



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
REGULAR BOARD MEETING**

AMENDED AGENDA

**344 2nd Avenue West, Prince Rupert, B.C.
Friday, February 20, 2015 at 7:00 PM.**

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

3.1	Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held January 23, 2015	Pg 1-12
3.2	Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District Board held January 24, 2015	Pg 13-21
3.3	<p>Rise and Report – January 23, 2015 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Gould, SECONDED by Director Nobels, that the staff report entitled “Northwest B.C. Resource Benefits Alliance Update” be received;</p> <p>AND THAT staff be directed to continue to participate with the Northwest B.C. Resource Benefits Alliance with the objective of entering into a Framework Agreement with the Province of British Columbia.</p> <p>IC004-2015 CARRIED</p> <p>MOVED by Director Beldessi, SECONDED by Director Racz, that the staff report entitled “Sandspit Community Hall Standing Committee Appointments” be received;</p> <p>AND THAT the Board appoint the following individuals to serve as members of the Sandspit Community Hall Standing Committee for a term of three (3) years:</p> <ul style="list-style-type: none">• Gail Henry• Carole Bowler• Mirjam Prudhomme• Karen Prudhomme <p>IC006-2015 CARRIED</p>	Verbal

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes from the October 9, 2014 Regular meeting of the Electoral Area Advisory Committee	Pg 22-24
4.2	Electoral Area Advisory Committee Recommendations from its January 29, 2015 Regular Meeting	Pg 25-26
<u>Add:</u> 4.3	Minutes from the January 21, 2015 Regular meeting of the Regional Recycling Advisory Committee	Pg 26a-26c
<u>Add:</u> 4.4	Regional Recycling Advisory Committee Recommendations from its February 18, 2015 Regular Meeting	Pg 26d

5. DELEGATIONS

5.1	Graham Young, Business Development Manager, ePACT Network Ltd. – ePACT Network	Pg 27
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for January, 2015	Pg 28
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7. CORRESPONDENCE

7.1	Canadian Wildlife Service – Consultation on SARA Listing Process for Terrestrial Species 2014 and 2015	Pg 29-30
7.2	Regional District of Kitimat-Stikine – Forceman Ridge Compost Facility	Pg 31
7.3	Canadian Union of Postal Workers – Request for Support to Save Canada Post	Pg 32-33
7.4	Ministry of Environment – RE: Emergency Response to Marine Risk in Northwest B.C.	Pg 34-37

8. REPORTS / RESOLUTIONS

8.1	J. Robb, Treasurer – Parcel Tax Roll Review Panel Scheduling	Pg 38-39
8.2	L. Neville, Recreation Coordinator – Haida Gwaii Recreation Coordinator's Report – January 2015	Pg 40-45
8.3	D. Fish, Deputy Corporate Officer - Skeena-Queen Charlotte Regional District Marketing/Rebranding Initiative	Pg 46-63

8.4	D. Fish, Deputy Corporate Officer – Asset Management Capacity Building Program	Pg 64-65
8.5	D. Fish, Deputy Corporate Officer – 2015 April Skeena-Queen Charlotte Regional District Regular Board Meeting and Strategic Planning Scheduling	Pg 66-67
8.6	D. Fish, Deputy Corporate Officer – Administration Building	Pg 68-69
8.7	M. Williams, Planner – Fire Dispatch for Electoral Areas D and E	Pg 70-75
8.8	D. Fish, Deputy Corporate Officer – Skeena-Queen Charlotte Regional District Indemnification Bylaw No. 594, 2015	Pg 76-77

9. BYLAWS

9.1	Bylaw No. 594, 2015 – Being a bylaw to provide for the indemnification of the officers, employees and elected officials of the Skeena-Queen Charlotte Regional District <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 78-80
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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
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12. OLD BUSINESS

12.1	Haida Gwaii Regional Recreation Commission – Haida Gwaii Soccer Program	Pg 81
12.2	2015 Skeena-Queen Charlotte Regional District Amended Board Meeting Schedule	Pg 82

13. PUBLIC INPUT

14. IN-CAMERA

That the public be excluded from the meeting according to section 90(1)(c)(g) and (k) of the <i>Community Charter</i> “labour relations or other employee relations,” “litigation or potential litigation affecting the municipality,” and “negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”	
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15. ADJOURNMENT**NEXT REGULAR MEETING:**

**SQCRD Board Meeting
Friday, March 20, 2015
At 7:00 p.m.**



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, Prince Rupert, B.C. on Friday, January 23, 2015 at 7:00PM.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	L. Brain, City of Prince Rupert N. Kinney, City of Prince Rupert D. Franzen, District of Port Edward I. Gould, Village of Port Clements G. Martin, Village of Queen Charlotte K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Staff	K. Mellor, Chief Administrative Officer D. Fish, Deputy Corporate Officer J. Robb, Treasurer M. Williams, Planner
Public	1
Media	0

1. CALL TO ORDER 7:02 p.m.

2. AGENDA

2.1 MOVED by Director Nobels, SECONDED by Director Kinney, that the amended agenda be adopted as amended to include the following:

- 12.1 Jungle Beach
- 12.2 Emergency Planning Electoral Area "D"
- 12.3 Northern Development Initiative Trust Funding

001-2015

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Statutory Meeting of the Skeena-Queen Charlotte Regional District Board held December 12, 2014

MOVED by Director Kinney, SECONDED by Director Beldessi, that the minutes of the December 12, 2014 Skeena-Queen Charlotte Regional District Statutory Board meeting be adopted as presented.

002-2015

CARRIED

- 3.2 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held December 12, 2014

MOVED by Director Beldessi, SECONDED by Director Nobels, that the minutes of the December 12, 2014 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

003-2015

CARRIED

- 3.3 Rise and Report – December 12, 2014

MOVED by Director Nobels, SECONDED by Director Gould, that the staff report entitled “Appointment of Chief Administrative Officer” be received;

AND THAT the Board assign powers, duties and functions of Chief Administrative Officer and Corporate Administration, in accordance with sections 197 and 198 of the *Local Government Act*, to Ms. Karen Mellor, effective immediately;

AND FURTHER THAT the Board authorize Karen Mellor as signing authority on the Skeena-Queen Charlotte Regional District Municipal Finance Authority of B.C. and Northern Savings Credit Union accounts.

IC072-2014

CARRIED

MOVED by Director Nobels, SECONDED by Director Brain, that the staff report entitled “2015 Board and Committee Appointments” be received;

AND THAT staff advertise for the vacant member positions on the the Graham Island Advisory Planning Commission and the Moresby Island Advisory Planning Commission;

AND FURTHER THAT the following Board appointments be made for 2015:

- | | |
|--|---|
| 1. Haida Gwaii Museum | Director Michael Racz |
| 2. Yellowhead Highway Association | Director Nelson Kinney
Alternate Lee Brain |
| 3. Vancouver Island Regional Library | Director Bill Beldessi |
| 4. Prince Rupert Regional Archives | Director Nelson Kinney
Alternate Lee Brain |
| 5. Ground Fish Association | Director Des Nobels
Jason Thompson |
| 6. Coastal Community Network | Director Des Nobels |
| 7. Municipal Insurance Association of B.C. | Director Karl Bergman |
| 8. Municipal Finance Authority of B.C. | Director Barry Pages
Alternate Dan Franzen |
| 9. BC Ferries Advisory Committee | Director Bill Beldessi |
| 10. Bowie Seamount Advisory Committee | Director Michael Racz |

11. Northern Development Initiative Trust Director Michael Racz

12. North Central Local Government Mayor Dave MacDonald
Association

IC073-2014

CARRIED

MOVED by Director Beldessi, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District Board appoint the following to serve as committee members on the Moresby Island Management Standing Committee for a term of four years, effective immediately:

- Director Bill Beldessi, Electoral Area E
- Stan Hovde
- Behn Cochrane
- Gail Henry
- Bill Quaas
- Heron Weir

IC074-2014

CARRIED

MOVED by Director Nobels, SECONDED by Director Kinney, that the Skeena-Queen Charlotte Regional District Board appoint the following to serve as committee members on the Regional Recycling Advisory Committee for a term of two years, effective immediately:

- Director Des Nobels, Electoral Area A
- Jean Martin, Environmental Representative

IC075-2014

CARRIED

MOVED by Director Kinney, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District Board appoint the following to serve as committee members on the Haida Gwaii Regional Recreation Commission for a term of two years, effective immediately:

- Director Ian Gould, Village of Port Clements
- Heather Brule, Member-at-large
- Laura Williams, Old Massett
- Marg Younson, Masset
- Amber Bellis, Port Clements
- Darcy Pollard, Skidegate
- Shawna McLeod, Queen Charlotte
- Laurie Chisholm, Sandspit

IC076-2014

CARRIED

004-2015

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Moresby Island Management Standing Committee meeting held October 6, 2014

MOVED by Director Franzen, SECONDED by Director Nobels, that the minutes of the October 6, 2014 Moresby Island Management Standing Committee meeting be received as presented.

005-2015

CARRIED

Director Racz noted that the minutes received from the Moresby Island Management Standing Committee did not include the names of members present at the October 6, 2014 meeting, and asked that staff follow up with the committee to ensure that the names of committee members present at the meeting be properly recorded in the future.

- 4.2 Recommendations coming forward from the January 21, 2015 Regional Recycling Advisory Committee Meeting

MOVED by Director Nobels, SECONDED by Director Franzen, that the recommendations coming forward from the January 21, 2015 Regional Recycling Advisory Committee meeting be received;

AND THAT staff be directed to correspond with mainland area First Nations to offer them the opportunity to put forward individual nominations to be appointed to the Regional Recycling Advisory Committee.

006-2015

CARRIED

5. DELEGATIONS

- 5.1 Pacific Northwest LNG – Pacific Northwest LNG Project Update

Derek Baker and Tessa Gill, Community Relations Advisor and Corporate and Stakeholder Relations for Pacific Northwest LNG, respectively, addressed the Board in regard to the proposed Pacific Northwest LNG project.

More specifically, Mr. Baker and Ms. Gill addressed such items as supply and distribution of resources, facility location and overview, marine infrastructure design, environmental protection and socioeconomic impacts as they relate to the proposed Pacific Northwest LNG project.

The Chair thanked Mr. Baker and Ms. Gill for their presentation.

- 5.2 Northwest Growth Conference Partnership – Northwest Growth Conference

Dawn Blake, Services Coordinator for the Hecate Strait Employment Development Society, addressed the Board in regard to the upcoming Northwest Growth Conference scheduled for March 6-7, 2015 in Prince Rupert, B.C.

Ms. Blake noted that the conference is a forum for small and medium sized businesses to participate in the growing industrial economy of the region. The conference will provide businesses with the relevant information and the resources to realize on potential opportunities.

The conference is aimed toward new and existing entrepreneurs and investors in the communities of Prince Rupert, Terrace and Kitimat. The conference will provide expert speakers highlighting opportunities from major investments in the Northwest and workshops in the areas of business start-up, succession, access to capital, large project procurement and growth planning.

The Chair thanked Ms. Blake for her presentation.

5.3 Haida Gwaii Museum – Haida Gwaii Museum Website Development Project

Scott Marsden, Executive Director of the Haida Gwaii Museum, addressed the Board, via teleconference, in regard to the Museum's Website Development project and requested a portion of the Skeena-Queen Charlotte Regional District's Northern Development Initiative Trust funding allocation to support the initiative.

Mr. Marsden noted the project is a central component to the Museum's marketing strategy and will be the most comprehensive online resource on Haida culture and art. The aim of the project is to stimulate tourism traffic and increase revenue.

The Chair thanked Mr. Marsden for his presentation.

6. FINANCE

6.1 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for December, 2014

MOVED by Director Nobels, SECONDED by Director Kinney, that the staff report on Cheques Payable over \$5,000 issued by the Skeena-Queen Charlotte Regional District for December, 2014 be received and filed.

007-2015

CARRIED

7. CORRESPONDENCE

7.1 Woodside Energy Holdings Pty. Ltd. – Acquisition of Interests in Kitimat LNG

MOVED by Director Franzen, SECONDED by Director Gould, that the correspondence from Woodside Energy Holdings Pty. Ltd. regarding its Acquisition of Interests in Kitimat LNG be received and filed.

008-2015

CARRIED

7.2 Honourable Minister Shirley Bond, Ministry of Jobs, Tourism and Skills Training – UBCM Convention Meeting

MOVED by Director Franzen, SECONDED by Director Brain, that the correspondence from the Ministry of Jobs, Tourism and Skills Training in regard to the 2014 UBCM Convention Meeting be received and filed.

009-2015

CARRIED

7.3 Jennifer Rice, MLA North Coast – Board of Directors Welcome

MOVED by Director Beldessi, SECONDED by Director Gould, that the correspondence from Jennifer Rice, MLA welcoming the Board of the Skeena-Queen Charlotte Regional District be received and filed.

010-2015

CARRIED

7.4 John Horgan, New Democratic Official Opposition – Electoral Area Directors Welcome

MOVED by Director Nobels, SECONDED by Director Kinney, that the correspondence from Mr. Horgan welcoming the Skeena-Queen Charlotte Regional District Electoral Area Directors be received and filed.

011-2015

CARRIED

7.5 Spectra Energy - Congratulations

MOVED by Director Franzen, SECONDED by Director Gould, that the correspondence from Spectra Energy congratulating the Board of the Skeena-Queen Charlotte Regional District for being elected be received and filed.

012-2015

CARRIED

7.6 GwaiiTel Society – GwaiiTel Society

MOVED by Director Nobels, SECONDED by Director Gould, that the correspondence from GwaiiTel Society requesting a letter of support for the Digital Canada 150, Gwaii Trust and Northern Development Initiative Trust be received;

AND THAT a letter of support be provided the the GwaiiTel Society for its funding application toward the Digital Canada 150 Program.

013-2015

CARRIED

7.7 Transport Canada – RE: Emergency Response to Marine Risk in Northwest B.C.

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from Transport Canada in regard to emergency response to marine risk in northwest B.C. be received and filed.

014-2015

CARRIED

7.8 BC Environmental Assessment Office – Environmental Assessment for the Proposed WCC LNG Project

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the British Columbia Environmental Assessment Officer in regard to the environmental assessment process for the proposed WCC LNG project be received and filed.

015-2015

CARRIED

Director Brain noted that the City of Prince Rupert has contracted Dr. Faggetter, Environmental Engineer, to participate in working group discussions around the WCC LNG and Aurora LNG projects.

- 7.9 Honourable Minister Rich Coleman, Ministry of Natural Gas Development and Minister Responsible for Housing – 2014 UBCM Convention Meeting

MOVED by Director Nobels, SECONDED by Director Kinney, that the correspondence from the Ministry of Natural Gas Development in regard to the 2014 UBCM Convention meeting be received and filed.

016-2015

CARRIED

- 7.10 Ministry of Community, Sport and Cultural Development – Grant Funding – Asset Management Capacity Building Funding

MOVED by Director Kinney, SECONDED by Director Gould, that the correspondence from the Ministry of Community, Sport and Cultural Development in regard to the Asset Management Capacity Building Funding Program be received.

017-2015

CARRIED

- 7.11 Honourable Minister Todd Stone, Ministry of Transportation and Infrastructure – B.C. Shipbuilding Industry

MOVED by Director Gould, SECONDED by Director Brain, that the correspondence from the Ministry of Transportation and Infrastructure in regard to the B.C. Shipbuilding Industry be received.

018-2015

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 D. Fish, Deputy Corporate Officer – 2015 Grant Writer

MOVED by Director Nobels, SECONDED by Director Kinney, that the staff report entitled “2015 Grant Writer” be received;

AND THAT staff be authorized to enter into contract negotiations with Ms. Maya Paul to provide grant writing services to the Skeena-Queen Charlotte Regional District throughout the year 2015.

019-2015

CARRIED

- 8.2 M. Williams, Planner – Bylaw No. 593, 2015

MOVED by Director Beldessi, SECONDED by Director Brain, that the report from staff entitled “Bylaw No. 593, 2015” be received for information.

