person to render assistance of type the person is qualified to provide or that otherwise is or may be required;
- ▶ Authorize the entry into any building or on any land, without warrant;
- ▶ Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered necessary; and
- ▶ Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies, or other essential supplies.

Challenge in the current legislative framework:

The authority for a local government or the province to undertake “all acts and implement all procedures” it considers necessary to address an emergency or disaster is a very broad and sweeping power. While legislation in most other Canadian jurisdictions provides a similar approach to the declaration of emergencies and the exercise of emergency powers as BC’s Act, Ontario’s Emergency Management and Civil Protection Act notably establishes criteria to guide when a state of emergency should be

declared, as well as criteria for the making of orders during declared emergencies.

The emergency powers in the *Emergency Program Act* are generally consistent with those powers provided in similar legislation in other Canadian jurisdictions; however, some jurisdictions have recently included additional powers. Ontario’s legislation provides authority to require a person to collect, use or disclose information and this authority is contingent on the information collected only being used for the purpose of preventing, responding to or alleviating the effects of an emergency. Other BC legislation aimed at addressing specific emergency situations, such as the Public Health Act, also contains a similar general emergency power to collect, use and disclose information.

Relevant sections in the legislation:

- ▶ Sections, 9 to 15 of the *Emergency Program Act*

Proposal:

1. Consider the addition of criteria or a test to guide local authorities or the provincial government in the declaration of a state of emergency and the making of orders during a declared emergency.
 - For example, criteria could include that a head of a local authority or the Minister responsible for the Act must believe that the declaration of a state of emergency is required because the use of one or more emergency powers under the Act is necessary and essential to protect the health, safety or welfare of persons or to limit damage to property.

2. Consider the addition of emergency powers not currently provided under section 10 of the *Emergency Program Act*. Some additional emergency powers that should be considered are as follows:
 - Authority to collect, use or disclose information during a state of emergency that could not otherwise be collected, used or disclosed under any enactment.
 - Consideration must be given to including limits on any additional power respecting the collection, use and disclosure of information during an emergency. For example, in Ontario the information must only be collected, used or disclosed for the purpose of preventing, responding to or alleviating the effects of an emergency and for no other purpose.
 - Authority to fast track the accreditation of medical or other essential personnel from other Canadian jurisdictions who may arrive to provide assistance during a state of emergency.
 - A further potential emergency power to be considered is the authority for a local authority or the province to vary a licence, permit or other authorization the local authority or province, as applicable, has issued under an enactment.

Additional information for consideration:

- ▶ Ontario's *Emergency Management and Civil Protection Act*: <http://www.ontario.ca/laws/statute/90e09>
- ▶ BC's *Public Health Act*: http://www.bclaws.ca/civix/document/id/complete/statreg/08028_01

Discussion 10: Evacuation orders

Background:

The current Act provides authority for local authorities or the government to declare a state of emergency. A 'state of emergency', once declared, authorizes the local or authority or the Minister to undertake acts and procedures to prevent, respond to or alleviate the effects of an emergency or a disaster, which includes ordering the evacuation of persons from an area that may be affected by the emergency or disaster.

Challenge in the current legislative framework:

While the Act provides authority for local governments or the Minister to make an evacuation order and "cause the evacuation" of people from an affected area, it says little of anything about how such an order is to be understood and carried out to ensure people are out of harm's way. There is currently no authority under the Act or in other legislation to compel competent adults to leave their private property after an evacuation order is made—emergency responders warn people of the imminent risks of remaining in an area subject to evacuation, but ultimately rely on people to voluntarily evacuate.

While leaving one's property in a very short period of time leading up to or following an emergency or disaster is extremely difficult to do, it is important to understand that an individual's decision not to heed an evacuation order can have serious implications not only for themselves, but also other people in the affected area. There have been numerous instances in Canadian jurisdictions and elsewhere where persons who refuse to evacuate require subsequent rescue, creating additional and unnecessary risk to themselves and emergency response personnel,

who are extremely burdened in times of crisis providing round-the-clock assistance to ensure the safety of the public.

The issue of enforcing evacuation orders has emerged as a recent topic of discussion in numerous Canadian jurisdictions. Manitoba became the first jurisdiction in Canada to address the issue in legislation, with amendments to its *Emergency Measures Act* in 2013. The changes provide authority to the police to apprehend any person who refuses to comply with an evacuation order issued under a declared state of emergency for the purpose of taking the person to a place of safety, as well as an ability to recover the costs of relocating the person.

