



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

AMENDED AGENDA

**200-515 Third Avenue West, Prince Rupert, B.C.
Friday, October 17, 2014 at 7:00 p.m.**

1. CALL TO ORDER

2. CONSIDERATION OF AGENDA (additions/deletions)

3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES

3.1	Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held September 19, 2014	Pg 1-2
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4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Moresby Island Management Committee meeting held September 8, 2014	Pg 13-15
4.2	Moresby Island Management Committee – Sandspit Water Operator	Pg 16

5. DELEGATIONS

5.1	J. Wilson, Queen Charlotte Commercial Committee – Queen Charlotte Commercial Recycling Options to MMBC Depot	Verbal
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for September, 2014	Pg 17
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7. CORRESPONDENCE

7.1	Vancouver Island Regional Library – 2015-2019 Adopted Financial Plan	Pg 18
7.2	Legislative Assembly of British Columbia – 2014 UBCM Convention	Pg 19-20
<u>Add:</u> <u>7.3</u>	Ministry of Community, Sport and Cultural Development – RE: Northwest Readiness Project and Planning Intern	Pg 20a-20c
<u>Add:</u> <u>7.4</u>	Municipal Insurance Association of B.C. – MIABC Dividend Cheque	Pg 20d

8. REPORTS / RESOLUTIONS

8.1	L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Coordinator's Report – August 2014	Pg 21-23
8.2	D. Fish, Deputy Corporate Officer – Records Management Bylaw	Pg 24
8.3	J. Merrick, Chief Administrative Officer – MIMC Financials and Funding	Pg 25-27
8.4	J. Merrick, Chief Administrative Officer – Ministry of Community, Sport and Cultural Development Sandspit Correspondence	Pg 28-29
<u>Delete:</u> 8.5	M. Barthel, Planning Intern – Northern Coast (Electoral Areas A & C) Official Community Plan and Zoning Bylaw Update	Verbal
<u>Add:</u> 8.6	D. Fish, Deputy Corporate Officer – Sandspit Community Hall Standing Committee Bylaw	Pg 29a
<u>Add:</u> 8.7	L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Coordinator's Report – September 2014	Pg 29b-29f

9. BYLAWS

9.1	Bylaw No. 585, 2014 – Being a bylaw to establish provisions for the retention and disposal of records of the Skeena-Queen Charlotte Regional District <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 30-31
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10. LAND REFERRALS / PLANNING *(Voting restricted to Electoral Area Directors)*

None.	-----
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11. NEW BUSINESS

11.1	Directors' Reports	
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12. OLD BUSINESS

<u>Add:</u> 12.1	M. Barthel, Planning Intern – BC Oil and Gas Commission Permitting Preparation	Verbal
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13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to sections 90(1)(a) and (k) of the <i>Community Charter</i> – “personal information about an identifiable individual who holds...” and “negotiations and related discussions...”.	
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15. ADJOURNMENT**NEXT REGULAR MEETING:**

**SQCRD Board Meeting
Friday, November 21, 2014
At 7:00 p.m.**



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES

of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at 100 1st Avenue East, Prince Rupert, B.C. on Friday, September 19, 2014 at 7:00 p.m.

PRESENT

PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	A. Ashley, City of Prince Rupert N. Kinney, City of Prince Rupert D. Franzen, District of Port Edward I. Gould, Village of Port Clements C. Kulesha, Village of Queen Charlotte K. Bergman, Electoral Area C M. Racz, Electoral Area D E. Putterill, Electoral Area E (<i>teleconference</i>)
Staff	J. Merrick, Chief Administrative Officer D. Fish, Deputy Corporate Officer M. Barthel, Planning Intern T. DesChamps, Waste Management Operations Manager
Public	0
Media	2

1. CALL TO ORDER 7:04 p.m.

2. AGENDA

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

- 7.6 LNG Canada – Delivery of Environmental Assessment Certificate Application
- 7.7 Northwest Growth Conference – November 21 & 22, 2014
- 7.8 Village of Port Clements – Celebration of Life for Mayor Wally Cheer
- 10.2 M. Barthel, Planning Intern – Regional District Property – Mt. Moresby Adventure Club
- 11.4 Local Government Asset Management Capacity Building Grant Program Guide

AND THAT notice be waived for an in camera meeting following the regular meeting, pursuant to Section 793(4) of the *Local Government Act*.

320-2014

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held August 8, 2014

MOVED by Director Franzen, SECONDED by Director Ashley, that the minutes of the August 8, 2014 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

321-2014

CARRIED

- 3.2 Rise and Report – August 8, 2014

MOVED by Director Gould, SECONDED by Director Kinney, that the verbal report from the Vice Chair entitled “Groundfish Development Authority” be received;

AND THAT the Board appoint Jason Thompson as an alternate member of the Groundfish Development Authority Committee;

AND THAT letters confirming the appointment be sent to the Groundfish Development Authority and the Village of Masset.

322-2014

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

- 4.1 Minutes of the Moresby Island Management Committee meeting held June 2, 2014

MOVED by Director Ashley, SECONDED by Director Racz, that the minutes of the June 2, 2014 Moresby Island Management Committee meeting be received as presented.

323-2014

CARRIED

- 4.2 Minutes of the Moresby Island Management Committee meeting held July 7, 2014

MOVED by Director Franzen, SECONDED by Director Kinney, that the minutes of the July 7, 2014 Moresby Island Management Committee meeting be received as presented.

324-2014

CARRIED

5. DELEGATIONS

- 5.1 M. Kujat, Environmental Coordinator, Regional District of Kitimat-Stikine & L. Zurkirchen, Principal, Project Manager, Regulatory Specialist, Stantec Inc. – Terrace Area Integrated Solid Waste Management Program

M. Kujat, Environmental Coordinator, Regional District of Kitimat-Stikine & L. Zurkirchen, Principal, Project Manager, Regulatory Specialist, Stantec Inc., addressed the Board in regard to the Terrace Area Integrated Solid Waste Management Plan. Ms. Kujat and Ms. Zurkirchen addressed the objectives of the Solid Waste Management Plan; the projects, specifically facilities and services pertaining to the Waste Management Plan; and the Skeena-Queen Charlotte Regional District's involvement in the Waste Management Plan, which outlines the potential to increase collaborative material management through the partnership with facilitating participation of industry and major projects in appropriate waste diversion in partner districts and municipalities.

The Chair thanked M. Kujat & L. Zurkirchen for their presentation.

- 5.2 Dr. B. Bidgood, Chair & A. Webber, Manager, Development Services, Regional District of Kitimat-Stikine – Northwest BC Resource Benefits Alliance

Dr. Bidgood, Chair, and A. Webber, Development Services Manager for the Kitimat-Stikine Regional District addressed the Board in regard to the Northwest BC Resource Benefits Alliance.

Specifically, Dr. Bidgood and Mr. Webber addressed the idea of revenue sharing as it relates to economic and industrial expansion throughout northwest B.C. The pair also discussed the memorandum of understanding signed by Regional District of Kitimat-Stikine local government stakeholders that was signed in July 2014.

The Chair thanked Dr. B. Bidgood & A. Webber for their presentation.

6. FINANCE

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

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

325-2014

CARRIED

7. CORRESPONDENCE

- 7.1 Queen Charlotte Hospital – Hospital Recycling

MOVED by Director Ashley, SECONDED by Director Nobels, that the correspondence from the Queen Charlotte Hospital in regard to Hospital Recycling be received;

AND THAT staff send a response letter to the Queen Charlotte Hospital.

326-2014

CARRIED

- 7.2 Ministry of Finance – Tax Structure and Revenue Sharing for LNG Projects in the Northwest

MOVED by Director Ashley, SECONDED by Director Nobels, that the correspondence from the Ministry of Finance in regard to Tax Structure and Revenue Sharing for LNG Projects in the Northwest be received.

327-2014

CARRIED

- 7.3 North Pacific Cannery – Request for a Letter of Support

MOVED by Director Gould, SECONDED by Director Ashley, that the correspondence from the North Pacific Cannery in regard to a Letter of Support be received;

AND THAT the Board approve providing a letter of support for the North Pacific Cannery's application for grant funding in the amount of \$10,000 for interpretive signage at the North Pacific Cannery heritage site.

