



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

AMENDED AGENDA

Held at 344 2nd Avenue West in Prince Rupert, B.C.
Friday, August 12, 2016 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 June 17, 2016	Pg 1-7
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4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Committee of the Whole Meeting of the Skeena-Queen Charlotte Regional District Board held June 18, 2016	Pg 8-10
4.2	Minutes of the Regular Meeting of Electoral Area Advisory Committee held May 27, 2016	Pg 11-13
4.3	Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held April 13, 2016	Pg 14-15

5. DELEGATIONS

None.	
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for June, 2016	Pg 16
6.2	J. Musgrave, Administrative Assistance – Cheques Payable over \$5,000 for July, 2016	Pg 17

7. CORRESPONDENCE

7.1	Union of B.C. Municipalities – 2015 Resolutions	Pg 18-21
7.2	Ministry of Community, Sport and Cultural Development – Summary of Local Government Engagement on the Climate Leadership Plan Recommendations	Pg 22-37
7.3	Canadian Union of Postal Workers – Federal Government Reviewing our Public Postal Service	Pg 38-49
7.4	Ministry of Transportation and Infrastructure – Highway 16 Transportation Action Plan – Next Steps	Pg 50-64
7.5	Union of B.C. Municipalities – Fire Safety Act	Pg 65-66
7.6	Prince Rupert Harbour Debris Society – Funding of the Prince Rupert Harbour Debris Society	Pg 67-73
7.7	Homeowner Protection Office – Update on New Owner Building Examination	Pg 74-75
7.8	Truck Loggers Association – Mayoral Forestry Dinner with Minister Thomson	Pg 76-77
7.9	GwaiiTel Society – Request for Letter of Support	Pg 78-79
7.10	S. Robinson, MLA Coquitlam-Maillardville – 2016 UBCM Convention	Pg 80
7.11	Ministry of Community, Sport and Cultural Development – Unconditional Grant Funding Letter – June 2016 Payment	Pg 81
7.12	Honourable Minister Fassbender, Ministry of Community, Sport and Cultural Development – Regional District Name Change	Pg 82
7.13	Prince Rupert Unemployed Action Centre – Letter of Reference	Pg 83-84
7.14	Office of the Ombudsperson – 2015/2016 Annual Report	Pg 85
7.15	North Central Local Government Association – Northern Mayors & Chairs Roundtable	Pg 86-87
7.16	Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment	Pg 88

8. REPORTS / RESOLUTIONS

8.1	D. Chapman, Chief Administrative Officer – Regional District Practices	Pg 89-90
8.2	D. Chapman, Chief Administrative Officer – Asset Management Policy	Pg 91-94
8.3	D. Chapman, Chief Administrative Officer – Business Case Policy	Pg 95-97
8.4	D. Fish, Deputy Corporate Officer – Conflict of Interest Policy	Pg 98-112
<u>Replace:</u> 8.5	S. Gill, Treasurer – Purchasing Policy	Pg 113-127
8.6	D. Fish, Deputy Corporate Officer – Permissive Tax Exemption Policy	Pg 128-135
8.7	D. Fish, Deputy Corporate Officer – Emergency Planning – Electoral Area “E”	Pg 136-141

9. BYLAWS

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

10.1	M. Williams, Planning Consultant – Land Referral: Ministry of Transportation and Infrastructure – Proposal for Map Reserve; Quarrying	Pg 142-145
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11. NEW BUSINESS

11.1	Directors' Reports	Verbal
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12. OLD BUSINESS

12.1	D. Nobels, Director – Correspondence with Regard to the Proposed Aurora LNG Project Footprint Incursion into the Dodge Cove Official Community Plan	Pg 146-147
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13. PUBLIC INPUT

14. IN-CAMERA

That the public be excluded from the meeting according to section 90(1)(c) and (k) of the <i>Community Charter</i> “labour relations or other employee relations” 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



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, June 17, 2016 at 7:00 PM.

PRESENT

PRIOR TO ADOPTION

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

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

2. AGENDA

MOVED by Director Nobels, SECONDED by Director Kinney, that the June 17, 2016 Skeena-Queen Charlotte Regional District Regular agenda be amended and adopted to include:

11.2 Northern Gateway Pipelines Inc.

220-2016

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held May 27, 2016

MOVED by Director Kinney, SECONDED by Director Brain, that the minutes of the May 27, 2016 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

221-2016

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Regular Meeting of the Electoral Area Advisory Committee held March 18, 2016

MOVED by Director Beldessi, SECONDED by Director Brain, that the minutes from the March 18, 2016 Regular meeting of the Electoral Area Advisory Committee be received as presented.

222-2016

CARRIED

- 4.2 Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held May 3, 2016

MOVED by Director Beldessi, SECONDED by Director Nobels, that the minutes from the May 3, 2016 Regular meeting of the Moresby Island Management Standing Committee be received as presented.

223-2016

CARRIED

- 4.3 Minutes of the Annual General Meeting of the Haida Gwaii Regional Recreation Commission held May 26, 2016

MOVED by Director Franzen, SECONDED by Director Kinney, that the minutes from the May 26, 2016 Annual General Meeting of the Haida Gwaii Regional Recreation Commission be received as presented.

224-2016

CARRIED

5. DELEGATIONS

- 5.1 K. Veldman, Director, Public Affairs, Prince Rupert Port Authority – Prince Rupert Port Authority Update

Ken Veldman, Director of Public Affairs, Prince Rupert Port Authority, presented to the Board with respect to the Prince Rupert Port Authority and its mandate, letters patent, jurisdictional oversight, economic benefits, future investments, and marine safety and security.

Mr. Veldman noted that the Prince Rupert Port Authority would be holding its Annual General Meeting on June 23, 2016 at 4:30 PM and that the meeting was open to the public.

Mr. Veldman responded to questions posed by the Board.

The Board thanked Mr. Veldman for his presentation.

5.2 A. Baigent, MCIP, RPP, Community Planner & Advisor, Urban Systems – Electoral Areas A & C Land Use Planning Project Update

Andrew Baigent, Community Planner and Advisory, Urban Systems, presented to the Board an update on the Skeena-Queen Charlotte Regional District's Electoral Areas A and C Land Use Planning project.

Mr. Baigent spoke with regard to the updated mapping work that Urban Systems is in the process of developing for the Skeena-Queen Charlotte Regional District, as well as the engagement sessions that have been held in the communities of Dodge Cove and Oona River to discuss the project and official community plans for both communities.

Mr. Baigent responded to questions posed by the Board.

The Board thanked Mr. Baigent for his presentation.

6. FINANCE

6.1 S. Gill, Treasurer – Statement of Financial Information & Audited Financial Statements for Year End 2015

MOVED by Director Nobels, SECONDED by Director Gould, that the report from staff entitled "2015 Statement of Financial Information/Audited Financial Statements" be received;

AND THAT the Board approve the 2015 Statement of Financial Information as presented;

AND FURTHER THAT the 2015 Audited Financial Statements be adopted as presented.

225-2016

CARRIED

6.2 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for May, 2016

MOVED by Director Kinney, SECONDED by Director Nobels, that the staff report on Cheques Payable over \$5,000 issued by the Skeena-Queen Charlotte Regional District for May, 2016 be received and filed.

226-2016

CARRIED

7. CORRESPONDENCE

7.1 C3 Alliance Corporation – 3rd Annual Resource Breakfast Series September 27 to 30, 2016 – Victoria, B.C.

MOVED by Director Nobels, SECONDED by Director Beldessi, that the correspondence from C3 Alliance Corporation with regard to the Annual Resource Breakfast Series be received and filed.

227-2016

CARRIED

Director Beldessi indicated a desire to attend the Energy and Mining Sector Breakfast and the Forestry Sector Breakfast scheduled for September 27 and 29, 2016, respectively.

7.2 District of Port Edward – 50th Anniversary Invitation

MOVED by Director Nobels, SECONDED by Director Martin, that the correspondence from the District of Port Edward with regard to its 50th Anniversary be received.

228-2016

CARRIED

7.3 Honourable Marc Garneau, Minister of Transport – Ports Asset Transfer Program

MOVED by Director Beldessi, SECONDED by Director Brain, that the correspondence from the Honourable Marc Garneau with regard to the Ports Asset Transfer Program be received for information.

229-2016

CARRIED

7.4 Honourable Todd Stone, Minister of Transportation and Infrastructure – RE: 2015 UBCM Meeting

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Honourable Todd Stone with regard to the follow-up from the 2015 UBCM minister meeting be received for information.

230-2016

CARRIED

7.5 Honourable Christy Clark, Premier – 2016 UBCM Convention

MOVED by Director Brain, SECONDED by Director Nobels, that the correspondence from the Honourable Christy Clark with regard to the 2016 UBCM convention be received.

231-2016

CARRIED

7.6 City of Prince Rupert – Request for Letter of Support to the Canada 150 Fund

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the City of Prince Rupert with regard to its request for a letter of support for its application to the Canada 150 Fund be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District support the City of Prince Rupert's application to the Canada 150 Fund for the Fairview Dock Rehabilitation Project.

232-2016

CARRIED

7.7 Northern Gateway Pipelines Inc. & Aboriginal Equity Partners – Northern Gateway Project Certificates OC-60 and OC-61 issued June 18, 2014 Condition 2 Compliance Filing

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from Northern Gateway Pipelines Inc. & Aboriginal Equity Partners with regard to the Northern Gateway project certificates be received.

233-2016

CARRIED

- 7.8 Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development – 2016 UBCM Meeting Requests

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Honourable Peter Fassbender with regard to the 2016 UBCM Convention be received.

234-2016

CARRIED

8. REPORTS – RESOLUTIONS

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

MOVED by Director Nobels, SECONDED by Director Brain, that the memorandum from staff entitled “2015 Grant Writing Activities” be received for information.

235-2016

CARRIED

9. BYLAWS

None.

10. LAND REFERRALS / PLANNING

- 10.1 M. Williams, Planning Consultant – Land Referral: Haida Tourism LLP

MOVED by Director Beldessi, SECONDED by Director Gould, that the report from staff entitled “Land Referral: Haida Tourism LLP” be received;

AND THAT the Board support the Haida Tourism Limited Partnership’s crown land tenure application # 100165538 with the following conditions:

- Public access to Peel Inlet and moorage at the sheltered bay, via the existing land connection, be maintained; and
- A sport fishing lodge is not established as part of Haida Tourism Limited Partnership’s project development plans.

236-2016

CARRIED

11. NEW BUSINESS

- 11.1 Director’s Reports

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

Director Franzen – District of Port Edward

- The District approved funding to support improvements at four railway crossings in the community that aim to minimize noise pollution;
- The District has applied for grant funding to assist with improvements to the community dock.

Director Kinney – City of Prince Rupert

- The City is currently working on a number of planning and development projects.

Director Nobels – Electoral Area A

- Urban Systems completed a second engagement session with the public in Dodge Cove with respect to the North Coast Land Use Plan for electoral area A; and
- Noted that the current footprint of the Aurora LNG project falls within the Dodge Cove Official Community Plan boundary and presented correspondence to be sent to Nexen by the Dodge Cove Improvement District Trustees.

Director Bergman – Electoral Area C

- Urban Systems completed a second engagement session with the public in Oona River with respect to the North Coast Land Use Plan for electoral area C.

Director Beldessi, Electoral Area E

- Many of the local fishing lodges in the community have commenced operations for the season;
- The Council of the Haida Nation, with other stakeholders, have met to schedule and strategize a meeting with Premier Clark to discuss island issues.

Director Martin – Village of Queen Charlotte

- The Village held a meeting to discuss social housing in the community. At present there are 11 units that are losing their government subsidy and are in jeopardy of being sold to private interests;
- The Village's boat launch project is well underway and construction is going well;
- The BC Ferries Advisory Committee met in Richmond, B.C. BC Ferries is not able to lobby the Province of B.C. with respect to adding additional sailings to particular BC Ferries service routes, however, is able to provide local politicians with the facts and figures needed to present sound business cases on the matter to the Province of B.C.; and
- Hospital Days will take place in the Village of Queen Charlotte on June 18, 2016.

Director Gould – Village of Port Clements

- The St. Mark's Church has been repurposed into a local shop and tourist attraction and is now operational in the community.

Chair Pages – Village of Masset

- The Village has sent correspondence to Gwaii Trust with a recommended approval process for the Gwaii Trust Vibrant Communities Fund; and
- There are a number of bookings in the community as the tourism season on Haida Gwaii commences.

237-2016**CARRIED**

The Board directed staff to investigate the legislative requirements imposed on Nexen in seeking an amendment to the Dodge Cove Official Community Plan given that its Aurora LNG project footprint falls within the Official Community Plan boundary.

11.2 Northern Gateway Pipelines Inc.

MOVED by Director Nobels, SECONDED by Director Brain, that the verbal report from Director Nobels with regard to the Northern Gateway Project be received;

AND THAT a letter be sent to the National Energy Board indicating that the Skeena-Queen Charlotte Regional District is opposed to the Enbridge Northern Gateway Project and any extension of time to the Northern Gateway Project beyond December 31, 2016;

AND FURTHER THAT the letter indicate that the Skeena-Queen Charlotte Regional District is of the opinion and belief that granting a time extension would be contrary to the actions and commitment of the Federal Governments proposed BC North Coast oil tanker ban.

Directors Franzen and Bergman opposed.

238-2016

CARRIED

12. OLD BUSINESS

None.

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Franzen, SECONDED by Director Nobels, that the Board move to the In-Camera meeting following the Regular meeting according to section 90(1)(a)(c) and (k) 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", "labour relations or other employee relations" 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".

239-2016

CARRIED

15. ADJOURNMENT

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

240-2016

CARRIED

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Committee of the Whole (CoW) meeting held at 344 2nd Avenue West in Prince Rupert, B.C. on Saturday, June 18, 2016 at 10:00 am.

PRESENT

PRIOR TO ADOPTION

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

1. CALL TO ORDER 10:03 a.m.

2. AGENDA

MOVED by Director Nobels, SECONDED by Director Kinney, that the June 18, 2016 Committee of the Whole meeting agenda be adopted as presented.

001-2016

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

None.

4. DELEGATIONS

None.

5. CORRESPONDENCE

None.

6. REPORTS – RESOLUTIONS

7. NEW BUSINESS

None.

8. OLD BUSINESS**8.1 Skeena-Queen Charlotte Regional District Strategic Priorities Tracking Report – June 2016**

Staff proposed to the Board that each objective within the Strategic Priorities Tracking Report be reviewed separately and that the Board provide input with regard to the action steps listed under each objective.

Organizational Development

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Organizational Development which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 18, 2016.

MOVED by Director Nobels, SECONDED by Director Kinney, that the Board send correspondence to the Honourable Marc Garneau, Minister of Transport, requesting that the Federal Government review the Prince Rupert Port Authority's Letters Patent to allow for Skeena-Queen Charlotte Regional District representation on the Prince Rupert Port Authority Board of Directors.

002-2016**CARRIED**

The Board directed staff to plan for bi-annual staff barbecues. One barbecue to be held on the mainland at the Regional Recycling facility with the other barbecue event to be held at a later date on Haida Gwaii.

MOVED by Director Bergman, SECONDED by Director Nobels, that staff be directed to prepare a request for proposal for the design and construction of a permanent administration office for the Skeena-Queen Charlotte Regional District.

003-2016**CARRIED****Integrated Regional Planning**

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Integrated Regional Planning which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 18, 2016.

MOVED by Director Nobels, SECONDED by Director Beldessi, that the Board send correspondence to the Honourable Mary Polak, Minister of Environment, with respect to emergency response planning and marine safety in the Skeena-Queen Charlotte Regional District and the Board's desire to work collaboratively with the Province of B.C. on the development of marine emergency response plans for the region;

AND THAT the Board request a minister's meeting with the Honourable Mary Polak, Minister of Environment, at the 2016 annual UBCM convention.

004-2016**CARRIED**

The Board requested that staff include past correspondence between the Skeena-Queen Charlotte Regional District and the Honourable Mary Polak, Minister of Environment, with any new correspondence that is to be sent.

Regional Collaboration

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Regional Collaboration which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 18, 2016.

The Board had discussion pertaining to the Community to Community forum and questioned the merits and value in continuing to hold the Community to Community forum. The Board expressed a desire to participate in the next Community to Community forum and reevaluate its merits to local governments in the region following the next session.

Regional Leadership and Advocacy

Staff provided an update to the Board with regard to the status on the outcomes and objectives of Regional Leadership and Advocacy which can be viewed on the Skeena-Queen Charlotte Regional District Strategic Priority Tracking Report, dated June 18, 2016.

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Beldessi, SECONDED by Director Brain, that the Committee of the Whole meeting be adjourned at 11:57 a.m.

005-2016

CARRIED

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Electoral Area Advisory Committee meeting held at 344 2nd Avenue West in Prince Rupert, B.C. at 6:30 PM on Friday, May 27, 2016.

PRESENT

PRIOR TO ADOPTION

Chair: Des Nobels, Electoral Area A

Directors: Karl Bergman, Electoral Area C
Michael Racz, Electoral Area D
Bill Beldessi, Electoral Area E

Staff: D. Chapman, Chief Administrative Officer
D. Fish, Deputy Corporate Officer
S. Gill, Treasurer

1. CALL TO ORDER 6:30 p.m.

2. CONSIDERATION OF AGENDA

MOVED by Director Racz, SECONDED by Director Beldessi, that the May 27, 2016 Electoral Area Advisory Committee amended agenda be adopted as presented.

019-2016

CARRIED

3. MINUTES

3.1 Minutes of the Electoral Area Advisory Committee meeting held March 18, 2016

MOVED by Director Racz, SECONDED by Director Beldessi, that the minutes of the March 18, 2016 Electoral Area Advisory Committee meeting be adopted as presented.

020-2016

CARRIED

4. FINANCE

None.

5. CORRESPONDENCE

None.

6. REPORTS

- 6.1 L. Wiedeman, Chief Administrative Officer, Village of Queen Charlotte – Rural Dividend Fund Haida Gwaii CAO's Meeting May 2, 2016

MOVED by Director Beldessi, SECONDED by Director Racz, that the report from Village of Queen Charlotte staff with respect to the Haida Gwaii Chief Administrative Officer's meeting held May 2, 2016 and the Rural Dividend Fund be received;

AND THAT the Electoral Area Advisory Committee recommend to the Board of the Skeena-Queen Charlotte Regional District that staff draft correspondence to the Village of Queen Charlotte to thank it for the opportunity to be kept apprised to the all-island community initiative as it pertains to the rural dividend fund;

AND THAT the correspondence state that the Skeena-Queen Charlotte Regional District Board is not the appropriate body to make recommendation on this matter as it should be directed toward the Misty Isles Economic Development Society Board of Directors;

AND FURTHER THAT the correspondence suggest that the Village of Queen Charlotte consult with Electoral Area Directors on issues pertaining their respective areas, as opposed to the Skeena-Queen Charlotte Regional District Board as a whole.

021-2016

CARRIED

7. NEW BUSINESS

- 7.1 Skidegate Saints Basketball Club Application to Northern Development Initiative Trust's Marketing Initiatives Program

MOVED by Director Racz, SECONDED by Director Beldessi, that the Skidegate Saints Basketball Club's application to Northern Development Initiative Trust's Marketing Initiatives program be received;

AND THAT the Electoral Area Advisory Committee recommend that the Board of the Skeena-Queen Charlotte Regional District support the Skidegate Saints Basketball Club's application to Northern Development Initiative Trust's Marketing Initiatives program in the amount of \$8,000 to be used for the HaiCo World Indigenous Basketball Challenge.

022-2016

CARRIED

8. OLD BUSINESS

None.

9. PUBLIC INPUT

There were 0 questions from the public.

10. IN CAMERA

None.

11. ADJOURNMENT

MOVED by Director Beldessi, SECONDED by Director Bergman, that the meeting be adjourned at 6:53 p.m.

023-2016

CARRIED

Approved & Adopted:

Certified correct:

Chair

Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Regional Recycling Advisory Committee (RRAC) held at the Skeena-Queen Charlotte Regional District office in Prince Rupert on Wednesday, April 13, 2016 at 12:00 pm.

PRESENT

PRIOR TO ADOPTION

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

1. CALL TO ORDER 12:10 p.m.

2. AGENDA

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

5.1 Union of B.C. Municipalities – Gas Tax Strategic Priorities Fund Application

008-2016

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 Minutes of the Regional Recycling Advisory Committee meeting held January 13, 2016

MOVED by Member Ostrom, SECONDED by Member Nobels, that the minutes of the January 13, 2016 Regional Recycling Advisory Committee meeting be adopted as presented.

009-2016

CARRIED

4. DELEGATIONS

None.

5. CORRESPONDENCE**5.1 Union of B.C. Municipalities – Gas Tax Strategic Priorities Fund Application**

MOVED by Member Nobels, SECONDED by Member Pucci, that the correspondence from the Union of B.C. Municipalities with regard to the Skeena-Queen Charlotte Regional District's Strategic Priorities Fund Application be received for information.

010-2016**CARRIED****6. REPORTS – RESOLUTIONS****6.1 T. Des Champ, Recycling Operations Manager – Regional Recycling Operations Report**

MOVED by Member Nobels, SECONDED by Member Ostrom, that the verbal report from staff entitled "Regional Recycling Operations Report" be received for information.

011-2016**CARRIED**

Member Pucci left the meeting at 12:37 p.m.

7. NEW BUSINESS**7.1 Adopted Five-Year Financial Plan 2016-2020 for Regional Recycling, Function 340**

MOVED by Member Nobels, SECONDED by Member Ostrom, that the Adopted Five-Year Financial Plan 2016-2020 for Regional Recycling, Function 340, be received for information.

012-2016**CARRIED**

Member Pucci rejoined the meeting at 12:40 p.m.

8. OLD BUSINESS

None.

9. ADJOURNMENT

MOVED by Member Pucci, SECONDED by Member Nobels, that the Regional Recycling Advisory Committee meeting be adjourned at 12:41 p.m.

013-2016**CARRIED**

Approved and adopted:

Certified correct:

Chair

Chief Administrative Officer

**Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - JUNE, 2016**

Payable To	Date	Amount	Purpose
Mason Lift Ltd.	1-Jun	\$ 5,532.11	Doosan & Toyota Forklift repairs, servicing and rental
Sperling Hansen Associates	1-Jun	\$ 7,455.16	Landfill Engineer site visit, survey & Recycling Asset Management Plan
Urban Systems Ltd.	1-Jun	\$ 31,034.77	Land Use Planning-Electoral Areas A & C (April)
Pacific Blue Cross	1-Jun	\$ 5,050.02	June PBC & BC Life Premiums
Big Red Enterprises Ltd.	14-Jun	\$ 15,447.51	May Garbage Collection Contract
C&C Beachy Contracting	14-Jun	\$ 5,433.75	Landfill Repairs as per Engineer
SCS Steel Container Systems Inc.	14-Jun	\$ 15,177.48	New Transfer Station bin - Islands Solid Waste
Ticker's Hauling and Storage	14-Jun	\$ 6,777.75	Building & Equipment rental, transport recyclables, porto toilet rental & cleaning
Port Edward Historical Society	21-Jun	\$ 50,000.00	2016 Grant - 2nd Installment
Sperling Hansen Associates	23-Jun	\$ 6,816.03	Landfill Engineer Site visit & Asset Management Plan (Recycling) - May
Municipal Pension Plan	13-Jun	\$ 5,723.09	Payroll Remittance (PP12-2016)
Receiver General	13-Jun	\$ 10,447.82	Payroll Remittance (PP12-2016)
Municipal Pension Plan	23-Jun	\$ 5,734.14	Payroll Remittance (PP13-2016)
Receiver General	23-Jun	\$ 12,237.09	Payroll Remittance (PP13-2016)

CHEQUES OVER \$5,000:	\$ 182,866.72
CHEQUES UNDER \$5,000:	\$ 57,332.92
TOTAL CHEQUES:	<u>\$ 240,199.64</u>

**Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - JULY, 2016**

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	6-Jul	\$ 15,435.63	June Garbage Collection Contract
Kaien Office Essentials	6-Jul	\$ 5,957.73	New Server - SQCRD office
Pacific Blue Cross	6-Jul	\$ 5,054.62	June PBC & BC Life Premiums
Urban Systems Ltd.	6-Jul	\$ 35,200.59	Electoral Areas A & C Land Use Planning to May 31
Moresby Explorers Ltd.	14-Jul	\$ 6,499.16	Refund property taxes paid to SQCRD in error
Pacific Blue Cross	25-Jul	\$ 5,054.62	July PBC & BC Life Premiums
Municipal Pension Plan	15-Jul	\$ 6,372.79	Payroll Remittance (PP14-2016)
Receiver General	15-Jul	\$ 10,264.13	Payroll Remittance (PP14-2016)
Municipal Pension Plan	25-Jul	\$ 6,096.12	Payroll Remittance (PP15-2016)
Receiver General	25-Jul	\$ 12,718.31	Payroll Remittance (PP15-2016)

CHEQUES OVER \$5,000:	\$ 108,653.70
CHEQUES UNDER \$5,000:	\$ 62,882.52
TOTAL CHEQUES:	<u>\$ 171,536.22</u>



June 17, 2016

Chair Barry Pages
Skeena-Queen Charlotte Regional District
14 - 342 3rd Avenue West

Prince Rupert BC V8J 1L5

RECEIVED JUN 24 2016

Dear Chair Pages:

Re: 2015 Resolutions

At the 2015 UBCM Convention, your community sponsored a resolution that was grouped with the Section C – Part 2 resolutions (resolutions referred to other resolutions within the *Resolutions Book*).

Please find enclosed a copy of your resolution, the resolution to which your resolution was referred, as well as the provincial response to the latter.

I trust this information will be of assistance to you.

Please feel free to contact Reiko Tagami, Information and Resolutions Coordinator with any questions about this process.

Tel: 604 270 8226 ext. 115 E-mail: rtagami@ubcm.ca

Sincerely,

A handwritten signature in cursive script that reads "Al Richmond".

Chair Al Richmond
President

Enclosure

2015 C21 Liquefied Natural Gas Siting Standards and Best Practices

Skeena-Queen Charlotte RD

Whereas the Province of BC has embarked on an ambitious promotion of liquefied natural gas (LNG) exports;

And whereas the Province of BC has stated that the LNG export industry will be world leading using industry best practices;

And whereas the Province of BC has a lead role in ensuring that public interest is protected:

Therefore be it resolved that UBCM request the provincial government to work with communities to clearly define what “world leading” represents, and which industry best practices shall be accepted in BC.

Convention Decision: Not Admitted for Debate

Resolutions Committee Comments

Refer to resolution A4.

2015 C22 Marine-related Emergency Response Standards

Skeena-Queen Charlotte RD

Whereas coastal local governments in BC are subject to increasing risk factors associated with the shipment and distribution of natural resources by way of marine transportation;

And whereas local, provincial and federal government have a shared interest and responsibility for the preparation and response to marine-related environmental emergencies in BC;

And whereas, pursuant to the Canada Shipping Act, the Minister of Transport may issue standards for response organizations, including specifications and technical and operational requirements:

Therefore be it resolved that UBCM request the provincial and federal governments to clearly define “world leading” and “industry standard”.

Convention Decision: Not Admitted for Debate

Resolutions Committee Comments

Refer to resolution A4.

Whereas oil and hazardous and noxious substances (HNS) are being transported through or near communities in British Columbia, and proposals to increase the volume of these substances are currently being considered without adequate consideration for the risks to local communities;

And whereas the increased transport of these products translates to an increased risk to local communities from incidents such as fires, explosions and spills, with the potential to cause significant impacts to health and safety of citizens, first responders and the environment, and require the involvement of local governments to minimize the consequences to their communities;

And whereas despite their vital role in safeguarding their communities and identifying the local risks and consequences of potential incidents, local governments have not been adequately involved in risk assessment and response planning carried out by industry, project proponents and other tiers of government, and are not sufficiently resourced to participate in the risk assessment and planning process, let alone respond to the impacts of oil and HNS incidents on their communities:

Therefore be it resolved that UBCM call on the provincial and federal governments to expand the scope of oil and hazardous and noxious substances (HNS) risk assessment and response planning to include all impacts and consequences on local communities and governments, and introduce additional funding for the resources and locally-specific capacity building required to ensure that local governments are in the best possible position to plan for and protect communities and the environment in the event of fires, explosions, spills and related incidents as a result of increasing transportation of oil and HNS;

And be it further resolved that UBCM and the Federation of Canadian Municipalities call upon the federal government to develop a comprehensive emergency response plan and procedure for hazardous and noxious substance spill related emergencies that includes due recognition of and compensation for the role of local government emergency response services.

