



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
REGULAR BOARD MEETING AMENDED AGENDA**
100 1st Avenue East, Prince Rupert, BC
Friday, December 13, 2013
*Immediately following the Regional Hospital District
Board Meeting*

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 (SQCRD) Board held November 22, 2013	Pg 1-9
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4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

Add 4.1	Moresby Island Management Committee (MIMC) – Meeting Minutes of November 14, 2013	Pg 9a-9e
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5. DELEGATIONS

5.1	R. Bedard, Vice President – Port Edward Historical Society <i>RE: North Pacific Cannery</i>	Verbal
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant - Cheques payable over \$5,000 for November, 2013	Pg 10
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7. CORRESPONDENCE

7.1	Ministry of Transportation and Infrastructure – Thank You	Pg 11-12
Add 7.2	City of Prince Rupert – Proposal to Extend Municipal Boundaries	Pg 12a-12b

8. REPORTS / RESOLUTIONS

8.1	J Merrick, Chief Administrative Officer – Directors – Reimbursement of Travel and Other Expenses Policy	Pg 13-20
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8.2	J. Merrick, CAO – Board Policy – Progressive Discipline	Pg 21-24
8.3	J. Robb, Treasurer – Landfill Closure Reserve Contribution 2013	Pg 25
8.4	D. Fish, Deputy Corporate Officer – Draft Resolutions to the North Central Local Government Association Insert: Page 32(i) – “Canada Post to Phase Out Home Delivery”	Pg 26-32
Add 8.5	L. Neville, Haida Gwaii Recreation Coordinator – November 2013 Program Report	Pg 32a-32e

9. BYLAWS

9.1	Bylaw No. 561, 2013 – Electoral Area Administration Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 33-34
9.2	Bylaw No. 562, 2013 – Elections Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 35-36
9.3	Bylaw No. 563, 2013 – Emergency Programming Electoral Areas A and C Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 37-38
9.4	Bylaw No. 564, 2013 – Emergency Programming Electoral Area D Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 39-40
9.5	Bylaw No. 565, 2013 – Emergency Programming Electoral Area E Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 41-42
9.6	Bylaw No. 566, 2013 – General Administration Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 43-44
9.7	Bylaw No. 567, 2013 – Feasibility Studies Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 45-46
9.8	Bylaw No. 568, 2013 – Regional Recycling Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 47-48
9.9	Bylaw No. 569, 2013 – Islands Solid Waste Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 49-50
9.10	Bylaw No. 570, 2013 – Landfill Closure Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 51-52
9.11	Bylaw No. 571, 2013 – Rural Land Use Planning Reserve Fund Establishment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 53-54
9.12	Bylaw No. 572, 2013 – Revenue Anticipation Borrowing 2014	Pg 55

	<i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	
9.13	Bylaw No. 558, 2013 – Sandspit Water Regulation Bylaw <i>Prior to being given 2nd, 3^d readings and adoption</i>	Pg 56-71
9.14	Bylaw No. 573, 2013 – Islands Solid Waste Management Regulation, Fees and Charges Amended Bylaw <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 72-74
9.15	Bylaw No. 270.1, 2013 – Mainland Solid Waste Management Local Service Area Amendment <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 75-76
9.16	Bylaw No. 271.1, 2013 – Islands Solid Waste Management Local Service Area Amendment Bylaw <i>Prior to being given 1st, 2nd, 3^d readings and adoption</i>	Pg 77-78

10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None.	-
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11. OLD BUSINESS

11.1	J. Merrick, CAO – Northern Development Initiative Trust – Internship Program (Referred from November 22, 2013 Board Meeting)	Verbal
11.2	J. Merrick, CAO – 2013/2014 Strategic Priorities December Update	Pg 79-87

12. NEW BUSINESS

12.1	Directors' Reports	-
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13. PUBLIC INPUT

14. IN-CAMERA

That the public be excluded from the meeting according to section 90(1)(a) and (c) of the <i>Community Charter</i> – “personal information about an identifiable individual...” and “labour relations and other employee relations.”	-
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15. ADJOURNMENT**NEXT REGULAR MEETING:**

**SQCRD Board Meeting in Prince Rupert
Friday, January 24, 2013
7:00 p.m.**



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at the Regional District office in Prince Rupert on Friday, November 22, 2013.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Directors	A. Ashley, City of Prince Rupert D. Franzen, District of Port Edward I. Gould, Village of Port Clements (via teleconference) C. Kulesha, Village of Queen Charlotte P. Christensen, Alternate, Electoral Area C M. Racz, Electoral Area D E. Putterill, Electoral Area E (via teleconference)
Regrets:	N. Kinney, City of Prince Rupert D. Nobels, Electoral Area A K. Bergman, Electoral Area C
Staff:	J. Merrick, Chief Administrative Officer J. Robb, Treasurer J. Fraser, Deputy Treasurer D. Fish, Deputy Corporate Officer
Public:	1
Media:	1

1. CALL TO ORDER 7:00 PM

2. AGENDA

2.1 MOVED by Director Racz, SECONDED by Director Franzen, that the agenda be adopted, with the inclusion of the following:

- 4.1 Moresby Island Management Committee – October 10, 2013 Minutes
- 7.3 Prince Rupert Unemployed Centre Society – Request for Letter of Support
- 11.2 Regional Impact Study Update (LNG)
- 11.3 BC Ferries

372-2013

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

3.1 SQCRD Regular Board Meeting – October 18, 2013 Minutes

MOVED by Director Ashley, SECONDED by Director Franzen, that the minutes of the September 18, 2013 SQCRD Regular Board meeting be adopted as presented.

373-2013

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Moresby Island Management Committee (MIMC) – Meeting Minutes of October 10, 2013

MOVED by Director Putterill, SECONDED by Director Ashley, that the minutes of the October 10, 2013 Moresby Island Management Committee meeting be received as presented.

374-2013

CARRIED

5. DELEGATIONS

- 5.1 C. Whyte & T. Love at BC Assessment – Property Assessment Process

MOVED by Director Putterill, SECONDED by Director Franzen, that a letter be sent to the Ministry of Community, Sport and Cultural Development in regards to providing BC Assessment with more flexibility when assessing properties in rural B.C.

375-2013

CARRIED

MOVED by Director Putterill, SECONDED by Director Franzen, that staff draft a resolution for submission to the North Central Local Government Association, for the Province to consider providing BC Assessment with more flexibility when assessing properties in rural B.C.

376-2013

CARRIED

6. FINANCE

- 6.1 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for October, 2013

MOVED by Director Franzen, SECONDED by Director Ashley, that the staff report on Cheques Payable over \$5,000 issued by the Skeena-Queen Charlotte Regional District for October, 2013 be received and filed.

377-2013

CARRIED

7. CORRESPONDENCE

- 7.1 Canadian Union of Postal Workers – The Future of Canada Post

MOVED by Director Ashley, SECONDED by Director Putterill, that the correspondence from the Canadian Union of Postal Workers regarding the future of Canada Post be received.

378-2013

CARRIED

MOVED by Director Putterill, SECONDED by Director Kulesha, that staff draft two resolutions (for Board review) to the North Central Local Government Association, requesting support in that the federal Minister of Transport:

- I. Use the upcoming review of the Canada Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking;
- II. Improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to the public.

379-2013

CARRIED

MOVED by Director Ashley, SECONDED by Director Putterill that a letter be sent to the federal Minister of Transport outlining the Board's concerns, as follows:

- I. Use the upcoming review of the Canada Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking;
- II. Improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to the public;

AND THAT the Board is opposed, in principle, to any further cuts to Canada Post services.

DEFEATED

7.2 Ministry of Transportation – Wharf Located in Sandspit

MOVED by Director Putterill, SECONDED by Director Racz, that the correspondence from the Ministry of Transportation regarding the Sandspit Wharf be received and filed.

AND THAT a letter be sent to the Ministry of Transportation (federal) stating the Board's disappointment in closing public access to the wharf without prior consultation and requesting the Ministry provide an opportunity for the community to have input into any future plans for the wharf;

AND FURTHER THAT the letter state the Board is opposed to closure of the wharf as it serves a vital link to the community and has potential to be used for aquaculture.

380-2013

CARRIED

7.3 Prince Rupert Unemployed Centre Society – Request for Letter of Support

MOVED by Director Ashley, SECONDED by Alternate Director Christensen, that the correspondence from the Prince Rupert Unemployed Centre Society regarding the request for letter of support be received;

AND THAT the Board provide a letter of support for the Prince Rupert Unemployed Centre Society.

381-2013

CARRIED

8. REPORTS – RESOLUTIONS

- 8.1 L. Neville, Haida Gwaii Regional Recreation Coordinator – October 2013 Report

MOVED by Director Racz, SECONDED by Director Kulesha, that the staff report entitled “October 2013 Report” be received and filed.

382-2013

CARRIED

- 8.2 J. Robb, Treasurer – Gas Tax

MOVED by Director Putterill, SECONDED by Director Ashley, that the staff report entitled “Gas Tax” be received and filed.

383-2013

CARRIED

- 8.3 J. Merrick, Chief Administrative Officer – Meeting Dates

MOVED by Director Racz, SECONDED by Director Franzen, that the staff report entitled “Meeting Dates” be received;

AND THAT the following Board meeting schedule be adopted for December 2013 and January 2014:

December 13, 2013 – Skeena-Queen Charlotte Regional District - Statutory

December 13, 2013 – Skeena-Queen Charlotte Regional Hospital District - Regular

December 13, 2013 – Skeena-Queen Charlotte Regional District - Regular

December 14, 2013 – Skeena-Queen Charlotte Regional District – Special (Budget)

January 24, 2014 - Skeena-Queen Charlotte Regional District – Regular

384-2013

CARRIED

- 8.4 J. Merrick, Chief Administrative Officer – Appointment of Officer Positions

MOVED by Director Kulesha, SECONDED by Director Ashley, that the Board receives the staff report on Appointment of Officer Positions;

AND THAT, effective November 12, 2013 the following appointments be made for the Skeena-Queen Charlotte Regional District:

- Joanne Fraser as Deputy Treasurer and Corporate Officer;
- Daniel Fish as Deputy Corporate Officer

AND FURTHER THAT Daniel Fish be added as an authorized signatory on the Credit Union bank account.

385-2013

CARRIED

- 8.5 J. Merrick, Chief Administrative Officer – Moresby Island Management Committee Follow-up

MOVED by Director Putterill, SECONDED by Director Franzen, that the Board receives the staff report “Moresby Island Management Committee Follow-up”;

AND THAT a set amount of the annual grant for the Moresby Island Management Committee be funded from the overall Electoral Area Administration function.

386-2013

CARRIED

MOVED by Director Putterill, SECONDED by Director Racz, that, with respect to the annual grant for the Moresby Island Management Committee, the contribution from Electoral Area Administration be capped at \$23,000 and any additional funding, if required, be funded by Electoral Area E only.

387-2013

CARRIED

- 8.6 J. Merrick, CAO – Industrial Development in the Region

MOVED by Director Kulesha, SECONDED by Director Putterill, that a letter be sent to the Premier, the Ministry of Environment, the Ministry of Community, Sport and Cultural Development, and the Ministry of Liquid Natural Gas Development expressing the Board’s concern over the lack of sufficient and meaningful input into the environmental assessment processes of the various, large-scale industrial development projects, given the Regional District’s limited resources and capacity.

388-2013

CARRIED

- 8.7 J. Robb, Treasurer – Follow-up on Accountability – Grants in Aid

MOVED by Director Ashley, SECONDED by Director Franzen, that the Board receives the staff report “Follow-up on Accountability – Grants in Aid” for information.

389-2013

CARRIED

- 8.8 J. Robb, Treasurer – Services & Taxation Limits

MOVED by Director Ashley, SECONDED by Director Kulesha, that the Board receives the staff report “Services & Taxation Limits”;

AND THAT the Mainland Solid Waste Management Local Service Area Bylaw No. 270, 1994 and the Skeena-Queen Charlotte Regional District Queen Charlotte Island Solid Waste Management Regulation, Fees and Charges Bylaw No. 276, 1995 be amended to increase taxation limits by 25%.

390-2013

CARRIED

- 8.9 J. Merrick, CAO – Northern Development Initiative Trust – Request for Resolution and Support

MOVED by Director Ashley, SECONDED by Director Franzen that the issue of using Northern Development Initiative Trust Regional Allocation funds for the Internship Program in 2014 be referred to the December 13th, 2013 Regular Board meeting for further discussion.

391-2013

CARRIED

- 8.10 J. Merrick, CAO – Sandspit Water Regulation and Fees

MOVED by Director Gould, SECONDED by Director Ashley, that the Board receives the staff report “Sandspit Water Regulation and Fees”;

AND THAT Moresby Island Management Committee develop a process to receive and deal with complaints related to the metered billing.

392-2013

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 558, 2013 Sandspit Water Service Regulation and Fees Bylaw

MOVED by Director Ashley, SECONDED by Director Putterill, that “Sandspit Water Service Regulation and Fees, Bylaw No. 558, 2013” be given first reading as amended, by including the following to Schedule A:

7. For any year that the metered billing as calculated using the rates and threshold as specified in this schedule exceed the amount of metered consumption revenue budgeted for the year, the Treasurer may adjust the threshold or metered rate for all properties to reduce the metered billing revenue to that actually budgeted.