328-2014

CARRIED

- 7.4 Green Communities Committee – Climate Action Recognition Program

MOVED by Director Kulesha, SECONDED by Director Kinney, that the correspondence from the Green Communities Committee in regard to the Climate Action Recognition Program be received and filed.

329-2014

CARRIED

- 7.5 TransCanada Pipelines Ltd. – Notification/Invitation to Consult – Proposed Natural Gas Pipeline and Associated Access Roads – Project Update

MOVED by Director Ashley, SECONDED by Director Kulesha, that the correspondence from the TransCanada Pipelines Ltd. in regard to the Proposed Natural Gas Pipeline and Associated Access Roads – Project Update be received and filed.

330-2014

CARRIED

- 7.6 LNG Canada – Delivery of Environmental Assessment Certificate Application

MOVED by Director Kulesha, SECONDED by Director Franzen, that the correspondence from LNG Canada in regard to the Delivery of Environmental Assessment Certificate Application be received and filed.

331-2014

CARRIED

- 7.7 Northwest Growth Conference Partnership – Northwest Growth Conference

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Northwest Growth Conference inviting small businesses to attend November 21-22, 2014 in Prince Rupert be received;

AND THAT the Skeena-Queen Charlotte Regional District contribute \$200 from Economic Development, Function 570, toward the Northwest Growth Conference.

332-2014

CARRIED

7.8 Village of Port Clements – Celebration of Life for Mayor Wally Cheer

MOVED by Director Kulesha, SECONDED by Director Nobels, that the correspondence from the Village of Port Clements regarding the Celebration of Life for Mayor Wally Cheer be received;

AND THAT staff prepare a statement to be read by Director Kulesha at the October 4th Celebration of Life, on behalf of the Skeena-Queen Charlotte Regional District.

333-2014**CARRIED****8. REPORTS – RESOLUTIONS****8.1 L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Commission Coordinator's Report – July, 2014**

MOVED by Director Kinney, SECONDED by Director Franzen, that the report from staff entitled "Haida Gwaii Regional Recreation Commission Coordinator's Report – July, 2014" be received for information.

334-2014**CARRIED****8.2 J. Musgrave, Administrative Assistant – Support for Participation of the "ShakeOut BC" Drill**

MOVED by Director Ashley, SECONDED by Director Franzen, that the staff report entitled "Support for Participation of the ShakeOut BC" be received;

AND THAT the Board hereby supports participating in the "Great BC ShakeOut" on October 16, 2014 at 10:16 a.m.

335-2014**CARRIED****8.3 D. Fish, Deputy Corporate Officer – Moresby Island Management Standing Committee Bylaw No. 579, 2014 Amendments**

MOVED by Director Gould, SECONDED by Director Racz, that the staff report entitled "Moresby Island Management Committee Standing Committee Bylaw No. 579, 2014 Amendments" be received.

336-2014**CARRIED****8.4 D. Fish, Deputy Corporate Officer – October 17, 2014 SQCRD Board Meeting - Videoconferencing**

MOVED by Director Racz, SECONDED by Director Ashley, that the staff report entitled "October 17, 2014 SQCRD Board Meeting – Videoconferencing" be received for information.

337-2014**CARRIED**

8.5 M. Barthel, Planning Intern – BC Oil and Gas Commission Permitting Preparation

MOVED by Director Ashley, SECONDED by Director Nobels, that the staff report entitled “BC Oil and Gas Commission consultation” be received for information;

AND THAT the report be referred to the October 17, 2014 Skeena-Queen Charlotte Regional District Regular Board meeting.

338-2014

CARRIED

9. BYLAWS

9.1 Bylaw No. 579, 2014 – Being a bylaw to establish the Moresby Island Management Standing Committee

MOVED by Director Nobels, SECONDED by Director Ashley, that the “Moresby Island Management Standing Committee Bylaw No. 579, 2014” be given 2nd reading with the following amendments:

2. Definitions – Add (with subsequent definitions renumbered accordingly):

- (b) “Advance Voting Day” refers to an opportunity for the electorate to vote ten (10) days prior to voting day;
- (l) “List of Candidates” refers to the list of five (5) candidates, selected by majority vote of the electorate of the service area and submitted to the Chair as the communities’ recommendation for appointment;
- (n) “Voting Day” refers to November 15, 2014 and the third Saturday in October for all subsequent years.

3. Committee Membership – Remove:

- (b) All those persons who are the age of majority and reside or own property within the Service Area are eligible to serve on the committee.

4. Method of Appointment – Replace entire section with the following:

- (a) The Chair shall appoint at least one Director to the Committee and shall make the initial appointments to the Committee.
- (b) Thereafter, a public nomination process and opportunity to vote will be held to provide the electorate of the service area with an opportunity to select a List of Candidates for the committee. The process for nomination is detailed in Schedule “A”;
- (c) In the event that the number of nominees is five (5) or less, those nominations put forward will be considered the list of candidates and a voting opportunity will not be held;
- (d) In accordance with section 795 of Local Government Act, the Chair will appoint members to the committee, taking into consideration the list of candidates selected by the electorate of the service area;
- (e) The Chair may appoint any of the persons appearing on the list of candidates or may post a public notice for further nominees in accordance with section 4(d) above.

- (f) In the event of a vacancy between appointments due to death, resignation or termination, the Chair shall appoint a replacement by posting public notice of the vacancy and inviting eligible candidates to submit their names directly to the Chair for consideration within 30 days of the posting of the notice, in which case the Chair will appoint a person to fill the vacancy as soon as reasonably practical after the close of the notice period.
- (g) The Chair may consult with the Board and other persons in making an appointment to the Committee, but is not bound by the recommendations of the Board or other persons.
- (h) The Chair may terminate the appointment of a Committee member at any time.

Add: Schedule A – “Moresby Island Management Standing Committee Nomination and Opportunity to Vote”

QUALIFICATION FOR NOMINATION

1. A person is qualified to be nominated and to serve as a committee member of the Moresby Island Management Committee if they meet the following criteria:
 - a) Canadian citizen;
 - b) 18 years of age or older at the time of nomination; and
 - c) Resident of British Columbia for at least six (6) months immediately before the day that nomination forms are submitted; and
 - d) Resident or non-resident property owner of Skeena-Queen Charlotte Regional District Electoral Area E for at least thirty (30) days immediately before the day that nomination forms are filed.
2. A person is eligible to nominate and/or vote if they meet all of the following criteria:
 - a) Canadian citizen;
 - b) 18 years of age or older;
 - c) Resident of British Columbia for at least six (6) months immediately before the voting opportunity; and
 - d) Resident or non-resident property owner of the Skeena-Queen Charlotte Regional District Electoral Area E for at least thirty (30) days immediately before the voting opportunity day.

NOMINATION PROCESS

3. The Corporate Officer will advertise the notice of nomination for two consecutive weeks prior to the 36th day before general voting day.
4. The period for receiving nominations will close at 4:00 p.m. on the 36th day before general voting day.
5. Nomination forms will be in a format prescribed by the Corporate Officer of the Skeena-

Queen Charlotte Regional District.

VOTING OPPORTUNITY PROCESS

6. A vote will be held in Electoral Area E to select a list of candidates, by majority vote.
7. As authorized under section 59 of the Local Government Act, the most current available provincial list of voters prepared under the Elections Act, is deemed to be the register of resident voters on the 52nd day prior to voting day.
8. A voting day and advance voting day will be held to provide electors with ample opportunity to vote.
9. The Corporate Officer will advertise a notice of voting opportunity for two consecutive weeks before general voting day.
10. The ballots will be in a format prescribed by the Corporate Officer of the Skeena-Queen Charlotte Regional District.

339-2014

CARRIED

MOVED by Director Nobels, SECONDED by Director Gould, that the "Moresby Island Management Standing Committee Bylaw No. 579, 2014" be given 3rd reading.

340-2014

CARRIED

MOVED by Director Putterill, SECONDED by Director Racz, that the "Moresby Island Management Standing Committee Bylaw No. 579, 2014" be adopted.

