



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
REGULAR BOARD MEETING AGENDA**
344 2nd Avenue West, Prince Rupert, B.C.
Friday, December 12, 2014 immediately following the SQCRD Statutory
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 Board held November 21, 2014	Pg 1-7
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4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

None.	---
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5. DELEGATIONS

5.1	Shaheen Kassam & Neil Milne, Senior Community Relations Advisor & Assistant Director of Planning and Execution, TransCanada, Prince Rupert Gas Transmission Project	Verbal
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6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for November, 2014	Pg 8
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7. CORRESPONDENCE

7.1	Ministry of Transportation and Infrastructure – UBCM Meeting	Pg 9-10
7.2	Union of British Columbia Municipalities – Gas Tax Agreement Community Works Fund Payment	Pg 11
7.3	Ministry of Aboriginal Relations and Reconciliation – UBCM Meeting	Pg 12
7.4	Prince Rupert Unemployed Centre Society – Letter of Support Request	Pg 13-14

8. REPORTS / RESOLUTIONS

8.1	J. Robb, Treasurer – UBCM Group Insurance for Elected Officials	Pg 15
8.2	J. Robb, Treasurer – 2015 Budget Process	Pg 16-20
8.3	J. Robb, Treasurer - Financial Accounts of Committees and Commissions	Pg 21-23
8.4	J. Robb, Treasurer – Municipal Finance Authority and Northern Savings Credit Union Signing Authority	Pg 24
8.5	M. Williams, Planning Intern – LNG Update	Pg 25-26

9. BYLAWS

9.1	Bylaw No. 588, 2014 – Being a bylaw to establish the Regional Recycling Advisory Committee <i>Prior to being given 2nd, 3rd readings and adoption.</i>	Pg 27-30
9.2	Bylaw No. 589, 2014 – Being a bylaw to provide for the borrowing of money during fiscal year 2015 in anticipation of revenue <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 31
9.3	Bylaw No. 582, 2014 – Being a bylaw to establish a service within Electoral Area “E” (Moresby Island) for the purpose of operating a community hall <i>Prior to being adopted.</i>	Pg 32-34
9.4	Bylaw No. 586, 2014 – Being a bylaw to establish the Sandspit Community Hall Standing Committee <i>Prior to being given 1st, 2nd, 3rd readings and adoption.</i>	Pg 35-39

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

None.	---
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11. NEW BUSINESS

11.1	Directors’ Reports	Verbal
11.2	2015 Tentative Board Meeting Schedule	Pg 40
11.3	Director Racz, Electoral Area “D” – Emergency Response System	Pg 41

12. OLD BUSINESS

None.	---
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13. PUBLIC INPUT**14. IN-CAMERA**

That the public be excluded from the meeting according to section 90(1)(a) of the <i>Community Charter</i> – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”	
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15. ADJOURNMENT**NEXT REGULAR MEETING:**

**SQCRD Board Meeting
Friday, January 23, 2015
At 7:00 p.m.**



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at 244 2nd Avenue West, Prince Rupert, B.C. on Friday, November 21, 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 (<i>via teleconference</i>) C. Kulesha, Village of Queen Charlotte K. Bergman, Electoral Area C M. Racz, Electoral Area D E. Putterill, Electoral Area E (<i>via teleconference</i>)
Staff	J. Merrick, Chief Administrative Officer J. Robb, Treasurer D. Fish, Deputy Corporate Officer M. Barthel, Planning Intern
Public	1
Media	1

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

2. AGENDA

- 2.1 MOVED by Director Kinney, SECONDED by Director Franzen, that the amended agenda be further amended to include the following:

8.5 Nexen Dodge Cove Community Meeting

385-2014

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held October 17, 2014

MOVED by Director Franzen, SECONDED by Director Bergman, that the minutes of the October 17, 2014 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

386-2014

CARRIED

3.2 Rise and Report – October 17, 2014

MOVED by Director Ashley, SECONDED by Director Racz, that the Skeena-Queen Charlotte Regional District Board appoint Michael Pucci to be considered for the Northern Coastal and North Island appointment to the BC Ferry Authority Board of Directors for a term commencing April 1, 2015.

387-2014**CARRIED****4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING****4.1 Minutes of the Mainland Solid Waste Management Committee meeting held June 3, 2014**

MOVED by Director Nobels, SECONDED by Director Franzen, that the minutes of the June 3, 2014 Mainland Solid Waste Management Committee meeting be received as presented.

388-2014**CARRIED****5. DELEGATIONS****5.1 R. Bedard, Vice President – Port Edward Historical Society, RE: North Pacific Cannery**

Ron Bedard, Vice President of the Port Edward Historical Society, addressed the Board with the 2014 year-end update on the North Pacific Cannery. Mr. Bedard, on behalf of the Port Edward Historical Society, presented the Board with a cheque valued at \$3,206 as final repayment of the outstanding loan.

The Chair thanked R. Bedard for his presentation.

6. FINANCE**6.1 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for October, 2014**

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

389-2014**CARRIED****7. CORRESPONDENCE****7.1 Transport Canada – National Airports Policy**

MOVED by Director Ashley, SECONDED by Director Nobels, that the correspondence from Transport Canada regarding the National Airports Policy be received and filed.

390-2014**CARRIED**

7.2 City of Prince Rupert – North Coast Needs for Emergency Marine Response

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from the City of Prince Rupert regarding North Coast Needs for Emergency Marine Response be received.

391-2014**CARRIED**

Moved by Director Nobels, SECONDED by Director Kinney that a response letter of support in regard to “North Coast Needs for Emergency Marine Response” be sent to the City of Prince Rupert;

AND THAT the Skeena-Queen Charlotte Regional District reply to the City its willingness to work cooperatively to address concerns related to emergency marine response.

392-2014**CARRIED****7.3 Ministry of Transportation and Infrastructure – Thank You**

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Ministry of Transportation and Infrastructure thanking the Regional District Board for meeting at the UBCM be received.

393-2014**CARRIED****7.4 Ministry of Forests, Lands and Natural Resources – Secondary Access Roads Response**

MOVED by Director Racz, SECONDED by Director Franzen, that the correspondence from the Ministry of Forests, Lands and Natural Resources regarding Secondary Access Roads Response be received.

394-2014**CARRIED****8. REPORTS – RESOLUTIONS****8.1 T. DesChamp, Regional Recycling Operations Manager – Recycling Transfer Station**

MOVED by Director Nobels, SECONDED by Director Ashley, that the report from staff entitled “Recycling Transfer Station” be received for information.