Convention Decision: Endorsed as Amended

Provincial Response

Ministry of Environment

On June 15, 2015 the Ministry announced plans to implement a world-leading land-based spill regime by February 2017. Many of the new requirements would ensure that local governments are supported in preparedness, response and recovery for spill events. The Ministry is currently engaged in detailed planning and design work that will inform the regime, including the legislation, regulations, funding model and creating a Preparedness and Response Organization. As the design phase of the project proceeds, it will include further engagement with local governments, First Nations, industry, and other stakeholders.

The requirements for the world leading spill response regime are informed by research commissioned by the province from Nuka Research which assessed the current marine spill preparedness and response capabilities for B.C.'s coastline. Further, the province has sought another report that will identify specific world leading practices.

The new world-leading regime would ensure an effective response to a spill of any hazardous material. Requirements for planning and response also include expanded roles for local governments and First Nations. This will be supported by new preparedness requirements for companies with spill risk. The requirements will include the need to have detailed spill response plans, including geographic response plans, to minimize any impacts of a potential spill. Additionally, equipment staging, trained personnel and practice drills and exercises will be required.

Daniel Fish

From: Mezynska, Urszula CSCD:EX <Urszula.Mezynska@gov.bc.ca>
Sent: Friday, June 17, 2016 11:35 AM
To: Mezynska, Urszula CSCD:EX
Subject: Summary of Local Government Engagement on the CLT's Recommendations
Attachments: CLP Regional Engagement Webinars- Input.pdf; CLP Regional Engagement Webinars 2016 - Provincial Staff Contacts.pdf

This email is being sent on behalf of Tara Faganello, ADM, Local Government Division, Ministry of Community, Sport and Cultural Development

Dear Mayors, Chairs, Chief Administrative Officers and other webinar participants:

In March 2016, the Ministry of Community, Sport and Cultural Development hosted six engagement webinars on the Climate Leadership Plan with local governments from across BC, and committed to sending you a summary of the content discussed during the webinars.

In preparation for the anticipated release of the government's Climate Leadership Plan, I would like to share with you a summary of input on the Climate Leadership Team's 32 recommendations, that was received from participants during the webinars. The comments recorded during these consultations will continue to be useful in informing government's direction on climate action.

For context and reference, please find attached the previously sent list of Provincial Staff Contacts, and the Climate Leadership Team's 32 recommendations are included in the January 2016 Consultation Guide:

<http://engage.gov.bc.ca/climateleadership/files/2016/01/ConsultationGuide-ClimateLeadershipPlan.pdf>

If you have any questions about the engagement process or the content of the attached materials, please contact the Intergovernmental Relations and Planning Branch at IRPD@gov.bc.ca or call 250 387-4037.

Thank you,

Tara A. Faganello, CPA CGA BA Ec.

Assistant Deputy Minister
 Local Government Division
 Ministry of Community, Sport and Cultural Development

Telephone: 250-356-6575

{please be green with this email content}

From: Mezynska, Urszula CSCD:EX
Sent: Friday, March 18, 2016 2:57 PM
To: Mueller, Brent CSCD:EX
Subject: Staff Contacts - Local Government Engagement on the CLT's Recommendations

This email is being sent on behalf of Tara Faganello, ADM, Local Government Division, Ministry of Community, Sport and Cultural Development

Draft Summary of Input from Regional Engagement Sessions on Climate Leadership Team Recommendations (Mar. 8-10, Mar.15-17, 2016)

During the January 25th - April 8th Climate Leadership Plan public consultation period, the Ministry of Community, Sport and Cultural Development conducted six webinars with local governments, five regional (Kootenay-Boundary, Vancouver Island/Coastal, Lower Mainland, North Central and Southern Interior) and one province-wide. Hosted by two Parliamentary Secretaries, senior Ministry staff, and a team of inter-ministry experts, the webinars reviewed the Climate Leadership Team recommendations (as presented in the [January 2016 Consultation Guide](#)) including local governments' experience with the Climate Action Charter. In total, 99 local governments participated. Attendees included mayors, councillors, board chairs, electoral area directors, CAOs, and planning, public works and engineering staff (as determined by each local government). Below is a listing of the input received during the consultations on each of the 32 recommendations, and other items discussed.

If you have additional comments please contact the Intergovernmental Relations and Planning Branch at IRPD@gov.bc.ca or call 250 387-4037.

What We Value	
<i>Targets, Reviews and Intergovernmental Relations</i>	
Region	Input Received and Questions Discussed During Consultations
<i>Kootenay</i>	<u>Recommendation 29:</u> <ul style="list-style-type: none"> Concern about carbon trading - communities would like to reinvest their carbon tax into their communities
<i>Vanc. Island</i>	No comments
<i>Lower Mainland</i>	<u>Recommendation 1-3:</u> <ul style="list-style-type: none"> Are these targets enough to meet international agreements to limited temperature to 1.5C? How were the target percentages decided on and what were they based on? In community discussions—people were asking about having specific percentages. <u>Recommendation 29:</u> <ul style="list-style-type: none"> Would like clarification on this recommendation – will it go up, how much, when and what should it be used for? <u>Other:</u> <ul style="list-style-type: none"> Fully support reducing GHG emissions, but co-benefits (e.g. reduction in air pollutants) also need to be considered
<i>North Central</i>	<u>Recommendations 1-3:</u> <ul style="list-style-type: none"> How have the targets changed and will they meet the targets set in Paris? Can you define industry targets in Recommendation #3; are their specific industries identified within that? Pleased to hear about the sector targets. Is the Province looking at this as being just for BC, or as part of the global system? As BC's LNG can decrease emissions by assisting other areas of the world that are using more carbon intensive energy sources. It is important for us to be global citizens and we think this may be missing here. Do not see Recommendation #3 happening. <u>Recommendation 29:</u> <ul style="list-style-type: none"> Is cap and trade just for BC or nationwide or for Pacific coast?

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	<u>Other:</u> <ul style="list-style-type: none"> Is there the opportunity to discuss recommendations that were not on the topic list of this webinar?
Southern Interior	No comments
Province-wide	<u>Recommendations 1-3:</u> <ul style="list-style-type: none"> Why didn't the Climate Leadership Team consider systems and policies to meet 2020 targets? Why did the sectoral target for transportation not include aviation?
Fiscal Policy [Submit comments directly to: FINclimateleadership@gov.bc.ca]	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<u>Recommendation 7c:</u> <ul style="list-style-type: none"> We would like \$ for infrastructure for electric vehicles, converting fleets(buses) to low GHG vehicles, and clean energy for buildings <u>Other:</u> <ul style="list-style-type: none"> We provide funds for recreation facilities to reduce their GHG emissions, but do not own those facilities so cannot claim those reductions. Is there provincial support for rural areas that do assist (give \$) to community spaces but do not own them?
Vanc. Island	<u>Recommendation 5:</u> <ul style="list-style-type: none"> Has a decision been made to increase carbon tax and by what amount over what time frame? <u>Recommendation 4, 7a & 7c:</u> <ul style="list-style-type: none"> If the carbon tax increases \$10 per tonne, how much of that goes to reducing PST on electricity and how much of it would go to vulnerable groups and local governments? <u>Other:</u> <ul style="list-style-type: none"> Are you looking at amending the Charter to allow municipalities to use local improvement charges (LICs) to help private citizens undertake energy efficiencies and clean energy projects, e.g. a good pilot example is Halifax's Solar City? Nova Scotia and Ontario are the first to move on using LICs for energy efficiency and renewable energy. Low interest borrowing would be through Municipal Financing Authority (MFA) We would like to be able to borrow from the MFA to do solar projects - is the Provincial government considering changing rules so that we can borrow? What would be really helpful (cost and GHG) is if the Ministry of Environment's permitting process for new technologies (e.g. to convert solid waste) was streamlined.
Lower Mainland	<u>Recommendation 5b:</u> <ul style="list-style-type: none"> How is "rural" defined in recommendation 5b? <u>Recommendation 7c:</u> <ul style="list-style-type: none"> What do you mean by incremental tax revenue? We feel that revenue from carbon tax should be put towards greening the economy or reducing GHG, period. LG could get involved in lots of projects – e.g. district energy system from sewer waste. This is good for reducing GHG, because we are no longer using natural gas Dozens of priority projects have already been identified in the many plans that local governments have, e.g. Community Energy and Emissions Plans, Sustainability Plans, and Transportation Plans etc. Is there a potential for the Province to consider using incremental tax revenue to fund transit?

North Central	<p><u>Recommendations 5, 7b, 7c:</u></p> <ul style="list-style-type: none"> • interested in linkage between these recommendations, and wondering if there is a mechanism to provide \$ back to the sector that paid the tax to improve their technologies • Rather than grants where communities will compete with each other, can the Province look at non-application based granting? • Can you give an example of the types of project that would receive funding in 7b and 7c? Would this include projects for operational changes? • Does the Province provide direct incentives to individuals or private residents? • Incentives for street lighting and exterior upgrades from high pressure sodium to LED would certainly be highly valued by our municipality. • We currently operate district energy systems that private systems can connect to if they have a boiler, but it is expensive to do so. Incentives for customers to connect would be great to ensure viability of the district energy system. • Do not accept Recommendation 5. • Monies raised on carbon tax needs to be spent on research and technology rather than cutting taxes and transfers to individuals with low income. <p><u>Recommendation 6:</u></p> <ul style="list-style-type: none"> • What might those other sources of emissions be? And how would it be monitored?
Southern Interior	<p><u>Recommendation 4, 7a:</u></p> <ul style="list-style-type: none"> • Is the Province looking at lower PST for other types of fuels besides electricity? <p><u>Recommendation 7c:</u></p> <ul style="list-style-type: none"> • We would like to see the Province develop a grant program for solar assistance for public and residential buildings.
Province-wide	<p><u>Recommendations 4-7:</u></p> <ul style="list-style-type: none"> • Since we won't meet our 2020 targets, how realistic is it that we'll meet our 2030 and 2050 targets? • Local governments and communities need better fiscal tool/ enabling legislation to densify the urban environment. In particular, home retrofits need to be made more affordable by enabling local governments to introduce local improvement charges.
Adaptation	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<p><u>Recommendation 24a:</u></p> <ul style="list-style-type: none"> • Funding for hazard maps would be great. We suggest that maps be updated, and that the Province allocate a specific fund (from carbon tax revenues) to this. The Province should take the lead and fund it as there are efficiencies to this. We are worried that local governments will be made to update their hazard maps without support. It would be much more efficient if the Province took the ball, ran with it and gave \$ to do it by the Regional District.
Vancouver Island	<p><u>Recommendation 16:</u></p> <ul style="list-style-type: none"> • How have you dealt with the agriculture sector in formulating the recommendations? <p><u>Recommendation 24a:</u></p> <ul style="list-style-type: none"> • How is the Province suggesting dealing with the development of hazard mapping within the Private Managed Forest Lands (PMFL), and in particular, fire risk? • If the Province undertakes this mapping, we are concerned it will not be specific enough to show local variations. We need a scalpel

	not a sledgehammer.
Lower Mainland	<p><u>Recommendation 24a:</u></p> <ul style="list-style-type: none"> Will there be funding for updating local hazard maps? <p><u>Recommendation 24b:</u></p> <ul style="list-style-type: none"> What do you mean specifically by “invest in monitoring systems”? We were hoping to see less self-regulation and more oversight from government into who is reporting and what they are doing.
North Central	<p><u>Recommendation 11:</u></p> <ul style="list-style-type: none"> Can you provide a brief summary of what is meant by the social cost of carbon? This is impossible to monitor and the Environmental Assessment Act is already over prescriptive and open to interpretation. <p><u>Recommendation 16:</u></p> <ul style="list-style-type: none"> What might this look like or what does it mean? Why are we always curtailing revenue development operations like, mining, forestry, agriculture and yet we continue to use up viable production lands for highways, subdivisions etc. in the larger centres. Maybe we need to consider making people live in the community they generate their income. <p><u>Recommendation 24a:</u></p> <ul style="list-style-type: none"> Have you considered increased geotechnical hazards due to change in weather patterns –would this be included in the hazard mapping? Does this recommendation pertain to Provincial mapping or local government mapping? It would be good if there were funding for local governments to update flood mapping which was a responsibility passed down in 2004. What hazards have been identified for what areas? <p><u>Recommendation 24c:</u></p> <ul style="list-style-type: none"> Do you have examples of government risks for this recommendation? Our municipal drinking water is snow pack dependent, so it would be good if, for example, we had LIDAR studies and surveys for water resource management. <p><u>Recommendation 24d:</u></p> <ul style="list-style-type: none"> Are there any details or plans for this recommendation? <p><u>Recommendation 25a, b:</u></p> <ul style="list-style-type: none"> Suggest not just using First Nations traditional knowledge but all members of the community; all community members should get equal and similar programs.
Southern Interior	<p><u>Recommendation 11:</u></p> <ul style="list-style-type: none"> Can you expand on what is meant by the social cost of carbon?
Province-wide	<p><u>Recommendation 24 a-d:</u></p> <ul style="list-style-type: none"> Increased communication and dialogue is always a good thing. Will updated hazard maps be made available to local governments to help with land use planning? Will funding be available to local governments to help mitigate flooding and other risks associated with climate change? We are poised to have significant impacts from sea level rise (e.g. resorts will be inundated with a small rise). Are there any mechanisms for mitigation and/or compensation? <p><u>Recommendations 16 and 25:</u></p> <ul style="list-style-type: none"> Will you be working with the Marine Planning Partnership when considering protected area strategies for the North Coast?

<p>INFORMATION FOLLOW UP: Marine Planning Partnership is a partnership between FLNRO and First Nations on the North Coast.</p>		
The Way We Live		
Communities		
Region	Input Received and Questions Discussed During Consultations	
Kootenay	<p><u>Other:</u></p> <ul style="list-style-type: none"> How does drought, water source and drinking water planning in light of climate change fit into the Climate Leadership Plan? We have not seen this prominent in the discussions but it is top of mind for constituents. 	
Vancouver Island	<p><u>Recommendation 21:</u></p> <ul style="list-style-type: none"> Charter is now accepted and has been very beneficial in directing further action through the community energy and climate plans. We appreciate the provincial initiative on this, and think updating it is a great idea. Can you expand on how you see the alignment of the Province and communities under the Charter reinvigoration? Climate Action Charter – In the beginning, the fact that it was not legally binding helped get council votes, in addition, the belief that we would not be able to participate in programs/grants if we did not sign on. Signing of the Charter was the first step, and we have received a lot of help along the way. <p><u>Recommendation 22:</u></p> <ul style="list-style-type: none"> We'd like to see more focus on zero waste than waste to energy. We would encourage the Province to look at some other funding streams for food and organic waste diversion. Very interested in waste to resource strategy especially regarding dealing with residuals locally but find a lack of solutions (e.g. contractors with solid business plans) to deal with it, so anything the Province can do to help bring a solution would be great. Waste to resource strategy has tremendous benefits (including GHG reduction) and has been used in Germany and also Japan, but we need energy from waste to look at biomass, and at integrated energy systems that can end up being a revenue generator. Where are the recommendations for local food production? Need focus on waste to compost to be available for local food production in addition to just waste to energy. The 25% tax reduction for farmers to donate food to food bank rather than landfill does not apply to small producers – if ministry is really interested in local food production, we encourage them to look beyond the industrial scale producers. <p><u>General:</u></p> <ul style="list-style-type: none"> Local food supply and agricultural land is of great importance to us. One really important piece is having production and storage facilities to enable locals to make produce available for longer periods of time. 	
Lower Mainland	<p><u>Recommendation 21:</u></p> <ul style="list-style-type: none"> We need more info on what this means? What does this mean for Charter signatories? The Charter has been an excellent way to advance climate work but there has not been enough work on supporting compact, compete communities and land use. How does the Province assist small municipalities that have limited abilities to meet Charter commitments? Small communities need help to assess risk and developing risk management plans. 	

	<p><u>Recommendation 22:</u></p> <ul style="list-style-type: none"> • While we are supportive of an aerobic reduction, waste to resource cannot include waste to energy as incineration of waste is not consistent. • What is the definition of waste to resource?
North Central	<p><u>Recommendation 21:</u></p> <ul style="list-style-type: none"> • Sometimes the technologies to implement climate goals supersede our financial abilities, are there any efforts to look at modernizing local government so that we can act a little faster, and take advantage of opportunities? A lot of time, we do not hear about funding opportunities in a timely fashion. We have our OCP and then a funding opportunity may distract us from our long term OCP vision. How do we start to erase the distractions and focus on what needs to get done. It would be beneficial to have a ministry that was a cross of all ministries. • CARIP is very labour intensive for the \$ received. CARIP needs to be looked at if you want to get to 100% signing the Charter.
Southern Interior	<p><u>Recommendation 21:</u></p> <ul style="list-style-type: none"> • Is the Province intending to look at the CARIP program as a part of this recommendation? • Charter was a huge impetus to take action. It has been positive to have the Charter as a focal point for action as it makes it easier when all local governments are doing something rather than each doing something on their own. We need that kind of energy back again in terms of work around climate action in the Province and local governments. Premier Campbell took a leadership role that helped us get work done. • It is important to continue to include Local Governments in moving forward to meet GHG reduction targets. The Climate Action Charter and the Climate Action Revenue Incentive Program have been valuable. • We feel the requirement to annually update the Corporate GHG emission inventory, address what actions have occurred in the previous year and planned for the next year to be very valuable. • We annually review the provincial summary of actions that have occurred to identify actions which actions may be relevant for us and to stimulate ideas for future projects. • The requirement to report annually to council has helped to raise awareness of climate change and the importance of addressing climate mitigation and adaptation. • It is important to continue to engage municipalities through webinars like the recent CARIP Reporting Back to Basics webinar, through e-mail updates and the Climate Action Toolkit. <p><u>Recommendation 22:</u></p> <ul style="list-style-type: none"> • Do you have updates on any protocols for landfill cover systems and organic composting systems? • Would this recommendation include consideration of bio-solids from liquid waste treatment plants?
Province-wide	<p><u>Recommendation 22:</u></p> <ul style="list-style-type: none"> • More focus needs to be placed on waste reduction policies (i.e. zero waste policy) in addition to a waste-to-energy policy. • Waste-to-energy should be put on hold until waste reduction is dealt with better. • Supportive of a waste-to-energy strategy, but there must be money provided to support implementation of the strategy by local governments to avoid raising taxes.
<p>INFORMATION FOLLOW UP: Tax reduction for farmers - https://news.gov.bc.ca/releases/2016AGRI0008-000275</p>	

Organics Diversion - 'How' tab - <http://www.toolkit.bc.ca/carbon-neutral-government>
Climate Action Revenue Incentive Program (CARIP) - <http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>
Climate Action Charter - http://www.cscd.gov.bc.ca/lgd/greencommunities/climate_action_charter.htm

Buildings	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<p><u>Recommendation 20a:</u></p> <ul style="list-style-type: none"> • We should be encouraging 2X8 framing instead of 2X6 as it is good for the lumber market, good as a sink of carbon, and makes it easy to add insulation up to R28. This is important to push through the building code. • If we proceed down this avenue then the funding agents must include that extra cost in construction for things like schools and hospitals. <p><u>Recommendation 20c and 20d:</u></p> <ul style="list-style-type: none"> • These recommendations are very important. This will have the most impact on the residential sector. The Province can direct BC Hydro, but are you looking at asking Fortis Gas/Fortis Electric to do the same? • Locally there is strong feeling that Energy Ratings should be done as a condition of sale, to encourage building materials and appliances to be most efficient. • It is really costly to build a new home, so the Province needs to think about whether adding a new cost will impact that, as any additional cost would be detrimental to building or purchasing and our economy.
Vancouver Island	<p><u>Recommendation 20c:</u></p> <ul style="list-style-type: none"> • Seems to speak to Local Improvement Charges (LICs) but I think the 20C is speaking to on-bill financing • Nova Scotia and Ontario models are very good for LICs and potential financing through Municipal Finance Authority. <p><u>Other:</u></p> <ul style="list-style-type: none"> • These are really important issues in our community, and we hope to see these requirements to gradually, incrementally increase so eventually we have zero emission buildings. • Good recommendations on building energy efficiency – but we need to consider embodied energy in the construction materials and deconstruction and loss of sequestered carbon from development on site.
Lower Mainland	<p><u>Recommendation 20a:</u></p> <ul style="list-style-type: none"> • Is that requirement now law? • Do public sector buildings include local government buildings? • Applaud the government for this. <p><u>Recommendation 20b and 20d:</u></p> <ul style="list-style-type: none"> • Passive housing – this is an emerging opportunity, will that be part of the recommendations? • Codes are really important to have updated so we don't slow down innovation. • Applaud Province for making these requirements as it forces us to the highest standard, rather than falling to the lowest standard • Is the Climate Leadership Team using the Clean Energy Act definition for renewable energy in 20b? <p><u>Other:</u></p> <ul style="list-style-type: none"> • We don't see biomass as a clean energy source as it pollutes in other ways.
North Central	No comments

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Southern Interior	<u>Recommendation 20a:</u> <ul style="list-style-type: none"> Does this apply to local government buildings as well? Will an onsite renewable component be required for public building retrofits? <u>Recommendation 20b:</u> <ul style="list-style-type: none"> Is this recommendation being explored as part of updating the building code through Bill 3?
Province-wide	<u>Recommendation 20c:</u> <ul style="list-style-type: none"> Local improvement charges can play a big role in addressing this regulation, but local governments need enabling legislation and regulation to implement. <u>Recommendations 20b and 20c:</u> <ul style="list-style-type: none"> Will the building code be updated to enable best-in-class energy efficient buildings?
<p>INFORMATION FOLLOW UP: BC Hydro's Home Energy Rebate Offer - https://www.bchydro.com/powersmart/residential/savings-and-rebates/current-rebates-buy-backs/home-renovation-rebates.html?WT.mc_id=rd_homerebates</p>	

The Way We Travel	
Transportation	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<u>Recommendation 23:</u> <ul style="list-style-type: none"> We need to encourage BC Transit to have a proactive plan going forward. We are trying to grapple with new reallocation of \$7million fund. We need to be able to organize transit at convenient times, and at least 3 times a day. We need an assessment done on the convenience of public transit. Agree we need more transit, as it is limited in our valley.
Vancouver Island	<u>Recommendation 19a:</u> <ul style="list-style-type: none"> We do see a reliance on vehicles, we know that they are 70% of our GHG emissions. We are very supportive of ways to support electric vehicles (EVs). Any subsidy for EVs would be very positive and with the new models and greater range that will be good for the future. <u>Recommendation 23:</u> <ul style="list-style-type: none"> This is a big one for us. We have nodes of dense population and a lot of rural area, which makes transit a challenge as it is very expensive and hard to provide frequency to make it work for people. We provide transit for social reasons. <u>Other:</u> <ul style="list-style-type: none"> We would like to encourage biodiesel but currently there is a tax on them that is really unfair (motor fuel tax and carbon tax). It would be good to do something about these taxes and take them off biodiesel. We like these recommendations and we think we need to consider reductions in air travel for shipping and pleasure, as these are a major GHG contributor—are there any conversations going on regarding air transport?

Lower Mainland	<p><u>Recommendation 19a:</u></p> <ul style="list-style-type: none"> • We are seeing more electric vehicles, but multi-family buildings do not often have charging infrastructure and it is super expensive to retrofit. Has there been any consideration of standards for charging infrastructure? <p><u>Recommendation 23:</u></p> <ul style="list-style-type: none"> • Often it seems financial assistance for transit is for larger communities, smaller communities also need continued support/\$ • Agree with the above bullet. • Any thought from the Climate Leadership Team on how the Province would increase use of transit through provincial policy? And will these efforts be formalized in the Climate Leadership Plan? • How will this recommendation build on existing regional transit strategies? • We need to support non-motorized travel through things like Bike BC grants and bike infrastructure. • We'd like to see a reasonable and rational approach on tolling in Metro Vancouver. The Province owns most bridges, and studies show tolling reduces traffic and congestion, and increases use of transit. • We have seen 10 years of the Province refusing to take a position on tolling, and we don't like the position of having to have an alternative route if there is a toll route. We would like to request that the Province take a position on tolling and road pricing. • Is the Province considering reallocating the roads and bridges budget to active transportation? <p><u>Other:</u></p> <ul style="list-style-type: none"> • We would like to see use of clean electric shore power, and ask that electric power be installed at major truck stops. After Air Care was cancelled, we thought it would be replaced with a program on heavy duty diesel emission, is that still being developed? <p><u>Recommendation 19c:</u></p> <ul style="list-style-type: none"> • Locomotive idling and aviation fuels, why are they not part of any recommendations?
North Central	<p><u>Recommendation 19a:</u></p> <ul style="list-style-type: none"> • We are happy to have low emission vehicles, but has there been thought to how this would work in the North where we often have to travel between communities for work? We are not sure how reliable they will be when they have a different set of skills to look after them. <p><u>Recommendation 19a-c:</u></p> <ul style="list-style-type: none"> • We do a lot of cross border work with Alberta and Saskatchewan, would they also have to follow these frameworks? If not, those companies could underbid the companies in BC. • Has there been any consideration to the pollution caused by the disposal of batteries for electrically run vehicles and other devices. I am told that there is no safe disposal of the batteries when they become non-rechargeable. • Maintenance cost for propane fueled vehicles is much higher and is not viable in colder climates. <p><u>Recommendation 23:</u></p> <ul style="list-style-type: none"> • Can you provide an example of support that could be provided for increased transit in our part of the province? We certainly take advantage of Bike BC. <p><u>Other:</u></p> <ul style="list-style-type: none"> • Communication improvement would help to reduce transportation emissions in the north – e.g. high speed service, cell service. • Erosion of local services, e.g. medical diagnostics, is contributing to transportation emissions in the North.