341-2014

CARRIED

- 9.2 Bylaw No. 584, 2014 – 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 to Haida Gwaii.

MOVED by Director Putterill, SECONDED by Director Ashley, that the "Islands Solid Waste Management Regulation, Fees and Charges Amendment Bylaw No. 584, 2014" be given 1st reading.

342-2014

CARRIED

MOVED by Director Ashley, SECONDED by Director Kinney, that the "Islands Solid Waste Management Regulation, Fees and Charges Amendment Bylaw No. 584, 2014" be given 2nd reading.

343-2014

CARRIED

MOVED by Director Bergman, SECONDED by Director Nobels, that the "Islands Solid Waste Management Regulation, Fees and Charges Amendment Bylaw No. 584, 2014" be given 3rd reading.

344-2014

CARRIED

MOVED by Director Putterill, SECONDED by Director Ashley, that the “Islands Solid Waste Management Regulation, Fees and Charges Amendment Bylaw No. 584, 2014” be adopted.

345-2014

CARRIED

10. LAND REFERRALS / PLANNING

- 10.1 M. Barthel, Planning Intern – Notice of Work for Mineral Exploration – Surface #71546864-005 – Dwayne Peter McInnis

MOVED by Director Putterill, SECONDED by Director Kulesha, that the staff report entitled “Notice of Work for Mineral Exploration – Surface #71546864-005 – Dwayne Peter McInnis” be received;

AND THAT the Board support the application and forward relevant sections of the Moresby Island Official Community Plan to the Province of B.C.

346-2014

CARRIED

- 10.2 M. Barthel, Planning Intern – Regional District Property – Mt. Moresby Adventure Camp

MOVED by Director Kulesha, SECONDED by Director Nobels, that the verbal report from staff entitled “Regional District Property – Mt. Moresby Adventure Camp” be received.

347-2014

CARRIED

MOVED by Director Putterill, SECONDED by Director Racz, that the Board approve the transfer of the Regional District Mt. Moresby Adventure Camp land tenure to the Mt. Moresby Adventure Camp Society.

348-2014

CARRIED

11. NEW BUSINESS

- 11.1 Dodge Cove Residents – Petition Re: Digby Island LNG Proposal

MOVED by Director Nobels, SECONDED by Director Gould, that the petition from the Dodge Cove Residents regarding the Digby Island LNG Proposal be received.

349-2014

CARRIED

- 11.2 Director Ashley – Mainland Recycling

MOVED by Director Franzen, SECONDED by Director Nobels, that the verbal report from staff regarding Mainland Recycling be received.

350-2014

CARRIED

- 11.3 Director’s Reports

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

Director Franzen – District of Port Edward

- Director Franzen attended an open house event hosted by Woodside Energy Holdings Pty Ltd.

Director Ashley – City of Prince Rupert

- City of Prince Rupert staff have been working on a housing inventory for the City, and that access to social housing has been identified as a current shortfall.
- The correspondence from the Skeena-Queen Charlotte Regional District to the City of Prince Rupert in regard to potentially using Council Chambers had not yet been addressed by City Council.

Director Nobels – Electoral Area A

- Director Nobels and Morganne Barthel, Planning Intern, attended a teleconference on August 19th, 2014 which pertained to the Agricultural Land Reserve Act. Director Nobels directed staff to provide notes from this meeting to Directors.

Director Kulesha – Village of Queen Charlotte

- Small Town Love Haida Gwaii initiative is now complete and online.
- An event is taking place on Haida Gwaii on October 26, 2014, which is hosted by Community Futures Haida Gwaii.
- The Haida Gwaii Higher Education Society now has a two year wait list to enter the program.
- BC Ambulance service on Haida Gwaii has seen some improvements to the level of service and staff on the island.

Director Putterill – Electoral Area E

- The Vancouver Island Regional Library passed a \$23.5 million budget and that the Board is addressing the Vancouver Island Regional Library's infrastructure deficit.
- Director Putterill noted that a new program implemented will see an increase in the Port Clements Library's hours of operation from 7 hours to 21 hours per week.

Chair Pages – Village of Masset

- The Village of Masset and Old Masset will be hosting a youth exchange program that will see an influx of 60 students to the community, as well as provide youth from the community to participate in an exchange to Indonesia.

351-2014**CARRIED**

11.4 Local Government Asset Management Capacity Building Grant Program Guide

MOVED by Director Ashley, SECONDED by Director Kulesha, that the Local Government Asset Management Capacity Building Grant Program Guide be received for information.

352-2014**CARRIED**

12. OLD BUSINESS**12.1 SQCRD Representatives Named to Organizations Outside the Regional District Policy**

MOVED by Director Putterill, SECONDED by Director Nobels, that the "Skeena-Queen Charlotte Regional District Representatives Named to Organizations Outside the Regional District" Policy be adopted.

353-2014**CARRIED****12.2 Union of BC Municipalities – "Ferry Fare Increases a Drag on BC's Economy"**

MOVED by Director Nobels, SECONDED by Director Kulesha, that the letter from the UBCM regarding Ferry Fare Increases a Drag on BC's Economy be received.

354-2014**CARRIED****12.3 M. Barthel, Planning Intern – Sandspit Emergency Evacuation Site**

MOVED by Director Kulesha, SECONDED by Director Gould, that the report entitled "Sandspit Emergency Evacuation Site" be received;

AND THAT staff proceed with the application for a license of occupation, park use permit and an access permit for the desired evacuation site location.

355-2014**CARRIED****12.4 M. Barthel, Planning Intern – Update of Proposed LNG Projects within the Prince Rupert Port Authority**

MOVED by Director Nobels, SECONDED by Director Ashley, that staff report entitled "Update of Proposed LNG Projects within the Prince Rupert Port Authority" be received and filed.

356-2014**CARRIED****13. PUBLIC INPUT**

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Franzen, SECONDED by Director Nobels, that the Board move to the In-Camera meeting following the Regular Meeting under section 90(1)(c) of the *Community Charter* – "labour relations or other employee relations."

357-2014**CARRIED**

15. ADJOURNMENT

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

358-2014**CARRIED**

Approved and adopted:

Certified correct:

B. Pages
Chair

J. Merrick
Chief Administrative Officer



Minutes of the Moresby Island Management Committee Regular Meeting held on Monday September 8, 2014 at 7:00 p.m.

Members Present: Evan Putterill (Chair)
Heron Wier
Gord Usher

Members Absent: Emmy O'gorman (with regrets)

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

Public: Bill Beldessi
Carole Bowler

1. CALL TO ORDER at 7:05 pm

2. APPROVAL OF AGENDA

MOVED by Heron Wier, SECONDED by Gord Usher THAT the agenda be approved.

CARRIED 2014-054

3. DELEGATES - none

4. RISE & REPORT – none

5. PUBLIC INPUT

There was no public input at this time

6. BUSINESS

6.1 Taan Forest FSC Management Plan

6.2 Defibrillator

6.3 Public Forum

6.4 Evacuation Site

6.5 Gwaii Trust Christmas Fund

MOVED by Heron Wier, SECONDED by Gord Usher to receive and file 6.1 Taan Forest Management Plan.

CARRIED 2014-055

MOVED by Gord Usher, SECONDED by Heron Wier to have the defibrillator at the post office and to contact the school, fire department and Jean to inform them as well as to purchase / obtain a glass case for the defibrillator, and to look into the possibility of acquiring an additional defibrillator.

CARRIED 2014-056

MOVED by Heron Wier, SECONDED by Gord Usher that staff apply to Gwaii Trust for evacuation site funding extension to March 31, 2015.

CARRIED 2014-057

Action Item: SEPP needs to proceed with purchase of sea container.

7. FUAL September 2014

MOVED by Heron Wier, SECONDED by Gord Usher to receive and file the September 2014 FUAL.

CARRIED 2014-58

8. REPORTS

8.1 Water System Operator's Report July & August 2014

MOVED by Gord Usher, SECONDED by Heron Wier to receive and file the Water System reports.