393-2013

CARRIED

- 9.2 Bylaw No. 560, 2013 Graham Island Interim Zoning Amendment Bylaw

MOVED by Director Racz, SECONDED by Director Ashley, that “Graham Island Interim Zoning Amendment, Bylaw No. 560-2013” be given first reading.

394-2013

CARRIED

- 9.3 Bylaw No. 559-2013 Rural Graham Island Advisory Committees’ Repealing Bylaw

MOVED by Director Racz, SECONDED by Director Ashley, that “Rural Graham Island Advisory Committees’ Repealing Bylaw No. 559, 2013” be given second reading.

395-2013

CARRIED

MOVED by Director Racz, SECONDED by Director Ashley, that “Rural Graham Island Advisory Committees’ Repealing Bylaw No. 559, 2013” be given third reading.

396-2013

CARRIED

MOVED by Director Racz, SECONDED by Director Kulesha, that "Rural Graham Island Advisory Committees' Repealing Bylaw No. 559, 2013" be adopted.

397-2013

CARRIED

10. LAND REFERRALS/PLANNING

10.1 16320 Tow Hill Road – G. Schweers – Rezoning Application

MOVED by Director Racz, SECONDED by Director Putterill, that the staff report entitled "16320 Tow Hill Road – G. Schweers – Rezoning Application" be received.

AND THAT staff refer the rezoning application to The Ministry of Transportation and Infrastructure, BC Parks, Northern Health Authority and the Graham Island Advisory Planning Commission;

AND FURTHER THAT the Board waive the requirement to hold a public hearing pursuant to section 890 (4) of the *Local Government Act*.

398-2013

CARRIED

10.2 BC Hydro – Crown Land Application Request # 66340172

MOVED by Director Putterill, SECONDED by Director Racz, that the Crown Land Application Referral # 66340172 to erect a communications shelter on top of Mount Poole near Sandspit be received;

AND THAT the Board not provide any comment either for or against the project.

399-2013

CARRIED

11. NEW BUSINESS

11.1 Directors' Reports

MOVED by Director Ashley, SECONDED by Director Racz, that the Regional District Directors' verbal reports, as follows, be received:

Director Ashley – City of Prince Rupert:

City received \$2.1 million from the Prince Rupert Port Authority for property taxes.

City of Prince Rupert has put forward an amendment to include Lot 444 only, to its proposed boundary expansion application.

Barry Cunningham was elected to City Council in the November by-election.

Director Franzen – District of Port Edward:

District of Port Edward Council traveled to Malaysia to tour Petronas' LNG facility.

Director Kulesha – Village of Queen Charlotte:

Regional Hospital District meeting – BC Ambulance in rural and remote areas is in

crisis. Queen Charlotte Village has spoken with the head of BC Ambulance Service and has requested a paramedic be staffed in these areas.

Director Putterill – Electoral Area E:

The BC Ferries service cuts to the coastal communities of our region, in particular those in Haida Gwaii, will have negative effects in our communities. Director Putterill provided anecdotal evidence of the detrimental effects to residents in Electoral Area D.

Chair Pages – Village of Masset:

Regional District Chairs working group has been meeting for 1.5 years. Premier Clark appointed Minister Sturdy to look into the BC Ferries issue. Chairs were expected to meet with Minister Sturdy before any announcement was made regarding service cuts; however, the meeting was cancelled.

Chairs met with the Ministry of Transportation and Infrastructure to articulate concerns with the process, including the lack of dialogue concerning the announcement.

MOVED by Director Ashley, SECONDED by Director Racz, that a letter be sent to the Premier, and the communities that have been severely affected by BC Ferries service cuts, to request a meeting to discuss these cuts and the serious impacts that they will have on our communities.

400-2013

CARRIED

12. OLD BUSINESS

None.

13. PUBLIC INPUT

There was 1 question from the public.

14. IN CAMERA

MOVED by Director Ashley, SECONDED by Director Franzen, that the Board move to the In-Camera meeting following the Regular Meeting under sections 90(1)(c) of the *Community Charter* – “labour relations and other employee relations”.

401-2013

CARRIED

15. ADJOURNMENT

MOVED by Director Ashley, SECONDED by Director Franzen, that the Regular Board meeting be adjourned at 10:30 p.m.

402-2013**CARRIED**

Approved and adopted:

Certified correct:

Barry Pages
Chair

Joan Merrick
Chief Administrative Officer

Moresby Island Management Committee



#1 Airport RD • PO Box 33, Sandspit, BC V0T-1T0 • T 250-637-2466 • F 250-637-2326 • MIMC@qcislands.net

Minutes of the Moresby Island Management Committee Regular Committee Meeting held on Thursday November 14, 2013 at 7:00 p.m.

Members Present: Evan Putterill (Chair)
Gord Usher
Stanley Hovde
Emmy O’Gorman
Heron Wier

Members Absent: Carole Bowler (with regrets)
Kristi Schmitz (with regrets)

Staff: Deena Wilson, Administrative Clerk
Bob Prudhomme, Water System Operator

Public: Tassilo

1. CALL TO ORDER at 7:05 pm
2. APPROVAL OF AGENDA

MOVED by Emmy O’Gorman, SECONDED by Stan Hovde THAT the agenda be approved as presented.

CARRIED 2013-075

3. DELEGATES – RCMP

Sgt. Scott Hromadnik presented the RCMP 3rd Quarter Report.

4. RISE & REPORT – none
5. PUBLIC INPUT

There was one question from the public.

6. BUSINESS

6.1 O’Briens Road Maintenance

MOVED by Emmy O’Gorman, SECONDED by Heron Wier to write to O’Brien Road & Bridge Maintenance and let them know that we are happy with the service that they have provided, especially for the morning commuters, and we hope that they will continue to provide this level of service to our community.

CARRIED 2013-076

6.2 Sandspit Community Hall

6.2.1 Notes of the MIMC & Sandspit Community Hall Meeting November 4, 2013

6.2.2 Service Establishment Process Report – Sandspit Community Hall.

MOVED by Gord Usher, SECONDED by Heron Wier to write to the SQCRD in response to their Service Establishment Process Report for the Sandspit Community Hall with the following recommendations:

- 1) Approval Process: To recommend the “Option #1 -Approval by Voting” as presented in the report;
- 2) Content of Bylaw: to recommend a maximum taxation limit of \$12,000 (adjusted to inflation) with administrative cost transfers capped at 5% of the total yearly budget for the service.
- 3) Structure: to recommend to keep the same structure for the Sandspit Hall Committee as a sub-committee under MIMC.

CARRIED 2013-077

MOVED by Gord Usher, SECONDED by Heron Wier to receive and file 6.2.1 and 6.2.2

CARRIED 2013-078

6.3 Community Christmas Dinner

MOVED by Gord Usher, SECONDED by Stan Hovde that the 2014 Gwaii Trust Christmas Grant will be discussed at a 2014 summer mimc meeting.

CARRIED 2013-079

6.4 Speed Bumps

MOVED by Emmy O’Gorman, SECONDED by Gord Usher that staff will research options/solutions for traffic speed control from ICBC, RCMP, and the Ministry of Transportation.

CARRIED 2013-080

6.5 Transport Canada Dock

MOVED by Gord Usher, SECONDED by Heron Wier to accept the offer that was provided to MIMC by a marine engineer to do an evaluation at no charge on the Transport Canada Dock.

CARRIED 2013-081

MOVED by Emmy O’Gorman, SECONDED by Stanley Hovde to write a letter to Transport Canada (cc to the SQCRD) regarding the Transport Canada Dock and to inform them of the following:

- 1) The importance of the dock to the community’s culture and economic development.
- 2) That we are disappointed that a gate was installed after decades of usage without any community consultation.
- 3) That Transport Canada’s permission and cooperation, we would like to engage a marine civil engineer to do an evaluation on the dock.

CARRIED 2013-082

6.6 Water Operations Financials

MOVED by Gord Usher, SECONDED by HeronWier to receive and file the Water Operations Financials.

CARRIED 2013-083

MOVED by Gord, SECONDED by Heron to use the 2013 Water Operations Financials, as presented, for the 2014 budget submission to the SQCRD.

CARRIED 2013-084

7. FUAL November 2013

MOVED by Emmy O’Gorman, SECONDED by Heron Wier THAT the November 2013 FUAL be received as presented.

CARRIED 2013-085

8. REPORTS

8.1 Water System Operator’s Report October 2013

MOVED by Gord Usher, SECONDED by Heron Wier to receive and file the October Water Operator’s report as presented.

CARRIED 2013-086

8.2 SQCRD Board Meeting Summary October 18, 2013

8.3 SQCRD Board Meeting Minutes dated October 18, 2013 (basecamp)

MOVED by Gord Usher, SECONDED by Heron Wier to receive and file 8.2 and 8.3.

CARRIED 2013-087

8.4 Sandspit Community Hall Minutes dated September 9, 2013

MOVED by Gord Usher, SECONDED by Emmy O’Gorman to extend the meeting.

CARRIED 2013-088

MOVED by Gord Usher, SECONDED by Emmy O’Gorman to receive and file the Sandspit Community Hall minutes.

CARRIED 2013-089

MOVED by Emmy O’Gorman, SECONDED by Stan Hovde to ask the hall committee to update those who have already paid their rental fees in their next minutes.

CARRIED 2013-090

8.5 Sandspit Recreation Committee minutes dated September 3, 2013

MOVED by Heron Wier, SECONDED by Stan Hovde to refer the Recreation Committee minutes to the next meeting.

CARRIED 2013-091

9. CORRESPONDENCE

9.1 Incoming Letter from SQCRD regarding Sandspit Water Feasibility Study

MOVED by Gord Usher, SECONDED by Stan Hovde to receive and file the letter from the SQCRD regarding Sandspit Water Feasibility Study.

CARRIED 2013-092

MOVED by Gord Usher, SECONDED by Stan Hovde to task Bob Prudhomme to come up with a list of qualified and suitable engineers to undertake the feasibility study for nano-filtration and to bring this information to the next MIMC meeting.

CARRIED 2013-093

9.2 Incoming Letter from SQCRD regarding Sandspit Community Society

MOVED by Heron Wier, SECONDED by Emmy O’Gorman to receive and file the letter from the SQCRD regarding the Sandspit Community Society.

CARRIED 2013-094

9.3 Outgoing Report to SQCRD dated October 15, 2013

MOVED by Heron Wier, SECONDED by Emmy O’Gorman to receive and file the Outgoing Report to the SQCRD.

CARRIED 2013-095

APPROVAL OF PREVIOUS MINUTES

10.1 MIMC October 10, 2013 Meeting Minutes

MOVED by Stan Hovde, SECONDED by Emmy O’Gorman to adopt the August 1st MIMC meeting minutes as amended.

CARRIED 2013-96

11 UPCOMING DATES

11.1 Regular MIMC Meeting Thursday December 5, 2013

12 ROUND TABLE

Chair Putterill announced that there will be a BC Ferries Meeting in Sandspit on December 2nd.

13 PUBLIC INPUT

There were no comments from the public

14 ADJOURNMENT

MOVED by Heron Wier to adjourn the meeting at 9:35 p.m. and proceed to the in camera meeting.

Certified Correct

Approved & Adopted



Deena Wilson, Administrative Clerk



Evan Putterill, Chair

Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - NOVEMBER, 2013

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	5-Nov	\$15,485.19	October, 2013 Garbage Collection Contract
Vancouver Island Regional Library	5-Nov	\$9,673.00	2013 4th Quarter Total Levy
Moresby Island Management Committee	13-Nov	\$90,413.00	2013 Annual Grant (Electoral Area & Water System)
Sandspit Volunteer Fire Department	13-Nov	\$25,624.50	2013 Annual Grant
Vadim Software	20-Nov	\$7,354.47	2014 Support Plan & Sasktel Hosting for Dec/13 (2 invoices)
Receiver General	1-Nov	\$8,075.35	Payroll Remittance (PP22-2013)
Municipal Pension Plan	4-Nov	\$5,697.86	Payroll Remittance (PP22-2013)
Receiver General	14-Nov	\$8,850.40	Payroll Remittance (PP23-2013)
CUETS Financial	21-Nov	\$5,370.79	SQCRD Oct. Credit Card Transactions
Municipal Pension Plan	21-Nov	\$5,739.38	Payroll Remittance (PP23-2013)

TOTAL CHEQUES OVER \$5,000: \$182,283.94



November 13, 2013

Her Worship
Mayor Carol Kulesha
Village of Queen Charlotte
PO Box 580
903 A Oceanview Drive
Queen Charlotte BC V0T 1S0

Reference: 220617

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

Dear Mayor Kulesha and Chair Pages:

Re: Thank You

I am writing to thank you for taking the time to meet with me at this year's annual Union of British Columbia Municipalities (UBCM) Convention. It was great to have the chance to discuss your concerns about BC Ferries, in particular the impact of increasing fares on local economies.