Southern Interior	<p><u>Recommendation 19a:</u></p> <ul style="list-style-type: none"> Can you comment on supports for electrification of transportation fleets? <p><u>All Recommendations:</u></p> <ul style="list-style-type: none"> We are concerned there is too much focus on zero emission vehicles and the low-carbon fuel standard (LCFS). They are important but we get the sense that recommendation 23 and alternative modes like transit, pedestrians and cycling are an afterthought. We are concerned that the Province will focus its plan still on fuels/vehicles, and that transit, pedestrians and cycling will fall to communities. <p><u>Other:</u></p> <ul style="list-style-type: none"> Suggest requiring all local and provincial fleet to be hybrid or electric.
Province-wide	<p><u>Recommendation 19a:</u></p> <ul style="list-style-type: none"> Is there a provincial role in helping remote communities with electric charging stations? <p><u>Other</u></p> <ul style="list-style-type: none"> Commercial vehicle electrification in remote areas may have some logistical challenges. As it stands there are tremendous fuel and financial costs involved in getting wood fibre to market.
<p>INFORMATION FOLLOW UP:</p> <p>http://www2.gov.bc.ca/gov/content/transportation/driving-and-cycling/cycling</p> <p>http://www2.gov.bc.ca/assets/gov/government/about-the-bc-government/transportation/bconthemove.pdf</p> <p>https://www.cevforbc.ca/clean-energy-vehicle-program</p>	

The Way We Work	
Natural Gas and LNG; Forestry and Agriculture	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<p><u>Recommendation 17:</u></p> <ul style="list-style-type: none"> We need to look at forestry practices so we should no longer have slash and burn as this contributes to GHG emissions. We agree with increased carbon sequestration. Glad to hear that the Province is working on the above issue (of slash and burn) as it is a big issue. What do you have to induce small companies to use that material? Very supportive of reuse of forest harvest residuals and further development here. It seems as though there are some great initiatives with tenure holders to increase in-the-field use. When forests are clear cut what does that mean in terms of GHG emissions? Is there really strong oversight by the Province to make sure that it is being reforested Is there a formal position of the Province – on scavenging for fire wood? We would see district managers be proactive and put it back into the hands of the public and let them harvest this material prior to it being burned. Is there any consideration to make redundant forest roads in order to sequester more carbon? <p><u>Recommendation 18:</u></p> <ul style="list-style-type: none"> With inspection facilities centralized, many farmers are going out of business or are driving significant distances. We want food

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	processing in communities so that they don't have to drive so far and it is more economical for them. Can we see this review in the Climate plan for perhaps a more realistic approach including with regards to the Meat Inspection Regulation?
Vancouver Island	<u>Recommendation 14 and 15:</u> <ul style="list-style-type: none"> LNG jobs should not be included in the clean tech economy. We would like to see a sunset clause included in LNG in recognition that LNG is still a fossil fuel and not as great as an advantage. Seven to nine percent of all GHG gases were fugitive emissions and that is a big number, they are hard to capture. Getting fugitive emissions is a good goal. Natural gas is methane. Whether there are fugitive emissions or not, we need to wean off of fossil fuels. All the current science shows that we should not be creating new fossil fuel infrastructure.
Lower Mainland	<u>Recommendation 15:</u> <ul style="list-style-type: none"> Was there a concept to reduce fugitive and vented methane emissions beyond 40% in 5 years? <u>Recommendation 17:</u> <ul style="list-style-type: none"> We do not think that biomass is a clean source of energy and coal fired power plants shouldn't burn garbage either. Because of the issue of pollution, we think they should be using natural gas not biomass.
North Central	<u>Recommendation 17:</u> <ul style="list-style-type: none"> To do this in our area specifically will require more fuel for transportation and the value of the material is next to nothing. There will either have to be a subsidy for transportation or research into non-carbon fuels. Propane conversion also does not work in the north as it freezes below certain temperatures and therefore cannot be used. <u>Other:</u> <ul style="list-style-type: none"> Climate policies should be assessed for full consequences on both the environment and the economy. BC is a resource-based economy and we cannot leave those industries in the dust, we have to balance things appropriately.
Southern Interior	<u>Recommendation 17:</u> <ul style="list-style-type: none"> Will this include stopping slash and burn practices and beehive burners?
Province-wide	<u>Other:</u> <ul style="list-style-type: none"> BC's old growth rainforest is a world class carbon sink. Are there any plans to halt all old growth logging?
INFORMATION FOLLOW UP: Forests and Agriculture: https://www.for.gov.bc.ca/het/climate/carbon/Forest-Carbon-Discussion-Paper_201310.pdf https://www.for.gov.bc.ca/hth/timber-tenures/small-scale-salvage/index.htm	
Electricity; Low Carbon Economy	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<u>Recommendation 10 & 12:</u> <ul style="list-style-type: none"> We are concerned about electricity pricing. Fortis has two tiers. How about removing tiers for pricing and moving to time of day pricing? We do not see an emphasis on solar and wind. We would like to see some stimulus programs for solar and more research on where wind might be applicable. We want it spelt out as a focus for proceeding into the future. It is also our experience that the cost of electricity is going up leaps and bounds and becoming cost prohibitive, and so solar would help augment this. We do not see hydro as

	<p>the only solution, and we want incentive programs from the Province and the Federal government for solar and wind.</p> <ul style="list-style-type: none"> • Solar hot water may or may not be as economical depending on source water, as preheating hot water has an incremental benefit depending on source (temperature) of water. The real potential is assessed site by site. Are the energy potential maps of the Province being updated? We should put the info out to people to help make choices – e.g. maybe solar PV, solar hot water. • We hope that these initiatives for energy also eventually explore the components of grid-tied feasibility and increased pricing incentives (i.e. pricing that is fair), for non-commercial residents. This accomplishes both the operational and public relations value in communities. Currently, Fortis pays 2.8 cents/kWh, while at the same time the customer buys back at about 4-6 times that much. This balance does not incentivize small-scale power production.
Vancouver Island	<p><u>Recommendation 12:</u></p> <ul style="list-style-type: none"> • It seems that this recommendation and BC Hydro's integrated resource plan have inconsistent goals (Climate Leadership Team says 100% clean by 2025, but BC Hydro says it will use Natural gas)? • We want clean energy in the North Coast, not natural gas fired. • The devil will be in the details. We have gone from support for run of river to extremely negative reaction to it, due to impacts on forest through power lines and other problems. • We think this is a great initiative. Were BC Hydro to provide a greater solar incentive (even a few cents per kWh) it could have a huge effect. It may need an integrated strategy, but it could be a good partnership with Hydro as you could use less of water behind dam in summer when you have peak solar. In remote communities which have much higher costs for diesel, there should be good opportunities for solar and other alternatives. • We support the other comments on solar projects, as technology has brought the cost down, and it is becoming a viable solution. It is not clear the public knows about this. • Totally agree that BC Hydro could have higher solar pay on grid tie in. There are still barriers to this like increase in property assessment and corresponding municipal taxes. We think there could be other advantages once there are more electric vehicles in use. • Advances in battery tech are going to make the ability of solar array to store power, and power electric vehicles overnight. This will make it even more viable. • We would like to see more support for geothermal. It is a consistent energy source unlike other green energy sources that are intermittent, and we are one of the Pacific Rim countries not doing larger geothermal. There is potential to transform decommissioned mines into geothermal energy sources and we would love to have some resources or support to look at doing this in our communities
Lower Mainland	<p><u>Recommendation 28:</u></p> <ul style="list-style-type: none"> • We hope that this review will look at opportunity is for local governments to retain offset \$ so that they can use that to reduce GHG emissions.
North Central	<p><u>Recommendation 12:</u></p> <ul style="list-style-type: none"> • Where would this scenario fit with operations like co-gen or pellet plants when producing electricity? <p><u>Recommendation 26:</u></p> <ul style="list-style-type: none"> • Would the Province consider LNG as an alternative to diesel? In situ natural gas may make sense.
Southern Interior	<p><u>Recommendation 10:</u></p> <ul style="list-style-type: none"> • A plug for clean energy and clean energy businesses including incentives for the clean energy sector. Also are there any updates?

	<u>Recommendation 12:</u> <ul style="list-style-type: none"> Are there plans to support solar energy in the province?
Province-wide	<u>Recommendation 12:</u> <ul style="list-style-type: none"> Fully in support of solar, wind and geo-thermal energy. <u>Recommendation 13:</u> <ul style="list-style-type: none"> What types of energy are you considering to replace diesel in remote communities? <u>Recommendation 27:</u> <ul style="list-style-type: none"> Is there funding available for clean energy businesses that aren't first nations?
<p>INFORMATION FOLLOW UP:</p> <p>Community Energy Leadership Program - http://www2.gov.bc.ca/gov/content/industry/electricity-alternative-energy/community-energy-systems/community-energy-leadership-program;</p> <p>Innovative Clean Energy Fund - http://www2.gov.bc.ca/gov/content/industry/electricity-alternative-energy/innovative-clean-energy-solutions/innovative-clean-energy-ice-fund;</p> <p>BC Hydro's Standing Offer Program - https://www.bchydro.com/energy-in-bc/acquiring_power/current_offerings/standing_offer_program.html</p> <p>BC Hydro's Net Metering Program - https://www.bchydro.com/energy-in-bc/acquiring_power/current_offerings/net_metering.html?WT.mc_id=rd_netmetering</p>	

Other Comments	
Region	Input Received and Questions Discussed During Consultations
Kootenay	<p><u>Funding:</u></p> <ul style="list-style-type: none"> Funding is very important. We got funding when we put in a water treatment plant to help with micro hydro, and it was a huge help and something we would not have done if we had not had a grant. We will be looking at having our community energy planning group do a renewable energy scale for our area. Many assets are not owned by the local government. Will grants be available to societies if supported by the local government? <p><u>Engagement and Input:</u></p> <ul style="list-style-type: none"> We would like to be engaged. It would be nice to have another session like this, as it is to hear what other people are thinking. It would be good to see the summary of these engagements, and keep track of how the initiative is unfolding. What is the input period for the Climate Leadership Plan? We would like to see a summary of questions and answers along with the contacts for Provincial agencies. <p><u>Other:</u></p> <ul style="list-style-type: none"> We would like information on community forests and how they figure into the carbon credits? We have been asked by the public to take over more and more parks. Is the sequestration they provide, valid to claim for their GHG reductions?
Vancouver Island	<p><u>Engagement and Input:</u></p> <ul style="list-style-type: none"> How do we do provide more input or best approach you for answers? Thanks for the opportunity we will be bringing forward a proposal urging all 32 recommendations. We appreciate the engagement today and our committee supports all 32 recommendations.

	<ul style="list-style-type: none"> • Thanks for the opportunity to give direct input on the document. • We appreciate the efforts of the climate group and appreciate the process. <p><u>Other:</u></p> <ul style="list-style-type: none"> • Lots of good ideas from the engagement. Our corporate energy strategy has been a huge success. One troubling thing is that many policies are inconsistent (e.g. reduction in transit funding). We suggest an additional recommendation that all policies should be done with an environmental lens including a GHG reduction lens.
Lower Mainland	<p><u>Engagement and Input:</u></p> <ul style="list-style-type: none"> • This process has been so easy. • Do we have list of all connected LG participants? • Good experience with the consultation and being able to talk directly to the Province. • Will the Province consider opening up an additional consultation phase to review a draft plan? • Additional support for a local government review of a draft plan. • Thank you for the webinar today. Will there be an opportunity (similar to the Green Communities Working Groups – small communities, large communities, and Carbon Neutral) to partner with the Province to discuss challenging issues of land use? • It would be good if the plan outlined a multi-stakeholder working group to help implementation of the plan. • Thank you it has been informative and I like the format to hear from others. <p><u>Other:</u></p> <ul style="list-style-type: none"> • Local governments are all engaged, with e.g. recycling, retrofitting houses, changing bylaws etc. One thing that would be beneficial is if the Province could actually collect that data and see where we are at, what we are doing well and where we need to work on things. • Additional sequestration from forestation and, co-benefits of tree planting is important for GHG reduction. • The BC Hydro Sustainable Communities program has been instrumental; could the Province consider how that kind of capacity building for local governments could be enhanced? • How does land use planning fit into the recommendations? • Realizing and quantifying the sequestration on natural assets, we would like to see this included in the plan. • We would rather use the money we pay to get to carbon neutrality to invest in our communities. We would like Provincial policies to favour this over purchasing carbon offsets.
North Central	<p><u>Engagement and Input:</u></p> <ul style="list-style-type: none"> • Thank the Province for leadership on this. It would be great to have a forum (in addition to what already exists) to share success stories. • BC Hydro funded community energy managers were a great asset for the time we had them. • Was there a northern representative on the Climate Leadership Team?
Southern Interior	<p><u>Engagement and Input:</u></p> <ul style="list-style-type: none"> • Great to see such a diverse group of people on the Climate Leadership Team – hope we can move forward on these recommendations. • How do the 32 recommendations align with what is happening elsewhere in the country? Are we heading in the right direction? Are we leaders? The recommendations are meant to be taken as a whole, is that still the view? • While the CLP consultation webinar for local governments was appreciated, it would have been valuable to have received information earlier in the consultation process.

Province-wide	<p><u>CARIP:</u></p> <ul style="list-style-type: none"> • For small local governments, the time and costs it takes to meet the CARIP requirements is not worth the money that is received in return. • Curious about whether there are other small communities that don't necessarily get value out of CARIP? <p><u>Engagement and Input:</u></p> <ul style="list-style-type: none"> • Will there be a synopsis of the engagement available? • Video conferencing system is good, but it would be great to have a list of the speakers and staff. • It would be good to know how many people are on the video conference.
<p>INFORMATION FOLLOW UP: Federal/Provincial Climate - Vancouver Declaration - http://www.scics.gc.ca/english/Conferences.asp?a=viewdocument&id=2401</p>	

June 6, 2016

RECEIVED JUN 15 2016

Barry Pages
Chair
Regional District of Skeena-Queen Charlotte
14-342 3rd Ave W.
Prince Rupert, BC V8J 1L5

Barry Pages,

Re: Federal government reviewing our public postal service - Have your say!

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

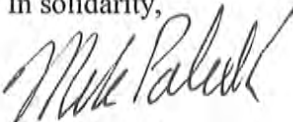
The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,



Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators, CUPW locals

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CONTACT INFORMATION FOR CANADA POST REVIEW

Step 1: Providing input to the task force now

The task force is collecting input from Canadians through a 'question of the week'. It is also providing a number of ways for people to make general comments (June 23rd deadline for municipalities and organizations, end of July deadline for public):

- Online: Canada.ca/canadapostreview
- Email: TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca
- Twitter: Tweet and use #CPReview2016 hashtag
- Facebook: Like, share and comment at [Facebook.com/Canada-Post-Review-521437564704406](https://www.facebook.com/Canada-Post-Review-521437564704406)
- Instagram: Share photos and include the #CPReview2016 hashtag
- Fax: 1-844-836-8138
- Mail:
Canada Post Review
CP 2200
Matane, QC G4W 0K8

Please share your input with us at Feedback@cupw-sttp.org or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

What to say?

Tell the task force what you want from your public postal service and what you don't want. Make suggestions on how postal services could be expanded. You can get information on new services and other issues in the weeks to come at CUPW.ca/canadapostreview

Step 2: Providing input to the parliamentary committee in the fall

The government says that details about the parliamentary committee's consultations will be made public as they become available.

Public review on future of Canada Post

Whereas Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

Whereas there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

Whereas the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, starting with an independent task force that will collect input from Canadians, do research, gather facts and draft a discussion paper in September of 2016, identifying viable options for postal service in this country.

Whereas a parliamentary committee will consult with Canadians in the fall of 2016 on the options that have been identified in the task force's discussion paper and then make recommendations to the government on the future of Canada Post.

Whereas it will be crucial for the task force and parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, restoring home mail delivery, keeping daily delivery, adding postal banking, greening Canada Post, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible.

Therefore be it resolved that (name of municipality) provide input to the Canada Post Review task force and make a submission when the parliamentary committee consults with Canadians this fall.



A bank for everyone

Support Postal Banking

Postal banking is the provision of financial and banking services through a post office. It is not a new or radical idea. Postal banks already exist in many parts of the world where they are used to:

- increase financial inclusion
- promote economic development
- and generate revenue to preserve public postal service and jobs

In fact, our post office used to have a national savings bank – up until 1969 – and there is no reason we shouldn't have one today.



Why do we need postal banking?

- 1** Banks are failing to meet the needs of a growing number of Canadians. Thousands of towns and villages across our country do not have a bank. But many of them have a post office that could provide access to financial and banking services.
- 2** Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. A postal bank could be that alternative.

3 Canadian banks have raked in enormous profits while cutting service, closing branches and charging some of the highest banking and ATM fees in the world. We deserve better.

4 Post administrations around the world, including Canada Post, have seen traditional mail volumes decline in recent years. Many post offices have added or expanded financial services in order to lessen their dependence on declining mail volumes and revenues. Postal banking could help Canada Post make money and increase its ability to provide public postal service and create decent jobs in communities throughout Canada.

Postal banking is lucrative!

New Zealand: Kiwibank generated 81% of New Zealand Post's after tax profits.

Switzerland: PostFinance produced 48% of Swiss Post's operating profits.

Italy: BancoPosta profits allowed the Italian post office to make 57 million Euros in profits (\$86.1 million CAD) in spite of losses incurred by its postal business.

France: La Banque Postale's operating profits of 842 million Euros (\$1271.6 million CAD) made a significant contribution to Le Group La Poste's operating profits of 719 million Euros (\$1085.8 million CAD).

Sources: New Zealand Post, Swiss Post, Poste Italiane and Le Group La Poste, 2014

Postal banking has social & economic benefits

France: Banque Postale has an obligation to provide products and services to as many people as possible. It provides a Livret A or passbook savings account, at no charge, to anyone who requests it. It also provides banking services to the financially vulnerable and financing for social housing, voluntary organizations and microentrepreneurs lacking bank credit.



Brazil: Since its creation in 2002, Banco Postal at Brazil's post office has opened over 6,200 postal bank branches and provided bank accounts to about ten million people. These efforts are largely designed to meet the needs of poor and marginalized populations living in rural and underdeveloped areas.



Italy: BancoPosta offers current accounts, payment services and postal savings products on behalf of Cassa depositi e prestiti (CDP). The CDP, which is 80% owned by the Italian government, supports the development of the country



by financing the investments of public entities, helping local authorities leverage their real estate assets, investing in social housing, and supporting energy efficiency policies.

We had a postal bank

Canada had postal banking for over a hundred years. The federal government passed legislation establishing a post office savings bank system just after Confederation in 1867 in order to provide a savings service to the working classes and small town residents. This system began operating in 1868 with 81 locations and grew quickly. By 1884, there were 343 post office savings banks, with a balance of \$13 million from almost 67,000 accounts. However, Canada's postal banking system confronted challenges from chartered banks by the 1890s. These banks, facing a recession, became interested in attracting the kind of small-time depositors who used post office savings





Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. We deserve better.

banks and they actively worked to undermine postal banking. In 1898, the chartered banks successfully lobbied the government to reduce the interest rate paid on deposits at postal savings banks from 3% to 2.5%. They also worked to eliminate advertising by postal banks. As time went on, chartered banks and credit unions increased their presence in communities and the post office and government became less interested in maintaining the network. The post office savings bank system was closed down in 1969.

Support for postal banking

Municipalities: Over 600 municipalities have passed resolutions that support postal banking.

Public: Almost two out of every three respondents (63%) to a 2013 Stratcom poll supported Canada Post expanding revenue-generating services, including financial services like bill payments, insurance and banking.

Canada Post: A number of former Canada Post presidents have considered and even promoted the notion of the corporation getting more involved in financial services: Michael Warren, Andre Ouellet, Moya Greene.

Universal Postal Union: The UPU, a United Nations agency, thinks post offices should be looking at expanding financial services. It has produced a global roadmap for the future. This roadmap calls for the continued development of postal networks along three dimensions – physical, financial and digital/electronic.

Federal parties: Most federal parties have expressed either support for or an interest in postal banking. In 2014, the Liberal Party postal critic said the merits of postal banking should be explored in the context of several different options for the future of Canada Post.



Canada Post's secret postal banking study

Canada Post conducted a secret four-year study on postal banking that indicates that adding this service "would be a win-win strategy" for the corporation. This study was obtained through an Access to Information (ATI) request. Unfortunately, 701 of the study's 811 pages were redacted. CUPW has asked Canada Post's President to release the full report, but he has refused.

What would a postal bank look like?

There are many different models of postal banking. Some postal administrations set up their own bank. Others act as a financial intermediary by providing services in partnership with banking and other financial institutions, such as credit unions. In this instance, they work with one or a number of institutions, which operate nationally or in different regions. Some postal banks deliver a broad range of financial services, while others provide a more limited offering.

Services provided by postal banks:

- Savings and checking accounts
- Online banking
- Bank machines
- Credit cards, debit cards, pre-paid cards
- Money transfers, including remittances
- Insurance (home, auto, travel, etc.)
- Loans and mortgages
- Investment products (RRSPs, mutual funds, annuities)
- Foreign currency
- Other services such as financial counselling

Government review of Canada Post

CUPW wants the government review of Canada Post to recommend the addition of financial and banking services at Canada Post, or at a minimum, a task force to determine how to deliver new financial and banking services through our postal service.

Please consider making this recommendation to the review.

For more information:

A postal bank for everyone – Support Postal Banking
www.cupw.ca/PostalBanking

Why Canada Needs Postal Banking
<https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The Banks Have Failed Us: Postal Banking To The Rescue
<http://www.cupw.ca/postal-banking-rescue>

Rural Canada is underserved by financial services:
Why post offices need to offer banking services
http://cpaa-acmpa.ca/pub/files/banking_services_SEPT23Eng.pdf

Banking on a future for posts
<http://www.cupw.ca/campaign/resources/banking-future-posts>





A Canada Post for Everyone



Daily door-to-door delivery: It's not just more convenient. It's better for the environment.

Canada Post delivers billions of letters and parcels to homes and businesses every year. Many Canadians consider it a trusted and valuable service.

But did you know that home mail delivery is the most environmentally friendly way of moving letters and parcels from sender to receiver? And it's greener when it's done five or six days a week.

From an environmental perspective, Canada Post is the best delivery option. According to a 2011 report, getting a parcel delivered by Canada Post can cause up to 6 times less CO₂ emissions than an overnight delivery by a courier, and 3 times less than having a customer make a 5-km trip to pick it up in a store.

Why Canada Post is the greener option

The boom in online shopping means that millions more parcels are being delivered by Canada Post and other delivery companies. That's a lot of cars and trucks on delivery runs.

Last year, the number of parcels delivered by Canada Post alone increased by almost 10%. But with Canada Post, the amount of greenhouse gas emissions barely increases. Why? Because, unlike other delivery companies, Canada Post already has people delivering mail and parcels to every neighbourhood in the country on a daily basis.

Why daily delivery is the greener option

If we cut mail delivery back to three days per week, Canada Post would lose its environmental advantage. It would make Canada Post's parcel delivery more expensive, which would result in the corporation losing market share to less environmentally efficient companies.

A vehicle delivering letters and parcels together keeps down the cost and environmental impact of each piece.



**Our daily
door-to-door
delivery network
is part of a
sustainable future
for Canada Post.**

**Let's keep it
greener.**

What if I don't get my mail every day?

Lots of us don't get mail every day. That kind of fluctuation in volume is already built into the delivery system. Having carriers deliver fewer days per week would only make it harder to reduce our carbon footprint.

Businesses of all sizes rely on daily delivery for cash flow and time-sensitive items. So courier companies would step in to fill in the gap, meaning three or more delivery trucks and vans driving the same streets.

Why door-to-door delivery is the greener option

There are many reasons why people hate so-called "community mailboxes":

- they cause more traffic congestion
- lower property values
- thefts, and injuries due to slips and falls

They also cause more people to drive to pick up their mail, creating more pollution. Cars sit idling while residents struggle to open frozen locks and get the mail.

One poll shows that over a third (34.2%) of people drive to pick up their mail from a group mailbox.



A Canada Post for Everyone



Our Postal Service is Under Review: What's In It For You?

The federal government says it wants to ensure that "Canadians receive quality postal services at a reasonable price."

It's asking Canadians for our input. So, how do you think our national postal service should change with the times?

High Quality Service to Meet Our Changing Needs.

People everywhere are sending fewer letters through the mail, which has affected the revenues of post offices around the world. Some postal systems have raised prices or cut services and jobs, as Canada Post did when the Conservatives were in power.

But post offices in many other countries have expanded their services and branched out into new avenues in order to make more money.

It's time for Canada Post to make full use of its presence in every community and add new revenue-generating services. Here are a few options to think about:

Why Not Get More At The Counter?

With 6,300 outlets, Canada Post has the largest retail network in the country. It could be doing a lot more with this network.

Get Your Documents:

Canada Post already processes passport applications and issues fishing and hunting licenses. It could also accept identity card applications, provide identity authentication services, register voters, certify documents, issue permits and much, much more.

Canada Post could also process payments and cheques for federal and provincial governments, and offer government services in places that don't have any.

Get a Bank for Everyone:

Canada Post used to and could still provide financial and banking services like other post offices around the world. We could provide savings and chequing accounts; bank machines; lines of credit, mortgages, money transfers, etc.

Postal banking is profitable in many parts of the world and could reinvest its profits back into our communities. See CUPW's A Bank for Everyone campaign and go to cupw.ca/PostalBanking.

Get Display Space:

Canada Post's retail space could be better used in many locations. Why not rent display space to artists and producers for showcasing their specialty goods for fixed lengths of time? Showcase "Canadiana"? Or help on-line sales of products through a website portal like the Swiss post office?

Why Not Get Better Cell, Internet and Secure Data Service?

Canadians want simple, affordable internet and cell phone service. Canada Post could offer basic cell phone packages. It could also use its infrastructure to provide high-speed internet in rural and remote areas that do not have access to this service. Many post offices in Europe, such as the UK, Italy and France, already offer internet and cell service.

Canada Post could also collect data quickly and frequently for ethical use in transportation, infrastructure and public planning.

Why Not Get More at the Door?

With the largest delivery network in the country, Canada Post could deliver a lot more.

Get More Parcels:

The parcel delivery sector is growing rapidly as a result of e-commerce and internet marketing. It doesn't make sense to have multiple courier companies driving down the same streets every day to deliver parcels.

Canada Post could provide last mile delivery for the entire sector. This would lower prices and be good for the environment because it would reduce our use of fossil fuels, and cut pollution and traffic congestion.

Canada Post already provides last mile for FedEx in rural and small communities.

Get Your Groceries:

Canada Post could partner with large grocery stores to offer home delivery across the country like the Swiss and Danish post offices.

Remember, It's A Canada Post for Everyone

Of course, Canada Post isn't simply about making money. Like other Crown corporations, it is supposed to serve our public interest.

As well as considering revenue-generating services, Canada Post ought to be strengthening and expanding the services it provides to all Canadians. For example:

Get Better Services to Indigenous and Northern Communities:

- Postal Banking
- Food Mail

Get a Greener Canada Post:

- Electric Car Charging Stations at Post Offices
- Made in Canada Electric Postal Fleet
- Door-to-door as the greener option

For more information, visit cupw.ca and deliveringcommunitypower.ca



Get Better Services for Seniors and People with Mobility Issues:

Our population is aging and we need to keep our communities connected.

Canada Post used to have a service called Letter Carrier Alert that allowed letter carriers to monitor seniors and people with disabilities. Many letter carriers still informally check up on their neighbourhoods and the people on their routes. In partnership with municipal governments, communities, health care providers and seniors, we can keep doing this, helping older Canadians to remain in their homes for as long as possible.

La Poste in France is a leader in testing such new roles for the letter carriers. It partners with pharmacies to deliver medicine and works with organizations to check on people who are vulnerable, isolated or disabled.

Japan Post also has a service called "Watch Over" that checks on seniors and reports back to family members for a small monthly fee.

This service costs the equivalent of about \$8.40 US per month. According to the Inspector General of the United States Postal Service, a similar service in the US would generate \$12.6 million in revenues annually if just one per cent of its 12.5 million older adults that live alone signed up.

Japan Post will deliver 4-5 million iPads to seniors by 2020. The iPads will have apps that facilitate check-ins and remind seniors to take their medications, eat and exercise.



June 27, 2016

Reference: 258067

Dear Chiefs and Council, and Local Governments:

Re: Highway 16 Transportation Action Plan – Next Steps

I am pleased to have this opportunity to update you, as representatives of communities along the Highway 16 corridor, on the significant milestones that have been achieved in our work to date to enhance transportation services and safety along Highway 16. Much has been accomplished, and we are now at a junction where continued engagement with our partners and committed stakeholders, including you, is essential to keeping the momentum going.

Earlier this month, the Honourable Todd G. Stone, Minister of Transportation and Infrastructure, announced additional funding for the Province's five-point action plan. There is now \$5 million in provincial and federal funding dedicated to this program. Key components of this plan include enhancing transit services to connect communities, fostering community transportation services, providing First Nations driver education and training, increasing the collaboration and coordination of existing transportation services and improving safety through additional webcams and transit shelters along Highway 16.

More detailed information about these initiatives can be found in the ministry's news release and backgrounders, which I have attached.

The application process for new community vehicles is now open for communities, First Nations, and non-profit organizations to apply for the community grant program. Please share this information with interested parties in your community. There is a tremendous opportunity here for creative partnerships among communities, First Nations, service agencies and business and industry to contribute towards solutions to some of the transportation challenges in the area.

As well, local governments which have signed Memorandums of Understanding are now positioned to begin work on more detailed service planning with BC Transit. A discussion document outlining service options is nearing completion, and BC Transit will be following up in the coming weeks to set meetings to review this document, talk about next steps and plans for public consultation. BC Transit will also be identifying opportunities for engagement with First Nations communities along the corridor.

.../2

**Ministry of Transportation
and Infrastructure**

Office of the
Assistant Deputy Minister
Transportation Policy and Programs
Department

Mailing Address:
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Victoria BC V8W 9T5
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Once local governments have reviewed the draft discussion document, and endorsed the recommendations, BC Transit will lead a detailed service planning process which will include community engagement to determine routes, schedules and fares.

While the work undertaken so far will go a long way to delivering on our commitment to ensure a safer environment for the communities located along the Highway 16 corridor, there is still work to be done. To that end, I look forward to further engagement with communities along the corridor as we work to establish new/expanded transit services, launch the community transportation grant program, and begin implementation of other parts of the plan.

Thank you for your support of this important initiative. If you, or your staff, have any questions or comments concerning the Highway 16 Transportation Action plan, please contact the following:

Transit expansion

Silas Brownsey: 250 387-4851 – Silas.Brownsey@gov.bc.ca

Community Transportation Grant Program

Sandy Evans: 250 953-4940 – Sandy.Evans@gov.bc.ca

Highway safety – webcams and transit shelters

Scott Maxwell: 250 565-6479 – Scott.Maxwell@gov.bc.ca

First Nations Driver Education Training Program

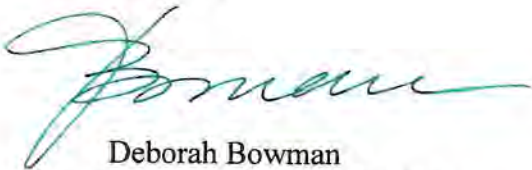
Reg Faubert: 250 387-7588 – Reg.Faubert@gov.bc.ca

Collaboration and coordination of services

Cam Filmer: 250 387-0882 – Cam.Filmer@gov.bc.ca

I look forward to continued collaborative work on this important initiative.