CARRIED 2014-059

8.2 Water System Operator's Report August 2014

8.3 SQCRD June 21st Board Meeting Minutes

8.4 Skeena Queen Charlotte Regional Hospital Meeting Minutes June 21, 2014

8.5 SQCRD August 8, 2014 Board Meeting Summary

MOVED by Heron Wier, SECONDED by Gord Usher to receive and file reports 8.2 through 8.5.

CARRIED 2014-59

9. CORRESPONDENCE

9.1 Letter from SQCRD regarding Rescinding of Water Bills

9.2 Letter to Gwaii Trust applying for the Community Events Funding (on basecamp)

MOVED by Heron Wier, SECONDED by Gord Usher to receive and file reports 9.1 Letter from SQCRD re Rescinding of water bills.

CARRIED 2014-60

10. APPROVAL OF PREVIOUS MINUTES

10.1 Regular MIMC Meeting June 2, 2014

10.2 Regular MIMC Meeting July 7, 2014

MOVED by Heron Wier, SECONDED by Gord Usher to adopt the June 2, 2014 Meeting Minutes and to adopt the July 7, 2014 Meeting Minutes.

CARRIED 2014-061

11. UPCOMING DATES

11.1 Regular MIMC Meeting Monday November 10, 2014

12. ROUND TABLE

Heron Wier announced that Art Lew will be leaving Community Futures.

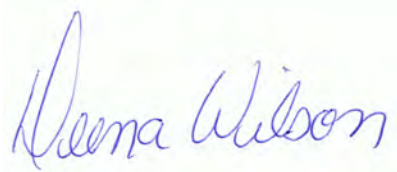
Evan Putterill announced that MIEDS held their AGM and the annual report is available on their website as well as that the economic development officer has left and there is a vacancy for that position; the SQCRD is getting ready for UMBC and that there is a Regional District turnover coming up; Bylaw for referendum for the hall will be at next election November 15 and we will have a public consultation; NWRD building of hospital is behind but still predicted to finish on time; Library Board will have a consultation meeting later this month at the hall.

13. ADJOURNMENT

MOVED by Gord Usher to adjourn meeting at 9:10 p.m. and move into in camera meeting.

Certified Correct

Approved & Adopted



Deena Wilson, Administrative Clerk



Evan Putterill, Chair



October 10, 2014

Skeena Queen Charlotte Regional District
Prince Rupert, BC

Dear SQCRD Chair and Board Members:

The Moresby Island Management Committee passed a motion at the September MIMC meeting to request that the SQCRD enter into negotiations with Bob Prudhomme, the Sandspit Water Operator, for a term contract for his services.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Evan Putterill". The signature is stylized with a large, sweeping "P" and "E".

Evan Putterill
Chair, Moresby Island Management Committee

Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - SEPTEMBER, 2014

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	10-Sep	\$ 15,429.96	August Garbage Collection Contract
Eby & Sons Construction Ltd.	25-Sep	\$ 55,742.40	Fence Installation & Roof Construction (new Transfer Station @ Recycle Depot)
Receiver General	8-Sep	\$ 9,324.67	Payroll Remittance (PP18-2014)
Municipal Pension Plan	24-Sep	\$ 5,870.26	Payroll Remittance (PP18-2014)
Municipal Pension Plan	24-Sep	\$ 5,949.11	Payroll Remittance (PP19-2014)
Receiver General	25-Sep	\$ 11,406.76	Payroll Remittance (PP19-2014)

CHEQUES OVER \$5,000:	\$ 103,723.16
CHEQUES UNDER \$5,000:	\$ 60,719.59
TOTAL CHEQUES:	<u>\$ 164,442.75</u>



ITEM 7.1

Vancouver Island Regional Library

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

September 17, 2014

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

Dear Chair Pages and Directors,

Re: 2015 – 2019 Adopted Financial Plan

On behalf of the Board of Trustees of Vancouver Island Regional Library, please find enclosed information regarding the recently adopted **2015 – 2019 Financial Plan**. This information can also be found on the VIRL website: www.virl.bc.ca/about-us/reports-and-plans. As dictated by provincial legislation, we have adopted a balanced budget for 2015. The Financial Plan and supporting information (which includes an "At a Glance" sheet and informative video) provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced operating budget of \$23,570,802. Municipal and rural levies will contribute \$19,653,784 to the library budget, an average increase of 5.22% or a per capita increase of \$2.36. The weighted vote for the budget was 98% in favour of the budget.

The focus of the 2015 budget is to move towards financial sustainability in an effort to balance the needs and aspirations of the present, while allocating resources to achieve the Board's mission and vision, without compromising the ability to meet the needs of our communities in the future. The 2015 budget supports the Board's Strategic Plan, continues to resolve long-standing issues and facilitate principles within the Consolidated Facilities Master Plan, and provides orderly development of funding as previously approved by the Board.

It is our goal to balance the pressures of maintaining existing services and evolving business to meet the expectations of our communities with available funding and resources to undertake and manage operations and system requirements. The Board's commitment to financial sustainability and quality service delivery for our Regional Library participants is underscored in the **2015-2019 Financial Plan**.

Sincerely,

Bruce Jolliffe
Chair, Vancouver Island Regional Library Board of Trustees

Cc: Evan Putterill, VIRL Trustee, Skeena – Queen Charlotte Regional District

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula South Cowichan Tofino Ucluelet Union Bay Woss

John Horgan, Leader
 Official Opposition
 Room 109 – Parliament Buildings
 Victoria, B.C. V8V 1X4
 P: 250-953-4838



Selina Robinson, M.L.A.
 Coquitlam-Maillardville
 Room 201 – Parliament Buildings
 Victoria, B.C. V8V 1X4
 P: 250-387-3655

October 2, 2014



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

Dear Chair Pages and Board Members:

My team and I enjoyed meeting so many dedicated mayors, councillors and directors at the 2014 UBCM convention last week. As I said in Whistler, you've had to work hard to get a fair shake for your communities in a time of dwindling resources and increased need.

We spoke with many of you about the timing and one-sided nature of the BC Public Sector Compensation Review. We are concerned that the timing of this report was more about embarrassing local government than addressing the issues UBCM has outlined in the Strong Fiscal Futures report. We also heard your disappointment about the Minister of Transportation Todd Stone's response to UBCM's excellent research on ferry fares and the BC economy. The report put out by AVICC and UBCM is the only research done to date studying the impact of ferry rates on local economies. Despite having no research of his own, the Minister dismissed that report and failed to address the impact of ferry fares on coastal economies.

The Premier in her talk to UBCM talked about working in partnership. We observe a gap between what is said by this government and how they actually interact with their partners.

We value the important work of local governments in our towns, rural areas, villages and cities. We recognize that senior levels of government have moved responsibility for problems to you, without the funding to address those problems. As a result, local governments are grappling with how to address the challenges of homelessness, addictions and mental health problems among others. It doesn't make sense and it doesn't serve BC residents. Our vision is that the provincial government will work closely with local government as partners in building stronger, more vibrant communities where British Columbia families and individuals thrive.

.../2

We paid close attention to the resolution work you did at UBCM and will monitor the government response to those resolutions. In Question Period and during Budget Estimate debates in the spring, we intend to remind the government to follow through on their commitments to you.

Your information and knowledge is invaluable to us in doing that work. As we head into the Legislature this October 6th I invite you to keep us informed about successes and problems you see in your community that we can help you to amplify.

Selina Robinson, our Opposition Spokesperson for Local Government, is your contact with our team. You can reach Selina by phone at 250-953-4701 in Victoria or 604-933-2001 in Coquitlam or by email at Selina.Robinson.mla@leg.bc.ca

To those of you running for re-election, we wish you the best of luck for the November election. To those of you choosing to end your time in local government, thank you for your service and dedication to your communities. We wish you all the best in the future.

Sincerely,



John Horgan, Leader
Official Opposition



Selina Robinson, MLA
Coquitlam-Maillardville



RECEIVED

OCT 15 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

OCT 08 2014

Ref: 156337

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

Dear Chair Pages: *Barry*

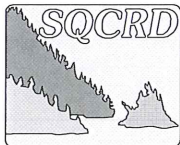
Thank you for your letter of August 13, 2014, requesting funding of a planning intern in the Skeena-Queen Charlotte Regional District (SQCRD) for a second term. I am pleased that SQCRD has benefitted greatly from the placement of the intern in your offices. I understand you have also been very collaborative in sharing the services of this intern with other local government neighbours.