395-2014**CARRIED****8.2 M. Barthel, Planning Intern – BC on the Move: A 10-Year Transportation Plan**

MOVED by Director Nobels, SECONDED by Director Ashley, that the staff report entitled “BC on the Move: A 10-Year Transportation Plan” be received;

AND THAT staff prepare a submission to Ministry of Transportation and Infrastructure to address the transportation concerns for the Skeena-Queen Charlotte Regional District.

396-2014**CARRIED**

Director Putterill joined the meeting at 7:12 pm.

- 8.3 L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Coordinator’s Report – October 2014

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

397-2014

CARRIED

- 8.4 D. Fish, Deputy Corporate Officer – 2014 Local Government Election Results

MOVED by Director Ashley, SECONDED by Director Racz, that the staff report entitled “2014 Local Government Election Results” be received for information.

398-2014

CARRIED

- 8.5 D. Nobels, Electoral Area “A” Director – Nexen Dodge Cove Community Meeting

MOVED by Director Ashley, SECONDED by Director Kinney, that the verbal staff report from Director Nobels entitled “Nexen Dodge Cove Community Meeting” be received.

399-2014

CARRIED

9. BYLAWS

- 9.1 Bylaw No. 587, 2014 – Being a bylaw to regulate the rates, terms and conditions under which Recycling Services may be supported in the Mainland Service Area.

MOVED by Director Nobels, SECONDED by Director Franzen, that Bylaw No. 587, 2014 be given 1st reading.

400-2014

CARRIED

MOVED by Director Nobels, SECONDED by Director Kinney, that Bylaw No. 587, 2014 be given 2nd reading.

401-2014

CARRIED

MOVED by Director Ashley, SECONDED by Director Racz, that Bylaw No. 587, 2014 be given 3rd reading.

402-2014

CARRIED

MOVED by Director Kinney, SECONDED by Director Nobels, that Bylaw No. 587, 2014 be adopted.

403-2014

CARRIED

- 9.2 Bylaw No. 588, 2014 – Being a bylaw to establish the Regional Recycling Advisory Committee

MOVED by Director Franzen, SECONDED by Director Ashley, that Bylaw No. 588, 2014 be given 1st reading.

404-2014

CARRIED

- 9.3 Bylaw No. 590, 2014 – Being a bylaw for the administration of the Freedom of Information and Protection of Privacy Act

MOVED by Director Nobels, SECONDED by Director Kulesha, that Bylaw No. 590, 2014 be given 1st reading.

405-2014

CARRIED

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 590, 2014 be given 2nd reading.

406-2014

CARRIED

MOVED by Director Kulesha, SECONDED by Director Franzen, that Bylaw No. 590, 2014 be given 3rd reading.

407-2014

CARRIED

MOVED by Director Kulesha, SECONDED by Director Nobels, that Bylaw No. 590, 2014 be adopted.

408-2014

CARRIED

10. LAND REFERRALS / PLANNING

- 10.1 M. Barthel, Planning Intern – Crown Land Application – Light Industrial License, a Crown Land Quarry License, an Occupant License to cut and a Mines Act Permit.

MOVED by Director Nobels, SECONDED by Director Franzen, that the Board is opposed to the Crown Land Application – Light Industrial License, a Crown Land Quarry License, an Occupant License to cut and a Mines Act Permit.

409-2014

CARRIED

- 10.2 M. Barthel, Planning Intern – Investigative License – Investigation and Monitoring #713600625 - 006

MOVED by Director Kulesha, SECONDED by Director Franzen, that the Board is neutral in regard to the Investigate License, provided there is no interference with existing infrastructure in the specified area.

410-2014

CARRIED

11. NEW BUSINESS**11.1 Director's Reports**

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

Director Kulesha – Village of Queen Charlotte

- Construction on the Queen Charlotte Hospital continues;
- The Village is undergoing staffing changes with the hire of a new Chief Administrative Officer;
- Misty Isles Economic Development Society has hired a new Economic Development Officer.

Director Franzen – District of Port Edward

- The District will welcome two new members of Council in December 2014.

Director Ashley – City of Prince Rupert

- The City will welcome three new members to Council in December 2014;
- The City will be hosting a public information session on District Lot 444 on November 25th, 2014;
- The City is exploring rezoning options on Wantage Road to support construction of a worker's camp.

Director Gould – Village of Port Clements

- The Village will welcome three new members to Council in December 2014;
- The Village will be hosting meetings for the rezoning of a barge facility.

Director Putterill – Electoral Area "E"

- The referendum for the Sandspit Community Hall Service Establishment passed.

Chair Pages – Village of Masset

- The Village will welcome one new member to Council in December 2014.

411-2014**CARRIED****12. OLD BUSINESS****12.1 Skeena-Queen Charlotte Regional District Proposed Board Orientation Schedule**

MOVED by Director Nobels, SECONDED by Director Racz, that the December 12th, 2014 Board Orientation Schedule be approved as presented;

AND THAT the Board Orientation Schedule be forwarded to member municipalities for information.

412-2014**CARRIED**

- 12.2 Director Kulesha – Participation by the Northwest Regional Hospital District Staff in Project Building Committee

MOVED by Director Nobels, SECONDED by Director Ashley, that the verbal report from Director Kulesha entitled “Participation by the Northwest Regional Hospital District Staff in Project Building Committee” be received for information.

413-2014

CARRIED

13. PUBLIC INPUT

There were 0 questions from the public.

14. IN CAMERA

MOVED by Director Racz, SECONDED by Director Franzen, that the Board move to the In-Camera meeting following the Regular Meeting under Sections 90(1)(k) of the *Community Charter* – “negotiations and related discussions...”.

414-2014

CARRIED

15. ADJOURNMENT

MOVED by Director Nobels, SECONDED by Director Ashley, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 8:14 pm.

415-2014

CARRIED

Approved and adopted:

Certified correct:

B. Pages
Chair

J. Merrick
Chief Administrative Officer

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

Payable To	Date	Amount	Purpose
Adventure Paving	6-Nov	\$ 17,058.30	Paving - new Regional Recycling Transfer Station
Big Red Enterprises Ltd.	6-Nov	\$ 15,543.15	October Garbage Collection Contract
C & C Beachy Contracting	20-Nov	\$ 5,323.50	Port Clements Landfill - excavator rental & operation
Vadim Software	20-Nov	\$ 7,561.66	2015 Support Plan
Vancouver Island Regional Library	20-Nov	\$ 10,181.00	2014 Fourth Quarter Total Levy
Receiver General	17-Nov	\$ 8,934.04	Payroll Remittance (PP23-2014)

CHEQUES OVER \$5,000:	\$	64,601.65
CHEQUES UNDER \$5,000:	\$	59,130.86
TOTAL CHEQUES:	\$	<u>123,732.51</u>



NOV 20 2014

1020580

His Worship Greg Martin
 Mayor of the Village of Queen Charlotte
 PO Box 580
 903A Oceanview Dr
 Queen Charlotte BC V0T 1S0

RECEIVED

NOV 28 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

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

Dear Mayor *Greg* Martin and Mr. *Barry* Pages:

I appreciated meeting with your predecessor, Ms. Carol Kulesha, and the delegation on September 23, 2014, in Whistler, at the Union of British Columbia Municipalities Convention.

