

**Village of Queen Charlotte
AGENDA**

NOTICE IS HEREBY GIVEN THAT the regular meeting of the Village of Queen Charlotte will be held on Monday, November 21, 2011 at 7:30 pm
at the Village of Queen Charlotte Office

1. Meeting called to order:

2. Agenda Addition and/or Deletions:

3. Approval of the Agenda:

4. Adoption of the Minutes:

4.1 Village of Queen Charlotte Council Minutes November 7, 2011

5. Business Arising from the Minutes:

5.1 City of Terrace – Re: Local Government Workshop for Elected Officials and Senior Management Staff

5.2 Government of Funding Announcement – Comox, BC meeting with Hon. John Duncan

6. Proclamations:

7. Delegates and Petitions:

8. Inquiries from the Public Regarding the Approved Agenda Items:

9. Correspondence:

For Information:

a.9.1 Ministry of Jobs, Tourism and Innovation – Re: UBCM 2011

a.9.2 Ministry of Health – Re: Decision-Making Authority in Watersheds

a.9.3 Ministry of Community, Sport and Cultural Development – Re: UBCM 2011

a.9.4 Ministry of Agriculture – Re: Specific Issues Raised at the 2011 UBCM Convention

For Action:

10. Reports of Committee, COTW and Commissions:

From the Committee of the Whole November 14, 2011

R2011/48/05 MOVED by Councillor Martin, seconded by Councillor Olsen to recommend sending a letter to Air Canada concerning the high cost of airfares to Sandspit similar to the letter sent by the Misty Isles Economic Development Society.

CARRIED

R2011/48/06 MOVED by Councillor Olsen, seconded by Councillor Martin to recommend referring Marcia Piercey from the Skidegate Band Council to the Queen Charlotte Recreation Commission at Skeena-Queen Charlotte Regional District concerning funding for the Harlem Clowns.

CARRIED

11. Bylaws:

12. Unfinished Business:

12.1 Web Site – CivicWeb

RECOMMENDATIONS:

1. That Council receives the staff report Web Site – CivicWeb.
2. That Council approve increasing the annual budgeted cost for web support to \$3,200, plus taxes, for 2012, 2013 and 2014.

13. New Business:

14. Notice of Motion:

15. Reports of Mayor, Council Members and Staff:

16. Inquiries from the Public:

17. Motion to Exclude the Public and move In Camera under the Community Charter Section 90(1) (e) Land and 90(1) (g) Legal

18. Adjournment:

Village of Queen Charlotte

November 7, 2011

Minutes of the Council Meeting of the Village of Queen Charlotte held at 7.30 p.m. on Monday, November 7, 2011 at the Queen Charlotte Village Office, Queen Charlotte, B.C.

Prior to Adoption

PRESENT:

Council:

Mayor C. Kulesha
Councillor G. Martin
Councillor G. Noddin
Councillor K. Olsen

Regrets: Councillor L. Johnson

Staff: B. Beamish, Chief Administrative Officer
D. Uliana, Chief Financial Officer
S. Brown, Financial/Legislative Clerk

Public- 11

Media -0

1. CALL TO ORDER:

Mayor Kulesha called the meeting to order at 7:30 pm

2. Agenda Addition and/or Deletions:

Addition:

5. Gwaii Trust Christmas Fund

7.1.2 Delegate – Mike Moss

Withdrawn:

11.2 Bylaw 56-2011

3. Approval of the Agenda:

R2011/46/02 MOVED by Councillor Olsen, seconded by Councillor Noddin to adopt the agenda as amended.

CARRIED

4. Adoption of the Minutes:

4.1 Village of Queen Charlotte Council Minutes October 17, 2011

R2011/46/03 MOVED by Councillor Martin, seconded by Councillor Olsen to adopt the Village of Queen Charlotte minutes of October 17, 2011 as amended.

CARRIED

5. Business Arising from the Minutes:

5.1 Gwaii Trust Christmas Allocation \$10,000.00 for 2011

R2011/46/04 MOVED by Councillor Noddin, seconded by Councillor Martin to allocate
Lawn Hill - \$500.00
Queen Charlotte Fire Dept. - \$350.00
Food Hampers – \$1500.00

Northern Health Mental Health & Addictions – \$350.00
Miller Creek - \$400.00
Food Bank - \$500.00
Queen Charlotte City Community Club - \$6,400.00

Total \$10,000.00

CARRIED

6. Proclamations:

7. Delegates and Petitions:

7.1 Gary Wunsch – Re: Discuss Plans for the Dryland Sort at Kagan Bay and impact on the Honna Road
He has no issue with the plans for the Dryland Sort at Kagan Bay but he does have concern with the Honna Road and the dust. He would like to see no grading in the summer, grade when wet, wants the town to take responsibility and salt a couple of time in the summer which binds moisture.

7.1.2 Mike Moss
Mike Moss of Iron River Forest Products Ltd. presented information about his application for a disposition of crown land located in the vicinity of Kagan Bay.

- Queen Charlotte will request a copy of the application from Ministry of Forests, Lands and Natural Resource Operations.

7.2 Sgt. Knapton - Re: Community Update
Sgt. Knapton presented a Queen Charlotte Detachment Quarterly Activity Report for July-September, 2011. Copies are available at the Village Office.

8. Inquiries from the Public Regarding the Approved Agenda Items:

Clarification and comment on 10. Water Metering Billing

- No change in the billing but data from the water meters
 - Yes
- Landlords cannot have recourse to back charge on water bills. Could there be more frequent readings and notification monthly, possibly on the website.
 - Will consider the possibilities

9. Correspondence:

For Information:

a.9.1 Statistics Canada – Re: 2011 Census and the National Household Survey (NHS)

R2011/46/05 MOVED by Councillor Noddin, seconded by Councillor Olsen that Statistics Canada – Re: 2011 Census and the National Household Survey (NHS) be received and filed.

CARRIED

a.9.2 City of Greenwood – Re: National Sex Offender Registry
R2011/46/06 MOVED by Councillor Noddin, seconded by Councillor Martin that City of Greenwood – Re: National Sex Offender Registry be received and filed.

CARRIED

- a.9.3** Northern Development Initiative Trust (NDIT) – Re: Quarterly Update Fall 2011
R2011/46/07 MOVED by Councillor Martin, seconded by Councillor Olsen that Northern Development Initiative Trust (NDIT) – Re: Quarterly Update Fall 2011 be received and filed.

