



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT
REGULAR BOARD MEETING AGENDA**
To be held in the Boardroom of the Regional District office
in Prince Rupert on Friday, January 18, 2013
7:00 p.m.

1. CALL TO ORDER

2. CONSIDERATION OF AGENDA (additions/deletions)

3. BOARD MINUTES & BUSINESS ARISING FROM MINUTES

3.1	Minutes of the Statutory Meeting of the Skeena-Queen Charlotte Regional District (SQCRD) Board held December 14, 2012.	Pg 1-2
3.2	Minutes of the Regular Meeting of the SQCRD Board held December 14, 2012	Pg 3-12

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Haida Gwaii Regional Recreation Commission – November 29, 2012 Quarterly Commission Meeting	Pg 13-16
4.2	L. Neville, Haida Gwaii Regional Recreation Coordinator – December 2012 Summary of Programs Report	Pg 17-21
4.3	Moresby Island Management Committee – December 13, 2012 Regular Board Meeting	Pg 22-25

5. DELEGATIONS

5.1	Daniel Baker, Ministry of Transportation and Infrastructure, Terrace Branch	-----
5.2	Merran Smith, Tides Canada (via teleconference)	-----

6. FINANCE

6.1	J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for December, 2012	Pg 26
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7. CORRESPONDENCE

7.1	Village of Port Clements – Proposed Inter-coastal Transportation Link	Pg 27
7.2	North Central Local Government Association – Proposed Sale of Ridley Terminals	Pg 28

7.3	Corporation of Delta – BC Ferries Inc. Horseshoe Bay Ferry Terminal Properties	Pg 29
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8. REPORTS / RESOLUTIONS

8.1	Jennifer Robb, Treasurer – Parcel Tax Roll Review Panel	Pg 30-31
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9. BYLAWS

9.1	Bylaw 549 – Being a Bylaw to establish Development Approval Procedures and Fees <i>(Part 26 Planning of Local Government Act – Electoral Area votes only apply)</i>	Pg 32-58
9.2	Bylaw 552 – Being A Bylaw to amend the Regional District of Skeena-Queen Charlotte Emergency Program Service Establishing Bylaw No. 459 (removing Areas E and F from the service) <i>Requires first, second and third readings</i>	Late Item
9.3	Bylaw 553 – Being a Bylaw to establish a service within Electoral Area E to provide an emergency program <i>Requires first, second and third readings</i>	Late Item
9.4	Bylaw 469.1 – Being a Bylaw to amend the Sandspit Water Service Establishment Bylaw no. Bylaw 469	Late Item

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

10.1	Crown Land License of Occupation Referral #61603381, those parts of DL 1303, 2113, 2114, 2799, and 2803, within Queen Charlotte District. Application by Skidegate Band Council for a road right of way and tenure for an area around the dam.	Pg 59-74
10.2	Crown Land License of Occupation Referral #61648281, unsurveyed crown foreshore or land covered by water in the vicinity of Shingle Bay (Sandspit) Application by Haida Enterprises Corp. to allow deep water and suspended shellfish aquaculture.	Pg 75-109
10.3	Crown Land License of Occupation Referral #61614574, crown foreshore or land covered by water in the vicinity of Legace Island Application by Haida Enterprises Corp. to allow deep water and suspended shellfish aquaculture.	Pg 110-138

11. OLD BUSINESS

11.1	<p>Director Pages – Northern Development Initiative Trust – Pooled Approach to Funding (<i>tabled from December 14, 2012 Board meeting</i>)</p> <p>Moved by Director Putterill, Seconded by Director Racz, that Northern Development Initiative Trust be informed that the Regional District is not in support of the pooled approach to funding;</p> <p>Moved by Director Kulesha, Seconded by Director Gould, that the motion be tabled to the January 18th, 2013 Regular SQCRD Board meeting.</p> <p>4442-2012 CARRIED</p>	Verbal
11.2	Director Putterill – February 9 th Budget Board Meeting Change Request	Verbal
11.3	J. Merrick, Chief Administrative Officer – Confirmation of April Priority Setting Workshop	Verbal

12. NEW BUSINESS

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13. PUBLIC INPUT**14. IN-CAMERA**

<p>THAT the public be excluded from the meeting according to section 90 (1)(a) and (k) of the <i>Community Charter</i> - “personal information about an identifiable individual...” and “negotiations and related discussions...”</p>	
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15. ADJOURNMENT

NEXT MEETING:
January 19, 2013 Special (Budget)



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES of the Statutory Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at the Regional District office in Prince Rupert, BC on Friday, December 14, 2012.

PRESENT

PRIOR TO ADOPTION

Directors N. Kinney, City of Prince Rupert
G. Garon, City of Prince Rupert (Alternate)
K. Bjorndal, District of Port Edward
C. Kulesha, Village of Queen Charlotte
B. Pages, Village of Masset
I. Gould, Village of Port Clements
D. Nobels, Electoral Area A
K. Bergman, Electoral Area C
E. Putterill, Electoral Area E
M. Racz, Electoral Area D

Staff J. Merrick, Chief Administrative Officer
J. Fraser, Deputy Corporate Officer – *“Presiding”*
J. Robb – Treasurer

Public 0
Media 0

1. CALL TO ORDER 7:00 PM

The Deputy Corporate Officer assumed the Chair and called the Board meeting to order.

2. ELECTION OF THE CHAIR

The Deputy Corporate Officer called for nominations for the position of Chair of the Regional District and Regional Hospital District Boards for 2013.

Director Kulesha nominated Director Pages; Director Pages accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

Director Pages was declared Chair of the Skeena-Queen Charlotte Regional District and Regional Hospital District Boards for 2013 by acclamation.

3. ELECTION OF THE VICE CHAIR

The Deputy Corporate Officer called for nominations for the position of Vice Chair of the Regional District and Regional Hospital District Boards for 2013.

Alternate Director Garon nominated Director Nobels; Director Nobels accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

Director Nobels was declared Vice Chair of the Skeena-Queen Charlotte Regional District and Regional Hospital District Boards for 2013 by acclamation.

MOVED by Director Racz, SECONDED by Director Putterill, that the ballots for the election for Chair and Vice Chair be destroyed.

403-2012

CARRIED

4. ADDRESS BY NEWLY ELECTED CHAIR & VICE CHAIR

Chair Pages and Vice Chair Nobels thanked the Board for their support.

5. ADJOURNMENT

MOVED by Director Racz, SECONDED by Director Kulesha, that the Meeting be adjourned at 7:04 p.m.

404-2012

CARRIED

Approved and adopted:

Certified correct:

B. Pages
Chair

Joan Merrick
Chief Administrative Officer



SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

MINUTES

of the Regular Meeting of the Board of Directors of the Skeena-Queen Charlotte Regional District (SQCRD) held at the Regional District office in Prince Rupert on Friday, December 14, 2012.

PRESENT

Chair	B. Pages, Village of Masset	<u>PRIOR TO ADOPTION</u>
Vice Chair	D. Nobels, Electoral Area A	
Directors	G. Garon, City of Prince Rupert (Alternate Director) N. Kinney, City of Prince Rupert K. Bjorndal, District of Port Edward C. Kulesha, Village of Queen Charlotte I. Gould, Village of Port Clements K. Bergman, Electoral Area C M. Racz, Electoral Area D E. Putterill, Electoral Area E	
Staff:	J. Merrick, Chief Administrative Officer J. Fraser, Deputy Corporate Officer J. Robb, Treasurer	
Public:	1	
Media:	0	

1. CALL TO ORDER 7:05 pm

2. AGENDA

- 2.1 MOVED by Director Kinney, SECONDED by Director Racz, that the agenda be adopted as amended, with the addition of the following:

- 12.1 Director Putterill – Sandspit Tsunami Evacuation Site Completion
- 12.2 Director Putterill – Sandspit Water System Regulation Bylaw
- 12.3 Director Putterill – Sandspit Water System Treatment.

405-2012

CARRIED

3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 SQCRD Regular Board Meeting – November 23, 2012

MOVED by Director Putterill, SECONDED by Director Bjorndal, that the minutes of the November 23, 2012 SQCRD Regular Board meeting be adopted as presented.

406-2012

CARRIED

3.2 Rise and Report – November 23, 2012

MOVED by Director Kinney, SECONDED by Director Racz, that the report from the Haida Gwaii Regional Recreation Commission Coordinator regarding the Education Leave Request for Lucy Neville be received;

AND THAT the Education Leave Request for Lucy Neville for the period of January 1st to April 30th, 2013 be approved.

407-2012

CARRIED

MOVED by Director Kinney, SECONDED by Director Racz, that the appointment of Dennis Baran to the Haida Gwaii Regional Recreation Commission Board of Commissioners as a Member-at-Large be approved as presented.

408-2012

CARRIED

4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1 Haida Gwaii Regional Recreation Commission – December, 2011 Program Statistics

MOVED by Director Nobels, SECONDED by Director Kinney, that the Haida Gwaii Regional Recreation Commission – December, 2011 Program Statistics be received for information.

409-2012

CARRIED

5. DELEGATION

5.1 Port Edward Historical Society – North Pacific Cannery Update

Andrew Hamilton, President of the Port Edward Historical Society and Marty Bowles, the Regional District representative of the Society addressed the Board with the 2012 year-end update on the North Pacific Cannery.

This past year has seen the continuation of the conservation and stabilization projects at the Cannery. To date, 60% of the site has been conserved and stabilized, including the many waterside buildings on pilings. Over the past three years, this conservation work has amounted to over \$2,000,000, funded through various government granting bodies, including Parks Canada and Job Creation Programs. They were also awarded the BC Heritage Award for Conservation Achievement.

The Cannery's summer season was very successful. The travel advisory ranked it the number 1 site to visit in Prince Rupert. Staff put on a "Dinner Series" which was very successful and will be continued next summer.

The Chair thanked Mr. Hamilton and Mr. Bowles for their presentation.

FINANCE

- 6.1 J. Robb, Treasurer and J. Merrick, CAO – Draft “Authority for Financial (Banking) Transactions” Policy

MOVED by Director Kulesha, SECONDED by Director Nobels, that the Draft “Authority for Financial (Banking) Transactions” Policy be adopted as amended, with the removal of the following:

2.1 Cheques

- 2.1.2 Cheques in the amount of \$5,000 or under may have the Chair’s signature attached electronically by the accounting software. One authorized staff person will manually approve each cheque by signing it.

410-2012

CARRIED

- 6.2 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for November, 2012

MOVED by Director Kinney, SECONDED by Director Bjorndal, that the staff report on Cheques Payable over \$5,000 issued by the Skeena-Queen Charlotte Regional District for November, 2012 be received and filed.

411-2012

CARRIED

7. CORRESPONDENCE

- 7.1 Environmental Officer – Liquid Natural Gas Project Application

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from the Environmental Officer regarding the Liquid Natural Gas Project Application be received and filed.

412-2012

CARRIED

- 7.2 Ecotrust Canada – Socioeconomic Assessment of Commercial Fisheries

MOVED by Director Kulesha, SECONDED by Director Racz, that the correspondence from Ecotrust Canada regarding Socioeconomic Assessment of Commercial Fisheries be received for information.

413-2012

CARRIED

- 7.3 Jenny Kwan, MLA, Vancouver-Mount Pleasant – European Union Comprehensive Economic and Trade Agreement

MOVED by Director Kulesha, SECONDED by Director Putterill, that the correspondence from Jenny Kwan, MLA, Vancouver-Mount Pleasant regarding European Union Comprehensive Economic and Trade Agreement be received and filed.

414-2012

CARRIED

7.4 Coastal Community Network – 2013 Subscriptions and Board of Directors

MOVED by Director Nobels, SECONDED by Alternate Director Garon, that the correspondence from the Coastal Community Network regarding the 2013 Subscriptions and Board of Directors be received.

415-2012**CARRIED****7.5 Vancouver Island Regional Library – Facilities' Policy**

MOVED by Director Kulesha, SECONDED by Director Nobels, that the correspondence from the Vancouver Island Regional Library regarding Facilities' Policy be received.

416-2012**CARRIED**

MOVED by Director Putterill, SECONDED by Director Gould, that a letter be sent to the Vancouver Island Regional Library asking them to consider the feasibility of co-locating the library in Sandspit in the school, if School District No. 50 would be in favour of it.

417-2012**CARRIED****7.6 Kim Mushynsky, CAO, Village of Port Clements – Northern Allowance**

MOVED by Director Kulesha, SECONDED by Director Nobels, that the correspondence from Kim Mushynsky, CAO, Village of Port Clements regarding the Northern Allowance be received;

AND THAT the Regional District sign a letter, along with the Villages of Masset, Port Clements and Queen Charlotte, addressed to the Honourable James Flaherty, Minister of Finance, requesting the following concerns which were not previously addressed regarding the Northern Living Allowance, be reviewed:

“That since the inception of the Northern Residents Tax Allowance in 1987, there has only been one review resulting in a 10 percent increase whereas the overall value has decreased by at least 60 percent;

That the current geographical boundaries upon which the zones are based is not reflective of the actual cost of living or level of isolation that some of the northern communities face and that the criteria for classification of zones needs to be reviewed.”

418-2012**CARRIED****7.7 Village of Port Clements – Cell Service in Port Clements**

MOVED by Director Gould, SECONDED by Director Putterill, that the correspondence from the Village of Port Clements regarding Cell Service in Port Clements be received and filed.

419-2012**CARRIED**

- 7.8 Ministry of Community Sport & Cultural Development – Incorporation Study for the Community of Sandspit

MOVED by Director Putterill, SECONDED by Director Kulesha, that the correspondence from the Ministry of Community Sport & Cultural Development regarding the Incorporation Study for Sandspit be received;

AND THAT the Regional District write a letter to the Ministry requesting that appropriate funds be earmarked in their 2013 budget for an Incorporation Study to be conducted for Electoral Area E.