The Government recognizes that rural and remote areas of the province continue to face challenges accessing health care, and work is continuing with health authorities and other stakeholders in developing short- and long-term strategies that result in measurable improvements. We are developing a rural health strategy to ensure that we are providing effective community services for patients in rural and remote communities including First Nations communities and timely access to care from specialists. The strategy will also look at the important role local governments, residents, health authorities, including the First Nations Health Authority, and the Ministry of Health (the Ministry) play in helping to recruit and retain doctors, pharmacists, midwives, and other health care professionals in rural and remote communities.

The Ministry has been in contact with BC Emergency Health Services (BCEHS) regarding your concern that the support provided by the full-time unit chief, who has been assisting with recruitment and retention on the islands since the summer on a temporary basis, will be continued. BCEHS has assured the Ministry that it will continue to provide additional support to Haida Gwaii until sustainable service levels are achieved.

...2

BCEHS is continuing to assign full-time Unit Chiefs to Haida Gwaii, subject to suitability and availability.

I would like to thank you for the opportunity to meet with you and discuss your concerns.

Sincerely,



Terry Lake
Minister

pc: Ms. Linda Lupini, Executive Vice-President, BC Emergency Health Services



Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



Gas Tax Program
Services

Local Government House
525 Government St.
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-387-5119

Website:

www.ubcm.ca
under Funding Programs,
Renewed Gas Tax
Agreement

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

November 20, 2014

RECEIVED

NOV 28 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Chair & Board
Skeena-Queen Charlotte Regional District
100-1st Ave E
Prince Rupert, BC V8J 1A6

Dear Chair & Board:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2014/15. An electronic transfer of \$97,343.54 is expected to occur on **Tuesday, November 25th 2014**. These payments are made in accordance with the contribution provisions set out in your CWF Agreement with UBCM (see Section 4 of your Agreement).

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

UBCM is also making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement. This will be delivered twice annually for two years, and coincide with your CWF payment for 2014/15 and 2015/16.

2014/15 July CWF payment: \$95,829.96
2014/15 July interest payment: \$1,513.58
Total EFT transfer: \$97,343.54

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

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Sincerely

Sav Dhaliwal
UBCM President

CC: Jennifer Robb



RECEIVED

DEC - 2 2014

SKEENA-QUEEN CHARLOTTE
REGIONAL DISTRICT

Ref. 35670

NOV 14 2014

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

Dear Barry Pages:

I am writing to express my appreciation for our meeting at the Union of British Columbia Municipalities Convention on September 25, 2014.

Thank you for discussions on some of the challenges your regional district faces, including the increased demand for social housing, high demand for training with not enough spaces to meet this demand and the changes to the ferry service.

I understand that you also met with the Honourable Todd Stone, Minister of Transportation and Infrastructure, and that he confirmed that the ferry service decisions will not be rolled back. We have had to make tough decisions to ensure the long-term sustainability of the ferry service while protecting basic services.

Again, thank you for your time at the convention.

Sincerely,

John Rustad
Minister

pc: Honourable Todd Stone
Minister of Transportation and Infrastructure

PRINCE RUPERT UNEMPLOYED ACTION CENTRE

869 Fraser Street Prince Rupert, B.C. V8J 1R1 Tel. (250) 624-6048 Fax (250) 627-7951

October 23, 2014

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

Dear Chair and Directors:

Re: Request for letter of support

The Prince Rupert Unemployed Centre Society has been providing **free** assistance to the unemployed and underemployed of the Prince Rupert and Port Edward Areas since the early 1980s. The Society has one program— The Prince Rupert Unemployed Action Centre. The Centre, through its co-ordinator, assists people with problems with EI, Social Assistance, Tenancy, WCB, Employment Standards, CCP, Canada Disability Pension and other agencies when an advocate is needed. The Centre also helps people fill out forms and does simple tax returns (especially for those referred by Social Assistance). The Centre is located at the Fisherman's Hall.

In 2013, we assisted 738 people with their problems—532 cases and 206 enquiries.

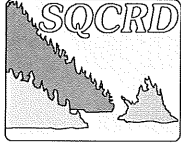
To do this we receive funding from BC Gaming and the Law Foundation. Also, we have long been supported by the Local Unions.

We are in the process of applying for funding from BC Gaming for 2015. As we did last year, we respectfully request that you provide us with a letter supporting our application. A copy of the letter you provided last year is enclosed for your easy reference. The deadline for submitting the application is November 30, 2014.

Thank you very much,



Ulf Kristiansen
Co-ordinator/Advocate
Prince Rupert Unemployed Action Centre



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

14 – 342 West 3rd Avenue, Prince Rupert, B.C. V8J 1L5

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

Website: www.sqcrd.bc.ca

December 3, 2014

Prince Rupert Unemployed Centre Society
869 Fraser Street
Prince Rupert, B.C.
V8J 1R1

Attention: Ulf Kristiansen, Coordinator

Dear Ulf:

Re: Letter of Support for the Prince Rupert Unemployed Centre Society

On behalf of the Board of the Skeena-Queen Charlotte Regional District (Regional District), I am pleased to provide this letter of support to the Prince Rupert Unemployed Centre Society (PRUCS) for its applications to the Provincial Government Gaming Branch and Law Foundation funding programs.

The PRUCS has provided a great deal of free assistance to the unemployed and underemployed residents of the Prince Rupert and Port Edward areas for decades. The Board strongly feels these types of services are invaluable to those who require them and, as such, unanimously supports PRUCS' funding applications.

Respectfully,

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Barry Pages
Chair

;df



BOARD REPORT – REGULAR MEETING

DATE: December 12th , 2014

FROM: Jennifer Robb, Treasurer

SUBJECT: Group Insurance for Elected Officials

Background:

Following local government elections, UBCM offers group insurance benefits to the elected officials for a limited time. In order to be eligible for group insurance benefits, there must be a minimum of three (3) elected official applicants per local government. Coverage must be for the full term of office to protect against abuse of the plan. **The deadline for enrollment is March 31st, 2015.**

Cost Implications:

In accordance with Bylaw 537, Directors choosing to receive benefit coverage will have the costs of these benefits deducted from their remuneration.