The Planning Intern initiative was always intended to be a two year program with the interns focussed on initiatives in Northwest BC as a priority for the first year. Our partnership with Northern Development Initiative Trust was then designed to deploy these interns out to other northern communities to assist with their planning needs. Your request is entirely congruent with this plan and we have confirmed this with Northern Development Initiative Trust. I am pleased to approve your request and wish you continued success with your endeavours.

Thank you again for your letter.

Sincerely,

Coralee Oakes
Minister



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

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

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

Website: www.sqcrd.bc.ca

August 13, 2014

Ministry of Community, Sport and Cultural Development
PO Box 9056 Stn Prov Govt
Victoria, BC
V8W 9E2

FILE COPY

Attention: Honourable Minister Coralee Oakes

Dear Minister Oakes:

Re: Northwest Readiness Project and Planning Intern

The Board of the Skeena-Queen Charlotte Regional District (SQCRD) wishes to extend its gratitude to your Ministry for its contribution toward the Northwest Readiness Project and, in particular, for the funding for the planning interns through Northern Development Initiative Trust.

Since May 1st, the SQCRD has enjoyed, and benefited, immensely, from the placement of a planning intern in our office. The intern has begun to address some of the fundamental planning and mapping issues that, historically, have challenged the SQCRD. Handling the numerous referrals, enquiries, working group meetings, requests for meetings with proponents and consultants, and other tasks generated by the numerous LNG proposals has been a significant burden for our Regional District.

You may not be aware that the Regional District has not had a qualified planner on staff in over ten years, due to the shutdown of the pulp mill and the resulting financial constraints. The Regional District recognizes the need to have a planner on staff and is working towards that goal. We are starting to see some growth in our region and expect to be in a better position to afford a permanent full time planner in the next couple of years.

While we are extremely grateful for the opportunity to have a funded position for a one year term, the Board would like to, respectfully, request that the Ministry commit to providing a second year of funding for the interns. Not only would this provide some assurance to the Regional District in terms of continued capacity to address Northwest Readiness, but would also provide assurance to the planning interns. As you may be aware, an intern is required to complete two years of work under a sponsor and one year with a mentor in order to receive their accreditation. Although the interns have applied to the Professional Standards Board, the mentorship does not start until their application has been accepted. This is not expected to happen until sometime in the fall. Without funding for a second year, our intern will be forced to look for other employment which will then leave the Regional District without any support to meet the demands generated by the LNG proposals and will put the interns in the position of seeking out new sponsors and mentors. In addition, with no guarantee of work beyond April 30, 2015, we anticipate that our intern may seek other employment, as opportunities become available, which may result in her leaving our organization early.

We feel that having the intern for a second year will better position the Regional District to be able to offer her a full time position after that time. Again, the Board strongly urges the Minister to commit to a second year of funding.

If you have any further questions or would like to speak with me directly, please do not hesitate to contact the office of the SQCRD.

Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT



Barry Pages
Chair

;df

Cc: Ron Bedard, District of Port Edward
Robert Long, City of Prince Rupert
Bob Marcellin, Regional District of Kitimat-Stikine
Heather Avison, City of Terrace
Ron Poole, District of Kitimat
Northern Development Initiative Trust
Roger Lam, Province of B.C.
Heike Schmidt, Province of B.C.



LATE ITEM 7.4

RECEIVED
390 - 1050 Homer Street
Vancouver, BC V6B 2W9
Phone: 604 683 6266 Fax: 604 683 6244
OCT 13 2014
SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT
tbarnes@miabc.org

October 9, 2014

Chair Barry Pages
Skeena-Queen Charlotte R.D.
100 - 1st Avenue East
Prince Rupert BC V8J 1A6

Dear Chair Barry Pages

Re: MIABC Dividend Cheque

Enclosed is your dividend cheque for the 2013 fiscal year. The enclosed cheque represents your portion of the dividend based on the size of your Subscriber Account Balance.

The Board declared a \$1.1 million dividend at its June meeting, bringing the total dividends distributed over the last five years to \$5.2 million. The MIABC first began returning money to its members in 2002 by subsidizing reinsurance costs. By 2006 \$7.3 million was returning to members in this way. This was replaced by dividends following the 2005 fiscal year, which have totaled \$11.5 million. Three years ago the Risk Management Grant debuted, which has resulted in a further \$2.3 million being paid out to members. All told to MIABC members have received \$20.7 million back from their liability insurer. This represents a return of 13% of the total costs paid by members over the last ten years. During that period the MIABC has grown by 10%, yet its costs have dropped by 3.5%.

The MIABC is continuing to create more value for its members. Our Member Services Department is providing an impressive array of services. A Casual Legal Advice Program debuted last year. Even more exciting is that the MIABC is now launching its Property Insurance Program, this now enables us to be the source of all local governments' insurance needs.

Yours truly,

A handwritten signature in blue ink, appearing to read "Tom Barnes", is written over a blue circular stamp.

Thomas W. Barnes LLB
Chief Executive Officer & General Counsel

Cheque for \$2,434.00



Haida Gwaii Recreation Coordinator's Report

Month End: August 2014

Submitted By: Lucy Neville

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

Registered Programs

Bike Re-Psych – It was a busy month for the mobile bike repair trailer! The Bike Re-Psych crew set up shop at multiple community events across **Haida Gwaii** throughout August, and assisted **51** islanders with a variety of DIY repairs and bicycle education sessions.

Weight Room Orientations – BCRPA instructor Lisa Shoop held an orientation on August 14th at the weight room in **Queen Charlotte** with a total of **3** participants.

Beginner Bellydance – an enthusiastic group of timbal-playing dancers have once again convened at the HG Rec Building in **Masset**, beginning mid-August. This free, community-led program has had great turnout with **22** participants since its return.

Beginner Flow Yoga – held in **Old Massett** at Sherri's Gas Bar, this introduction to flow yoga focused on core stability, elongation poses, and fluid breath. A total of **27** participants stretched it out this month.

Intro to Stand-Up Paddleboarding – August 23 saw a total of **24** watersports enthusiasts hit the ocean in front of the Kay Centre / Haida Heritage Centre in **Skidegate**. With instruction on paddle strokes, wind and weather conditions, and stabilization techniques, it was one full, sunny day of paddleboarding.

2014 Summer Program – This program runs throughout July and August, with camp held in each of the four main communities on Haida Gwaii: **Queen Charlotte**, **Port Clements**, **Sandspit** and **Masset**. Summer staff Ileah Mattice, Chloe Good and Fergus Wilson designed each location's camp schedule to include the key elements of fun, education, activity and culture, and have expanded on previous years' programs to incorporate Haida storytelling, cedar weaving, ornithology and biodiversity of Haida Gwaii, body-based art creation, nutrition and healthy eating, and an ever-increasing network of on-island organizations.

Specialists

Penny Richardson – experiential arts
Leona Kennedy – Haida storytelling and cedar bark weaving
Josina Davis – art and biodiversity
Sgt. Schultz – Masset RCMP
Sgt. Martin – Masset RCMP
Sgt. Aird – Masset RCMP
Margo Hearne – ornithology and biology
April Peters – Northern Health Dietician
Teala Penner – kidstage theatre and drama day
Bobbi-Lee Chatelaine – archery and bowmaking
Michael McQuade – stand-up paddleboarding
Kye Borserio – kayaking
Joni Fraser – experiential arts

Tours

Kay Centre / Haida Heritage Centre
Delkatlah Nature Centre & Bird Sanctuary
Pure Lake
North Beach & Tow Hill
Chown River Confluence

Queen Charlotte

Week 1 – **24**
Week 2 – **25**

Masset

Week 1 – **28**
Week 2 – **31**

August 2014 Summer Program total: **108**

Events and Affiliated Programs

HIGaa k'aats'ii lihllnga: Agate Man Triathlon – This August 4th event was an island-wide success, with **54** participants racing through a 500-meter swim, 20-km bicycle and 6-km run, beginning at Pure Lake. Featuring the sea-grizzly design donated by Ben Davidson, the triathlon shirts were once again a hit, and the post-race lunch at the Legion in Masset was a sea of triathlon-shirts. This event had registrants from Saskatchewan, Norway, and all communities on Haida Gwaii. It was an incredible display of cheering, with over **60** spectators at both Pure Lake and the finish line in Masset, and would not have been possible without significant volunteerism, most notably from Harold White and Sylvan Daugert.