The yearly UBCM convention is an important opportunity for our two levels of government to come together and work collaboratively on the issues that matter to British Columbians. The thoughtful dialogue and informative discussion exchanged during this event serves a vital role in giving our province's communities a clear voice on how we can make our transportation network the safest and most reliable possible.

While I am relatively new to my portfolio as Minister of Transportation and Infrastructure, it is easy to see the outstanding level of commitment our province's local representatives share in supporting the success of our local communities. I was pleased to experience firsthand the valuable role the UBCM gathering serves in promoting a strong and positive working relationship between B.C.'s elected officials. I have asked ministry staff to follow up with you directly to discuss regarding BC Ferries' overhead vehicle and height restrictions, as well as scheduling. A letter from Kevin Richter, Assistant Deputy Minister, Infrastructure Department, is forthcoming.

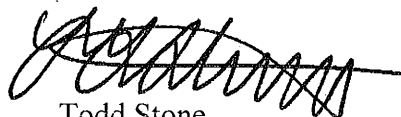
I appreciated the positive and productive tone of our meeting, and I look forward to continuing to work together to make our province a leader in transportation excellence.

.../2

- 2 -

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd Stone', with a long horizontal flourish extending to the right.

Todd Stone
Minister

Copy to: Grant Main, Deputy Minister

Kevin Richter, Assistant Deputy Minister
Infrastructure Department



Late Item 7.2
OFFICE OF THE MAYOR
CITY OF PRINCE RUPERT

424 - 3rd Avenue West, Prince Rupert, B.C. V8J 1L7

www.princerupert.ca

December 10th, 2013

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

Dear Mr. Pages;

Re: City of Prince Rupert Proposal to Extend Municipal Boundaries

Further to our letters of March 20th and July 11th 2013, the City of Prince Rupert passed a resolution at the November 12th 2013 Council Meeting, to reduce the size of the proposed boundary extension area to include City owned Lands, Lot 444 (see attached). The application for this extension has already been submitted and the reason for this letter is to ask if this changes your response in any rational way.

If we do not receive a response by December 28th, 2013 we will assume your comments have not changed. If you have any questions or concerns please contact us at your earliest convenience.

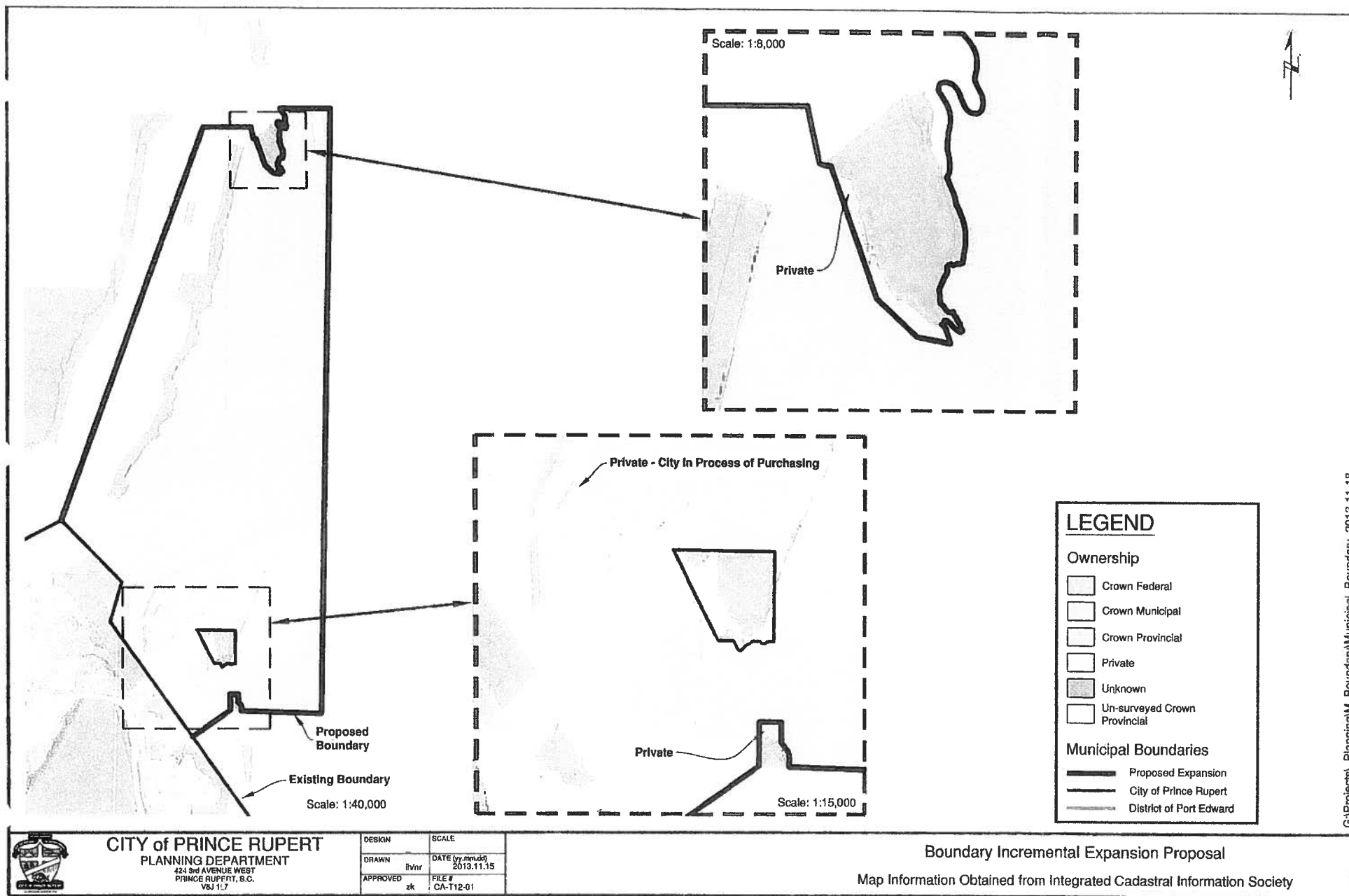
Yours truly,

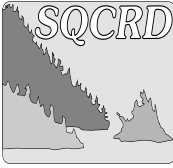
Jack Mussallem,
Mayor

Encls/

cc: Prince Rupert City Council
Robert Long, City Manager

OFFICE OF THE MAYOR





STAFF REPORT

DATE: December 13, 2013

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Directors – Reimbursement of Travel and Other Expenses

Recommendation:

THAT the Board receives the staff report “Directors – Reimbursement of Travel and Other Expenses”;

AND THAT the amendments to the Directors – Reimbursement of Travel and Other Expenses be adopted as presented.

Background:

The Board reviewed the Travel Expense Policy (Directors – Reimbursement of Travel and Other Expenses) at the August meeting. At that meeting Staff proposed changes to section 5 “Responsibility” to ensure that the most cost efficient method of travel was chosen where practical. The Board provided comments to staff on some key concerns and referred the policy issue to the October Board meeting.

Staff was not able to bring the issue back to the October meeting due to work load constraints.

Discussion:

Staff has identified the following policy issues that need to be clarified:

1. The Policy does not address that the RD would not “normally” pay more than the cost of the regular economy airfare should a Director choose to travel by private vehicle or another mode of transportation.

This issue is complex in that the dollar value of the regular economy airfare is not easy to determine. In addition, there are times when it is more appropriate to drive than take a flight regardless of whether the cost is higher.

The total cost of the travel, such as the added cost of a rental car or extra nights of accommodation, as well as the amount of time required to travel to some destinations must be taken in consideration when making a decision between flying and driving to a destination.

Staff Recommendation:

- i. That the policy remains silent on the mode of transportation chosen but Section 5 should include strong wording regarding the Directors responsibility to ensure the most cost effective mode of transportation is used whenever possible; and
 - ii. That travel arrangements that would cost more than regular airfare be approved by the CAO in advance. *Note: This could be in the form of an email explaining the travel option and the business case as to why that particular method was chosen.*
2. Another issue that was raised was the need to have the cost of a cabin on the ferry covered regardless of whether the trip is during the day or night. Staff supports the option to have a cabin while travelling on the ferry for both daytime and nighttime travel.

Staff Recommendation:

- i. That Directors traveling to Prince Rupert to attend Board meetings may choose to travel either by regularly scheduled flight (seaplane) or to travel by ferry. Additionally, that the cost of the ferry may include a cabin regardless of whether the travel is at night or during the day.
3. A question has arisen about the Regional District paying the cost of Directors to travel to other non-Regional District events following a Board meeting. The logic that the RD would have to pay the cost for the Director to travel home is valid and as such the point can be made that the RD should pay the equivalent amount to travel to other locations. However, staff suggests that this could possibly open the door for misinterpretation and additional costs to the RD.

Staff Recommendation:

- i. That the Regional District will only pay for travel between the “destination” and “regular point of origin”. Should a Director choose to travel to or from another location the Regional District will not cover the cost unless on official Regional District Business.

For further clarification, the Regional District only covers the travel to UBCM for Electoral Area Directors as well as one half of the cost for the Chair’s travel to UBCM. Should a Municipal Director choose to travel to UBCM from Prince Rupert rather than return to their regular point of origin, the cost of that travel should be funded by the respective Municipality. The Regional District, upon request, may reimburse the Municipality for any additional cost incurred by the municipality for the director to travel from Prince Rupert as opposed to from the regular point of origin.

Definitions:

“Destination” is the location of meeting as designated by the Regional District or in the case of conventions or other non- Regional District meetings the location of that event.

“Regular Point of Origin” is the normal place of occupation or place of business from which a Director would regularly travel to and from meetings on behalf of the Regional District.

4. In addition to the above issues, staff is struggling to efficiently manage the implementation of the Travel Expense policy in some cases. Complex travel arrangements and unusual circumstances sometimes make it difficult to interpret travel claims within the scope of the policy.
 - i. To resolve this issue Staff recommends that all travel other than the regular travel to and from Board meeting be approved by the CAO in advance; and that,
 - ii. Where travel is required to attend non-Regional District meetings on behalf of the Regional District (i.e.: Board Appointments) and the cost of that travel is covered by the hosting organization that the Director, if possible, book the travel through the hosting organization or seek reimbursement directly from that organization; and that,
 - iii. Travel to Regional Hospital District meetings in conjunction with travel to Regional District Board is exempted under this policy as the Regional District has an existing arrangement with the Hospital District to recover one half of the overall travel cost including accommodation and per diem.



Skeena-Queen Charlotte Regional District

BOARD POLICY (Amendments shown in bold italics)

Title:	Directors – Reimbursement of Travel and Other Expenses
---------------	--

1. PURPOSE

To establish guidelines for the reimbursement of expenses incurred by Directors while traveling on Regional District business.

2. POLICY

The Skeena-Queen Charlotte Regional District will provide reimbursement for reasonable out-of-pocket transportation, accommodation, food and other expenses, while traveling on Regional District business, in accordance with the attached Schedule of Allowable Expenses.

3. SCOPE

This policy applies to all Directors of the Regional District while on authorized travel including:

- 3.1 Regional District Board meetings;
- 3.2 Regional District Committee meetings;
- 3.3 Regional District Public Hearings;
- 3.4 Regional Hospital District Board meetings;
- 3.5 Union of BC Municipalities annual convention for Electoral Area Directors;
- 3.6 North Central Local Government Association annual convention for Electoral Area Directors;
- 3.7 Travel to a meeting of any agency or organization for a Director appointed by the Board as a representative to that agency or organization (Board-Appointed Representative);
- 3.8 Protocol meetings for Haida Gwaii Electoral Area Directors; and
- 3.9 Any travel approved by resolution of the Board.

4. DEFINITIONS

“Authorized Travel” is the travel identified within the Director Remuneration Bylaw as “authorized” or is otherwise approved by resolution of the Board and subject to available funding within the approved Financial Plan.

“Destination” is the location of meeting as designated by the Regional District or, in the case of conventions or other non-Regional District meetings, the location of that event.

“Director” means both Directors and Alternate Directors

“Out of Pocket” means those expenses requiring an outlay of funds.

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

“Regular Point of Origin” is the normal place of occupation or place of business from which a Director would regularly travel to and from meetings on behalf of the Regional District.

5. RESPONSIBILITY:

5.1. Directors are responsible for ensuring that travel is authorized and that expenses are claimed in a timely manner and consistent with this policy.

5.2. *All travel other than the regular travel to and from Board meeting be approved by the Chief Administrative Officer in advance.*

5.3. The Treasurer is responsible for administering this policy.

5.4. The Chief Administrative Officer is responsible for reviewing and approving Directors expense claims in a manner consistent with this policy, the Schedule of Allowable Expenses and the Travel Expense Procedures.

5.5. Where a Director is entitled to claim for reimbursement from another organization the amount claimed from the Regional District must be reduced by that amount, or;

Where the Regional District is entitled to claim for a portion of the travel costs from another organization, the Director must notify the Regional District of any recovery to be made from the third party.

5.6. *Directors are responsible for ensuring the most cost-effective and cost-efficient mode of travel is used, including booking air travel in advance to avoid premium rates.*

If travel arrangements are expected to be more than regular airfare, Directors shall obtain CAO approval in advance.