420-2012

CARRIED

- 7.9 Transport Canada – Port Divestiture Program (Sandspit facility)

MOVED by Director Gould, SECONDED by Director Nobels, that the correspondence from Transport Canada regarding the Port Divestiture Program (Sandspit facility) be received and filed.

421-2012

CARRIED

- 7.10 Ministry of Transportation and Infrastructure – Line Painting on Haida Gwaii

MOVED by Director Bjorndal, SECONDED by Director Gould, that the correspondence from the Ministry of Transportation and Infrastructure regarding Line Painting on Haida Gwaii be received and filed.

422-2012

CARRIED

- 7.11 Fort St. John – Community Mail Box Installation Fees

MOVED by Director Putterill, SECONDED by Director Racz, that the correspondence from Fort St. John regarding Community Mail Box Installation Fees be received and filed.

423-2012

CARRIED

- 7.12 Union of BC Municipalities – *The Compass* Newsletter

MOVED by Director Nobels, SECONDED by Director Bjorndal, that the correspondence from the Union of BC Municipalities regarding *The Compass* Newsletter be received and filed.

424-2012

CARRIED

MOVED by Director Putterill, SECONDED by Director Bjorndal, that staff send a letter to the UBCM Executive asking them to intervene on the behalf of coastal communities in the BC Ferries consultation process as it is contrary to the local governments' primary concerns which include fares and service levels.

425-2012

CARRIED

8. REPORTS – RESOLUTIONS**8.1 J. Merrick, Chief Administrative Officer – New Policies**

MOVED by Director Gould, SECONDED by Director Racz, that the Chief Administrative Officer's report regarding New Policies be received;

AND THAT the "Waiving of Fees and Other Charges" policy be adopted as presented;

AND FURTHER THAT the "Grant-in-aid for Sports, Arts and Cultural Events" policy be adopted as presented.

426-2012**CARRIED****8.2 J. Fraser, Deputy Corporate Officer – *Board Highlights* Communications Piece**

MOVED by Director Kulesha, SECONDED by Director Nobels, that the Deputy Corporate Officer's report regarding *Board Highlights* Communications Piece be received;

AND THAT staff prepare the *Board Highlights* communications piece following the monthly SQCRD Board meeting(s);

AND FURTHER THAT it be posted to the SQCRD website for the public and distributed to the following:

- Media (Prince Rupert Northern View and the Haida Gwaii Observer);
- Chief Administrative Officer of each member municipality of the Regional District; and
- Each SQCRD Director and Alternate Director.

427-2012**CARRIED****8.3 J. Fraser, Deputy Corporate Officer – Board Voting Strengths Updated to 2011 Census**

MOVED by Director Putterill, SECONDED by Director Racz, that the Deputy Corporate Officer's report regarding Board Voting Strengths Updated to 2011 Census be received;

428-2012**CARRIED****9. BYLAWS****9.1 Bylaw 543 – Being a Bylaw to amend the Moresby Island Official Community Plan, Bylaw No. 236**

MOVED by Director Putterill, SECONDED by Director Nobels, that the "Moresby Island Official Community Plan Amendment Bylaw No. 543" be adopted.

429-2012**CARRIED**

- 9.2 Bylaw 544 – Being a Bylaw to amend the Moresby Island Interim Zoning Bylaw No. 186

MOVED by Director Putterill, SECONDED by Director Gould, that the “Moresby Island Interim Zoning Amendment Bylaw No. 544” be adopted.

430-2012

CARRIED

- 9.3 Bylaw 547 – Being a Bylaw to amend the Moresby Island Advisory Planning Commission and repeal the former bylaw, No. 389, 1999.

MOVED by Director Putterill, SECONDED by Director Racz, that the “Moresby Island Advisory Planning Commission Bylaw No. 547” be read for the third time.

431-2012

CARRIED

MOVED by Director Racz, SECONDED by Director Gould, that the “Moresby Island Advisory Planning Commission Bylaw No. 547” be adopted.

432-2012

CARRIED

- 9.4 Bylaw 548 – Being a Bylaw to establish the Graham Island Advisory Planning Commission and repeal the former bylaw, No. 358.

MOVED by Director Racz, SECONDED by Director Kulesha, that the “Graham Island Advisory Planning Commission Bylaw No. 548” be read for a third time.

433-2012

CARRIED

MOVED by Director Putterill, SECONDED by Director Gould, that the Graham Island Advisory Planning Commission Bylaw No. 548” be adopted.

434-2012

CARRIED

- 9.5 Bylaw 551 – Being a Bylaw to provide for the borrowing of money during fiscal year 2013 in anticipation of revenue.

MOVED by Director Bjorndal, SECONDED by Director Kinney, that the “Borrowing of Money During Fiscal Year 2013 in Anticipation of Revenue Bylaw No. 551” be read for the first time.

435-2012

CARRIED

MOVED by Director Kulesha, SECONDED by Director Nobels, that the “Borrowing of Money During Fiscal Year 2013 in Anticipation of Revenue Bylaw No. 551” be read for the second time.

436-2012

CARRIED

MOVED by Director Nobels, SECONDED by Director Gould, that the “Borrowing of Money During Fiscal Year 2013 in Anticipation of Revenue Bylaw No. 551” be read for the third time.

437-2012

CARRIED

MOVED by Director Putterill, SECONDED by Director Bjorndal, that the "Borrowing of Money During Fiscal Year 2013 in Anticipation of Revenue Bylaw No. 551" be adopted.

438-2012

CARRIED

10. LAND REFERRALS / PLANNING

- 10.1 J. Merrick, CAO – Development Approval Procedures and Fees - Update

MOVED by Director Gould, SECONDED by Alternate Director Geron, that the staff report "Development Approval Procedures and Fees – Update" be received;

AND THAT staff be directed to include the draft "Development Procedures and Fees Bylaw No. 549" on the January 18, 2013 agenda for consideration of adoption.

439-2012

CARRIED

Directors Putterill, Kulesha and Racz opposed.

- 10.2 J. Merrick, CAO – Crown Land Application Referral No. 60735247, crown foreshore being part of the bed of Butze Rapids, by Mavi Innovations.

MOVED by Alternate Director Geron, SECONDED by Director Nobels, that the Board support the Crown Land Application Referral No. 60735247, crown foreshore being part of the bed of Butze Rapids, by Mavi Innovations, on the condition that this referral has also been sent to the Allied Tribes in Lax Kwalaams for input.

440-2012

CARRIED

- 10.3 J. Merrick, CAO – Crown Land Application Referral No. 60518612, unsurveyed crown foreshore being part of the bed of Masset Inlet in the vicinity of District Lot 2910 in Port Clements, by Infinity West Enterprise Inc.

No resolution made.

- 10.4 J. Merrick, CAO – Crown Land Application Referral No. 60765008, Port Clements Industrial Park (that part of District Lot 997, Queen Charlotte District), by Village of Port Clements.

MOVED by Director Kulesha, SECONDED by Director Putterill, that the Board support the Crown Land Application Referral No. 60765008, Port Clements Industrial Park (that part of District Lot 997, Queen Charlotte District), by Village of Port Clements.

441-2012

CARRIED

11. OLD BUSINESS

- 11.1 Chair Pages – Northern Development Initiative Trust – Pooled Approach to Funding

MOVED by Director Putterill, SECONDED by Director Racz, that Northern Development Initiative Trust be informed that the Regional District is not in support of the pooled approach to funding;

MOVED by Director Kulesha, SECONDED by Director Gould, that this motion be tabled to the January 18th, 2013 Regular SQCRD Board Meeting:

442-2012

CARRIED

Director Putterill opposed.

- 11.2 J. Fraser, Deputy Corporate Officer – Tides Canada

MOVED by Director Bjorndal, SECONDED by Director Nobels, that the Deputy Corporate Officer's report regarding Tides Canada be referred to the January 18th, 2013 Regular SQCRD Board meeting;

AND THAT Directors send any questions they would like to see answered by *Tides Canada* to the Deputy Corporate Officer no later than January 8, 2013.

443-2012

CARRIED

12. NEW BUSINESS

- 12.1 Director Putterill – Sandspit Tsunami Evacuation Site Completion

MOVED by Director Putterill, SECONDED by Director Kulesha, that the Board approve Moresby Island Management Committee to apply for a grant to Gwaii Trust to complete the Sandspit emergency evacuation site.

444-2012

CARRIED

- 12.2 Director Putterill – Sandspit Water System Regulation Bylaw

MOVED by Director Putterill, SECONDED by Director Nobels, that beginning in April 2013, staff work with the Moresby Island Management Committee in drafting a regulation bylaw for the Sandspit Water System.

445-2012

CARRIED

- 12.3 Director Putterill – Sandspit Water System Treatment

MOVED by Director Putterill, SECONDED by Director Kulesha, that staff write to Northern Health asking for support for the Infrastructure Planning Grant applied for by the Regional District to assist with the Sandspit Community Water System Study.

446-2012

CARRIED

13. PUBLIC QUESTION PERIOD

There were 2 questions from the public.

14. IN CAMERA

THAT the public be excluded from the meeting according to Section 90(1)(k) of the *Community Charter* – “negotiations and related discussions respecting the proposed provision...”

15. ADJOURNMENT

MOVED by Director Bjorndal, SECONDED by Director Racz, that the Regular Board meeting of the Skeena-Queen Charlotte Regional District be adjourned at 9:10 p.m.

447-2012**CARRIED**

Approved and adopted:

Certified correct:

Barry Pages
Chair

Joan Merrick
Chief Administrative Officer

Haida Gwaii Regional Recreation Commission
 Quarterly Commission Meeting: Thursday, November 29, 2012
 Cacilia's B&B, 10293 Hwy 16, Tlell, BC

Present:

Lucy Neville HG Rec Coordinator – meeting Chair
Shirley Kricheldorf HG Rec Bookkeeper – taking minutes

Marg Youngson Masset Commissioner
Laurie Chisholm Sandspit Commissioner
Shawna McLeod Queen Charlotte Commissioner
Darcy Pollard Skidegate Commissioner
Amber Bellis Port Clements Commissioner

Sends Regrets:

Kris Olsen Member at Large Commissioner
Laura Williams Old Massett Commissioner

1. **Meeting called to order** at 6:12 p.m. by Lucy Neville, *a quorum is present and has been declared.*
2. **Amendments to the Agenda:** Addition of Moresby Island Travel Fund under 8e
3. **Motion to adopt the minutes from previous Commission Meeting**, held September 6 , 2012
 - a. Motion to adopt the minutes as circulated: Laurie C., 2nd by Marg Y.
 - i. Call to question: *Carried.*
4. **Business arising from previous minutes**
 - a. None.
 - i. Call to question: *Carried.*
5. **Introductions**
 - a. Shirley Kricheldorf, new bookkeeper, was introduced to all Commissioners.
6. **Reports**
 - a. 2012 Third Quarter Financial Report – presented by Shirley Kricheldorf, explanations of specific line items were given (i.e. Rent – decreased from budget due to move and last month's rent at Village of Masset office paid during a previous fiscal year; non-rebatable portion of HST not included in amounts and to be adjusted at end of fiscal year).
 - i. Motion to Adopt 2012 Third Quarter Financial Report: Marg Y., 2nd by Laurie C.

- b. 2012 October Monthly Report – presented by Lucy Neville; very busy month with lots of programs offered.
 - i. Motion to Adopt 2012 October Monthly Report: Darcy P., 2nd by Amber B.
- c. 2012 Third Quarter Program Revenue Report – presented by Lucy Neville with further explanation by Shirley Kricheldorf.
 - i. Motion to Adopt 2012 Third Quarter Program Revenue Report Report: Darcy P., 2nd by Laurie C.
- d. Call to Question on above Reports 6a – 6c: *Carried*.

7. Old Business

- a. Member-At-Large – Dennis Baran was approved by the SQCRD Board as our final Member-At-Large, and has been sent a congratulatory email; we hope to see him at the next meeting.
 - i. Motion to Accept 7a – by Darcy P., 2nd by Marg Y.
- b. Interim HG Rec Coordinator – recommendation to hire Pamela Richardson as the interim coordinator was unanimously approved by Regional District.
 - i. Motion to accept 7b – by Darcy P., 2nd by Laurie C.
- c. HG Rec Inventory – this task has now been completed and a sign in/out system for loaning of equipment such as aerobic steps is implemented.
 - i. Motion to accept 7c - by Darcy P., 2nd by Marg Y.
- d. Call to Question on above items 7a – 7c: *Carried*.

8. New Business

- a. Movie Licensing & Usage Updates – the need to move from VHS to DVD due to poor quality sound and visuals for VHS instigated a search for other movie licensing providers; currently HG Rec is licensed through Criterion Pictures. The HG Rec Coordinator vetted several other licensing companies, all of which had the exact issues of Criterion due to industry standard. Upon hearing of the Coordinator's search for better options, Criterion opened negotiations to lowered rates; after discussions with the Criterion rep it was determined they would be able to provide DVDs instead of VHS for two additional studios in the 2013 year. Criterion also further agreed to reduce our annual fee by \$400.00 a year. HG Rec will also be extending the licensing to include any Canada Arts Council films (they are hoping to offer "adult evenings out" movie showings once a month); HG Rec will provide sponsorship for licensing and insurance.
 - i. Motion to Accept 8a: Laurie C., 2nd by Marg Y.
 - ii. Call to Question: *Carried*.
- b. Request to RD – Cost of Living Consideration – during the recent hiring process for the interim coordinator, a range of industry standards for rates of pay that were accessed to determine a competitive wage indicated that our wages for the position had a significant discrepancy, and are far below rates for similar positions at comparative sized communities and regions in British Columbia. It was also noted that there has not been an increase in either the Recreation Coordinator or Recreation Book-Keeper wage

for several years; the Book-Keeper wage was researched for reference, and is similarly noted as far below industry standard. Interestingly, it was noted that both the Recreation Coordinator and Recreation Book-keeper wages are lower than those of all instructors paid through HG Rec. Discussions with the SQCRD CAO indicated that a Request for Resolution regarding a Cost of Living Consideration for the two staff positions would be prudent.