020-2015

CARRIED

- 8.3 M. Williams, Planner – Board Planning Policies

MOVED by Director Gould, SECONDED by Director Beldessi, that the staff report entitled “Board Planning Policies” be received for information.

021-2015

CARRIED

8.4 M. Williams, Planner – Sandspit Emergency Evacuation Site Update

MOVED by Director Gould, SECONDED by Director Nobels, that the staff report entitled “Sandspit Emergency Evacuation Site Update” be received;

AND THAT staff request funding and operational assistance from the Province of B.C. in relation to the Sandspit Evacuation Site project.

022-2015**CARRIED****8.5 D. Fish, Deputy Corporate Officer – Skeena-Queen Charlotte Regional District Weighted Voting**

MOVED by Director Nobels, SECONDED by Director Franzen, that the staff report entitled “Skeena-Queen Charlotte Regional District Weighted Voting” be received for information.

023-2015**CARRIED****8.6 L. Neville, Recreation Coordinator – Haida Gwaii Recreation Coordinator’s Report – December 2014**

MOVED by Director Kinney, SECONDED by Director Nobels, that the staff report entitled “Haida Gwaii Recreation Coordinator’s Report – December 2014” be received for information.

024-2015**CARRIED**

MOVED by Director Racz, SECONDED by Director Nobels, that staff research the feasibility of incorporating the Haida Gwaii Soccer program into the Haida Gwaii Regional Recreation Program.

025-2015**CARRIED****9. BYLAWS****9.1 Bylaw No. 592, 2015 – Being a bylaw to repeal bylaws establishing committees that are no longer active or no longer serve the purpose for which they were established**

MOVED by Director Gould, SECONDED by Director Nobels, that Bylaw No. 592, 2015 be given 1st reading.

026-2015**CARRIED**

MOVED by Director Kinney, SECONDED by Director Racz, that Bylaw No. 592, 2015 be given 2nd reading.

027-2015**CARRIED**

MOVED by Director Franzen, SECONDED by Director Racz, that Bylaw No. 592, 2015 be given 3rd reading.

028-2015**CARRIED**

MOVED by Director Nobels, SECONDED by Director Gould, that Bylaw No. 592, 2015 be adopted.

029-2015

CARRIED

- 9.2 Bylaw No. 586, 2014 – Being a bylaw to establish the Sandspit Community Hall Standing Committee

MOVED by Director Beldessi, SECONDED by Director Racz, that Bylaw No. 586, 2014 be given 2nd reading.

030-2015

CARRIED

MOVED by Director Gould, SECONDED by Director Nobels, that Bylaw No. 586, 2014 be given 3rd reading.

031-2015

CARRIED

MOVED by Director Beldessi, SECONDED by Director Kinney, that Bylaw No. 586, 2014 be adopted.

032-2015

CARRIED

- 9.3 Bylaw No. 593, 2015 – Being a bylaw to provide for the establishment of a Board of Variance

MOVED by Director Nobels, SECONDED by Director Franzen, that Bylaw No. 593, 2015 be given 1st reading.

033-2014

CARRIED

MOVED by Director Beldessi, SECONDED by Director Racz, that Bylaw No. 593, 2015 be given 2nd reading.

034-2014

CARRIED

MOVED by Director Brain, SECONDED by Director Gould, that Bylaw No. 593, 2015 be given 3rd reading.

035-2014

CARRIED

MOVED by Director Nobels, SECONDED by Director Franzen, that Bylaw No. 593, 2015 be adopted.

036-2014

CARRIED

10. LAND REFERRALS / PLANNING

None.

11. NEW BUSINESS

11.1 Director's Reports

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

Director Gould – Village of Port Clements

- The union representing Edwards & Associates Logging Ltd. has reached an agreement with Taan Forest which saw Taan Forest pay for the termination of Edwards' long-term replaceable contract and enable operations on its Tree Farm Licence.

Director Brain – City of Prince Rupert

- Director Brain and the City of Prince Rupert met with the Vice President of CN Rail to discuss residents' access to the waterfront at Kwinitsa Station.

Director Franzen – District of Port Edward

- The District of Port Edward hosted delegates from the Airport Authority and PETRONAS at its last Council meeting.

Director Nobels – Electoral Area "A"

- Nexen Energy ULC will be hosting an open house meeting in Dodge Cove on February 18, 2015;
- Director Nobels noted that he attended a regional consultation process in regard to the Liquefied Natural Gas Environmental Stewardship Initiative and that the Skeena-Queen Charlotte Regional District, along with other local governments, are not being included in these discussions; and
- Director Nobels inquired as to what jurisdiction the Skeena-Queen Charlotte Regional District exercises over the Airport.

Director Martin – Village of Queen Charlotte

- Village of Queen Charlotte Council members attended election official training in Richmond, B.C. in January 2015;
- The Village has reached a contractual agreement for the hire of a new Chief Administrative Officer, Lori Weideman; and
- Construction at the Queen Charlotte Hospital is well underway and move-in is expected for January 2016.

Chair Pages – Village of Masset

- The Village sought support from the Province of B.C. in relation to a tsunami evacuation site for Masset and were offered assistance.

037-2015

CARRIED

MOVED by Director Nobels, SECONDED by Director Racz, that correspondence be sent to the Premier of British Columbia expressing the need for local government representation in Environmental Stewardship Initiatives and consultation processes;

AND THAT the correspondence be copied to the Ministry of Environment.

038-2015

CARRIED

MOVED by Director Brain, SECONDED by Director Nobels, that correspondence be sent to Regional Districts to notify them of the Skeena-Queen Charlotte Regional District's intent to request, from the Province of B.C., inclusion in Environmental Stewardship Initiatives and consultation processes;

AND THAT a copy of the letter sent to the Premier of B.C. expressing the need for local government representation in environmental stewardship initiatives be copied to all Regional Districts.

039-2015

CARRIED

11.2 2015 Skeena-Queen Charlotte Regional District Board Meeting Schedule

MOVED by Director Nobels, SECONDED by Director Martin, that the 2015 Skeena-Queen Charlotte Regional District Board Meeting Schedule be adopted as presented.

040-2015

CARRIED

11.3 Board of Variance Policy

MOVED by Director Franzen, SECONDED by Director Nobels, that the *Board of Variance Policy* be adopted as presented.

041-2015

CARRIED

11.4 Advisory Planning Commission Policy

MOVED by Director Franzen, SECONDED by Director Racz, that the *Advisory Planning Commission Policy* be adopted with the following amendments:

Replace section 6.3.2 with "In accordance with s.898(9) of the Local Government Act, the APC must provide an opportunity for an applicant of an amendment to a plan or bylaw, or the issuance of a permit to attend at its meeting and be heard, and the APC may take the views of the applicant into consideration in formulating its advice to the Board."

042-2015

CARRIED

11.5 Haida Gwaii Museum Funding Application to Northern Development Initiative Trust's Marketing Initiatives Program

MOVED by Director Gould, SECONDED by Director Racz, that the funding application from the Haida Gwaii Museum to Northern Development Initiative Trust's Marketing Initiatives Program, and accompanying documents, be received;

AND THAT the Haida Gwaii Museum's funding application be referred to the Electoral Area Advisory Committee.

043-2015

CARRIED

12. OLD BUSINESS**12.1 Director Racz, Electoral Area “D” - Jungle Beach**

MOVED by Director Nobels, SECONDED by Director Racz, that the verbal report from Director Racz in regard to Jungle Beach be received;

AND THAT the business be referred to the Electoral Area Advisory Committee.

044-2015**CARRIED****12.2 Director Racz, Electoral Area “D” – Emergency Planning Electoral Area “D”**

MOVED by Director Racz, SECONDED by Director Nobels, that the verbal report from Director Racz in regard to Emergency Planning Electoral Area “D” be received for information.

045-2015**CARRIED****12.3 Director Racz, Electoral Area “D” – Northern Development Initiative Trust Funding**

MOVED by Director Franzen, SECONDED by Director Nobels, that the verbal report from Director Racz in regard to Northern Development Initiative Trust Funding be received for information.

046-2015**CARRIED****13. PUBLIC INPUT**

There were 0 question(s) from the public.

14. IN CAMERA

MOVED by Director Nobels, SECONDED by Director Franzen, that the Board move to the In-Camera meeting following the Regular Meeting under section 90(1)(a) and (c) 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” and “labour relations and other employee relations.”

047-2015**CARRIED****15. ADJOURNMENT**

MOVED by Director Kinney, SECONDED by Director Nobels, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 10:36 pm.

048-2015**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 222 1st Avenue West, Prince Rupert, B.C.

PRESENT

PRIOR TO ADOPTION

Chair B. Pages, Village of Masset

Vice-Chair D. Nobels, Electoral Area A

Directors L. Brain, City of Prince Rupert
N. Kinney, Prince Rupert
C. Mackenzie, Alternate, District of Port Edward
I. Gould, Village of Port Clements
G. Martin, Village of Queen Charlotte
K. Bergman, Electoral Area C
M. Racz, Electoral Area D
B. Beldessi, Electoral Area E

Staff: K. Mellor, Chief Administrative Officer
J. Robb, Treasurer
D. Fish, Deputy Corporate Officer
T. Des Champ, Recycling Operations Manager
R. Kidd, Islands Solid Waste Operations Manager (*via teleconference*)

Public: 0

Media: 0

1. CALL TO ORDER 10:08 a.m.

2. AGENDA

2.1 MOVED by Director Kinney, SECONDED by Director Brain, that the agenda be adopted as presented.

049-2015

CARRIED

3. MINUTES & BUSINESS ARISING

None.

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.

5. DELEGATIONS

None.

6. FINANCE

The 2015 – 2019 SQCRD Financial Plan (Round 1) was distributed to the Board.

7. CORRESPONDENCE

MOVED by Director Nobels, SECONDED by Director Beldessi, that the following correspondence in regard to 2015 funding requests be received for information:

7.1 Port Clements Historical Society – 2015 Annual Grant

7.2 Prince Rupert City & Regional Archives – 2015 Budget

7.3 Haida Gwaii Museum – Operating Assistance Request for 2015

7.4 Vancouver Island Regional Library – Library Budget to Levy Members

050-2015

CARRIED

8. REPORTS – RESOLUTIONS

8.1 J. Robb, Treasurer – Budget Overview 2015

MOVED by Director Beldessi, SECONDED by Director Brain, that the staff report entitled “Budget Overview 2015” be received for information.

051-2015

CARRIED

8.2 J. Robb, Treasurer – Support Service Allocation 2015

MOVED by Director Racz, SECONDED by Director Kinney, that the staff report entitled “Support Service Allocation 2015” be received for information.

052-2015

CARRIED

9. FINANCIAL PLANS’ REVIEW

9.1 Administration – Function 110

MOVED by Director Nobels, SECONDED by Director Racz, that the accumulated surplus be transferred into the General Administration Reserve Fund;

AND THAT the Five-Year Financial Plan 2015-2019 for Administration, Function 110, be referred to the Round 2 budget discussions as amended.

053-2015

CARRIED

The Board of Directors requested that staff prepare the following reports for the Skeena-Queen Charlotte Regional District Round 2 Budget Special Board Meeting:

- *Skeena-Queen Charlotte Regional District Reserve Funds*
- *Marketing/Rebranding to include corporate name change*
- *Budgeting considerations for permanent office location*

The Skeena-Queen Charlotte Regional District Board requested that staff review the use of City of Prince Rupert Council Chambers to conduct Skeena-Queen Charlotte Regional District Board meetings.

9.2 Islands Solid Waste – Function 310-319

MOVED by Director Martin, SECONDED by Director Gould, that the accumulated surplus be transferred to the Island Solid Waste Reserve Fund;

AND THAT 15% of the surplus be used for rate stabilization for future increases in taxation;

AND FURTHER THAT the Five-Year Financial Plan 2015-2019 for Islands Solid Waste, Function 310-319, be referred to the Round 2 budget discussions as amended.

054-2015

CARRIED

The Skeena-Queen Charlotte Regional District Board requested that staff invite a delegate from Multi-Material BC to the February 21, 2015 Special (Budget) Meeting to discuss the MMBC program.

9.3 Regional Recycling (Mainland) – Function 340

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Regional Recycling, Function 340, be referred to the Round 2 budget discussions as presented.

055-2015

CARRIED

MOVED by Director Nobels, SECONDED By Director Brain, that staff investigate the feasibility of completing an asset management plan for the Skeena-Queen Charlotte Regional District Recycling Depot under the Asset Management Capacity Building program.

056-2015

CARRIED

The Board of Directors requested that staff prepare a report for Round 2 Budget Discussions to address additional staffing requirements at the Skeena-Queen Charlotte Regional District Recycling Depot on Sundays.

9.4 Electoral Area Administration – Function 120

MOVED by Director Beldessi, SECONDED by Director Nobels, that the accumulated surplus be transferred into the Electoral Area Administration Reserve Fund;

AND THAT the Five-Year Financial Plan 2015-2019 for Electoral Area Administration, Function 120, be referred to the Round 2 budget discussions as amended.

057-2015

CARRIED

The Board of the Skeena-Queen Charlotte Regional District noted its intent to use surplus funds in the Electoral Area Administration Function to fund additional costs incurred by the Moresby Island Management Standing Committee.

The Board of Directors requested that staff prepare a report for Round 2 Budget Discussions to consider a community "Spring Cleanup" of Electoral Areas A and C.

9.5 Electoral Area E Administration – Function 121

MOVED by Director Beldessi, SECONDED by Director Gould, that the accumulated expenses for Electoral Area E Administration be moved in to the contingency line item;

AND THAT the Five-Year Financial Plan 2015-2019 for Electoral Area E Administration, Function 121, be referred to the Round 3 budget discussions as amended.

058-2015

CARRIED

9.6 Elections – Function 130

MOVED by Director Beldessi, SECONDED by Director Kinney, that the Five-Year Financial Plan 2015-2019 for Elections, Function 130, be referred to the Round 3 budget discussions as presented.

059-2015

CARRIED

9.7 Grant-in-Aid (All) – Function 170

MOVED by Director Brain, SECONDED by Director Nobels, that the Five-Year Financial Plan 2015-2019 for Grant-In-Aid (All), Function 170, be referred to the Round 3 budget discussions as presented.

060-2015

CARRIED

9.8 Grant-in-Aid Area A – Function 171

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Grant-in-Aid Area A, Function 171, be referred to the Round 3 budget discussions as presented.

061-2015

CARRIED

9.9 Grant-in-Aid Area C – Function 172

MOVED by Director Bergman, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Grant-in-Aid Area C, Function 172, be referred to the Round 3 budget discussions as presented.

062-2015

CARRIED

9.10 Grant-in-Aid Area D – Function 173

MOVED by Director Racz, SECONDED by Director Kinney, that the Five-Year Financial Plan 2015-2019 for Grant-in-Aid Area D, Function 173, be referred to the Round 2 budget discussions as presented.

063-2015

CARRIED

Director Racz requested that staff review the current Jungle Beach contract between the Skeena-Queen Charlotte Regional District, Ministry of Forest, Lands and Natural Resource Operations and the Ministry of Transportation and Infrastructure.

9.11 Grant-in-Aid Area E – Function 174

MOVED by Director Beldessi, SECONDED by Director Gould, that the Five-Year Financial Plan 2015-2019 for Grant-in-Aid Area E, Function 174, be referred to the Round 2 budget discussions as presented.

064-2015

CARRIED

9.12 Member Municipality Debt – Function 190

MOVED by Director Brain, SECONDED by Director Kinney, that the Five-Year Financial Plan 2015-2019 for Member Municipality Debt, Function 190, be referred to the Round 3 budget discussions as presented.

065-2015

CARRIED

9.13 Sandspit Fire – Function 210

MOVED by Director Beldessi, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Sandspit Fire, Function 210, be referred to the Round 2 budget discussions as presented.

066-2015

CARRIED

The Board of the Skeena-Queen Charlotte Regional District adjourned the Special (Budget) meeting at 12:38 p.m. for lunch.