Extended Health

- 80% reimbursement on eligible expenses
- Premium of **\$37.89** per month for single coverage and **\$85.25** per month for family coverage.

Dental

- 80% reimbursement of 'routine' expenses
- 50% reimbursement of 'major restorative' expenses
- Premium of **\$46.48** per month for single coverage and **\$120.59** per month for family coverage

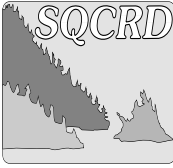
Group Life Insurance

- Rates are dependent on age and lifestyle

Accidental Death & Dismemberment

- accidental death or dismemberment of part or all of a limb, or loss of sight, hearing or speech
- monthly cost of \$0.055 per \$1,000 of coverage.

Should any Board members wish to enroll in the Group Insurance benefits, please contact the Treasurer and staff will arrange for group insurance enrollment.



STAFF REPORT

DATE: December 12th, 2014
FROM: Jennifer Robb, Treasurer
SUBJECT: 2015 Budget Process

Recommendation:

THAT the Board receives the staff report “2015 Budget Process”.

Background:

As part of the annual budget, staff has prepared an overview of the process which they hope will serve as a refresher to existing Directors of the recommended process to be used.

Overview:

Budget / Financial Plan / Provisional Budget

Although the terms “Budget” and “Financial Plan” are interchangeable, for this purpose, the term “budget” is used when referring to the current year and “financial plan” is used when referring to the five-year plan. The “Financial Plan” process should be a logical, orderly series of steps - detailed, yet fairly simple to follow - designed to ensure the goals and objectives of the organization are quantified and executed.

In order to carry on activities and operations prior to the adoption of the financial plan in March, a provisional budget is used. The provisional budget is the annual budget for the current year that was approved by the Board as part of the previous year’s financial plan and is in effect between January 1st and the adoption of the new Financial Plan in March. For example, when the 2014 Financial Plan was approved, it included five years of budgets - 2014 through 2018. The amounts approved for 2015 (as part of the 2014 bylaw) will serve as the 2015 provisional budget.

SKEENA-QUEEN CHARLOTTE RD
Budget Department by Category



GL5290
Date : Dec 02, 2014

From Category: 110 To Category: 110
Account Code: ??-?-???-???? To : ??-?-???-????

Account Code	Account Description	2014 Adopted Budget	2014 Actual Values	2015 Financial Plan	2016 Financial Plan	2017 Financial Plan	2018 Financial Plan
	General Operating Fund						
	General Revenue						
	Administration						

This becomes the Provisional Budget for 2015 until the adoption of the new budget bylaw.

Between January 1st and the adoption of the financial plan in March, expenditures are limited to those included in the Provisional Budget until the adoption of the new financial plan. If an expenditure is required that is not included in the provisional budget, staff is required to seek the approval of the Board prior to making the expenditure. For capital projects that were approved but not completed in the prior year, staff will seek Board approval to amend the provisional budget to include those projects.

Regional District Services

Regional Districts differ from municipalities in that each service is treated as if it were a **stand-alone service** in terms of funding and expenditures. While some services are funded by all the electoral areas and member municipalities, others are funded only by the **participants** identified within the service establishment bylaws. For example: Everyone participates in Administration while only the island communities participate in the Island Solid Waste service. This has implications in terms of who can vote on certain issues regarding a service.

The *Local Government Act* is specific in that the cost of each service must be borne by that service, *including the cost of administration*. To this end, a number of costs that are recorded under the administration function are recovered as support service charges to other functions or services. A separate report will be prepared by staff to further explain support service allocations.

Strategic / Policy Direction

A key element to the financial plan process is the role that the Board and Staff play:

1. The role of the Board is to provide strategic and policy direction to staff for all activities carried out by the Regional District.
2. The role of Staff is to evolve the strategic and policy direction into work plans designed to achieve the desired Board-directed results – that is, the objectives contained within the Strategic Plan.

Although the SQCRD does not have a formal strategic plan, the priorities from the previous Strategic Planning workshop (April 2013) are:

1. Regional Leadership & Advocacy
2. Emergency Planning & Preparedness
3. Recycling on Haida Gwaii
4. Governance Structure for Sandspit
5. Water Quality in Sandspit

Financial Sustainability

Another important aspect to note is the need to strive for financial sustainability. In recent years, financial sustainability has come to the forefront in order to help local governments address the ever increasing pressure to become more fiscally prudent, while still addressing the demand for services. A financial sustainability policy addresses key areas of concern such as growth, demand for services, alternative revenues, capital and surplus funds and specifies guidelines to aid the Board in making sound decisions in relation to achieving stable, equitable and affordable taxation and fees in relation to the services provided.

Although the Board has not adopted a formal financial sustainability policy, it has implemented a number of key principles of financial sustainability, such as not using one-time revenues to fund ongoing costs.

The Process

The Financial Plan process includes three rounds of review prior to the adoption of the final financial plan in the form of a bylaw. Progressively, during the three rounds of discussion and review, the financial plan should be matured and refined to a level of taxation and service that is acceptable to the Board.

Staff recommends the Board use the following system for reviewing the Financial Plan and making changes if required:

1. Each function / service's financial plan will be reviewed and discussed individually by the Board. The Board should make motions for each financial plan to either amend or approve it as presented.
2. Motions should be in the form of:
 - a. **Receive the individual financial plan as presented.**
(This would mean that the financial plan would be automatically brought back for further review at the next round of budget discussions).
 - b. **Amend the individual financial plan and refer to the next round for further review.**
 - c. **Receive the individual financial plan as presented and refer to Round 3.** (This could be used if no further changes are anticipated prior

to adoption. The whole financial plan would be subject to review for the final time at Round 3.)

Example of the motions are as follows:

MOVED by Director XX, SECONDED by Director YY, that the Round 1 financial plan for “General Administration” be received as presented.

Or

MOVED by Director XX, SECONDED by Director YY, that the Round 1 financial plan for “General Administration” be amended to include \$xxxx under legal expenses for the xxx project.

Or

MOVED by Director XX, SECONDED by Director YY, that the Round 1 financial plan for “Oona River Telephone” be referred to round three as presented.

The goal, as the Board moves through the three rounds of review is to refine the financial plan so that, by the time it is presented for public consultation (following Round 2), it is a substantially complete document. **Changes during Round 3 should be minor or that were the result of public input or some other unknown factor.** The final review happens during Round 3. At the regular March 20th, 2015 Board meeting, when the bylaw is brought forward for adoption (with the Round 3 figures), it is more of a housekeeping matter and there should be no expectation that further changes would be made to the financial plan at that time.