- i. Motion to submit a Request for Resolution to the SQCRD Board of Directors regarding a Cost of Living Consideration for both the Recreation Coordinator and the Recreation Book-Keeper –Darcy P., 2nd by Shawna M.
 - ii. Call to question: *Carried*.
- c. HG Rec Equipment Orders – on behalf of the ASSI Youth Coordinator, the HG Rec Coordinator discussed the issues surrounding submitting large purchase orders for a variety of programs, such as the equipment needed for the Run, Jump, Throw programs, Alternate Fitness, and Open Water Wisdom. Currently the Recreation Coordinator and the ASSI Coordinator utilize personal credit cards to purchase these items, which are frequently above \$1000.00. The HG Rec Coordinator and ASSI Youth Coordinator requested the use of a Global Payment Mastercard for Haida Gwaii Recreation purchases.
 - i. Motion to apply for a Global Payment Mastercard via the Haida Gwaii Recreation account at Northern Savings Credit Union: Shawna M., 2nd by Laurie C.
 - ii. Call to question: *Carried*.
- d. Addition to HG Rec Signatories – Interim Coordinator, to facilitate the signing of cheques during the period of the interim coordinator's employment. Due to the limitation of a maximum four signers, removing Marg Youngson as a signatory for that period.
 - i. Motion to add Pamela Richardson as signatory on the Haida Gwaii Recreation bank account, and remove Marg Youngson as a signer for the period of December 18th, 2012 – April 30th, 2013: Shawna M., 2nd by Amber B.
 - ii. Call to question: *Carried*.
- e. Moresby Island Travel Fund – due to its depletion of funds by Sandspit residents in June 2011, the Moresby Island Travel Fund for 2011 was increased in from \$1500.00 to \$2700.00, via allocation of all-island HG Rec Program Revenue. This additional funding was utilized and depleted in December 2011. The fund was set up to cover ferry costs for residents of Sandspit to attend recreation events; with the support of Evan Putterill, the HG Rec Coordinator suggested that the HGRRC Board consider adding this annual funding as a line item on the 2013 Core Funding Budget Request, as a means of creating service equity for Sandspit residents who are prohibited via ferry from attending recreation programs available to Graham Island residents. To cover the increase in on-island gas prices since 2011, the original funding amount of \$1500.00 has been increased to \$1800.00. HG Rec will continue to sponsor free bus travel for special events for all-island communities.

Haida Gwaii Regional Recreation Commission Quarterly Meeting Minutes – November 29, 2012

- i. Motion to add a HGRRRC Core Budget line item for the Moresby Island Travel Fund in the amount of \$1800.00 for the 2013 fiscal year: Amber B., 2nd by Darcy P.
- ii. Motion by Laurie C. that ferry travel expenses will be exempt for events at which Haida Gwaii Recreation provides transportation: Darcy P., 2nd by Marg Y.
- iii. Call to question: *Carried*.

9. Open Discussion: Shawna M. and Darcy P. both noted how delicious the food was; the HG Rec Coordinator extended a thank-you to Carolyn Hesseltine for the excellent hospitality at Cacilia's B&B.

10. Adjournment & Next Meeting: Motion to adjourn the meeting at 7:45 pm: Laurie C. The next meeting was tentatively scheduled for May 30th, 2013, after return of Lucy Neville to Coordinator position; time and location to be determined.



Haida Gwaii Recreation Coordinator's Report

Month End: December 2012

Submitted By: Lucy Neville

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

Registered Programs

Shito Ryu Youth Karate – instructor Deavlan Bradley wrapped up the Fall session of this program with his group of 25 participants. The course will resume its regular session times in January, and run each Tuesday and Thursday from 6-7:30 pm, at **Queen Charlotte** Secondary.

Body Burn – BCRPA instructor Angela Gross pushed her participants' commitment to fitness twice weekly, now with a combined class comprising Body Burn and Intro to Crossfit. This program runs each Monday and Wednesday at **Queen Charlotte** Secondary, from 6:30 – 7:30 pm, with a total of 18 participants twice weekly.

Weight Room Orientations – Instructor Angela Gross held an orientation in **Queen Charlotte** on December 6th at 7 pm, for a total of 7 participants.

Alternate Fitness – instructor Ruth Bellamy concluded the Fall session of Alternate Fitness on December 21st. This program ran every Tuesday and Thursday from 12:30 – 1:15 at the **Port Clements** Multiplex Senior's Room. Alternate Fitness is free for participants, and is designed to provide increased fitness and mobility options for those living with, or at risk for, chronic disease. Port Clements classes have an average of 3 people. BCRPA-certified instructor Harold White concluded his first run of classes in **Masset**, every Tuesday and Thursday from 12:30 – 1:15, on December 21st, with a total of 8 participants.

Bike Re-Psych Repair Workshops – the bicycle crew put away their tools for Christmas Break in mid-December, and will again be opening the doors of the mobile trailer to the community in January. These workshops provide community members with knowledge

and skills to repair their rides, assist friends, and reduce car costs. Workshop averages are 8 people.

Aikido for Beginners – longtime HG Rec instructor Toby Sanmiya concluded his introductory course outlining the basics of Aikido and its fundamental movements, every Friday in **Queen Charlotte** from 5-7 pm, on December 14th. Returning students will work their way to an intermediate class session each Tuesday as skills develop, with the class currently hosting 6 participants.

Wado Kai Karate for Kids – green-belt Sempei Harmonie wrapped up this Fall's Wado Kai session on December 10th, which ran each Monday from 3:15 – 4:15 at the **Port Clements** Multiplex, with a total of 6 participants.

French for Fun – this group practiced la langue in **Masset** till mid-December, guided by fluent speaker Vanessa Liston. The program resumes in January at Tahayghen Elementary, and is for all elementary-school aged children, with a total of 20 participants.

Muay Thai / Kickboxing – returning instructor Ben Harris wrapped up this filled-to-max-capacity classes, each Thursday at the Howard Phillips Hall, 7-8 pm, in **Masset**, with a total of 15 registered participants.

Sea Kayaking Classes – instructor extraordinaire Joanne Hager paddled right to the bitter end, every Saturday at the SHIP building in **Skidegate**. A total of 9 participants average each class, which ended on December 8th.

Vinyasa Flow Yoga – this iyengar-based program is taught by Hatha-certified instructor Chandra Bailey, and ran twice weekly in **Masset** at the Haida Gwaii Rec building, every Tuesday and Thursday from 5:30 – 7:00, with an average of 7 participants.

Beginner Flow Yoga – this introduction to iyengar-based Flow Yoga, taught by Chandra Bailey, ran once weekly in **Port Clements** at the Seniors' Room, every Monday from 5:15 – 6:45, with an average of 5 participants.

Movie

High school dances, costume drama and tweens were on the big screens of Haida Gwaii this December with showings of 'Fun Size' in **Masset**, **Sandspit**, and **Queen Charlotte**. Attendance was low at this movie across the islands, due to the all-week scheduling of the Christmas Classics basketball tournament.

Concession in QCC was provided by the Living and Learning School, the Sandspit Canadian Junior Rangers in Sandspit, and the GMD Girls' Basketball team in Masset.

December Movie Showing:

Masset - 8

Queen Charlotte - 35

Sandspit – 6

Total December 2012 Movie Attendance: **51**

Drop In Programs

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

ALL GYM USE CLOSED AS OF DECEMBER 14

QCSS

Mondays:

Badminton 7:30 – 9:30

Thursdays:

Volleyball 8:00 – 10:00

SKA

Tuesdays:

Aikido / Movement Practice 5:00 – 9:00

GMD

Mondays:

Volleyball 7:00 – 9:00

Tuesdays:

Badminton 7:00 – 9:00

Wednesdays:

Senior Men's Basketball 7:00 – 9:00

Fridays:

Senior Men's Basketball 7:00 – 9:00

Events and Affiliated Programs

Haida Gwaii Youth Symposium – hosted by the Old Massett Youth Program, this two-day symposium brought together all-island youth of Haida Gwaii in an atmosphere designed to inspire, encourage, unite and ignite. It included a series of speakers from across the islands, as well as the President and Vice President of the Haida Nation, Peter Lantin and Trevor Russ, as well as entrepreneurs, the outgoing CHN President, youth workers, and local artists. The Haida Gwaii Recreation Coordinator accepted an invitation to present on the first day of the symposium, and additionally sat on a panel to discuss issues of youth education as well. The event included dance presentations, a Closing Gala and Awards Ceremony, and a series of youth challenges, including a \$1000.00 prize for the winning group. A total of **89** speakers and participants from across Haida Gwaii attended.

After School Sport Initiative (ASSI) Programs

Youth Coordinator Pamela Richardson continued the Fall roster of ASSI programs in school locations across Haida Gwaii, including an expansion to Sk'aadga Naay Elementary school. This initiative now delivers a total of 15 subsidized programs across Haida Gwaii for youth ages 5-18, and focuses on combining peer mentorship with healthy activity and fundamental sport development skills. Below are the programs and attendances for the month of December:

Food and Fitness (Port Clements) – 47
Youth Aikido (QCC/SKG) – 19
Girls' Club (Old Massett) – 28
Teen Gym (Masset and Port Clements) – 104
Music Mixing and Production (Masset) – 12
Free Gym (Port Clements) – 40
Sports Club (Skidegate) – 63

Total attendance for ASSI programs: **313**

Total December 2012 participants in HG Rec programs/events/movies: 590

*Statistics for December 2011 were **403** participants in HG Rec. Programs.

Upcoming Spring Classes

Movies – HG Rec will be partnering with the HGAC (see below) to show 'Argo' in **Queen Charlotte**. We expect that we will have at least **50** people at this movie.

After School Sport Initiative (ASSI) Program 2012/2013 – the 2013 sessions of ASSI programs will begin as schools reopen, in the second week of January. 2013 programs will include: paddle-making, fitness, surfing, music lessons, rugby, open gym, cooking,

canoeing, aikido, kickboxing, basketball and weaving. We expect a total of **240** participants for the 2013 season of ASSI.

Alternate Fitness Expansion— long-time HG Rec instructor Heather Brule has now completed her BCRPA Third Age training, and will be expanding her instruction base to include much-needed Alternate Fitness classes in both **Queen Charlotte** and **Sandspit** this coming January. A total of **16** participants are expected.

Red Cross Babysitters' Program – funding has been acquired to hold a series of Red Cross Babysitters' programs throughout Haida Gwaii, which will give youth ages 11-15 the protocol, safety measures, First Aid and professional structuring necessary to be the most informed and educated babysitters they can be. This program will be at no cost to participants, and is on hold until a replacement for the initial instructor, Debbie Van't Kruis, is found. The program will take place in **Masset, Port Clements, Queen Charlotte** and **Sandspit**; a total of **45** participants are expected.

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

Other Projects and Reporting

HGAC Licensing

The HG Rec Coordinator and the Haida Gwaii Arts Council (HGAC) Chair, Beng Favreau, have collaborated to expand the Movie Nights program from its current once-monthly youth-friendly movie, to include a once-monthly film for adults. The HGAC will operate for free under the HG Rec license, and HG Rec has obtained permission from the film licensor and distributor, Criterion Pictures, to expand our license to include these films. We are excited both to strengthen our relationship with the HGAC, as well as broaden the current spectrum of recreation opportunities available to adults on Haida Gwaii. The first film of this collaboration, 'Argo', will be shown in January 2013.

Interim Coordinator

Ms. Pamela Richardson trained with the HG Rec Coordinator throughout November and December, and begins her official position as the HG Rec Interim Coordinator on January 2, 2013. The ASSI Program Assistant Coordinator, Kelsey Kricheldorf, will assume a greater level of responsibility as she broadens her role to Youth Coordinator for the months of January – May 2013.

Lucy Neville

Haida Gwaii Recreation Coordinator



**Minutes of the Moresby Island Management Committee Regular Board Meeting held on
Thursday December 13th, 2012 at 7:00 p.m.**

Members Present: Evan Putterill (Chair)
Carole Bowler
Emmy O’Gorman
Gord Usher
Kristi Schmitz

Members Absent: Stanley Hovde (with regrets)
Heron Wier (with regrets)

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

Public: Alex Rinfret
Bob Ells
Kathy Goalder
Deb McGowan
Verlyn Bateham

1. CALL TO ORDER at 7:10 pm

2. APPROVAL OF AGENDA

MOVED by Emmy O’Gorman, SECONDED by Carole Bowler to approve the agenda with the addition of 9.5 Community Hall Minutes and 9.9 Sandspit Community Society.

CARRIED 2012-088

3. DELEGATES - None

4. RISE & REPORT - None

5. PUBLIC INPUT

There were two comments from the public.

Action Item: To have a suggestion box at the front door at the Community Dinner.

Action Item: Post the observer meeting date ad two weeks prior to the meeting date and post at Supervalu and the post office.

6. OLD BUSINESS

6.1 MIMC Administration Financial Operating Statement

MOVED by Kristi Schmitz, SECONDED by Emmy O’Gorman to receive and file the MIMC Administration Financial Operating Statement.

CARRIED 2012-089

MOVED by Gord Usher, SECONDED by Carole Bowler that any capital purchases of office equipment must come to the board with quotes.