CARRIED

- a.9.4** Haida Gwaii Management Council – Re: Public input and commentary on the Annual Allowable Cut for Haida Gwaii
R2011/46/08 MOVED by Councillor Noddin, seconded by Councillor Martin that Haida Gwaii Management Council – Re: Public input and commentary on the Annual Allowable Cut for Haida Gwaii.

CARRIED

- a.9.5** Union of BC Municipalities (UBCM) – Re: Update RCMP Contract Negotiations
R2011/46/09 MOVED by Councillor Olsen, seconded by Councillor Noddin that Union of BC Municipalities (UBCM) – Re: Update RCMP Contract Negotiations be received and filed.

CARRIED

- a.9.6** Ministry of Environment – Re: Water Act Modernization (WAM) and Water Sustainability (WSA)
R2011/46/10 MOVED by Councillor Martin, seconded by Councillor Olsen that Ministry of Environment – Re: Water Act Modernization (WAM) and Water Sustainability (WSA) be received and filed.

CARRIED

- a.9.7** Misty Isles Economic Development Society (MIEDS) – Re: Monthly Economic Development Report
R2011/46/11 MOVED by Councillor Olsen, seconded by Councillor Martin that Misty Isles Economic Development Society (MIEDS) – Re: Monthly Economic Development Report be received and filed.

CARRIED

- a.9.8** City of Terrace – Re: Local Government Workshop for Elected Officials and Senior Management Staff
R2011/46/12 MOVED by Councillor Noddin, seconded by Councillor Olsen that City of Terrace – Re: Local Government Workshop for Elected Officials and Senior Management Staff be received and filed.

CARRIED

- a.9.9** City of Port Alberni – Re: BC Community Living Action Group
R2011/46/13 MOVED by Councillor Olsen, seconded by Councillor Noddin that City of Port Alberni – Re: BC Community Living Action Group be received and filed.

CARRIED

For Action:

- b.9.1** BC Community Living Action Group (BC- CLAG) – Re: Housing for Adults with Developmental Disabilities
R2011/46/14 MOVED by Councillor Olsen, seconded by Councillor Martin that they endorse the City of Vancouver resolution as provided in correspondence from BC Community Living Action Group dated October 13, 2011.
CARRIED
- b.9.2** Union of BC Municipalities (UBCM) – Re: Natural Resource Roads
R2011/46/15 MOVED by Councillor Martin, seconded by Councillor Olsen to table Union of BC Municipalities (UBCM) – Re: Natural Resource Roads to the next Committee of the Whole.
CARRIED
- b.9.3** Northern Gateway Joint Review Panel – Notification to Parties – Re: Upcoming “Evidence and Motions Online Workshop”
R2011/46/16 MOVED by Councillor Olsen, seconded by Councillor Martin that Councillor Olsen will be in attendance to host both Enbridge Online Workshops scheduled for the public – November 15, 2011 at 7.00pm and November 23, 2011 at 7.00pm in the QC Village Council Chambers.
CARRIED

Action: staff to advertise the 2 online Enbridge workshops

- b.9.4** BC Ferries - Re: Ferry Advisory Committee Chairs (FACC) report
R2011/46/17 MOVED by Councillor Olsen, seconded by Councillor Martin that Councillor Martin prepare a letter of support to the Ferry Advisory Committee Chairs (FACC) and circulate the draft to council before December 4, 2011.
CARRIED

- b.9.5** Invitation to WESTCAP Announcement (Comox, BC)
R2011/46/18 MOVED by Councillor Noddin, seconded by Councillor Martin that Mayor Kulesha attend the Government of Funding Announcement in Comox on November 9, 2011.
CARRIED

3 For, 1 Against

Action: send Gwaii Tel information to the Observer

**10. Reports of Committee, COTW and Commissions:
From the Committee of the Whole October 24, 2011**

- R2011/46/19 MOVED by Councillor Olsen, seconded by Councillor Noddin that the recommendation of the Committee of the Whole, October 24, 2011, that commencing in 2012, water usage data be included with quarterly water bills along with an average volume comparison be approved.
CARRIED

11. Bylaws:

- 11.1** Village of Queen Charlotte Bylaw 55-2011 – A Bylaw to Define the Areas Exempted from Taxation Pursuant to Section 224 of the Community Charter for adoption on November 7, 2011
R2011/46/20 MOVED by Councillor Martin, seconded by Councillor Olsen to adopt Village of Queen Charlotte Bylaw 55-2011 – A Bylaw to Define the Areas Exempted from Taxation Pursuant to Section 224 of the Community Charter.

CARRIED

12. Unfinished Business:

13. New Business:

- 13.1** Northern Development Initiative Trust (NDIT) – Re: Marketing Initiatives, Haida Gwaii Semester Marketing Campaign

Mayor Kulesha announced conflict of interest and left the chambers 9.23pm
Councillor Martin chaired

- R2011/46/21 MOVED by Councillor Olsen, seconded by Councillor Noddin
"That Council supports the Marketing Initiative application to Northern Development for \$4,285 toward the 'Haida Gwaii Semester Marketing Campaign' from the Queen Charlotte allocation of the Northwest Regional Development Account."

CARRIED

Mayor Kulesha returned to the chambers at 9.28pm

14. Notice of Motion:

15. Reports of Mayor, Council Members and Staff:

Mayor Kulesha:

- Attended MIEDS/Gwaii Trust public meeting
- Met with Council and 4 Oceanview residents regarding their concerns on the Sea Walk Project
- Participated in Credit Union Day and received a cheques on behalf of HGHEs in the amount of \$2500.00
- QCIGH Liaison Committee met
- Participated in the HGLMP interview process for information re: the islands and where we will need further education and training
- SGIGTAC met for GT nominations for Delegate and Alternate – we have returned Shelley Sansome and Jacques Morin
- Jan Poynter is organizing a travel package to Haida Gwaii for 2012

Councillor Olsen:

- Attended the Youth Council meeting with Skidegate Band Council
- Met with Council and 4 Oceanview residents regarding their concerns on the Sea Walk Project
- SGIGTAC met for GT nominations for Delegate and Alternate
- Attended a Committee of the Whole October 24
- Attended all Island Northern Youth Council

Councillor Martin:

- Attended BC Ferries Advisory Committee meeting in Richmond. Presentation to stakeholders – requests back to BC Ferries. Attended Gwaii Trust meetings
- Met with Tidal Energy group – wind power -latest technology, west coast of Scotland has a commercial project

Councillor Noddin:

- Attended a Committee of the Whole October 24
- Met with Council and 4 Oceanview residents regarding their concerns on the Sea Walk Project
- Attended Planning Emergency meeting to discuss warning system for town
- Attended Gwaii Trust meetings

CAO:

- Set a date for Committee of the Whole –Topics: annual allowable cut, natural resource roads, draft zoning model

R2011/46/22 MOVED by Councillor Olsen, seconded by Councillor Martin that a Committee of the Whole be scheduled for Monday November 14, 2011 at 4.30pm.