Sincerely



Deborah Bowman
Assistant Deputy Minister
Transportation Policy and Programs Department

Attachments

Copy to: Highway 16 Transportation Advisory Council

Cam Filmer, Executive Director, Transportation Policy Branch

Silas Brownsey, Executive Director, Transit and Crown Agencies,
Partnerships Branch

Scott Maxwell, Regional Director
Northern Region

Chris Fudge, Senior Regional Transit Manager
BC Transit

Jodi Newnham, Senior Manager, Aboriginal Relations
Highways Department

Barb Bolli, Senior Advisor
Ministry of Aboriginal Relations and Reconciliation

Reg Faubert, Manager, Air/Marine Policy
Transportation Policy Branch

Sandy Evans, Manager, Passenger Transportation Policy,
Transportation Policy Branch

NEWS RELEASE

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

Progress made, new funding for Transportation Action Plan for Highway 16

PRINCE GEORGE – Today Minister of Transportation and Infrastructure Todd Stone announced \$2 million in new provincial and federal funding for the now \$5-million Highway 16 Transportation Action Plan, outlined the progress made to put the plan in action and opened the application process for new community vehicles.

The five-point action plan, unveiled in December 2015, includes expanded or new public transit services, a community vehicle grant and operating program, a First Nations driver education program, increased transportation safety through new transit shelters and webcams, and increased collaboration and co-ordination between existing transportation service providers along the corridor.

Over the last six months, the 12-member advisory group – made up of First Nations, municipal leaders, the First Nations Health Authority, the Northern Health Authority and ministry representatives – has met regularly to advance the plan, fine tune the details and develop implementation strategies. The group has mapped out timelines and target dates for these new and expanded services, developed the application process for the community transportation grant program and the requirements for First Nations driver education program.

Major progress highlights:

- To date, BC Transit and local governments along Highway 16 have signed 16 Memorandums of Understanding (MOUs) to move forward with new transit routes for the corridor. With local government support, BC Transit service will be put in place from Prince George to Prince Rupert. BC Transit aims to have the first buses in service by the end of the year.
- The ministry committed an additional \$800,000 to run BC Transit service for a third year – a commitment made as a result of discussions with local governments and the 12-member advisory group (increased to \$2.4 million made available).
- Tripled the original funding for transit shelters and webcams, with a new \$1 million commitment from Indigenous and Northern Affairs Canada (INAC) for these safety features.
- The transit shelters will be installed where the new routes will be put in place and will make transit pick up and drop off safer along the corridor.
- Installed three new webcams in the Smithers area and will be activating four more webcams along the highway by the spring of 2017.
- A new webpage, where First Nations communities, Aboriginal organizations, municipalities, regional districts and non-profit groups can apply for funding for community vehicles and operating grants: www.gov.bc.ca/highway16transportationgrant
- The ministry is investing an additional \$50,000 in the community vehicle grant program,

to bring the total funding for the program to \$800,000 over three years.

- Doubled the money available for First Nation driver training, with a new \$150,000 commitment from the Ministry of Aboriginal Relations and Reconciliation (now \$300,000 available).
- The ministry posted the request for proposal (RFP) today on BC Bid for qualified organizations to deliver a First Nations driver education program in the region.
- Increased collaboration and connectivity of services along the corridor. For instance, the ministry, Northern Health Authority (NHA) and First Nations Health Authority (FNHA) are using integrated geographical information system (GIS) mapping to look at medical transportation needs and patterns, to better co-ordinate medical transport services for people in First Nations communities.

Over the coming weeks and months, the ministry will be further engaging with First Nations Chiefs and Councils, mayors and councillors, First Nations organizations, and community groups, to ensure that they are kept up to date on the implementation plan and have the information they need to participate in the actions outlined today.

The ministry will report back on the implementation of the Highway 16 Transportation Action Plan as services become available later this year.

Six backgrounders follow, identifying the members of the advisory panel and providing more details on each of the five actions.

Quotes:

Todd Stone, Minister of Transportation and Infrastructure –

“We want to see northern communities connected with safe, reliable, and accessible transportation options, in particular providing better and safer options for women and teenage girls. There are five different components to this plan, which complement each other to support safer public transport in First Nations communities and municipalities in the north. The advisory group has been working diligently on implementation plans, and today we are actively moving forward on all five steps in a significant way.”

Carolyn Bennett, Minister of Indigenous and Northern Affairs, Government of Canada –

“Transportation safety, especially on remote highways, is critical to ensure the wellbeing of all Canadians, but especially Indigenous women and girls. After hearing from family members, survivors, loved ones and representatives from front-line organizations that participated in the National Pre-Inquiry Engagement on Missing and Murdered Indigenous Women and Girls, we know that there are things we can do now to address the high rates of violence. We are pleased to be working with our provincial partners to support vital infrastructure and programs that will make it safer for women and teens who travel this corridor.”

John Rustad, Minister of Aboriginal Relations and Reconciliation –

“The action plan has opened the door to practical solutions to create a cohesive, safe, and reliable inter-connected transportation system along the Highway 16 corridor. By working to sign transit MOUs with local governments, by creating a website for communities to apply for grant funding, and by posting an RFP on BC Bid for the First Nations driver education program,

the B.C. government is actively working to implement this plan.”

Mike Morris, Minister of Public Safety and Solicitor General –

“Today’s progress on the five-point action plan will be of great benefit to the First Nations communities and municipalities along the corridor. Access to transit services, community transport services, and more shelters and webcams along Highway 16 are just some of the tangible results of this plan. This enhanced transportation network will help increase safety for those living in smaller and more remote communities in the north.”

Shirley Bond, MLA Prince George-Valemount –

“This action plan recognizes that there are women, teenagers and children in particular that need and expect additional transportation options. It is important that this plan begins to provide more options that will increase personal safety along the Highway 16 corridor. I appreciate the work that has been done in consultation with First Nations leaders, municipalities and others to make progress and move this important action plan forward.”

Richard Jock, chief operating officer, First Nations Health Authority –

“FNHA commends the work of women and families who are currently engaged in a walk to cleanse Highway 16 and to raise awareness of Missing and Murdered Indigenous Women. We are pleased to collaborate on new possibilities coming out of the Highway 16 Action Plan. These efforts help address the underlying issues causing risks for women travelling the Highway 16 corridor and will help develop new and safe means of transportation for individuals in the area. In our view, safe and accessible travel is a key determinant of wellness and foundational to improving public health and safety.”

Mary Teegee, executive director, Child and Family Services, Carrier Sekani Family Services –

“It has been 10 years since the Highway of Tears Recommendation Report came out and we are finally making progress on recommendation number one which was to provide a shuttle service along Highway 16. I view transportation as a basic human right and all people in the north should have access to services that are currently enjoyed by the rest of B.C. I am very pleased that we are making progress to provide safe transportation in northern B.C. This initiative is a good example of what can occur when there is collaboration.”

Luke Strimbold, mayor of Burns Lake –

“Local governments, First Nations, and the Province are working together and making significant progress on a solution that many leaders have been advocating for. Transportation is important for the socio-economic well-being of communities along Highway 16 and this is a great opportunity for these communities to increase collaboration for these services as well as economic opportunities and more. The increase in transportation services will be successful because of the co-operation between all of our communities.”

Taylor Bachrach, mayor of Smithers –

“While much work remains, I'm pleased to see the amount of progress that has been made on this file so far. It's positive to see the wide range of initiatives coming together in a region where travel between communities is such a critical aspect of daily life. It's also good to see a

shared commitment between the Province, the federal government and local governments to providing safe, affordable passenger transportation.”

Wanda Good, Deputy Chief Council, Gitanyow –

“Many communities along the Highway 16 corridor do not have access to the services or amenities that most of us take for granted, such as accessible healthcare services or transportation. The commitment the Ministry of Transportation and Infrastructure has made to work with these communities to provide safe transportation is a welcome initiative by all who live here. We look forward to witnessing the benefits of increased safety and a better quality of life for everyone who travels along the infamous Highway of Tears.”

Brenda Wilson, family member –

“I have spent many years advocating for improved transportation along the Highway 16 corridor. The funding and transportation services that the government is providing will have a positive impact on First Nations people living along the Highway 16 corridor. I’d like to thank the advisory group and everyone else who provided direction and input on these changes; it has taken a lot of time and effort that is welcomed and appreciated.”

Learn more:

For information on the Highway 16 Action Plan, go to: www.gov.bc.ca/highway16actionplan

Media Contact:

Media Relations
Government Communications and Public
Engagement
Ministry of Transportation and Infrastructure
250 356-8241

Connect with the Province of B.C. at: www.gov.bc.ca/connect

BACKGROUNDER 1

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

Highway 16 Advisory Group

The Highway 16 Transportation Action Plan was created following consultations with community and First Nations leaders along the Highway 16 corridor in 2014 the Transportation Symposium held November 2015, in Smithers.

The symposium was co-hosted by the Ministry of Transportation and Infrastructure (MOTI) and the First Nations Health Authority (FNHA) and brought together over 90 community representatives to engage in discussions and share their experiences and recommendations about improving transportation options along the Highway 16 corridor.

The Minister of Transportation and Infrastructure also appointed a 12-person advisory group to oversee implementation of the action plan.

The advisory group members include:

1. Deborah Bowman, assistant deputy minister, Ministry of Transportation and Infrastructure (chair)
2. Wanda Good, Deputy Chief Council, Gitanyow
3. Reg Mueller, member Saik'uz First Nation
4. Richard Jock, chief operating officer, First Nations Health Authority
5. Mary Teegee, Highway of Tears Initiative and executive director of child and family services at Carrier Sekani Family Services
6. Rob MacDougall, mayor of District of Fort St. James
7. Luke Strimbold, mayor of Burns Lake
8. Shane Brien, mayor of Houston
9. Carol Leclerc, mayor of Terrace and BC Transit Board chair
10. Penny Anguish, chief operating officer, Northern Health Authority and chief nurse executive
11. Chief Joe Bevan, Kitselas First Nation
12. Chief Karen Ogen, Wet'suwet'en First Nation

The advisory group met in Prince George on the following dates:

- January 15, 2016
- February 3, 2016
- February 24, 2016
- March 30, 2016
- May 11, 2016

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BACKGROUNDER 2

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

Transit Expansion

The B.C. government will provide \$2.4 million in funding to BC Transit over three years to support enhanced transit service to better connect communities along the Highway 16 corridor. This includes new funding of \$800,000 to add a third year of operation. This new funding is available on a cost-shared basis with local communities.

So far, 16 MOUs have been signed with BC Transit, which allows BC Transit to complete more detailed service planning. BC Transit planning and fleet maintenance staff are conducting telephone interviews with all MOU signatories. MOUs have been signed across four service areas:

Burns Lake to Smithers

- Town of Smithers
- District of Houston
- Village of Burns Lake
- Village of Telkwa
- Regional District of Bulkley-Nechako - Area A (Smithers Rural)
- Regional District of Bulkley-Nechako - Area G (Houston Rural)
- Regional District of Bulkley-Nechako - Area B (Burns Lake Rural)

Burns Lake to Prince George

- Village of Burns Lake
- Village of Fraser Lake
- District of Vanderhoof
- District of Fort St. James
- Regional District of Bulkley-Nechako - Area B (Burns Lake Rural)
- City of Prince George

Hazelton to Terrace

- Regional District of Kitimat-Stikine

Prince Rupert to Terrace

- Regional District of Kitimat-Stikine
- City of Prince Rupert

A discussion document outlining initial options for the services will be ready for review by these communities in early summer 2016, followed by a more detailed service planning process

which will include community engagement to determine routes, schedules and fares. Subject to local government approval, BC Transit aims to have the first buses operating new or expanded service along the Highway 16 corridor by the end of the year and services that connect the entire corridor, from Prince George to Prince Rupert, in 2017.

Media Contact:

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Ministry of Transportation and Infrastructure
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Connect with the Province of B.C. at: www.gov.bc.ca/connect

BACKGROUNDER 3

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

Community Transportation Grant Program

The B.C. government is providing \$800,000 in provincial funding over three years for a community transportation grant program to purchase and operate vehicles.

Funding is available on a cost-shared basis to purchase and operate vehicles that will improve access to community-based transportation along the corridor while improving the safety of citizens. Eligible programs include those operated by or partnered with First Nations, local governments or non-profit organizations.

- For those that are interesting in applying for funding for community vehicles and operating grants, an application form is up on this new website:
www.gov.bc.ca/highway16transportationgrant
- Cost-shared grants will be available to cover 70% of the purchase price of a vehicle (such as a 12-passenger van or a mini-van) and/or 70% of annual operating costs for up to three years.
- If a community, First Nation or non-profit organization already has an existing vehicle, an application for an operating grant may also be submitted for funding.
- Preference will be given to partnerships and transportation services that connect to BC Transit service along the Highway 16 corridor.
- In extenuating circumstances, a higher provincial contribution may be contemplated to support vehicle purchase or operating costs.
- Applications are due Sept. 16, 2016.
- Once the application process is completed and adjudicated, communities and organizations receiving the community grant funding will be advised and announced before the end of the year.

Media Contact:

Media Relations
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Ministry of Transportation and Infrastructure
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BACKGROUND 4

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

First Nations Driver Education Program

The B.C. government is investing \$300,000 over three years for a First Nations driver education program, funding in partnership through the Ministry of Transportation and Infrastructure (MOTI) and the Ministry of Aboriginal Affairs and Reconciliation (MARR). This includes \$150,000 in new funding from MARR announced today.

This program will provide hands-on training to First Nations members and will boost the number of qualified Class 4 and Class 5 drivers in First Nations communities along the Highway 16 corridor.

Increasing the number of licensed Class 4 and Class 5 First Nations drivers can increase the opportunity for First Nations community members to operate a community vehicle as well as provide access to skills training and employment opportunities in northern B.C.

- The RFP for qualified service providers to deliver the First Nations driver education program is now advertised on BC Bid: www.bcbid.gov.bc.ca
- The deadline for submissions is July 15, 2016.
- Following an evaluation process – expected to conclude later this summer – the organization selected to run the First Nations driver education program will be announced.
- First Nations along the Highway 16 corridor will be able to apply for driver education training to help them obtain their Class 4 or Class 5 licence.

Media Contact:

Media Relations
Government Communications and Public
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Ministry of Transportation and Infrastructure
250 356-8241

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BACKGROUNDER 5

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

Highway safety – webcams and transit shelters

The B.C. government and the federal government through Indigenous and Northern Affairs Canada (INAC) are investing \$1.5 million over two years for highway infrastructure safety improvements, including transit shelters and webcams. This includes \$1 million in new funding from INAC that was announced today.

Three new webcam views have already been activated in the Smithers area at:

<http://drivebc.ca/#webcams>

Cameras pointing in four directions increase safety and visibility of motorists and pedestrians. Planning is now underway to add additional webcams along the corridor by March 31, 2017.

Public safety and protection will be further enhanced with the installation of new transit shelters in communities receiving new or expanded public transit service. The new shelters will be designed for climate protection in a northern environment, good visibility, and ease of maintenance.

The ministry will also be augmenting the transit service and enhancing safety with the construction of intersection and sidewalk improvements, crosswalks, signage, lighting improvements and other ancillary works where required at the transit shelters.

Once the new transit routes are confirmed, BC Transit staff and local communities will work together to determine optimal locations for the new transit shelters and webcams.

Media Contact:

Media Relations
Government Communications and Public
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Ministry of Transportation and Infrastructure
250 356-8241

Connect with the Province of B.C. at: www.gov.bc.ca/connect

BACKGROUNDER 6

For Immediate Release
2016TRAN0137-001042
June 15, 2016

Ministry of Transportation and Infrastructure

Collaboration and co-ordination

The Ministry of Transportation and Infrastructure (MOTI) is working with BC Transit, Northern Health Authority (NHA), First Nations Health Authority (FNHA), not-for-profit organizations and private service providers to increase co-ordination of existing transportation services along the corridor. This includes boosting public awareness about existing medical transport services, and looking at ways to maximize services and schedules to carry more passengers to hospitals and medical appointments.

The work accomplished over the last six months has entailed a significant mapping exercise with GeoBC to outline gaps, identify duplication of services, and potential for the services to connect or be improved.

- A working group including MOTI, NHA and FNHA have used integrated mapping to review medical transportation needs, data and travel patterns along the Highway 16 corridor, to identify opportunities for better co-ordination of services to First Nations communities.
- The working group is also looking at efficiencies of scheduling between services and ways to increase information and awareness about existing transportation services such as the Northern Health Connections bus, VIA Rail, community shuttles, and BC Transit.
- A formal partnership between FNHA and NHA is focused on improving First Nations access to medical travel services. This includes indigenous cultural competency training for Northern Health Connection bus drivers, shared promotion between NHA and FNHA staff, and optimizing overnight medical stay rates with hotels.
- 100% of Northern Health drivers for the Northern Health Connections bus have completed the indigenous cultural competency training offered by the Provincial Health Services Authority.

Media Contact:

Media Relations
Government Communications and Public
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Ministry of Transportation and Infrastructure
250 356-8241

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June 7, 2016

Hon. Naomi Yamamoto
 Minister of State for Emergency
 Preparedness
 Room 227, Parliament Buildings
 Victoria, BC
 V8V 1X4

Hon. Peter Fassbender
 Minister of Community, Sport and
 Cultural Development
 Room 310, Parliament Buildings
 Victoria, BC
 V8V 1X4

Dear Ministers:

Re: Fire Safety Act

During the last sitting of the Legislature, Bill 4 – *Fire Safety Act*, received Royal Assent. The Act is expected to come into force by regulation.

Last fall, UBCM and specifically its regional district members, expressed serious concerns about the proposed legislation. In response our membership endorsed priority resolution, A3, at the 2015 Convention that requested the Province to:

“provide the resources necessary to inspect and enforce provincial safety regulations, including the Fire Services Act and its regulations, through either the Office of the Fire Commissioner or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments.”

After a number of meetings, we thought our position had finally been heard and reflected in the new legislation. In fact, following Convention, we received assurances from both of you, and your staff, that the new Act would not require regional districts to undertake inspections. Unfortunately, we fear that is now not the case.

Since the introduction of Bill 4 in February 2016, we have repeatedly heard from our regional district members, questioning what they are required to do, and asking what their obligations will be under the new Act. Having received assurances from the Province that regional districts would not be required to undertake fire inspections, on more than one occasion, we published this message in our e-news to dispel regional district concerns.

The new Act clearly requires regional districts, as well as municipalities, to appoint a fire inspector, who meets the applicable standard set out by the Fire Commissioner. While we have been told there is nothing in the Act that requires regional districts to undertake inspections, why in fact are they being asked to

appoint qualified individuals to serve as fire inspectors if that is not a service that they are being asked to perform?

Due to the incongruence, we sought our own legal opinion, which in part states:

8. It is my opinion that Regional Districts MUST designate a fire Inspector. That person must meet the qualifications and standards set by the Fire Commissioner, but once designated by the Regional District that person assumes their authority to inspect or not, directly from Section 9 and not by any delegation from the Fire Commissioner. That said it is open under the Act (Section 5) for the Fire Commissioner to delegate some of his or her additional powers to others including , Fire Inspectors, but those delegations are not a delegation of the power to inspect.

9. It is my opinion that Regional Districts must under the Act designate a Fire Inspector or Inspectors meeting the requisite standards and those persons must carry out their safety function in a responsible and reasonable manner. Not to do so is to risk legal proceedings against them personally and against the Local Authority.

We are deeply concerned that the legislation is placing an obligation on regional districts to undertake fire inspections, when we have been assured the contrary. If the intent was to make fire inspection permissive and not required, then why has the legislation been crafted in such a way as to create confusion and uncertainty. On behalf of our members, we feel it is imperative that amendments be made to the legislation, or that regulations be brought forward, to fix this discrepancy. We would be pleased to work with you to find a solution.

We have shared our legal opinion and concerns with Gordon Anderson, Fire Commissioner, who has advised he is reviewing the matter and will get back to us to discuss further. However, due to the significance of this issue for our members, we felt that we needed to share our concerns directly with you as the ministers responsible for emergency management and communities, respectively.

Yours truly,



Chair Al Richmond
UBCM President

cc: Gordon Anderson, Fire Commissioner
BC Regional Districts



July 20, 2016

VIA MAIL/EMAIL

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

Dear Mr. Pages,

Re: Funding of the Prince Rupert Harbour Debris Society

As you may know, the Prince Rupert Harbour Debris Society (The Society) is a Society incorporated under the B.C. Societies Act and was created for the purposes of the *“control of logs and debris and the recovery, burning and salvaging of logs and debris located in the Prince Rupert Harbour area and to further dispose of such salvageable logs and debris...”*.

The Society was incorporated in 1983, and at that time, the Prince Rupert Port Authority (PRPA) along with the Skeena Queen Charlotte Regional District and the City of Prince Rupert committed to funding the Society in partnership via annual contributions. Given funding challenges, with the exception of annual grant from PRPA, funding sources for the Society have dried up. While the Society will continue to seek funds from the Regional District and the City, the purpose of this letter is to request the users of the Port, who directly benefit from the activities of the Society, make a contribution to support the recovery, salvaging and burning operations.

Day to day, using the resources of the Prince Rupert Port Authority's patrol boat and local tug resources, the Society patrols the harbour and removes flotsam and jetsam that pose a danger to commercial shipping and a hazard to navigation in the Prince Rupert Harbour limits. The society also salvages derelict and abandoned vessels which also pose a threat to safety of commercial shipping, pleasure craft and seaplanes in the harbour.

Debris, abandoned boats, flotsam and jetsam are towed and stored in Osborn Cove in Tuck Inlet. Here the debris is cordoned and held by the Society and then lifted from the water to the adjacent acreage bench in preparation for burning. Annual burns are generally scheduled for the fall.

The Society holds a regulated burning permit PR-7156 which grants the Society permission to burn a maximum of 200m³ per burn at a frequency not to exceed three times per year. After each burn the site is restored to the satisfaction of the Regional Waste Manager.



Photos of the current debris at the Osborne Cove burn site are included for reference as Appendix A.

In 2015, through the support of the Prince Rupert Port Authority and additional contributions from Pinnacle Pellet, Ridley Terminal, Pacific Northwest LNG and DP World Prince Rupert, the Society recognized revenue of \$33,000. With substantial increases in debris experienced last year, expenses, exceeding \$32,000, were solely related to the collection and de-watering of the debris as a burn did not take place in 2015. Clean-up and burn operations are anticipated to exceed \$50,000 for 2016.

The Harbour Debris Society fulfils a vital role with regard to maintaining a clean and safe harbour for all harbour users, both commercial and recreational. As marine traffic increases, it is important that we continue this service to the best of our abilities for the benefit of visitors and locals alike. Accordingly, the Society is seeking financial support from your company in the form of a tax deductible contribution to help sustain the Society as shipping traffic continues to grow. Those companies that contribute \$2500 or more will be invited (up to eight employees) to sail aboard the Charles Hays for a working lunch tour of Prince Rupert Harbour as well as the Osborne Cove site in Tuck Inlet.

If you have any questions with regard to the financial position of the Society, please contact PRPA's Director of Finance and Technology, Mike Jackson. Financial contributions should be made out to: *Prince Rupert Harbour Debris Society*.

If you have any questions with regard to the above request, please do not hesitate to call. I look forward to hearing from you and many thanks in advance for your time and consideration.

Yours truly,

PRINCE RUPERT HARBOUR DEBRIS SOCIETY

Captain Gary Paulson
President
Prince Rupert Harbour Debris Society

250-627-2517
gpaulson@rupertport.com

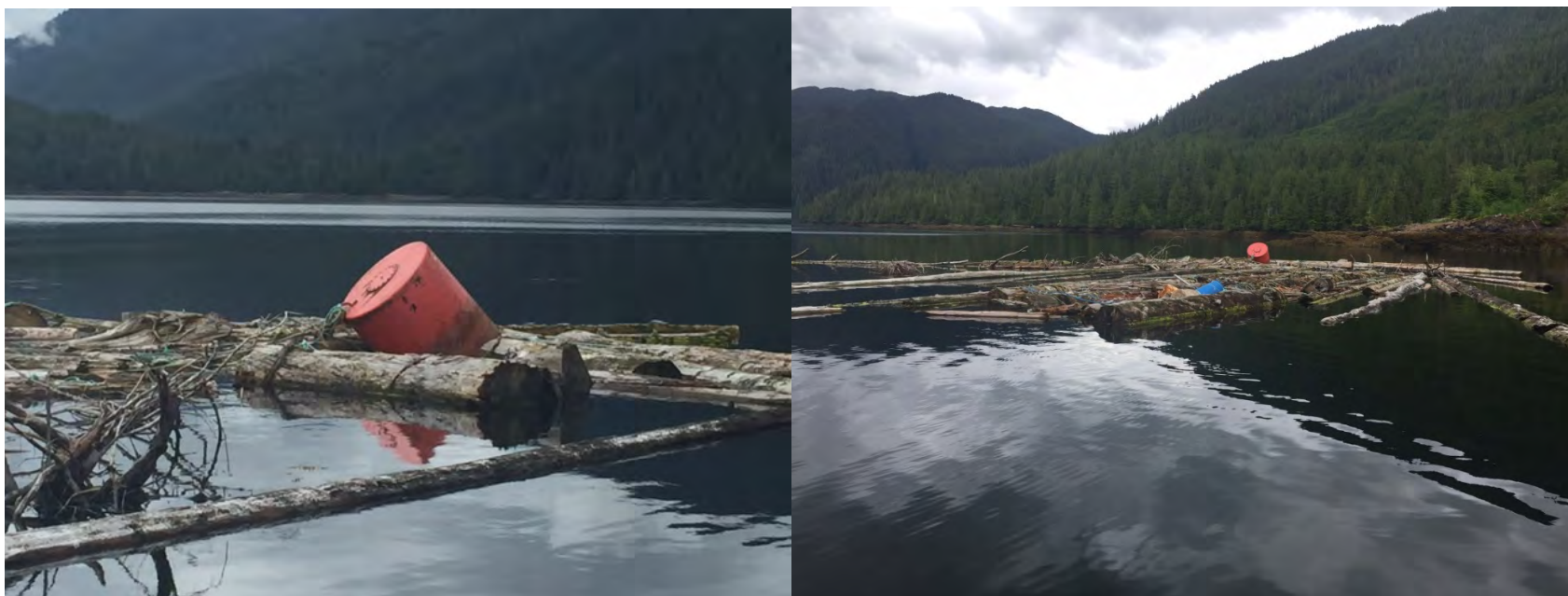
Appendix A



Prince Rupert Port Authority patrol boat, Charles Hays, towing logs/debris found in the harbour



Fallen trees at the shoreline can quickly become serious navigation hazards in our harbour due to high tides



Collection site at Osborn Cove



An excavator is used to haul the debris from the collection site up on to the bench for dewatering



A 3-4 day burn takes place to eliminate the debris

The photos below show the current volume and type of debris on the bench at the Osborn Cove burn site



Remnants of an abandoned float



Large bundle of abandoned boom sticks



Remnants of large house float towed to Osborn Cove and abandoned

Various types of debris are collected and disposed of at Osborn Cove





Homeowner
Protection Office

Branch of BC Housing

June, 2016

Update on New Owner Builder Examination

Dear Local Government Colleagues:

I am writing to follow up my previous letter updating you on the Enhanced Licensing System for Residential Builders and to provide you with more information about new requirements that will soon come into effect that impact owner builders and Local Government building departments in British Columbia.

- **Update on B.C.'s Enhanced Licensing System**

I'm pleased to report that the phased implementation of B.C.'s Enhanced Licensing System, announced by the B.C. Government in March 2015, is now complete. New qualifications for general contractors are now in effect and all general contractors are now participating in Continuing Professional Development as a condition of licensing. Full information about these changes can be found on the HPO website www.hpo.bc.ca.

- **New Owner Builder Authorization Exam Requirement**

As of July 4, 2016, anyone applying for an Owner Builder Authorization will need to pass an exam on home building basics. British Columbia is the first jurisdiction in Canada to have a knowledge-based exam requirement for owner builders. This will help owner builders expand their knowledge, improve the quality of owner-built homes and protect consumers. It will also create a more level playing field for regulation in the industry and improve the quality of construction.