As evacuation orders are rare and, when they do occur, are followed by the vast majority of people in an affected area, changes such as those introduced in Manitoba are intended to provide further support to voluntary evacuations by encouraging people to recognize the serious and grave nature of an evacuation order and to voluntarily comply with directions to leave their property without delay.

Relevant sections in the legislation:

- ▶ Sections 9, 10, 12 and 13 of the *Emergency Program Act*

Proposal:

1. Consider adding authority for police to apprehend any person who refuses to comply with an evacuation order issued under a declared state of emergency for the purpose of taking the person to a place of safety similar to sections 18.1 to 18.3 of the Manitoba *Emergency Measures Act*.
- As part of this proposal, also consider the following supporting provisions:
 - Providing police with a right of entry and use of reasonable force to enforce an evacuation order;
 - Limiting the period of apprehension to be no longer than reasonably required to take a person to a place of safety; and
 - Authority for the province (in a state of provincial emergency) or a local authority (in a state of local emergency) to order a person who was apprehended to pay the costs incurred by police in taking the action to enforce the evacuation order.

Additional information for consideration:

- ▶ Manitoba's *Emergency Measures Act*:
<https://web2.gov.mb.ca/laws/statutes/ccsm/eo8oe.php>

Discussion 11: Employment protection

Background:

The *Emergency Program Act* provides authority in a state of emergency for a local authority or the provincial government to require a person to provide emergency assistance that the person is qualified to provide or may be required in order to prevent, respond to or alleviate the effects of an emergency or disaster.

The Act also provides (under section 25) that where a person is ordered to provide assistance under a state of emergency, that person's employment may not be terminated because of their being required to provide assistance.

Challenge in the current legislative framework:

A person who is ordered to provide assistance under a state of emergency is providing a civic service similar to jury duty; however, the Act currently does not provide a similar level of employment protection.

The scope of protection under s. 25 of the Act also appears to be specifically limited to a person who has been the subject of an order requiring the person to provide assistance in a declared state of emergency and, as such, does not appear to apply to a person who acts voluntarily (i.e. not under an order) or who acts in an emergency for which no state of emergency or local emergency has been declared.

Relevant sections in the legislation:

- ▶ Section 10(1)(e) and section 25 of the *Emergency Program Act*

Proposal:

1. Consider whether employment protection should be limited only to the duration of a state of emergency or whether the protection should extend to cover, for example, travel to and from the emergency or a time period after an emergency if the person is still required to provide assistance.
 - A further consideration here could include situations where a person is recovering from illness or injury as a result of providing assistance during an emergency.
 - Consideration should also be given to whether volunteers or other persons who assist in responding to and recovering from an emergency or disaster are entitled to employment protection in circumstances where they have not been ordered to provide assistance.
2. Consider expanding the protection against loss of employment in section 25 of the Act to include the same protections as those provided for a person on jury duty under section 56 of the *Employment Standards Act*.
 - This would add protection for employment benefits and benefits based on seniority, as well as provide that a person who is providing assistance is deemed to be on leave and must not be terminated as a result of being required to provide assistance or because the person is absent or unable to perform employment duties while on deemed leave.

Additional information for consideration:

- ▶ BC's *Employment Standards Act*:
http://www.bclaws.ca/civix/document/id/complete/statreg/96113_01

Conclusion

In order to solidify and maintain cooperative and effective approaches to emergency management in British Columbia, partners across the emergency management spectrum in British Columbia and the citizens of this province must engage in thoughtful and meaningful discussions so that we are ready when challenged by known and emergent threats to public safety. This consultation and engagement is but one of many steps we are taking together to ensure we are prepared and resilient.

Submissions may be made on the contents herein on or before Feb. 19, 2016. At the closing of the consultation period, all submissions will be reviewed and analyzed for themes and suggestions that can be compiled and presented by Minister Yamamoto to the Cabinet Committee on Secure Tomorrow on or before March 31, 2016, in accordance with the Minister's mandate letter.

Thank you to all who took time to consider this document's contents and submit feedback.



BRITISH
COLUMBIA

Daniel Fish

From: Haida Gwaii Museum at Qay'llnagaay <museum@haidagwaii.net>
Sent: Wednesday, December 16, 2015 9:42 AM
To: Daniel Fish
Subject: Resolution of Support
Attachments: NDIT-Application-December 4 2015.pdf

Hello Daniel,

Hope you are well.

I am the fund-raiser and grant writer volunteer for the Edge of the World Festival Music Society and have recently submitted a grant to Northern Development Initiative Trust. As you know, we need to get a resolution of support for our proposal.