5.7. *Whenever possible, Directors will travel the day of the meeting; however, when necessary, the Regional District will reimburse for accommodation and pay the per diem for the day before and day after the meeting and/or convention.*

5.8. *Where travel is required to attend non-Regional District meetings on behalf of the Regional District and the cost of that travel is covered by the hosting organization, Directors will, if possible, book the travel through the hosting organization or seek reimbursement directly from that organization (RHD meetings are expected under this article as cost recovery is by special arrangement).*

5.9. *When staff assistance is required to make travel arrangements, Directors are responsible to provide staff with adequate notice.*

6. PROCEDURES:

This policy will be managed in conjunction with the Finance Procedures for Travel Expenses Claims

7. REFERENCES:

- Director Remuneration Bylaw
- Expense Claim Form

Amendment Date:		Resolution No.	
Amendment Date:	October 18, 2013	Resolution No.	371-2013
Approval Date:	September 21, 2012	Resolution No.	326-2012

Schedule of Allowable Expenses

Transportation:

The **most economical mode** of transportation is to be used, unless there is a specific practical reason to choose otherwise; i.e. flying may be preferable to driving long distances.

1. Travel by Private Vehicle – reimbursed at a per kilometer rate, based on the “Reasonable Per-Kilometre Allowance” rate as set by the Canada Revenue Agency.
2. ***Ferry – at actual cost and may include the cost of an onboard cabin when traveling on the ferry.***
3. Air Transportation – at actual cost, not to exceed regular economy fare
4. Parking and Taxis – at actual cost
5. Car Rental – at actual cost, where its use is deemed necessary.

Accommodation:

6. Commercial Accommodation – at actual cost.
7. Private Accommodation - \$30 per night

Food:

8. Per Diem - where the travel requires an overnight stay, a per diem, including the cost of incidentals and gratuities, of \$80.00 per night may be claimed. Incidentals include items such as coffee, water, use of cellphone, laundry, etc.
9. Meal Allowance – the following rates, including gratuities, will apply where use of the Per Diem rate is not applicable and meals were required:

Breakfast	\$15.00;	Lunch	\$20.00;	Dinner	\$35.00
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10. Where meals are paid for as part of a registration fee or otherwise provided, the per diem for those meals must be deducted from the per diem.

Other Expenses:

11. Conference fees – at actual cost
12. Course Registration and Materials – at actual cost
13. Telephone or Facsimile charges – at actual cost

Partner Participation:

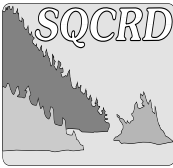
When traveling with a Director to an authorized conference or event, the following will apply:

14. Banquets –Regional District will cover the cost for a Director's partner to attend the banquet
15. Other costs –Regional District will not cover other costs for partners including food, transportation and participation in partner events.

Exclusions:

The following expenditures will not be reimbursed by the Regional District:

1. When transportation is otherwise provided and a Director chooses to travel by alternate means;
2. Travel Insurance;
3. Personal telephone calls;
4. Liquor; and
5. Fines or penalties related to personal misconduct ie: traffic violations.
6. ***Travel that is not between the Destination and Regular Point of Origin and that is not official Regional District business.***



STAFF REPORT

DATE: December 13, 2013
FROM: Joan Merrick, Chief Administrative Officer
SUBJECT: Draft Board Policy – Progressive Discipline

Recommendation:

THAT the Board receives the staff report “Draft Board Policy – Progressive Discipline”;

AND THAT the Skeena-Queen Charlotte Regional District Progressive Discipline Policy be adopted as presented.

Background:

The Skeena-Queen Charlotte Regional District’s Human Resource functions are managed internally. As such, the need to develop comprehensive policy related to progressive disciplinary actions is essential to maintaining a productive working environment.

Discussion:

Staff has developed a policy, a draft of which is attached, to be reviewed by the Board with the hope it will provide a healthy working environment through a systematic approach which aims to correct inappropriate employee behavior in a consistent and fair manner.



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Progressive Discipline	
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1. PURPOSE

The purpose of the progressive discipline policy is to aid the Regional District in maintaining a productive working environment through a systematic approach which aims to correct inappropriate employee behavior in a consistent and fair manner.

2. POLICY

2.1. The employer will respond to culpable behaviour by employees through the application of progressive discipline.

2.2. Disciplinary action may be initiated in situations such as, but not limited to, the following:

- if an employee has not satisfactorily met the work requirements; for his/her position;
- if an employee has violated the employer's policies;
- for inappropriate conduct in the workplace; or
- for off duty conduct that has a detrimental impact on the employment relationship.

For serious offenses, such as fighting, theft of Regional District property, threats of violence, the sale or possession of drugs in/or on company property, being under the influence of drugs or alcohol while on duty, etc., dismissal may be the first and only disciplinary action taken.

2.3. The Regional District will use a four step discipline system which includes the following steps:

- Verbal Warning
- Written Reprimand
- Suspension
- Dismissal

2.4. The Regional District reserves the right to take any of the prescribed steps in any order in the event that the misconduct of the employee is thought to be serious enough to warrant a certain step.

2.5. The level of progressive discipline applied may be escalated for consecutive incidents even when the misconduct is not the same type of misconduct that resulted in the initial discipline. That is, violations of different rules shall be considered the same as repeated violations of the same rule for purposes of applying progressive discipline.

2.6. The Employer will consider mitigating circumstances in any disciplinary action such as:

- The minimum action required to correct the problem and maintain suitable behavior and a productive working environment
- Employee's past record of performance and length of service with the Regional District
- Circumstances surrounding the misconduct, as well as the severity of the misconduct
- The motivation or intent of the employee at the time of the misconduct

3. TERMS / DEFINITIONS

“CAO” is the Chief Administrative Officer for the Regional District or his/her designate

“Culpable” means deserving of blame; guilty of doing something wrong

“Discipline” is an action imposed by the employer as a means to alter an employee's inappropriate conduct or poor performance and/or clarify expected conduct or performance

“Dismissal” is where the employer chooses to terminate an individual from employment; generally for a reason which is the fault of the employee.

“Employer” is the Skeena-Queen Charlotte Regional District

“Mitigating Circumstance” is a circumstance that does not exonerate a person but which may reduce the penalty associated with the offense

“Progressive Discipline” is an increase in the severity of disciplinary measures to foster the correct behaviours and to improve an employee's performance and/or conduct to meet the employer's expected standards. The measures may be verbal or written reprimands, suspension or dismissal. Serious offences may result in immediate suspension or dismissal

“Regional District” is the Skeena-Queen Charlotte Regional District

“Workplace” is the location where employees carry out their work duties. This may include, but is not limited to, office headquarters, work sites, work-related social events, and external meeting or conference locations. It also includes all Regional District vehicles and mobile equipment.

4. SCOPE

This policy applies to any and all employee conduct that the Regional District, in its sole discretion, determines must be addressed by discipline.

5. RESPONSIBILITY

CAO: Is responsible for maintaining this policy and the respective procedures and forms. The CAO is also responsible for training management and supervisory personnel in its application; as well as providing advice and guidance to management on the consistent application of this policy.

Managers: Are responsible for ensuring the consistent and fair application of the Progressive Discipline Policy and Procedures. Prior to taking disciplinary action, Managers must consult with the CAO or designate.

Employees: Employees are expected to perform their work in accordance with the procedures established by management; and to be conscious of the public expectations of the Regional District and its employees. Employees are responsible for their own behavior. A disciplinary situation is essentially a

problem for the employee to resolve. Failure to do so will place employment at risk.

Union: Attend fact finding meetings and disciplinary hearings in accordance with the requirements of the collective agreement

6. PROCEDURE

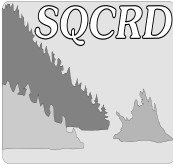
When investigating an incident potentially falling under this policy, Supervisors should follow the direction as outlined in the SQRD Progressive Discipline Procedures and associated Appendices and Tables; and the Supervisor's Checklist for Effective Discipline.

The Collective Agreement contains specific requirements related to discharge, suspension and discipline and to the maintenance of disciplinary records. These can be found in Article 12.1 through 12.3 of the collective agreement (in effect January 2012 to December 2014 and any subsequent amendments)

7. REFERENCES

SQCRD Progressive Discipline Procedures
Collective Agreement

Approval Date:		Resolution No.	
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STAFF REPORT

DATE: December 13, 2013
FROM: Jennifer Robb, Treasurer
SUBJECT: Landfill Closure Reserve Contribution 2013

Recommendation:

THAT the Board receives the staff report “Landfill Closure Reserve Contribution 2013”;

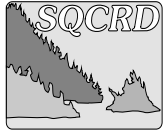
AND THAT \$78,991 of landfill closure funds from 2011 to 2013 be transferred to the landfill closure reserve fund, once adopted.

Background:

Since 2011, the budget has set aside a total of \$62,000 to fund Landfill Closure activities. A portion of the \$62,000 is intended to fund the Landfill Closure Liability and the other portion is to fund the Landfill Closure Reserve Fund.

The contribution to both the Liability and Reserve were included in the 2011, 2012 and 2013 budget (please see attached breakdown of funds). However, funds set aside for the Landfill Closure Reserve Fund were not able to be transferred to the reserve as there was no reserve bylaw. Therefore, our auditor has advised us to set these funds aside in surplus until a reserve bylaw comes into effect.

Staff requests authorization to transfer the funds set aside for years 2011, 2012 and 2013 which total \$78,991 to the Landfill Closure Reserve (to be established under Bylaw 570).



STAFF REPORT

DATE: December 13, 2013

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Draft Resolutions to North Central Local Government Association

RECOMMENDATION:

THAT the staff report entitled "Draft Resolutions to North Central Local Government Association" be received;

AND THAT the Board provide staff with further direction.

BACKGROUND:

At the November 22, 2013 Regular Board meeting staff was requested to draft several resolutions for submission to the North Central Local Government Association.

DISCUSSION:

1. BC Assessment Authority

WHEREAS limited and infrequent property sales may not accurately reflect market values in many rural areas of British Columbia;

AND WHEREAS the BC Assessment Authority is legislated to use mandated formulas based on market data when assessing residential properties, and this has historically contributed to significant shifts in the assessed values of properties in some rural communities;

THEREFORE BE IT RESOLVED THAT the Union of BC Municipalities urge the Provincial Government to provide BC Assessment Authority with more flexibility when assessing properties in rural British Columbia.

2. LNG Projects in Northern British Columbia

WHEREAS the Province is actively supporting the development of Liquefied Natural Gas (LNG) as British Columbia's future economic driver;

AND WHEREAS multiple proposals and applications for LNG and other large scale industrial projects are creating a drain on the limited resources of many small communities and regional districts;

THEREFORE BE IT RESOLVED THAT the Union of BC Municipalities urge the Provincial Government to develop a plan to provide immediate assistance to local governments in northwest British Columbia to address the issue.

3. Canadian Postal Service Charter Review

WHEREAS the federal government will look at how it handles public postal services with a review of the Canadian Postal Services Charter in 2014;

AND WHEREAS Canada Post is preparing for the review by campaigning for major service cuts, and has already dramatically cut service by closing or downsizing public post offices, eliminating rural mailbox delivery and removing street letter collection boxes;

AND WHEREAS Canada Post and the federal government should do everything in its power to prevent additional cuts during the upcoming review, and instead deal with financial issues by adding revenue-generating services like many other post offices around the world;

THEREFORE BE IT RESOLVED THAT the Province of B.C. urge the federal Minister of Transportation to ensure that the government considers innovative ways to generate postal revenue during the Charter review, including financial services like bill payments, insurance and banking.

4. Canadian Postal Service Charter Review

WHEREAS the federal government will look at how it handles public postal services with a review of the Canadian Postal Services Charter in 2014;

AND WHEREAS the public has a right to provide input on matters involving its publicly-owned post office;

AND WHEREAS the government could use the Charter review to reduce our public post office's obligation to provide service and even lay the groundwork for privatizing or deregulating Canada Post;

THEREFORE BE IT RESOLVED THAT the Province of B.C. urge the federal Minister of Transportation to request that the upcoming review of the Canadian Postal Service Charter be open to public input and that the Charter be improved by:

- Ensuring that the moratorium on post office closures in small and rural communities protects the public natures of post offices;
- Eliminating the exceptions to the moratorium;
- Extending the consultation process over possible closures and making the process and moratorium more transparent;
- Establishing an independent Canada Post ombudsperson to report to Canada Post's performance in meeting Charter expectations; and
- Establishing a reasonable, uniform and democratic process for making changes to the postal and delivery network, but only after consultation with the public and other stakeholders.

BC Assessment Authority

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From: FCM Communiqué <communiqué@fcm.ca>
Sent: December-12-13 5:09 PM
To: jmerrick@sqcrd.bc.ca
Subject: Canada Post to phase out home delivery

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FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS



FCM Update

December 12, 2013

Canada Post to phase out home delivery

Canada Post announced Wednesday that it will begin a five-year phasing out of home delivery across the country starting in late 2014. The move is part of Canada Post's Five Point Action Plan responding to the dramatic decline in demand for service and the need to remain self-sufficient, according to the corporation's website.