Feedback from municipal officials indicates that some owner builders have very little knowledge of the building code, construction basics, workplace safety, their legal liability and their statutory obligations.

This will change when the new Owner Builder Authorization Examination requirement comes into effect on July 4.

- Anyone in B.C. who wants to build a new home as an owner builder must apply to the Homeowner Protection Office for an Owner Builder Authorization.
- Owner Builder Authorization applicants must meet all eligibility criteria and pass an exam to evaluate their knowledge and understanding of home building basics, including construction basics and statutory obligations and requirements (the enclosed bulletin lists the full exam criteria).

- **About the Examination**

- There is a network of exam centres across the province.
- Exams are scheduled at regular intervals and will be offered at approximately 50 locations across B.C.
- Applicants will receive a schedule for exam sittings in their area.
- Eligible applicants must attend the exam in person and show government-issued ID.
- The computer-based exam consists of 100 multiple choice questions and should take 90-minutes to complete with a passing grade of 70%.

• **Application Process**

Owner Builder applicants should review the eligibility criteria to ensure that they meet all requirements before submitting an application. Reading our HPO Regulatory Bulletin No. 4 – *Information for Owner Builders* is a good place to start.

When the application is submitted, it will be assessed by the HPO Licensing Department. Once all eligibility requirements have been confirmed, the applicant will be notified they have been approved to schedule and take their examination. For more information, please see the enclosed Regulatory Bulletin No. 26 – *Owner Builder Authorization Examination Requirement*.

- Applications received before the July 4, 2016 effective date will be processed without the exam requirement.
- Anyone who applies for an Owner Builder Authorization after July 4, 2016 must take and pass the exam and should plan ahead. When the new exam requirement come into effect, it will take longer for an Owner Builder Authorization to be issued, depending on when the applicant takes the exam.

COMMUNICATING THE EXAM REQUIREMENT

We are communicating this change to current and prospective owner builders and the general public. Our awareness efforts include advertising and media campaigns, letters to key stakeholders, as well as information sessions around the province.

We are also enclosing a poster with tear-off notes for owner builders and ask that you display this in a prominent section of your building department. Please let us know if you need any more.

If you have building permit applicants who are not aware of the new requirements, please feel free to advise them to contact us or direct them to our website www.hpo.bc.ca.

In closing, I would like to thank you for being valued partners in the regulation of the built environment and for your help with awareness efforts. We hope that ensuring all builders, whether licensed or otherwise, have a minimum level of home building knowledge will help make the jobs of building officials easier.

Yours sincerely,



Wendy Acheson

Vice President & Registrar
Homeowner Protection Office
Branch of BC Housing

info@sqcrd.bc.ca

From: Monica Sayers <monica@tla.ca>
Sent: Monday, July 18, 2016 7:28 AM
To: info@sqcrd.bc.ca
Subject: Fwd: The TLA's Mayoral Forestry Dinner with Minister Thomson - Monday, September 26, 2016

Dear Mr. Pages

You are receiving this complimentary dinner invitation because the Truck Loggers Association (TLA) wants to give you an opportunity to speak with Minister Thomson about the importance of forestry in your community.

Minister Thomson Joins the TLA's Mayoral Forestry Dinner at UBCM

The Truck Loggers Association cordially invites you to attend

The TLA's Mayoral Forestry Dinner with Minister Thomson

The TLA just published our report, Community Perspectives on the BC Coastal Forest Industry, which brought to light the concerns coastal mayors had about forestry in their communities. Minister Thomson responded to our report in the summer issue of Truck LoggerBC magazine. He's looking forward to discussing the report at the TLA's Mayoral Forestry Dinner at UBCM.

Please join us and Minister Thomson for a candid discussion about our coastal rural communities active in today's forest industry.

While this invitation is directed at mayors, if you are unable to attend we encourage you to send a councillor or city manager in your place.

Please RSVP early as space is limited, but no later than September 16, 2016.

Date:

Monday, September 26, 2016

Location:

Marriott Victoria Inner Harbour

726 Humboldt Street, Victoria, BC V8W 3Z5

Terrace Room, 2nd Floor

Time:

Cocktail Reception – 5:00 pm

Minister's Q&A followed by Dinner – 6:00– 9:00 pm

Please RSVP to Monica Sayers at

monica@tla.ca or 604-684-4291 ext. 5

We look forward to seeing you there!

Best regards,

TLA Board of Directors

--

Monica Sayers, CMP
Director of Events

Truck Loggers Association
#725, 815 West Hastings Street
Vancouver, BC V6C 1B4
T 604 684 4291 ext 5
M 604 312 7320
F 604 684 7134
monica@tla.ca

Daniel Fish

From: Carol Kulesha <carol.kulesha@gwaiitel.ca>
Sent: Monday, July 11, 2016 10:27 PM
To: Bill Beldessi
Cc: 'Moresby Island'; 'Michael Racz'; 'Gail Yvonne Henry'; dfish@sqcrd.bc.ca; Directors
Subject: Re: GTel LOS

I think I see where you might think this is a project we are looking to engage in or partner.

My apology, language is inadequate. The LOS was not for a GwaiiTel project - this is an exploration by senior governments. We are not invited in, just asked if there was support for the Internet on Island and what was the need of Islanders for the Internet.

We used this opportunity to show the inadequacies of "last mile" here and encouraged them to ensure that the islands were part of the possible under sea project.

Your letter, if you wish to write it, can speak to the difficulties of Sandspit, the fact it connects by radio to the grid, and that the last mile hasn't happened.

Carol

From: Carol Kulesha
Sent: Monday, July 11, 2016 7:12:01 PM
To: Bill Beldessi
Cc: 'Moresby Island'; 'Michael Racz'; 'Gail Yvonne Henry'; dfish@sqcrd.bc.ca
Subject: Re: GTel LOS

Of course that is your choice

I can only repeat that the LOS was to ask that the provincial government not leave Haida Gwaii out of this proposed under sea cable.

This is not a project GwaiiTel can afford to do alone and would hope any provincial or federal government considering such an investment included us.

On your other point: GwaiiTel has fibre to the premise plans for Sandspit and all the communities. I sent them by email but I have a paper copy for you if you would like it. You may find it helpful to use to develop a grant for fibre to the premise for Sandspit.

If we can assist let me know

Carol Kulesha Chair

Get [Outlook for iOS](#)

On Mon, Jul 11, 2016 at 6:21 PM -0700, "Bill Beldessi" <sandspitbill@live.ca> wrote:

Carol I appreciate your tenacity in chasing down new projects but my recommendation is that we need to focus on getting the fibre optic up and running and the unserved areas (such and Sandspit, Lawn Hill and other areas) on the grid. You know that I still feel snookered on the last project and could not in good conscience support this until we have equal service to the other areas which will directly benefit from fibre hook up.

Thank you,

Bill

From: Carol Kulesha [<mailto:carol.kulesha@gwaiitel.ca>]

Sent: July 3, 2016 7:04 PM

To: michelle.pineault@skidegate.ca; trent.mores@skidegate.ca; kenrea@masset.ca; christina.cunningham@portclements.ca; Kim Mushynsky <cao@portclements.ca>; Andrew Merilees <andrewmerilees@gmail.com>; joann_macmullin@yahoo.ca; sandspitbill@live.ca; mikeracz3@gmail.com

Cc: Terri Walker <terri.walker@gwaiitel.ca>

Subject: GTel LOS

GwaiiTel can use your support in lobbying government. Timing is short and we want to influence the decision. Please call if you need more information.

Thank you

Carol Kulesha, Chair GwaiiTel



Selina Robinson, MLA
(Coquitlam-Maillardville)



Province of
British Columbia
Legislative Assembly

Selina Robinson, MLA
(Coquitlam - Maillardville)
Victoria Office:
Room 201
Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 - 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Telephone: 604 933-2001
Facsimile: 604 933-2002

RECEIVED JUL 11 2016

July 5, 2016

Chairperson Barry Pages and Directors
Skeena-Queen Charlotte Regional District
14-342 3rd Avenue West
Prince Rupert, BC V8J1L5

Dear Chairperson Barry Pages and Directors,

I hope your summer is going well. I am writing to you in preparation for the UBCM Convention September 26-30. I am pleased to inform you that all of the Opposition MLAs will be at the UBCM Convention and that we would love to meet with you and hear more about your issues and concerns.

In order to book an appointment with an MLA during UBCM please contact my Legislative Assistant Brontë Renwick-Shields at bronte.renwick-shields@leg.bc.ca or call 250-952-7647 and she will be happy to schedule an appointment for you. Please let Brontë know the specific issues or concerns that you would like to address in the meeting so that we can ensure the appropriate MLAs are in attendance.

We would also like to remind you that the Opposition will be hosting a free breakfast on the Friday morning of UBCM in the Crystal Ballroom Room at the Fairmont Empress Hotel, doors open at 6:45 am but please come when you can before 8:30 am. We would love to have you join us, invitations and further information will be included in your Convention package.

Yours sincerely,

Selina Robinson, M.L.A Coquitlam-Maillardville
Opposition Spokesperson for Local Government, Seniors and Sports

info@sqcrd.bc.ca

From: LGIF CSCD:EX <LGIF@gov.bc.ca>
Sent: Friday, July 22, 2016 3:18 PM
To: 'info@sqcrd.bc.ca'
Subject: Unconditional Grant Funding Letter - June 2016 Payment

Ref: 167872

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

Email: info@sqcrd.bc.ca

cc: treasurer@sqcrd.bc.ca

Dear Chair Pages and Members of the Board:

I am pleased to inform you of the 2016 Regional District Basic Grant for your regional district. This provincial grant program supports strong and vibrant communities by ensuring regional districts have the necessary fiscal capacity to provide good governance, administration and financial services to their citizens.

For 2016, the Province of British Columbia will provide approximately \$4.5 million to the 27 regional districts throughout British Columbia as well as to the Islands Trust. This amount will be marginally lower than the 2015 funding because, if you recall from last year, the Province advanced \$168,000 from the 2016 budgeted grant amount to the 2015 grant payment. This was a one-time adjustment.

If you have any questions or comments regarding your grant amount, please feel free to contact Ms. Jennifer Richardson, Policy Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca or by telephone at: 250 356-9609.

Unconditional Grant Funding	Purpose	Payment Date	Amount
Regional District Basic Grants	Local government services	June 29, 2016	\$197,645

Sincerely,

"Original signed by"



RECEIVED JUL 6 8 2016

July 4, 2016

Ref: 167913

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

Dear Chair Pages:

Thank you for your letter of June 6, 2016, requesting a recommendation to the Lieutenant Governor in Council that, by letters patent, the name of the Skeena-Queen Charlotte Regional District be changed to the North Coast Regional District.

The material provided in support of the proposed name change shows a comprehensive process was undertaken by the Regional District to raise awareness and gauge opinion of stakeholders and the public. The proposed name clearly reflects the geography of the area and is consistent with regional district naming conventions used in British Columbia.

I am pleased to advise that over the summer months, Ministry of Community, Sport and Cultural Development staff will be preparing a package for my review, prior to me making any recommendation to Cabinet as set out in the legislation. Should there be no issues of note, it is my intention to recommend the name change later this year.

I appreciate the efforts of the Regional District on this issue. Thank you again for writing.

Sincerely,

Peter Fassbender
Minister

pc: Ms. Elizabeth Lane
Program Analyst
Governance and Structure Branch
Ministry of Community, Sport and Cultural Development

PRINCE RUPERT UNEMPLOYED ACTION CENTRE

869 Fraser Street Prince Rupert, B.C. V8J 1R1 Tel. (250) 627-8776 Fax (250) 627-7951

July 28, 2016

Chair and Directors
Skeena-Queen Charlotte Regional District
100 – 1st Avenue East
Prince Rupert, B.C.
V8J 1A6

Dear Sirs/Mesdames:

The Prince Rupert Unemployed Action Centre continues to be well utilized in Prince Rupert and the surrounding area. The number of clients using the Centre for help with issues stemming from poverty, unemployment and underemployment has increased significantly over the last three years.

This is a request for a letter of reference to help our Society apply for further funding for the Action Centre from existing and possibly new funding sources. The funding will be used in two ways:

1. To fund a second advocate to take some of the work load from the current advocate.
2. To allow the new advocate to become familiar with clients and their issues in preparation for the current advocate's retirement in two years.

Will you provide such a letter of reference? You can send it to the undersigned, who will provide it to our Society to use in its efforts to obtain further funding.

The letter can be addressed "To Whom it May Concern". Anything positive you can say about the Centre and its work will be sufficient.

Please feel free to call me, or the Society's President (David Smith, 250-624-1014), if you have any questions. Otherwise, if you agree to our request, we look forward to receiving the requested letter.

Thank you!



Ulf Kristiansen

Coordinator/Advocate

Prince Rupert Unemployed Action Centre

cc David Smith, President, Prince Rupert Unemployed Centre Society



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July 2016

Mr. Barry Pages
Chair
Skeena-Queen Charlotte Regional District
14-342 3rd Avenue West
PRINCE RUPERT BC V8J 1L5

Dear Mr. Pages:

I am pleased to provide you with a copy of our 2015/2016 Annual Report.

At the Office of the Ombudsperson from April 1, 2015 through March 31, 2016, over 7,800 public inquiries and complaints were responded to and over 2,100 early resolutions and investigative files were completed. In addition our systemic report *Bylaw Enforcement: Best Practices for Local Governments* represented another important step in our preventative ombudship approach – helping public authorities improve their administration before problems arise.

I trust you find this report on our activities informative and interesting.

All our reports are available at www.bcombudsperson.ca. Subscribe to e-News under the Contact section of our website for e-mail notification of reports, newsletters and updates on the status of recommendations.

Yours sincerely,

Jay Chalke
Ombudsperson
Province of British Columbia

Daniel Fish

From: Oliver Ray <oray@nclga.ca>
Sent: Wednesday, August 03, 2016 11:57 AM
To: NCLGA ADMIN
Cc: Bonnie S; Spooner, Tanya; dyra.pridham@princegeorge.ca
Subject: DATE CHANGE: Northern Mayors & Chairs Roundtable

IMPORTANT DATE CHANGE: Due to a high response and desire to attend, the date of the Northern Mayors & Chairs Roundtable has been moved to Friday, September 9th (as opposed to September 12th) to better accommodate schedules.

Official invitations and an agenda will be sent out next week. This email is not an invitation. It is simply a calendar notification for planning purposes.

Thank you all for your great responses. We look forward to seeing a representative from each of our 42 members on Sept. 9th.

-Oliver

From: Oliver Ray
Sent: Thursday, July 28, 2016 11:40 AM
To: NCLGA ADMIN <admin@nclga.ca>
Cc: Bonnie S <bseitz@nclga.ca>; Spooner, Tanya <tspooner@city.pg.bc.ca>
Subject: CONFIDENTIAL: Northern Mayors & Chairs Roundtable
Importance: High

Good Morning NCLGA Mayors, Chairs, and CAOs (and Chief Councillors from Gitwinksihlkw and Gitlaxt'aamiks)-

This is a "mark-your-calendar" notice for a major event happening in just over six weeks:

On **September 12th** 2016 the first ever **Northern Mayors and Chairs Roundtable** will be taking place at the Civic Centre in Prince George. Co-Chaired by the Mayor of Prince George and the President of the NCLGA, this will be a daylong event commencing at roughly 8:30am and concluding at 4:30pm. There will also be a supper and keynote address at the conclusion of the business day: tentatively set for 5:30 – 8:00pm.

This is an unsponsored event, and will not include sight-seeing tours, receptions or entertainment. This is strictly about sharing northern perspectives and priorities as we head into the last UBCM conference before the Provincial election (and the second year of the federal government's mandate).

We have already had a strong show of support for this meeting and expect a full house.

An official invite and meeting agenda will be issued in the coming days. There will be a nominal fee of \$35 to cover expenses (lunch, supper and meeting materials will be included). The hotel closest to the Prince George Civic Centre is the Coast Inn of the North (250 563-0121). Please ensure you ask for the government rate.

If you cannot attend, you may send an alternate in your place. Based on the support we've received for this meeting already, we are expecting a full house.

There will be a media advisory issued for this event and after-meeting press availability. The news media, however, has not yet been notified.

If you have any questions, please don't hesitate to ask!

-Oliver

P.S. If you have received this but you aren't a Mayor, Chair or CAO, it is because you are a key decision maker and we want this event on your radar screen. To keep the size and scope of this meeting manageable, though, only Mayors, Chairs and Chief Councillors (or their alternates) will be speaking at this event.

Oliver Ray - Executive Director
"The Elected Voice of Central & Northern BC"
North Central Local Government Association
206 - 155 George Street
Prince George, BC V2L 1P8
Phone: (250) 564-6585
Fax: (250) 564-6514

Twitter: @NCLGA
Website: <http://www.nclga.ca>



July 28, 2016

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

Dear Chair Barry Pages:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2016/2017. An electronic transfer of \$100,621.51 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

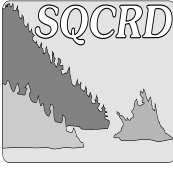
Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,

A handwritten signature in blue ink that reads "Al Richmond". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Chair Al Richmond
UBCM President



STAFF REPORT

DATE: August 12, 2016

TO: SQCRD Board

FROM: Doug Chapman, Chief Administrative Officer

SUBJECT: Regional District Practices

Recommendation:

THAT the report from the Chief Administrative Officer dated August 12, 2016 be received,

AND THAT the Board directs Staff to proceed with updating the SQCRD practices.

Purpose of the Report:

This report discusses some of the findings of the Auditor General for Local Government (AGLG) in their audits of several municipalities and regional districts. Lessons can be learned from the findings from reports from AGLG. After reviewing the SQCRD policies and practices, the SQCRD is lacking relevant policies needed to ensure the SQCRD operates with the appropriate level of Board oversight and approvals, and the organization continues to operate openly and with transparency.

Options:

1. Adopt the proposed policies on conflict of interest, business case, purchasing, and asset management;
2. Adopt the proposed policies listed in option 1 with amendments;
3. Do not adopt any new policies.

Background:

Purchasing is one of the most important functions that Staff performs on behalf of the Board. The SQCRD Board needs to ensure that the Board provides sufficient oversight and transparency and that Staff operates within the policies established by the Board. The next policies to be introduced focus around the purchasing functions.

Discussion:

The SQCRD has been updating the Board policies in order to provide for the best governance possible on behalf of the tax payers. The latest policy was for the tangible capital assets. Staff has focused on purchasing in general as this topic has been addressed by the AGLG over the past few years. Some municipalities and regional districts have been criticized for not having policies covering conflict of interest, purchasing, and asset management. Some local governments have been criticized for not directing that a business case be prepared for significant or high dollar purchases.

Several policies will be presented to the Board concerning:

- Conflict of Interest;
- Business Case;
- Purchasing; and
- Asset Management.

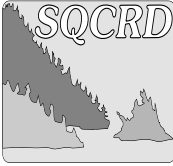
These issues deal with not only the acquisition of day-to-day items, rather they also deal with the purchase or acquisition of large purchases including capital, and how the public is protected from ad hoc decisions. Finally, after an asset is purchased, a policy should be provided to Staff as to how the assets will be managed. Without the relevant policies in place, the AGLG has been quoted as saying: "In our view the District exposed taxpayers to unnecessary risks in how it carried out both projects." This quote deals with the lack of the policies listed above except for the asset management policy.

Financial Implications:

The Board already provides Staff with a policy on how much is to be spent and where in the budget, the policies are to work to ensure that the Board and Staff carryout their duties free of conflict of interest and with due diligence.

Conclusion:

Prior to any major expenditure being made, Staff is recommending that the policies on conflict of interest, business case, purchasing, and asset management be put in place to ensure that the taxpayers are not exposed to unnecessary risk and that SQCRD continues to operate in an open and transparent manner.



STAFF REPORT

DATE: August 12, 2016

TO: SQCRD Board

FROM: Doug Chapman, Chief Administrative Officer

SUBJECT: Asset Management Policy

Recommendation:

THAT the report from the Chief Administrative Officer titled Asset Management Policy dated August 12, 2016 be received,

AND THAT the Board adopts the Asset Management Policy.

Purpose of the Report:

This report discusses the value of having an Asset Management Policy to govern and direct Staff on the acquisition, management and disposal of assets owned by the Skeena-Queen Charlotte Regional District.

Options:

1. Adopt the proposed policy on Asset Management;
2. Adopt the proposed policy with amendments;
3. Do not adopt the Asset Management policy.

Background:

Purchasing assets is an important role and function that needs to be managed well by Staff. How assets are selected and managed is also important from an operational and cost point of view. Asset management aims to:

- Strive to deliver services at approved levels of service;
- Improve decision-making accountability and transparency;
- Demonstrate the long-term consideration and consequences of short term decisions; and
- Reduce the life cycle costs while maintaining acceptable levels of service.

Discussion:

The SQCRD owns various assets and has purchased assets over the past few years. This Asset Management Policy sets out the information that is to be taken into consideration when capital assets are purchased or acquired. The process starts with the purchase of an asset, then amortized over its estimated useful life. The process seems to end there. Consideration is not given to how much the asset will cost the taxpayers over its life nor are funds set aside in a reserve for its eventual replacement if it is to be replaced. Selecting the least expensive asset for purchase may result in the purchase of an asset that will cost more to run over its lifetime than other assets.

Therefore consideration needs to be given to what is called life cycle costs. Life cycle costs are the basic operating costs to run it and to maintain it. If the asset is to be eventually replaced, then providing for the eventual replacement is also a part of the life cycle cost.'

Asset acquisition is based on:

- Will provide significant, direct and tangible benefit to the organization;
- Does not exist or could not be upgraded or adapted to meet the same purpose;
- Is appropriate and cost effective over its life;
- Is compatible with existing equipment and will not lead to unwarranted additional expenditures;
- Can be accommodated in existing space and facilities;
- Lifecycle costing is favourable when compared to other competing capital acquisitions; and
- Is the most suitable and appropriate type, brand, and model.

Financial Implications:

The long-term effect of Asset Management will be felt into the future as assets need to be operated and eventually replaced. Financing of the eventual replacement of assets should start now and not delayed too far into the future.

Conclusion:

Asset management aims to leverage the lowest total lifecycle costs of ownership with appropriate regard for required service levels that best meet the needs of the community and an understanding about an acceptable risk of failure. This policy will establish organizational accountability and responsibility for asset inventory, condition, use and performance. Infrastructure replacement strategies need to be put in place and incorporated into the financial planning efforts.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BOARD POLICY

Title:	Asset Management Policy	
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1. PURPOSE

The purpose of this policy is to ensure that the Skeena-Queen Charlotte Regional District (Regional District) makes responsible asset purchases, accounts for assets, recognizes the costs to operate assets, and retains control over assets to provide sustainable service delivery for the Regional District now and into the future. Asset management aims to leverage the lowest total lifecycle costs of ownership with appropriate regard for required service levels that best meet the needs of the community and an understanding about an acceptable risk of failure.

All staff at the Regional District will have the necessary and suitable equipment to perform their duties and to ensure that copyright and licensing regulations are observed.

The policy objective is to:

- Strive to deliver services at approved levels of service;
- Improve decision-making accountability and transparency;
- Demonstrate the long-term consideration and consequences of short term decisions; and
- Reduce the life cycle costs while maintaining acceptable levels of service.

2. POLICY

The Regional District acquires, uses, maintains and replaces assets to assist the organization to meet its objectives.

Asset acquisition is based on consideration of whether the asset:

- Will provide significant, direct and tangible benefit to the organization;
- Does not exist or could not be upgraded or adapted to meet the same purpose;
- Is appropriate and cost effective over its life;
- Is compatible with existing equipment and will not lead to unwarranted additional expenditures;
- Can be accommodated in existing space and facilities;
- Lifecycle costing is favourable when compared to other competing capital acquisitions; and
- Is the most suitable and appropriate type, brand, and model.

The Regional District shall:

- Make informed decisions, identifying all revenues and costs (including operating, maintenance, replacement and decommissioning) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs would be articulated and evaluated, and the basis for the decision recorded;
- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets;
- Establish organizational accountability and responsibility for asset inventory, condition, use and performance;
- Consult with stakeholders where appropriate;
- Establish infrastructure replacement strategies through the use of full life cycle costing;
- Pursue best practices where available.

3. TERMS / DEFINITIONS

“Asset” means a tangible item of economic value.

“Asset Management Plan” means how assets are being managed through their lifecycle in support of the delivery of services.

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

4. SCOPE

The policy applies to all physical assets of the Regional District, such as recreation facilities, community halls, water treatment plants and distribution systems, recycling facilities, landfill facilities, monitoring networks, buildings, and emergency management assets. The policy does not apply to fleet, information technology assets, and mobile equipment.

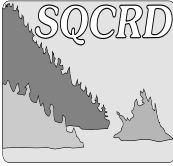
This policy applies to all departments, commissions, officers, employees, students and volunteers in activities, work or facilities undertaken or provided by or on behalf of the Regional District.

5. RESPONSIBILITY

The Board is responsible for adopting policies and ensuring that sufficient resources are applied to manage the Regional District’s capital asset needs.

The Chief Administrative Officer is responsible for asset management plans, strategies and procedures as well as reporting to the Board of the Regional District on the effectiveness of asset management practices and their outcomes. Asset management activities may be assigned or delegated internally at the discretion of the Chief Administrative Officer.

Approval Date:		Resolution No.	
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STAFF REPORT

DATE: August 12, 2016
TO: SQCRD Board
FROM: Doug Chapman, Chief Administrative Officer
SUBJECT: Business Case Policy

Recommendation:

THAT the report from the Chief Administrative Officer titled Business Case Policy dated August 12, 2016 be received,

AND THAT the Board adopts the Business Case Policy.

Purpose of the Report:

This report discusses the value of having a Business Case Policy to govern and direct Staff on the process for which large purchases over \$250,000 or complex projects will be presented to the Board of the Skeena-Queen Charlotte Regional District.

Options:

1. Adopt the Business Case policy;
2. Adopt the proposed Business Case policy with amendments;
3. Do not adopt the Business Case policy.

Background:

The Auditor General for Local Government has been critical of several local government units for undertaking large projects without a business case being made to support it.

Discussion:

Prior to taking on any large and/or complex projects, the Skeena-Queen Charlotte Regional District should have a business plan process in place to properly inform the Board on all aspects of the project. A business case also ensures transparency and that all information is complete before proceeding with the project.

A business case has several steps or components to it to ensure no relevant or important information is left out. For the reader it should answer questions that need to be answered.

The Regional District should prepare a Business Case outlining the following information:

- Problem/Issue/Service Needs
- Alternatives
- Scope, Schedule, Budget
- Evaluation of Alternatives
- Make a Choice
- Project Management Structure
- Full Life Cycle Costs and Benefits

Financial Implications:

Using a business case process reduced the risk of a failure of a project. While nothing is perfect, a thorough evaluation of the risks involved with a complex and/or capital purchase should be fully analyzed to facilitate an informed decision.

Conclusion:

Initiating a Business Case Policy will set up a process by which large and/or complex projects can be analyzed to determine if the project will meet the needs as determined by the Board. Failure to do so would be to increase the risk of a large project failing. Steps can be taken to ensure a project is fully evaluated, and presented to the Board for a last vetting of the information and then final decision.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BOARD POLICY

Title:	Business Case Policy	
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1. PURPOSE

The purpose of this policy is to ensure that the Skeena-Queen Charlotte Regional District (Regional District) and its governing Board are providing the best governance possible on behalf of the tax payers. Providing direction to Staff is important to ensure that decisions are made with complete information and with transparency.

2. POLICY

In order to make the appropriate decisions on behalf of the taxpayer, the Board requires a Business Case for those purchases over \$250,000 or for complex projects of a capital or operating nature.

The Regional District shall prepare a Business Case outlining the following information:

- Problem/Issue/Service Needs
- Alternatives
- Scope, Schedule, Budget
- Evaluation of Alternatives
- Make a Choice
- Project Management Structure
- Full Life Cycle Costs and Benefits

3. TERMS / DEFINITIONS

“Business Case” means an analysis of a problem, issue or service need and proposes alternatives, an evaluation of the alternatives, and how best to implement the selected solution.

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

4. SCOPE

The policy applies to all purchases over \$250,000 or those projects that are complex in nature that will require considerable analysis and review.

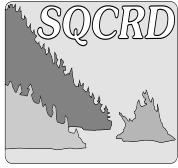
This policy applies to all departments, commissions, officers, employees, students and volunteers in activities, work or facilities undertaken or provided by or on behalf of the Regional District.

5. RESPONSIBILITY

The Board is responsible for adopting policies and ensuring that sufficient resources are applied to manage the Regional District's needs.