The Board of the Skeena-Queen Charlotte Regional District reconvened the Special (Budget) meeting at 1:57 p.m.

9.14 Emergency Programming – Areas A & C – Function 220

MOVED by Director Nobels, SECONDED by Director Kinney, that the Five-Year Financial Plan 2015-2019 for Emergency Programming – Areas A & C, Function 220, be referred to the Round 3 budget discussions as presented.

067-2015

CARRIED

9.15 Emergency Programming – Area D – Function 227

MOVED by Director Racz, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Emergency Programming – Area D, Function 227, be referred to the Round 3 budget discussions as presented.

068-2015

CARRIED

9.16 Emergency Programming – Area E – Function 229

MOVED by Director Beldessi, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Emergency Programming – Area E, Function 229, be referred to the Round 3 budget discussions as presented.

069-2015

CARRIED

9.17 Regional Solid Waste – Function 330

MOVED by Director Gould, SECONDED by Director Nobels, that the Five-Year Financial Plan 2015-2019 for Regional Solid Waste, Function 330, be referred to the Round 3 budget discussions as presented.

070-2015

CARRIED

9.18 Rural Land Use Planning – Function 510

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Rural Land Use Planning, Function 510, be referred to the Round 3 budget discussions as presented.

071-2015

CARRIED

9.19 Economic Development – Function 570

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Economic Development, Function 510, be referred to the Round 3 budget discussions as presented.

072-2015

CARRIED

9.20 Prince Rupert Regional Archives – Function 710

MOVED by Director Kinney, SECONDED by Director Brain, that the Board approve the Prince Rupert City and Regional Archives request for a grant in the amount of \$77,760 for 2015;

AND THAT the Five-Year Financial Plan 2015-2019 for Prince Rupert Regional Archives, Function 710, be referred to the Round 3 budget discussions as presented.

073-2015

CARRIED

9.21 North Pacific Cannery – Function 715

MOVED by Director Brain, SECONDED by Director Kinney, that the Five-Year Financial Plan 2015-2019 for North Pacific Cannery, Function 715, be referred to the Round 3 budget discussions as presented.

074-2015**CARRIED****9.22 Haida Gwaii Museum – Function 720**

MOVED by Director Racz, SECONDED by Director Gould, that the Five-Year Financial Plan 2015-2019 for Haida Gwaii Museum, Function 720, be referred to the Round 2 budget discussions as presented;

AND THAT Scott Marsden, Executive Director of the Haida Gwaii Museum, be invited to appear before the Board at the February 21, 2015 Skeena-Queen Charlotte Regional District Special (Budget) Board meeting to provide further information on the Haida Gwaii Museum archiving project.

075-2015**CARRIED****9.23 Vancouver Island Regional Library – Function 725**

MOVED by Director Beldessi, SECONDED by Director Martin, that the Five-Year Financial Plan 2015-2019 for Vancouver Island Regional Library, Function 725, be referred to the Round 3 budget discussions as presented.

076-2015**CARRIED****9.24 Haida Gwaii Recreation – Function 730**

MOVED by Director Racz, SECONDED by Director Nobels, that the Five-Year Financial Plan 2015-2019 for Haida Gwaii Recreation, Function 730, be referred to the Round 2 budget discussions as presented.

077-2015**CARRIED****9.25 Sandspit Community Hall – Function 735**

MOVED by Director Racz, SECONDED by Director Beldessi, that the Five-Year Financial Plan 2015-2019 for Sandspit Community Hall, Function 735, be referred to the Round 2 budget discussions as amended to include updated 2015 budget information from the Sandspit Community Hall Committee.

078-2015**CARRIED**

9.26 Mainland Recreation Area A – Function 751

MOVED by Director Nobels, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Mainland Recreation Area A, Function 751, be referred to the Round 3 budget discussions as presented.

079-2015**CARRIED****9.27 Mainland Recreation Area C – Function 752**

MOVED by Director Bergman, SECONDED by Director Kinney, that the Five-Year Financial Plan 2015-2019 for Mainland Recreation Area C, Function 752, be referred to the Round 3 budget discussions as presented.

079-2015**CARRIED****9.28 Sandspit Water – Function 810**

MOVED by Director Beldessi, SECONDED by Director Gould, that the Five-Year Financial Plan 2015-2019 for Sandspit Water, Function 810, be referred to the Round 2 budget discussions as presented.

080-2015**CARRIED****9.29 Feasibility Studies – Function 901**

MOVED by Director Nobels, SECONDED by Director Racz, that the Five-Year Financial Plan 2015-2019 for Feasibility Studies, Function 901, be referred to the Round 3 budget discussions as presented.

081-2015**CARRIED****9.30 Oona River Telephone – Function 950**

MOVED by Director Bergman, SECONDED by Director Brain, that the Five-Year Financial Plan 2015-2019 for Oona River Telephone, Function 950, be referred to the Round 3 budget discussions as presented.

082-2015**CARRIED****10. OLD BUSINESS**

None.

11. NEW BUSINESS

None.

12. PUBLIC QUESTION PERIOD

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 Special (Budget) Board meeting be adjourned at 2:58 p.m.

083-2015**CARRIED**

Approved & Adopted:

Certified correct:

B. Pages

Chair

K. Mellor

Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES

of the Electoral Area Advisory Committee meeting held at the Regional District office in Prince Rupert on Thursday, October 9, 2014 at 7:00 p.m.

PRESENT

Chair: Des Nobels, Electoral Area A

Directors: Karl Bergman, Electoral Area C (*via teleconference*)
Michael Racz, Electoral Area D (*via teleconference*)
Evan Putterill, Electoral Area E (*via teleconference*)

Staff: Joan Merrick, Chief Administrative Officer

1. CALL TO ORDER 7:00 p.m.

2. CONSIDERATION OF AGENDA (additions/deletions)

2.1 MOVED by Director Racz, SECONDED by Director Putterill, that the agenda be adopted as presented.

019-2014

CARRIED

3. MINUTES

3.1 Electoral Area Advisory Committee Meeting – June 16, 2014 Minutes

MOVED by Director Putterill, SECONDED by Director Bergman, that the minutes of the June 16, 2014 Electoral Area Advisory Committee meeting be adopted as presented.

020-2014

CARRIED

4. FINANCE

None.

5. CORRESPONDENCE

None.

6. REPORTS

6.1 J. Merrick, Chief Administrative Officer – Priority Setting for Northern Development Initiative Trust and Gas Tax Funds

MOVED by Director Racz, SECONDED by Director Putterill, that the verbal report from staff entitled "Priority Setting for Northern Development Initiative Trust and Gas Tax Funds" be received.

021-2014

CARRIED

Director Putterill identified Sandspit Water as a possible priority for the use of Gas Tax Funds.

Director Racz identified the Edge of the World Music Festival as a potential use of Northern Development Initiative funds.

Director Bergman identified an official community plan for Electoral Areas A & C as a potential use for funds.

Recycling in Prince Rupert, as well as enhanced services related to recycling was identified by Staff.

The Electoral Area Advisory Committee noted that Northern Development Initiative Trust funds should be allowed to roll over from year to year rather than the money returning to a funding pool.

7. NEW BUSINESS

7.1 Electoral Area A & C Economic Development

MOVED by Director Bergman, SECONDED by Director Racz, that the verbal report entitled "Electoral Area A & C Economic Development" be received for information.

022-2014

CARRIED

8. OLD BUSINESS

None.

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Putterill, that the meeting be adjourned at 7:25 p.m.

022-2014

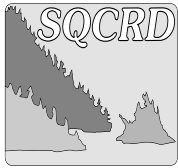
CARRIED

Approved & Adopted:

Certified correct:

Des Nobels, Chair

Joan Merrick, CAO



COMMITTEE REPORT

DATE: February 20, 2015

FROM: Electoral Area Advisory Committee

SUBJECT: Recommendations coming forward from the January 29, 2015 Electoral Area Advisory Committee meeting

Recommendation 1:

MOVED by Director Beldessi, SECONDED by Director Racz, that the Electoral Area Advisory Committee recommends the Board of the Skeena-Queen Charlotte Regional District support the GwaiiTel Societ's funding application to Northern Development Initiative Trust's Economic Diversification Infrastructure program in the amount of \$30,000.

Recommendation 2:

MOVED by Director Beldessi, SECONDED by Director Racz, that the Electoral Area Advisory Committee recommend that the Board of the Skeena-Queen Charlotte Regional District not support an increase in 2015 funding assistance to the Haida Gwaii Museum through an increase in taxation;

AND THAT the Skeena-Queen Charlotte Regional District provide an in-kind donation to the Haida Gwaii Museum through the use of the Skeena-Queen Charlotte Regional District's 2015 Grant Writer.

Recommendation 3:

MOVED by Director Beldessi, SECONDED by Director Racz, that the Electoral Area Advisory Committee recommend that the Board of the Skeena-Queen Charlotte Regional District support the Haida Gwaii Museum's funding application to Northern Development Initiative Trust's Marketing Initiatives Program in the amount of \$7,500;

AND THAT the Skeena-Queen Charlotte Regional District provide an in-kind donation to the Haida Gwaii Museum through the use of the Skeena-Queen Charlotte Regional District's 2015 Grant Writer.

Recommendation 4:

MOVED by Director Racz, SECONDED by Director Beldessi, that the Electoral Area Advisory Committee recommend that the Board of the Skeena-Queen Charlotte Regional District request that Northern Development Initiative Trust allow for the annual rollover of funds in the Skeena-Queen Charlotte Regional District nominal account.

Recommendation 5:

MOVED by Director Racz, SECONDED by Director Beldessi, that the Electoral Area Advisory Committee recommend that the Board of the Skeena-Queen Charlotte Regional District review its current contract with the Ministry of Transportation and Infrastructure and the Ministry of Forest, Lands and Natural Resource Operations for the maintenance and caretaking of Jungle Beach.



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 Tuesday, January 21, 2015 at 12:00 pm.

PRESENT

Members	T. Ostrom, City of Prince Rupert J. Martin, Environmental Representative D. Nobels, SQCRD Electoral Area A R. Pucci, City of Prince Rupert B. Payette, District of Port Edward (<i>Regrets</i>)
Staff	K. Mellor, Chief Administrative Officer D. Fish, Deputy Corporate Officer T. Des Champ, Recycling Operations Manager

1. CALL TO ORDER 12:08 p.m.

2. ELECTION OF THE CHAIR

The Deputy Corporate Officer called for nominations for the position of Chair of the Regional Recycling Advisory Committee for 2015.

Member Pucci nominated Member Payette; Member Payette accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third time.

There being no further nominations, nominations were closed.

Member Payette was declared Chair of the Regional Recycling Advisory Committee for 2015 by acclamation.

3. ELECTION OF THE VICE CHAIR

The Deputy Corporate Officer called for nominations for the position of Vice Chair of the Regional Recycling Advisory Committee for 2015.

Member Pucci nominated Member Ostrom; Member Ostrom 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.

Member Ostrom was declared Vice Chair of the Regional Recycling Advisory Committee for 2015 by acclamation.

4. AGENDA

MOVED by Member Nobels, SECONDED by Member Martin, that the agenda be amended as presented to include the following:

8.3 T. Des Champ, Recycling Operations Manager – Operations Report Regional Recycling

11.1 D. Nobels, Member - Staffing at the Skeena-Queen Charlotte Regional District Regional Recycling Depot

11.2 R. Pucci, Member – Landfill Upgrades and Staffing

001-2015

CARRIED

5. MINUTES & BUSINESS ARISING FROM MINUTES

None.

6. DELEGATIONS

None.

7. CORRESPONDENCE

None.

8. REPORTS – RESOLUTIONS

8.1 Regional Recycling Transfer Station

MOVED by Member Nobels, SECONDED by Member Martin, that the verbal report from staff entitled “Regional Recycling Transfer Station” be received for information.

002-2015

CARRIED

8.2 D. Fish, Deputy Corporate Officer – Regional Recycling Advisory Committee Bylaw No. 588, 2014

MOVED by Member Nobels, SECONDED by Member Martin, that the report from staff entitled “Regional Recycling Advisory Committee Bylaw No. 588, 2014” be received for information.

003-2015

CARRIED

MOVED by Member Nobels, SECONDED by Member Martin, that the Regional Recycling Advisory Committee accept Bylaw No. 588, 2014 as the governing statute of the committee.

004-2015

CARRIED

MOVED by Member Nobels, SECONDED by Member Pucci, that the Regional Recycling Advisory Committee recommends the Board of the Skeena-Queen Charlotte Regional District maintain the diversity of the Regional Recycling Advisory Committee and send correspondence to First Nations communities to offer the opportunity to put forward an individual to be considered for appointment to the committee.

005-2015

CARRIED

- 8.3 T. Des Champ, Recycling Operations Manager – Operations Report Regional Recycling

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

006-2015

CARRIED

9. NEW BUSINESS

- 9.1 D. Nobels, Member – Staffing at the Skeena-Queen Charlotte Regional District Regional Recycling Depot

MOVED by Member Nobels, SECONDED by Member Pucci, that the verbal report from Member Nobels entitled “Staffing at the Skeena-Queen Charlotte Regional District Regional Recycling Depot” be received”;

AND THAT the Regional Recycling Advisory Committee recommends, during budget discussions, the Board of the Skeena-Queen Charlotte Regional District take into consideration staffing an additional weekly four (4) hour shift on Sundays to allow for the emptying and upkeep of the recycling transfer station.

007-2015

CARRIED

- 9.2 R. Pucci, Member – Landfill Upgrades and Staffing

MOVED by Member Martin, SECONDED by Member Nobels, that the verbal report from Member Pucci entitled “Landfill Upgrades and Staffing” be received for information.

008-2015

CARRIED

10. OLD BUSINESS

None.

11. ADJOURNMENT

MOVED by Member Nobels, SECONDED by Member Pucci, that the Regional Recycling Advisory Committee meeting be adjourned at 12:57 p.m.

009-2015

CARRIED

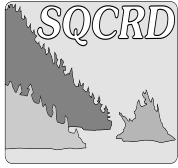
The Regional Recycling Advisory Committee identified February 18th, 2015 at 12:00 PM at the office of the Skeena-Queen Charlotte Regional District as its next meeting time and location.

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer



COMMITTEE RECOMMENDATIONS

DATE: February 20, 2015

FROM: Regional Recycling Advisory Committee

SUBJECT: Recommendations coming forward from the February 18, 2015 Regional Recycling Advisory Committee Meeting

Recommendation 1:

MOVED by Member Martin, SECONDED by Member Pucci, that the report from staff entitled "Mainland Recycling – Staffing Levels" be received;

AND THAT the Regional Recycling Advisory Committee recommends the Board of the Skeena-Queen Charlotte Regional District implement the recommendations outlined in the Recycling Operations Manager's "Mainland Recycling – Staffing Levels" report.

012-2015

CARRIED

The Regional Recycling Advisory Committee noted the need for updated signage and advertising to reflect the recommendations outlined in the Mainland Recycling – Staffing Levels report.

The New Standard in Connecting Communities

Your first responders and volunteers are committed to the well-being of your community. But do you have the tools needed to support them in a crisis?

ePACT provides the best support for your members in a crisis – large or small.



ePACT for Your Team

ePACT is the free single emergency record for families, storing all their critical contact and medical details securely online. It's a support network, connecting families to their emergency contacts, and to you and all the other organizations they trust. More than that, it's greater safety and support for your team, every minute of every day.



BEYOND MASS NOTIFICATIONS

Communicate with staff, volunteers and emergency contacts of friends and family, while ensuring employees can also communicate with loved ones in a community-wide crisis.



SAFETY ACTIVATION & CONFIRMATION

Send a single message to your entire team and monitor their response. They can confirm their safety and if they are available to support the team for faster activation.



EFFICIENT DATA MANAGEMENT

Your first responders and volunteers create their single emergency record, then share it with you. When they make changes, you're instantly updated, keeping data current all year.



PRIVATE & SECURE

ePACT meets or exceeds the security standards of online banks, is compliant with Federal & Provincial Privacy Legislation, with all data is hosted and backed-up in Canada.