Although most of the focus is directed to the current year budget, it is important to remember that the subsequent four years included in the financial plan should also be reviewed. This helps to identify trends such as user fees not keeping up with costs and to ensure that the Board is aware of any significant projects that have been identified for future years; i.e.: replacement of capital.

Round One (R1) – January 24th, 2015 (a full day of review)

This is when the most comprehensive review should take place. As it is the first opportunity for the Board to review the financial plan, staff encourages Directors to ask questions on any item of concern.

Following the direction provided by the Board in Round 1, the financial plan will be amended by staff and reproduced for review in Round 2.

Round Two (R2) – February 21st (half-day review).

During Round 2 discussions, further amendments may be identified. At the end of Round 2, the financial plan, including any identified amendments, should be a close representation of the desired final financial plan.

Public Consultation

The public consultation process takes place between Rounds 2 and Round 3, when the financial plans have been “matured” to provide a realistic representation of the budget,

taxation and service impacts. The public process required by the *Local Government Act* does not specify a particular format for the public consultation. Staff recommends the following for the public consultation process:

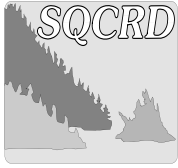
1. All budget meetings are open to the public and the meeting times and agendas will be posted to the website and notice board. Paper copies of the financial plan will be available upon request.
2. Following Round 1, the financial plan will be amended as directed and subsequently forwarded to the CAOs of each member municipality, the Moresby Island Management Committee, and any other agencies or committee the Board recommends. In addition, it will be posted to Regional District website.
3. Following Round 2, the financial plan will be amended as directed and subsequently forwarded to the agencies identified in 2 above, with an explanation of any significant changes from Round 1. It will be posted to the website along with an invitation for the public to provide written comments.

Round Three (R3) – March 7th, 2015 (half-day review)

Following the direction provided in Round 2, the financial plan will be amended by staff and reproduced for review in Round 3. Round 3 is the final opportunity for the Board to make changes to the financial plan in preparation for its adoption.

Financial Plan Bylaw Adoption – March 20th, 2015

The financial plan bylaw must be adopted before March 31st each year. Following Round 3, staff will make any final amendments and update all tax calculations using the Revised Assessment Rolls. The Financial Plan Bylaw will be produced for three readings and adoption by the Board.



STAFF REPORT

DATE: December 12th, 2014
FROM: Jennifer Robb, Treasurer
SUBJECT: Financial Accounts of Committees & Commissions Policy

Recommendation:

THAT the Board receives the staff report “Financial Accounts of Committees & Commissions Policy”;

AND THAT the Financial Accounts of Committees & Commissions Policy be adopted as presented.

Background:

Previously, the SQCRD set up a number of committees to assist with the unincorporated areas on Haida Gwaii. Over the years, the various committees have served their purpose and have since been dissolved.

Unfortunately, the bank accounts are still outstanding as the signatories on the accounts are unavailable to close the account and return the funds.

Discussion:

Staff is recommending that the Board adopt the attached policy to maintain control in situations where the committee has been dissolved or the members are unavailable.



Skeena-Queen Charlotte Regional District

BOARD POLICY

Title:	Skeena-Queen Charlotte Regional District Financial Accounts of Committees & Commissions
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1. PURPOSE

To provide clarity to any Regional District Committee or Commission with regards to financial accounts.

2. POLICY

No committee or commission has the power or authority to open any financial account with any financial institution without prior approval of the Board. This includes all deposit accounts, chequing accounts, credit cards, credit facilities or any other type of account offered by a financial institution.

Any Regional District appointed Committee or Commission wishing to open an account with a financial institution must first attain written authorization from the Regional District.

Any instance in which the Regional District Board approves the request to open a financial account, the Board will designate the CAO and Treasurer as signatories on the financial account in addition to at least 2 committee members.

3. TERMS/DEFINITIONS

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

“Committee” refers to any committee, commission or society established by the Regional District

“Regional District” refers to the Skeena-Queen Charlotte Regional District

4. SCOPE

This policy applies to all Regional District committees or commissions.

5. PROCEDURE

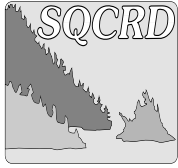
Once a Regional District committee or commission has obtained approval from the Board, the designated staff members will open the approved financial account. Then, staff will add committee members as appropriate.

The intention of this policy is not to monitor or be involved in day to day activity but to maintain control in situations of committee dissolution or when committee members are unavailable.

6. REFERENCES

Accountability Standards

Approval Date:	December 12, 2014	Resolution No.	
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STAFF REPORT

DATE: December 12, 2014

FROM: Jennifer Robb, Treasurer

SUBJECT: Municipal Finance Authority and Northern Savings Credit Union Signing Authority

Recommendation:

THAT the Board receives the staff report “Municipal Finance Authority and Northern Savings Credit Union Signing Authority”;

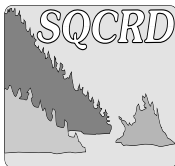
AND THAT the Board authorize the Chair, Vice Chair and Director _____ as signing authority on the Skeena-Queen Charlotte Regional District Municipal Finance Authority of B.C. and Northern Savings Credit Union accounts.

Background:

A resolution from the Board is required by the Municipal Finance Authority of B.C. (MFA) and the Northern Savings Credit Union (NSCU) to update signing authority on present Skeena-Queen Charlotte Regional District accounts.

Discussion:

Staff is recommending that the Board authorize the Chair and Vice Chair, as well as at least one (1) more Director as signing authority on the Skeena-Queen Charlotte Regional District Municipal Finance Authority of B.C. and Northern Savings Credit Union accounts.



STAFF REPORT

TO: SQCRD Board

DATE: December 12, 2014

FROM: Morganne Williams, Planning Intern

SUBJECT: Proposed LNG Projects within the Prince Rupert Port Authority Update

Recommendation:

THAT the staff report entitled “Proposed LNG Projects within the Prince Rupert Port Authority Update” be received for information.

1.0 Background

Staff have presented reports at previous Board meetings regarding the status of proposed LNG projects within the Prince Rupert Port Authority to ensure the Board is made aware of important dates, changes in status and upcoming opportunities for comment. This report provides an update of proposed LNG project as new milestones have been reached.