The Chief Administrative Officer is responsible for management plans, strategies and procedures as well as reporting to the Board of the Regional District on the effectiveness of management practices and their outcomes. Business Case preparations may be assigned or delegated internally at the discretion of the Chief Administrative Officer.

Approval Date:		Resolution No.	
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STAFF REPORT

DATE: August 12, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Deputy Corporate Officer

SUBJECT: Conflict of Interest Policy

Recommendation:

THAT the staff report entitled “Conflict of Interest Policy”, dated August 12, 2016, be received;

AND THAT the Conflict of Interest Policy be adopted as presented.

PURPOSE:

The Board of the Skeena-Queen Charlotte Regional District (SQCRD) is legislated under Part 4 Division 6 of the *Community Charter* to act with integrity and ensure transparency in decision making processes, and to ensure that decisions made are free of any potential or perceived conflicts of interest. The Conflict of Interest Policy outlines the types of interest and sets the disclosure requirements of Board Officials, Employees and Advisory Body Members.

SCOPE:

The scope of the Conflict of Interest Policy includes:

- Board Officials;
- Employees; and
- Advisory Body Members.

POLICY:

The primary objective of a Board Official, Employee or Advisory Body Member is to perform the functions of their role with integrity and accountability. Conflict of Interest identification and declaration is essential to maintaining transparency, equity and impartiality when undertaking decision making and the functions of the Board of the SQCRD. Consistency in the approach and handling of conflicts of interest instils confidence in the public that a Board Official, Employee or Advisory Body Member will not act prejudicially or improperly.

PRINCIPLES

The key principles considered by the Conflict of Interest Policy are integrity, accountability, responsibility, leadership, respect and openness. The key principles in this policy reflect those outlined in the *Community Charter* and *Local Government Act*.

CONFLICT OF INTEREST DEFINED

The policy defines a conflict of interest as a direct or indirect personal interest in a matter that goes beyond the interests of other members of the community, and might reasonably be expected to influence a Board Official, Employee or Advisory Body Member's performance of his or her duties.

The policy sets out requirements with respect to conflict of interest, including procedures mandated for disclosure of such interests and matters relating to the acceptance of gifts, the use of insider information and disclosure of contracts.

The policy further specifies procedure for any breaches, complaint handling and disciplinary action arising from a breach of this policy.

GOVERNANCE

It is the responsibility of all Board Officials, Employees and Advisory Body Members to ensure that the policy is implemented and adhered to. The policy will be administered and monitored by the Chief Administrative Officer.

ATTACHMENTS:

The Conflict of Interest Policy has been included as Attachment "A" of this report.

OPTIONS:

The Board of the SQCRD may wish to:

- Adopt the policy as presented;
- Adopt the policy with amendments; or
- Not adopt the policy.

RECOMMENDATION:

Staff is recommending that the Board of the SQCRD adopt the Conflict of Interest Policy as presented.



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Conflict of Interest Policy	
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1. PURPOSE

The purpose of this policy is to:

- Safeguard public interest by clearly identifying and addressing standards of Board Official, Employee and Advisory Body Member conduct relating to actual and perceived conflicts of interest;
- Prevent Board Officials, Employees and Advisory Body Members from using their positions for private gain;
- Protect Board Officials, Employees and Advisory Body Members from inadvertently placing themselves in a conflict of interest position;
- Provide avenues for Board Officials, Employees and Advisory Body Members to clarify and prevent potential conflicts of interest before they occur; and
- Protect the reputation of the Regional District.

2. TERMS / DEFINITIONS

“Advisory Body Member” means a person sitting on an advisory committee, task force, commission, board, or other Board-established body.

“Board Official” means the Chair and Board members of the Skeena-Queen Charlotte Regional District.

“Chief Administrative Officer” means the Chief Administrative Officer of the Skeena-Queen Charlotte Regional District, or his/her deputy.

“Confidential Information” means information that could reasonably harm the interests of individuals or organizations, including the Skeena-Queen Charlotte Regional District, if disclosed to persons who are not authorized to access the information.

“Conflict of Interest” means a direct or indirect personal interest in a matter that goes beyond the interests of other members of the community, and might reasonably be expected to influence a Board Official, Employee or Advisory Body Member’s performance of his or her duties.

“Corporate Officer” means the Corporate Officer of the Skeena-Queen Charlotte Regional District, or his/her deputy.

“Employee” means an individual employed by the Skeena-Queen Charlotte Regional District, including those on contract and in a volunteer capacity, but not including elected officials.

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

3. SCOPE

All Board Officials, Employees and Advisory Body Members.

4. PRINCIPLES

4.1. Integrity

Board Officials, Employees and Advisory Body Members are keepers of the public trust and must uphold the highest standards of ethical behavior. Board Officials, Employees and Advisory Body Members are expected to:

- Make decisions that benefit the community;
- Act lawfully and within the authorities of the *Community Charter* and *Local Government Act*; and
- Be free from undue influence and not act, or appear to act, in order to gain financial or other benefits.

4.2. Accountability

Board Officials, Employees, and Advisory Body Members are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny; and proper records are kept and audit trails are in place.

4.3. Responsibility

Board Officials, Employees and Advisory Body Members must act responsibly, within the law and within the authorities of the *Community Charter* and the *Local Government Act*. They are to observe the Code of Conduct. This means disclosing actual or potential conflict of interest relating to their public duties and taking steps to resolve the conflict for the protection of the public interest; following the letter and spirit of policies and procedures; and exercising all conferred power strictly for the purpose for which the powers have been conferred.

4.4. Leadership

Board Officials, Employees, and Advisory Body Members must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government.

4.5. Respect

Board Officials, Employees, and Advisory Body Members must conduct public business efficiently, with decorum and with proper attention to the Regional District's diversity. They must treat each other and others with respect at all times. This means not using derogatory language toward others, respecting the rights of other people, treating

people with courtesy and recognizing the different roles other play in local government decision making.

4.6. Openness

Board Officials, Employees, and Advisory Body Members have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

5. GENERAL CONDUCT

- 5.1.** Board Officials, Employees and Advisory Body Members must adhere to the key principles and provisions of the Code of Conduct.
- 5.2.** Board Officials, Employees and Advisory Body Members must act lawfully and within the authorities of the *Community Charter* and the *Local Government Act*, and exercise a reasonable degree of care and diligence in carrying out their functions.
- 5.3.** Board Officials, Employees and Advisory Body Members have an obligation to consider issues consistently and fairly.
- 5.4.** Board Officials, Employees and Advisory Body Members must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Board Officials, Employees and Advisory Body Members must avoid conduct that:
 - Contravenes the law, including the BC Human Rights Code, the *Community Charter*, the *Local Government Act*, Regional District Bylaws, associated regulations, and Regional District Policy;
 - Is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others; and
 - Prejudices the provision of a service or services in the community.
- 5.5.** When making decisions, Board Officials, Employees and Advisory Body Members must consider all relevant facts, opinions and analyses of which they should be reasonably aware.
- 5.6.** Board Officials, Employees and Advisory Body Members are obliged to question any request to act or make a decision that they think may be unethical or unlawful.
- 5.7.** Employees and Advisory Body Members must carry out duties in a manner that allows Board Officials and the public to remain informed about local government activity and practices.

5.8. Should there be uncertainty about the ethical issues around a conduct or decision, Board Officials, Employees and Advisory Body Members should consider the following:

- Is the conduct or decision lawful?
- Is the conduct or decision consistent with Regional District Policy, the Board's objectives and the Code of Conduct?
- Will the outcome of the decision or conduct provide a private benefit for the individual, family, friends or business interests?
- Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

6. HANDLING OF INFORMATION

6.1. Board Officials, Employees and Advisory Body Members must:

- Protect information that is specifically marked confidential and other material understood to be confidential in nature;
- Refrain from discussing/disclosing any confidential information with/to other Employees, or with persons outside of the organization except as authorized;
- Take reasonable care to prevent the examination of confidential material by unauthorized individuals;
- Not use confidential information with the intention to cause harm or detriment to the Board or any other person or body;
- Only access information needed for Regional District business;
- Only use confidential information for the purpose it is intended to be used;
- Only release information in accordance with established Regional District policies and procedures and in compliance with the *Freedom of Information and Protection of Privacy Act*;
- Not disclose decisions, resolutions or report contents from an in-camera meeting of the Board until a corporate decision has been made for the information to become public; and
- Not disclose detail on the Board's in-camera deliberations or specific detail on whether individual Board members voted for or against an issue.

6.2. Except in the normal course of duties, Board Officials, Employees and Advisory Body Members must not, in any way, change or alter Regional District records or documents.

6.3. When dealing with personal information, Board Officials, Employees and Advisory Body Members must comply fully with the provisions of the *Freedom of Information and Protection of Privacy Act*. All reasonable and necessary measures must be taken to ensure that personal or private business information of individuals is protected. Personal information is information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

7. CONFLICT OF INTEREST

7.1. Board Officials, Employees and Advisory Body Members are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests.

- 7.2. A conflict exists when an individual is, or could be, influenced, or appear to be influenced, by a personal interest, pecuniary or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgment, closed mindedness or undue influence.
- 7.3. Board Officials, Employees and Advisory Body Members must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements. When considering whether or not a conflict of interest exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists.
- 7.4. Part 4 Division 6 of the *Community Charter* set out requirements with respect to conflict of interest, including procedures mandated for disclosure of such interests and matters relating to the acceptance of gifts, the use of insider information and disclosure of contracts. These requirements apply to Board Officials. The common law interprets and applies the law in respect of conflict of interest.

Board Officials must fully inform themselves of the statutory requirements in respect of conflicts, and of the related common law, and must comply with all requirements. In the event of a conflict or perceived conflict, Board Officials must seek legal advice.

- 7.5. Employees must fully disclose to their supervisor or the Chief Administrative Officer any direct or indirect pecuniary interest or any bias or undue influence with respect to any matter they are dealing with as soon as practicable.
- 7.6. Advisory Body Members must fully disclose to the Corporate Officer any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter they are dealing with immediately.
- 7.7. When Employees or Advisory Body Members are uncertain whether a conflict exists, the situation must be immediately presented to the Chief Administrative Officer for guidance.
- 7.8. Employees and Advisory Body Members must not use confidential information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.
- 7.9. Examples of conflicts that may be encountered by Employees or Advisory Body Members include but are not limited to:
- 7.9.1. *Obligation to others:* Employees and Advisory Body Members must not place themselves in a situation where they may be under obligation to someone who has business dealings with the Regional District, and who would benefit from special consideration or treatment.
 - 7.9.2. *Special advantage/disadvantage:* When Employees or Advisory Body Members can gain special advantage because of their position or when the Regional District is disadvantaged as a result of the other interests of Board Officials, Employees or Advisory Body Members.

- 7.9.3. *Provision of special consideration/treatment:*** In the performance of their duties, Employees and Advisory Body Members may only grant special consideration/treatment as specifically authorized by Board Officials or the Chief Administrative Officer.
- 7.9.4. *Representation to Regional Board, its Committees, Boards or Tribunals:*** Employees and Advisory Body Members must not represent any private interest(s) except on their own behalf.
- 7.9.5. *Litigation involving the Regional District:*** Employees and Advisory Body Members must not be party to any litigation against or involving the Regional District.
- 7.9.6. *Use of Regional District-owned equipment:*** Employees must use Regional District-owned equipment, material, staff time or property in accordance with Regional District policy, or as specifically authorized by Board Officials or the Chief Administrative Officer.
- 7.9.7. *Discounts/rebates:*** Employees may not take advantage of discounts/rebates on personal purchases from suppliers having an existing relationship with the Regional District, unless those suppliers offer the same discounts/rebates to the general public or those discounts/rebates are offered to Employees of other large employers on a no-strings attached basis to the employer.
- 7.10.** Board Officials, Employees and Advisory Body Members must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.
- 7.11.** Employees who are considering outside employment, contract work or any business or undertaking that relates in any way to the business of the Regional District or that might conflict or appear to conflict with their duties to the Regional District must notify and seek the approval of the Chief Administrative Officer in writing.
- 7.11.1.** In dealing with such requests, the Chief Administrative Officer must not unreasonably withhold approval except where such employment is deemed to be inappropriate or present a high probability of the existence of a conflict.
- 7.11.2.** Before Employees engage in outside employment or business they must ensure that it will not:
- Conflict or appear to conflict with official duties;
 - Interfere or affect Regional District work;
 - Involve the use of confidential information or Board resources obtained through their work for the Regional District;
 - Require work during Regional District work hours;
 - Discredit or disadvantage the Regional District or Board Officials; or
 - Result in their holding any property or interest which may be in conflict with the employee's duties to the Regional District.
 - Potentially harm relationships between the Regional District and business and other agencies.

8. POLITICAL ACTIVITY

8.1. Employees enjoy broad political freedoms and should be able to engage in democratic politics with few restrictions. However, such broad freedoms must be exercised so as not to call into question their ability to perform their employment duties in a professional and impartial manner.

8.2. "Political Activity" is applicable to the civic, regional, provincial and national elections and includes:

- Carrying on any activity in support of, within, or in opposition to a political party;
- Carrying on any activity in support of or in opposition to a candidate before or during an election period; or
- Seeking nomination as or being a candidate in an election before or during the election period.

8.3. Section 82 of the *Local Government Act* allows an employee of the Regional District to seek nomination as candidates for the Regional Board, provided they meet certain requirements.

It requires the employee to:

- Notify the employer in writing, of the employee's intention to consent to nomination, before being nominated.
- After advising the employer in writing, the employee is entitled to and must take a leave of absence, as follows:
 - Commencing on the first day of the nomination period or the date of notification, whichever is later, and;
 - Ending:
 - *If not nominated*: on the day after the end of the nomination period;
 - *If employee withdraws as a candidate*: on the day after the withdrawal;
 - *If elected*: on the day the employee resigns from the position;
 - *If not elected and no application for judicial recount has been made*: on the last day on which an application for a judicial recount may be made; and
 - *If not elected and an application for a judicial recount has been made*: on the date when the results of the judicial recount are determined.

8.4. Employees may seek nomination and hold office on a School Board provided they do not violate the standards outlined in the Code of Conduct.

8.5. An Employee may engage in any political activity so long as it does not impair, or is not perceived as impairing, the Employee's ability to perform his or her duties in a politically impartial manner. This precludes Employees from displaying slogans or symbols supporting a particular party or candidate while at work where their duties may reasonably require them to interact in person with the public or where their duties require them to supervise, schedule or assign work to others.

8.6. An employee may only seek candidacy as set out in Sections 8.2 and 8.3 above.

8.7. The Chief Administrative Officer and department heads shall not engage in any public activity other than voting in an election.

9. GIFTS AND PERSONAL BENEFITS

9.1. Gifts and personal benefits are items or services of value that are received by Board Officials, Employees or Advisory Body Members for their personal use. Gifts and personal benefits include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, and invitations to social functions organized by groups or community organizations.

9.2. The following are not considered to be gifts or personal benefits for the purposes of this policy:

- Compensation authorized by law;
- Reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event; and
- A lawful contribution made to a Board official who is a candidate for election conducted under Part 3 of the *Local Government Act*.

9.3. Board Officials, Employees or Advisory Body Members must not, directly or indirectly, accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the Regional District.

9.4. Board Officials may accept gifts and personal benefits received as an incident of the protocol or social obligations that normally accompany the responsibilities of elected office.

9.5. Employees or Advisory Body Members may accept a gift or personal benefit that meets both of the following criteria:

- It has a value of fifty (50) dollars or less; and
- Is received as an incident of protocol or as a Regional District representative on activities such as speaking engagements, technical presentations, business meetings and social obligations reasonably related to their role with the Regional District.

9.6. Notwithstanding Sections 9.4 and 9.5 of this policy, Board Officials, Employees or Advisory Body Members must never accept a gift of cash (for the purpose of this policy, gift cards constitute cash).

9.7. Notwithstanding Sections 9.4 and 9.5 of this policy, Board Officials, Employees or Advisory Body Members must never accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest as set out in Sections 7.1 and 9.3 of this policy.

- 9.8.** Board Officials, Employees or Advisory Body Members must take all reasonable steps to ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to subvert this policy or to influence or secure a favour from the Board official, Employee or Advisory Body Member. Immediate family members include parents, spouses, children and siblings.
- 9.9.** Board Officials must disclose any gift or personal benefit they have accepted that is valued at more than fifty (50) dollars.
- 9.10.** If a Board Official, Employee or Advisory Body Member receives multiple gifts or personal benefits valued under fifty (50) dollars from a single individual or source in one calendar year, the gifts must be disclosed if the combined value of these gifts for the year is more than fifty (50) dollars.
- 9.11.** Board Officials, Employees or Advisory Body Members in receipt of gifts or personal benefits that they do not wish to accept have the option of immediately relinquishing the gift or personal benefit to the Regional District without filing a disclosure form. If not relinquished immediately, a disclosure form will be required.
- 9.12.** Where a disclosure is required, it must be filed with the Corporation Officer as soon as practicable, using the forms designated for this purpose. The disclosure must include:
- The name of the individual in receipt of the gift or personal benefit;
 - A description of the gift or personal benefit, estimated value, and date that it was received;
 - The source of the gift or personal benefit (if from a corporation, a full names and addresses of the Chief Executive Officer/Executive Director and at least 2 individuals who are directors);
 - The circumstances under which the gift or personal benefit was given and accepted; and
 - The final disposition of the gift or personal benefit.
- 9.13.** Responsibility for relinquishing of gifts and personal benefits in accordance with Section 9.11, and filing of the disclosure form in accordance with Section 9.12 of this policy lies solely with the recipient of the gift.
- 9.14.** For the purposes of this policy, the value of each gift or personal benefit shall be determined by its replacement cost.
- 9.15.** Where the value for a gift or personal benefit is unclear, the Corporate Officer shall determine its value.
- 9.16.** The Corporate Officer will maintain records of all gifts and personal benefits received, including disposition.
- 9.17.** Any gifts or personal benefits that have been received in contravention of Sections 9.3 to 9.8 of this policy must be turned over to the Corporate Officer immediately for safekeeping or disposition, and are the property of the Regional District.

9.18. At the Corporate Officer's discretion, such gifts may be disposed of as follows:

- Returned to the donor;
- Displayed in individual offices, general offices, or in the public areas of the Regional District office; or
- Disposed of by donation, sale or auction, with any proceeds credited to the Regional District's general revenues or to the direct or indirect support of a charitable organization.

9.19. The Corporate Officer may contact the donor, where appropriate, to report on the disposition of the gift.

10. INTERACTIONS OF BOARD OFFICIALS, EMPLOYEES AND ADVISORY BODY MEMBERS

10.1. The Board is the governing body of the Regional District. It has the responsibility to govern the Regional District in accordance with the *Community Charter*, the *Local Government Act* and other applicable legislation.

10.2. Board Officials must act in accordance with the Regional District's Procedure Bylaw and conduct guidelines outlined in the Code of Conduct.

10.3. Board Officials are to contact Employees according to the procedures authorized by the Chief Administrative Officer regarding the interaction of Board Officials and Employees. As a general guide, inquiries are to be directed to the Chief Administrative Officer. Direct access to Employees within a department is at the Chief Administrative Officer's discretion.

10.4. Where a Board official inquiry may, in the opinion of the Chief Administrative Officer, result in more than a few hours work or may involve sensitive matters, the Board official must obtain the approval of the Chief Administrative Officer or Regional District Board.

10.5. Board Officials must not direct or influence, or attempt to direct or influence, any Employee or Advisory Body Member in the exercise of their duties or functions.

10.6. Board Officials are not to contact or issue instructions to any of the Regional District's contractors, tenderers, consultants or other service providers.

10.7. Board Officials must not make public statements attacking or reflecting negatively on Regional District Employees or invoke Employee matters for political purposes.

10.8. Board Officials must not approach Employee organizations about personal matters of individual Employee members.

10.9. Board Officials are to direct requests for working papers or preliminary drafts of reports to the Chief Administrative Officer. The Chief Administrative Officer may point out controversial or confidential aspects of the document, and may stress that the document may not present the final position of staff.

- 10.10.** The Chief Administrative Officer is responsible for the efficient and effective operation of the Regional District organization and for ensuring the implementation of the decisions of the Board.
- 10.11.** Employees are expected to:
- Give their attention to the business of the Regional District while on duty;
 - Ensure that their work is carried out efficiently, economically and effectively;
 - Provide Board Officials with information sufficient to enable them to carry out their civic functions;
 - Carry out lawful directions given by any person having authority to give such directions; and
 - Give effect to the lawful policies, decisions and practices of the Board, whether or not the Employee agrees with or approves of them.
- 10.12.** Employees should seek the advice and approval of the Chief Administrative Officer prior to responding to a direct request from Board Officials, except where the request is minor or of a day-to-day operational nature.
- 10.13.** Employees are to provide information and professional advice through regular Regional District processes and are not to lobby Board Officials on any matter.
- 10.14.** Employees must not make public statements unfairly attacking or reflecting negatively on the Regional District, the Regional District Board, individual Board Officials or Employees.
- 10.15.** Employees are to be equally helpful to all members of the Board, and should avoid close alliance, or the appearance of close alliance, with any particular member. Information and advice is to be provided as requested, within the limitations of this document.
- 10.16.** Significant information provided to any member of the Board, which is likely to be used in Board or in political debate, should also be provided to all other Board members, and to the Chief Administrative Officer.
- 10.17.** Advisory Body Members must act in accordance with the relevant sections of the Regional District Procedure Bylaw and Regional District policy.
- 10.18.** Advisory Body Members must not inappropriately direct or influence, or attempt to direct or influence, any Employees in the exercise of their duties or functions except where such direction or influence is necessary to fulfill the specific mandate of the advisory body.
- 10.19.** Advisory Body Members must not make public statements unfairly attacking or reflecting negatively on the Regional District, Regional District Board, individual Board Officials or Employees.

11. BREACHES, COMPLAINT HANDLING AND DISCIPLINARY ACTION

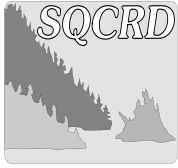
- 11.1.** Board Officials, Advisory Body Members and Employees are to abide by the requirements of the *Community Charter*, the *Local Government Act* and this policy, and shall endeavor to resolve interpersonal disputes in good faith.
- 11.2.** Alleged breaches of this policy by Board Officials shall be submitted in a written complaint addressed to the Board Chair and/or the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Board Chair is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Board Vice Chair.
- 11.3.** Upon receipt of a complaint under Section 11.2 of this policy, the Board Chair shall, within thirty (30) days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator"). The Third Party Investigator:
- May conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed;

If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

- Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
 - Provide an investigation update within ninety (90) days of his or her appointment by the Board Chair, as applicable, and to the Complainant and the Respondent;
 - Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this policy, to the Board Chair, as applicable, and to the Complainant and the Respondent; and
 - Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:
 - Dismissal of the complaint; or
 - Public censure of a Board official or officials for misbehaviour or a breach of this policy;
 - A requirement that a Board official or officials apologize to any person adversely affected by a breach of this policy;
 - Counselling of a Board official or officials; and/or
 - Such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.
- 11.4.** The Corporate Officer will receive and retain all Reports prepared under Section 11.3 of this policy.

- 11.5.** Where a Board official alleges a breach of this policy by a fellow Board official, all Board Officials shall refrain from commenting on such allegations at meetings of the Regional District Board.
- 11.6.** Alleged breaches of this policy by Advisory Body Members shall be submitted in a written complaint addressed to the Board Chair within six (6) months of the last alleged breach.
- 11.7.** The Board Chair shall consider alleged breaches of this policy by Advisory Body Members, direct that any enquiries he or she considers appropriate or desirable be undertaken, and recommend appropriate disciplinary action to the Board.
- 11.8.** The Board Chair may recommend that the Board take any actions provided for in this policy that the Board Chair considers reasonable in the circumstances.
- 11.9.** Where the Regional District Board finds that an Advisory Body Member has breached this policy, the Board may decide by resolution to:
- Censure the Advisory Body Member for misbehaviour;
 - Require the Advisory Body Member to apologize to any person adversely affected by the breach;
 - Counsel the Advisory Body Member;
 - Terminate the Advisory Body Member's appointment; and/or
 - Implement such other measures as the Board deems appropriate.
- 11.10.** Alleged breaches of this policy by Employees shall be reported, in writing, to the Chief Administrative Officer.
- 11.11.** Breaches of this policy by staff party to collective agreements will be handled through existing collective agreements including identified grievance and arbitration processes. These mechanisms include the ability for the Regional District to take appropriate disciplinary action up to and including dismissal.
- 11.12.** Breaches of this policy by exempt Employees will be handled through existing processes and in accordance with current employment law. The Chief Administrative Officer reviews alleged breaches, makes any necessary inquiries and determines appropriate disciplinary action.
- 11.13.** Consequences associated with breaches of this policy by contract employees are incorporated in the contracts under which they are retained, and will be dealt with in accordance with the conditions outlined therein.

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



STAFF REPORT

DATE: August 12, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: S. Gill, Treasurer

SUBJECT: Purchasing Policy

Recommendation:

THAT the report from the Treasurer, entitled “Purchasing Policy” be received;

AND THAT the Board adopt the attached “Purchasing Policy” as presented.

Purpose of the Report:

This report introduced the Board to procurement requirements and the need for a policy to govern how the Skeena-Queen Charlotte Regional District’s (SQCRD) purchasing is managed.

Options:

1. Adopt the draft Purchasing Policy as presented;
2. Amend the draft Purchasing Policy then adopt it; or
3. Do not adopt a Policy for purchasing.

Background:

The Skeena-Queen Charlotte Regional District does not have an official Policy in place for procurement and purchasing. There are internal controls in place which provides a level of operational effectiveness and efficiency, reliable financial reporting, and assurance that funds are not being misappropriated. The Districts auditors, Carlyle Shepherd & Company will review the purchasing controls on an annual basis when auditing the financial statements.

Although these internal controls exist and are reliable it is important that we adopt a purchasing policy to mitigate any risks that the District may encounter in future capital projects.

The Auditor General for Local Government has encountered many cases in the past where municipalities lacked a Purchasing Policy and often times where municipalities did have a Purchasing Policy it was not followed.

Discussion:

This draft purchasing policy provides staff with:

1. Authorization limits;
2. Specifies that quotations must be received on certain purchases;
3. Details on how to process Tenders and RFPs;
4. Explicitly states that local purchases should be made wherever possible;

Without this direction to staff, we may be exposed to risks such as department managers using vendors where a conflict of interest is present, significant unsubstantiated cost overruns, inadequate procurement policies, lack of essential documentation and lack of value for money spent.

Conclusion:

Providing direction to staff will provide for sound, consistent management of expenditures.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BOARD POLICY

Title:	Purchasing Policy	
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1. PURPOSE

- 1.1 The purpose of this policy is to ensure that the Skeena-Queen Charlotte Regional District (SQCRD) sets out clear guidelines and standards for procurement to ensure the best overall value in the most effective manner is received.
- 1.2 The purchasing policy provides a process for the expenditure of SQCRD funds with third party contractors and suppliers, and to delegate certain authority with regard to approval and execution of certain contracts and agreements.

2. GENERAL

In the provision of services to the public, the Regional District must engage in the procurement of goods and services. To achieve uniformity, best value, efficiency and effectiveness in the acquisition of goods and services, the Regional District will follow certain corporate principles which are applicable to all Departments.

3. GUIDING PRINCIPLES

3.1 Professional Ethics

Employees shall not use their authority or office for personal gain and shall seek to uphold and enhance the Regional District's image by:

- i. Maintaining unimpeachable standards of integrity in all their business relationships;
- ii. Fostering the highest standard of professional competence amongst Regional District employees;
- iii. Maximizing the use of resources for which they are responsible so as to receive maximum benefit for the Regional District.

3.2 Declaration of interest

Any personal interest which may encroach or might reasonably be deemed by others to affect the impartiality of an employee in any matter relevant to their duties, should be declared by the employee to their supervisor.

3.3 Confidentiality & Accuracy of Information

Information received in the course of duty must be respected and shall not be used for personal gain. Information given in the course of duty should be true, fair and not designed to mislead.

3.4 Competition

When considering the advantages to the Regional District of maintaining a continuing relationship with a supplier; any arrangement that might, in the long term, prevent the effective operation of fair competition should be avoided.

3.5 Gifts

To preserve the image and integrity of employees and the Regional District, business gifts should be actively discouraged. Gifts, other than those of very small intrinsic value (\$50 or less), shall not be accepted.