Home delivery service will be replaced with community mailboxes, however, Canadians who currently receive their mail and parcels through community mailboxes, grouped or lobby mailboxes or curbside rural mailboxes will not be affected.

The changes, and the process by which they will unfold, will have a significant impact on municipalities and our citizens. FCM is especially concerned about rising costs for service in rural and remote areas as well as service to our aging population and all households who rely on mail delivery for essential mail and for whom a community mailbox may be prohibitive, especially during the winter months.

FCM will be meeting with Canada Post as soon as possible to discuss the implications of the announcement and to ensure municipal concerns are considered throughout the process.

We will follow up with more information once we have consulted Canada Post.

Sincerely,

Brock Carlton
Chief Executive Officer

SINCE 1901

DEPUIS 1901





Haida Gwaii Recreation Coordinator's Report

Month End: November 2013

Submitted By: Lucy Neville

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

Registered Programs

Weight Room Orientations – Angela Gross held an orientation in **Queen Charlotte** on November 21st at 7 pm with a total of **4** participants.

Bike Re-Psych Repair Workshops – the Bike Re-Psych crew continues to hold a weekly Wednesday repair group at the **Queen Charlotte** high school shop room; participation totalled **16** people for the November sessions.

Outdoor Fitness for Life – this program, which ran for participants free-of-charge in the newly-built All-Ages Community Park in **Queen Charlotte**, continued throughout the month to November 19th, with BCRPA-certified instructor Angela Gross every Tuesday and Thursday, closing for the season with a total of **13** participants.

Shito Ryu Karate – an Autumn bump in registration brought this program to a total of **43** participants, and continues to practice every Tuesday and Thursday in **Queen Charlotte**.

Body Burn – a combination of plyometrics, cardio and core, this high-intensity class runs every Monday and Wednesday in **Queen Charlotte** with instructor Angela Gross. A total of **58** participants committed to work it out in November.

Beginner Bellydance – new music, new moves and new dancers brought this program to a close at the HG Rec building in **Masset**. This introductory course had a total of **46** music-loving dancers throughout the month of November each Wednesday evening, with the program ending at the end of the month.

Elders Engagement: Food and Fitness – this no-cost community program, which includes Tai Chi, Radha Yoga, Alternate Fitness and Indian Cooking classes, had a total of **193** participants throughout the month of November in the Multiplex building and grounds in **Port Clements**. Designed to increase socialization, community infrastructure, fitness and intergenerational

engagement, this program was created with the Rec Coordinator for seniors, by seniors, and is open to plus-ones from spouses to grandkids.

Alternate Fitness – led by elder instructor Harold White, this clinician-based program is designed for those living with, or at risk for, chronic conditions such as diabetes, rheumatoid and osteo-arthritis, obesity, and/or returning from injury. Many of the 9 participants attend with a prescription to do so from their doctors or physicians, and this 19-year program has continued in large part due to the rave reviews from medical professionals, resident and locum doctors, who have documented benefits in attendees ranging from reduced blood pressure, increased mobility, decreased joint pain, and increased musculature. It runs every Tuesday and Thursday at the HG Rec Building in **Masset**.

Acrobatic Dance – this high-energy class is instructed by longtime dancer and gymnast Kirsten Oike, and runs twice weekly at Sk'aadga Naay Elementary in **Skidegate** and the **Port Clements** Elementary, with a total of 42 enthusiastic youth.

Movie Nights

November's movie showing saw Percy Jackson's epic saga 'Sea of Monsters' screened across Haida Gwaii in **Port Clements** and **Queen Charlotte**, with concessions by the Living and Learning School, and the Port Clements Recreation Committee. The Sandspit showing was cancelled due to audio-visual issues, and the Sandspit Canadian Junior Rangers will have a new system for the January movie.

Port Clements - 34
Queen Charlotte - 71
Sandspit – 0

Total: **105**

Drop In Programs

Haida Gwaii Rec. provides insurance and First Aid to all volunteers willing to run drop in programs throughout the school year at all island schools. Volunteers collect twoonies to cover the School District 50 rental fee, and are charged per course for any incurred equipment damages. To register a sport for drop-in, a valid and current First Aid certificate is required.

Queen Charlotte Secondary School Gym

Mondays:
Pickleball 7:00 – 9:00

Tuesdays:
Indoor Soccer 8:00 – 10:00

Wednesdays:
Dodgeball 7:30 – 9:30

Thursdays:
Volleyball 8:00 – 10:00

Fridays:
Hula-hooping 5:00 – 7:00

Fridays:
Badminton 7:00 – 9:00

Port Clements Elementary School Gym

Thursdays:
Soccer 8:00 – 10:00

George M. Dawson Secondary School Gym

Mondays:
Volleyball 7:00 – 9:00

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

Fridays:
Senior Men's Basketball 7:00 – 9:00

Events and Affiliated Programs

ASSAI 2013-2014 Programs

Our two ASSAI coordinators, Tiffany Scholey and Layla Rorick, have built upon three years of programs and initiated new developments within schools in **Masset, Old Massett, Port Clements, Skidegate, Queen Charlotte** and **Sandspit**. Below are their participation totals for the November programs:

Surf Club (all-island) – 12
Gym UP! (OMYP) – 27
Gymnastics (TAH) – 35
Weave and Play (ALM) - 67
Our Space, Our Art (QCYC) – 11
Art and Action (SNES) – 170
Dance Party (PCES) – 19

Total: **341**

5th Annual Surfing Expression Session

This year's four-day festival marked a high point for HG Rec events to date, with **102** moviegoers at the Masset Friday night showing of 'STAND' and 'The Fortune Wild', the first two surf films made on Haida Gwaii. Saturday's Adopt-A-Grom free youth lessons and Sunday's Men's Wave lessons saw an overwhelming **378** surfers, paddleboarders, and spectators on North Beach, and included over thirty peer mentor instructors from the surf community across Haida Gwaii. Monday night brought the artwork of oceanscape artist Rika to the forefront, with **39** art enthusiasts at the evening show in the beautiful Deklatla Nature Sanctuary.

Paddle Canada Water Wisdom Course

Hot on the heels of the Expression Session, our **7** Stand-Up Paddleboard (SUP) trainees got back into their wetsuits and spent November 5-8 in the water with SUP instructor extraordinaire Norm Hann. Traversing between Pure Lake and North Beach, participants logged over 50 hours of water time, and all successfully completed their Intro to Flatwater Instructor course, with several completing Advanced Flatwater and Surf Instructor. There is now one qualified instructor in every community on Haida Gwaii, and this coming spring we are aiming to offer an Advanced Flatwater and Surf course to bring the training certification to the next level for all communities.

Total November 2013 participants in HG Rec programs/events: 1,396

Total November 2012 participants in HG Rec programs/events: 857

Upcoming Fall Classes

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

Public Speaking 101 – led by Toastmaster Ellen Cranston, this course focuses on the development of foundational public speaking skills, and includes additional Etiquette and Respect in the Workplace lessons; it will be held in **Queen Charlotte** in early 2014.

Movie Night – screenings of the cartoon comedy 'Free Birds' will be shown across Haida Gwaii in **Masset, Port Clements, Queen Charlotte** and **Sandspit** this coming January.

Additional Projects and Reporting

Haida Gwaii Cultural Forest Handbook Publication Funding Approved

HG Rec has received funding to print, laminate and bind a copy of the *Haida Gwaii Cultural Forest Handbook* for each and every school-aged youth on the islands. This handbook was the culmination of the Rec Coordinators' four-month project with the Council of the Haida Nation

and Ministry of Forests, Lands and Natural Resources to design and create a recreational tool for youth to engage with the cultural forests of Haida Gwaii. The handbook was presented to the public in April 2013, and various funding applications have since taken place, with an approval at last to create field-worthy copies free-of-charge for the youth of Haida Gwaii. Printing and publication will take place in early 2014, with distribution at each school expected by March.

Lucy Neville

Haida Gwaii Recreation Coordinator

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 561, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR ELECTORAL AREA
ADMINISTRATION

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the "Skeena-Queen Charlotte Regional District Electoral Area Administration Reserve Fund Establishment Bylaw No. 561, 2013."

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Electoral Area Administration Reserve Fund (the "Reserve Fund").
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Electoral Area Administration Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this

_____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 562, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR ELECTIONS

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Elections Reserve Fund Establishment Bylaw No. 562, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Elections Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Elections function, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this _____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 563, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR EMERGENCY
PROGRAMMING ELECTORAL AREAS A AND C

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Emergency Programming Electoral Areas A and C Reserve Fund Establishment Bylaw No. 563, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Emergency Programming Electoral Areas A and C Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Emergency Programming Electoral Areas A and C Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this

_____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 564, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR EMERGENCY
PROGRAMMING ELECTORAL AREA D

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Emergency Programming Electoral Area D Reserve Fund Establishment Bylaw No. 564, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Emergency Programming Electoral Area D Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Emergency Programming Electoral Area D Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this

_____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 565, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR EMERGENCY
PROGRAMMING ELECTORAL AREA E

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Emergency Programming Electoral Area E Reserve Fund Establishment Bylaw No. 565, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Emergency Programming Electoral Area E Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Emergency Programming Electoral Area E Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this

_____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 566, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR GENERAL
ADMINISTRATION

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District General Administration Reserve Fund Establishment Bylaw No. 566, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District General Administration Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the General Administration Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this

_____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 567, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR FEASIBILITY STUDIES

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Feasibility Studies Reserve Fund Establishment Bylaw No. 567, 2013.”

2. The Reserve

2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Feasibility Studies Reserve Fund (the “Reserve Fund”).

2.2. Monies from current revenues or, as available from General Revenue surplus of the Feasibility Studies Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.

2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.

2.4. Monies in the Reserve Fund shall be used for:

- I. Undertaking feasibility studies in relation to proposed services [*Local Government Act* 800 (2)(c)]; and
- II. Undertaking a referendum [*Local Government Act* 800 (2)(e)].

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this _____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 568, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR REGIONAL RECYCLING

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Regional Recycling Reserve Fund Establishment Bylaw No. 568, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Regional Recycling Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Regional Recycling service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

3. Repeal

The “Skeena-Queen Charlotte Regional District Capital Works, Machinery & Equipment Reserve Fund Establishment Bylaw No. 428, 2002” is hereby repealed.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this _____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 569, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR ISLANDS SOLID WASTE

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Islands Solid Waste Reserve Fund Establishment Bylaw No. 569, 2013.”

2. The Reserve

- 1.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Islands Solid Waste Reserve Fund (the “Reserve Fund”).
- 1.2. Monies from current revenues or, as available from General Revenue surplus of the Islands Solid Waste Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 1.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 1.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this _____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 570, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR LANDFILL CLOSURE

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Landfill Closure Reserve Fund Establishment Bylaw No. 570, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Landfill Closure Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General revenue surplus of the Landfill Closure Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Expenditure for landfill closure;
 - II. Expenditure for post closure monitoring; and
 - III. Acquisition and development of new landfill sites.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this _____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 571, 2013

BEING A BYLAW TO ESTABLISH A RESERVE FUND FOR RURAL LAND USE
PLANNING

WHEREAS, pursuant to Section 814 of the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District may, by bylaw, establish a reserve fund under Section 188 of the *Community Charter*;

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

1. Citation

The Bylaw may be cited as the “Skeena-Queen Charlotte Regional District Rural Land Use Planning Reserve Fund Establishment Bylaw No. 571, 2013.”

2. The Reserve

- 2.1. There shall be and is hereby established a reserve fund to be known as the Skeena-Queen Charlotte Regional District Rural Land Use Planning Reserve Fund (the “Reserve Fund”).
- 2.2. Monies from current revenues or, as available from General Revenue surplus of the Rural Land Use Planning Service, or as otherwise provided in the *Local Government Act*, may from time to time, be paid into the Reserve Fund.
- 2.3. Monies set aside shall be deposited and invested, in a manner provided by the *Local Government Act* until required to be expended.
- 2.4. Monies in the Reserve Fund shall be used for any of the following purposes:
 - I. Unanticipated expenditures for operations;
 - II. Funding one time projects;
 - III. Mitigation of sudden and marked increases to taxation and/or fees; and
 - IV. Capital acquisition and maintenance.

READ A FIRST TIME this _____ day of _____ 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

ADOPTED this

_____ day of _____ 2013.

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
Bylaw No. 572, 2013**

A Bylaw to provide for the borrowing of money during
fiscal year 2014 in anticipation of revenue

WHEREAS it is deemed necessary, in anticipation of revenue, to borrow certain sums of money to meet the current lawful expenditures of the Regional District;

AND WHEREAS it is provided by Section 821 of the *Local Government Act* that the Regional Board may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Regional District;

AND WHEREAS the member municipalities and the Surveyor of Taxes are not required to make payment from taxation revenues of amounts requisitioned by the Regional District until August 1, 2014;

AND WHEREAS there are no liabilities outstanding under Section 821;

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

1. This bylaw may be cited as the "Revenue Anticipation Borrowing Bylaw No. 572".
2. The Board shall be and is hereby empowered and authorized to borrow upon the credit of the Skeena-Queen Charlotte Regional District from the Northern Savings Credit Union, Prince Rupert, BC an amount, or amounts, not exceeding the sum of Nine Hundred & Fifty Thousand (\$950,000.00) Dollars as the same may be required and to pay interest at the current bank rate.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or a credit agreement bearing the corporate seal and signed by the Chair of the Board and Chief Administrative Officer.
4. The revenues of the Regional District, when received, shall first be used to repay the borrowing under this bylaw.