CARRIED

- Sea Walk rip rap is 80% finished, culverts are done and the creek looks good. Next tender will deal with the stairs to mill site, walk way and fencing. Working with highways on parking issues.
- Dave's Backhoe was awarded the Bearskin Bay clean up for the Ministry of Forests

CFO:

- Elections – training with polling clerks November 3, 2011. Advance voting November 9, 2011 at the Municipal office 8.00am to 8.00pm and General voting day November 19, 2011 at the QCCC 8.00am to 8.00pm
- First finance meeting took place on October 17, 2011
- Final claim submitted for the Water Treatment Plant
- Gwaii Trust Grant for the Maritime Memorial Wall and Marine Knot Project
- Staff have been working on web site options and will be making a recommendation at the next council meeting
- Quarterly reports have been forwarded
- Received Ministers Order allowing for the write off of taxes receivable for two properties that were in forfeiture before incorporation

**15.1 2011 Clerks and Corporate Officers Forum
Recommendations:**

1. That the report of the Financial/Legislative Clerk on the 2011 Clerks and Corporate Officers be received.

R2011/46/23 MOVED by Councillor Olsen, seconded by Councillor Martin that the report of the Financial/Legislative Clerk on the 2011 Clerks and Corporate Officers, dated November 7, 2011 be received.

CARRIED

16. Inquiries from the Public:

- What is Council's stance on Forestry Cut AAC
- Council has just received this information and it will be considered at the next Committee of the Whole November 14, 2011
- Concerning MIEDS and the Community Forest – why bid timber off, making profit/not making jobs
 - The profit received by the communities could go for recreation.
- Small volume logging is not realistic as a business approach- in five years there is probability for a profit in one year
 - Municipalities need to set up companies for community forest logging
- Is the Coast Sustainability Trust on island?
 - Yes, on Nov. 17th
- Would like to speak to them concerning logger compensation.
 - This is a separate committee from the one dealing with compensation.
- Additional questions were raised with respect to the Kagan Bay application which will be discussed at the Committee of the Whole scheduled to be held on November 14, 2011, at 4:30pm.

R2011/46/24 MOVED by Councillor Martin, seconded by Councillor Olsen to extend the meeting to 10.30pm

CARRIED

- Comment – public lack of understanding of what council can do. Education?
- Request discussion about tax exemptions – churches and private schools
 - This is an annual bylaw
 - There is no Council Policy at this time with respect to who qualifies
 - Churches are exempted by statute

<Councillor Johnson joined the meeting by telephone at 10:05pm>

R2011/46/24 MOVED by Councillor Olsen, seconded by Councillor Martin that Pursuant to section 127(4) of the Community Charter, Council unanimously consent to waive notice of the Special meeting held pursuant to section 126(1) of the Community Charter.

CARRIED unanimously

Motion to Exclude the Public and move In Camera under the Community Charter Section 90(1)(g)Legal

R2011/46/25 MOVED by Councillor Johnson that the Motion to Exclude the Public and move In Camera under the Community Charter Section 90(1)(e)Land and 90(1)(k)Consideration of a municipal service.

CARRIED

<Councillor Johnson disconnected from the meeting at 10:10 pm>

17. Adjournment

Meeting Adjourned at 10:10 pm

Next meeting Monday, November 14, 2011

Mayor C. Kulesha, Chair

D. Uliana, Recording

LOCAL GOVERNANCE WORKSHOP
December 14—16, 2011

Please return this form with your payment to:

City of Terrace
 3215 Eby Street
 Terrace, B.C. V8G 2X8
 Attention: Alisha Thompson
 Phone: 250-638-4721
 Fax: 250-638-4777
 E-mail: athompson@terrace.ca

Name of Organization: _____

Contact Person: _____

Contact Phone #: _____

Contact E-mail: _____

WORKSHOP REGISTRATION FEES

Welcome Reception	\$10 x _____ = _____
Workshop Registration (Includes Banquet) (payment by Nov. 25/11)	\$375 x _____ = _____
Late Registration (Includes Banquet) (payment after Nov. 25/11)	\$400 x _____ = _____
Banquet (partners)	\$50 x _____ = _____
TOTAL:	\$ _____

Please make cheques payable to the City of Terrace.

Full refunds up until December 9, 50% refunds after December 9.

We will be contacting each registered organization to confirm the names of attendees.

Note: Your seat is confirmed once payment is received.



CITY OF TERRACE
LOCAL GOVERNANCE WORKSHOP
FOR ELECTED OFFICIALS &
SENIOR MANAGEMENT STAFF

December 14—16, 2011



Photo Credit: R. Dussdal

Wednesday, December 14, 2011

7:00 p.m.

REGISTRATION

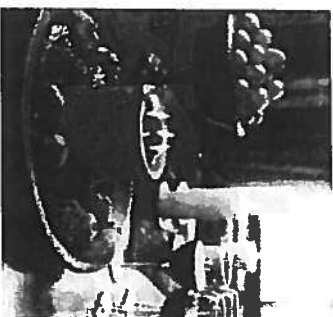
WELCOMING RECEPTION—Sponsored by

Rio Tinto Alcan

HELD AT THE TERRACE SPORTSPLEX

Rio Tinto Alcan

Bring a bottle of wine to be entered into our wine cellar draw.



Thursday, December 15, 2011

Continental Breakfast & Workshop Sessions
to be held at the Terrace Sportsplex Banquet Room
3320 Kalum Street

Sponsored by Geoscience BC, Mining Association of BC and Association of Mineral Exploration BC

7:00 a.m. Continental Breakfast & Registration
7:45 a.m. Welcome/Introductions

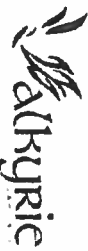


8:00 a.m. to 12:00 p.m. **George Cuff—Elected Officials Training**



With a new term just beginning, the elected Councils & Boards will need to understand the dynamics of "effective governance". George will discuss roles and responsibilities, key indicators of success and how elected officials can make the most of their terms. Whether you are newly elected, a returning veteran or senior manager, this session is for you!

Noon to 1:00 p.m. Lunch
Sponsored by Valkyrie Law Group



1:00 p.m. to 2:00 p.m. **UBCM, Northern Development, Ministry of Community, Sport & Cultural Development**

This information session will tell you more about each of these organizations and their relevance to Local Governments.