4. DEFINITIONS

4.1 **Board:** Elected officials that make up the Skeena-Queen Charlotte Regional District Board of Directors

4.2 **Invitation to Tender:** A Formal request for sealed bids for the supply of specific goods or services in response to an advertised invitation. It may be opened in public. The Tendering process forms complex legal obligations.

4.3 **Local Area:** Defined as the Skeena-Queen Charlotte Regional District.

4.4 **Local Vendor/Bidder:** Must have a physical address within the local area and for the purposes of this policy must:

- i. Possess a valid business license if required by the area, and
- ii. Have a principal business office or satellite office located in the local area

4.5 **Prequalification:** An attempt to identify in advance of an actual Tender or RFP suppliers that are capable of successfully accomplishing what is required in that Tender or RFP. Usually, this is used in complex procurements only. The Prequalification process itself may form legal obligations.

4.6 **Regional District:** Means the Skeena-Queen Charlotte Regional District.

4.7 **Requests for Information:** A request for written information may or may not develop into a supply contract. This does not have the legal obligations of and Invitation to Tender, Request for Proposal or prequalification.

4.8 **Requests for Offers:** This is the least formal, and typically the fastest and simplest way to obtain competitive bids.

4.9 **Requests for Proposals:** A formal request for sealed submissions. It is not as specific as an Invitation to Tender. It describes an opportunity or problem and asks for solutions and costs for those specific opportunities or problems. The RFP process itself forms complex legal obligations.

4.10 **Sustainability:** A state in which the needs of the present generation are met without compromising the ability of future generations to meet their own needs.

4.11 **Local Area:** Defined as the Skeena-Queen Charlotte Regional District.

4.12 **Local Vendor/Bidder:** Must have a physical address within the local area and for the purposes of this policy must:

- iii. Possess a valid business license if required by the area, and
- iv. Have a principal business office or satellite office located in the local area

5. PURCHASING AUTHORITY AND RESPONSIBILITY

It is the responsibility of individual department managers to ensure their department's purchasing practices serve the best interest of the Regional District and are in conformance with the Regional District's purchasing policy. All invoices and purchase orders will be approved by department managers or their designate. The Chief Finance Officer must be advised, in writing, of the departmental designate along with a sample signature.

5.1 BUDGET APPROVAL

Department Managers are responsible for ensuring budget funds are available in duly authorized accounts before making commitments for goods and services.

5.2 AWARD OF CONTRACT/VENDOR SELECTION

5.2.1 Open Market

The Regional District's policy is to buy on the open market, seeking the best value for its purchasing dollar. Buying on the open market means that:

- i. Suppliers are given an opportunity to quote or tender on goods or services acquired and;
- ii. Where practical, suppliers are made aware of the Regional District's needs as they arise.

5.2.2 Best Buy

Best buy will take into consideration the following factors, which other than cost are not listed in any particular order:

- a. Cost;
- b. Quality;
- c. Availability;
- d. Suitability or compliance with specifications;
- e. Supplier financial stability;
- f. Supplier performance and references;
- g. Source of supply. In cases where two or more identical offers or tenders are made, the source of supply will be taken into consideration, with preference in order of Local, Provincial, then Federal. Orders will not be split between tie bidders. No percentage differences or dollar preferences will be given to purchasing locally as that would represent a direct grant to local suppliers; however, full consideration will be given to potential future costs or savings that may be experience by using a local supplier.

5.2.3 Agreement on Internal Trade (AIT)

The Regional District will abide by the provisions of the Agreement on Internal Trade (AIT) which in part requires that the Regional District must ensure their acquisition processes are fair, competitive, efficient, effective, non-discriminatory and transparent for acquisitions of goods and services over \$100,000 and construction over \$250,000. Where possible, the spirit of the AIT is expected to be followed for acquisitions less than these thresholds.

5.3 METHOD OF PURCHASING GOODS AND SERVICES

5.3.1 Petty Cash

Petty cash may be used where the direct acquisition of a good and or service is required and of a value less than \$100.

5.3.2 Purchasing Card

A purchasing card is a corporate credit card issued to specific employees for purchases within clearly defined parameters. The Chief Finance Officer, in consultation with the Chief Administrative Officer, will determine who shall participate in the purchasing card program and the spending limits of each card user.

5.3.3 Regional District Purchase Order

Regional District purchase orders will normally be issued except where petty cash has been used or when payment for goods is required in order to receive goods.

5.3.4 Blanket/Standing Purchase Orders

A blanket or standing purchase order may be used for the continuous supply of a good or service and must not be issued for a period extending beyond the fiscal year end.

5.4 PURCHASING LIMITS

The following purchasing limits are authorized for the positions listed and the duly appointed Acting designates. All purchases must be within the authorized Financial Plan.

Operating Budget

Estimated Purchase Value

\$0 to \$500

Approval

Public Works Forman
Public Works Mechanic
Utilities Operator
Facilities Maintenance Foreman
Administrative Assistant
Finance Administrative Assistant
Administrative Events Coordinator
Recreation/Aquatic Supervisor/Programmer

\$501 and over

Chief Administrative Officer
Chief Finance Officer
Corporate Officer
Operations Manager/Foreman, PW
Director of Community Services
Fire Chief
Economic Development Officer

Capital Budget

Estimated Purchase Value

Approval

Full Authority as approved in Capital Budget

Chief Administrative Officer

\$0 to \$25,000 as approved in Capital Budget

Operations Manager/Foreman PW
Chief Finance Officer
Director of Community Services
Fire Chief
Economic Development Officer

\$0 to \$50,000 on release of funds by Board for a contract

Operations Manager/Foreman PW

Change Orders

To reduce a Contract price

Chief Administrative Officer or Chief Finance Officer

To increase a Contract price by not more than the lesser of \$25,000 or 15%

Chief Administrative Officer or Chief Finance Officer

5.5 PURCHASING CARDS

- a) All purchases facilitated by the Purchasing Card are to be in compliance with the Regional District Purchasing and Tendering Policy and Procedures.
- b) Purchasing Cards/Credit Cards are intended to facilitate the purchase and payment of goods and services required for the conduct of Regional District and Regional District authorized business.
- c) Purchasing Cards/Credit Cards may not be used for personal purchases unless pre-authorization has been granted by the Chief Administrative Officer or Chief Finance Officer. In the event that pre-authorization cannot be obtained, the purchase/credit card may be used for emergency or extenuating circumstances such as unexpected medical or travel expenses.
- d) All purchase/credit cards must be surrendered upon termination of employment, whether for retirement, voluntary separation, resignation, or dismissal. Surrender of the purchase/credit card may also be required for reorganization, work stoppage or potential work stoppage.
- e) Purchase/Credit cards will be maintained with appropriate security and if stolen or lost, reported to the Chief Finance Officer immediately.
- f) The Purchase/Credit card will be issued in the Regional Districts name and the holder's name. The holder is responsible for delegating its use and reconciling transactions against it.
- g) The holder of the Purchase/Credit card will receive a statement monthly that will report all activity within the statement period. The holder will resolve any discrepancies.
- h) All charges will be billed directly to and paid by the Regional District. The holder must code all transactions on each statement. Reconciled statement are to be returned to the Finance Department a minimum of ten days prior to the payment due date on the statement.

5.6 PURCHASE ORDERS

Purchase orders to be:

- a) Used for all out-of-town purchases;
- b) Used for local purchases greater than \$250
- c) Used for all purchased goods and services except for the following items:
 - i. Subscriptions
 - ii. Publications
 - iii. Utility bills
 - iv. Consultant fees
 - v. Professional fees
 - vi. Maintenance agreements
 - vii. Insurance remittances
 - viii. Lease payments
 - ix. Investments
 - x. Tendered construction contracts
 - xi. Training and education
 - xii. Conference fees
 - xiii. Convention fees
 - xiv. MFA Payments

5.7 QUOTATIONS

Quotes are required for purchases over \$5,000. Purchases under \$5,000 performed using purchase orders.

5.7.1 Purchases between \$5,001 and \$15,000

- a) Verbal quotations should be obtained from three (3) vendors who are qualified to meet the requirements.
- b) The verbal quotes for each item will be shown on the purchase order or attached to the purchase order if documented in another form.

5.7.2 Purchases over \$15,001

- a) Written quotations must be obtained from three (3) vendors qualified to meet the requirements indicating:
 - i. Quantity
 - ii. Description
 - iii. Delivery requirements
 - iv. Special conditions
 - v. Drawings if applicable
 - vi. Date
 - vii. Information required
 - viii. Specifications

- b) In the event where less than three quotes cannot be obtained, a report is to be provided documenting why less than three quotes were received.
- c) After all quotations have been received and examined for accuracy and completeness, a summary of the quotations is to be made by the purchaser noting all pertinent data and discrepancies. Determination of the recommended vendor will be noted on the summary sheet and will be forwarded to the appropriate authorized personnel for approval.
- d) The successful vendor will be notified immediately.
- e) All information shall be attached to the purchase order.
- f) If requested by an unsuccessful vendor, notification of whom the purchase has been awarded to will be made by the Regional District contact.

5.8 TENDERS

5.8.1 General

The following procedures shall be utilized for purchases in excess of \$50,000. Tenders whose expected value exceeds \$100,000 for goods and services or \$250,000 for construction, must comply with the Agreement on Internal Trade (AIT) and will be advertised nationally. All Regional District tenders must originate and close at the administrative offices of the Skeena-Queen Charlotte Regional District. In the absence of the Department Head, tenders may close with the Chief Finance Officer. In addition to the Department Head, at least one other authorized senior Regional District employee must be in attendance along with an administrative assistant, who will act as recorder, during tender openings.

5.8.2 Request for Tender

The Chief Administrative Officer or delegate will be responsible for the preparation and issuance of the tender document. Requests for tender should be sent to suppliers, who are qualified to meet the requirements, by mail or fax, and when applicable, newspaper advertisement. The return address for all tenders should be: 14-342 3rd Ave West Prince Rupert, B.C. V8J 1L5. The Department Head in consultation with the Chief Administrative Officer and the Chief Finance Officer must approve any change.

5.8.3 Tender Documents

When preparing tender documents, the following contents should be considered:

- a) Tendering Period: In general, from the date of issuance of the tender to potential suppliers, a period of at least ten (10) working days should be allowed for the tenderer to prepare the bid.
- b) Bid Deposits. Bid deposits or surety shall be prescribed on the public notices inviting bids. For bids under \$100,000 no bid deposit is required. Bids greater than \$100,000 may require a bid deposit of 10%. Unsuccessful bidders shall be entitled the return of the deposit or surety without interest on funds in deposit.
- c) Performance Bonds: The Regional District may require a performance bond before entering a bid-based contract and in such amount as shall be found necessary to protect the best interests of the Regional District in the performance of the contract or services and materials.
- d) Insurance: The Regional District requires a minimum of Five Million Dollars comprehensive liability insurance coverage from Contractors working on Regional District projects.
- e) WorkSafe B.C.: Contractors employed by the Regional District must be registered and in good standing with WorkSafe B.C.

- f) Mandatory Site Meetings or Job Inspections: When it is in the best interest of the Regional District to include in the tender call, a mandatory site meeting or job inspection, the Department Head, along with other respective department heads, supervisors, employees, etc should attend these meetings and formally record the names of the attending company representatives. Where applicable, minutes of these meetings should be recorded and submitted with the tender.

5.8.4 Tender Receipt/Opening

The recommended procedures and guidelines for use in the receipt/opening process must follow the procedures and guidelines as generally accepted by the Public Construction Council of B.C. The applicable parts of these guidelines are reproduced with minor modifications below for guidance in the tender receipt and opening:

- A. Receiving of Tenders
 - i. All tenders must be submitted in a sealed envelope and properly identified with the tender number given by the Regional District. Faxes tenders are not acceptable, only faxed revisions to an original tender may be accepted
 - ii. All Tender envelopes shall be stamped or handwritten showing the time of receipt and signed by the Regional District reception or other designated Regional District Staff person
 - iii. A list of tenders received shall be kept.
 - iv. Tenders received are to be kept in a secure place such as a vault or safe.
 - v. All staff who may be involved with receipt of tenders are to be notified of the required procedures to ensure tenders are not inadvertently opened or delivered to incorrect locations.
 - vi. Revisions to the tenders are to be attached to the relevant submission. All revisions to the tender sum must show an increase or reduction only. This must be in writing and not verbal.
 - vii. If there is a telephone facsimile machine available to the bidders, every effort should be made to keep the line or lines open. However, the onus is on the bidders to make revisions to the tender on time.
 - viii. Regional District staff should attempt to notify bidders of any obvious irregularities in the receipt of the tender prior to tender opening to avoid post-opening disputes.
- B. Revisions – To Tenders
 - i. Any revisions to a tender must be submitted in writing prior to the time of closing of receipt of tenders. A change in price must state only the difference to be added or deducted. The revised price must not be stated. A facsimile or telegram is acceptable.
 - ii. Telephoned revisions to a tender price, including those that may originate from telegrams, are not acceptable. The Regional District must receive the written confirmation at the place designated for the receipt of tenders prior to the designated closing time.
- C. Opening Tenders

Tender opening shall at all times be formal, correct, and well documented. Three Regional District Staff members should be the minimum number in attendance.

- i. Prior to Opening Time
 - a. A suitable tender opening record shall be prepared to include the following information:
 - Space for the names of Regional District personnel in attendance;
 - Space for the names of all people in attendance together with their company or other affiliations;
 - Space for the official closing time of the “receipt of tenders”;
 - Space for the names of each bidder, the amount of the bid, the revised price (if any) and the total of each bid;
 - Any other pertinent data/information as relevant; and
 - For consistency purposes, a template form should be used to provide the foregoing information.
 - b. The Regional District Staff present should check the time located on the Committee Room clock prior to the opening time to ensure the accuracy of time and to ensure the tenders are not opened prematurely.
 - c. Prior to the opening, ensure the room is suitably laid out and there is a table or desk and other equipment to open tenders.
 - d. The tender opening form should be ready on which to record the information.
 - e. Tenders already received are brought into the room and care taken to ensure they are not removed or misplaced.
- ii. The Opening
 - a. No reasonable request for attendance at the tender opening shall be refused.
 - b. At the correct time the Regional District Staff member shall make the following announcements:
 - “It is now _____ (give time and date) the closing time for tendering of _____ (give project name and tender number).
 - No further tenders will be received.”
 - State the number of tenders received.
 - c. No further tenders are to be received after the close has been announced and no corrections or revisions to any of the bids are to be permitted.
 - d. Each tender correctly received in the form prescribed is to be opened and signed by each of the Regional District Staff personnel present.
 - e. The presence of the bond is to be checked before the price is read out. If the bond is not present the tender is to be put aside and not considered. The price is not to be read out and the tender is to be declared invalid.
 - f. The tender is to be checked to ensure that the bidder is named, that the written amount and the amount in the numbers are the same and the signatures are present. If these items are not correct, the tender is to be declared invalid.

- g. If these items are correct then the price is to be announced together with any revisions made prior to the closing and the revised price announced as “We calculate that to be \$_____”.
- h. The tender is to be recorded on the tender opening record form.
- i. After each tender is opened and initial checks have been made, it is to be carefully replaced in its envelope.
- j. The tenders are to be carefully secured to ensure they remain intact. The tenders are not to be made available to the public. Information contained in the tender will not be given to the public until an award or final disposition has been reached.
- k. All tenders submitted late shall be returned to the sender unopened by the Regional District Staff with the tender envelope stamped or written: “Late Tender Unopened” together with a covering letter giving details.
- l. For other tenders that are disqualified, letters of notification will be provided to the sender.
- m. Under no circumstances is the Regional District Staff to give an indication of the tender being awarded to the low bidder or to any bidder.

D. Review of Tenders

- ix. Tenders that were opened are to be carefully analyzed for compliance with the contract documents.
- x. The Regional District reserves the right to waive informalities in, or reject any or all tenders, or accept any tender to be deemed in the best interest of the Regional District.
- xi. Any changes or qualifications made to the tender form may be the cause of disqualification.
- xii. Any errors, omissions or other not compliance considered to give a bidder an unfair advantage or that do not meet the requirements of the tender documents may be grounds for rejections.

E. Post Tender Negotiations (after tender has been awarded)

The tender authority may negotiate changes to the document with the lowest qualified bidder only and between them and their named sub-trade bidders.

F. Award Recommendation

The recommendation for award of purchase or supply contract, after evaluation of all proposals is complete, should be addressed to the Regional District Chief Administrative Officer and Chief Finance Officer. The recommendation should be made jointly by the Departments and the Requisitioning Supervisor or Department Head. This process is designed only for those limits that require Chief Administrative Officer, Chief Finance Officer or Council approval.

5.9 REQUEST FOR PROPOSAL

The above process for Tenders is also applicable for Request for Proposals. The same process shall be followed for a Request for Proposal as outlined for Tenders in 5.8 of the Purchasing Policy.

5.10 BUSINESS CASE

A business case should be completed as per the Business Case Policy for capital projects greater than \$250,000 or whenever the complexity of a project increases.

6.0 ENVIRONMENTAL PURCHASING

The Regional District supports the use of environmentally sustainable products and practices and expects staff to pursue this objective in the acquisition of goods and services for the Regional District. This will be accomplished by ensuring that the user departments review and modify existing specifications, write new specifications, and include environmentally sustainable choices subject to both suitability and cost.

6.1 General Principles

- i. To specify products that do not harm the environment in their manufacture, use or disposal. Third party certification such as the “Eco Logo” or “Energy Star” may be used.
- ii. To consider the environmental factors along with price and performance.
- iii. To secure comprehensive, accurate and meaningful information about the environmental performance of products or services sufficient to determine environmental preference.

6.2 Procedures

- i. User department staff (or delegate) will review and modify existing specifications and write new specifications to include options for the use of environmentally sound products and processes.
- ii. Environmentally preferred products must meet or exceed the same engineered standards for the traditional products with respect to performance, structural integrity, life span and safety.
- iii. The Regional District may be prepared to pay a premium for the environmentally friendly option, however, any significant impact on budgets will be appropriately approved.
- iv. User department staff (or delegate) will remain alert to sources of recycled materials, products made from recycled materials and other environmentally beneficial products, bringing such information to the attention of the user departments.

7.0 INVENTORY

Inventory will be identified as being stocked for the following reasons:

- a) Quantity purchase discounts outweigh the cost of stocking inventory.
- b) Convenience of stocking items outweighs cost of stocking inventory.
- c) Emergencies make it necessary to stock an item.

Inventory Control

- a) Normally no more than six months’ supply of an item is to be stocked in inventory.
- b) Inventory will be counted annually.
- c) Surplus and obsolete material may be disposed of pursuant to this policy.

8.0 SURPLUS ASSET DISPOSAL

8.1 Surplus Assets

- a) The Regional District recognizes that assets purchased for its' use will eventually become surplus to its needs. These assets are deemed surplus due to:
- Obsolescence
 - Worn out
 - Too costly to maintain
 - No longer used.

8.2 Disposal

All surplus assets estimated to have a monetary value shall be disposed of by the Chief Finance Officer in the manner which will receive the best possible return to the Regional District.

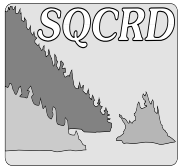
Some methods of disposal include:

- a) Donation to a registered charitable organization or not-for-profit society;
- b) Reuse at another location or department within the Regional District;
- c) Trade-in or return to supplier for credit;
- d) Sale by public or selective bids;
- e) Sale at a public auction;
- f) Sale as scrap;
- g) Classified as waste and request a write-off.

8.3 Process in the Disposal of Assets

- a) Where the value of the surplus asset is deemed to be less than \$500 the Regional District, upon the approval of the Chief Finance Officer, may dispose of the surplus asset through donation to a registered charitable organization or not-for-profit society;
- b) Except for trade-ins, surplus assets valued in excess of \$10,000 shall be referred to the Board stating the reasons for disposal. Once Board approval is given, the Regional District will dispose of the surplus assets in a manner that will receive the best possible return to the Regional District;
- c) It is the responsibility of each Department Manager to notify the Chief Finance Officer, in writing, a list of the surplus assets. Where applicable, the list must contain the make, model and serial number.
- d) Prior to disposal, a list of surplus assets will be circulated to all Regional District departments to determine if they can be of use in another department.
- e) All surplus assets shall be sold on an "as is/where is" basis. No warranties or guarantees are to be offered or implied in the sale of surplus assets.

Approval Date:		Resolution No.	
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STAFF REPORT

DATE: August 12, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Deputy Corporate Officer

SUBJECT: Permissive Tax Exemption Policy

Recommendation:

THAT the staff report entitled “Permissive Tax Exemption Policy”, dated August 12, 2016, be received;

AND THAT the

PURPOSE:

At its Regular meeting held February 19, 2016, the Board of the Skeena-Queen Charlotte Regional District (SQCRD) directed staff to develop a permissive tax exemption policy to be brought forward for the Board’s consideration.

POLICY:

Sections 391 and 392 of the *Local Government Act* (*Act*) allow regional districts to exempt properties within its electoral areas that meet the requirements of the legislation. The *Act* stipulates that on or before October 31st in any given year, the Board may, by bylaw, exempt lands and/or improvements from regional district property taxes. In addition to the requirements outlined in the *Act*, those organizations making application for a permissive tax exemption from the SQCRD would need to comply with the guidelines set out in the *Permissive Tax Exemption Policy* (*Policy*).

The *Policy* limits those organizations making application for a permissive tax exemption to those that are deemed to be:

- A not-for-profit corporation;
- An athletic or service club/association;
- A licensed community care facility; licensed private hospital; registered assisted living residence;
- A partner of the SQCRD by agreement under section 396 of the *Local Government Act*;
- A municipality, regional district or other local authority;
- A religious organization as tenant or licensee; or
- An organization eligible for exemption in accordance with section 391 of the *Local Government Act*.

Additionally, applicant organization's use of the subject lands/improvements must benefit the community in one or more of the following ways:

- Provides recreation facilities for public use;
- Provides recreation programs to the public;
- Provides programs to and/or facilities used by youth, seniors, or other special needs groups;
- Promotes economic development or tourism;
- Preserves heritage important to the community character;
- Preserves and environmentally, ecologically significant area of the community;
- Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance; or
- Offers services to the public in formal partnership with the SQCRD.

In addition to the eligibility criteria outlined, the *Policy* also provides for an application process to be followed by those organizations seeking a permissive tax exemption which includes:

- Public advertising in anticipation of an application process;
- An application deadline of August 1st each year;
- Requirement of the following documents:
 - Financial statements prepared by a Chartered Professional Accountant to practice in B.C.;
 - State of title certificate or lease agreement, as applicable;
 - Description of programs/services delivered from the subject lands/improvements;
 - Description of any third party use of the subject lands/improvements; and
 - Statement of all grant-in-aid approved for the year.
- A summary report and recommendations from the Treasurer outlining applications received; and
- A permissive tax exemption bylaw to be adopted before October 31st in any given year.

The *Policy* permits the SQCRD Board, at its discretion, to designate only a portion of any applicant lands and/or improvements as exempted and to impose conditions on any exempted lands and/or improvements for a period of one year up to a maximum of ten years.

DISCUSSION:

The authority to grant permissive tax exemptions is a policy tool available to the SQCRD to promote or achieve specific goals. For example, the Board may wish to encourage certain developments that are deemed to benefit the community. A policy that extended permissive exemptions to athletic clubs may encourage the clubs to make available their fields and facilities to the general public. Similarly, the Board may choose to grant permissive tax exemptions to not-for-profit groups that provide important local services to disadvantaged segments of the community.

Essentially, permissive tax exemptions are a mechanism which the SQCRD may utilize to recognize the significant value of volunteers, volunteer groups and agencies to the social, cultural, educational and physical well-being of the community by providing partial or complete property tax exemptions, in the SQCRD's electoral areas, that are subject to review of property utilization.

In conjunction with the *Act*, the *Policy* is intended to ensure that potential applications for a permissive tax exemption are deal with consistently and receive equal treatment and consideration for tax exemption.

The Board may wish to consider adopting the *Policy* for making decisions regarding permissive tax exemptions under sections 391 and 392 of the *Act*, to promote clarity, consistency and certainty to the regional district, the public and prospective applicants.

FINANCIAL CONSIDERATION:

It is important to understand what is meant by the “cost” of permissive tax exemptions. Tax exemptions are not financed through a budgetary line item in the same way as regional district spending, nor do they affect the amount that has to be raised through property taxes. Nevertheless, tax exemptions do impose a cost on taxpayers who are not exempt. Tax exemptions reduce the total value of the tax base. Therefore, tax exemptions transfer the burden of taxation from properties that are exempt to properties that are taxable. An increase in the value of tax exemptions increases the taxes paid by properties that are not tax exempt. Any efforts to control or limit tax exemptions would generate a tax saving for taxable properties.

ATTACHMENTS:

The Permissive Tax Exemption Policy has been included as Attachment “A” of this report.

OPTIONS:

The Board of the SQCRD may wish to:

- Adopt the policy as presented;
- Adopt the policy with amendments; or
- Not adopt the policy.

RECOMMENDATION:

Staff is recommending that the Board of the SQCRD, should it wish to begin accepting applications for permissive tax exemptions, adopt the Permissive Tax Exemption Policy as presented.



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Permissive Tax Exemption Policy	
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1. PURPOSE

The *Local Government Act* provides that on or before October 31 in any year, the Board may, by bylaw, exempt land/and or improvements from Regional District property taxes. In addition to the *Local Government Act* requirements, those organizations applying for exemption must comply with the guidelines set out in this policy.

2. TERMS / DEFINITIONS

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

3. SCOPE

This policy applies to all organizations applying for permissive tax exemptions from the Regional District in any given year.

4. AUTHORITY

Board of the Skeena-Queen Charlotte Regional District.

5. POLICY

Exemptions provided for in section 391 and 392 of the Local Government Act and covered by these policy guidelines are at the discretion of the Regional District Board. There is no obligation to grant a permissive tax exemption. The Regional District Board may also consider partial exemptions of less than 100%.

The Regional District Board may impose restrictions on the use of the property and may require the applicant to enter into an operating agreement or other legal agreement as a condition of a permissive tax exemption.

5.1. GENERAL CRITERIA

All applications for a permissive tax exemption will be evaluated using the following criteria:

5.1.1. Subject property must be one of:

- 5.1.1.1. Land and/or improvements owned or held by an organization listed in section 5.1.2. of this policy, the use of which the Regional District Board considers to be directly related to the purposes of the organization; or
- 5.1.1.2. Land and/or improvements, ancillary to a statutory exemption under sections 391 and 392 of the *Local Government Act*.

5.1.2. Nature of the organization must be:

- 5.1.2.1.** Not-for-profit corporation;
- 5.1.2.2.** Athletic or service club/association;
- 5.1.2.3.** Licensed community care facility; licensed private hospital; registered assisted living residence;
- 5.1.2.4.** Partner of the Regional District by agreement under section 396 of the *Local Government Act*;
- 5.1.2.5.** Municipality, regional district or other local authority;
- 5.1.2.6.** Religious organization as tenant or licensee; or
- 5.1.2.7.** Organization eligible for exemption in accordance with section 391 of the *Local Government Act*.

5.1.3. The applicant organization's use of the land/improvements must benefit the community in one or more of the following ways:

- 5.1.3.1.** Provides recreation facilities for public use;
- 5.1.3.2.** Provides recreation programs to the public;
- 5.1.3.3.** Provides programs to and/or facilities used by youth, seniors, or other special needs groups;
- 5.1.3.4.** Promotes economic development or tourism;
- 5.1.3.5.** Preserves heritage important to the community character;
- 5.1.3.6.** Preserves and environmentally, ecologically significant area of the community;
- 5.1.3.7.** Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance; or
- 5.1.3.8.** Offers services to the public in a formal partnership with the Regional District.

5.2. APPLICATION PROCESS

The Regional District Board will consider applications for permissive tax exemptions annually. The opportunity to apply will be posted in accordance with section 94 of the *Community Charter* in the first week of July each year. Reminder letters will be mailed prior to July 1st to tax exemption recipients whose exemption duration is expiring.

Applications for a permissive tax exemption must be submitted to the Regional District Treasurer, using the prescribed form in Appendix "A", before August 1st each year. The Treasurer or designate will review the applications for completeness and arrange contact with applicants for additional information as necessary.

Application submissions must include:

- Audited financial statements prepared by a Chartered Professional Accountant licensed to practice in B.C.
- Copy of state of title certificate or lease agreement, as applicable.
- Description of programs/services/benefits delivered from the subject lands/improvements supporting the requirement that the use is for a purpose that is directly related to the purposes outlined in the *Local Government Act* and this policy.