READ A FIRST TIME this _____ day of _____, 2013

READ A SECOND TIME this _____ day of _____, 2013

READ A THIRD TIME this _____ day of _____, 2013

ADOPTED THIS _____ day of _____, 2013

Barry Pages
Chair

J. Merrick
Corporate Officer

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 558, 2013**

Being a bylaw to regulate the terms and conditions under which water may be distributed and used in the Sandspit Water System Service Area.

The Skeena-Queen Charlotte Regional District Board in open meeting assembled enacts as follows:

Part 1: Citation

This bylaw may be cited as the "Sandspit Water Service Regulation and Fees Bylaw No. 558, 2013".

Part 2: Purpose & Scope

This bylaw outlines the regulations, procedures and fees under which water will be provided to any parcel within the Sandspit Water System Service Area.

The provisions of this bylaw shall be applicable to and be binding upon all persons served by the Sandspit Water Service whether such persons shall have made written application or not.

Part 3: Interpretation

In this bylaw:

"Authorized Representative" means a person or agency and its employees authorized by the Regional District or the designated committee to undertake specific tasks related to the works Management of the Sandspit Water System.

"Board" means the Board of Directors of the Skeena-Queen Charlotte Regional District.

"Connection" is the activation of the supply of water to a private service.

"Cross Connection" is any physical connection of a private well or other water source to any portion of a private service connected to the water system.

"Curb Stop" means a shut off valve installed as part of the "Water Service". When practical, the curb stop shall be located on the water main side of the property line. Such curb stop is the property of the Regional District.

"Designated Committee" is a body designated, by bylaw, with the responsibility for the works management of the Sandspit Water System.

“Disconnect” is to sever or stop the supply of water to a private service on a permanent basis.

“Occupied Pad” means a site in a manufactured home park, which has a manufactured home installed on the site that is serviced with water from the Water System.

“Owner” has the same meaning as Schedule 1 of the *Community Charter*.

“Parcel” has the same meaning as Schedule 1 of the *Community Charter*.

“Private Service” means a pipe and all valves, connections, and all other appurtenances, on private property not installed or owned by the Regional District, used to convey water from the “Water Service” to a dwelling, building, premise, or stand pipe.

“Reconnection” is the reactivation of the supply of water to a private service where a Water Service servicing the subject parcel already exists. A reconnection only applies when the private service was previously supplied with water but was disconnected at the request of the owner.

“Regional District” means the Skeena-Queen Charlotte Regional District or persons duly authorized to represent the Skeena-Queen Charlotte Regional District in respect to this Bylaw.

“Service Area” means the Sandspit Water System Service Area established by the Skeena-Queen Charlotte Water Service Establishment Bylaw No. 469 and all subsequent amendments thereto.

“Service Connection” means the physical connection, for the supply of water, from the water service to a private service, and includes all related pipes, shut-off valves and other appurtenances required.

“Shut-Off” is the stoppage, interruption or cessation of the supply of water to a private service for an indefinite period of time and made at the request of the “User”.

“Temporary Shut-off” is the stoppage, interruption or cessation of the supply of water to a private service for a limited time and for the purposes of maintenance or repairs to the water system or private service.

“Turn-On” is the reactivation of the supply of water following a temporary shut-off or a shut-off.

“User” means any person who is the owner or the occupant of any premises to which water is supplied or made available from the Water System.

“Water Operator” means a person hired or contracted by the Regional District or designated committee who is responsible for undertaking the works management of the Sandspit Water System, under the direction of the Regional District and the designated committee.

“Water Service” means a pipe and the necessary valves and protective boxes, and any other material necessary to and actually used for the purpose of conveying water from the water main to the curb stop, and shall include a water meter. The “Water Service” is the property of the Regional District.

“Water System” means the entire network of pipes, pumps, water treatment facilities, reservoirs, valves, hydrants, service lines, meters, and all other appurtenances or facilities that make up the Sandspit water supply and distribution system.

Part 4: Management of the Water System

1. The management of the water system shall be divided into two sections which shall consist of:
 - a) Administrative Management, which shall include all matters pertaining to the levying and collection of fees, charges and penalties, requisition of taxes, developing and maintaining relevant bylaws, and all other financial and administrative duties required for the continued operation of the service.
 - b) Works Management, which shall include all matters pertaining to the engineering, construction and maintenance of the water system.
2. The administrative management shall be the responsibility of the Treasurer subject to the direction of the Board.
3. The works management shall be the responsibility of the water operator subject to the direction of the Board and any designated committee.
4. The water operator shall follow all procedures and administrative practices established by the Regional District and the designated committee in order to support the efficient Administrative Management and effective operation of the water system and reduce the potential liability to the Regional District.

Part 5: Connections, Shut-offs & Disconnections

1. An owner shall apply for a connection, reconnection or disconnection, by doing the following:
 - a) Complete the appropriate application form in the format as prescribed by the Corporate Officer;
 - b) Pay the applicable fee as specified in Schedule "A" attached; and
 - c) Agree to the terms and conditions as set out in this bylaw.
2. An owner or user shall apply for a temporary shut-off, shut-off or turn-on, by doing the following:
 - a) Complete the appropriate application form in the format as prescribed by the Corporate Officer;
 - b) Pay the proper fee as specified in Schedule "A"; and
 - c) Agree to the terms and conditions as set out in this bylaw.
3. All applications for turn-on, shut-off or disconnection of the water supply to any premises require no less than forty-eight (48) hours' notice before the service is required.
4. No person shall make an application to shut-off, other than a temporary shut-off, or disconnect the water from any premises in use or occupied by any other person until such use or occupation has ceased and the premises have been vacated.
5. Where more than one premise is provided water from a single service connection, the Regional District shall not be required to shut-off the water supply to an individual premise until that premise has been connected by a separate service connection at the expense of the owner of the premise in question and according to the provisions of this bylaw.
6. Disconnection by Abandonment
 - a) When a premise is abandoned and the owner of the premise wishes to discontinue the water connection permanently, the owner shall:
 - i) Notify the Regional District in writing in the format prescribed in Schedule "A";
 - ii) Pay the disconnection fee as prescribed in Schedule "A";
 - iii) Upon completion of a) and b) above the Regional District will, at its earliest convenience, disconnect the service connection.
 - b) In cases where the existing building or buildings are demolished, destroyed or otherwise removed from a property connected to the water system, the water operator shall shut-off the water supply. All fees will continue to apply until such time as the owner applies for a disconnection.

7. Illegal Connection

- a) No person shall connect or attempt to connect, or allow to be connected, or allow to remain connected to the water system any property or premises otherwise than in accordance with the provisions of the Bylaw.
- b) The Regional District may disconnect any illegal connection to the water system made without the necessary permits or written authorization.

Part 6: Private Wells and Cross Connections

1. An owner who has a source of water supply independent from the Sandspit Water Service shall not connect or be allowed to be connected any portion of the independent water supply to the Water System or to any part of a private service that is connected to the Water System.
2. Where a cross connection is identified, the water operator may require the owner of the premises to take action to mitigate potential cross contamination. Actions may include the installation of a back flow prevention device or disconnection of the water service.

Part 7: Water Use Restrictions

1. The Regional District may, at its discretion, suspend or limit the consumption of water from the water system. The use of water by any or all of Users may be reduced or discontinued until the Board considers it advisable to permit full use of water.
2. Notice of water use restrictions may be delivered by hand or mail to the owner or be published in a newspaper circulating in the service area at least seven (7) days prior to the commencement of the restriction.

Part 8: Owners' Responsibilities

BC Plumbing Code

1. Private services shall be installed in accordance with the B.C. Plumbing Code and shall be constructed by and at the expense of the owner.

Maintenance of Private Service

2. Every owner shall:
 - a) Keep any private service including all pipes, fixtures or fitting in good order.
 - b) Protect all water pipes on and within their premises from freezing; and
 - c) Close the main water supply valve in the premises when the premises are vacant.
3. A private service shall be maintained by the owner at his sole expense. In the event any defect is suspected in the service connection or private service, the owner shall immediately notify the Regional District, and the water operator will, as soon as practical, operate the curb stop and determine thereby if the defect exists in the private service or in the service connection. If the defect is determined to be located in the private service, the owner shall undertake all repairs to correct the defect within ten (10) days.
4. In order to facilitate repairs to the private service, the Regional District will, upon request and at its earliest convenience, open or close the curb stop upon application and payment of any turn-on or temporary shut-off fee as set out in Schedule "A" of this Bylaw will apply.
5. In the case of leaky pipes on a property, the owner, after notification from the water operator, must undertake all necessary repairs to correct the leak within forty-eight (48) hours of receiving notice. Where the leak has not been corrected within the forty-eight hours or is to the extent to cause a significant waste of water or damage to property, then without further notice, the water operator shall have authority to shut-off off the supply of water by operating the curb stop. Before the water is turned back on, the repairs required to correct the leak must be completed to the satisfaction of the water operator. No person supplied from such service pipe shall have any claim against the Regional District, or any of its agents, by reason of such shutting off of the water.
6. When a premise is vacated temporarily, an owner or user may apply for water shut-off to protect the premises from leaks by completing the applicable form and paying the applicable shut-off fee as per Schedule "A" of this bylaw.

Maintenance of the Water Service

7. In the event a defect is suspected in the Water Service, the owner shall immediately notify the Regional District and the water operator will, as soon as practicable, operate the curb stop and determine thereby if the defect is determined to be located in the service connection or the private service.
8. If the defect is determined to be in the service connection, the Regional District shall repair the defect to the service connection at no cost to the owner.

9. If the defect is found to be in the private service, all necessary repairs to correct the defect must be undertaken by the owner within ten (10) days. The cost of repairs to the private service is at the sole expense of the owner.

Frozen Service

10. Where it is determined that a Water Service is frozen, it is the responsibility of the owner to thaw the pipe. The water operator will not thaw any private service. The owner shall be fully responsible for damage or repairs caused by his thawing method. If the owner's lack of action in thawing the private service results in the service connection freezing, the owner shall pay for the cost of thawing the service connection as per Schedule "A" attached.

Backflow Prevention

11. The water operator may require an approved backflow prevention device to be installed by the owner where it is deemed that any possible health hazard or nuisance may exist in the event of any backflow or back pressure. Unless otherwise approved by the water operator, the backflow prevention device shall be a reduced pressure backflow preventer. The owner shall arrange for these backflow prevention devices to be inspected and certified annually by a qualified inspector.

Access to Meter

12. The owner shall, at all times, maintain accessibility to the curb stop and meter box. Where the curb stop and meter box have been buried or otherwise covered over and are not accessible, the costs to create access shall be borne by the owner.
13. The owner shall supply unrestricted access to the water meter for the purpose of reading the meter and for maintenance of the service connection during the water operator's normal working hours. Failure to provide access for meter reading shall result in an extra charge per call after the first call as specified in Schedule "A" of this Bylaw.
14. In the case that a meter is located in a premise and not in the meter box at the service connection, the water operator may require that the meter be located so that access is restricted to authorized Regional District agents.

Increasing Supply of Water

15. No person being an owner, occupant or tenant of any premise supplied with water from the Water System shall increase the supply of water beyond that fixed by the rating of the premises, or shall wrongfully, negligently, or improperly waste any water.

Wasting Water

16. A user must not waste water by:

- a. Allowing water to run onto an adjacent property, driveway, highway or other surface;
- b. Continually running water in an attempt to prevent the freezing of a water pipe or line;
- c. By failing to repair a leak.

Part 9: MiscellaneousConditions for the Installation of Water Main Extensions and Water Services

1. Owners of parcels located within the service area that are not fronted by a water main may apply in writing to the Regional District for an extension of the water system. The cost of an extension to the water system will be borne by the person or persons requiring it.
2. For new parcels created by subdivision, the cost of the installation of water mains and water services to the newly created parcels shall be borne by the developer of the subdivision.

Inspection of Premises

3. Every person to whom water is supplied under this bylaw shall, at all reasonable times, allow, suffer, and permit an authorized representative to enter into and upon the premises in respect of which such water is supplied, for the purpose of inspecting the same, and the water pipes, connections, fixtures, taps, meters and other apparatus used in connection with such water supply.

Tampering with the Water System

4. No person other than the water operator or authorized representative acting in the regular scope of duties shall:
 - a) Enter into or work on the water system;
 - b) Operate, remove, or make any alteration to any hydrant, meter, valve, pumping station, reservoir or other fixture connected to the water system; or
 - c) Turn-on, shut-off, connect or disconnect a service connection.

Work to be done by Authorized Person

5. No work of any kind connected with the water system, either for laying of new or the repair of old services, shall be done by any person other than the water operator or by employees or persons holding a contract with the Regional District for the performance of such work.