2.0 Discussion

2.1 Environmental Assessment Certificates

On November 25th, 2014, Environment Minister Mary Polak and Natural Gas Development Minister Rich Coleman issued Environmental Assessment Certificates for the Pacific Northwest LNG (PNW) export facility, Prince Rupert Gas Transmission (PRGT) pipeline and Westcoast Connector Gas Transmission (WCGT) pipeline. The Certificates include a number of conditions, which are legally binding and are to be met within a specified timeframe. The conditions are unique to each project and can be accessed through the Environmental Assessment website.

Proposed Project	Number of Conditions
PNW	8
PRGT	45
WCGT	43

Note: that the projects still require a number of additional federal and provincial permits, with the majority provided through the BC Oil and Gas Commission.

As proposed LNG projects are nearing the end of the Environmental Assessment process and certificates are issued, the Board and staff can expect an influx of meeting requests and delegations from proponents as they work to gain the required permits before construction can commence.

Staff have noted that while many of the aspects of these projects will impact the residents and the environment, we anticipate the main impact within the Regional District's mandate will be in the demand for solid waste management facilities, particularly the use of the recycling processing facility.

2.2 Other Proposed LNG Projects Status Update

Prince Rupert LNG, Ridley Island

The Application Information Requirements (AIR) was accepted by the BC Environmental Assessment Office. The proponent has advised the BC EAO that they expect to submit their Application for an Environmental Assessment Certificate in March 2015.

Aurora LNG, Digby Island and Grassy Point

Aurora LNG filed for two projects concurrently, the Aurora LNG Grassy Point Project and the Aurora LNG Digby Island Project. Both are at the same stage of the process; however, the proponent indicated at the information session held in Dodge Cove in November 2014, that Aurora LNG may not continue pursuing Grassy Point. The project is still in the early stages and has not been filed with the BC Environmental Assessment Office.

WCC LNG, Prince Rupert

A public meeting and hearing were held by the City of Prince Rupert on November 25th and December 3rd, respectively, where community members were able to provide feedback on the OCP and Zoning Bylaw amendments proposed to facilitate a potential LNG facility. During the Public Hearing, WCC LNG indicated they were planning on filing with the BC EAO in early 2015. After the public hearing Council held a special meeting where DL 444 was successfully incorporated into the Zoning Bylaw and OCP as M-5 (Heavy Industrial – LNG) and P-1 (Public Use), as presented by City staff.

3.0 Summary

The Minister has issued three (3) certificates—one LNG export terminal and two transmission lines; however, the proponents must fulfill the conditions associated with the certificates, continue obtaining additional permits and make a final investment decision. While these three proposals have completed the environmental assessment process, there are still other proponents that are in the midst of the environmental assessment process or preparing to submit the Application.

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Bylaw No. 588, 2014

A Bylaw to establish the Regional Recycling Advisory Committee

WHEREAS subject to section 795 of the *Local Government Act*, the Chair may establish committees for matters the Chair considers would be better dealt with by committees, and may appoint persons to those committees;

WHEREAS pursuant to section 176(1)(e) of the *Local Government Act*, a Board may, by bylaw, delegate to committees its powers, duties and functions; and

WHEREAS the Chair wishes to establish the Committee and the Board wishes to delegate to the Committee certain of its powers, duties and functions;

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

1. Citation

This Bylaw shall be cited for all purposes as the “Regional Recycling Advisory Committee Bylaw No. 588, 2014”.

2. Definitions

In this Bylaw:

- (a) **“Administrative Powers”** means the ability to undertake activities required for the day to day functioning of the Committee, which shall include all matters pertaining to developing and maintaining relevant policies and all financial and administrative duties required for the continued operation of the Committee within guidelines set by the Board;
- (b) **“Advisory Powers”** means the ability of the Committee to consider issues pertaining to matters delegated or referred to the Committee by the Board and to make recommendations to the Board on those issues;
- (c) **“Board”** means the Skeena-Queen Charlotte Regional District Board of Directors;
- (d) **“Chair”** means the Chair of the Skeena-Queen Charlotte Regional District Board;
- (e) **“Chief Administrative Officer”** means the person appointed by the Board as the Chief Administrative Officer;
- (f) **“Committee”** means the Regional Recycling Advisory Committee, as established by this Bylaw; and
- (g) **“Mainland Solid Waste Service Area”** means the geographic area in which Mainland Solid Waste Services are supplied, as established by *Local Service of Mainland Solid Waste Management Bylaw No. 270, 1994* and subsequent amendments thereof.

3. Establishment

- (a) The Regional Recycling Advisory Committee, hereinafter referred to as the Committee, is hereby established.

4. Committee Membership and Appointment

- (a) The participants of this Committee shall be the City of Prince Rupert, the District of Port Edward and Electoral Areas “A” and “C”.
- (b) The Committee shall be composed of up to seven (7) members, as follows:
 - i. Two (2) members shall be appointed by the City of Prince Rupert;
 - ii. One (1) member shall be appointed by the District of Port Edward;

With the following appointments to be made by the Chair:

- iii. One (1) of the Directors from either Skeena-Queen Charlotte Regional District Electoral Area “A” or “C”;
 - iv. The Mainland Directors shall recommend to the Board up to three (3) members for appointment, which may include:
 - a. Members from a local environmental or recycling group;
 - b. Members residing within the Mainland Solid Waste Service Area; and
 - c. Members from a First Nations community or organization based in the Mainland Solid Waste Service Area.
- (c) The Chair shall make the initial appointments to the Committee. Thereafter appointments to the Committee shall be in accordance with Section 4(b) of this Bylaw.
- (d) All appointments shall be for two (2) year terms and shall expire in January but may be extended until successors are appointed.
- (e) The Committee shall, at its first regular meeting each year, appoint a Chair and a Vice Chair from among the members. The Chair shall hold office for one year or until a successor has been appointed.
- (f) Each retiring member of the Committee shall be eligible for reappointment.
- (g) In the event of a member’s resignation from the Committee, the Board may appoint a successor to serve the balance of the term.

5. Procedure

- (a) A quorum of the Committee shall be the majority of its members.
- (b) All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote.
- (c) Regular Committee meetings shall be:
 - (1) held quarterly, with additional meetings held as necessary, as determined by the Committee; and

- (2) open to the public.
- (d) Special Committee meetings shall be:
 - (1) called by resolution of the Committee at a regular meeting; or
 - (2) called at the request of two or more members of the Committee; and
 - (3) open to the public.
- (e) Notice of meetings, by such means as the Committee deems reasonable, shall be provided to members of the Committee and residents of the Service Area at least 48 hours in advance of the meeting.
- (f) Where this Bylaw and the Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005, as may be amended from time to time, are silent, Roberts Rules of Order, Newly Revised, shall apply to the conduct of Committee meetings.
- (g) The Regional District shall exercise administrative powers over the Committee.