REDUCED ADMINISTRATION

With quick set-up and a simple interface, you can easily and efficiently collect emergency information for your entire team.

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

Payable To	Date	Amount	Purpose
Municipal Insurance Association	8-Jan	\$ 8,271.00	2015 MIA Premium
Pacific Blue Cross	8-Jan	\$ 5,975.71	January PBC/BC Life Premiums
Big Red Enterprises Ltd.	14-Jan	\$ 15,522.18	December Garbage Collection Contract
Vancouver Island Regional Library	14-Jan	\$ 9,967.00	1st Quarter Total Levy
Pacific Blue Cross	30-Jan	\$ 5,012.66	February PBC/BC Life Premiums
Receiver General	21-Jan	\$ 15,649.68	Payroll Remittance (PP2-2015)
CUETS Financial	15-Jan	\$ 6,403.76	Computer & accessories, staff travel, Christmas gift cards, & Christmas dinner
Receiver General	1-Jan	\$ 16,961.71	Payroll Remittance (PP26-2014)
Municipal Pension Plan	7-Jan	\$ 6,086.67	Payroll Remittance (PP26-2014)
Receiver General	14-Jan	\$ 12,819.53	Payroll Remittance (PP1-2015)
Municipal Pension Plan	28-Jan	\$ 11,277.57	Payroll Remittance (PP1 & 2-2015)

CHEQUES OVER \$5,000:	\$ 113,947.47
CHEQUES UNDER \$5,000:	\$ 64,060.28
TOTAL CHEQUES:	<u>\$ 178,007.75</u>



Canadian Wildlife Service
Pacific Wildlife Research Centre
5421 Robertson Road
Delta, BC V4K 3N2

16 January 2015

Re: Consultation on SARA Listing Process for Terrestrial Species 2014 and 2015

Environment Canada is committed to working with regional governments to ensure the protection of species at risk and their critical habitats and is seeking comments on the potential impacts of amending Schedule 1, the List of Wildlife Species at Risk under the *Species at Risk Act* (SARA).

On October 15, 2014, the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) submitted 56 assessments of species at risk to the federal Minister of the Environment.

On January 13, 2015, the Government of Canada posted the Ministerial Response Statements for these species on the *Species at Risk Act* (SARA) Public Registry. We are now launching public consultations on the amendment of Schedule 1, the List of Wildlife Species at Risk under SARA. A complete set of statements and the consultation path for each species are available at:

<http://www.registrelep-sararegistry.gc.ca/default.asp?lang=En&n=F4D833A7-1>.

Environment Canada is seeking comment on the proposed amendment of Schedule 1 resulting from assessments of 25 terrestrial species. Sixteen of these are newly eligible for addition to Schedule 1 while four are being considered for up-listing to higher risk status and five are being considered for down-listing to a lower risk status. Fifteen terrestrial species at risk have had their current Schedule 1 status confirmed. These are not included in this consultation process, as no regulatory amendment is required.

Fisheries and Oceans Canada is conducting separate consultations for eight aquatic species. An additional seven aquatic species are status confirmations for which public consultations are not required.

Additional information on the listing and consultation processes for terrestrial species, as well as the possibility to amend Schedule 1 by adding or reclassifying species, are available in "Consultation on Amending the List of Species under the *Species at Risk Act* -Terrestrial Species: January 2015". This document also includes a questionnaire that will provide you with guidance on the types of information and comments we are seeking. It is posted on the SARA Public Registry at: http://www.registrelep-sararegistry.gc.ca/document/default_e.cfm?documentID=1287.

You are invited to submit comments on the potential impacts of amending the List of Wildlife Species at Risk according to these COSEWIC status assessments. Your comments will be considered and will inform the Minister's recommendation to Cabinet. Please provide remarks by **April 15, 2015** for species under a normal consultation process. Six terrestrial species will follow an extended consultation process. Please provide remarks by **October 15, 2015** for species following an extended consultation path. There will also be an opportunity to provide comments during the 30-day public



consultation period associated with pre-publication in Canada Gazette Part I. More detailed information on individual species is included in the COSEWIC status reports, which will be available on the SARA Public Registry early in 2015. The Public Registry also provides more general information about SARA.

If you have any further questions, please do not hesitate to contact our Species at Risk Coordinator, Undiné Thompson, by email at SAR.pyr@ec.gc.ca or by phone at (604) 350-1900.

Yours sincerely,

Laura Maclean

A/Regional Director
Canadian Wildlife Service
Pacific and Yukon Region
5421 Robertson Road
Delta, BC, V4K 3N2



Terrace Area Integrated Solid Waste Management Program

RECEIVED

JAN 26 2015



SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Waste Diversion

January 20, 2015

Forceman Ridge
Landfill

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

Thornhill Transfer
Station

**Attention: Barry Pages, Chair and Director
SQRD Board Members**

Curbside Collection

Reference: Forceman Ridge Compost Facility – Regional District of Kitimat Stikine

As you are likely aware, after nearly 20 years of planning, consultation, and assessments, the Terrace Area Integrated Solid Waste Management Program has entered the implementation stage. The Forceman Ridge Waste Management Facility and Thornhill Transfer Station 25% Preliminary Design has been approved by the RDKS Board. The design is being advanced by Sperling Hansen Associates.

Organics
Management

The Forceman Ridge Facility includes an engineered landfill, a septage waste disposal facility, and a compost facility. The compost facility is being designed as a scalable system to accommodate changes in the regional supply of organic material including all food wastes, yard and garden wastes, and other compostable materials.

Industry Solid and
Liquid Waste
Disposal

To advance the scalable design aspects of the compost facility, the Regional District is engaging in dialogue with neighboring jurisdictions that could benefit from potential disposal of compostable wastes in the new facility. I would like to meet with the Skeena Queen Charlotte Regional District to provide an update on the new facilities design and operations and to understand potential interests that the District may have in the facility. I will contact you in early February; however, please feel free to initiate contact with me at your convenience.

Regional District
Refuse Site Cost
Recovery Model

Regards,

Stantec Consulting Ltd.

Website:
<http://rdks.bc.ca>

Linda Zurkirchen, M.Sc., P.M.P.
Project Manager
T: 250.638.0498
F: 250.638.0418

Roger Tooms
Manager, Works
and Services

250-615-6100

cc: Roger Tooms, Regional District of Kitimat Stikine
Margaret Kujat, Regional District of Kitimat Stikine



January 15, 2015

Mr. Barry Pages
Chair
Regional District of Skeena-Queen Charlotte
100 1st Ave E
Prince Rupert, BC V8J 1A6

RECEIVED

JAN 23 2015

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Dear Mr. Pages,

Re: Request for Support to Save Canada Post

Over a year ago, Canada Post Corporation announced a plan to change public postal service as we know it, and the government endorsed this plan. As a result, the corporation has dramatically hiked postage rates and is planning on eliminating door-to-door delivery, closing and downsizing post offices, reducing post office hours, and destroying thousands of decent jobs in communities throughout our country.

These major changes will be bad for seniors, people with mobility issues, charities, small businesses and many other people who rely on public postal service.

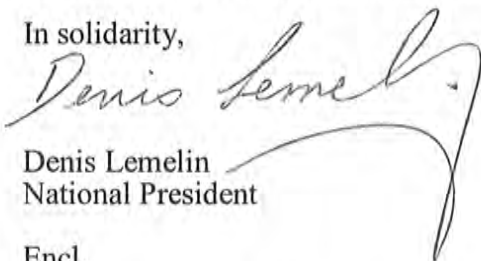
The Canadian Union of Postal Workers wants the federal government to reverse the Canada Post plan, and to look instead for ways to increase service and revenues in areas like postal banking, as other postal administrations have done. At the very least, we think the government should properly consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes.

CUPW has attached a fact sheet with more information about Canada Post's plan.

The union has also attached a resolution that it would like your municipality to consider passing. To date, over 400 municipalities and municipal organizations have passed resolutions opposing Canada Post plan for cuts, or calling for a halt to door-to-door delivery cuts until there is proper consultation. CUPW hopes you will think about joining and building on these efforts by passing our or your own resolution.

Thank you very much for considering this request. Thanks as well if your municipality passed an earlier resolution in support of postal banking or improving the Canadian Postal Service Charter. If you would like an electronic version of the resolution, please contact Brigitte Klassen at bklassen@cupw-sttp.org. Please call me at 613-236-7238 if you have any questions or concerns.

In solidarity,



Denis Lemelin
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists

/bk cope 225

SAVE CANADA POST - STOP THE CUTS

WHEREAS Canada Post and the Conservatives are taking an axe to long-treasured postal services – killing good jobs, eliminating door-to-door delivery, drastically increasing postage rates and closing, downsizing and reducing hours at post offices:

WHEREAS Canada Post did not properly consult on these changes, effectively eliminating any opportunity for input from the people who will be most affected; and

WHEREAS closing and downsizing post offices, reducing post office hours, and eliminating door-to-door delivery will reduce service and eliminate thousands of jobs in communities throughout our country.

WHEREAS Canada Post offers a public service that needs to be protected;

BE IT RESOLVED THAT the (name of municipality) write a letter to the Minister responsible for Canada Post that calls on the government to reverse the changes to services announced by Canada Post, and to look instead for ways to increase service and revenues in areas such as postal banking.

BE IT FURTHER RESOLVED THAT (name of municipality) ask the Federation of Canadian Municipalities to request that the federal government consult with the public about what kind of postal service they need before allowing Canada Post to make such major changes to public postal service.

MAILING INFORMATION

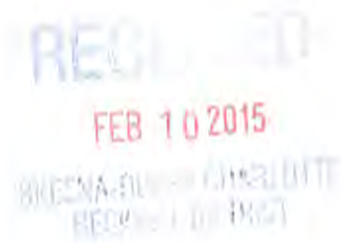
Please send your resolution to: Lisa Raitt, Minister of Transport, Place de Ville, Tower C, 29th Floor, 330 Sparks Street, Ottawa, Ontario, K1A 0N5.

Please send copies of your resolution to: Denis Lemelin, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <http://www.parl.gc.ca/common/index.asp?Language=E>.

Brad Woodside, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

/bk cope 225



Reference: 211188

February 4, 2015

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

Dear Mr. Pages:

Thank you for your letter of October 21, 2014, regarding emergency response risks to the north coast. I apologize for the delay in responding.

The Ministry of Environment understands and shares the concerns you have raised regarding the importance of our coastal resources and ensuring they are being adequately protected from the risk of spills. Staff in our Environmental Emergency Program are actively working on these issues and the establishment of world leading spill preparedness and response regimes.

The provincial government is an intervenor in the National Energy Board's review of both the Enbridge Northern Gateway and the current Trans-Mountain Expansion projects. In that capacity, the province has raised, and continues to raise, the need for improved marine spill prevention, preparedness, response and recovery.

To further analyze and explore these issues, the province commissioned Nuka Research and Planning Group, LLC to prepare a report on the current gaps and opportunities for improving prevention, preparedness, response and recovery for marine spill incidents (the Nuka report). The Nuka report outlined essential elements required to establish a world leading regime. The province provided a submission to the federal government's Tanker Safety Expert Panel that outlined the province's concerns and recommendations for improvements. Both the Nuka report and the Province's submission highlighted the need for prevention measures. Such measures include dedicated rescue tugs, helicopter deployable emergency vessel tow systems and the establishment of dedicated shipping routes to keep large vessels at the maximum possible distance from shorelines and sensitive areas when transiting to and from our ports and along our coast. This is directly applicable to the recent Simushir incident.

...2

The Province is also actively reviewing the provincial spill preparedness and response regime. This ongoing work includes establishing a steering committee and a number of working groups, a symposium on world leading practices and issuing two policy Intentions Papers seeking feedback from the public and other interested parties on the options and ideas that have been generated. Participants include industry, First Nations, local government, other key stakeholders and other provincial and federal representatives.

Specific to the Simushir incident, the Province activated our Provincial Spill Incident Management Team and established a multi-agency Incident Command Post on Haida Gwaii to provide an integrated response. Both an internal and multi-agency debrief of this incident have now occurred and we are in the process of summarizing the findings. These summaries will inform our ongoing discussions with the federal government and provide recommendations for future actions by the province and the other participants.

Our Environmental Emergency Program staff would be happy to meet and engage with you to discuss your concerns, our ongoing work and opportunities for the regional district to work with us on these issues in greater detail. Please contact Daphne Dolhaine, acting Manager of Preparedness and Prevention in our Victoria office at 250 356-9833 or Norm Fallows, Senior Environmental Emergency Response Officer in our Smithers office at 250 847-7259.

Thank you again for raising these important concerns.

Sincerely,



Mary Polak
Minister

cc: Daphne Dolhaine, A/Manager of Preparedness and Prevention, Environmental
Protection Division, Ministry of Environment
Norm Fallows, Senior Environmental Emergency Response Officer, Environmental
Protection Division, Ministry of Environment



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

100 - 1st Avenue East Prince Rupert, BC V8J 1A6

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

Website: www.sqcrd.bc.ca

October 21, 2014

Minister of Environment
PO Box 9047 Stn Prov Govt
Victoria, B.C.
V8W 9E2

Attention: Honourable Minister Mary Polak

Dear Minister Polak:

Re: Emergency Response to Marine Risk in Northwest B.C.

On behalf of the Board of the Skeena-Queen Charlotte Regional District, I am writing to express the Board's concern over the marine environment surrounding our region. The marine environment has strong and deep ties to the region's heritage and has sustained many of our communities for generations – it is important to our economy and quality of life. As such, protecting our marine environment from potential oil spills and other industrial risks should be a priority for the Ministry of Environment B.C.

The recent event in which the Simushir, the Russian cargo ship, lost power and became adrift off of the coast of Haida Gwaii on October 17, 2014 has highlighted the need for increased resources, locally, to address and mitigate potential disasters.

Northwest B.C. is poised to see a dramatic increase in the level of economic activity taking place throughout the region. In particular, the volume of marine traffic is bound to increase as new and existing resource industries develop and expand. While we welcome growth in industry, an increase in vessel traffic brings greater risk for potential spills or other damage that may have significant impact on our coastal environment.

On the morning of October 17, 2014, when it was announced that the Simushir became adrift off of the Coast of Haida Gwaii, response vessels from the City of Prince Rupert and Alaska were called upon to provide support and mitigate potential risk. However, nearly twenty-four hours had elapsed before the Simushir was safely secured and towed away from Haida Gwaii.

The Board would like to, respectfully, request that the Ministry of Environment B.C. address the issue and need for increased resources, on a local level, to respond to potential risks of this nature.

Yours truly,

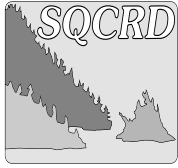
SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

A handwritten signature in blue ink, appearing to read 'B. Pages', is positioned above the printed name.

Barry Pages
Chair

;df

ORIGINAL CORRESPONDENCE



STAFF REPORT

DATE: February 20, 2015

FROM: Jennifer Robb, Treasurer

SUBJECT: Parcel Tax Roll Review Panel Scheduling

Recommendation:

THAT the staff report entitled “Parcel Tax Roll Review Panel” be received;

AND THAT the Board appoints at least 3 members as the Parcel Tax Roll Review Panel to meet and review the Sandspit Water Parcel Tax Roll;

AND THAT March 20th, 2015 at 6:45pm be scheduled as the sitting of the Review Panel;

AND THAT the Board designates Director _____ as Chair of the Panel;

AND FURTHER THAT the Treasurer be designated as the “Collector” for the parcel tax roll.

BACKGROUND:

Division 4 of the *Community Charter* provides the conditions under which a parcel tax can be imposed for a given service. The SQCRD has a parcel tax for the Sandspit Water system and, therefore, is required to undertake a process to confirm and authenticate the roll each year.

This process includes producing the roll, advertising where the public can view the roll, as well as the process for making a written complaint in regard to the following:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- (d) an exemption has been improperly allowed or disallowed.