CARRIED 2012-090

6.2 Water System Financial Operating Statement

MOVED by Kristi Schmitz, SECONDED by Carole Bowler to:

- Request that the Regional District allocate \$2,309.00 from the 2012 Water System Budget to cover cost overruns in MIMC’s operational budget for the system.
- Request that MIMC’s operating budget for the Sandspit Water System be increased in the future to cover the projected revenue gap shown in the 3rd Quarter Financial Operating Statement.
- Receive and file the 3rd Quarter Water System Financial Operating Statement as presented

CARRIED 2012-091

6.3 Incorporation Studies

Chair Putterill provided an update.

MOVED by Kristi Schmitz, SECONDED by Emmy O’Gorman that we write to the Regional District to keep putting pressure on the Province to get the Sandspit Incorporation study done.

CARRIED 2012-091

6.4 Tsunami Site Application

MOVED by Carole Bowler, SECONDED by Emmy O’Gorman to apply to Gwaii Trust Major Program for Tsunami Site funding and to ask the Regional District for a funding commitment for matching funds.

CARRIED 2012-092

6.5 Transfer of Sandspit Recreation Committee to the Sandspit Community Society

MOVED by Gord Usher, SECONDED by Carole Bowler to transfer Sandspit Recreation Committee from Moresby Island Management Committee to Sandspit Community Society.

CARRIED 2012-093

7. NEW BUSINESS

7.1 BYL AW 549

MOVED by Gord Usher, SECONDED by Carole Bowler to send a letter to the Regional District that the fee structure within bylaw 549 would inhibit economic growth and that MIMC does not agree with this fee structure and would like the fee to remain at its current rate.

CARRIED 2012-094

8. FOLLOW UP ACTION LIST (FUAL)

8.1 FUAL December 2012

MOVED by Gordon Usher , SECONDED by Kristi Schmitz that the December 2012 FUAL be received as presented.

CARRIED 2012-095

9. REPORTS

9.1 Water System Operator's Report

MOVED by EMMY O'Gorman, SECONDED by Kristi Schmitz to receive and file the Water System Operator's Report for October/November, as presented.

CARRIED 2012-096

MOVED by Gord Usher, SECONDED by Carole Bowler to refer the report on Fire Hydrants to the January in-camera meeting.

CARRIED 2012-097

9.2 Gwaii Trust Director's Report

Kristi Schmitz provided a verbal report

9.3 Electoral Area Director's Report

9.3.1 SQCRD Meeting Minutes October 26, 2012

9.3.2 SQCRD Meeting Minutes November 23, 2012

9.3.3 MIEDS Report

9.4 Recreation Committee Report

9.4.1 Sandspit Recreation Committee Minutes December 4, 2012

MOVED by Kristi Schmitz, SECONDED by Carole Bowler that the Sandspit Recreation Committee Minutes be received, as presented.

CARRIED 2012-098

9.5 Sandspit Community Hall Report

9.5.1 Sandspit Community Hall Minutes

MOVED by Kristi Shmitz, SECONDED by Carole Bowler to receive and file the Sandspit Community Hall Minutes.

4

CARRIED 2012-099

9.6 QCI Recreation Report – not available

9.7 Sandspit Emergency Preparedness Program Report

Carole Bowler presented a verbal update

9.8 Community Futures – no report

9.9 Sandspit Community Society

Chair Putterill presented a verbal report.

10 CORRESPONDENCE - none

11 APPROVAL OF PREVIOUS MINUTES

11.1 November 8, 2012 Regular Meeting Minutes

MOVED by Kristi Schmitz, SECONDED by Carole Bowler to adopt the November 8, 2012 Meeting Minutes.

CARRIED 2012-100

12 UPCOMING MEETING DATES

Action Item: To post a yearly meeting schedule notice in January 2013.

13 PUBLIC INPUT

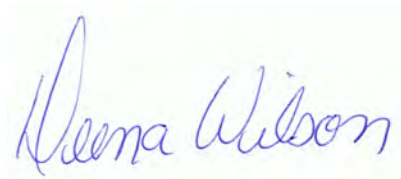
There were several comments/questions from the public.

14 ADJOURNMENT

MOVED by Kristy Schmitz to adjourn the meeting at 09:05 PM.

Certified Correct

Approved & Adopted



Deena Wilson, Administrative Clerk



Evan Putterill, Chair

Skeena-Queen Charlotte Regional District
Cheques payable over \$5,000 - DECEMBER, 2012

Payable To	Date	Amount	Purpose
Big Red Enterprises Ltd.	10-Dec	\$16,589.94	Nov/12 Garbage Collection
Harbour Machining	10-Dec	\$5,537.53	Baler - Electrical Setup & Install
Lax Kw'Alaams Holdings Ltd.	10-Dec	\$35,046.28	Jan-Dec/12 Rent (RD office)
Moresby Island Management Committee	10-Dec	\$24,789.50	Sandspit Water Utility Annual Grant - Pymt. 2 of 2
Sandspit Volunteer Fire Department	10-Dec	\$13,761.00	2012 Annual Grant - Payment 2 of 2
VADIM SOFTWARE	10-Dec	\$6,921.60	2013 Support Plan
Municipal Insurance Association (MIA)	12-Dec	\$8,475.00	2013 MIA Insurance - Casual Legal Service
Rupert Wood 'N Steel	12-Dec	\$19,241.60	New Baler Setup - Construction of Baler Pit
At Source Recycling Systems Corp.	20-Dec	\$81,430.16	60% Baler Deposit (Gemini Extreme Baler) & 10% Final Payment
Receiver General	7-Dec	\$7,975.96	PP#23 Payroll Remittance
Municipal Pension Plan	14-Dec	\$5,097.19	PP#23 Payroll Remittance
Receiver General	10-Dec	\$10,300.78	PP#24 Payroll Remittance
Receiver General	21-Dec	\$8,339.05	PP#25 Payroll Remittance
Municipal Pension Plan	19-Dec	\$10,194.37	PP#24 & 25 Payroll Remittance
Municipal Pension Plan	28-Dec	\$5,556.25	PP#26 Payroll Remittance
Receiver General	21-Dec	\$10,102.88	PP#26 Payroll Remittance

TOTAL CHEQUES OVER \$5,000: \$269,359.09



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
 PO Box 198
 Port Clements, BC
 V0T1R0
 Phone :250-557-4295
 FAX :250-557-4568
 Email : office@portclements.ca
 Web : www.portclements.ca

January 2, 2013

To: Skeena Queen Charlotte Regional District

Re: Proposed Inter-coastal Transportation Link

The Village of Port Clements is putting together a two pronged project to both assist Haida Gwaii with transportation challenges as well as provide support for other small communities along the coast between Vancouver and Haida Gwaii.

The first portion of the project is to build a container port/barge facility in Port Clements so that we have the capacity to load/offload barges at all tides. Since we feel that containerization is the way of future shipping we want to configure our port to allow for handling regular and container style shipments.

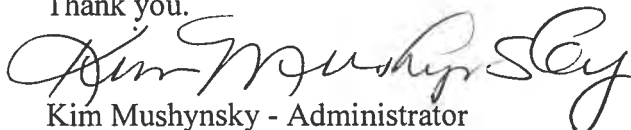
The second portion of the project is to purchase, or lease, a self-loading barge with which to ship product up and down the coast. By purchasing a self-loading barge we minimize the infrastructure requirements in communities on the north coast and mid-coast. It is our vision that this barge becomes a cost-effective, critical transportation link among communities who do not have enough volume to run regular barges on their own, similar to ourselves.

Port Clements feels that prohibitive transportation costs have a major negative impact on the economic situation on Haida Gwaii and we seek to address this concern via a community owned container port and barge. We are particularly concerned about getting this project running in light of recent BC Ferry indications that cuts in service and/or increases in prices are in our near future.

As a part of the due diligence, and as a requirement for funding, we are getting a Business Case Study done on each of the concepts and are seeking \$37,250.00 from Gwaii Trust which represents 50% of the total study costs. We have confirmed \$20,000 in funding from NDIT already.

We would appreciate a letter of support from your community for our Gwaii Trust Application prior to January 23, 2013.

Thank you.


 Kim Mushynsky - Administrator



December 18, 2012

Mr. Michael Carter
Executive Vice President
Canada Development Investment Corporation
1240 Bay Street, Suite 302
Toronto, Ontario M5R 2A7

Dear Mr. Carter;

On behalf of the North Central Local Government Association I am writing to in regards to the proposed sale of Ridley Terminals.

We believe that this facility plays a vital role in the economy of not only our region, but for the entire province of BC.

We are aware that the business community has expressed support for the sale of Ridley Terminals., and while we are definitely in favor of new investment opportunities and job creation for our region, we do have some concerns.

We strongly encourage you to ensure that our members are adequately consulted prior to the terms of sale being established for Ridley Terminals. This consultation should primarily be with the communities and First Nations who are most affected by the sale, and then expanded to include our entire membership, as the sale has the potential to have an effect throughout our region.

We also feel that it is absolutely imperative that the majority ownership of Ridley Terminals should remain Canadian, and that the port should remain available for all users at a competitive rate. We would welcome the opportunity to provide feedback on any potential terms of sale.

Thank you for your consideration,

Yours truly,

Mayor Mitch Campsall, District of 100 Mile House
President, North Central Local Government Association

pc Minister Ted Menzies, Minister of State (Finance)
cc Mr. Byng Giraud, Acting Chair Ridley Terminals
NCLGA Members



THE CORPORATION OF DELTA

From the office of:

The Mayor,
Lois E. Jackson

December 3, 2012

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

Dear Chair Pages and Directors,

Re: Assessment Appeal – BC Ferries Inc. Horseshoe Bay Ferry Terminal Properties

Please be advised that at the November 19, 2012 Executive Meeting, Delta Council endorsed the following motion:


"THAT the Mayor write to the Honorable Bill Bennett, Minister of Community, Sport and Cultural Development requesting the Province to consider legislative measures to protect the municipalities from any loss of revenue resulting from the Property Assessment Appeal Board's decision."

Subsequently, at its Executive Meeting on November 26, 2012, Delta Council further resolved:

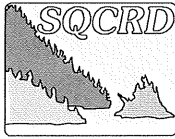
"THAT the Mayor write to the Honorable Bill Bennett, Minister of Community, Sport and Cultural Development and the Mayors of West Vancouver, Nanaimo, North Saanich and any other local government that contains a BC Ferry Services facility requesting a meeting of the Minister and Mayors of all affected municipalities to discuss legislative measures to protect the municipalities from any loss of revenue resulting from the October 29, 2012 Property Assessment Appeal Board ruling with respect to BC Ferry Services' Horseshoe Bay Ferry Terminal properties."

This is provided for your information.

Yours truly,


Lois E. Jackson
Mayor

cc: Delta Council
George Harvie, Chief Administrative Officer
Karl Preuss, Director of Finance
Greg Vanstone, Municipal Solicitor



BOARD REPORT – REGULAR MEETING

DATE: January 18th, 2013

FROM: Jennifer Robb, Treasurer

SUBJECT: Parcel Tax Roll Review Panel

RECOMMENDATIONS:

THAT the Board appoints at least 3 members as the Parcel Tax Roll Review Panel to meet and review the Sandspit Water Parcel Tax Roll;

AND THAT the Board establish March 15th, 2013 at 6:45pm as the sitting of the review panel;

AND THAT the Board designates Director _____ as Chair for the review panel.

AND FURTHER THAT the Treasurer be designated as the “Collector” for the parcel tax roll.

REASON FOR REPORT:

Division 4 of the Community Charter provides the conditions under which a parcel tax can be imposed for a given service. The SQCRD has a parcel tax for the Sandspit Water system and is therefore required to undertake a process to confirm and authenticate the roll each year.

This process includes producing the roll, advertising where the public can view the roll, as well as the process for making a written complaint in regard to the following:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- (d) an exemption has been improperly allowed or disallowed.

Once the roll has been available for public review and written complaints have been received, the Collector may amend the roll accordingly. In some circumstances the complaints will be referred to the Roll Review Panel for decision. The final step is to have the roll formally authenticated by certificate signed by the majority of the members of the review panel.

COST AND BUDGET IMPLICATIONS:

Staff recommend that there be no director remuneration approved for this meeting as it will be held in conjunction with the regular monthly Board meeting.

CONCLUSION:

The Parcel Tax Roll Review Panel process is a legislative requirement and as such will be brought to the Boards attention each year in preparation for the annual parcel tax requisition.



Jennifer Robb, Treasurer

SKEENA – QUEEN CHARLOTTE REGIONAL DISTRICT**BYLAW NO. 549,2013**

Being a Bylaw to establish development approval procedures and fees.

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

WHEREAS the Skeena-Queen Charlotte Regional District must under section 895 of the *Local Government Act*, by bylaw, define procedures under which an owner may apply to amend an official community plan, a zoning bylaw, or for the issue of a permit under Part 26 of the *Local Government Act*;

AND WHEREAS the Skeena-Queen Charlotte Regional District must under section 920.1 of the *Local Government Act*, by bylaw, define procedures and policies on the process for requiring development approval information and the substance of information that may be required in areas so designated in an official community plan;

AND WHEREAS the Skeena-Queen Charlotte Regional District must under sections 892, 893, 921 and 922 of the *Local Government Act* give notice to land owners and occupiers of a public hearing or the waiving of a public hearing for an amendment to an official community plan zoning bylaw, for the issuance of a temporary use permit and a development variance permit, and may, by bylaw, specify distances for giving notice;

AND WHEREAS the Skeena-Queen Charlotte Regional District may under section 176 of the *Local Government Act* delegate certain powers, duties and functions to its officers and employees;

AND WHEREAS the Skeena-Queen Charlotte Regional District may under section 931 of the *Local Government Act*, by bylaw, impose fees for an application to amend an official community plan or a zoning bylaw, an application for a subdivision, an application for a permit under Division 9 of Part 26 of the *Local Government Act*, an application to the Board of Variance, and to cover additional costs of administering and inspecting works and services under Part 26 of the *Local Government Act*;

AND WHEREAS the Skeena-Queen Charlotte Regional District may under section 363 of the *Local Government Act* impose a fee or charge in respect of all or part of a service of the regional district;

AND WHEREAS the Skeena-Queen Charlotte Regional District Board is the approving authority for strata conversions of previously occupied buildings under the section 242 of the *Strata Property Act*;

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

CITATION

This Bylaw may be cited as the “Development Approval Procedures and Fees Bylaw No. 549.”