Total August 2014 participants in HG Rec programs/events: 349

**** Total August 2013 participants in HG Rec programs/events: 304***

Upcoming Fall Classes

Movie Nights – this October, ‘Earth to Echo’ will premier across Haida Gwaii; a family-friendly film, it has been described as a “cross between E.T. and the Goonies”. The film will be shown in Masset, Port Clements, Queen Charlotte and Sandspit, and per usual feature a spectacular concession by multiple island fundraising groups.

Alternate Fitness – led by instructor extraordinaire Harold White, this program will begin again in late September at the HG Rec building in Masset. As with previous sessions, it is free for all to attend, and focuses on a modified fitness approach to wellness, specifically for those living with, or at risk for, chronic diseases such as arthritis, diabetes and osteoporosis.

Yoga Foundations Level I and II – Masset-based instructor Sarah Aasen will be holding four weekly yoga sessions at the HG Rec building in Masset, which focus on alignment, controlled stretching, balance, and core strength.

Acrobatic Dance – much to the delight of young dancers across Haida Gwaii, this well-attended program will be starting in early October at Sk’aadga Naay Elementary in Skidegate with instructor Kirsten Oike.

Children and Youth Dance – returning instructor Ceitlynn Epnors will be bringing a jazz, musicality and ballet focus to these two youth classes, which begin in late September at the QC Community Hall.

Shito Ryu Children & Youth Karate – with longtime HG Rec instructor and sensei Deavlan Bradley at the helm, this program will expand its original time to include an additional session open for anyone over 15 to attend.

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

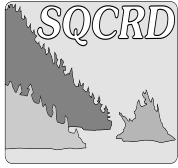
Additional Projects and Reporting

Northern Health Grant Application

In collaboration with NH physiotherapist Christopher Mainella and dietician April Peters, the HG Rec Coordinator has submitted an application for funding to develop a program based on physical activity and the harvesting and preservation of local foods. This program speaks directly to the benefits of a low-glycemic traditional diet, the abundance of local protein and mineral-rich NTFPs (non-timber forest products), and the need to develop island-wide food security and sustainability systems throughout the communities of Haida Gwaii.

Lucy Neville

Haida Gwaii Recreation Coordinator



STAFF REPORT

DATE: October 17th, 2014

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Records Management Bylaw

Recommendation:

THAT the staff report entitled “Records Management Bylaw” be received;

AND THAT, at the Bylaw section of the meeting, the Board give 1st, 2nd, 3rd readings and adoption of the “Skeena-Queen Charlotte Regional District Records Retention and Disposal Bylaw No. 585, 2014”.

BACKGROUND:

In 1998, the Board adopted the “Skeena-Queen Charlotte Regional District Retention and Final Disposition of Records Bylaw No. 344, 1999”.

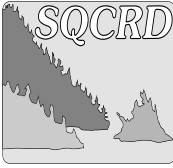
The Bylaw included provisions pertaining to the retention and destruction of records of the Regional District.

In 2012, the Local Government Management Association of B.C. (LGMA) published the fourth edition of the *Records Management Manual for Local Government Organizations*, which details, in depth, retention and disposal schedules for all records pertaining to local governments.

DISCUSSION:

In anticipation for the administration office move, staff have been working diligently toward disposing of records that are now obsolete. While doing so, it became apparent that the schedule attached to and forming part of Bylaw No. 344, 1999 is not consistent with the records retention and disposal schedules published by the LGMA.

To ensure that best practices are implemented, staff is proposing that the records retention and disposal schedule published by the LGMA be used as the Regional District’s Records Retention Schedule (as defined in Bylaw No. 545, 2014). This will allow the Regional District to remain current in its records classification, retention and disposal practices, and will mitigate further inconsistencies between local government standards and Regional District operations.



STAFF REPORT

DATE: October 17, 2014
FROM: Joan Merrick, Chief Administrative Officer
SUBJECT: MIMC Financials and Funding

Recommendation:

THAT the Board receives the staff report “MIMC Financials and Funding”;

AND THAT The Board supports changing the way funding is provided to MIMC and the Sandspit Water Service for 2015 and all subsequent years, including:

- **MIMC will receive quarterly reimbursement from the Regional District of all documented expenses within budget, rather than receiving grant funding.**
- **The Regional District will start paying all expenses for Sandspit Water directly to the vendors rather than providing an operating grant.**

AND THAT for 2014 the Board directs staff to only provide funding to MIMC and Sandspit Water to cover direct costs incurred and properly documented rather than a grant.

AND FURTHER THAT that MIMC be requested to turn over the Sandspit Water Special Projects Funds (\$45,816 in 2013) to the Regional District. These funds will be placed in a reserve account and used to cover any operating deficits or for capital projects approved by MIMC during the budget process.

Background:

Staff has previously reported on the accountability standards for non-profits and committees (November 2013). Specifically that staff request and review documentation of various financial information and transactions from organizations funded by the Regional District. Staff requests this documentation to ensure Regional District funds are being spent appropriately.

Discussion:

As part of the annual review of grant funding staff requested financial information from MIMC. A review of this information showed that the accounting records for 2013 were incomplete and did not reflect the amount reported as spent by the Committee (2013 Operating Statements & 2014 Budget report received at the February 22, 2014 Board meeting).

While there may be some transactions related to the 2013 operations that were not entered until 2014 due to timing, it is an accepted accounting practice to accrue all costs associated with a fiscal year to accurately reflect the revenues and expenditures for that year. Staff has sent requests to MIMC for additional information but, at the time of writing this report, had not received any further information.

Some of the concerns identified during the review include:

Sandspit Water – The MIMC report** shows revenues of \$52,661 and expenditures of \$48,338, leaving a surplus of \$4,273 which was transferred into a Special Projects Fund administered by MIMC. This surplus is over and above \$2,752 in additional funding received from the Regional District and used to cover a deficit from 2012.

The financial transactions provided to the Regional District show a surplus of \$6,550 which is \$2,277 higher than reported**.

MIMC – The financial records provided to the Regional District only show \$606 being expended on MIMC. MIMC has an agreement with the Sandspit Community Society to pay for a portion of the rent (max \$4,800). In addition, \$22,000 in wages was budgeted but no transactions reflect this in the financial records. MIMC reported** that 92% of the staffing budget was expended. If \$20,240 in wages and \$4,019 (from MIMC's report**) are included, the total expenditures would have been \$24,865 compared to the \$32,446 reported**. Without an accurate and complete record of all the financial transactions it is impossible to determine what the true financial position of MIMC is.

Other – Numerous other transactions were flowed through the MIMC financials including:

- Sandspit Hall which shows a surplus for 2013 of \$749 after paying back hydro charges of \$4,288
- Loggers Sports Day which shows a deficit of \$387
- Recreation programs which shows a deficit of \$1,748
- Unallocated revenues and expenses – which shows grants revenue of over \$30,000 and expenses labeled "Non-MIMC Expenses" and "Event Expenses" and "other" leaving an unidentified surplus of over \$30,000.
- GST / HST – although GST & HST have been accounted for separately, there is no indication in the financial records that a rebate for these amounts is being claimed by MIMC

While there may be a valid explanation for these discrepancies, it appears that much of the Committees expenses are being channeled through the Sandspit Community Society books and are not being properly accounted for within the MIMC financials. In addition, MIMC has assumed responsibility for accounting for other events and organizations.

Staff has previously offered to provide some guidance or training to MIMC staff to aid in ensuring that the financial transactions and records are handled correctly but have not been requested to assist.

Recommendation:

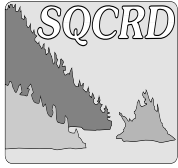
Given that the MIMC 2013 financial records appear to be incomplete, staff is recommending changes to the way funding from the Regional District for MIMC and Sandspit Water are handled.