Once the roll has been available for public review and written complaints have been received, the Collector may amend the roll accordingly. In some circumstances, the complaints will be referred to the Roll Review Panel for decision. The final step is to have the roll formally authenticated by certificate signed by the majority of the members of the review panel.

COST AND BUDGET IMPLICATIONS:

Staff recommends that there be no director remuneration approved for this meeting as it will be held in conjunction with the regular monthly Board meeting.

CONCLUSION:

The Parcel Tax Roll Review Panel process is a legislative requirement and as such will be brought to the Board's attention each year in preparation for the annual parcel tax requisition.



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

The HG Recreation Commission has four categories, from September to June, that our programs fall into; Registered Programs, Movies, Drop-in Programs, and Community Events. We also assist in obtaining rental spaces and advertising help for community members.

Registered Programs

Bike Re-Psych – In between trial jumps on the bike moguls, eager grease monkeys have been flocking to this program's new location at the **Queen Charlotte** Teen Centre, with **23** participants working on repairs and receiving bicycle education this January.

Weight Room Orientations – BCRPA instructor Heather Brule held an orientation on January 28th at the weight room in **Sandspit** with a total of **8** participants; instructor Lisa Shoop held an orientation on December 4th at the weight room in **Queen Charlotte** with a total of **11** participants; Amber Bellis held an orientation on December 18th in **Port Clements** with a total of **2** people.

Alternate Fitness – led by septuagenarian and BCRPA-certified Fitness instructor Harold White, this program ran twice-weekly classes at the HG Rec Building in **Masset**, every Tuesday and Thursday with a total of **24** participants in January.

Yoga Foundations Level I&II – combining the beginner and intermediate practices into one mixed-level flow course, instructor Sarah Aasen focuses on grounding and balancing in this iyengar-based yoga, held Tuesday and Thursday evenings in **Masset** at the HG Rec Building. A total of **72** participants learned to gently stretch and strengthen this January

Shito Ryu Children & Adult Karate – Sensei Deavlan Bradley has once again harnessed the considerable energy of island youth twice a week at the **Queen Charlotte** Secondary Gym, with **24** children and **12** adults attending every Tuesday and Thursday.

Stress Reduction & Mindfulness Training – returning HG Rec instructor and Swiss psychologist Barbara Pamment coached a group of **17** in **Queen Charlotte** on techniques for understanding the stress cycle, and means to reduce daily pressures, at Sun Studio once weekly this January.

Children & Youth Dance Classes – longtime HG Rec instructor Ceitlynn Epners began a Spring session of her signature combination of jazz, ballet, musicality and creative movement. The youth classes ran weekly at the **Queen Charlotte** Sun Studio, and had a total of **12** young dancers.

Mixed Levels Vinyasa Flow Yoga – new HG Rec instructor Alyssa Stapleton brings a lengthening, flow-based yoga practice to **Port Clements** twice weekly this January; supported by the Port Clements Recreation Committee, this program is free for all to join and slough off winter stiffness. A total of **29** participants realigned, lengthened and stretched this month.

Elders Engagement: Cooking with Local Foods – returning HG Rec instructor Kiku Dhanwant leads this workshop based on incorporation of local foods and harvests, including proper preparation and economic use of ingredients, once weekly in **Port Clements** this January; a total of **43** participants seasoned, chopped, stirred and tasted their way through a rainbow of local produce, harvests, and savoury ingredients.

Listen and Learn: Intergenerational Mentorship – a successful grant meant the start of a new program this January focused on intergenerational mentorship. This month saw a diverse array of programs in **Port Clements** and **Queen Charlotte** featuring hands-on pottery, Hatha yoga, East Indian cooking, the history of Haida Gwaii forestry, and 3D art creation. A total of **135** seniors and youth attended the programs this month across both communities.

Drop In Programs

Haida Gwaii Rec. provides insurance and First Aid to all volunteers willing to run drop in programs throughout the school year at all island schools. Volunteers collect twoonies to cover the School District 50 rental fee, and are charged per course for any incurred equipment damages. To register a sport for drop-in, a valid and current First Aid certificate is required. The Fall season of Drop-in Sports concluded on December 17th, just prior to school closures.

Queen Charlotte Secondary School Gym

Mondays:

Hula-Hooping 6:00 – 7:00

Pickleball 7:00 – 8:00

Indoor Soccer 8:00 – 10:00

Tuesdays:

Floor Hockey 9:00 – 10:00

Wednesdays:

Dodgeball 8:00 – 10:00

Thursdays:

Volleyball 9:00 – 10:00

Fridays:
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:
Women's Basketball 5:00 – 7:00
Sr Men's Basketball 7:00 – 9:00

Thursdays:
Men's Basketball 7:00 – 9:00

Sundays:
Indoor Soccer 3:00 – 5:00

Sk'aadgaa Naay Elementary School Gym

Wednesdays:
Youth Floor Hockey 6:00 – 8:00

A.L. Mathers Elementary School Gym

Wednesdays:
Open Gym Night 5:30 – 8:30

Sundays:
Badminton 6:00 – 8:00

Fridays:
Floor Hockey 6:00 – 9:00

Events and Affiliated Programs

BCRPA Training – PCHD, QUEST 1&2, HighFive SPORT

Co-hosted by HG Rec and the HG ASSAI program, these course modules focus on bringing cognitive development stratagems into daily programming, specifically as it pertains to arts, experiential education, and sport development. The three-day training blitz took place January 29-31 at the **Port Clements** Multiplex, and certified **27** island-wide instructors and Persons of Rapport (PORs) in Principles of Healthy Child Development, QUEST 1 & 2, and HighFive Sport.

Prenatal Yoga Teacher Training

In partnership with Little Doves Daycare and Success by 6, Haida Gwaii Rec is supporting iyengar- and ECE-certified teacher Sarah Aasen to complete prenatal yoga teacher training with the Bhaktishop Yoga Centre in Portland, Oregon. This training is made possible by a series of grants and bursary applications, and will facilitate integrated care systems in both the Skidegate Health Centre and Haida Health Centre's obstetrics departments.

Masset Lecture Series

In collaboration with Northwest Community College (NWCC) and Mount Moorsby Adventure Camp, HG Rec has created the **Masset** Lecture Series, based on the similarly-named CBC Massey Lecture Series, held each year since 1961. The Masset Lecture Series is community-led and takes place every other Monday evening, with two speakers per event beginning this January. Stu Crawford kicked off the first night with a lecture on bryophytes and lichen, followed by Toby Sanmiya with a history of, and practical lessons on, knot-tying and the creation of rope. The second series featured James Hiebert and local indicators and resources for climate change, followed by Chris Ashurst and a brief history of surfing on Haida Gwaii. A total of **83** locals attended all four lectures this January.

HG ASSAI Programs

Returning after Christmas holidays to a whole new roster of free youth activities, the HG After School Sport and Arts Initiative (ASSAI) program has entered its fourth year on Haida Gwaii, and offers a wide variety of sport, art and cultural programs across the islands free to youth ages 5-18.

Acrobatic Dance (TAH) – 34
Acrobatic Dance (PCES) – 39
Acrobatic Dance (SKA) – 89
Choreographed Dance (SKA) – 36
Surf Club (all-island) – 21
School of Rock (QCSS) – 22
After School Sports and Games (SKA) – 84
After School Arts and Crafts (OMYC) – 15
After School Sports and Games (OMYC) – 30
Fibre Arts: Create, Make, Wear! (GMD) – 14
Healthy Body, Healthy Spirit (GMD) – 8
Kayak Club (PCES) – 18
SUP (Stand-Up Paddleboard) Club (PCES) – 12
Visual Arts (PCES) – 23
'Art'chery (SKA) – 45
Elementary Improv (SKA) – 41
Intro to Photography (QCSS) – 21
Theatre Thursdays (ALM) – 18

Total HG ASSAI January participants: **570**

Total January 2015 participants in HG Rec programs/events: 1093

** Total January 2014 participants in HG Rec programs/events: 765*

Upcoming Spring Classes

Movie Nights – fresh out of the theatre, the animated hit ‘Penguins of Madagascar’ will be coming to Haida Gwaii from February 13-15, showing in **Port Clements, Queen Charlotte, Masset** and **Sandspit**.

Weight Room Orientations – Instructor Lisa Shoop will host an orientation at the weight room February 15th in **Queen Charlotte**; Amber Bellis will hold an orientation in **Port Clements** on February 11th.

BOAT Exam – the updated Transport Canada-approved BOAT exams will continue to be offered in Masset, Queen Charlotte and Port Clements upon request.

Spring Into Fitness – moving fluidly from yoga to alternate fitness to Pilates, instructor Ruth Bellamy will kick off this combination Interval Circuit and Pilates class, held twice weekly at the Multiplex Gym in **Port Clements**, starting this February.

Masset Lecture Series – Rosie Sheppard and Dan Binnema will host lectures on food literacy and ecopsychology this February in **Masset**, followed mid-month by Tiffany Scholey and Sarah Stevenson speaking about rock climbing on Haida Gwaii and endemic medicinal local plants.

Seniors’ Hatha Yoga – extended through to the end of March, this program features sessions with Hatha Yoga instructor Jennifer Pigeon at the Multiplex in **Port Clements**, to be held each Tuesday.

Additional Reporting

Canada Summer Jobs Grant

The HG Rec Coordinator submitted an application to the HRSDC Canada Summer Jobs Program, which would subsidize staff wages (Program Leader and Program Assistant) for the 33rd annual HG Rec Summer Program. This year’s island-wide summer program includes an exciting roster of activities and adventures, from cedar weaving to paddleboarding to theatre improv and experiential arts.

Forest Stewardship Outdoor Experiential Program (FSOEP)

In anticipation of this spring’s school trips to Mount Moresby Adventure Camp (MMAC) for a week of FSOEP immersion, the HG Rec Coordinator and MMAC resident biologist Stu Crawford have begun developing an applied curriculum using the Haida Gwaii Cultural Forest Handbook. The handbook was initially created in April of 2013, in partnership with the Council of the Haida Nation and School District #50 Haida Gwaii, and is designed to facilitate hands-on learning in the outdoor classroom, and ethnobotanical identification. The original draft was crafted from the CHN’s Cultural Features Identification (CFI) manual, which was a textbook

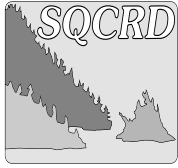
used to teach foresters the basics of recognizing culturally-significant and sensitive forest features, from monumental cedars to Devil's Club patches and much more. Discussion with elders in both Old Massett and Skidegate revealed a uniform concern that traditional knowledge of forest harvesting and cultural practices were being lost, and a method of transmitting knowledge to the younger generation sparked the creation of the Haida Gwaii Cultural Forest Handbook. Combined with physical activity challenges like scavenger hunts, tree forts and safe fire building, the handbook will be used to facilitate greater knowledge and recognition of plant and tree identification, as well as deepened practice of both the Old Massett and Skidegate Haida dialects.

ASSAI Community Forum

In partnership with DASH (Directorate of Agencies for School Health) and the Ministry of Community, Sport and Cultural Development, the HG Rec and HG ASSAI Coordinators will be attending the fourth annual ASSAI Community Forum from March 23-27, in which representatives from ASSAI programs across the province come together to discuss program strengths, points of revision, and macro planning for future directions within the initiative.

Lucy Neville

Haida Gwaii Recreation Coordinator



STAFF REPORT

DATE: February 20, 2015

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Skeena-Queen Charlotte Regional District Marketing/Rebranding Initiative

Recommendation:

THAT the staff report entitled “Skeena-Queen Charlotte Regional District Marketing/Rebranding Initiative” be received for information;

AND THAT staff be authorized to solicit potential vendors for proposals in response to the attached request for proposal.

BACKGROUND:

At its January 24, 2015 Special (Budget) meeting, the Board of the Skeena-Queen Charlotte Regional District (SQCRD) requested that staff review past organization marketing and rebranding initiatives, as well as explore similar options for the future.

In January 2010, the Board received a report that outlined the cost implications of a corporate name change in preparation for the Board’s 2010 budget discussions. The estimated cost for a corporate name change was identified as \$23,060, with the public consultation aspect of the project estimated to cost \$5,000. These cost estimates do not take into consideration staff time.

Since Regional Districts derive their authority from the *Local Government Act*, the responsibility falls with the Ministry of Community, Sport and Cultural Development to initiate a name change on behalf of the Regional District. According to the Ministry, the process for changing the name would include the following:

- Consultation with the Haida Nation;
- General public consultation including with mainland First Nations; and
- A Regional District Board resolution requesting a name change in the Letter’s Patent (dependent on approval from the Ministry and BC Cabinet.)

DISCUSSION:

Staff has taken the initiative to research a potential grant opportunity through Northern Development Initiative Trust’s Marketing Initiatives Program that aligns with the aforementioned Regional District corporate rebranding project.

The program provides up to \$20,000 in grant funding for local governments undertaking a marketing initiative. Staff have spoken with Northern Development to discuss the Regional District project and have been informed that the project aligns with the funding program.

A project of this nature would align well with upcoming strategic planning sessions in the spring, should the Board wish to do so.

Eligible costs include consulting and/or contractor fees directly related to marketing content development; web design and development; brochure design; brand development; design and production of business cards and a style guide for correspondence; printing costs; translation of marketing material; and signage.

Funding Terms

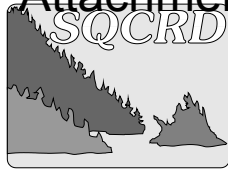
Northern Development provides grant funding under this program up to a maximum of \$20,000 or 28.75% of a total project budget (a minimum leveraging ratio of \$1 from Northern Development to \$2.50 from other sources). Confirmation of all other sources of project funding must be provided to Northern Development before entering into a funding agreement.

Funding under this program is derived from the Skeena-Queen Charlotte Regional District nominal account.

At this time, staff has drafted a Request for Proposal (attached) for the corporate branding work to be completed for this project and anticipates the total cost to be under \$50,000. Approximately \$35,000 from 2014 surplus has been earmarked for a project of this nature in 2015.

RECOMMENDATION:

Staff is recommending that the Board, should it wish to move forward with a corporate branding project, authorize staff to solicit potential vendors for proposals that align with the scope of work detailed in the attached Request for Proposal.



Skeena-Queen Charlotte Regional District

REQUEST FOR PROPOSAL

CORPORATE BRANDING

KEY INFORMATION SUMMARY

Request No. and Title:	15-001 Skeena-Queen Charlotte Regional District Corporate Branding
Overview:	The Skeena-Queen Charlotte Regional District requests proposals from qualified proponents to assist in completing a corporate branding project.
Contact Person	Communications concerning this request shall only be made to Deputy Corporate Officer: dfish@sqcrd.bc.ca
Receipt Confirmation	Complete and return the receipt confirmation form, Appendix A, upon receipt to the contact person named above. Failure to return confirmation of receipt of this document may result in termination of communication concerning this request and the possible disqualification of your response.
Enquiry Deadline	Seven (7) business days prior to the closing date
Response Format	Enclose 2 printed copies of your response in a sealed package plus one electronic copy in MS Word or .PDF format on CD, DVD or memory stick. Print Request No. and Title on outside of package.
Closing Time	Not later than: 2:00:00 PM, February 27, 2015
Closing Location	The administration office of the Skeena-Queen Charlotte Regional District, 14 – 342 3 rd Avenue West, Prince Rupert, B.C. Canada V8J 1L5
Opening	Proposals will be opened in private shortly thereafter

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1. OVERVIEW

1.1. INTENT

The Skeena-Queen Charlotte Regional District (SQCRD) seeks the services of a qualified consultant with substantial experience to provide a meaningful corporate brand and associated sub-brands. The corporate brand development will take into consideration the unique geographic, cultural and environmental characteristics of the Skeena-Queen Charlotte Regional District. This process will include stakeholder engagement and creative development to include a logo, tagline(s), appropriate communication materials and an implementation plan.

The SQCRD total project budget including all expenses and taxes is \$30,000.

1.2. BACKGROUND

The SQCRD is a partnership of four electoral areas and five municipalities that provide local government services to 19,000 residents living on the north coast of British Columbia and Haida Gwaii, within the traditional territories of the Tsimshian and Haida First Nations.