6. Delegated Powers and Responsibilities

- (a) The powers delegated to the Committee, except as otherwise provided by bylaw, shall include:
 - (1) Subject to the provisions contained Part 24 of the *Local Government Act*, the Committee is empowered to exercise Advisory Powers with respect to the Mainland Solid Waste Management Service.
- (b) The Committee shall not exercise any powers, functions or responsibilities not expressly set out in this Bylaw.
- (c) The Committee shall not undertake any initiatives or commitments that may be binding on the Committee or the Skeena-Queen Charlotte Regional District.

7. Reporting Obligations

- (a) The Committee will communicate regularly and liaise with the Chief Administrative Officer respecting the exercise of the Committee's powers, duties and functions, as specified in this Bylaw.
- (b) The Committee will abide by the Accountability Standards for Regional District Committees and Commissions Policy as adopted or amended by the Board.

8. No Delegation by a Delegate

A person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

9. Sub-committees

The Committee shall not appoint Sub-Committees. Matters the Committees feels would be better dealt with by a third party may, at the discretion of the Board, be delegated to another committee established by the Board for that purpose.

10. General

- (a) All members of the Committee shall serve without remuneration, save and except to the extent that Committee members may be reimbursed for travel and out-of-pocket expenses in accordance with the policies of the Skeena-Queen Charlotte Regional District.
- (b) To enable the Committee to perform its functions and to carry out its duties in accordance with the intent and purpose for which the Committee was established, the Chief Administrative Officer may, whenever required and without the direct instruction of the Board, give to the Committee such assistance as it may reasonably require.

11. Scope of Bylaw

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

12. Severability

If any portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

13. Repeal

The *Mainland Solid Waste Management Committee Bylaw No. 245, 1993*, and all subsequent amendments thereof, are hereby repealed.

Read a FIRST TIME this

21st day of November, 2014.

Read a SECOND TIME this

_____ day of _____, 2014.

Read a THIRD TIME this

_____ day of _____, 2014.

ADOPTED this

_____ day of _____, 2014.

Corporate Officer

Chair

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
Bylaw No. 589, 2014**

A Bylaw to provide for the borrowing of money during
fiscal year 2015 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, 2015;

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. 589, 2014".
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 _____, 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

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Bylaw No. 582, 2014

A bylaw to establish a service within Electoral Area “E” (Moresby Island) for the purpose of operating a community hall

WHEREAS under section 796 of the *Local Government Act* a regional district may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Skeena-Queen Charlotte Regional District wishes to establish a service for the purpose of operating a community hall within Area “E” (Moresby Island);

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

AND WHEREAS the Board has received the approval of the electors in the proposed service area by referendum in accordance with Section 801.2 of the *Local Government Act* and Section 85 of the *Community Charter*;

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 for all purposes as the *Area “E” (Moresby Island) Community Hall Service Establishing Bylaw No. 582, 2014*.

2. Service

The service established by this bylaw is for the purpose of operating a community hall within Electoral Area “E” (Moresby Island), including:

- Funding for the operations, maintenance and capital improvements for the Sandspit Community Hall and the two (2) associated properties.

3. Boundaries

The boundary of the service area is the whole of Electoral Area “E” (Moresby Island).

4. Participating Areas

The Participating Area is Electoral Area “E” (Moresby Island).

5. Cost Recovery

As provided for in Section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value tax imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) fees and charges imposed under section 363 of the *Local Government Act*;
- (c) revenues raised by other means authorized by the *Local Government Act* or another Act;
- (d) revenues received by way of agreement, enterprises, gift, grant or otherwise.

6. Maximum Requisition

In accordance with Section 801.3(1)(a) of the *Local Government Act*:

- a) For Year one, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to the greater of \$15,000 or \$0.372 per \$1,000 of net taxable value of land and improvements for the area;
- b) For Year two, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to the greater of \$16,200 or \$0.402 per \$1,000 of net taxable value of land and improvements for the area; and
- c) For all subsequent years, the maximum annual amount that may be requisitioned for the cost of the service is the amount equal to the greater of \$17,500 or \$0.434 per \$1,000 of net taxable value of land and improvements for the area.

READ A FIRST TIME this 21st day of June, 2014

READ A SECOND TIME this 21st day of June, 2014

READ A THIRD TIME this 21st day of June, 2014

APPROVED BY THE INSPECTOR OF MUNICIPALITIES

this 8th day of September, 2014

APPROVAL OF THE ELECTORS RECEIVED BY REFERENDUM

this 15th day of November, 2014

ADOPTED this ____ day of _____, 2014

Certified a true copy of Bylaw
No. 582, 2014 at third reading.

CORPORATE OFFICER
Date: _____, 2014

CORPORATE OFFICER

CHAIR

SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

Bylaw No. 586, 2014

A Bylaw to establish the Sandspit Community Hall Standing Committee

WHEREAS pursuant to section 795(2) of the *Local Government Act*, the Chair may establish standing committees for matters the Chair considers would be better dealt with by committees, and may appoint persons to those committees;

WHEREAS pursuant to section 176(1)(e) of the *Local Government Act*, a Board may, by bylaw, delegate to committees its powers, duties and functions; and

WHEREAS the Chair wishes to establish the Committee and the Board wishes to delegate to the Committee certain of its powers, duties and functions;

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

1. Citation

This Bylaw shall be cited for all purposes as the “Sandspit Community Hall Standing Committee Bylaw No. 586, 2014”.

2. Definitions

In this Bylaw:

- (a) **“Board”** means the Skeena-Queen Charlotte Regional District Board of Directors;
- (b) **“Chair”** means the Chair of the Skeena-Queen Charlotte Regional District Board;
- (c) **“Chief Administrative Officer”** means the person appointed by the Board as the Chief Administrative Officer;
- (d) **“Committee”** means the Sandspit Community Hall Standing Committee, as established by this Bylaw;
- (e) **“Committee Chair”** means the Chair of the Committee selected in accordance with this Bylaw; and
- (f) **“Management Powers”** means the ability to operate a service, as delegated within this Bylaw including all matters pertaining to the physical operation of the service such as operating, maintaining, repairing, engineering, or constructing. Management Powers may also include the financial management of such service if expressly delegated within this Bylaw.

3. Establishment and Mandate

- (a) The Sandspit Community Hall Standing Committee, hereinafter referred to as the Committee, is hereby established.
- (b) The Committee shall oversee the operations of the Sandspit Community Hall Service.