I would like to request a resolution of support for the Edge of the World Festival 2016 music festival.

I have attached the proposal.

Thanks,

Scott Marsden

--

Scott Marsden
Director
Haida Gwaii Museum

#2 Second Beach Road
Skidegate BC V0T 1S0
250.559.4643 x 245

Adobe Reader 8.0+ is required to complete this application form.

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Project Name**

Provide the name of the festival or event: Edge of the World Music Festival	Provide the date(s) of the festival or event: August 5,6 & 7
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2. Applicant Profile

Applicant organization (legal name): Edge of the World Music Festival Society	Non-profit society registration no.: 41896
Address (mailing address including street, city, postal code): PO Box 812, Queen Charlotte, BC VOT-1S0	
Telephone: 250-559-2323	Fax: n/a
Email: scottmarsden@haidagwail.ca	Website (URL): www.edgefestival.com

3. Primary Contact Information

Primary contact (for this application): Scott Marsden	Position/title: Volunteer Board Member-Fund-raiser
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Complete the following if different from applicant organization contact information:

Address (mailing address including street, city, postal code):	Email:
Telephone:	Fax:

4. Select the Appropriate Account

Northern Development accepts Fabulous Festivals and Events funding applications to each of the following trust accounts. See the application guide for more information on the advisory review and approval process.


Select **one** of the following regional development accounts:

☐ Cariboo-Chilcotin/Lillooet

☐ Northeast

☒ Northwest

☐ Prince George



Identify the municipality or regional district that is providing a resolution of support for this funding application:

Port Clements

Resolution of support:

☐ A resolution of support from the municipality or regional district is attached.

☒ A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is:

+ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a copy of the resolution of support to Northern Development before an application can be considered for funding.

Sample Resolution:

THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).

5. Eligibility Confirmation

Please check all that apply:

☒ The event is not in its first year of operation.

☒ The event is not a fundraiser.

✦ For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.

☒ The event is not political or religious in nature.

☒ The event is not replicated annually throughout the province or country.

✦ For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, sports training camps, etc.

☒ The event is not a league or club event that is local in nature.

✦ For example, community slo-pitch finals, figure skating club year-end events, etc.

6. Festival/Event Overview

Provide a description of the festival or event:

The Edge of the World Music Festival (EOTWS) Society is a non-profit established in July 2000, offering cultural programming to audiences on Haida Gwaii at the annual 3-day Edge of the World music festival (EOTW). Our intended results and outcomes of EOTW are to encourage activities of communities, arts, and First Nations in the performing arts on Haida Gwaii. EOTW encourages participation in and an appreciation of music and the performing arts engages wide public participation, develops local emerging and professional artists, and helps to animate Haida Gwaii communities and events. In 2016, the EOTW Festival will focus on the presentation of high profile First Nations musical acts such as A Tribe Called Red, to build a stronger relationship with the Haida Gwaii music community and offer professional development to emerging Haida musicians island-wide. The selected artists will have a national profile on the music scene but also be committed to mentoring emerging talent, helping to teach up, and coming artists.

Please describe how the festival or event promotes or strengthens the unique character of the community:

The EOTW is 3-day music festival (Friday/Saturday/Sunday) in August of each year and features a mix of local artists and off-island guests. EOTW is the only festival of its kind on Haida Gwaii, and one of a handful on the northern British Columbia (BC) circuit. We fulfill our mandate by providing the venue that allows professional artists to present their craft and help create a community of artistic support in the region. EOTW offers many opportunities for local musicians to share the stage with Canadian and international artists, learning from one another and growing in their respective artistic practice. As one of the most anticipated and celebrated events on Haida Gwaii, it brings together the communities of Old Massett, Massett, Port Clements, Skidegate, Queen Charlotte, and Sandspit in the central, rural community of Tlell. Three days of song, dance, and celebration brings together the community of islanders, along with our visitors from across BC and Canada.

Has your organization previously been funded under this program? If so, what year(s)?

No.

Do you have any paid staff for this festival or event? If so, how many?

EOTW has two paid positions include a part-time bookkeeper year round and a Security Coordinator. During the festival, the Security Coordinator with appropriate credentials is hired (Tracey Harper in 2015) to maintain safety and security.

Do you have any volunteers for this festival or event? If so, how many?