Since MIMC is a Regional District Committee rather than a separate entity Staff is proposing to change the format of the funding from a grant to reimbursement. In other word, Staff would reimburse the Committee quarterly based on documented expenditures rather than providing a grant based on a budget and report provided by the committee.

For Sandspit Water, currently the Regional District provides an annual grant for the operation of this service and pays for hydro and some other costs directly. Staff is proposing that all expenses be paid directly by the Regional District rather than being paid by MIMC. This would ensure full accounting records are maintained for this Regional District Service. It would also support the Regional District claiming the applicable portion of the GST rebate. Given that the Water Operator and Safeway (disinfection products) make up 32 of 45 transactions, this would not be onerous for the Regional District. Invoices could be approved and faxed to the Regional District for payment similar to the way expenses for Island Solid Waste are handled. Payment to the operator could be made electronically to avoid any delay in payment.

In addition, Staff recommends that MIMC be requested to turn over the Sandspit Water Special Projects fund to the Regional District. These funds will be placed in a reserve account and used to cover any operating deficits (as previously done by MIMC) or for capital projects approved by MIMC.

*Note where ** is shown the information is from the 2013 Operating Statements & 2014 Budget report received from MIMC and presented at the February 22, 2014 Board meeting.*



STAFF REPORT

DATE: October 17, 2014

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Ministry of Community, Sport and Cultural Development Sandspit Correspondence

Recommendation:

THAT the staff report entitled “Ministry of Community, Sport and Cultural Development Sandspit Correspondence” be received for information;

AND THAT the Board support sending the attached correspondence, as drafted, to Honourable Minister Coralee Oakes;

AND FURTHER THAT a copy of the letter be sent to Marijke Edmondson.

BACKGROUND:

At the 2014 UBCM Annual Convention, members of the Board were able to meet with Ministry of Community, Sport and Cultural Development staff to discuss the viability of the incorporation of Sandspit.

DISCUSSION:

To remain diligent on this issue, staff has drafted correspondence (attached) to be sent to Honourable Minister Coralee Oakes, requesting that analysis of the challenges and factors affecting the viability of the incorporation of Sandspit remain a priority for Ministry staff. Additionally, the correspondence requests that the Ministry consider Sandspit as a pilot community for any further alternative governance structure projects.

RECCOMENDATION:

Staff is recommending that the Board support sending the attached correspondence to Honourable Minister Coralee Oakes, as well as to send a copy to Marijke Edmondson, Director of Local Government Structure for the Ministry of Community, Sport and Cultural Development.



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

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

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

Website: www.sqcrd.bc.ca

October 20, 2014

Ministry of Community, Sport and Cultural Development
PO Box 9056 Stn Prov Govt
Victoria, BC
V8W 9E2

Attention: Honourable Minister Coralee Oakes

Dear Minister Oakes:

Re: UBCM Meeting

On behalf of the Board of the Skeena-Queen Charlotte Regional District, I am writing to thank you for taking the time to meet with members of our Board at this year's UBCM convention.

The Board wishes to extend its gratitude for the initiative your Ministry is undertaking in exploring the challenges affecting the viability of Sandspit's incorporation, as per correspondence from your Ministry dated July 15, 2014. The Board strongly feels that this is an important step in examining future governance options and the potential viability of incorporation for the community, and would like to request that this initiative remain a priority for your staff.

At the meeting, important issues were discussed such as exploring alternative structures for small communities, like Sandspit, that may not meet the criteria for incorporation but are seeking more autonomy than is provided under the Regional District structure. Sandspit is ideally suited for an alternative governance structure and the Board encourages the Ministry to consider allowing Sandspit to act as a pilot community when further exploring these alternatives.

If you have any further questions or comments, please do not hesitate to contact the office of the SQCRD.

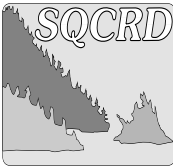
Yours truly,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Barry Pages
Chair

;df

Cc: Marijke Edmondson, Director, Local Government Structure



STAFF REPORT

DATE: October 17, 2014

FROM: Daniel Fish, Deputy Corporate Officer

SUBJECT: Sandspit Community Hall Standing Committee Bylaw

Recommendation:

THAT the Board receives the staff report “Sandspit Community Hall Standing Committee Bylaw”;

AND THAT, pending the results from the November 2014 referendum, the bylaw be referred to the Moresby Island Management Standing Committee for comment and feedback.

Background:

At the June 2014 SQCRD Regular Board meeting, the Board gave three readings to the *Area "E" (Moresby Island) Community Hall Service Establishing Bylaw No. 582, 2014*, which was also granted approval from the Inspector of Municipalities in September, 2014.

Further to this, in July, staff and Directors hosted a public forum in the community of Sandspit. At this time, the question surrounding the management of the Sandspit Community Hall, and who was responsible for this, was brought forward by the electorate.

Discussion:

To address this question, staff has recommended that a committee be established to oversee the management of the Sandspit Community Hall, and, as such, has begun drafting the *Sandspit Community Hall Standing Committee Bylaw No. 586, 2014*.

Recommendation:

Staff is recommending that, following the result of the referendum on November 15, 2014, the Bylaw be referred to the Moresby Island Management Standing Committee for comment and feedback, before it is provided to the Board for consideration.



Haida Gwaii Recreation Coordinator's Report
Month End: September 2014
Submitted By: Lucy Neville

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

Registered Programs

Bike Re-Psych – With the BCTF strike resolved mid-September, this program's return was delayed until September 24th; it has been going strong at the **Queen Charlotte** Secondary School each Wednesday since its return, with **2** participants working on repairs and receiving bicycle education this September.

Weight Room Orientations – BCRPA instructor Lisa Shoop held an orientation on September 11th at the weight room in **Queen Charlotte** with a total of **2** participants.

Beginner Bellydance – even with a power outage mid-September, this enthusiastic group of dancers have shaken and shimmied each Wednesday at the HG Rec Building in **Masset**. This free, community-led program has had great turnout with **19** participants since its return.

Alternate Fitness – led by septuagenarian and BCRPA-certified Fitness instructor Harold White, this program resumed twice-weekly classes at the HG Rec Building in **Masset**, every Tuesday and Thursday with a total of **26** participants in September.

Yoga Foundations Level I – iyengar-trained instructor Sarah Aasen brings a grounding and balancing focus to this introductory yoga class, which is held Tuesday and Thursday evenings in **Masset** at the HG Rec Building. A total of **31** participants learned to gently stretch and strengthen this month.

Yoga Foundations Level II – bringing a faster, more Flow-style practice into play, this course is for the more intermediate yogi practitioner, and focuses on transitional poses and regenerative inversions. A total of **25** participants rolled out their mats at the HG Rec Building in **Masset** this September.

Shito Ryu Children & Youth Karate – returning Sensei Deavlan Bradley has once again harnessed the considerable energy of island youth twice a week at the **Queen Charlotte** Secondary Gym, with **21** children and **11** youth attending every Tuesday and Thursday.

Children & Youth Dance Classes – longtime HG Rec instructor Ceitlynn Epners has returned with her signature combination of jazz, ballet, musicality and creative movement. These two classes run weekly at the **Queen Charlotte** Community Hall, and have a total of **21** young dancers.

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 / Badminton 7:00 – 9:00

Tuesdays:

Indoor Soccer 8:00 – 10:00

Wednesdays:

Youth Dodgeball 6:30 – 8:00

Adult Dodgeball 8:00 – 10:00

Thursdays:

Volleyball 8:00 – 10:00

Port Clements Elementary School Gym

Thursdays:

Soccer 8:00 – 10:00

Fridays:

Volleyball 6:00 – 8:00

George M. Dawson Secondary School Gym

Mondays:

Volleyball 7:00 – 9:00

Tuesdays:

Badminton 7:00 – 9:00

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

Thursdays:

Indoor Soccer 7:00 – 9:00

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

A.L. Mathers Elementary School Gym

Wednesdays:

Adult Floor Hockey 7:00 – 9:00

Events and Affiliated Programs

Water Wisdom BC - In collaboration with Paddle Canada and the LifeSaving Society's Water Wisdom programs, HG Rec held two regional meetings with **48** representatives from northwestern BC's community organizations to begin discussions for development of a regional standardized water-safety program. Both Paddle Canada and the Water Wisdom programs have identified areas of sporadic compliance and implementation, especially as concerns recommended safety practices and instructor-led situational assessments. The goal of these meetings is to shore up the most important practices, outline the areas wherein additional certification can be achieved via online or group facilitation, and review areas wherein past practices are in need of revision.