Formed in 1967, the SQCRD is one of 28 regional districts in the Province of British Columbia created to provide a forum for direct representation of those areas that previously had no political voice. It provides for greater local control over services and issues of local importance to urban and rural areas and it provides a mechanism for advancing the issues of the region as a whole.

The SQCRD administers services ranging from solid waste management and recycling to land use planning, water supply and emergency programming.

The municipalities and electoral areas in the SQCRD are the City of Prince Rupert, District of Port Edward, Village of Queen Charlotte, Village of Port Clements, Village of Masset and the communities of Dodge Cove, Oona River, rural Graham Island and Moresby Island.

2. INFORMATION, INSTRUCTIONS AND GENERAL TERMS & CONDITIONS

- A. Any questions or enquiries concerning this request must be in writing and communicated only to the contact person named on the title page of this request.
- B. Any interpretation of, additions to, deletions from, or any other corrections to these request documents, will be issued as written addenda by the Skeena Queen Charlotte Regional District.
- C. Proposals must be received at the closing location stated on the title page of this document before the closing time stated on the title page. Proposals received in the closing location after the closing date and time will be returned unopened. Allow enough time for receipt by closing date and time.
- D. Responses will be marked with their receipt time at the closing location. In the event of a dispute, the response receipt time as recorded at the closing location shall prevail whether accurate or not.
- E. This completed proposal form; specifications, general conditions and any attachments hereto shall become part of any contract entered into between the successful Responder and Skeena-Queen Charlotte Regional District. Submission of a response to this request indicates acceptance of the terms of this request including any addenda issued by Skeena-Queen Charlotte Regional District. Provisions in responses that contradict any of the terms of this request will be as if not written and do not exist. Time shall be the essence of this contract.
- F. Unless otherwise noted in specific conditions, prices will include HST and where applicable duty, delivery FOB and unloading of goods at destination
- G. Prices quoted will be firm for the entire Contract period unless this request specifically states otherwise. If there are any discrepancies between the unit prices and the extended totals, then the unit price shall be deemed to be correct, and the corresponding corrections shall be made to the extended totals. If the unit price is given but the corresponding extended total has been omitted the following shall apply:
 - 1) If a unit price is given but the corresponding extended total has been omitted, then the extended total shall be calculated from the unit price and the quantity, and inserted as the extended total:
 - 2) If the extended total is given but the corresponding unit price has been omitted, then the price shall be calculated from the extended total and the quantity, and inserted as the price.
- H. Proposals may be amended or withdrawn by written notice only, provided such notice is received in the office of the Skeena-Queen Charlotte Regional District prior to the date and time set for the closing of this request. No telephone messages will be accepted.
- I. Respondents are solely responsible for any costs incurred in the preparation of their Proposal and for subsequent negotiation(s) with Skeena-Queen Charlotte Regional District, if any. Skeena-Queen Charlotte Regional District will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
- J. Proprietary names, unless otherwise stated, are used solely to establish standards of materials and finish. Items of other manufacture may be accepted as equal to those specified, at the discretion of the Owner.

- K. By submission of a Response the Respondent warrants that, if this request is to design, create or provide a system or manage a program, all components required to run the system or manage the program are identified in the response or will be provided by the Supplier at no charge.
- L. Each Responder shall state on the list provided to be submitted as part of their response, information regarding their previous Contracts. It is the intention of the Owner not to award the contract to any Responder who does not furnish satisfactory evidence that they have the ability and experience to perform the various works covered under this Contract, and that they have sufficient capital and plant to enable them to execute the said works successfully, and to the satisfaction of the Owner, and to complete and deliver said works as quoted in their Response.
- M. Unless otherwise stated, the Skeena-Queen Charlotte Regional District designate has conduct of the contract.
- N. Skeena-Queen Charlotte Regional District reserves the right to reject any or all Proposals at any time without further explanation, clarify any Proposals received, enter into negotiations with any Responder submitting a Proposal and/or contract for services and/or equipment different from that specified herein, and/or to accept any Proposal considered advantageous to Skeena-Queen Charlotte Regional District as it shall solely determine. Proposals, which contain qualifying conditions or otherwise fail to conform to this request for Proposal document may be disqualified or rejected. Skeena-Queen Charlotte Regional District may waive any non-compliance with the request for Proposal documents, specifications or any conditions, including the timing of delivering of anything required by this request and may at its sole discretion elect to retain for considerations Proposals which are non-conforming because they do not contain the content or form required by this document or because they have not complied with the process for submissions set out herein.
- O. Skeena-Queen Charlotte Regional District may, in its absolute discretion, reject a proposal submitted by the Respondent, if the Respondent, or any officer or director of the Respondent is or has been engaged either directly or indirectly through another corporation in legal action against the Owner, its elected or appointed officers and employees in relation to:
 - I. any other contract for works or services; or
 - II. Any matter arising from Skeena-Queen Charlotte Regional District's exercise of its powers, duties, or functions under any Government Act or another enactment within five years of the date of this Request for Proposals.
- P. In determining whether to reject a Proposal under this clause (P), Skeena-Queen Charlotte Regional District will consider whether the litigation is likely to affect the Respondent's ability to work with Skeena-Queen Charlotte Regional District, its consultants and representatives and whether Skeena-Queen Charlotte Regional District's experience with the Respondent indicates that Skeena-Queen Charlotte Regional District is likely to incur increased staff and legal costs in the administration of this contract if it is awarded to the Respondent.
- Q. Acceptance will be based on the best value to Skeena-Queen Charlotte Regional District based on quality, service, price, reputation of the vendor and/or contractor and any criteria set out herein based solely on Skeena-Queen Charlotte Regional District's assessment of the Proposal.

- R. Acceptance of any response, tender, bid nor proposal as the case may be, will not constitute approval of any activity or development contemplated in any response that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law. The Supplier will obtain necessary permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work.
- S. Nothing in this Request shall be construed to limit the options for the Owner to obtain products and services through separate competitive process, nor to limit the Owner's options in continuing or extending existing contractual arrangements.
- T. In submitting a Proposal, the Responder confirms they have viewed the site(s) and/or considered all pertinent factors and/or obtained the information necessary to prepare their Proposal to their complete satisfaction.
- U. While Skeena-Queen Charlotte Regional District used considerable effort to ensure that information in this Request is accurate, the information contained in this Request is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by Skeena-Queen Charlotte Regional District, nor is it necessarily comprehensive or exhaustive. Nothing in this Request is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this Request.
- V. Payment by Skeena-Queen Charlotte Regional District will be made the later of 30 days after acceptance of goods or receipt of invoice.
- W. Any notice required to be given in this contract shall be deemed to be duly given to Skeena-Queen Charlotte Regional District if sent by registered mail addressed to Deputy Corporate Officer Skeena-Queen Charlotte Regional District 14-342 3rd Avenue West, Prince Rupert BC V8J 1L5 and to the selected supplier/vendor/contractor if sent by ordinary post to the address set forth in the response and shall be considered to be received no later than five days from the date of mailing.
- X. At the conclusion of this request process, all Respondents will be notified. Unsuccessful Respondents may request a debriefing meeting with Skeena-Queen Charlotte Regional District.
- Y. This request is subject to the provisions of Annex 502.4 of the Agreement on Internal Trade, the BC-Alberta Trade, Investment and Labour Mobility Agreement and New West Partnership Agreement of BC, Alberta and Saskatchewan.
- Z. Skeena-Queen Charlotte Regional District may consider and evaluate any response from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar response from a British Columbia respondent.
- AA. The supplier may not assign or subcontract this agreement without the prior written consent of Skeena-Queen Charlotte Regional District. The use of subcontractors is acceptable, however they should be clearly identified in the response and the portion of the work assigned to each should be identified. The use of a subcontractor who's current or past corporate or other interests may, in Skeena-Queen Charlotte Regional District's opinion, give rise to a conflict of interest in connection with the project or services described in this request will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this request. If a respondent is in doubt as to whether a subcontractor may have a conflict of interest, the respondent should consult with the contact person listed in part A of this section.
- BB. Where applicable, the names of approved subcontractors listed in the response will be included in the Contract.

- CC. Should any term or portion of this Contract be found to be invalid or unenforceable, the remainder shall continue to be valid and enforceable.
- DD. All documents submitted in response to this Request shall become the property of Skeena-Queen Charlotte Regional District and as such will be subject to the disclosure provisions of the British Columbia *Freedom of Information and Protection of Privacy Act*.
- EE. Information supplied by Skeena-Queen Charlotte Regional District in relation to this Request may not be used or disclosed for any purpose other than for the preparation and submission of a response to this Request.
- FF. Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this Request requires Respondents to provide Skeena-Queen Charlotte Regional District with personal information of employees who have been included as resources in response to this Request, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to Skeena-Queen Charlotte Regional District. Such written consents are to specify that the personal information may be forwarded to Skeena-Queen Charlotte Regional District for the purposes of responding to this RFP and use by Skeena-Queen Charlotte Regional District for the purposes set out in the RFP. Skeena-Queen Charlotte Regional District may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made; Respondents will immediately supply such originals or copies to Skeena-Queen Charlotte Regional District.
- GG. Respondents must not attempt to communicate directly or indirectly with any employee, contractor or representative of Skeena-Queen Charlotte Regional District, including the evaluation committee and any elected officials of Skeena-Queen Charlotte Regional District, or with members of the public or the media, about the project described in this Request or otherwise in respect of the Request, other than as expressly directed or permitted by Skeena-Queen Charlotte Regional District.

2.1. DEFINITIONS

“CAO” or “Chief Administrative Officer” means the Chief Administrative Officer of the Skeena-Queen Charlotte Regional District or designate;

“Contract” means a written contract executed by the SQCRD and the Contractor as a result of an RFP;

“Contractor” means a Qualified Respondent who is the successful Proponent to an RFP who enters into a Contract with the SQCRD;

“Coordinator” means the person appointed by the Owner from time to time to represent the Owner as liaison between the Owner and the supplier;

“Deputy Corporate Officer” means the Deputy Corporate Officer of the Skeena-Queen Charlotte Regional District;

“Key Individuals” means any person or entity employed or contracted by the Respondent who will be responsible for making decisions on behalf of the Respondent or advising the Respondent with respect to the RFP or RFP process or any Contract entered into between the Respondent and the SQCRD as contemplated by the RFP;

“Must” or “Mandatory” means a requirement that must be met in order for a response to receive consideration;

“Owner” means the Skeena-Queen Charlotte Regional District;

“Preferred Proponent” means the respondent deemed by the Owner to have the highest ranked assessment of its response according to the process set out herein;

“Proponent” means a Qualified Respondent selected through the RFP process to submit a technical and financial Proposal to the SQCRD to secure a contract;

“Qualified Respondent” means one of the Respondents who provided a Response pursuant to this RFP;

“Request” means this Invitation to Tender, Request for Tender, Request for Proposal or similar request as may be applicable;

“Response” means the submission of a tender, bid, or proposal according to this request;

“Responder/Respondent” means the company, individual or entity responding to this request;

“RFP” means a Request for Proposal for provision of the services described in Section 4 that may be issued to Respondents;

“Should”, “Could” or “Desirable” means a requirement having a significant degree of importance to the objectives of this Request;

“SQCRD” means the Skeena-Queen Charlotte Regional District;

3. REQUEST FOR PROPOSAL PROCESS

3.1. ENQUIRIES

All enquiries related to this RFP are to be directed in a written form by email or regular mail to the Contact Person designated in this RFP. Information obtained from any other source is not official and should not be relied upon. Enquiries and answers will be recorded and may be distributed to all Respondents at the SQCRD's option.

3.2. CLOSING DATE

Two (2) printed hard copies of the Response should be submitted with one (1) CD-Rom (or other electronic media form) containing a digital copy of the complete Response in PDF or MS Word Format. In the event of a discrepancy between the printed hard copy and the digital version, the printed hard copies shall prevail.

Responses must be received before 4:00 PM, Pacific Standard Time, on February 27, 2015 (the RFP Closing):

Daniel Fish
Deputy Corporate Officer
Skeena-Queen Charlotte Regional District
14 – 342 3rd Avenue West
Prince Rupert, B.C. Canada V8J 1L5

3.3. MANDATORY CRITERIA

The following are mandatory requirements of Responses. Responses not clearly demonstrating that they meet these requirements will receive no further consideration during the proposals review process.

Criteria
The Response must be received at the RFP Closing Location by the specified closing date and time (the RFP Closing Time).
The Response must be in English and must not be sent by facsimile or email.
The Response should include a cover letter substantially similar to the cover letter set out in Appendix A outlining the Respondent's understanding of the commitments made in this RFP. The cover letter should be signed, by a person authorized to sign on behalf of the Respondent and to bind the Respondent to the statements made in the Response to this RFP.
The Response should clearly demonstrate the required financial capacity to undertake a project of the size and complexity envisioned.
The Response should indicate the full completeness of the Respondent's skill sets required to deliver the project.
The Response should list all of the members of the proposed Proponent Team and all of the members should have the experience and expertise to deliver the Project.

3.4. PROPOSAL FORMAT

Submissions should demonstrate the Respondent's approach to ensuring success of the SQCRD's project intent – completion of a process resulting in the development of an effective corporate brand.

In order to provide each firm an equal opportunity for consideration, adherence to a standardized proposal format is required. Failure to include the following elements in the Response may result in disqualification of your proposal.

A. WORK PLAN

Submit a detailed work plan describing how the firm will conduct the project. The plan should demonstrate the Consultant's understanding of the project scope of work, and his or her ability to complete the project within the scheduled time frame, include any issues you believe may require special consideration, and discuss any alternatives to the scope of work that you might recommend. The SQCRD anticipates that the Project can be completed within one hundred and twenty (120) days. Work plans are to include a timeline for completion of the project.

Discuss the staffing level(s) anticipated by your firm to meet the project requirements needs and the relative effort that each staff member will devote to the project.

B. EXPERIENCE

Firms must demonstrate a minimum of five (5) years experience performing substantially similar project work. Consultant shall provide a list of three (3) recent projects completed by the individual Consultant or Consulting Firm, which are similar in subject, size and scope. Include project description, location, project budget, date, and current contact information. Include a statement listing the name of the project manager and whether each project was completed on time and within the established budget.

This section should also provide detailed information about your firm's mission and vision, as well as its strategies and processes for corporate branding initiatives.

C. PROJECT TEAM(S) QUALIFICATIONS AND EXPERIENCE

Name, title and telephone number of the individual who will manage this project and a list of team members that will work on this project. Provide a briefing describing education, qualifications and previous work assignments relative to the proposal to the SQCRD. In addition, provide like information related to each person in the firm who will perform services proposed to the SQCRD.

Provide any additional information you wish to call to the SQCRD's attention with respect to your firm's qualifications.

Please specify similar qualifications for all proposed subcontractors, if applicable.

D. PRICE PROPOSAL

It is the intent of the SQCRD to enter into a contractual agreement with one (1) selected Respondent based upon the requirements outlined within this proposal and the subsequent

revision (if necessary) to the scope based upon negotiations of a lump sum price. The Response should contain the total cost of your proposed services. The Respondent should provide a detailed breakdown of cost per deliverable, which includes at a minimum:

- I. A lump sum fee proposal for completing the services described herein;
 - II. An estimate of the hours and hourly rates that will be required by the lead Consultant and other members of the project team, including all subcontractors, to complete the services and all deliverables described herein. Hourly rates will be inclusive of all profit, fees and other personnel expenditures;
 - III. Identify all non-labour costs including travel, plan copies, courier, mailing, data processing, forms, fax transmissions, telephone calls, printings and all other expenses or incidentals; and
 - IV. Provide hourly rates for additional meetings and services beyond those provided for in the proposal.
- E. OTHER RELEVANT INFORMATION
- Provide any additional information you wish to call to the SQCRD's attention with respect to your firm's qualifications and how it can add value to this project.
- F. REFERENCES
- Provide the current name, address, telephone number, and contact person for the three (3) projects referenced in Section 3.4(B) "Experience".