Liability

6. It is a condition of the supply of water that:
- a) In the event that the supply of water to any user shall fail, whether from natural causes or accident or from any other causes whatsoever, the Regional District shall not be liable for damage by reason of such failure.
 - b) The Regional District shall not be liable for any injury or damage to any person or property arising or occurring from the use of water from the water system.
 - c) The Regional District does not guarantee that water supplied by it is free of any impurity that would affect a manufacturing process.
 - d) The Regional District shall not be liable for any damages that may result from the Shut-off or disconnection of the water service or the restriction of water use.

Using Water for Special Purposes

7. The use of water shall not be granted for any special purpose unless approved in writing by the Regional District.

Selling Water

8. No person, being an owner, occupant, or tenant of a premise supplied with water by the water system, shall sell or dispose of any water or permit the same to be carried out.

Metric / Imperial Equivalent

9. Where metric units are used, the imperial equivalent may also be used.

Part 8: Service Connections

Size of Service Connection

1. The minimum inside diameter of a service connection shall be three quarter (3/4) inches. The size of the service connection for any premises shall be approved by the water operator. If the requested service connection then exceeds the available capacity of the water system, the water operator may limit the size of the connection.

Depth of Bury

2. The minimum depth of bury of the service connection shall be one (1) metre below finished ground elevation unless specifically authorized to the contrary by the Regional District.

Individual Service Connections

3. Each parcel shall have its own service connection. Each building shall have only one service connection except when a separate connection is required for fire protection purposes or when a building expansion, use or zoning change makes the addition of a further connection necessary.

Location

4. Where possible, the service connection will be located at the location requested by the applicant. In the event the applicant's preferred location is not practicable due to the existence of installed surface improvements or is in conflict with installed underground utilities, the water operator shall designate the location of each service connection to each parcel.

Part 11: Fees and Charges

All fees and charges are specified in Schedule "A" attached to this bylaw.

Part 12: Severability

If any section, subsection, clause, sub clause, phrase or any other part of this bylaw is for any reason held to be invalid, void or ineffective by the decision of any court of competent jurisdiction, the part in question is to be severed from the rest of this bylaw and does not affect the validity of the remainder of this bylaw, which is to be interpreted and applied as if this bylaw had been enacted without the severed part.

Part 13: Notice

Any notice in writing required in this bylaw to be provided by the Treasurer or water operator shall be sufficiently given if sent to the owner by mail, left with the owner, or delivered to the owner's place of business.

Part 14: Offence

Any person who violates any of the provisions of this bylaw or who causes, suffers, or permits any act or thing to be done in contravention or in violation of this bylaw, or who neglects or refrains from doing anything required to be done by any provision of this bylaw, or who fails to comply with any order, direction or notice given under this bylaw shall be considered to have committed an offence and shall be subject to the applicable remedies, penalties and fines under this bylaw.

Part 15: Schedules

Schedule "A" attached hereto is included in and forms part of this bylaw.

Part 16: Repeal

The following bylaws and amendments thereto are repealed:

- a) Sandspit Water Regulation Bylaw No. 485, 286
- b) Sandspit Water Rates Bylaw No. 488, 2006.

READ A FIRST TIME this 22nd day of November 2013.

READ A SECOND TIME this _____ day of _____ 2013.

READ A THIRD TIME this _____ day of _____ 2013.

RECONSIDERED AND
ADOPTED this _____ day of _____ 2013.

B. Pages
Chair

J. Merrick
Chief Administrative Officer

SCHEDULE "A" - FEES, CHARGES, AND PENALTIES**1. User Fees**

- | | |
|--|----------|
| a. For each dwelling unit (per service connection)
(dwelling unit being a single dwelling, a single strata lot, or any
building or structure customarily used as a self-contained living unit) | \$250.00 |
| b. For each office or place of business (per service connection) | \$250.00 |
| c. Hotels / Motels (per service connection) | \$250.00 |
| d. All other users not herein provided for (per service connection) | \$250.00 |
| e. For multi-family dwellings (per service connection)
(including apartments, duplexes, co-op housing, etc.) | \$250.00 |
| f. Mobile Home Parks (per occupied pad) | \$250.00 |
| g. User fees are billed annually in January to the owners of the parcel, or in the case of a
mobile home the owner of the mobile home on record at the time of the billing. For
changes in service (new connections / disconnections), bills will be prorated to the date
the service change was made, providing the owner has completed the required forms
listed in Schedule "A" and paid any applicable fees. | |
| h. User type (a) through (e) above are subject to an additional metered consumption
charge. | |
| i. User type (f) above is subject to an additional metered consumption charge with a
pooled threshold based on the number of user fees billed for a particular parcel. | |

SCHEDULE “A” (Continued)**2. Metered Consumption (Metered Water Billing)**

- a. For each service connection, a consumption charge for the first 146 m³ of water (the threshold) no charge
- b. For each service connection, a consumption charge for each cubic meter of water consumed over 146 cubic meters \$1.15 per cubic meter
- c. For each Mobile Home Park, a consumption charge for each cubic meter of water consumed less a pooled threshold calculated as follows: \$1.15 per cubic meter
(The pooled threshold is equal to the number of User Fees assessed per Parcel times 146 cubic meters.)
- d. For any year that the metered billing as calculated using the rates and threshold as specified in this schedule exceed the amount of metered consumption revenue budgeted for the year, the Treasurer may adjust the threshold or metered rate for all properties to reduce the metered billing revenue to that actually budgeted.
- e. Semi-annual metered water billing is based on the meter readings taken by the Water Operator as of March 31st and September 30th, or as soon as reasonably possible thereafter, each year.
- f. The meter readings represent the consumption for the previous six months, April 1st to September 30th and October 1st to March 31st. Metered Consumption Charges are billed annually in April to the owners of the parcel on record at the time of the billing.

 In the case of mobile home parks where separate meters are not installed for each mobile home, the metered consumption charges will be calculated using a pooled threshold and billed to the owner of the mobile home park.
- g. For changes in service (new connections / disconnections) the threshold for metered usage will be prorated.

SCHEDULE “A” (Continued)**3. Other Fees:****a. Service Connection Fee:**

- | | |
|--|--------------------|
| i. ¾” Connection | \$1,200.00 |
| ii. 1” Connection | \$1,800.00 |
| iii. Over 1” Connections
(plus additional costs incurred for fittings and installation) | minimum \$2,000.00 |

b. Disconnection Fee: \$500.00

- i. At the time of disconnection a meter reading will be taken. The threshold for metered usage will be prorated to the date of disconnection and the user will be billed for the prorated consumption.
- ii. Should the Regional District become aware of a case where the water service was disconnected and the water service reconnected or turned back on without the Regional District’s authorization, the Regional District shall back charge the Owner of the parcel all User and Metered Rates to the date of the disconnection and apply a ten (10%) percent late payment penalty.

c. Reconnection Fee \$0.00**d. Temporary Shut-Off Fee** \$0.00**e. Shut-Off Fee** \$0.00**f. Turn-On Fee** \$0.00

- i. All user fees and metered consumption charges continue to apply during periods that the water service was subject to either a temporary shut-off or shut-off.

g. Frozen Service Fee at cost of repair**h. Fee for Subsequent Call when unable to access meter, per call** \$50

SCHEDULE "A" (Continued)**4. Outstanding Fees and Charges Transferred to Taxes**

- a. Non-payment of an invoice issued under this bylaw will not relieve a person from the obligation to pay the fees, charges or penalties in full.
- b. All fees, charges and penalties remaining unpaid on the thirty-first day of December in any year shall be transferred to the Surveyor of Taxes as taxes in arrears for the folio supplied with water and form part of the rural property taxes payable for that folio.

5. Early Payment Discount

Annual User Fees are subject to a ten percent (10%) discount provided the full amount of the users fees for the current year are paid by March 31st each year. The early payment discount does not apply to Metered Consumption Charges or other fees and charges specified in this bylaw. The early payment discount does not apply to metered consumption or other fees and charges contained within this bylaw.

6. Late Payment

A ten percent (10%) penalty will be applied to the unpaid balance of any invoice not paid in full by the due date recorded on the invoice.

7. For any year that the metered billing as calculated using the rates and threshold as specified in this schedule exceed the amount of metered consumption revenue budgeted for the year, the Treasurer may adjust the threshold or metered rate for all properties to reduce the metered billing revenue to that actually budgeted.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 573, 2013

Being a bylaw to amend Bylaw No. 276, and subsequent bylaws thereto, that fix and regulate the rates, terms and conditions under which waste management services may be supplied on Haida Gwaii (Queen Charlotte Islands)

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

1. Citation

The bylaw may be cited as the “Islands Solid Waste Management Regulation, Fees & Charges Amendment Bylaw No. 573, 2013.”

2. Amendment

Schedule A, Fees & Charges of the Skeena-Queen Charlotte Islands Solid Waste Management Regulation, Fees & Charges Bylaw No. 275, 1995, and subsequent amendments thereto, is hereby rescinded and replaced with the attached Schedule A, Fees & Charges, inserting the following:

Landfill Site

- Add: c) Construction & Demolition Waste \$25.00 per cubic meter
- Under d) Controlled Waste
Add: Creosoted/Treated Wood \$65.00 per cubic meter

READ A FIRST TIME THIS _____ DAY OF _____, 2013.
READ A SECOND TIME THIS _____ DAY OF _____, 2013.
READ A THIRD TIME THIS _____ DAY OF _____, 2013.
ADOPTED this _____ DAY OF _____, 2013

B. Pages
Chair

J. Fraser
Corporate Officer

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYL AW NO. 573, 2013

SCHEDULE "A" FEES & CHARGES

COLLECTION SERVICE

User Fees per Dwelling	\$24.00	per month
Bag Tags	\$ 2.00	per tag

LANDFILL SITE:

1.) Tipping Fees

a.) Residential (Household) Waste:

Bagged	\$ 2.00	per bag
Small pickup with factory box less than 7feet	\$ 7.00	per load
Large pickup with factory box more than 7 feet	\$12.00	per load
Utility trailer with inner tire diameter less than 10 inches	\$ 6.00	per load
Utility trailer with inner tire diameter 10 inches or greater	\$10.00	per load
Tandem axle trailer	\$30.00	per load
If overloaded; an additional	\$ 5.00	per load
Single axle 1- ton truck or greater	\$45.00	per ton capacity

b.) Commercial Waste \$15.00 per cubic meter

c.) Construction and Demolition Waste \$25.00 per cubic meter

d.) Controlled Waste

Contaminated soils	\$25.00	per cubic meter
Bulky waste	\$25.00	per cubic meter
Food processing waste	\$25.00	per cubic meter
Asbestos	\$65.00	per cubic meter
Creosoted/Treated Wood	\$65.00	per cubic meter

2.) Recycling

Appliances w/o CFC (no Freon)	\$ 5.00	each
Appliances with CFC (fridges etc.)	\$25.00	each
Small Appliances	Free	
Empty 171 liter drums (45 gallon)	\$ 5.00	each
Empty tanks over 171 liters (>45 gal.)	\$10.00	per cubic meter
Propane tanks 25lbs or less	\$ 2.50	each
Propane tanks over 25lbs to 100lbs	\$ 5.00	each
Tires under 16 inches no rim	\$ 4.00	per tire
Tires over 16 inches to 24.5"	\$ 8.00	per tire
Any tire with rim not over 24.5"	\$12.00	per tire
Oversize tires (over 24.5")	\$20.00	per tire
Vehicle hulks stripped (no oils/battery/tires)	\$75.00	per vehicle
Vehicle hulks with fluids	\$150.00	per vehicle
Lead acid batteries	Free	
Paint products	Free	
Waste oil/ filters/ containers	Free	
Sorted Metals	\$10.00	per cubic meter

TRANSFER STATIONS:

1. Tipping Fees

a.) Residential (Household) Waste:

Bagged	\$ 2.00	per bag
Small pickup with factory box less than 7feet	\$10.00	per load
Large pickup with factory box more than 7 feet	\$15.00	per load
Utility trailer with inner tire diameter less than 10 inches	\$ 9.00	per load
Utility trailer with inner tire diameter 10 inches or greater	\$13.00	per load
Tandem axle trailer	\$32.00	per load
If overloaded; an additional	\$ 5.00	per load
Single axle 1- ton truck or greater	\$50.00	per ton capacity

b.) Commercial Waste

Not accepted at Transfer Stations

Exception – Under provision of a separate agreement	\$25.00	per cubic meter
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c.) Construction and Demolition Waste

Not accepted at Transfer Stations

d.) Controlled Waste

Not accepted at Transfer Stations

2. Recycling

Appliances w/o CFC (no Freon)	\$10.00	each
Appliances with CFC (fridges etc.)	\$30.00	each
Small Appliances	Free	
Empty 171 liter drums (45 gallon)	\$10.00	each
Empty tanks over 171 liters (>45 gal.)	\$25.00	per cubic meter
Propane tanks 25lbs or less	\$ 5.00	each
Propane tanks over 25lbs to 100lbs	\$10.00	each
Tires under 16 inches no rim	\$ 5.00	per tire
Tires over 16 inches to 24.5"	\$10.00	per tire
Any tire with rim not over 24.5"	\$15.00	per tire
Oversize tires (over 24.5")	\$25.00	per tire
Vehicle hulks stripped (no oils/battery/tires)	Not accepted at Transfer Stations	
Vehicle hulks with fluids	Not accepted at Transfer Stations	
Lead acid batteries	\$ 5.00	per battery
Paint products	Free	
Waste oil/ filters/ containers	Free	
Sorted Metals	\$10.00	per cubic meter

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 270.1, 2013

**A Bylaw to amend the Mainland Solid Waste Management Service Area
Bylaw No. 270, 1994**

WHEREAS the Board of the Skeena-Queen Charlotte Regional District wishes to amend the Mainland Solid Waste Management Local Service Area Bylaw No. 270, 1994 in order to increase the maximum amount that may be requisitioned for this service;

AND WHEREAS the Directors of participating areas have consented in writing to the adoption of this bylaw pursuant to Section 802 (1) (b) of the *Local Government Act*;

- City of Prince Rupert
- District of Port Edward
- Electoral Area A
- Electoral Area C

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

1. Citation

This Bylaw may be cited as the "Mainland Solid Waste Management Local Service Area Amendment Bylaw No. 270.1, 2013."