2:00 p.m. to 3:00 p.m. **Tom MacDonald, LGMA—Top 10 Issues Facing Local Government in 2012**



Hear Tom's unique perspective on the daily challenges facing Local Governments and his insight into the workings of Local Government Administration.

3:00 p.m. to 4:00 p.m. **Valkyrie Law Group—Legal Update**

Conflicted? This presentation will inform you about conflict of interest and what to do if you think you might be in a conflict of interest. Knowing your role and the role of the rest of Council will help to guide you through this potentially explosive topic.



BANQUET—TERRACE SPORTSPLEX BANQUET ROOM

6:30 p.m. Cocktails (No host)
7:00 p.m. Banquet
8:00 p.m. Entertainment—Vaughn Palmer

Friday, December 16, 2011

Terrace Sportsplex Banquet Room
7:30 a.m. to 8:30 a.m. Hot Breakfast Sponsored by Kitimat LNG



8:30 a.m. to 9:45 a.m. **Valkyrie Law Group- Legal Update Cont'd**

10:00 a.m. to 12:30 p.m. **Carol Boothroyd—Media Relations**

This session is guaranteed to be a real eye opener for anyone who may have a microphone shoved under their chin. This workshop can teach you the tricks of the trade. You can make the media work for you by getting your message across and claiming your power in the exchange. Learn practical techniques to avoid common media traps. You can be confident, powerful and in control.

12:30 p.m. to 1:30 p.m. Lunch
Sponsored by Imperial Metals



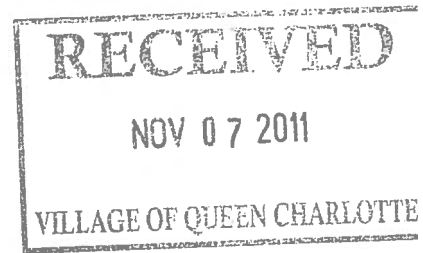
1:30 p.m. to 2:45 p.m. **Lisa Zwarn—Parliamentarian Rules & Meetings**

Meetings 101—an introduction (or a refresher) on how Council and Board meetings work. You will receive an overview of how to handle the most common motions. The goal of the session is to give you a good foundation of meetings so that you can focus on making decisions, instead of worrying about procedures.

3:00 p.m. to 4:00 p.m. **Carol Boothroyd—Humour, Wellness & Stress**

This session is guaranteed to give your laugh muscles a good workout and offer you practical learning as well. Learn about the medically proven connections between stress, 'dis-ease', and wellness. Find out how camaraderie can effect the bottom line. Share the healing power of humour. Be inspired to weave humour and playfulness into everyday life to increase your well-being and the well-being of those around you.





Ref: 63397

October 20, 2011

Village of Queen Charlotte
P.O. Box 580
903 A Oceanview Drive
Queen Charlotte BC V0T 1S0

Dear Sirs:

Re: Union of BC Municipalities 2011 – Vancouver Convention Centre

It was my pleasure to meet with you at the Union of British Columbia Municipalities' Annual Convention and learn more about what is happening in the Village of Queen Charlotte.

I appreciated learning about the many diverse and interesting projects which are taking place in your community. The Community Forest has unique opportunities but challenges as well and the Misty Isles Economic Development Society shows promise. Ms. Hornoi has demonstrated great skill in her profession and it is a coup to have acquired someone of her calibre to be the new Economic Development Officer.

I understand that the Misty Island Economic Development Society is also involved in a "Wind Energy to Food Production" project and that they are a member of a project consortium which has submitted an application to the Natural Resources Canada ecoEnergy II program. The Ministry of Agriculture has been working with industry representatives and the Misty Isles Economic Development Society to facilitate the project and I have been informed that the project is proceeding to the application stage for further review and assessment. The Ministry of Agriculture and GreenCity (lead applicant) will continue to work with the project consortium on this project. If you have any further questions please contact GreenCity CEO Curtis Mearns at (604) 507-9682.

With respect to the Resort Municipality Initiative, information can be located on the RuralBC website: http://www.ruralbc.gov.bc.ca/about/RMI/RMI_Funding.html. In order to be eligible under the program, a community must fulfill one of the following:

- Be designated as a Resort Region including year round recreation facilities and meet accommodation bed unit requirements (*Local Government Act* s. 6.8); or
- Be incorporated as a resort municipality (*Resort Municipality of Whistler Act*); or
- Be incorporated as a mountain resort municipality (*Local Government Act*, s. 11); or

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- Be tourism dependent by demonstrating that you have approximately twice the provincial average of bed units per 1000 people, using BC STATS Population Estimates, and the total number of accommodation bed units must be at least two thirds of the provincial average.

The municipality must also collect the 2% Municipal and Regional District Tax (commonly known as the Additional Hotel Room Tax). Please contact Greg Goodwin, Executive Director at: 250-953-3008 or Greg.Goodwin@gov.bc.ca if additional information is required.

I encourage you to contact Dale Richardson, Regional Manager with the RuralBC Secretariat, who is available to offer assistance if necessary to help move your economic objectives forward.

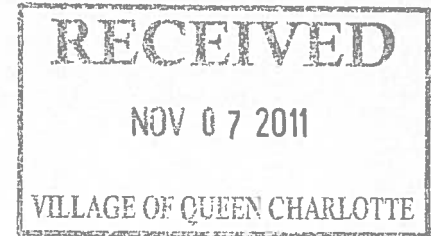
Please feel free to contact my office should you wish to discuss this or other matters in the future.

Sincerely,



Sandra Carroll
Assistant Deputy Minister

a-a.1



OCT 31 2011

891446

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

Dear Ms. Kulesha:

Thank you for your letter of July 20, 2011, to the Honourable Christy Clark, Premier, expressing concerns regarding decision-making authority in watersheds. As the Ministry of Health is the lead agency responsible for the *Drinking Water Protection Act*, Premier Clark has asked that I respond on her behalf.

The Action Plan for Safe Drinking Water in British Columbia sets out a multi-agency approach for protection of public health as it relates to drinking water. This action plan lays out the accountabilities of different ministries for the coordination of source protection, land use planning, and infrastructure. The statutory decision making authority is held within respective resource ministries, all of whom must consider the impacts to drinking water as a result of proposed land use activities. The coordination and information sharing between agencies is the mandate of the Inter-Agency Directors Committee on Drinking Water and the Regional Drinking Water Teams (RDWTs).