Red Cross Train-the-Trainer Course – in partnership with Childcare Resource and Referral, Success by 6, Northwest Community College and Community Futures, this program facilitated the subsidized training and certification of **15** on-island Red Cross trainers and instructors, who now have the education and certification to be able to host courses across Haida Gwaii. As with any capacity-building initiative, this program was designed to reduce the significant cost of bringing trainers to Haida Gwaii continuously to host Red Cross courses, from babysitter training to First Aid, and increase the availability of courses via approved Red Cross affiliates, like HG Rec.

Basketball BC Youth Workshop – hosted jointly by the BCAAFC and HG Rec, this program was a two-day workshop designed to increase the baseline skills, sportsmanship, fundamental sports developmental coordination, and mentorship of youth aged 5-10. The workshop was held from September 26-27 at the OMVC Hall, with **67** participants across the two days of instruction and drills.

Mount Moresby Adventure Camp – building on the BCRPA modules with MMAC staff in May, HG Rec held two additional workshops for **23** staff and community youth workers this September during the BCTF strike, with a follow-up to the Principles of Healthy Child Development and Duty of Disclosure. An addition to the workshop, per request from the RCMP, was a focus on education regarding neglect and abuse, implemented using the Red Cross’ HEARD (Hear/Emphasize/Affirm/Report/Document) and DARE (Document/Affirm/Report-Refer/Establish) principles. These workshops were held prior to the grade 11 trips to MMAC, which again offered an ideal chance to put theory into practice and provided real-time scenarios and challenges.

Total September 2014 participants in HG Rec programs/events: 342

** Total September 2013 participants in HG Rec programs/events: 304*

Upcoming Fall Classes

Movie Nights – this October, ‘Earth to Echo’ will premier across **Haida Gwaii**; a family-friendly film, it has been described as a “cross between E.T. and the Goonies”. The film will be shown in Masset, Port Clements, Queen Charlotte and Sandspit, and per usual feature a spectacular concession by multiple island fundraising groups.

Seniors’ Hatha Yoga – by popular demand, this expansion of the Elder’s Engagement program will feature sessions with Hatha Yoga instructor Jennifer Pigeon at the Multiplex in **Port Clements**, on Tuesdays beginning this October.

6th Annual Surfing Expression Session – the weather is changing, the waves are growing, and it’s surf season again! This year is the 6th annual festival, and will feature an art show by Rika, photography slideshow by Guy Kimola, a weekend-wide photography contest and prize draw, and the perpetually sold-out Adopt-A-Grom youth lessons. The event takes place November 7 & 8 at the HG Rec Building in **Masset** and the Hiellen Rivermouth / **North Beach**.

Weight Room Orientations – Instructor Lisa Shoop will host a weight room orientation on October 16th at 7 pm at the QCSS weight room in **Queen Charlotte**.

Fall Into Fitness – moving fluidly from yoga to alternate fitness to Pilates, instructor Ruth Bellamy is back in the saddle with a combination Interval Circuit and Pilates class, beginning this October in **Port Clements**.

Acrobatic Dance – flying through the air with the greatest of ease, instructor Kirsten Oike will begin this much-loved youth program in October in **Skidegate**, with an expansion later in the season to include **Port Clements**.

CORE Course – longtime hunter safety instructor Ron Haralson will host a CORE Course in **Queen Charlotte** this coming November, designed to provide the education and foundation for safe hunting and game practices.

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

Additional Projects and Reporting

Gwaii Trust Youth Program Grant Application

The HG Rec Coordinator has applied to the Gwaii Trust Youth Program's Fall Intake session for additional funding to expand the four-year ASSAI Surf Club program to include both a broader age range, and a widening of the sports spectrum with Stand-Up Paddleboarding (SUP). This program has brought island youth from Masset, Old Massett, Port Clements, Tlell, Queen Charlotte and Skidegate together on a weekly basis since 2011 for free surf lessons every Friday. As with all ASSAI programs, any costs, including transportation and mileage for parents, are covered by HG Recreation, with the aim of making sports and arts available for all Haida Gwaii youth to experience and participate in, regardless of socioeconomic standing.

Gwaalagaa Naay Corportation (GNC) & Haida Heritage Centre (HHC) – the GNC and HHC have generously donated two 45-ft dragonboats to Haida Gwaii Rec for island watersport use! Both boats and paddles are currently residing at the HHC; once secure storage has been located, the boats will be moved via flat-deck and made available for community usage and paddle training. HG Rec is very grateful that the GNC and HHC have offered to donate these boats to the island communities via our organization, and look forward to future collaborations. We are very excited to get the boats on the water, and especially broaden their usage via our Water Wisdom programs, which are designed to increase boating and on-water safety.

HG ASSAI Coordinator Employment

The reconsolidated position of island-wide ASSAI Coordinator was open for application as of September 1st. The ASSAI Coordinator works closely with the HG Rec Coordinator, and their post encompasses the coordination, administration, advertising, budgeting, payroll, registration, human resourcing, reporting, and program design of all ASSAI courses on Haida Gwaii, and thus requires a coordinator with multiple skillsets. After a month of advertisement and job posting via print and online media, 24 applicants had submitted resumes and cover letters to HG Recreation, with 11 applying from off-island and as far away as Nova Scotia. Joint interviews with HG Rec and School District #50 were held the first week of October, and hot off the press it is now official – we are very pleased to announce that Jesse Embree is the HG ASSAI Coordinator for the 2014-2015 year!

Lucy Neville

Haida Gwaii Recreation Coordinator

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
BYLAW NO. 585, 2014**

Being a bylaw to establish provisions for the retention and disposal of records of the Skeena-Queen Charlotte Regional District.

WHEREAS the Board of the Skeena-Queen Charlotte Regional District deems it desirable to establish provisions pertaining to the retention and destruction of records of the Skeena-Queen Charlotte Regional District;

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 "Skeena-Queen Charlotte Regional District Records Retention and Disposal Bylaw No. 585, 2014."

2. Repeal

That the "Skeena-Queen Charlotte Regional District Retention and Final Disposition of Records Bylaw No. 344, 1998" be repealed.

3. Interpretation

"Designated Records Management Officer" means the Corporate Officer, Deputy Corporate Officer or any other person that is delegated responsibility for records management by resolution of the Board, from time to time;

"Record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers, and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

"Records Management System" includes a system used by the Skeena-Queen Charlotte Regional District to manage the records of the Skeena-Queen Charlotte Regional District from record creation through to records disposal;

"Regional District" refers to the Skeena-Queen Charlotte Regional District.

4. Records Management System Established

The records management system of the Regional District is hereby established.

5. Records Retention Schedule

The records retention schedule will follow the Local Government Management Association of B.C.'s (LGMA) publication, *Records Management Manual for Local Government Organizations*, as amended from time to time, to prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Regional District (the "Records Retention Schedule").

6. Designated Records Management Officer

The Designated Records Management Officer is responsible for the management and maintenance of the records management system

7. Disposal Ordered by Designated Records Management Officer

When the Designated Records Management Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Records Management Officer may order the record to be destroyed or otherwise disposed of by whatever means is deemed appropriate by the Designated Records Management Officer.

8. Coming into Effect

The Skeena-Queen Charlotte Regional District Records Retention and Disposal Bylaw No. 585, 2014 comes into effect upon adoption by the Board of the Regional District.

READ A FIRST TIME this _____ day of _____, 2014.

READ A SECOND TIME this _____ day of _____, 2014.

READ A THIRD TIME this _____ day of _____, 2014.

ADOPTED THIS _____ day of _____, 2014.

Barry Pages
Chair

Daniel Fish
Deputy Corporate Officer