2. Amendment

Mainland Solid Waste Management Local Service Area Bylaw No. 270, 1994 is hereby amended to increase the requisition limit by 25% to \$0.25 per thousand of the net taxable assessment fixed for hospital purposes.

READ A FIRST TIME THIS

_____ DAY OF _____, 2013.

READ A SECOND TIME THIS

_____ DAY OF _____, 2013.

READ A THIRD TIME THIS

_____ DAY OF _____, 2013.

Note: Approval of the inspector is waived under provisions of B.C. Reg. 113/2007 Regional Districts Establishing Bylaw Approval Exemption.

ADOPTED this

_____ DAY OF _____, 2013

Barry Pages
Chair

Joanne Fraser
Corporate Officer

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

BYLAW NO. 271.1, 2013

**A Bylaw to amend the Queen Charlotte Islands Solid Waste Management Service Area
Bylaw No. 271, 1994**

WHEREAS the Board of the Skeena-Queen Charlotte Regional District wishes to amend the Queen Charlotte Islands Solid Waste Management Service Area Bylaw No. 271, 1994 in order to increase the maximum amount that may be requisitioned for this service;

AND WHEREAS the Directors of participating areas have consented in writing to the adoption of this bylaw pursuant to Section 802 (1) (b) of the *Local Government Act*;

- Village of Queen Charlotte
- Village of Masset
- Village of Port Clements
- Electoral Area D
- Electoral Area E

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

1. Citation

This Bylaw may be cited as the "Islands Solid Waste Management Local Service Area Amendment Bylaw No. 271.1, 2013."

2. Amendment

Queen Charlotte Islands Solid Waste Management Local Service Area Bylaw No. 271, 1994 is hereby amended to increase the requisition limit by 25% to \$0.62 per thousand of the net taxable assessment fixed for hospital purposes.

READ A FIRST TIME THIS

_____ DAY OF _____, 2013.

READ A SECOND TIME THIS

_____ DAY OF _____, 2013.

READ A THIRD TIME THIS

_____ DAY OF _____, 2013.

Note: Approval of the inspector is waived under provisions of B.C. Reg. 113/2007 Regional Districts Establishing Bylaw Approval Exemption.

ADOPTED this

_____ DAY OF _____, 2013

Barry Pages
Chair

Joanne Fraser
Corporate Officer

DRAFT

1. Regional Leadership and Advocacy [Review: June; Aug; Oct; Dec; Feb; Apr; June; Sept]

Develop and advocate for a Regional District strategy that addresses the rising cost of travelling on BC Ferries, as well as other transportation costs and expenses impacting all the communities on the North Coast	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Design the strategy within three months 	
<ul style="list-style-type: none"> Identify who needs to be involved with the Regional District in advocating a coordinated position 	
<ul style="list-style-type: none"> Describe and implement its advocacy approach 	<p><u>June</u> - that staff arrange meetings with the relevant Ministries at UBCM 277-2013</p> <p><u>Sept</u> – Meeting with MoTI arranged during UBCM</p> <p><u>Nov</u> – Board received info on the recent BC Ferry announcements and directed staff to request a meeting with the Premier regarding the cuts.</p> <p><u>Nov</u> - The Board responded to the MoT closure of the Sandspit Wharf to the public. Letter sent.</p>
<ul style="list-style-type: none"> Share with its communities the results of its advocacy work 	

1. Regional Leadership and Advocacy (Continued)

Develop a Regional District plan that advocates for more revenue sharing for our communities based on the natural resources that are being extracted from the area	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Research other models and design a strategy within six months 	<p><u>July</u> – staff circulated information regarding the Peace River Fair Share Agreement to all Board members</p> <p><u>Sept</u> – staff circulated a report from the Kitimat-Stikine RD and City of Terrace entitled “Revenue Sharing in Northwestern BC”</p> <p><u>Sept</u> – Staff attended a session hosted by RDKS to hear from consultants that were involved in the original fair share agreement for the Peace river.</p>
<ul style="list-style-type: none"> Identify who needs to be involved with the Regional District in advocating a coordinated approach 	
<ul style="list-style-type: none"> Describe and implement its advocacy approach 	<p><u>June</u> – that staff arrange meetings with the relevant Ministries at UBCM 277-2013</p> <p><u>Sept</u> – Met with Premier and Minister Oakes at UBCM</p> <p><u>Dec</u> – Staff attended a teleconference meeting with Min. Oakes to discuss impact on communities.</p>
<ul style="list-style-type: none"> Share with its communities the results of its advocacy work 	

1. Regional Leadership and Advocacy (Continued)

Create various communication mechanisms so Board members are fully informed of current and proposed initiatives on the North Coast	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Restructure the Board agenda so Board members are given an opportunity to provide information on initiatives currently happening or proposed in their area 	<p><u>June</u> – Staff has developed a policy for Director Reports and will include “Director Reports” as a heading under new business on each agenda.</p> <p><u>Aug</u> – Directors Reports now included on all Regular Board meeting agenda.</p>
<ul style="list-style-type: none"> Explore the possibility of including Haida Gwaii representatives at future Community to Community (C2C) forums 	<p><u>June</u> – Staff had a discussion with the C2C organizing staff at Port Edward. Based on that discussion, it does not seem that a combined C2C for both Mainland and Islands is practical.</p> <p><u>June</u> - Staff was directed to explore developing a C2C application on Haida Gwaii to support the protocol process.</p> <p><u>Sept</u> – Staff are waiting for input from Haida Gwaii communities regarding the application for the next C2C intake. Staff received a resolution supporting the RD application for C2C for the Oct intake.</p> <p><u>Dec</u> – C2C has been approved and Staff is working with the HG CAO's to coordinate a C2C forum in Tlell on March 5th.</p>
<ul style="list-style-type: none"> Invite Northwest Community College to a Board meeting to discuss training and skill development opportunities that would support more employment being available for local residents 	

1. Regional Leadership and Advocacy (Continued)

Design how a long-term coordinated Regional Plan could be developed, involving all key stakeholders	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Research various models / approaches for a coordinated regional plan 	
<ul style="list-style-type: none"> Determine key stakeholders 	<p>Sept – Received letter from North West Regional Hospital District requesting support for undertaking a Regional Growth Strategy. Information was subsequently sent to NWRHD regarding the legislation for RGS's.</p>
<ul style="list-style-type: none"> Meet with key stakeholders to discuss options for developing the plan 	
<ul style="list-style-type: none"> Develop an action plan to move forward with the plan 	<p>Nov – Staff is currently participating as a member of a working group to identify impacts from large scale industrial development for the region.</p>

2. Emergency Planning and Preparedness [Review: June; Oct; Jan; May; Sept]

Improve the effectiveness of emergency management for the Region	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Initiate contact with Member Municipalities and First Nations with the goal of developing both Mainland and Haida Gwaii Emergency Management Working Groups 	
<ul style="list-style-type: none"> Coordinate with Emergency Management BC to arrange continued training and access to other resources and / or support that may be available 	<p><u>June</u> – EMBC traveling to Prince Rupert and Haida Gwaii to discuss tsunami risks in coastal BC and to share recent updates to the BC tsunami notification process.</p> <p><u>Aug</u> – Staff attended sessions on Tsunami Planning held in Prince Rupert and various locations on Haida Gwaii in June</p> <p><u>Sept</u> – Meeting requested at UBCM with Ministry of Justice to discuss replacement funding for the discontinued federal Joint Emergency Preparedness Program</p> <p><u>Nov</u> – Staff attended a EMBC forum held in PR. The session was well attended including a few residents from Area A & C. Environment Canada has provided the RD with 7 Weather Radios that can be issued to key people in each of the rural communities. Staff is planning to attend meetings in Doge cove and Oona River in the new year. EMBC will be hosting session on HG in February</p>

2. Emergency Planning and Preparedness (Continued)

Increase the knowledge and abilities of volunteers to respond effectively to emergencies at the local level	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Develop and support community-based Emergency Response Groups in key communities within the electoral areas 	<p><u>June</u> – while on Island for the EMBC sessions, staff will be talking with local contacts regarding formalizing the emergency response groups.</p> <p><u>Dec</u> – Staff has not been able to devote any time to developing community capacity. Area D is looking at contracting with a local resident to facilitate some of the emergency management activities for Graham Island.</p>
<ul style="list-style-type: none"> Develop community-specific Response Protocols 	

2. Recycling on Haida Gwaii

[Review: June; Sept; Nov; Apr; Aug; Oct]

Review and decide on the future direction for Recycling on Haida Gwaii	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Review initial cost / volume figures from staff on the current operation in May 	<p><u>May</u> - Staff presented a power point report at the May 8th Island Directors Advisory Committee meeting. Staff will update the report and circulate to all directors.</p>
<ul style="list-style-type: none"> Decide what additional information is required to examine the current operations and future options 	<p><u>June</u> - Staff to circulate updated Island Recycling power point</p> <p><u>June</u> - Staff to develop strategies for more communication with public</p> <p><u>Dec</u> – the Rd has entered into an agreement with MMBC for a financial incentive for collection of residential PPP material. This incentive includes a per household allowance for education. Staff will be working in conjunction with the Mainland Recycling to develop an update brochure; improved signage; and advertising. Staff has also had a discussion with the Observer about doing a series of articles on recycling on HG.</p>
<ul style="list-style-type: none"> Identify what is the most effective way of consulting with the community on future options 	
<ul style="list-style-type: none"> Decide on the future direction and communicate effectively those decisions with all of Haida Gwaii 	

3. Governance Structure for Sandspit [Review: Aug; Nov; Mar; Jun; Oct]

Resolve what the future governance structure should be for Sandspit	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Work collaboratively with the Moresby Island Management Committee (MIMC) on a community survey that attempts to find out if the residents of Sandspit are interested in considering a different structure for its community in the future 	<p><u>June</u> – no action taken to date.</p>
<ul style="list-style-type: none"> Identify what the various options and costs would be for conducting a restructuring study 	<p><u>May & June</u> – staff has discussed with Ministry staff regarding the option of conducting a mini study; waiting to hear back from the Ministry.</p>
<ul style="list-style-type: none"> Continue to lobby the Province to support a restructure for Sandspit based on the communities desires 	<p>Sept – Staff meeting with Ministry staff at UBCM</p> <p><u>Dec</u> – the Ministry is in the process of writing to the Board regarding the possibility of doing a “mini-study” for Sandspit</p>

4. Water Quality in Sandspit

[Review: Jun; Sep; Dec; May; Aug]

Examine the current extent of the water quality situation in Sandspit and decide on a future direction	
<u>Action</u>	<u>Update</u>
<ul style="list-style-type: none"> Receive and review all the information collected by the Moresby Island Management Committee on the extent of the problem 	<p><u>April 23rd & June 4th</u> – Staff requested all information related to water quality issue. Quarterly lab reports for 2011 and early 2012 received. 278-2013</p>
<ul style="list-style-type: none"> Research what alternative approaches are being used in other areas as well as gathering information from UBCM's Small Water Systems Working Group 	<p><u>May & June</u> – staff has talked with Doug Quibell regarding the options. Staff has also contacted numerous local governments to get info on capital and operating cost of small plants. A report was included on the June agenda.</p>
<ul style="list-style-type: none"> Invite Northern Health to meet with the Regional District to discuss the extent of the problem and what possible strategies are available to resolve the issue 	<p><u>Oct</u> – Northern Health attended the October Board meeting to talk about water quality and options for Sandspit.</p> <p><u>Dec</u> – The infrastructure planning grant for Sandspit has been approved and Staff is awaiting an agreement from the Province</p>
<ul style="list-style-type: none"> Decide on a future course of action 	<p><u>June</u> – Staff directed to continue to follow-up on IP Grant. Once a grant is received, staff to report back to the Board regarding the hiring of a qualified engineer to perform a feasibility study. 279-2013</p> <p>Sept – Meeting with Ministry Community sport and Cultural Development requested at UBCM to discuss the status of the Infrastructure Planning Grant and the importance of the feasibility study to Sandspit.</p> <p>Sept – Meeting with Ministry of Health at UBCM regarding the Province's stance on disinfection by-products and non-compliance with Canadian drinking water guidelines.</p>