PROVISIONS

PART 1 – PURPOSE AND SCOPE

1.1 Purpose

This Bylaw outlines procedures and fees to amend land use policies and bylaw regulations and to issue permits and orders under Part 26 of the *Local Government Act*; for approval of strata conversions of previously occupied buildings pursuant to the *Strata Property Act* and for information requests related to compliance with Regional District land development requirements.

1.2 Scope

This Bylaw applies to the following:

- 1.2.1 an application to amend an official community plan bylaw, a zoning bylaw or both;
- 1.2.2 an application for the following types of permits:
 - a) a temporary use permit;
 - b) a development variance permit;
 - c) a development permit
- 1.2.3 an application for an order of the Board of Variance;
- 1.2.4 an application for a strata plan conversion of a previously occupied building pursuant to section 242 of the *Strata Property Act*;
- 1.2.5 a referral request on a proposed subdivision application for compliance with Regional District requirements; and
- 1.2.6 a request for property information.

PART 2 – DEFINITIONS AND INTERPRETATION

2.1 Definitions

For the purpose of this bylaw, the following terms are defined as follows:

“*Advisory Planning Commission*” or “*APC*” means an Advisory Planning Commission established by the Board from time to time.

“Approving Authority” means the “Board” pursuant to section 242 of the *Strata Property Act*.

“Board” means the elected and appointed Directors of the Skeena-Queen Charlotte Regional District Board in assembled meetings thereof.

“Board of Variance” means those persons appointed pursuant to section 899 of the *Local Government Act* as the Board of Variance for the Skeena-Queen Charlotte Regional District, acting in assembled meetings thereof.

“Corporate Officer” means a person appointed under section 198 of the *Local Government Act* to perform corporate administrative duties for the Skeena-Queen Charlotte Regional District.

“Development Approval Information” means information on the anticipated impact of the proposed activity or development on the community as delineated in section 920.1 of the *Local Government Act*, and, without limiting this, information regarding such matters as transportation patterns including traffic flow, local infrastructure, public facilities including schools and parks, community services, and the natural environment of the area.

“Local Government Act” means the *Local Government Act*, RSBC 1996, c 323, as amended or superseded from time to time.

“Official Community Plan” or *“OCP”* means an official community plan adopted by the Regional District as amended or superseded from time to time.

“Qualified Environmental Professional” means an applied scientist or technologist, acting alone or together with another qualified environmental professional, if;

- (i) the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association’s code of ethics and subject to disciplinary action by that association;
- (ii) the individual’s area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal; and
- (ii) the individual is acting within that individual’s area of expertise.

“Qualified Geotechnical Professional” means a professional engineer or a professional geoscientist with experience in geotechnical study and geo-hazard assessments.

“Qualified Land Development Professional” means a professional engineer, professional registered planner, professional architect, or other professional with experience relevant to land development as determined by the Corporate Officer, acting alone or together with another qualified land development professional.

“Regional District” means the Corporation of the Skeena-Queen Charlotte Regional District, in the Province of British Columbia, and where the context so requires also means the land included in the boundaries of the Skeena-Queen Charlotte Regional District.

“Requests Related to Regional District Land Development Requirements” means written requests for information related to existing development and use of established properties and requests for review of proposed subdivisions.

“Riparian Areas Regulation” means the *Riparian Area Regulation* adopted by Order in Council under the *Fish Protection Act*, S.B.C., 1997, c. 21, ss.12, 13 (1) and 37 (2), as amended or superseded from time to time.

“Species at Risk Act” means the *Species of Risk Act* (S.C.2002, c. 29) of Canada, as amended or superseded from time to time.

“Strata Property Act” means the *Strata Property Act*, SBC 1998, c. 43, as amended or superseded from time to time.

“Wildlife Act” means the *Wildlife Act*, RSBC, 1996, c. 488, as amended or superseded from time to time.

“Zoning Bylaw” means a zoning bylaw adopted by the Regional District, as amended or superseded from time to time.

2.2 Interpretation

A reference in this Bylaw to any enactment of British Columbia or Canada is a reference to the enactment as amended, revised, consolidated or replaced from time to time, and a reference to any bylaw of the Regional District is a reference to the bylaw as amended, revised, consolidated or replaced from time to time.

PART THREE – APPLICATION AND FEE REQUIREMENTS

3.1 Application Information Requirements

An application or request related to Regional District land development requirements made pursuant to this bylaw will:

- 3.1.1 be executed in writing by the owner of the land that is subject to the application, or by a person authorized by the owner;
- 3.1.2 be submitted to the Regional District on the applicable application form prescribed by the Corporate Officer;
- 3.1.3 include the required supporting information as delineated in Schedule "A" attached hereto and forming part of this bylaw; and

- 3.1.4 supporting information may include a requirement for “development approval information” as defined by this bylaw, for the following:
- (a) development permits (limited to environmental information for Environmental and Natural Hazards permits);
 - (b) temporary use permits for a non-residential use; and
 - (c) official community plan and zoning amendments that would allow for more than six parcels or dwelling or for non-residential uses.

3.2 Fees

An application or request related to Regional District land development requirements made pursuant to this bylaw will include fees payable to the Regional District, in accordance with the fee schedule attached hereto as Schedule “B”, forming part of this bylaw.

PART FOUR – DELEGATION OF DECISION MAKING AND RECONSIDERATION BY THE BOARD

4.1 Delegation to Corporate Officer

Pursuant to section 176(1) (e) of the *Local Government Act*, the Board delegates to the Corporate Officer:

- 4.1.1 the powers of the Board under section 920 of the *Local Government Act* to issue and amend development permits for the following purposes and in situations where the permit does not incorporate a variance to a bylaw:
- (a) protection of the natural environment, its ecosystems and biological diversity (“Environmental Development Permits”); and
 - (b) protection of development from hazardous conditions (“Natural Hazards Development Permits”)
- 4.1.2 the authority of the Board to require development approval information under section 920.1 of the *Local Government Act* where an official community plan specifies circumstances or designates areas for which “development approval information” is required.

4.2 Reconsideration of the Board

Where a development permit has been delegated to the Corporate Officer or where development approval information has been requested by the Corporate Officer, an applicant may request the Board reconsider the decision of the Corporate Officer by giving notice in writing, setting out the grounds on which the owner considers the decision to be inappropriate, including the Development Approval Information requested and the specific decision respecting the permit and its conditions.

PART FIVE – PROCEDURES FOR AMENDMENTS, PERMITS, ORDERS, APPROVALS AND REQUESTS

5.1 Acceptance and Review of Applications and Requests

- 5.1.1 Applications and requests pursuant to this bylaw will be received and processed by the Corporate Officer or designate.
- 5.1.2 A file will be opened, a receipt issued, and the application will be reviewed for completeness. If incomplete, additional information will be requested. A site inspection may be undertaken for any application at any time throughout the process.
- 5.1.3 The Corporate Officer will assess the proposal and prepare a technical report and draft bylaw(s), permits, or applicable orders. This base information will be used in subsequent referrals and reports.

5.2 Procedures for Amendments to Official Community Plans and Zoning Bylaws

- 5.2.1 Subsequent to the initial review and document preparation, the Corporate Officer, in consideration of consultation opportunities that may be required, will refer details of the application, technical information and draft bylaws for consultation and comments to the following: the Advisory Planning Commission (APC), all relevant provincial and federal government agencies, first nations, municipal councils, school district boards, and improvement district boards, that may be affected by the amendments.
- 5.2.2 Upon receipt of referral comments, the Corporate Officer will forward the details of the application, draft bylaw(s) and a report incorporating referral comments and technical information to the Board.
- 5.2.3 The Board will consider what further considerations, if any, are required for persons, organizations or authorities it deems affected, including those noted in 5.2.1.
- 5.2.4 Subject to further consultation that may be required, the Board may then:
 - (a) deny the application; or
 - (b) proceed with the application by giving it first reading; considering it in conjunction with its financial plan and any waste management plan that is applicable in the Regional District; and scheduling a public hearing or waiving the public hearing pursuant to the *Local Government Act*.

- 5.2.5 Pursuant to the *Local Government Act*, notice of the public hearing or notice of waiving the public hearing shall be advertised in a newspaper by the Regional District, and if applicable, mailed or otherwise delivered to property owners and tenants of the subject property and to the owners and any tenants in occupation of parcels adjacent to and opposite the site being considered for the bylaw alteration.
- 5.2.6 When a public hearing is required, written submissions will be accepted at the Regional District Office until 2:00 p.m. the day prior to the public hearing. Any submissions received after that time must be read into the record by the author or their agent. Only signed submissions will be read into the record by the Corporate Officer or designate.
- 5.2.7 The Corporate Officer or designate may group similar letters and refer to them as a group rather than read individual submissions, as long as individual signatories are mentioned.
- 5.2.8 No written submissions received will be released prior to the public hearing date without the expressed permission of the author or their agent.
- 5.2.9 The Corporate Officer or designate will prepare minutes of the public hearing or a summary of comments received from the notice of waiving of the public hearing for consideration by the Board, and if the public hearing has been delegated, the delegate also will report to the Board the views expressed at the public hearing.
- Upon consideration of this information, the Board may:
- (a) deny the bylaw(s); or
 - (b) grant second and/or third reading; or
 - (c) amend the bylaws(s) provided that the amendment does not alter the permitted land use or decrease the permitted density without the owner's permission, and give third reading on the amended bylaw(s); or
 - (d) amend the land use and/or density to be permitted by the bylaw amendment(s) and schedule a second public hearing.
- 5.2.10 Subsequent to third reading, the Board may adopt the bylaw(s) upon any requisite approvals from provincial agencies being received.
- 5.2.11 The final decision of the Board will be conveyed in writing to the applicant. Where an application or amendment bylaws have been denied by the Skeena-Queen Charlotte Regional District Board, the Corporate Officer shall notify the applicant in writing within fifteen (15) days immediately following the date of denial and shall give reasons for the denial.

5.3 Procedures for a Temporary Use Permit and for a Development Variance Permit

- 5.3.1 The initial review of the proposed permit with Regional District policies will involve an assessment of compliance with the applicable policies and objectives outlined in the applicable official community plan.
- 5.3.2 Subsequent to the initial review and document preparation, the Corporate Officer will refer the application, technical information and draft permit to the Advisory Planning Commission, any applicable agencies, first nations, and municipal councils, that may be affected by the amendments.
- 5.3.3 Upon receipt of the referral comments, the Corporate Officer will prepare a report to the Board that incorporates the application details, technical aspects of the proposal, a summary of referral comments, including the need for any agency approvals.
 - (i) In the case of a temporary use permit, the report may include a recommendation to the Board respecting the need for security by an irrevocable letter of credit or other means in a form satisfactory to the Board in an amount stated in the permit to guarantee the performance of the permit.
- 5.3.4 The Board, at this point, may:
 - (a) deny the permit; or
 - (b) indicate a willingness to consider a resolution to issue the permit.
- 5.3.5 Prior to consideration of a Board resolution to issue the **proposed temporary use permit** and pursuant to the *Local Government Act*, notice of a proposed temporary use permit will be advertised by the Regional District in the newspaper, and, if applicable, will be mailed or otherwise delivered to property owners and tenants of the subject property and to the owners and any tenants in occupation of parcels adjacent to and opposite the site being considered for the permit
- 5.3.6 Prior to consideration of a Board resolution to issue a proposed **development variance permit** and pursuant to the *Local Government Act*, notice of the proposed permit will be mailed or otherwise delivered to property owners and tenants of the subject property and to the owners and any tenants in occupation of parcels adjacent to and opposite the site being considered for the permit.
- 5.3.7 The Corporate Officer will prepare a summary report to the Board of comments received through the notification processes, and upon consideration of these comments and confirmation of necessary approvals of provincial agencies, the Board may:
 - (a) deny the permit; or
 - (b) issue the permit by Board Resolution.

- 5.3.8 The applicant will be notified in writing of the outcome. If the permit is granted, a Notice of Permit will be signed and sealed by the Corporate Officer and registered against the title of the property(s) in the Land Title Office.

5.4 Procedures for Environmental Development Permits and for Natural Hazards Development Permits

- 5.4.1 Upon receipt of the application supported by a report prepared by a qualified professional, the Corporate Officer will assess the application and supporting technical report in light of Regional District policies and requirements described in the applicable official community plan.
- 5.4.2 The Corporate Officer may refer the application to applicable agencies. The referral agency comments and/or recommendations may then be incorporated into the draft permit, as appropriate.
- 5.4.3 For Development Permits that do not incorporate a bylaw variance, the Corporate Officer may approve the permit as follows:
- (a) For Environmental Permits for Coastal Areas, Creeks, Lakes and Wetlands approval may be granted when:
 - (i) Regional District conditions and guidelines have been satisfied;
 - (ii) provincial notification has been received that the assessment has been filed with the Riparian Areas Regulation Notification System and, if required;
 - (iii) authorization has been obtained from the Minister of Fisheries and Oceans, Canada, or under a regulation under the *Fisheries Act* (Canada).

The report prepared by the qualified environmental professional will be relevant to permit conditions.