The purpose of the RDWTs is to facilitate discussions about activities that may impact drinking water, and the issues facing decision makers in resource agencies, industry, communities, and health authorities. Participation on the RDWTs provides an opportunity to bring up concerns such as risk assessment and risk management, to provide decision makers with the relevant information to support balanced decision making. To raise concerns to the Northern RDWT, you can contact Chelton van Geloven at: Chelton.vangeloven@gov.bc.ca. These committees do not, however, have decision-making authority.

Your letter mentions lowered watershed protection standards; however the *Private Managed Forest Land Act* speaks directly to drinking water quality and protection during and after harvesting. This is supported by the Private Managed Forest Land Council Matters Regulation, which authorizes imposition of water quality objectives on the landowner. Furthermore, the Private Managed Forest Land Council Regulation sets out restrictions to sediment transport or deposition and protection of natural surface drainage patterns. This regulation goes on to restrict reduction in water quality at a licensed waterworks intake. It allows for licence holders to notify the owner of a reduction in water quality. If the problem is on the owner's land and is the result of the owner's actions under the Act, the licence holder may then notify the Private Managed Forest Land Council if the owner does not carry out measures to address the problem.

...2

We encourage you to continue to work with private land owners on maintaining water quality, as most have a vested interest in keeping their neighbours happy. Additionally, workers often live in the community and don't want to see their drinking water adversely impacted.

Where surface water is used for domestic purposes, many of the potential health threats associated with upslope activities such as forestry can also occur in the natural environment. In addition to best management practices in land use, mitigation of potential health risks requires treatment of the surface water.

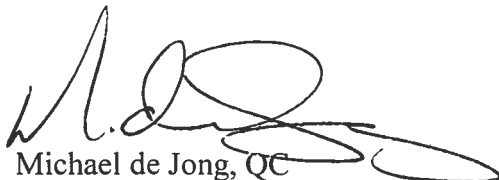
If these proactive approaches are not successful, the *Drinking Water Protection Act* empowers a Drinking Water Officer to take action if there is a health hazard to drinking water at the source (ie: stream, reservoir, well, or aquifer), treatment, and distribution stages. Subject to this Act, all operations must employ proper management practices that protect the drinking water source from the introduction of anything that will result or is likely to result in a drinking water health hazard.

For concerns relating to the safety of a drinking water system or threats to a drinking water source, please contact the Northern Health Authority at: 250 565-2649.

You may also be aware that the Province is currently developing a new *Water Sustainability Act* (WSA) to better protect BC's water resources and help keep our environment, economy and communities strong. Although the proposed WSA will not govern the water supplier directly like the *Drinking Water Protection Act*, new provisions including Provincial Water Objectives may help to further protect water quality and watersheds in the SCR. I understand that the Ministry of Environment is planning a workshop on the proposed new Act at the upcoming Union of BC Municipalities (UBCM) Annual General Meeting this September and encourage you to participate.

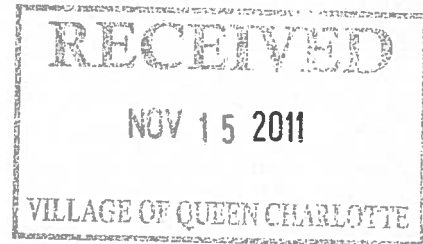
Thank you again for bringing your concerns to our attention.

Yours truly,

A handwritten signature in black ink, appearing to read 'M. de Jong', with a large, stylized flourish extending to the right.

Michael de Jong, QC
Minister

pc: Honourable Christy Clark
Honourable Terry Lake, Minister of Environment



Ref: 147745

NOV 10 2011

Her Worship Mayor Carol Kulesha
and Members of Council
Village of Queen Charlotte
PO Box 580
Queen Charlotte, BC V0T 1S0

Dear Mayor Kulesha and Councillors:

As the Minister of Community, Sport and Cultural Development, I appreciated the opportunity to meet with you and your delegation at the annual UBCM Convention (Convention) in Vancouver, and to hear about the issues that are facing your community.

Congratulations on your successes through the capital funding programs. I am supportive of the good work that you are doing as one of the newest communities in the province. I would also like to thank you for your feedback on the project approvals process.

I understand from you that upon its incorporation, the Village of Queen Charlotte inherited some properties on the assessment roll that you do not consider legal, but for which taxes must be paid. Ministry of Community, Sport and Cultural Development staff will look into the issue and will follow up with you. I have asked Mr. Rob Fraser, Executive Director, Property Assessment Services, to follow up with you in this regard.

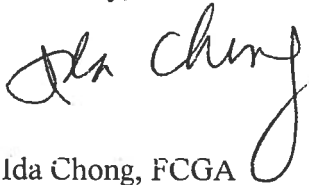
Local governments have an important role in job creation and attracting investment. I welcome your ideas and suggestions on how local governments can strengthen the economy, and provide for vibrant, thriving communities that make a positive difference in the lives of families across British Columbia.

.../2

Her Worship Mayor Carol Kulesha
and Members of Council
Page 2

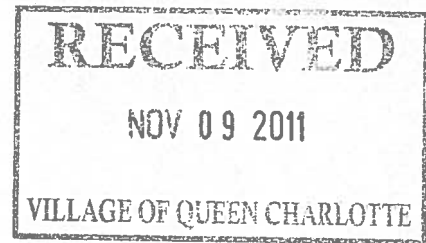
Thank you again for informing me of your issues. It is always valuable to hear directly from local governments about concerns in their communities. I trust that you and members of your local government enjoyed a successful Convention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ida Chong', written in a cursive style.

Ida Chong, FCGA
Minister

pc: Mr. Rob Fraser, Executive Director
Property Assessment Services
Local Government Division
Ministry of Community, Sport and Cultural Development



November 2, 2011

File: 0280-30
Ref: 174463

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

Dear Mayor Kulesha:

Further to the Honourable Don McRae's letter of October 6, 2011, I would like take this opportunity to follow-up on the specific issues you raised at the 2011 UBCM convention.

I am pleased to confirm that Jill Hatfield, District Agriculturist is the Ministry agriculture specialist for your area and will be able to provide expert advice and guidance on agricultural issues specific to your region. Ms. Hatfield can be reached by telephone at (250) 897-7518 or by e-mail at Jill.Hatfield@gov.bc.ca.

Thank you for bringing your concerns to my attention.