EOTW relies on volunteer hours to plan and operate the festival. Volunteers are board members, meeting regularly throughout the year to plan and report on the festival. Coordinators (25) are generally volunteers, although some positions require pay. 155

7. Direct Economic Benefits

<p>Outline the economic benefits to the local or regional economy:</p> <p>EOTW is committed to providing local businesses and not-for-profits with commercial opportunities. Local businesses that received support from recent festivals include: Tlell Fall Fair Committee, Big Red Transportation, Crystal Cabin, AMS Hardware store, Queen Charlotte Observer and Haida Gwaii Trader. In addition, Masset Co-op and Pacific Coastal Airlines have been supportive of the festival by assisting the transportation of visiting artists. Almost 80% of our vendors are local and sell local food, arts and crafts, fine art works and other items.</p>	
<p>Outline how the festival or event will attract tourism to the community:</p> <p>EOTW advertises in regional newspapers and festival brochures. Misty Isles Economic Development Society has advertised the festival in its tourism promotional materials. Visitors play an important role in EOTW and the Haida Gwaii economy. They bring substantial economic benefits to local businesses at the festival and beyond. EOTW reaches beyond BC, inviting performers and guests from off island to come and enjoy local, regional, and national musical talent. EOTW offers many opportunities for local musicians to share the stage with Canadian and international artists, learning from one another and growing in their respective artistic p</p>	
<p>Number of people who paid to participate in or attend the previous festival or event:</p> <p>1986</p>	<p>Number of people projected to pay to participate in or attend the festival or event this year:</p> <p>2100</p>

8. Festival/Event Budget

<p>Identify the budget for this year's festival or event:</p> <p>\$ 95,845.00</p>

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

✦ Please refer to the [Fabulous Festivals and Events Application Guide](#) for ineligible costs.

9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$2,500	✦ Maximum allowable grant is \$2,500 per festival or event.
<p>Describe how will the funding be used to increase the event hosting capacity:</p> <p>The 2016 festival will provide opportunities for our local musicians to work with professional musicians from BC and across Canada to discuss and exchange professional skills and experiences and grow in their respective artistic practices. EOTW offers live artistic performances on Haida Gwaii that is accessible for an network of small communities. music community and offer professional development to emerging Haida musicians island-wide. The selected artists will have a national profile on the music scene but also be committed to mentoring emerging talent, helping to teach up, and coming artists. The musicians selected for the 2016 festival will have a broad range of musical talent, and experiences they can offer as part of a series of professional develop workshops. We will also explore a pilot program with artist-in-residence and research the possibility of post-festival short-term retreat for musicians.</p>		

10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Grants	\$ 10,000
Gate	\$ 67,000
Merchandise	\$ 7,000
Fund-raising	\$ 3,700
Other	\$ 8,590
TOTAL OTHER FUNDING: \$ 96,290	

11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) Required: Financial statements from the last festival or event.
<input type="checkbox"/> 2) Required: Society incorporation document.
3)
4)
5)

12. Authorization

I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.

I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.

I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion and where required, financial accounting for evaluation of the activity funded by Northern Development.

I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name: Scott Marsden
Organization signing authority

Title: Board Member

Date: December 4, 2015

13. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: info@northerndevelopment.bc.ca



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

2016 PROPOSED BOARD MEETING SCHEDULE

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	January 22nd	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
Sat	January 23rd	SQCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	February 19th	SQCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 20th (1/2 day)	SQCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	March 18th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	March 19th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
*	April 15th	SQCRD Regular Board	7:00 PM	Queen Charlotte
	April 16th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
	May 4th - 6th	NCLGA AGM and Convention		Dawson Creek
*	May 27th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	May 28th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
*	June 17th	SQCRD Regular Board	7:00 PM	Prince Rupert
	June 18th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
	July	No meeting scheduled		
*	August 12th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	August 13th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
*	September 23rd	SQCRD Regular Board	7:00 PM	Prince Rupert
	September 26th - 30th	UBCM Convention		Vancouver
*	October 21st	SQCRD Regular Board	7:00 PM	Teleconference
	October 22nd	Committee of the Whole Meeting	10:00 AM	Teleconference
*	November 25th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	November 26th	Committee of the Whole Meeting	10:00 AM	Prince Rupert
	December 9th	SQCRD Statutory Board	7:00 PM	Prince Rupert
	December 9th	SQC Reg. Hospital Dist. Board	Following RD Stat	Prince Rupert
*	December 9th	SQCRD Regular Board	Following RHD	Prince Rupert

Notes:

* Depicts the Regular SQCRD Board meetings.

Dates in bold coincide with the North West Regional Hospital District Board meetings and are subject to change following the adoption of the NWRHD meeting schedule.