- (b) For Nests of Designated Bird Species, the Corporate Officer may approve a permit when Regional District conditions and guidelines have been met, and when satisfied by the report prepared by the qualified environmental professional that provincial and federal regulatory requirements have been met. The report will be relevant to permit conditions.
- (c) For a Natural Hazards Development Permit, the Regional District, by policy, may require that a covenant be registered in conjunction with the development permit to indemnify the Regional District. The Corporate Officer may issue the permit when the covenant, if required, has been registered, and when satisfied with the report prepared by the qualified geotechnical professional, which will be relevant to permit conditions.

- 5.4.4 For a development permit incorporating a bylaw variance, the Corporate Officer will forward a report and draft permit to the Board for consideration of issuance. Factors noted in items 5.4.3 (a), (b) and (c) relevant to the Corporate Officer in making a decision may also be relevant to the Board in making its decision.
- 5.4.5 In cases where a parcel is subject to more than one development permit designation under an official community plan, a single development permit may be issued dealing with the requirements of both designations.
- 5.4.6 The applicant will be advised in writing of the outcome. If approved, the Corporate Officer will register Notice of Permit against the title of the property(s) at the Land Title Office.

5.5 Procedures for a Development Permit for Form and Character of Commercial, Industrial and Multi-Family Development

- 5.5.1 Subsequent to the initial review and document preparation, the Corporate Officer will refer the application and technical information to the APC, any applicable agencies and First Nations if the application could affect them.

The referral agency comments and/or recommendations may then be incorporated into the draft permit, as appropriate.

- 5.5.2 The Corporate Officer will draft the permit when satisfied with the drawings and report prepared by the qualified land development professional. The information provided by the qualified land development professional will form the basis of the permit conditions, as well as relevant agency and Regional District requirements.
- 5.5.3 The development permit may include a requirement for security by an irrevocable letter of credit or other means in a form satisfactory to the Board in an amount stated in the permit to guarantee the performance of the permit.
- 5.5.4 The Corporate Officer will forward the application, technical information, referral comments, draft permit, including recommendations for security, to the Board for consideration of issuance by Board resolution. The Board may approve or deny the permit.
- 5.5.5 The applicant will be advised in writing of the outcome. If approved, the Corporate Officer will register Notice of Permit against the title of the property(s) at the Land Title Office.

5.6 Procedures for a Board of Variance Order

- 5.6.1 The Corporate Officer will assess the application in light of Regional District policies and requirements, applicable legislation related to the Board of Variance's jurisdiction, and required approval from senior government agencies and prepare a report to the Board of Variance.

- 5.6.2 On behalf of the Board of Variance and prior to its consideration of the application, the Corporate Officer or designate will notify all property owners and tenants of the subject property and to the owners and any tenants in occupation of parcels adjacent to and opposite the site being considered in the application.
- 5.6.3 On hearing from the applicant and any person notified of the application and upon confirmation of any required provincial agency approvals being obtained, the Board of Variance may order the requested variance or deny it.
- 5.6.4 The Corporate Officer will notify the applicant in writing of the decision of the Board of Variance which is final. The Regional District will keep a record of Orders of the Board of Variance.

5.7 Procedures for a Strata Conversion of a Previously Occupied Building

- 5.7.1 The Corporate Officer will review the application and supporting technical information and assess the proposal for compliance with relevant Regional District bylaws and policies and applicable provincial procedures.
- 5.7.2 The Corporate Officer will refer the application to the APC and applicable agencies. The referral agency comments and/or recommendations may then be incorporated into the draft permit, as appropriate.
- 5.7.3 The Corporate Officer will forward a letter to all tenants advising of the application for conversion.
- 5.7.4 The Board may deny the application or approve the conversion in principle, and in so doing, require conditions to be addressed as a result of the Building Report and other considerations. The applicant will be advised in writing of the Board's decision.
- 5.7.5 If the application for conversion is approved in principle, the applicant may then engage a British Columbia Land Surveyor to prepare strata plans in accordance with the provisions of the *Strata Property Act*.
- 5.7.6 The strata plans are then to be forwarded to the Corporate Officer for execution. Before the strata plans are signed, the applicant must comply with any conditions imposed by the Regional District.
- 5.7.7 Once signed, one set of paper prints is to be retained at the Regional District for the record. Remaining copies will be returned to the applicant for deposit with the Registrar at the Land Title Office.

5.8 Requests for a Review of Subdivision for compliance with Regional District Requirements

- 5.8.1 Information required in support of subdivision applications will be provided to the Corporate Officer, who will analyze the information and provide comments to the Ministry of Transportation and Infrastructure on the requirements of the Regional District.
- 5.8.2 The Corporate Officer will request that the Regional District requirements as outlined in the comments be incorporated into the Preliminary Layout Approval conditions, and that the Regional District confirm compliance with its requirements with the Ministry prior to final approval of the proposed subdivision being granted.

5.9 Property Information Requests

- 5.9.1 A request for property information shall be in writing and shall include detailed information relating to the matters on which the applicant is requesting an opinion from the Regional District on compliance with its bylaws and policies.
- 5.9.2 A property information request will be processed by the Corporate Officer or designate, who will respond in writing. The response will include a disclaimer statement as the response will be based on available information, which may be incomplete or inaccurate.

5.10 Public Information meetings

- 5.10.1 Depending on the scale and complexity of a proposed development, a public information meeting may be required by the Board, as follows:
 - (a) For an amendment application to an official community plan, a zoning bylaw or both, prior to the public hearing or waiving of the public hearing being advertised;
 - (b) For a temporary use permit, prior to the notifications and newspaper notice being undertaken.
- 5.10.2 The purpose of the public information meeting is to enable the community to have an opportunity to ask questions and get information prior to formal comments via a public hearing or public notification process. The applicant is responsible for organizing, advertising and conducting the public information meeting and for a summary report of the results of the meeting being forwarded to the Corporate Officer.

5.11 Signage to Identify Properties Subject to Applications

- 5.11.1 The placement of signs on a site describing a proposed application may be required for amendments to official community plans, zoning bylaws or both, prior to the advertised notice of public hearing or notice waiving of the public hearing.

5.11.2 The applicant is responsible for the cost and placement of the sign, which shall depict the proposed development and describe the proposed bylaws or permits, and be:

- (a) at least one square meter in size and constructed on a durable material;
- (b) located in a visible manner but not create a hazard with pedestrian or vehicular traffic;
- (c) securely fixed in order to withstand wind and weather; and
- (d) removed subsequent to the Board's decision on the matter.

PART SIX – INACTIVE APPLICATIONS AND RE-APPLICATIONS

6.1 Inactive Applications

Where no submission of outstanding or required application materials has been made by the applicant on an application file for any six (6) month period, or such longer time as the Regional District may determine, the application shall be considered inactive and closed. The applicant shall be notified in writing and if no response is received within thirty (30) days, the application file will be closed.

6.2 Re-Applications

Where an application has been denied, no application for the same bylaw, permit or other authorization shall be submitted to the Regional District for a period of six (6) months.

PART SEVEN – OTHER PROVISIONS

7.1 Transition

7.1.1 The Skeena-Queen Charlotte Regional District's Development Approval Procedures Bylaw No. 230 and amendments thereto are hereby repealed.

7.1.2 The processing of any application made prior to the date of adoption of this Bylaw shall be continued and dealt with by the Board in accordance with the provisions of this Bylaw.

7.2 Severability

If any section, subsection, clause or phrase of this Bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the Bylaw shall not be affected.

7.3 Irregularity

The failure of the Board or Corporate Officer to observe the provisions of this Bylaw does not affect the validity of resolutions passed or bylaws enacted by the Board.

SCHEDULE A

INFORMATION REQUIREMENTS FOR APPLICATIONS AND REQUESTS RELATED TO REGIONAL DISTRICT LAND DEVELOPMENT REQUIREMENTS

1.0 Amendments to Official Community Plans (OCP) and Zoning Bylaws

1.1 State of Title Certificate

- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application;
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc.) registered on the subject properties.

1.2 Existing Development, Land Uses and Environmental Features

A site plan drawn to scale depicting existing:

- (a) buildings and structures, including their size and setbacks from existing property boundaries;
- (b) land uses on the subject lands;
- (c) significant environmental features:
 - (i) This will include floodplain designations as identified in the applicable zoning bylaw, as well as other wetland and riparian areas, wildlife tree areas, etc.
 - (ii) In situations where an OCP designates development permit areas, features that may trigger a requirement for a development permit need to be identified – e.g. for the Graham Island OCP, they include the floodplain provisions in the zoning Bylaw 192, average slopes with over 25 degrees (46%) measured over a horizontal distance of 5 metres or more; and nests of designated protected bird species under the BC *Wildlife Act* and the federal *Species at Risk Act*.

1.3 Summary of Proposed Development and Development Plans (drawn to scale):

- (a) an outline of the type of proposed development or land use, including requested changes to the OCP and zoning, and the reasons for the request;
- (b) a context map depicting existing land uses, roads and other infrastructure, etc. adjacent to the subject property;
- (c) a site plan of the proposed development, including location of buildings, parking, access, utilities, landscaping and screening, etc.;
- (d) conceptual drawings of proposed buildings and structures;

- (e) proposed subdivision plan (where applicable) showing the dimensions and areas of all proposed parcels or proposed boundary changes and setbacks of existing buildings and structures from proposed property boundaries, sizes of existing buildings and site coverage.

- 1.4 The Regional District may request additional information, as determined by the Corporate Officer, following the initial review and/or receipt of referral comments.

2.0 Temporary Use Permit

2.1 State of Title Certificate

- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc) registered on the subject properties.

2.2 Existing Development, Land Uses and Environmental Features

A site plan drawn to scale depicting existing:

- (a) buildings and structures, including their size and setbacks from existing property boundaries;
- (b) land uses on the subject property;
- (c) significant environmental features:
 - (i) This will include floodplain designations as identified in the applicable zoning bylaw, as well as other wetland and riparian areas, wildlife tree areas, etc.
 - (ii) In situations where an OCP designates development permit areas, features that may trigger a requirement for a development permit need to be identified – e.g. for the Graham Island OCP, they include the floodplain provisions in the zoning bylaw 192, average slopes with over 25 degrees (46%) measured over a horizontal distance of 5 metres or more; and nests of designated protected bird species under the BC *Wildlife Act* and the federal *Species at Risk Act*

2.3 Summary of Proposed Development and Development Plans

- (a) an outline and site plan drawn to scale of the proposed development or land use, including the proposed location and size of any buildings and structures, drawn to scale;
- (b) the proposed time period and days of week under which the temporary activity will occur;
- (c) a context map depicting the land uses, roads and other infrastructure, etc. adjacent to the subject property;

- (d) evidence that the intended use will not adversely affect the local groundwater or the quality of the natural environment (including the marine environment)
- (e) evidence that alternative sites including ones outside the planning area have been considered;
- (f) an outline of benefits to the community;
- (g) a plan of remedial work to be undertaken at the end of the permit period;
- (h) other such information that the Regional District deems applicable with respect to a specific application.

2.4 The Regional District may request additional information, as determined by the Corporate Officer, following the initial review and receipt of referral comments.

3.0 Development Variance Permit and Board of Variance Orders

3.1 State of Title Certificate

- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application;
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc) registered on the subject properties

3.2 Existing Development, Land Uses and Environmental Features

A site plan drawn to scale depicting existing:

- (a) buildings and structures, including their size and setbacks from existing parcel boundaries;
- (b) land uses on the subject property;
- (c) dimensions of parcel boundaries, location of rights-of-way, covenant areas and other easements;
- (d) roads, driveways, vehicle parking;
- (e) location of water lines, wells, septic fields; and
- (f) location of environmental features and any physical or topographical constraints:
 - (i) This will include floodplain designations as identified in the applicable zoning bylaw, as well as other wetland and riparian areas, wildlife tree areas, steep slopes and bedrock outcrops, etc.
 - (ii) In situations where an OCP designates development permit areas, features that may trigger a requirement for a development permit need to be identified – e.g. for the Graham Island OCP, they include the floodplain provisions in the zoning bylaw 192, average slopes with over 25 degrees (46%) measured over a horizontal distance of 5 metres or more; and nests of designated protected bird species under the BC *Wildlife Act* and the federal *Species at Risk Act*.

3.3 Summary of Proposed Development and Development Plans

- (a) An outline of the proposed variance being requested and the reasons for the request, including a site plan drawn to scale depicting the location and dimensions of the subject variance (setback of structures, additions to a non-conforming use, etc.)
- (b) If a proposed development involves a variance to the siting or building envelope of an existing structure, a current sketch plan, certified by a BC Land Surveyor, in metric shall be required.

3.4 The Regional District may request additional information, as determined by the Corporate Officer, following the initial review and receipt of referral comments.

4.0 Environmental and Natural Hazards Development Permits

4.1 State of Title Certificate

- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application;
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc) registered on the subject properties.

4.2 For Environmental Development Permits Relating to Nests of Protected Species:

A site plan to scale depicting nests of designed protected bird species under the BC *Wildlife Act*, the Federal *Species at Risk Act* and a 100 meter radius from the nests.