Sincerely,

W.H. (Wes) SHOEMAKER
Deputy Minister

pc: Jill Hatfield, District Agriculturist
Ministry of Agriculture

VILLAGE OF QUEEN CHARLOTTE

REPORT TO COUNCIL

DATE: Nov. 14, 2011
AUTHOR: Debra Uliana
SUBJECT: Web Site - CivicWeb

RECOMMENDATIONS:

1. That Council receives the staff report Web Site – CivicWeb.
2. That Council approve increasing the annual budgeted cost for web support to \$3,200, plus taxes, for 2012, 2013 and 2014.

REASON FOR REPORT:

This report is intended to update Council on the current web site issues and to bring the services offered by CivicWeb forward. CivicWeb is a company that provides web sites and document management to over 400 local governments and other public sector customers across North America. The pricing for their products is based on the size of the organization.

BACKGROUND AND DISCUSSION:

The Following problems have been identified with the current web site with Indigo Ink & Graphic Design:

- Costs for having new information added to the web site are greater than expected.
- The hourly rate to add new minutes, agendas, bylaws and other documents to the current web site is invoiced at \$60 per hour.
- The software does not support municipal staff uploading content in-house.
- There have been time delays in getting the updated content posted to the web site after the request has been forwarded to the web master.

On November 2, 2011, staff participated in an on-line presentation from CivicWeb which provides web services to over 400 local governments in Canada and the USA. Five British Columbia municipalities that are using CivicWeb for their web sites and file management were then contacted for their comments. The results of that poll are attached for reference. Under this program, the appearance of the web site can be customized and if we move forward there will be a design meeting with council.

The two modules being considered are the web site itself and the FilePro module that provides storage, search and publishing capabilities of key documents such as agenda packages, minutes, bylaws, correspondence, manuals and contracts. The additional cost will provide capabilities which will increase public awareness and the sharing of information which is expected to increase over the next few years. We will be able to control these costs with the in-house data entry model whereas our current web provider costs are unknown.

BYLAW OR POLICY CONSIDERATIONS:

There is no ongoing contract with the current web master Indigo Ink & Graphic Design. The fees noted for the CivicWeb service is for a three year contract.

FINANCIAL CONSIDERATIONS:

Costs for Current Web Site with Indigo Ink & Graphic Design:

- Cost for Setup: \$7,245. (Funded by Gwaii Trust Grant in 2006)
- Ongoing Costs for Updating Web Content : \$2,105 (average).

Costs for CivicWeb Web Site: **(Copy of Civic Web offer dated November 2, 2011, is attached.)**

- **Year 1 \$6,200.** This fee includes creating the web site, design meeting, transfer of data, training, backup information, hosting of the web site and technical support for one year.
- **Years 2 and 3: \$3,200** This fee includes technical support, additional training as requested, upgrades to the program, hosting services for the web site and maintaining the backup information.

One of the advantages for making the decision now would be that we could schedule the transfer of data to the new web site in early January 2012 when there is usually a lower demand for staff time. The conditions of the quote we have received from CivicWeb outline that if a decision is not made in 2011 and made in 2012 the costs increase to \$7,500 for the first year and \$3,365 for the remaining two years. The fees in the quote are guaranteed until December 15, 2011.

ENVIRONMENTAL CONSIDERATIONS:

The basic web site and FilePro module can facilitate a paperless agenda and meeting package option.

LEGAL CONSIDERATIONS:

The CivicWeb tools are built specifically for public sector organizations and are designed to assist in delivering open, accessible and green government. The services are delivered over the internet.

CONCLUSION:

The CivicWeb option will cost more per year to operate but also offers additional services. The updates to the web site will be done in-house with municipal staff. This will allow for timely additions of information and the ability to make sure all information is up to date. The costs will be known for the three years of the contract. The service also includes a FilePro module which provides web based storage, search and publishing capabilities of key documents such as agenda packages, minutes, bylaws, correspondence, manuals and contracts. Other modules are available and can be added to the basic web site and FilePro services including a Records Management Solution and Action Tracking. The format is similar to that of many other municipalities and is especially designed for ease of search for the public looking for information. On line surveys will allow for a more interactive approach to opinion and information gathering. The western office for this company is located in Kamloops, B.C.



Debra Uliana, Chief Financial Officer

iCompass CivicWeb Survey:

1. How long has your municipality been using iCompass CivicWeb services?

Municipality #1	5 years
Municipality #2	5 years
Municipality #3	6 years
Municipality #4	2 years
Municipality #5	8 years

2. How much time does it take to manage and update the system- daily? Weekly?

Municipality #1	1 Hour weekly
Municipality #2	1 Hour or less weekly
Municipality #3	Varies depending on workload– done weekly
Municipality #4	A few hours per week – depending on amount of data
Municipality #5	Twice a week – one hour – depending on amount of data

3. Do you use the file pro system? Are you satisfied by its overall performance?

Municipality #1	Yes, very happy. Larger files present problems –due to net not CivicWeb
Municipality #2	Yes. We still use a separate file system.
Municipality #3	Will be upgrading to this in 2012.
Municipality #4	Yes – didn't find it user friendly. Was trained in-house.
Municipality #5	No. Use uploads to media library- looking forward to change.

4. Which modules/CivicWeb tools do you use?

Municipality #1	CivicWeb, FilePro. Would like paperless meeting management but have budget constraints.
Municipality #2	CivicWeb, FilePro, Meeting Management, Action Tracking
Municipality #3	CivicWeb only. Will be adding FilePro.
Municipality #4	CivicWeb, FilePro.
Municipality #5	CivicWeb only.

5. Did you find the training helpful and sufficient?

Municipality #1	Yes. Learned enough to use system – asked questions as they arose.
Municipality #2	Yes. Very patient
Municipality #3	Was trained by municipal staff.
Municipality #4	Found FilePro difficult to navigate even after training.
Municipality #5	Yes. Friendly and efficient.

6. How responsive is the helpdesk?

Municipality #1	Very responsive - same day & sometimes within 1 hour.
Municipality #2	Yes, very.
Municipality #3	Excellent – always available.
Municipality #4	Happy with help desk – no complaints there.
Municipality #5	Quick to respond – get back to you quickly.

7. When you made the change to CivicWeb was it a seamless transition or did you experience growing pains?

Municipality #1	No troubles at all.
Municipality #2	Not yet.
Municipality #3	The system was in before the respondent was working there.
Municipality #4	Had no website previously – was set up from scratch.
Municipality #5	Compass did all set up-smooth. Font consistence sometimes a problem when data updated.

8. Were there any surprises or unexpected fees?

Municipality #1	None.
Municipality #2	No.
Municipality #3	No.
Municipality #4	No.
Municipality #5	No. Annual fee – got a quote for upgrade of system.