4. Committee Membership and Appointment

- (a) The Committee shall consist of members, appointed by the Board, to serve on the Committee for a three (3) year term.
- (b) Community members residing or owning property within Electoral Area "E" (Moresby Island) are eligible to be appointed to the Committee.
- (c) In the event of a vacancy arising from any cause other than the expiration of a committee member's term of office, the Board may appoint a successor for the remainder of the term.
- (d) Any committee member who is absent from three consecutive meetings of the Committee without leave of absence from the Committee or without reason satisfactory to the Committee shall cease to be a member of the Committee.
- (e) Each retiring committee member of the Committee shall be eligible for reappointment.
- (f) The Board may rescind the appointment of a member of the Committee at any time.
- (g) The Committee shall, at its first regular meeting each year, appoint a Chair from among its members. The Chair shall hold office for one year or until a successor has been appointed.

5. Procedure

- (a) A quorum of the Committee shall be the majority of its members.
- (b) All decisions of the Committee shall be made by a majority of the members present at the meeting, with each member having one vote.
- (c) Regular Committee meetings shall be:
 - (1) held quarterly, with additional meetings held as necessary, as determined by the Committee; and
 - (2) open to the public.
- (d) Special Committee meetings shall be:
 - (1) called by resolution of the Committee at a regular meeting; or
 - (2) called at the request of two or more members of the Committee; and
 - (3) open to the public, subject to section 5(f) below.

- (e) Notice of meetings, by such means as the Committee deems reasonable, shall be provided to members of the Committee and residents of the Service Area at least 48 hours in advance of the meeting.
- (f) All or part of a meeting may be closed to the public in accordance with Section 90 of the *Community Charter*.
- (g) Where this Bylaw and the Skeena-Queen Charlotte Regional District Procedure Bylaw No. 470, 2005, as may be amended from time to time, are silent, Roberts Rules of Order, Newly Revised, shall apply to the conduct of Committee meetings.
- (h) Minutes shall be kept for all meetings of the Committee and a copy of such minutes shall be forwarded to the Chief Administrative Officer.

6. Delegated Powers and Responsibilities

- (a) The powers delegated to the Committee, except as otherwise provided by bylaw, shall include:
 - (1) Subject to the provisions contained Part 24 of the *Local Government Act*, the Committee is empowered to exercise Management Powers with respect to the Sandspit Community Hall Service in Electoral Area "E".
- (b) The Committee shall not exercise any powers, functions or responsibilities not expressly set out in this Bylaw.
- (c) The Committee shall not undertake any initiatives or commitments that may be binding on the Committee or the Skeena-Queen Charlotte Regional District without receiving the prior approval of the Board.
- (d) The Committee shall not enter into any contracts on behalf of the Skeena-Queen Charlotte Regional District. All contracts shall be signed by the Board, or by a delegate who has been authorized by the Board to sign contracts on behalf of the Board.
- (e) On or before November 30th each year, the Committee shall prepare and submit to the Board an annual budget, in a form satisfactory to the Chief Administrative Officer, which shall include detailed estimates of its receipts from every source and expenditures for every purpose for the following year, and such annual budget shall be considered by the Board and may be rejected or accepted, in whole or in part, at the Board's discretion.
- (f) The Committee shall not, without the Board's prior approval, expend any funds except as set forth in the approved budget and shall not enter into any undertaking, obligation, commitment, or liability that would cause the Committee's annual budget, as approved by the Board, to be exceeded.
- (g) The Committee shall institute such controls and authorization procedures over revenues and expenditures as the Skeena-Queen Charlotte Regional District may, from time to time, require.

- (h) The Committee shall provide regular reports to the Moresby Island Management Standing Committee and liaise with the Moresby Island Management Standing Committee, as required.

7. Reporting Obligations

- (a) The Committee shall forward to the Chief Administrative Officer the agenda and minutes of all meetings of the Committee.
- (b) The Committee will communicate regularly and liaise with the Chief Administrative Officer respecting the exercise of the Committee's powers, duties and functions, as specified in this Bylaw.
- (c) The Committee will abide by the Accountability Standards for Regional District Committees and Commissions Policy as adopted or amended by the Board.

8. No Delegation by a Delegate

A person to whom a power, duty or function has been delegated under this Bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this Bylaw.

9. Sub-committees

The Committee shall not appoint Sub-Committees. Matters the Committees feels would be better dealt with by a third party may, at the discretion of the Board, be delegated to another committee established by the Board for that purpose.

10. General

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

11. Scope of Bylaw

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

12. Severability

If any portion of this Bylaw is held invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

Read a FIRST TIME this _____ day of _____, 2014.

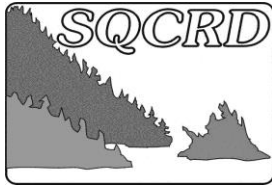
Read a SECOND TIME this _____ day of _____, 2014.

Read a THIRD TIME this _____ day of _____, 2014.

ADOPTED by an affirmative vote of
at least 2/3 of the votes cast this _____ day of _____, 2014.

Corporate Officer

Chair



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

2015 TENTATIVE BOARD SCHEDULE

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	January 23rd	SQCRD Regular Board	7:00 PM	Prince Rupert
		NW Regional Hospital District		Terrace
Sat	January 24th	SQCRD Special Board (Budget)	10:00 AM	Prince Rupert
*	February 20th	SQCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 21st (1/2 day)	SQCRD Special Board (Budget)	10:00 AM	Prince Rupert
Sat	March 7th (1/2 day)	SQCRD Special Board (Budget)	10:00 AM	Teleconference

Notes:

* Depicts the Regular SQCRD Board meetings.

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

Daniel Fish

From: Joan Merrick (SQCRD) <jmerrick@sqcrd.bc.ca>
Sent: Thursday, December 04, 2014 4:17 PM
To: dfish@sqcrd.bc.ca
Subject: FW: Emergency Response

Add to agenda

From: Michael Racz [<mailto:mikeracz3@gmail.com>]
Sent: December-04-14 2:09 PM
To: Joan Merrick (SQCRD)
Subject: Emergency Response

Hi Joan, Next Friday I will be attending by phone. I would like to add an agenda item...Emergency Response System. Tlell has been researching options to fire phone trees as the lady that has been doing it is getting older and no longer wants to do it. They have looked at two options 1) E-com out of Prince George and 2) Northern 911 - out of Ont. Port Clements currently uses northern 911 and has good success. The costs to these are not extravagant either. \$150/mth per town or the whole island can have it for \$750.00/mth. I would just like to propose that we look into these systems and see if one would work for the Tlell Fire dept and or getting more places on board to help share the cost. Thanks Mike