4.3 For Environmental Development Permits Relating to Coastal Areas, Rivers, Lakes and Wetlands and Natural Hazards Development Permits relating to Floodplains:

A detailed site plan to scale of 1:1000 or larger depicting the areas designated "Floodplain Setback Area" in Interim Zoning Bylaw 192, if the any of the following are applicable to the subject land:

- (a) Land lower than:
 - (i) 1.5 meters above the natural boundary of the sea, any watercourse, lake or swamp,
 - (ii) 1.5 meters above the natural boundary elevation of Tlell River downstream of the north boundary of DL 2375;
 - (iii) 2.0 meters above the natural boundary of Masset Harbour, Masset Sound from the south boundary of the Town of Masset to Collision Point and Kumdis Slough from Hogan Point to Martin Point; and

- (iv) 3.0 meters above the natural boundary of the Yakoun River and the Tlell River upstream of the north boundary of DL 2375.
- (b) Land
 - (i) within 15 meters of the natural boundary of the sea, any watercourse, lake, swamp, or pond;
 - (ii) within 30 meters of the natural boundary of the Tlell River and the Yakoun River;
 - (iii) within 45 meters of the natural boundary of the sea from the east boundary of the Town of Masset to the north boundary of District Lots 1016, at Rose Point, and from the north boundaries of District Lots 1310A and 1348 to the south boundary of District Lot 466 at Skidegate Mission;
 - (iv) on the sea side of the highway, from the north boundary of District Lot 61 at Tlell to the south boundary of District Lot 466 at Skidegate Mission, where the distance between the highway right-of-way and the natural boundary of the sea is less than 75 meters.

4.4 For Natural Hazards Development Permits relating to Steep Slopes:

A site plan to scale depicting an average slope over 25 degrees (46%) measured over a horizontal distance of 5 meters or more.

4.5 A site plan to scale for the parcel or affected site area depicting the location of any of the following proposed activities:

- (a) removal, alteration, disruption, or destruction of vegetation;
- (b) disturbance of soils;
- (c) construction or erection of buildings or structures;
- (d) creation of non-structural impervious or semi-pervious surfaces;
- (e) flood protection works;
- (f) constructions of roads, trails, docks, wharves, and bridges;
- (g) provision and maintenance of sewer and water service;
- (h) development of drainage systems;
- (i) development of utility corridors;
- (j) subdivision as defined in section 872 of the *Local Government Act*.

4.6 Assessment Reports:

- (a) For Environmental Development Permits that deal with Coastal Areas, Creeks, Rivers, Lakes and Wetlands, the requirement is for an environmental impact assessment report prepared by a “qualified environmental professional” assessing the impact of proposed activities noted in 4.5 above to be undertaken in areas described in 4.3 above.

The environmental impact assessment is to be prepared in accordance with guidelines 13.2.7 in the Graham Island OCP and the most current provincial *Riparian Area Regulation* procedures and policies.

The “qualified environmental professional” is to certify that he/she is qualified to conduct the assessment, and if the application involves coastal areas, creeks, rivers, lakes and wetlands is to:

- (i) certify that he/she has followed the assessment methods set out in the Schedule to the *Riparian Areas Regulation*;
 - (ii) provide an opinion that no natural features, functions or conditions that support fish life processes in the assessment area will be harmfully altered, disrupted or destroyed; or if so,
 - (iii) that authorization has been obtained from the Minister of Fisheries and Oceans, Canada or authorization under a regulation under the *Fisheries Act* (Canada).
- (b) For Environmental Development Permits that deal with Nests of Bird Species designated under the BC *Wildlife Act* and the Federal *Species at Risk Act*, the requirement is for an environmental impact assessment report prepared by a “qualified environmental professional” assessing the impact of proposed activities noted in 4.5 above to be undertaken in areas described in 4.2 above.

The environmental impact assessment is to be prepared in accordance with guidelines 13.2.7 in the Graham Island OCP. It is to identify nest locations of designated bird species, critical areas containing sensitive ecosystems or habitat, and recommend buffer distances with a rationale as to why they will be suitable.

- (c) For Natural Hazard Development Permits, the requirement is for a geotechnical and natural hazards assessment report prepared by a “qualified geotechnical professional” in accordance with guidelines 13.3.6 in the Graham Island Official Community Plan.

The “qualified geotechnical professional is to:

- (i) certify that he/she has experience in geotechnical issues, and is qualified to undertake the assessment;
- (ii) make recommendations to be incorporated into the permit on requirements to prevent erosion, flooding or damage, slippage, etc., and specify precautionary measures to ensure human safety and integrity of the lands and adjoining lands; and
- (iii) certify that the land can be safely used for the use intended.

- 4.7 The Regional District may request additional information, as determined by the Corporate Officer, following the initial review and receipt of referral comments.

5. Development Permits for Form and Character of Industrial, Commercial and Multi-Family Development

5.1 State of Title Certificate

- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc) registered on the subject properties.

5.2 Existing Development, Land Uses and Environmental Features

A site plan drawn to scale depicting existing:

- (a) buildings and structures, including their size and setbacks from existing and proposed property/zoning boundaries;
- (b) land uses throughout the subject lands; and
- (c) significant environmental features such as watercourses, wetland and riparian areas, wildlife tree areas, floodplains, etc.

5.3 Report and Plans Summarizing and Depicting Proposed Development

A report and plans prepared by a “Qualified Land Development Professional” that includes:

- (a) a description and summary outline of the type of proposed development or land use(s);
- (b) a context map depicting existing land uses, roads and other infrastructure adjacent to the subject property;
- (c) a site plan drawn to scale of the proposed development, including location of buildings, parking, access, utilities, landscaping and screening, etc.;
- (d) conceptual drawings of proposed buildings and structures;
- (e) proposed subdivision plan (where applicable) showing the dimensions and areas of all proposed parcels or proposed boundary changes and setbacks of existing buildings and structures from proposed property boundaries, and site coverage calculations; and
- (f) any other information that may be deemed necessary by the Regional District.

5.4 The Regional District may request additional information, as determined by the Corporate Officer, following the initial review and receipt of referral comments.

6. Strata Conversions of Previously Occupied Buildings

6.1 State of Title Certificate

- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and
- (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc) registered on the subject properties.

6.2 Report and Plans for Buildings Proposed to be Converted to Strata

- (a) A report and site plan to scale that depicts:
 - (i) the buildings that are subject of the strata conversion application, their siting relative to property lines, including projections and overhangs, and to rights-of-way and easements, and the floor plans of buildings if relevant to the strata conversion;
 - (ii) other elements of zoning bylaw requirements, including the size and height of buildings, floodplain designations, land uses on the subject property, etc. so that there can be demonstration of substantial compliance with current zoning bylaw;
 - (iii) plans for relocation of persons occupying a residential building, if applicable; and
 - (iv) information on rental vacancies in the area, if applicable.

- (b) Building Report

A building report, written by a Professional Engineer or Architect that provides a *BC Building Code* review that specifically addresses, for each subject building:

- (i) fire separation;
- (ii) sound proofing;
- (iii) structural integrity;
- (iv) mechanical review;
- (v) buildings state of repair;
- (vi) buildings general workmanship;
- (vii) life expectancy of the building;
- (viii) projected major increases in maintenance cost due to the condition of the building;
- (ix) assessments of the condition of the roof and the exterior and the interior surfaces and details of the building; and
- (x) any work that is required to bring the building up to the *BC Building Code*.

- 6.3 The Regional District may request additional information, as determined by the Corporate Officer, following the initial review and receipt of referral comments.
- 7. Requests for Review of Subdivision Applications for Compliance with Regional District Requirements**
- 7.1 State of Title Certificate
- (a) a copy of the State of Title Certificate, issued not more than thirty (30) calendar days prior to the application date for any parcel of land subject to the application; and
 - (b) a copy of all non-financial charges (i.e. covenants, easements and rights-of-way, etc) registered on the subject properties.
- 7.2 Proposed Subdivision Plan
- A proposed subdivision plan drawn to scale depicting the proposed development and existing features on the subject property, as follows:
- (a) proposed parcels, their areas and dimensions;
 - (b) proposed roads and water services.
 - (c) existing buildings and structures, including their size and setbacks from proposed parcel lines and proposed road dedications;
 - (d) land uses in buildings and on the subject lands;
 - (e) the location of rights-of-way, easements, covenants, and other charges to the land;
 - (f) the location of water lines;
 - (g) significant environmental features such as watercourses, wetland and riparian areas, wildlife tree areas, and floodplains.
- In the case of the Graham Island Official Community Plan area, environmental features that may trigger the need for an Environmental Development Permit or Natural Hazards Development need to be identified. These include:
- (i) Floodplain provisions under Interim Zoning Bylaw No. 192 noted in 4.2 of Schedule A, above;
 - (ii) Slopes averaging over 25 degrees (46%) measured over a horizontal distance of 5 meters or more; and
 - (iii) nests of designed protected bird species under the BC *Wildlife Act*, and Federal *Species at Risk Act*, and a 100 meter radius from the nests.
- 7.3 Additional information as required.

SCHEDULE B

Rezoning and Official Community Plan Amendments Fees

1. Proposed use: (Residential with one to two parcels or dwellings)

Official Community Plan	\$ 900.00 (plus advertising)
Zoning Bylaw	\$ 900.00 (plus advertising)
Combined Official Community Plan & Zoning Bylaw	\$1,200.00 (plus advertising)
When a public hearing is required an additional	\$ 600.00 (plus travel)

2. Proposed use: (Residential with three to six parcels or dwellings)

Official Community Plan	\$1,350.00 (plus advertising)
Zoning Bylaw	\$1,350.00 (plus advertising)
Combined Official Community Plan & Zoning Bylaw	\$1,800.00 (plus advertising)
When a public hearing is required an additional	\$ 600.00 (plus travel)

3. Proposed use: (Residential with greater than six parcels or dwellings)

Official Community Plan	\$1,350.00 (plus advertising)
Zoning Bylaw	\$1,350.00 (plus advertising)
Combined Official Community Plan & Zoning Bylaw	\$1,800.00 (plus advertising)
Plus an additional \$100 for each dwelling or parcel in excess of six	
When a public hearing is required an additional	\$1,200.00 (plus travel)

4. Proposed use: (Non-Residential uses up to and including 1.5 hectares in land area)

Official Community Plan	\$2,250.00 (plus advertising)
Zoning Bylaw	\$2,250.00 (plus advertising)
Combined Official Community Plan & Zoning Bylaw	\$3,000.00 (plus advertising)
When a public hearing is required an additional	\$1,200.00 (plus travel)

5. Proposed use: (Non-Residential uses greater than 1.5 hectares in land area)

Official Community Plan	\$2,250.00 (plus advertising)
Zoning Bylaw	\$2,250.00 (plus advertising)
Combined Official Community Plan & Zoning Bylaw	\$3,000.00 (plus advertising)

Plus an additional \$100 for each 0.5 hectare or
portion thereof in excess of 1.5 hectares

When a public hearing is required an additional \$1,200.00 (plus travel)

6. Payment Due:

All fees, unless otherwise specified, are to be paid in full when the application is submitted.

7. Advertising Cost:

Advertising costs are costs incurred to give sufficient public notice for any public hearings or to provide notice when the requirement to hold a public hearing has been waived. These costs, as estimated by the Corporate Officer, are payable when the application is submitted. If the application is withdrawn prior to public notification, any funds received for advertising will be refunded.

8. Mapping:

When maps are required as attachments or schedules to the bylaws or for other purposes related to the application, the cost of producing and printing the maps will be the responsibility of the applicant. These costs, if incurred through the Regional District, are payable prior to the public hearing.

9. Travel for a Public Hearing:

When staff or a third party consultant is required to travel to a public hearing, the estimated total cost of travel expenses including transportation, accommodation and meals/per diem must be paid by the applicant. Where travel to a public hearing can be combined with another purpose, then the costs will be prorated. These costs, as estimated by the Corporate Officer, are payable prior to the date of the public hearing.

10. Amendment to an Application:

For all Official Community Plan and rezoning applications, an amendment after work has been undertaken on the application requires a new application and additional fee in the amount equal to 70% of the original application.

11. Other fees:

Fees for agencies such as the Agricultural Land Commission, legal services, professional consultation, and other expenses such as covenant registration will be billed at cost and are payable upon receipt of invoice.

12. Signage:

The cost of signage to identify the subject property under application (section 5.11.2) is the responsibility of the applicant.

Other Planning Fees

Development Variance Permits

1.	One dwelling/auxiliary-use on a single parcel	\$ 600.00
2.	Signs (free standing) and no other structure	\$ 200.00
3.	Minor auxiliary structures, other than a sign or single parcel	\$ 600.00
4.	Other than above	\$1,000.00

Development Permits

5.	Naturally hazardous area	\$ 400.00
6.	Environmentally sensitive area	\$ 400.00
7.	Form and character of commercial/industrial/ multi-family development *\$1.00/m ² of floor area to a maximum of \$4,000	\$ 500.00
8.	Involving one or more variances	\$ 600.00
9.	Development Permit Amendments (i.e.: timeframe to complete work)	½ the applicable permit fee

Other

10.	Strata Conversion of previously occupied dwelling	\$1,200.00
11.	Temporary Commercial or Industrial Permit	\$1,200.00 (plus advertising)
12.	Temporary Commercial or Industrial Permit Renewals	½ the applicable permit fee

Board of Variance

13.	One dwelling/auxiliary-use on a single parcel	\$ 600.00
14.	Commercial/industrial/assembly or more than one residence	\$1,000.00

Property Information Requests

- | | | |
|-----|--|--------------------|
| 15. | Initial informal review | no charge |
| 16. | Comfort Letter | \$ 100.00 |
| 17. | Amendments to Legal Agreements in favour of SQCRD
**plus cost of an legal expenses associated with
the amendment | \$ 300.00 +** |
| 18. | Pre application consultation | \$ 100.00 per hour |
| 19. | Pre application site inspections | \$ 100.00 per hour |

Refunds

- | | | |
|-----|--|----------------------|
| 20. | Application withdrawn within 21 days | ½ the applicable fee |
| 21. | Official Community Plan / Zoning amendments
before 1 st reading has been given | ½ the applicable fee |

Publications

- | | | |
|-----|-----------------------------|--|
| 22. | Zoning Bylaws | \$ 5.00 |
| 23. | Official Community Plans | \$10.00
\$20.00 in colour |
| 24. | Procedures Bylaw | \$ 5.00 |
| 25. | Studies and other documents | \$0.10 per page
\$0.15 per page
(colour) |

Referral Memo

Date: January 18th, 2013

To: SQCRD Board

From: Joan Merrick, CAO

Regarding: Crown Land Application Request # 61603381-005

Location: Those parts of DL 1303, 2113, 2114, 2799, and 2803, within Queen Charlotte District

Deadline for response: APC – January 9th, 2013 for APC to respond to the Regional District
 RD – January 17th, 2013 to respond to Province (extension to January 21st requested)
 Request Received by RD – December 16th, 2012

Summary of the Referral:

Applicant: Skidegate Band Council

Tenure Type: License of Occupation

Purpose: Community - Miscellaneous

Size: 12.543 HA +/-

Term: 10 years

Comments from APC or Other Agencies: The GIAPC did not provide any comment, however one member comment that he did not personally have any concerns.