9. Have you had good feedback from the public?

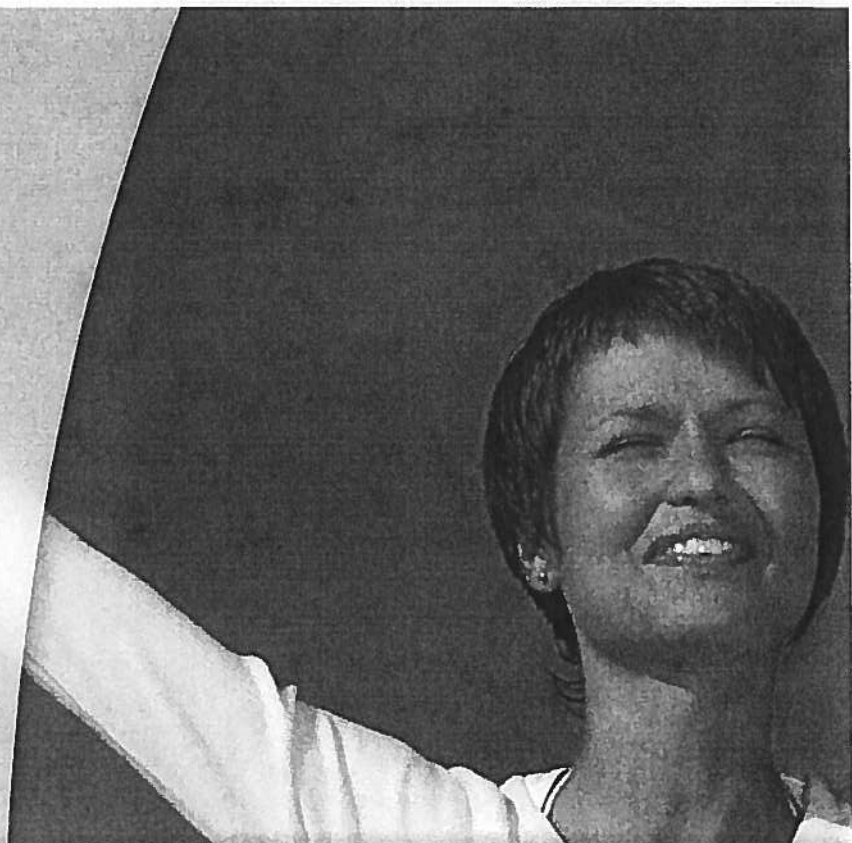
Municipality #1	Yes. Getting lots more input from public – easy to maintain.
Municipality #2	Good – but not much.
Municipality #3	Public love the accessibility & use it for comments & feedback.
Municipality #4	Public don't find the FilePro very user friendly.
Municipality #5	Can request reports – no complaints.

10. Do you have any additional comments you would like to make about CivicWeb services?

Municipality #1	B+ over all. Very happy with package and service.
Municipality #2	A- To A. The action tracking is only as good as staff; like the paperless agendas; FilePro not used that much.
Municipality #3	Would recommend it.
Municipality #4	Would recommend it – with the latest version.
Municipality #5	Overall happy – get back to you quickly. Can only upload one photo at a time which takes more time. Looking forward to the upgrade version.



CivicWeb



Quote for
QUEEN CHARLOTTE, BC

Prepared for Bill Beemish
CAO

November 2, 2011

Prepared by: Tara Holdbrook

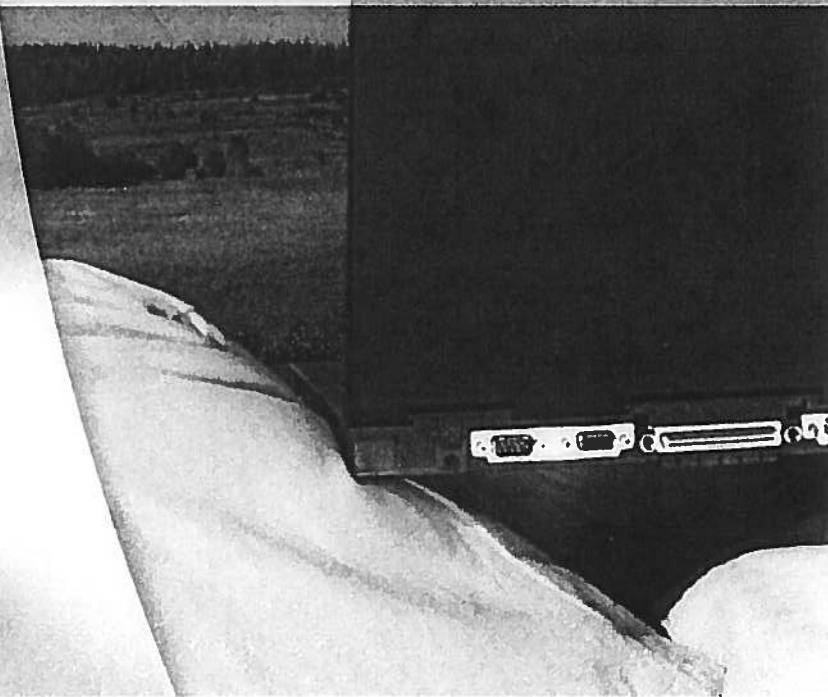




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Welcome to *CivicWeb*!

Thank you for requesting this quote for our *CivicWeb* Services.

Should you require any additional information, require clarification or have any questions whatsoever please feel free to contact me at your convenience. Otherwise, we will be in touch with you in the coming few days to get your feedback on this quote.

Our Other *CivicWeb* Tools

- **Meeting Management Solution** – streamlines the creation, approval and distribution of agenda packages, minutes and actions
- **Records Management Solution** – enables you to address the core requirements of Records Management with an easy to use and affordable solution – and you can start using it within DAYS of purchase
- **AgendaNotes** – provides the flexibility to create notes on the agenda package before & during your meetings
- **AgendaBill** – creates consistent & professional templated agenda bills for your agenda packages
- **Action Tracking** – provides for capture and tracking of agenda bills, meeting decisions, correspondence, public records requests, contracts, resolutions, bylaws, public requests for service, strategic planning, events and grants
- **InTouch** – enables the public & stakeholders to directly submit requests via your website to your tracking modules
- **FilePro** – provides storage, search and publishing capabilities of key documents such as agenda packages, minutes, bylaws, agenda bills, correspondence, manuals and contracts
- **FilePro Connector** – enables the web programmers of our customers to integrate direct searches to *FilePro* into the customer's website
- **SharePoint & Laserfiche Connectors** – provides document integration between these systems and *CivicWeb*