3.5. LATE RESPONSES

Only complete Responses received and marked before closing time will be considered. Late Responses will not be considered or evaluated and will be returned to the Respondent.

3.6. PROPOSALS REVIEW

Review of Proposals will be completed by the SQCRD management staff within two weeks of the RFP closing date.

A. Evaluation Criteria Weight

- Understanding of the scope of work as evidenced by the work plan (15%)
- Recent experience in similar projects and established success (25%)
- Professional background, availability and caliber of key personnel assigned to this project (10%)
- Demonstrated flexibility of the firm (10%)
- Services proposed within the project budget (40%)

3.7. REVIEW AND SELECTION

The proposals review process will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The SQCRD

may interview one or more of the Respondents and the results of the interviews may form part of the evaluation and selection process.

3.8. ESTIMATED TIME FRAMES

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the SQCRD.

Anticipated Date	
RFP Issue Date	January 31, 2015
RFP Closing Date	February 27, 2015
Anticipated Signing Date of Contract	March 31, 2015

3.9. SELECT REQUEST FOR PROPOSALS

This RFP is directed to a select number of firms. Should all firms submit qualified proposals prior to the closing date, then all Respondents will be advised of such and a preferred proponent will be identified within one week of that advisement.

3.10. SIGNED RESPONSE

The Response should include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter should be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in the Response to this RFP.

3.11. CHANGES TO RESPONSE WORDING

The Respondent will not change the wording of its Response after the closing date and time specified by this RFP and no words or comments will be added to the Response unless requested by the SQCRD for purposes of clarification.

3.12. RESPONDENT EXPENSES

Respondents are solely responsible for their own expenses in preparing a Response to this RFP and for subsequent negotiations with the SQCRD, if any. The SQCRD will not be liable to any respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response to the RFP, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.13. ACCEPTANCE OF RESPONSES

This RFP is not an agreement to purchase goods or services. The SQCRD is not bound to enter into a Contract with any Proponent selected through this process. The SQCRD will be under no obligation to receive further information, whether written or oral, from any Respondent.

3.14. DEFINITION OF CONTRACT

Notice to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract no give the Respondent any legal equitable rights or privileges relative to the service requirements set out in this RFP or in any subsequent RFP. Only if a Qualified Respondent and the SQCRD enter into a subsequent full written Contract, as a result of the RFP, will a Respondent acquire any legal or equitable rights or privileges.

3.15. MODIFICATION OF TERMS

The SQCRD reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.

3.16. OWNERSHIP OF RESPONSES

All documents, including Responses, submitted to the SQCRD become the property of the SQCRD. They will be received and held in confidence by the SQCRD, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3.17. CONFIDENTIALITY OF INFORMATION

Information pertaining to the SQCRD obtained by the Respondent as a result of participation in this RFP and any subsequent RFP is confidential, unless otherwise stated and must not be disclosed without written authorization from the SQCRD.

3.18. COLLECTION AND USE OF PERSONAL INFORMATION

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Respondents to provide the SQCRD with personal information of employees who have been included as resources in response to this RFP, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the SQCRD. Such written consents are to specify that the personal information may be forwarded to the SQCRD for the purposes of responding to this RFP and use by the SQCRD for the purposes set out in the RFP. The SQCRD may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the SQCRD.

3.19. RECEIPT CONFIRMATION FORM

Respondents are advised to fill out and return the attached Receipt Confirmation should they intend to submit a Response. All subsequent information regarding this RFP, including changes made to this document, will be directed only to Respondents who return the Receipt Confirmation form in Appendix B.

4. REQUEST FOR PROPOSAL SERVICES

4.1. SCOPE OF WORK

The SQCRD seeks a firm to develop a corporate brand for the SQCRD and a plan for implementing the brand. Recommendations should be based on solid, demonstrable research and stakeholder engagement.

4.2. DELIVERABLES

In the event of an award, and for the pricing offered, the Contractor should anticipate being responsible for deliverables to include, but not limited to, the following:

- A. A final written report that includes the following components:
 - A recommended original “umbrella” corporate brand and related sub-brands;
 - A qualitative and quantitative analysis with supporting data of the SQCRD’s current and potential image and external positioning;
 - Identification and evaluation of at least two (2) corporate branding approaches with supporting data and analysis;
 - A corporate brand “kit” to include digital marketing materials sufficient for the SQCRD to initiate use of the new brand(s) upon completion of the project;
 - Detailed implementation plan to include costs associated with implementation and brand maintenance; and
 - A style guide directing the use of the corporate branding developed for the SQCRD.
- B. Written reports describing project activities and progress, and any schedule variances.
- C. An in-person presentation to the SQCRD detailing proposed corporate brand products. The report should include a detailed summary of why a recommended option was chosen, and why others were not.

APPENDIX A: SIGNATURE AND RESPONSE FORM

Complete this section and enclose it with your response.

The undersigned agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted and within the terms and conditions as identified in Request for Proposal No 15-001. This Proposal is valid and enforceable for at least sixty (60) days following the closing date.

The undersigned further agrees that they have read this request in its entirety, understand its meaning and effect on their Proposal, agree to the terms and conditions, and comply with all requirements.

The undersigned warrants that they have the authority to bind the company to this contract.

Company Name:

Address:

City:

Postal Code:

Phone:

Fax:

E-Mail:

Date:

Signature of
Signing Officer:

Print
Name:

Title of Signing Officer:

Signature of
Witness

Print
Name:

Address of
Witness

W.C.B. Registration Number:

Response Form

Prices shall be given in Canadian Dollars with applicable taxes itemized and shown separately.

Item: Description of the component of the supply	Price Proposed

Addenda Acknowledgment

The terms of the following addenda are included in our response:

Addenda No.	Date Issued

Recent Previous Contracts

Complete the following table and enclose with your response. References for work similar to that specified herein are preferred. The respondent authorizes the Owner to make such enquiries of references that it deems appropriate.

Owner	Contact Name and Contact Information	Description of the Work	Approx. Value	Completion Date

Owner	Contact Name and Contact Information	Description of the Work	Approx. Value	Completion Date

APPENDIX B: CONFIRMATION OF RECEIPT

Request for Proposal No. 15-001
Skeena-Queen Charlotte Regional District Corporate Branding

Immediately on receipt:

Please complete this form and e-mail it to the attention of the contact name and e-mail address stated on the title page of this request. Please put the request number in the subject line.

Failure to return this form may result in a termination of communication regarding this Request.

Company Name _____

Address _____

City _____ Postal Code: _____

Contact Person _____ Phone _____ Fax _____

E-Mail _____

I have received a copy of the above noted Request.

☐ Yes I will be responding to this request.

I authorize Skeena-Queen Charlotte Regional District to send further correspondence that it deems to be of an urgent nature by the following method:

☐ Courier Collect

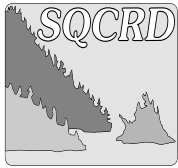
☐ Facsimile

☐ E-Mail

Signature of authorized
representative: _____

Title: _____

Date: _____



STAFF REPORT

DATE: February 20, 2015

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Asset Management Capacity Building Program

Recommendation:

THAT the staff report entitled “Asset Management Capacity Building Program” be received;

AND THAT staff be authorized to submit a funding application to the Asset Management Capacity Building program to support the development of an asset management plan for the Skeena-Queen Charlotte Regional District Regional Recycling Facility.

BACKGROUND:

The Asset Management Capacity Building program (the Program) is specifically for B.C. local governments in the northwest whose core infrastructure services are affected by potential growth due to rapid industrial development associated with development of an LNG export industry. The Program's goal is for participating local governments to achieve a base level foundation in asset management practice for one asset class.

The Program will help build organizational knowledge in asset management practice that can be utilised for other asset classes and will provide concepts to develop a broader organizational asset management policy and strategy which will help to establish necessary alignment with federal/provincial funding requirements.

The Program will be delivered jointly by the Ministry of Community, Sport and Cultural Development and Northern Development Initiative Trust, and will provide funding of approximately \$60,000 (100% funding costs) to each local government for a project in asset management practice capacity building.

DISCUSSION:

Eligible projects must:

- Be for development of organizational capacity in sustainable asset management practice;
- Be focused on the asset classes or regions where impacts from potential LNG development are expected for Regional Districts; and
- Stipulate a completion date of no later than December 31, 2016.

Eligible projects include:

- Development of an asset management plan for one or more asset group;
- Assessment of the state of asset management practice within the organization, gap analysis between current practice and basic level asset management practice;
- Development of an organizational asset management strategy & implementation plan;
- Development of processes and tools to support infrastructure financial planning and decision making; and
- Implementation of sustainable approaches to infrastructure planning and management within the organization.

Eligible costs include:

- Consultant advice and support;
- Education in asset management best fit practice for staff and board members;
- Interim borrowing costs; and
- The use of a local government's own workforce when used for a specific task in place of a consultant time where this is previously approved by the Ministry of Community, Sport and Cultural Development.

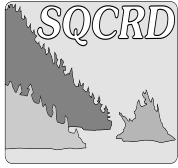
In 2014, the Board began to discuss the potential impacts to the Regional Recycling Depot should there be an increase in industrial development taking place throughout the region. One consideration was the potential impacts on assets, staffing levels and overall capacity should LNG work camps be established in the area.

Staff have examined Regional District assets and have identified the Regional Recycling Facility as its most impacted asset from the proposed increase in industrial expansion in relation to the development of an LNG export industry.

At this time, staff have had preliminary discussions with a consultant to develop a request for proposal and outline the scope of work to be completed in developing an asset management plan for the Regional Recycling Facility.

RECOMMENDATIONS:

Given the limited number of Regional District-owned assets, as well as the Program eligibility requirements, staff is recommending that the Board authorize staff to move forward with a funding application to the Program, in the amount of \$60,000, to support an asset management plan for the Skeena-Queen Charlotte Regional District Regional Recycling Facility.



STAFF REPORT

DATE: February 20, 2015

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: April 2015 Skeena-Queen Charlotte Regional District Regular Board Meeting & Strategic Planning Scheduling

Recommendation:

THAT the staff report entitled “April 2015 Skeena-Queen Charlotte Regional District Regular Board Meeting & Strategic Planning” be received;

AND THAT the Board provide staff with further direction.

BACKGROUND:

In 2012, the Board of the Skeena-Queen Charlotte Regional District (Regional District) took part in a comprehensive strategic planning session, facilitated by John Talbot, in Oona River, B.C. The following strategic priorities were identified:

1. Regional leadership and advocacy
2. Emergency planning and preparedness
3. Recycling on Haida Gwaii
4. Governance structure for Sandspit
5. Water Quality in Sandspit

Funds in the 2015 budget have been earmarked for a similar priority setting workshop to take place this year.

At the January 23, 2015 Regular meeting, the Board of the Skeena-Queen Charlotte Regional District adopted the 2015 Skeena-Queen Charlotte Regional District Board Meeting Schedule, which included a Regular meeting scheduled for April 24th, 2015 in Masset, B.C.

DISCUSSION:

In regard to scheduling a strategic planning workshop, staff is seeking further direction from the Board on the following:

- Is there a desire to hold a strategic planning workshop this year?
- Is there a desire to have John Talbot return as a facilitator for this workshop?
- Is there a desire to hold the strategic planning workshop on Haida Gwaii, in conjunction with the April 24th Regular Board meeting in Masset?

In regard to travel to Haida Gwaii, staff is seeking consensus as to which arrangements would work best for the mainland Directors in traveling to Masset for the April 24th Regular Board meeting. Staff is also requesting confirmation (as soon as possible) as to which Directors will be attending, as the information is required in making travel reservations.

Option 1: Travel via Inland Air (Regular Flight)

Friday, April 24th, 2015

8:30AM	Depart from Prince Rupert
9:15AM	Arrive in Masset
3:30PM	Depart from Prince Rupert
4:15PM	Arrive in Masset

Option 2: Travel via BC Ferries

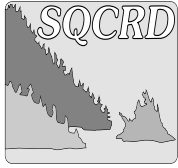
Thursday, April 23rd, 2015

10:00AM	Depart from Prince Rupert
5:00PM	Arrive in Skidegate

Option 3: Travel via Inland Air (Chartered Flight)

Friday, April 24th, 2015

Depart from Prince Rupert via a chartered flight. Time to be determined. Note that space is limited to 5 people per charter.



STAFF REPORT

DATE: February 20, 2015
FROM: Daniel Fish, Deputy Corporate Officer
SUBJECT: Administration Building

Recommendation:

THAT the staff report entitled “Administration Building” be received;

AND THAT staff be authorized to continue scanning the real estate market for a potential administration building purchase;

AND THAT the Board provide staff with further direction.

BACKGROUND:

In August 2014, in anticipation of the Skeena-Queen Charlotte Regional District's (Regional District) former administration office's lease expiration, the Board approved the Regional District entering into a three (3) year lease at its current premises of the Administrative Offices located at 14 – 342 3rd Avenue West, effective December 1st, 2015.

At the same meeting, the Board also received a report that specified that staff had not been able to find any suitable buildings for purchase in the price range of \$650,000 or less. At that time, there were several buildings for sale but all needed substantial repairs or were either too small or too large to meet the Regional District's needs – with most being more suitable for commercial space rather than offices.

DISCUSSION:

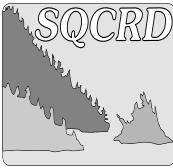
The total cost of the current lease is \$22,000 per year, which is \$25,000 less than the annual rental income of the previous administration office located at 100 1st Avenue East. These figures do not take into account the cost savings realized through the reduction in utility or property tax payments.

Staff have begun scanning the real estate market for potential purchasing opportunities in the price range of \$650,000 or less and will keep the Board apprised of any potential building purchases that become available.

Staff is seeking clarification as to whether the Board wishes to allocate funds saved from current rental expenses toward the future purchase of an administration building.

RECOMMENDATION:

Staff is recommending that the Board authorize staff to continue exploring the real estate market in Prince Rupert, B.C. for a potential administration building purchase in the future, which may include liaising with local real estate agents. As well, if the Board wishes to set aside funds from current rental expense savings, a motion to that effect would be in order.



STAFF REPORT

TO: SQCRD Board

DATE: February 20, 2015

FROM: Morganne Williams, Planner

SUBJECT: Fire Dispatch for Electoral Area 'D' and 'E'

Recommendations:

THAT the staff report entitled "Fire Dispatch for Electoral Area 'D' and 'E'" be received for information.

AND THAT the Skeena-Queen Charlotte Regional District enter into a one-year contract with Northern911.

AND FURTHER THAT the Board direct staff to further investigate a long-term solution for providing a fire dispatch service for Electoral Area 'D' and 'E'.

Background

At the Board meeting held on December 12, 2014 staff was directed to provide an overview of options for establishing an efficient and effective fire dispatch service for Electoral Area 'D' and 'E', with an option for the municipalities to participate. The purpose of this report is to provide a brief overview of four potential service providers and outline any potential impacts to policy, plans or processes of the SQCRD.

Discussion

Currently, the fire dispatch in Tlell is operated by a resident of the area who is no longer able to continue providing this service. At the moment, the process is for community members to report fires to the designated resident who then goes through the volunteer fire department contact sheet and phones each person individually.

Each of the options, as presented in Appendix 1, includes a public safety answering point (PSAP), which would be the first point of a contact for residents phoning in. PSAP is the initial contact residents have after dialing the designated emergency number, be it through "9-1-1" or a local number. The operator will answer the call with "911. *Do you need Police, Fire or Ambulance?*" and then directs the call accordingly.

In order for the community to have to the ability to dial "9-1-1" and be connected to a PSAP, the area must be set-up with Telus. The estimated cost is \$0.10 per line per month. There is also an option to enter into an agreement with Telus to 'Collect a Call

Answer levy fee” on phone bills to assist in funding 9-1-1 call answer. Currently, all communities in BC that use Telus have signed onto this service agreement, with the charge ranging from \$0.44 to \$0.85 per line per month. Please note, it is indicated in Appendix 1 which organizations do not require a Telus connection to provide the dispatch service.