- Description of any third party use of the subject land/improvements including user group names, fees charged, and conditions of use.
- Statement of grant-in-aid approved for the year.

The Treasurer or designate will present a summary report of the applications, relative to the eligibility criteria, to the Regional District Board at the September Regular Board meeting. The Treasurer's recommendation and the bylaw based on that recommendation will be brought forward to the Regional District Board at that same meeting.

5.3. DURATION OF EXEMPTION

Eligible organizations may be considered for tax exemptions exceeding one year (to a maximum of ten years) where it is demonstrated that the services/benefits they offer to the community are of a duration exceeding one year.

5.4. EXTENT, CONDITIONS AND PENALTY

5.4.1. The Regional District Board may designate only a portion of the land/improvement as exempted where the following circumstances exist:

- 5.4.1.1.** A portion of the land/improvements is used by the private sector and/or organizations not meeting the Regional District Board's exemption criteria; or
- 5.4.1.2.** The applicant already receives a grant-in-aid from the Regional District.

5.4.2. The Regional District Board may impose conditions on the exempted land or improvements, or both, with the applicant organization, including but not limited to:

- 5.4.2.1.** An agreement committing the organization to continue a specific service/program;
- 5.4.2.2.** An agreement committing the organization to have field/facilities open for public use for certain times or a total amount of time;
- 5.4.2.3.** An agreement committing the organization to offer use of the field/facility to certain groups free of charge or at reduced rates; and/or
- 5.4.2.4.** An agreement committing the organization to immediately disclose any substantial increase in the organization's revenue or anticipate revenue.

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



Permissive Tax Exemption Application

Deadline: August 1, 2017

The Regional District Board will consider applications for a permissive tax exemption providing the following information is supplied. Please complete all of the following sections.

Required Attachments:

1. Financial statements prepared by a Chartered Professional Accountant licensed to practice in B.C.;
2. Copy of state of title certificate of lease agreement, as applicable;
3. Description of programs/services/benefits delivered from the subject lands/improvements supporting the requirement that the use is for a purpose that is directly related to the purposes outlined in the *Local Government Act* and the *Skeena-Queen Charlotte Regional District Permissive Tax Exemption Policy*.
4. Description of any third party use of the subject lands/improvements including user group names, fees charged and conditions of use.
5. Statement of grant-in-aid approved for the year.

Eligibility Criteria: For each category, please check all that apply:

A. Subject property must be one of:

- ☐ Land or improvements, or both, owned or held by an organization described in "B" below
- ☐ Land of improvements, or both, ancillary to a statutory exemption under s. 391 or 392 of the *Local Government Act*

B. Nature of the organization must be:

- ☐ Not-for-profit corporation
- ☐ Athletic or service club/association
- ☐ Licensed community care facility or private hospital; registered assisted living residence
- ☐ Partner of the Regional District by agreement under s. 396 of the *Local Government Act*
- ☐ Municipality, regional district or other local authority
- ☐ Religious organization as tenant or licensee
- ☐ Organizations eligible for exemption in accordance with s. 391 of the *Local Government Act*

C. Community benefits:

- ☐ Provides recreational facilities for public use
- ☐ Provides recreation programs for the public
- ☐ Provides programs to and/or facilities used by youth, seniors or other special needs groups
- ☐ Promotes economic development or tourism
- ☐ Preserves heritage important to the community character
- ☐ Preserves and environmentally or ecologically significant area of the community
- ☐ Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance
- ☐ Offers services to the public in formal partnership with the Regional District

Organization Information

Name of organization: _____

Years in operation: _____

Mailing address: _____

Society registration #: _____

Charity registration #: _____

Telephone: _____

Email: _____

Primary contact: _____

Subject Property Information

Legal description: _____

PID No.: _____

Folio Number: _____

Indicate if this application is for a property tax exemption for the:

- ☐ Whole parcel; or
- ☐ A portion of the land and improvements.

If only a portion, identify by attaching a map of the portion of land and improvements included in the request.

Please identify any commercial activities that occur on the property such as food, liquor, equipment sales or rental, daycare/preschool, residential facilities that have not been addressed in this application:

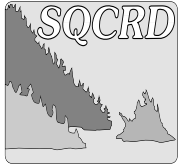
Freedom of Information and Protection of Privacy Act

The information required by this form and the documents you provide with it are collected for the purpose of an application for a permissive tax exemption within the Skeena-Queen Charlotte Regional District. Information pertaining to this application will be available for review by any member of the public and will be subject to the *Freedom of Information and Protection of Privacy Act*.

I understand this application and the information or documents provided in support of the application are part of the public record and therefore routinely available upon request. To the best of my knowledge, the information supplied with this application is complete and accurate.

Signature of Title Applicant

Date



STAFF REPORT

DATE: August 12, 2016

TO: D. Chapman, Chief Administrative Officer

FROM: D. Fish, Deputy Corporate Officer

SUBJECT: Emergency Planning – Electoral Area “E”

Recommendation:

THAT the staff report entitled “Emergency Planning – Electoral Area “E””, dated August 12, 2016, be received;

AND THAT the All Islands Emergency Planning Committee Terms of Reference be adopted as presented.

PURPOSE:

On April 17, 2016, staff traveled to Sandspit to meet with members of the Sandspit Emergency Preparedness Planners (SEPP) to discuss the role of the Skeena-Queen Charlotte Regional District (SQCRD) in emergency planning for Electoral Area E.

At that meeting, it was identified that SEPP, and the community as a whole, required support from staff with the updating of an emergency program guide and emergency response and recovery plan for Electoral Area E.

Staff have developed updated plans as per the request of the community, however, have identified the need to reestablish the All Islands Emergency Planning Committee, as provided for by section 3.1 of the *Regional District of Skeena-Queen Charlotte Electoral Areas D, E and F Emergency Program Implementation Bylaw No. 460, 2004*, to review the updated plans.

BACKGROUND:

The *Emergency Program Act* and the Local Authority Emergency Management Regulation require that local governments prepare and maintain plans in order to respond and recover from emergencies and disasters, maintain and emergency program and emergency management organization, conduct training and exercises, coordinate the provision of food, clothing and shelter to those impacted by disasters.

The *Skeena-Queen Charlotte Regional District Emergency Program (Electoral Area E) Service Establishing Bylaw No. 553, 2013*, established a service to provide emergency programming within Electoral Area E.

The *Regional District of Skeena-Queen Charlotte Electoral Areas D, E and F Emergency Program Implementation Bylaw No. 460, 2004*, provides for the development and implementation of an emergency response and recovery plan for Electoral Areas D, E and F. Section 3.1 of Bylaw No. 460, 2004 provides for the establishment of the All Islands Emergency Planning Committee, which is to consist of the following:

- Appointed members of Electoral Areas D, E and F, Villages of Masset and Port Clements;
- One Director of the Board of the SQCRD representing Electoral Areas D, E and F; and
- Chief Administrative Officer of the SQCRD (non-voting member).

It is the All Islands Emergency Planning Committee's obligation to:

- Recommend the person to be appointed as the emergency program coordinator and his/her deputy;
- Ensure the development and implementation of an emergency management program and an emergency plan in accordance with the *Emergency Program Act*;
- Recommend annual budgets for the development and implementation of an emergency plan;
- Review and update an emergency plan and establish a procedure for review and revision;
- Identify the procedures by which emergency resources be obtained from sources within or outside of the service area;
- Establish the procedures by which an emergency plan is to be implemented;
- Ensure procedures are in place to coordinate emergency social services; and
- Establish procedures for restoring essential services that are interrupted during an emergency disaster.

DISCUSSION:

At this time, staff have prepared an updated Emergency Program Guide and Emergency Response and Recovery Plan for Electoral Area E, which, in accordance with Bylaw No. 460, 2004, is to be reviewed by the All Islands Emergency Planning Committee before it is approved by the Board of the SQCRD.

Staff has drafted a Terms of Reference for the All Islands Emergency Planning Committee to fulfill the requirements of the *Emergency Program Act*. The Terms of Reference provides for the membership, authority, term and funding of the Committee. The draft Terms of Reference (Attachment "A") may be amended by the Board of the SQCRD at its discretion.

Following the organization of the All Islands Emergency Planning Committee, it is staff's intent to bring forward a draft Emergency Program Guide and Emergency Response and Recovery Plan to the Committee for its consideration.

ATTACHMENTS:

The All Islands Emergency Planning Committee Terms of Reference is included as Attachment A of this report.

OPTIONS:

- Adopt the All Islands Emergency Planning Committee Terms of Reference as presented;
- Adopt the All Islands Emergency Planning Committee Terms of Reference with amendments; or
- Do not adopt the All Islands Emergency Planning Committee Terms of Reference.

RECOMMENDATION:

Staff is recommending that the Board of the SQCRD adopt the All Islands Emergency Planning Committee Terms of Reference.

Terms of Reference

All Islands Emergency Planning Committee

Background:

The Skeena-Queen Charlotte Regional District (SQCRD) provides emergency programming services for Electoral Areas D and E on Haida Gwaii. These electoral areas are dynamic industrial, agricultural, commercial and residential communities that have the potential to be affected by a number of both natural and manmade disasters or emergencies.

Purpose:

The purpose of the All Islands Emergency Planning Committee is to fulfill the requirements of the *Emergency Program Act* to establish an emergency management committee. Reporting to the Emergency Program Coordinator, Chief Administrative Officer and Board of the SQCRD, the All Islands Emergency Planning Committee will work together to develop, communicate, coordinate, and practice the SQCRD's emergency management plans; to ensure the SQCRD is prepared in the event of an emergency or disaster.

Delegated Authority:

The All Islands Emergency Planning Committee shall:

- Advise the SQCRD Board on the development of emergency plans and programs; and
- Comply with all applicable bylaws and policies of the SQCRD.

The Board of the SQCRD delegates the following authorities to the All Islands Emergency Planning Committee, the Emergency Program Coordinator and the Chief Administrative Officer:

- Section 12 of the *Emergency Program Act*: Declaration of state of local emergency; and
- Section 14 of the *Emergency Program Act*: Cancellation of declaration of state of local emergency.

Responsibilities:

The All Islands Emergency Planning Committee shall annually prepare and present to the SQCRD Board for review and approval:

1. A list of hazards to which the SQCRD Electoral Areas D and E are subject, which indicates the relative risk of occurrence.

2. Plans respecting the preparation for, response to and recovery from emergencies and disasters, including:
 - a. A period review and updating of plans and procedures;
 - b. A program of emergency response exercises;
 - c. A training program;
 - d. Procedures by which physical and financial emergency resources or assistance may be obtained;
 - e. Procedures by which emergency plans shall be implemented;
 - f. Procedures to warn those persons that may be harmed or suffer loss in an emergency or impending disaster;
 - g. Procedures to coordinate the delivery of food, clothing, shelter, transportation, and medical services to victims of emergencies and disasters, from within or outside of the SQCRD; and
 - h. Procedures to establish the priorities to restore essential services provided by the SQCRD, or to recommend priorities to other service providers, which are interrupted during an emergency or disaster.

Other duties the All Islands Emergency Planning Committee may advise in assist in include:

3. Identifying objectives, strategies and tactics necessary to facilitate the safe and timely response by all SQCRD departments to an emergency and/or disaster.
4. Improving the SQCRD's ability to provide continuity of business and government during an emergency and/or disaster.
5. Developing a standard for training members involved in the emergency model.
6. Developing and reviewing of tabletop and/or live training exercises for emergency/disaster situations.
7. Coordinating with public/private/non-government/volunteer organizations when they form part of the SQCRD emergency plan.
8. Presenting the needs and response of each individual's division, group or organization in the emergency planning process.
9. Informing and educating members of their division, group or organization.

The All Islands Emergency Planning Committee will use the *BC Emergency Program Act* and Local Authority Emergency Management Regulation as its guide.

Committee Chair:

The Chair of the All Islands Emergency Planning Committee will be the SQCRD Emergency Program Coordinator.

Committee Membership:

The All Islands Emergency Planning Committee will be comprised of:

- Emergency Program Coordinator;
- Deputy Emergency Program Coordinator;
- Chief Administrative Officer;
- Treasurer;
- Fire Service;
- Police Service;
- Airport;
- Sandspit Emergency Preparedness Planners;
- Emergency Social Services; and
- Anyone else who serves a useful purpose in the preparation or implementation of the SQCRD emergency plans.

Representation will be limited to one participant and one alternate. It is the responsibility of the primary participant to ensure their alternate is adequately briefed and knowledgeable regarding the All Islands Emergency Planning Committee and its activities as well as their division/groups emergency plans and programs.

Term:

The term of members of the All Islands Emergency Planning Committee is ongoing.

Referral Memo

Date: 26 July 2016
To: SQCRD Board
From: Morganne Williams, Consultant

Regarding: Proposal for Map Reserve; Quarrying – rock for crushing

Location: Electoral Area E
 ~ 9km past Skidegate-Alliford Bay Ferry Terminal along Alliford Bay Mainline

Summary of the Referral:

Proponent: MOTI
 Tenure Type: Map Reserve
 Area: 12.1 Ha +/-
 Term: Indefinitely

Comments from APC or Other Agencies: APC comments are requested to be submitted by 10 August 2016 at 4:30PM.

Staff Comments:

- Application was also sent to resident of Sandspit as it falls within their License Area.
- Zoning: site is not within zoning boundary for Electoral Area E
- Official Community Plan considerations:
 - Map 4 - Plan Land Use is designated as Forestry in OCP
 - Policy 1.7.1: designated areas for forestry activities (Map 4) according to accepted Ministry of Forests practices.
 - Definition of Forestry: means a use providing for the extraction of primary forest resources on a lot, and included only the preliminary sorting, grading and/or cutting of such material for shipment or for consumption on the same lot but specifically excludes all milling, manufacturing and retail sales of products and any processing not specifically included in this definition.
 - Map 9: Potentially near an identified Archaeological Site; ensure referral to Council of the Haida Nation

Attachments:

- | | |
|---------------------|---------|
| 1. Referral Package | 1 page |
| 2. Maps | 2 pages |

Proposal for: RESERVES NOTATIONS
DESIGNATIONS T.A.'S TAC

PROPOSAL
FOR

- ☐ ORDER-IN-COUNCIL RESERVE (SECTION 15)
☒ MAP RESERVE (SECTION 16)
☐ TRANSFER OF ADMINISTRATION (SECTION 106)
☐ TRANSFER OF ADMINISTRATION AND CONTROL (SECTION 31)

- ☐ DESIGNATED USE AREA (SECTION 17)
☐ DESIGNATED CLOSURE AREA (SECTION 66)
☐ NOTATION OF INTEREST

AGENCY
NAME

Transportation and Infrastructure		AGENCY: South Bay Quarry FILE NO: TBD
RESPONSIBLE OFFICIAL FOR CONTACT: Satish Prasad	AGENCY ADDRESS: 213 1011 4 th Ave., Prince George	PHONE NO.: (250) 565-6683

LAND PURPOSE

Quarrying – rock for crushing

LAND
LOCATION

~9km past the Skidegate-Alliford Bay Ferry Terminal along Alliford Bay Mainline	LAND DISTRICT: Queen Charlotte	AREA (ha): 12.1 ha
--	--------------------------------	--------------------

CROWN LAND
IS

See attached shape file

☐ SURVEYED
GIVE LEGAL
DESCRIPTION

TERM
REQUIRED

<input type="checkbox"/> 1 YEAR	<input type="checkbox"/> 2 YEARS	<input type="checkbox"/> 3 YEARS	<input type="checkbox"/> 4 YEARS	<input type="checkbox"/> 5 YEARS	<input checked="" type="checkbox"/> OTHER <u>Indefinite</u>
---------------------------------	----------------------------------	----------------------------------	----------------------------------	----------------------------------	---

RATIONALE
FOR
PROPOSAL

<p>This site is being sought to meet the long term objectives of the Ministry of Transportation & Infrastructure (MoTI) to identify and secure quality aggregate source required for the ongoing maintenance of local MoTI infrastructure including, but not limited to; highway/road network, bridges and erosion protection measures.</p>

PROPOSAL
IMPACT ON
EXISTING OR
POTENTIAL
LAND USE

AGENCY

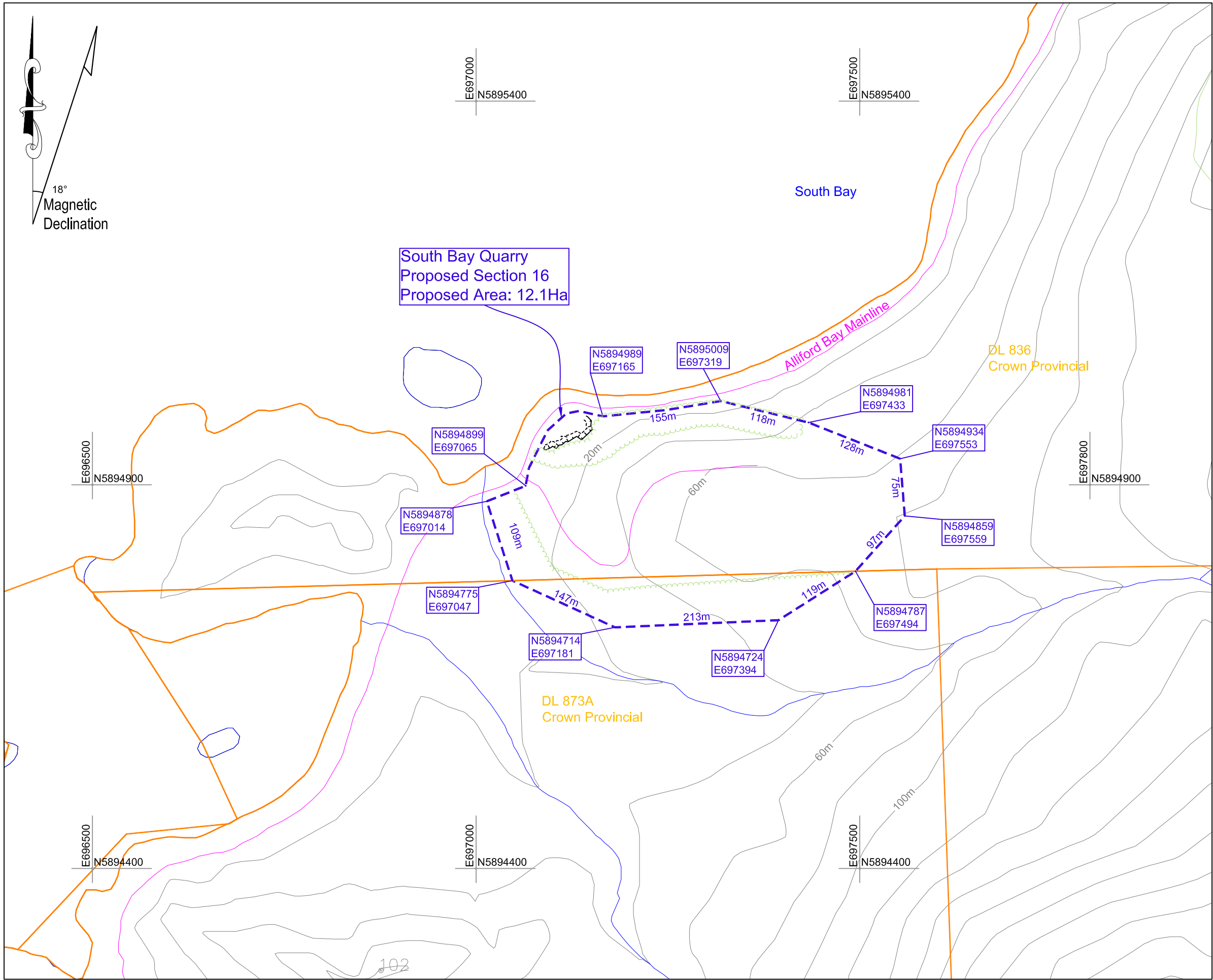
AUTHORIZATION May 5, 2016
DATE


SIGNATURE

Geoscientist in Training
TITLE

FOR OFFICIAL
USE ONLY

<p>DATE RECEIVED</p> <p>DAY MONTH YEAR</p> <p> </p>	FILE NO.	ADMINISTRATIVE REGION	<p>LAND INSPECTION REQUIRED</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>PROPOSAL FOR</p> <p><input type="checkbox"/> FORESHORE <input type="checkbox"/> OTHER</p>	<p>LAND IN</p> <p><input type="checkbox"/> PLANNED AREA <input type="checkbox"/> UNPLANNED AREA <input type="checkbox"/> PROV. FOREST</p>	<p>ESTIMATE OF LAND VALUE</p> <p>\$</p>	



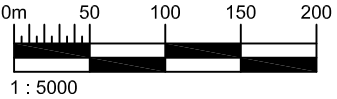
PIT DEVELOPMENT LEGEND



	NATURAL EMBANKMENT		TREE LINE
	PIT FACE		CREEK
	TEST PIT		CONTOURS
	TEST HOLE		BUILDING (symbolic)
	PAVED ROAD		IRON PIN
	GRAVEL ROAD		SWAMP
	TRAIL		
	DISTRICT LOT LINE		
	GRAVEL RESERVE BOUNDARY		
	PROPOSED GRAVEL RESERVE BOUNDARY		

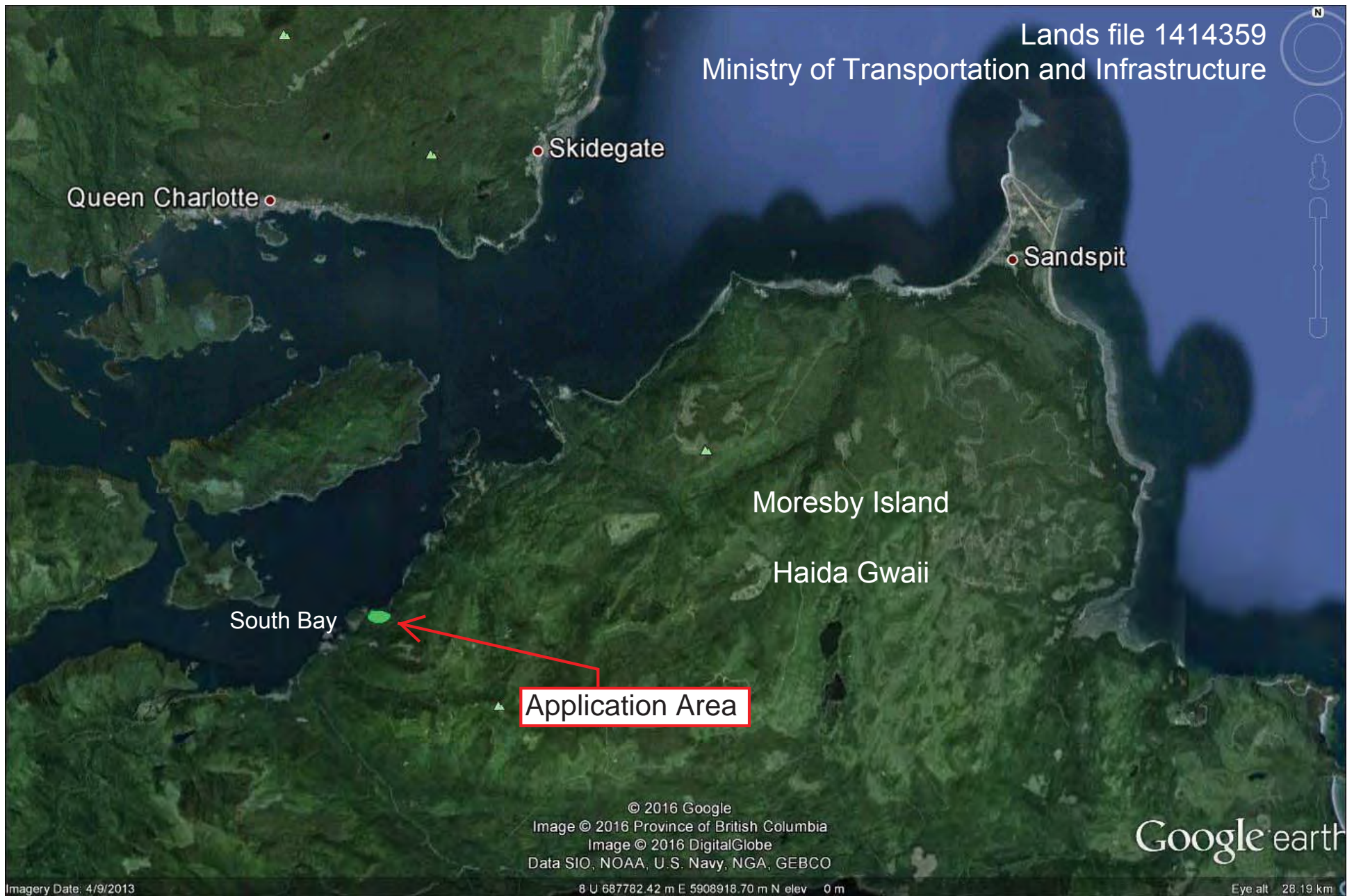
TRIM NOTE:
1) Contour Interval 20 metres
2) Base Map derived from Trim Map 103F020.

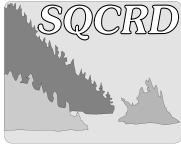
LEGAL NOTE:
1) District Lot Lines are derived from digital Crown Cadastral reference mapping supplied by CROWN LAND REGISTRY, Victoria

DRAWING NOTE:
1) Some testpits and/or testholes may not be representative of current conditions due to development and excavation done after testing was conducted.



 Ministry of Transportation and Infrastructure Northern Region Geotechnical and Materials Branch				
PIT PLAN (2016) SOUTH BAY QUARRY SKEENA DISTRICT				
DRAWN BY: S.Rutz	PROJECTION: UTM Zone 8	SCALE: AS SHOWN		
CHECKED BY: S.Prasad	DATUM: NAD83	DATE: 13 April 2016		
FILE No. southbay-pitplan-feb2016.dwg	PROJECT No. -	REG. NR	DRAWING No. FIGURE 2	




SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

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

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

 Website: www.sqcrd.bc.ca

July 20, 2016

Aurora LNG Project Office
 Coastal Business Resource Centre
 344 2nd Avenue West
 Prince Rupert, B.C. V8J 1G6

Attention: Aurora LNG Project Team

Dear Project Team:

Re: Proposed Aurora LNG Project Footprint Incursion into the Dodge Cove Official Community Plan

As you may or may not be aware, the Skeena-Queen Charlotte Regional District (SQCRD) is a regional government comprised of four electoral areas and five municipalities that provide services to roughly 19,000 residents living on the north coast of B.C. and Haida Gwaii.

An essential service provided by the SQCRD includes land use planning for its four electoral areas which includes the development of land use policy and regulation to guide decisions on planning and land use management.

With respect to land use planning, Part 14 Division 4 of *Local Government Act* empowers local governments to adopt an Official Community Plan and prescribes a consultation process required for the adoption of an Official Community Plan and any amendments thereto. Further to this, the Section 486 of *Local Government Act* requires that a local government establish, by bylaw, procedures and policies on the process for requiring development approval information and the substance of the information that may be required. To that effect, the SQCRD Board has adopted the *Development Approval Procedures and Fees Bylaw No. 549, 2013*, to outline procedures and fees to amend land use policies and bylaw regulations and to issue permits and orders under Part 14 of the *Local Government Act* (enclosed).

In May of 1990, the SQCRD Board adopted the *Official Community Plan of Dodge Cove Bylaw No. 199, 1989*, with subsequent amendments being adopted in March of 1997 through the *Dodge Cove Community Plan Amendment Bylaw No. 312, 199* (enclosed).

The SQCRD is of the understanding that a portion of the current footprint for the proposed Aurora LNG Project encroaches into Dodge Cove's Official Community Plan boundary established through the *Official Community Plan of Dodge Cove Bylaw No. 199, 1989*, and subsequent amendments thereto. This is of particular concern to the SQCRD, and residents of

Dodge Cove, given the close proximity of the proposed Aurora LNG Project footprint to the community's watershed, an environmentally sensitive area identified in the *Official Community Plan of Dodge Cove Bylaw No. 199, 1989*.

As currently proposed, with a portion of the Aurora LNG Project footprint intruding into the boundaries identified in the *Official Community Plan of Dodge Cove Bylaw No. 199, 1989*, and, in accordance with the applicable legislation and SQCRD bylaws, Aurora LNG is required to make application to the SQCRD for an amendment to the *Official Community Plan of Dodge Cove Bylaw No. 199, 1989*, to accommodate the proposed change of land use by the project.

Should you have any questions on the above, please do not hesitate to contact the office of the SQCRD.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Doug Chapman
Chief Administrative Officer

:df