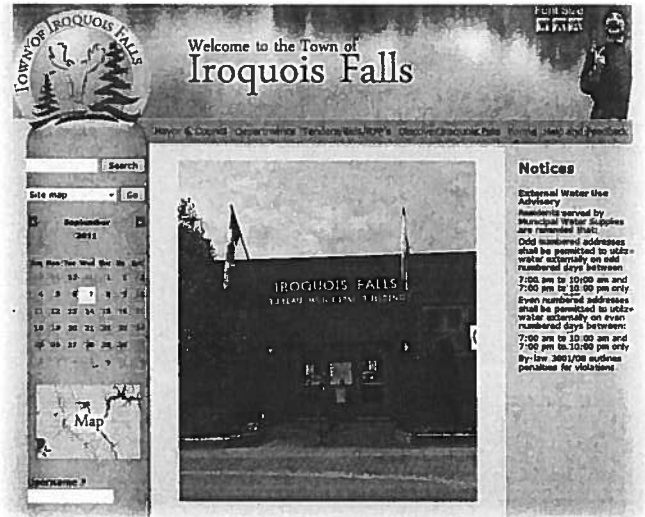
CivicWeb CMS

TAKING E-GOVERNMENT TO THE NEXT LEVEL

CivicWeb CMS is a *user-friendly, cost-effective* website content management tool designed specifically for local government.

With CivicWeb CMS organizations can self-manage every aspect of their websites without having to rely on outside contractors or stretched internal IT resources. Local government websites are automatically configured to meet accessibility standards, *removing the stress of compliance.*

This powerful website manager provides users and audience alike an *enhanced and engaging online experience* that will keep them coming back for more.



FEATURES YOU'LL LOVE

- Pain-free editor that feels like your favourite word processing program
- Exciting modules include RSS feed, user blogs, interactive forums and more
- Built in accessibility compliance—WCAG 2.0 Level AA
- User controls with maximum flexibility
- Streamlined publishing enhances your editorial experience while saving you time
- Broad browser support including Internet Explorer, Firefox, Safari, Chrome, Opera and more
- Automatic image resizing ensures maximum resolution with minimum load times



Our Delivery Model - *Software as a Service (SaaS)*

Our *CivicWeb* tools are delivered over the Internet and our customers only require a web browser to access and use them. ***Overall, the SaaS model is a much lower-cost delivery of software services - you no longer have to over spend or build in-house!***

Commitment to our Customers

- Our focus is the public sector only
- The commitment to delivering superior customer service is the cornerstone of our customers' success
- We serve over 400 local government and other public sector customers across North America
- Our *CivicWeb* tools are built specifically for public sector organizations and assist in delivering open, accessible and green government
- We are recognized for our deep understanding of the many responsibilities and challenges of the role performed by the corporate administration department
- For 13 years, we have continuously refined our solutions based on our membership best practices which have been proven over and over
- We have several retired clerks and corporate administrators on our team
- Our pricing is surprisingly affordable based on the size of the organization



Grand Slam Service - Unequalled Customer Service

iCompass Grand Slam Service 2011

We will meet face to face with no less than **150** of our customers across North America within the first **120** days of 2011

We will provide significant enhancements to our core services, including a new **Records Management Module**

We will provide visibility into our upcoming Releases, Product Roadmap and feature request funnel within our **Customer Resource Center**

We will ensure you **always** know the status, timeline and next steps associated with your support request(s)

We will provide you with **living FAQ documentation** within our Customer Resource Center

We will provide you with **context sensitive HELP pages** accessible from within the services

We will provide best-practice **self-help tools** such as **Simulators, Videos, and Workbooks** to empower your ongoing success with the services

We will facilitate **customer collaboration** through provision of a **template library** (to enable you to easily search and apply best practice formatting/layout to your document and form templates), an **Enterprise FilePro Search** capability, and an **RMS KnowledgeBase**

We will provide regional **one-day user conference sessions** in select markets across North America

We answer your call in person **24 hours a day, 7 days a week**

We provide Customer Advocacy support from **5:30 AM to 5:30 PM (Pacific)** so that you can get the support you need when you need it

We respond to incoming requests/inquiries within **10 mins** of our Customer Advocacy team receiving them and we do so by phoning you

We provide an **electronic issue capture and response system** so that you can **instantly** submit requests/inquiries directly from our services and/or our website



We provide you with - and post on our website - an **iCompass Organization Chart** along with **clear escalation procedures** so that you are always able to connect with the right iCompass team member

We reach out to you no less than **6 times per year** through a variety of mediums to ask your opinion, advise you of new best practices, and to offer new supports/services:

- Monthly **collaboration webinars** focused on common requests/comments from our customers.
- Quarterly **educational customer newsletters** loaded with best practices
- At least one **on-line satisfaction survey** per year
- An iCompass **Blog** to facilitate collaboration and sharing of best practices within the iCompass user community

We have a Customer Advisory Board (chaired by a customer) which advises iCompass of areas for further customer service / product improvement

We continually enhance core **service monitoring tools** to better facilitate customer collaboration and product design

We continually make **infrastructure improvements** so as to always ensure superior performance of our services

We fully involve our customers in the sign-off of major releases through our formal **Release Satisfaction Framework** that ensures our customers serve as the barometer of quality

Fees

We are pleased to offer you the following pricing options:

	2011 DECISION		2012 DECISION	
	Year 1 Fee	Years 2+ Fee	Year 1 Fee	Years 2+ Fee
CivicWeb CMS (Includes FilePro)	\$6,200	\$3,200/yr	\$7,500	\$3,635/yr
FilePro Connector & Custom Header	Included (value = \$1,750)	Included (value = \$1,000/year)	Included (value = \$1,750)	Included (value = \$1,000/year)
TOTAL:	\$6,200	\$3,200/yr	\$7,500	\$3,635/yr

**Terms & Conditions:**

- The fees outlined herein are guaranteed until **December 15, 2011**
- The fees outlined herein are based on a three year term contract
- The one-time activation fee includes set-up of the application(s)
- The annual hosting fee includes hosting in the facilities of our managed hosting services partner, technical support (e-mail and 1-800 support), maintenance, on-line training sessions, regular upgrades to the software and storage space
- All activation and annual fees are payable up front
- Your license will include unlimited users at your organization

Conclusion

Please feel free to contact me if you have any questions, require any further clarification or wish to have a service agreement prepared in order to proceed with this quote. I can be reached at 905-213-0397.

Sincerely,
Tara Holdbrook
Sales Representative
iCompass Technologies Inc.