Staff’s recommendations are derived from a variety of factors from the cost of the service, the immediate need and the level of service required to establish an effective and efficient system.

Due to the nature of this request, staff has recommended that the SQCRD Board move forward with entering into a short-term contract with Northern911 as an interim measure to meet the immediate needs of the community. Moving forward, staff has recommended that additional time be allocated to conduct thorough research and analysis of having a local service provider handle fire dispatch for the SQCRD. The additional time before choosing a long-term service provider will also allow for the municipalities to consider joining the Regional District on providing an Island-wide fire dispatch service.

Plan & Policy Implications

Official Community Plans

Official Community Plan for Rural Graham Island, 10.6 Fire Protection

Objective 1: To effectively protect lives and property from the risk of fire.

Objective 2: To promote the development of an effective fire protection plan for Rural Graham Island.

Moresby Island Official Community Plan, 5 Community Services

Objective 5.2: Encourage continued growth of additional services as required by the community.

Other Implications

In order to have the Regional District in a position to have an organization take on the fire dispatch, staff would need to review and update the house numbering bylaws. It is anticipated that this may take up to two weeks on Island to review and re-assign house numbers to Electoral Area ‘D’ and ‘E’ in order for the fire dispatch service to be run effectively and efficiently.

Note: If municipalities choose to join onto this service, up-to-date house numbering data compatible with that of the Regional District will be required.

Communication

With a change in service, such as fire dispatch, a strong communication plan is key to successfully implementing the change in the communities. Below is a brief overview of potential approaches to communicating the change:

Objective: To notify the communities of the change in fire dispatch service and how the changes will impact them.

Impacted Areas: Rural Graham Island
Sandspit

Stakeholders: Residents
Property Owners
Fire Departments
Local Authorities
Businesses
General Public

Communication Methods:

Methods	Deliverable
Newspaper	Public notice in local newspaper to notify readers
Flyer Distribution	Post on community bulletins, local businesses, government agency offices, schools
Mail-out	Notify property owners via letter
Community Champions	Collaborate with fire departments and volunteers to spread the change of service via word of mouth
Website	Update 'Fire Protection' page on website
Magnets	Provide new emergency contact numbers to residents

Timeframe: Begin communication with community once an agreement has been reached and a designated emergency phone number has been selected.

Recommendations

Staff recommendations can be found on page 1 of this report.

APPENDIX 1: OVERVIEW OF SERVICE PROVIDERS

Northern911 Northern911, formerly Northern Communications, is a company owned and operated in Ontario and offers a private PSAP service. The SQCRD would need to set-up two services with Northern911; 9-1-1 transfer call flow and fire dispatch. The transfer call flow is the privatized PSAP service where the resident will indicate the type of emergency. If it is for fire dispatch, the call will then be transferred to Northern911's fire dispatch operators.

Northern911 is situated in Ontario and is unable to connect with Telus to provide a service with the traditional 9-1-1 number. If this provider is chosen, the Telus charges noted above would not occur and residents would either phone a 1-800-number or a local number.

Northern911 staff members anticipate that it will take approximately one week to set up the service. While they do not need a complete dataset of civic addressing, they do require a spreadsheet with residents name, last known address and phone numbers.

Service costs are based on either a minimum charge or by population. With the rural populations of Electoral Area 'D' and 'E', the minimum population would not be met and the minimum charge would come into force. There is a one-time set-up charge of \$250.00 with monthly charges of \$150.00 (excluding tax).

Due to the low population of the area, 911 Call Transfer Service will consist of a one-time charge of \$100.00 with no additional monthly cost.

Additional financial considerations include: a semi-annual Telco (line) fee of \$23.47 will be charged, which may be changed annually and a COLA clause.

Note: The information provided above is base on a one, two or three year contract. If the SQCRD does not cancel prior to completion of the initial contract, an additional one year automatic renewal contract begins.

E-comm E-comm 911 works in collaboration with the Regional District Fraser-Fort George (information below) to provide emergency service dispatch. E-comm 911 is the primary PSAP, which asks callers if they require fire, ambulance or police. From there, the operator would transfer to fire dispatch services in Prince George, who is the secondary PSAP and would act as the liaison between the caller and the firefighters.

Additional information is needed in order to E-comm to provide estimates on providing such as records management documents, dispatch staffing, modes of communication, etc.

RDFFG

The Regional District of Fraser-Fort George (RDFFG) works with over 79 agencies in Northern BC to provide 9-1-1 and fire dispatch services. The RDFFG offers two-way fire radio dispatch and communications with the fire department, which requires each fire department to be connected by radio with the centralized fire dispatch centre in Prince George. Fire dispatch services include:

- Dispatching the fire department over a radio system;
- Communicating with the fire department throughout the event and providing additional resources such as contacting hydro, etc. when requested;
- Generating Incident reports and faxing reports to responding fire department;
- Audio recordings of all communications that go through fire dispatch;
- Computer Aided Dispatch system used by the fire dispatchers to determine the responding fire department (requires house numbering data); and
- Records Management System available to each fire department.

RDFFG staff contacted Radio Technicians to provide cost estimations of the equipment that would be required in each fire hall that would allow for dispatch and communications. The set-up cost includes \$5,000 for modifications to the dispatch console in Prince George, \$15,000 per fire department for necessary radio equipment, antenna, power supplies and backup satellite phone, plus RDFFG staff salaries and expenses if they are required for radio system design and equipment installation.

The annual cost for fire dispatch is based on the percent of calls. RDFFG staff recommended \$25,000 for budgetary purposes; however, that may be reduced once a detailed cost analysis is done. Additional costs include firefighter user equipment, handheld radios, pagers and radios in the fire trucks.

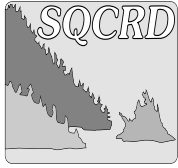
The RDFFG noted that there is an alternative way of providing a fire dispatching service, which would potentially reduce the costs; however, the fire departments would not have an open communication link with dispatch throughout the fire event.

The alternative method, would result in having no \$15,000 cost per fire departments for equipment, as noted above. RDFFG noted that there may be a slight increase to the \$5,000 for modifications to the fire dispatch.

PRFR

Prince Rupert Fire Rescue (PRFR) answers all emergency 911 calls for the City of Prince Rupert and the District of Port Edward and has been looking at expanding the 911 service to local communities in the area. PRFR would act as the PSAP for the area as well as a fire dispatch provider when needed. Their service is a two-way communication line, which allows for the firefighters to contact them if further assistance is needed, such as from BC Hydro, Ambulance, etc. The PRFR fire dispatch also has redundancies in place if the system goes down or if there are power outages, which will allow for the continuation of providing emergency services as needed. PRFR has recommended contacting the District of Port Edward and the Fire Chief of Port Edward to discuss how their service is running and to receive feedback from them.

The cost of this service is not able to be provided as it would require further investigative work between PRFR, CityWest and Telus.



STAFF REPORT

DATE: February 20, 2015

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Skeena-Queen Charlotte Regional District Indemnification Bylaw No. 594, 2015

Recommendation:

THAT the staff report entitled “Skeena-Queen Charlotte Regional District Indemnification Bylaw” be received;

AND THAT the Board adopt Bylaw No. 594, 2012.

BACKGROUND:

Section 187 of the *Community Charter* permits the Board to provide indemnification to Municipal Officials in accordance with Section 287.2 of the *Local Government Act (Act)*.

(1) In this section:

"indemnification" means the payment of amounts required or incurred

- (a) to defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions,
- (b) to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph (a), or
- (c) in relation to an inquiry under the Public Inquiry Act, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business;

"municipal official" means

- (a) a current or former council member,
- (b) a current or former municipal officer or employee, or
- (c) a person who is or was a person referred to in section 287(1) [immunity for individual municipal public officers], but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of a municipality.

(2) A council may do the following:

- (a) by bylaw, provide for the indemnification of municipal officials in accordance with the bylaw;
- (b) by resolution in a specific case, indemnify a municipal official.

Section 287(1) of the *Act* goes on to define a person referred to in Section 287.2(1)(c) as:

- (a) a member of a council;
- (b) a director of a regional board;
- (c) a trustee of an improvement district;
- (d) a member of a commission established under section 176 (1) (g) [corporate powers] of this Act or section 143 [municipal commissions] of the Community Charter;
 - (d.1) a member of a library board under the Library Act;
- (e) a commissioner for a local community commission under section 838;
- (f) a member of any greater board or of any board that provides similar services and is incorporated by letters patent;
- (g) a member of an advisory planning commission under section 898;
- (h) a member of a board of variance under section 899;
- (i) a member of the Okanagan-Kootenay Sterile Insect Release Board or an officer or employee of that board;
- (j) a member of the Okanagan Basin Water Board;
- (k) a trustee of a body of the Islands Trust under the Islands Trust Act;
- (l) an officer or employee of a municipality, regional district, improvement district, library board under the Library Act, a greater board referred to in paragraph (f), the trust council under the Islands Trust Act or the Okanagan Basin Water Board;
- (m) an election official and a regional voting officer under section 167;
- (n) a volunteer firefighter or a special constable;
- (o) a volunteer who participates in the delivery of services by a municipality, regional district or a body referred to in paragraphs (c) to (j) under the supervision of an officer or employee of the municipality, regional district or any of those bodies;
- (p) a member of a board of trustees established or appointed by a municipality under section 37 of the Cremation, Interment and Funeral Services Act;
- (q) a member of a municipal committee, of a board committee, or of a committee under section 740.1 [appointment of select and standing committees] who is not also a member of the council, board or board of trustees, as applicable.

In 2002, the Board adopted the Elected Officials, Officers and Employees Indemnification Bylaw No. 422, 2002. Bylaw No. 422 defines specific officer positions for the Regional District as (1) the Chief Administrative Officer, (2) the Director of Corporate Services, and (3) the Financial Administrator, and other employees appointed by the Board.

DISCUSSION:

To conform to the *Act's* definition of Municipal Official and, subsequently, indemnify those employees and officials that were not previously provided indemnity under Bylaw No. 422, 2002, staff is recommending that, at the bylaw portion of the February 20, 2015 Regular Board meeting, staff adopt Bylaw No. 594, 2015.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Bylaw No. 594, 2015

A Bylaw to provide for the indemnification of the officers, employees and elected officials of the Skeena-Queen Charlotte Regional District

WHEREAS, pursuant to the authority contained in the *Local Government Act*, Chapter 323, R.S.B.C. 1996, the Board of Directors may enact a bylaw to provide indemnity to Regional District officers, employees and elected officials acting reasonably and in good faith in performing the duties and functions of their positions within the Regional District;

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

1. Citation

This bylaw shall be cited for all purposes as the “Skeena-Queen Charlotte Regional District Indemnification Bylaw No. 594, 2015.

2. Definitions

2.1. In this Bylaw:

- 2.1.1. **“Board”** means the Skeena-Queen Charlotte Regional District Board of Directors;
- 2.1.2. **“Indemnification”** has the meaning set out in the *Local Government Act*;
- 2.1.3. **“Regional District”** means the Skeena-Queen Charlotte Regional District;
- 2.1.4. **“Regional District Official”** has the same meaning as “Municipal Official” as defined in the *Local Government Act*; and
- 2.1.5. **“Willful Misconduct”** in relation to a Regional District Official, includes, without limitation, willfully acting contrary to the terms and conditions of his or her employment or to a lawful direction or order of a superior.

3. Indemnification

- 3.1. The Regional District will indemnify Regional District Officials against payment of amounts required or incurred to defend an action, prosecution or claim brought against a Regional District Official in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions including satisfaction of a judgment, award or penalty imposed in such an action of prosecution.
- 3.2. As a limit on indemnification under section 3.1, no fine shall be paid by the Regional District that is imposed as a result of a Regional District Official's conviction for an offence that is not a strict or absolute liability offence.
- 3.3. Further, section 3.1 does not apply in any case where the Regional District Official has:
- 3.3.1. Not acted within the scope of his or her duties;
 - 3.3.2. Been grossly negligent or dishonest, or engaged in willful or malicious misconduct;
 - 3.3.3. In the case of an officer or employee, acted contrary to the terms and conditions of his or her employment, or contrary to law, or has acted contrary to an order given by a person in authority over him or her; or
 - 3.3.4. In the case of a Board Member, acted in conflict of interest with the Regional District or otherwise, not in accordance with his or her duties.
- 3.4. If a court or tribunal makes a finding listed in subsections 3.3.1 to 3.3.4 of this bylaw and the Regional District has already paid the costs or damages of the Regional District Officer, the Regional District Official must repay those costs or damages to the Regional District.

4. Severability

- 4.1. If any portion of this Bylaw is held 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.

5. Repeal

- 5.1. Elected Officials, Officers and Employees Indemnification Bylaw No. 422, 2002, and all subsequent amendments hereto, are hereby repealed.

Read a FIRST TIME this _____ day of _____, 2015.

Read a SECOND TIME this _____ day of _____, 2015.

Read a THIRD TIME this _____ day of _____, 2015.

ADOPTED this _____ day of _____, 2015.

Deputy Corporate Officer

Chair

Daniel Fish

From: Haida Gwaii Recreation Commission <qcirec@gmail.com>
Sent: Monday, February 02, 2015 3:06 PM
To: Daniel Fish
Subject: Re: Januray 23, 2015 SQCRD Board Resolution

Hi Daniel,

Thank you for forwarding the motioned request to me. There has been prior discussion regarding this request while my predecessor Julia Brobbel was in office; at that time, it was not feasible due to programming and administrative capacity for the HGRRC to undertake the HG Soccer League. As our programs, grants & funding, participation and sponsorship have increased dramatically since 2010, this has become even less feasible now.

That being said, HG Rec has supported the HG Soccer League by funding and coordinating soccer coaching and refereeing training with BC Soccer, one module of which Director Racz has completed via HG Rec. Additionally, HG Rec has brought several NCCP (National Coaching Certification Program) workshops to Haida Gwaii including the Aboriginal Coaching Module, which was completed by 8 HG Soccer League volunteers. Financially, HG Rec supports the viability of the HG Soccer League by subsidizing participant travel and mileage through the Moresby Island Travel Fund, which enables the League to sustain island-wide tournaments. On behalf of HG Rec, I would be more than happy to meet with the HG Soccer League to discuss potential avenues for future training and workshops.

Best,

Lucy

Lucy Neville

**Coordinator
Haida Gwaii Recreation**

toll free: 1-888-557-4418

ph: 250-626-5652

fax: 250-626-5653

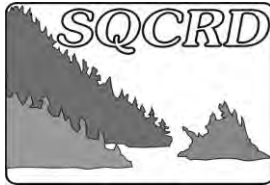
www.hgrec.com



On Fri, Jan 30, 2015 at 10:11 AM, Daniel Fish <dfish@sqcrd.bc.ca> wrote:

Hi Lucy,

I hope that you're doing well.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

2015 AMENDED BOARD MEETING SCHEDULE

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	January 23rd	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
Sat	January 24th	SQCRD Special Board (Budget)	10:00 AM	
*	February 20th	SQCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 21st (1/2 day)	SQCRD Special Board (Budget)	10:00 AM	Prince Rupert
Sat	March 7th (1/2 day)	SQCRD Special Board (Budget)	3:00 PM	Teleconference
*	March 20th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	April 24th	SQCRD Regular Board	7:00 PM	Masset
	May 6th - 8th	NCLGA AGM and Convention		Prince George
*	May 22nd	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	June 19th	SQCRD Regular Board	7:00 PM	Prince Rupert
	July	No meeting scheduled		
*	August 14th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
*	September 18th	SQCRD Regular Board	7:00 PM	Prince Rupert
	September 21st - 25th	UBCM Convention		Vancouver
*	October 16th	SQCRD Regular Board	7:00 PM	Teleconference
*	November 20th	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
	December 11th	SQCRD Statutory Board	7:00 PM	Prince Rupert
	December 11th	SQC Reg. Hospital Dist. Board	Following RD Stat	Prince Rupert
*	December 11th	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.