Staff Comments:

This application is for a road right of way to access the Skidegate Village water source at Slarkedus Lake and tenure for an area around the existing dam to allow for upgrades to the dam structure and permanent maintenance access.

Staff have no concerns regarding this application

Attachments:

1. Application 4 pages
2. Maps 5 page
3. Other 6 pages



Applying for a Crown Land Tenure

All applications must include completed application form, general location map, local detail map, appropriate fees and attachments as indicated below.

INFORMATION REGARDING APPLYING FOR CROWN LAND AVAILABLE AT
www.for.gov.bc.ca/Land_Tenures/crown_land_application_information/general_information_for_applications.html

PART 1. NAME(S) AND MAILING ADDRESS

Applicant Name:

FULL LEGAL NAME of Individual(s), Company or Society,
Ministry or Government Agency Your File: _____
Skidegate Band Council

Contact Name for Company or Ministry Applicants:

Robert Mills

Applicant Mailing Address:

Box 1301
Skidegate, Haida Gwaii, BC
_____ postal code V0T 1S1

Applicant Contact Numbers: Phone: 250 559 4496

Daytime Phone: _____ Fax: 250 559 8247

Applicant Email Address: Haida@Skidegate.ca**Are you an Agent submitting this application on behalf of your client?**

☒ Yes ☐ No

Letter of Agency attached ☒ Yes ☐ No

Agent Name & Mailing Address:

David Nairne + Associates Ltd
250 171 W Esplanade
North Vancouver, BC postal code V7M 3K9

Agent Contact Numbers:

Phone: 604 984 3503 Fax: 604 984 0627

Agent Email Address:

TOlson@DavidNairne.com

Is the Applicant or the Applicant's Spouse a Provincial Government Employee

☐ Yes ☒ No

(FOR OFFICE USE ONLY. To address application processing for Provincial Government Employees go to the Land Procedure: Allocation Procedures - Applications)

For applications made by more than one individual: ☐ Joint Tenants or ☐ Tenants in Common

For your information: Joint Tenants: on the death of one tenant the interest passes to surviving tenant.

Tenants in Common: on the death of one tenant the interest passes to the beneficiaries of the estate.

BC Inc. #, BC Registration # or Society #:**HST Registration #:**

Age: 19 or over ☐ Yes ☐ No

Canadian Citizen or Permanent Resident ☐ Yes ☐ No

Do you hold another Crown land tenure? ☐ Yes ☐ No If yes, provide File Number:

Period of Projected Use:

☐ Two years or less ☐ Two to five years ☐ Five to ten years ☐ Ten to thirty years ☒ More than thirty years

Application Type: ☒ new application ☐ replacement application – file number _____

☐ investigative permit application ☐ amendment application – file number _____

Proposed Use/Tenure Type: (e.g. powerline right of way, gravel quarry licence): Road Right of Way to access the Skidegate Village water source at Slarkedus Lake and tenure for an area around the existing dam to allow for upgrades to the dam structure and permanent maintenance access.

FOR OFFICE USE ONLY

(date/time received)	File Number:	Project Number:
	Disposition ID:	Client Number:

PART 2. PURPOSE, LOCATION, AREA

PLEASE SELECT APPROPRIATE PROPOSED LAND USE

Proposed Land Use Program Area	New Application Fees (including HST)	Program Specific Requirements Website
<input type="checkbox"/> Aggregates & Quarry	\$1,120.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aggregates/index.html
<input type="checkbox"/> Agriculture – Intensive	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/agriculturein/index.html
<input type="checkbox"/> Agriculture – Extensive	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/agricultureex/index.html
<input type="checkbox"/> Airport – private	*\$50 per hour process time	Contact FrontCounter BC
<input type="checkbox"/> Alpine Skiing	Type 1 (minor) \$1,120.00 Type 2 (major) contact FrontCounter BC	resort development/how process works/tenure permits/allocation by proposal.htm
<input type="checkbox"/> Aquaculture – Fin fish	\$5,516.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aquaculture/index.html
<input type="checkbox"/> Aquaculture – Shellfish	\$1,344.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/aquaculture/index.html
Clean Energy - <input type="checkbox"/> Waterpower	Investigative licence...\$560.00 OR	http://www.env.gov.bc.ca/wsd/water_rights/waterpower/index.html
<input type="checkbox"/> Wind Power	Investigative Permit ...\$560.00	http://www.for.gov.bc.ca/land_tenures/tenure_programs/programs/windpower/index.html
<input type="checkbox"/> Ocean Energy	Wind Meteorological tower\$560.00 Project\$3696.00	http://www.for.gov.bc.ca/land_tenures/tenure_programs/programs/oceanenergy/index.html
<input type="checkbox"/> Commercial - General	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/generalcommercial/index.html
<input type="checkbox"/> Commercial - Film	\$560.00 fee plus \$280.00 rental	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/film/index.html
<input type="checkbox"/> Adventure Tourism	Non-Motorized \$280.00 Motorized \$3,696.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/adventure_tourism/index.html
<input type="checkbox"/> Communication Site	\$1,120.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/communicationsites/index.html
<input checked="" type="checkbox"/> Community/ Institutional	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/community/index.html
<input type="checkbox"/> Federal Reserves	\$3,696.00	Federal Government Only – Contact FrontCounter BC
<input type="checkbox"/> Ferry Terminals	*\$50 per hour process time	
<input type="checkbox"/> General Industrial	\$ 560.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/generalindustrial/index.html
<input type="checkbox"/> Golf Course	\$3,696.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/golfcourses/index.html
<input type="checkbox"/> Grazing	\$ 280.00	for.gov.bc.ca/hra/Legislation/grazing.htm
<input type="checkbox"/> Head Lease	\$50 per hour process time	Contact FrontCounter BC
<input type="checkbox"/> Log Handling	\$1,120.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/loghandling/index.html
<input type="checkbox"/> Marina	\$ 560.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/marinas/index.html
<input type="checkbox"/> Mining	\$ 560.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/mining/index.html
<input type="checkbox"/> Oil and Gas	\$ 560.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/oil_gas/index.html
<input type="checkbox"/> Private Moorage	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/privatemoorage/index.html
<input type="checkbox"/> Provincial Reserves	For Provincial Government Ministries Only	
<input type="checkbox"/> Utilities (Linear Use)	Less than 25 Km \$1,120.00 More than 25 Km *\$50 per hour Access to single lot \$280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/utilities/index.html
<input type="checkbox"/> Residential	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/residential/index.html
<input type="checkbox"/> Roadways – Public	\$ 280.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/roadways/index.html
<input type="checkbox"/> Roadways – Industrial	\$1,120.00	for.gov.bc.ca/Land_Tenures/tenure_programs/programs/roadways/index.html

Note: Investigative Permits (available for all program areas): **\$560.00** (including HST)

Replacement Application Fees: 50% of above fee or \$224.00 (including HST), as a minimum.

Amendment Fees: Contact [FrontCounter BC](#)

* To be paid at a later date

PART 2 (continued)

General Location of Crown land (i.e. distance from nearest community, Indian Reserve or significant geographic location such as a lake or mountain; location on a named road; etc.):

Road Starts off Mountain View Dr. within Skidegate I.R. # 1

Please provide a shape file if available.

Area in Hectares: 12.4 ha **OR** length (km/m): _____ width (km/m): _____

PART 3. LEGAL DESCRIPTION OR BOUNDARY DESCRIPTION

If surveyed, give legal description: as provided by the local Land Title Office (e.g., Lot 1 of Section 31, Township 12 W6M Kamloops Division of Yale District Plan 18411). A legal description is found in the Certificate of Title (CofT). A copy of the CofT must be attached to the application. A copy of your Registered Survey Plan, if available, will confirm the dimensions of the place of use.

If unsurveyed: enter description of unsurveyed Crown land and description of boundaries.

The POC of the road commences 58m at 273 degrees from the NW corner post of lot # 24 in subdivision 84291 CLSR. ROW width is 20m wide to accommodate road construction widths. Additional width and area is required for 1 rock quarry 50m X 40m wide and to accommodate construction of the dam site.

Instructions to Describe Unsurveyed Crown Land

- The point of commencement, for unsurveyed parcels, should be described in terms of an existing survey post (e.g., 18 metres west of the S.E. corner of the parcel) or a readily identifiable geographic feature (e.g., a prominent point of land or intersection of two roads) to enable accurate location of the parcel.
- Boundary lines of the area must be, as much as possible, astronomically true north, south, east and west so that a rectangular lot is formed.
- Where the topographic features of the area do not allow for rectangular boundary lines running true north, south, east and west, then boundaries will be permitted in other directions as long as they do not interfere with the orderly survey of other surrounding land.
- The side lines of small parcels fronting on lakes, rivers, tidal waters and on certain surveyed highways shall, where possible, be parallel to each other and perpendicular to the general trend of the features on which the small parcel fronts.
- The sidelines for unsurveyed foreshore shall, as a general rule, be laid out at right angles to the general trend of the shore. This may be varied to suit special conditions, but encroachment on the foreshore fronting adjoining lands shall be avoided. The outside or waterward boundary shall be a straight line or series of straight lines joining the outer ends of the side boundaries. On narrow bodies of water the outside boundary shall not normally extend beyond the near edge of the navigable channel.

1 hectare = 2.471 acres

1 metre = 3.281 feet

100 metres x 100 metres = 10,000 square metres or 1 hectare

PART 4. APPLICATION CERTIFICATION

All applications must be complete. Incomplete applications will be returned to applicant.


Please refer to the specific program requirements (e.g., Aggregates, Commercial, Residential) for information that must be submitted with this application.

All of the following **must** be attached to or enclosed with this application form:

- ☒ **Fees** (in the amount indicated in Part 2) to **Minister of Finance** (cheque or credit card authorization form attached or pay in person with debit card or cash)
- ☒ **General Location Map(s)** at a scale of 1:50,000 to 1:250,000 indicating general location of the area under application and the location of access roads, watercourses and other major landmarks.
- ☒ **Detailed Site Map(s)** outlining in detail the area under application, showing the exact perimeter boundaries of the application area including the dimensions (in metre) and area (ha), including watercourses, district lots etc.
- ☒ **Program Specific Requirements** (i.e. communication site, agriculture, industrial, aquaculture).
Program specific requirements can be confirmed at
[http://www.for.gov.bc.ca/Land Tenures/crown_land_application_information/program_areas.html](http://www.for.gov.bc.ca/Land_Tenures/crown_land_application_information/program_areas.html)

PLEASE NOTE: Additional items may be required (e.g. Advertising, Security Deposit, Proof Of Insurance, Letter Of Consent) Please consult Program Policies or contact FrontCounter BC for further information.
Some items may have additional associated costs or require additional processing time.

Applicant or Agent signature(s):


GIORGIO CAON

Date: November 8, 2012

**PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS
- APPLICATIONS ARE NOT TRANSFERABLE -**

NOTE: The information you provide will be subject to the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the treatment of your personal information, please contact the Manager, Privacy, Information Access and Records Management.

The submission of this form does not in any manner convey any rights to use or occupy Crown land.



SKIDEGATE BAND COUNCIL

BOX 1301, SKIDEGATE, B.C. V0T 1S1 PHONE (250) 559-4496 FAX (250) 559-8247

December 12, 2011

To Whom it May Concern:

As part of the Crown Land Tenure application, the Skidegate Band Council appoints:

Name, address and telephone number of agent:

David Nairne & Associates Ltd.
Attention: Fred Dabiri,
250 – 171 West Esplanade
North Vancouver, B.C.
V7M 3J9
Phone: 604-984-3503
Fax: 604-984-0627

Purpose of Appointment:

to act as the Skidegate Band Council agent to obtain Crown Land Tenure on behalf of the Skidegate Band Council in order to provide road access to the Skidegate Community Domestic Water Source.

Term of Appointment:

Until road construction is complete.

Applicants complete name, address and telephone number:

Skidegate Band Council
PO Box 1301
Skidegate, B.C., V0T 1S1
Phone: 250-559-4496
Fax 250-559-8247

Sincerely

Barbara Stevens, Band Manager
Skidegate Band Council



Overview Map Slarkedus Lake Road Haida Gwaii

- Slarkedus Lake Road
- Road
- Streams
- Type I
- Type II
- Upland Stream
- Indian Reserve
- Other Tenure
- FLTCA87661
- Pitt Area

1:50,000



Map Updated: October 12, 2012



Skidegate Band Council Management Plan Slarkedus Access Road – Skidegate Reservoir

Skidegate Nation and the Village of Skidegate use Slarkedus Lake as the Village's water source. Upgrade improvements to the reservoir site are required to maintain the drinking water source. Original access to the reservoir when it was originally constructed appears to be by Catskinner or dozer. The trail is now over grown and non-accessible or usable by today's methods of transportation and environmental requirements. Other access to the reservoir site and lake is by walking trail only. A new access road is required to re-build and upgrade the reservoir site to allow Skidegate to have a reliable water source for decades to come.

Project Overview

Project – Construct an access road to the Slarkedus Lake Dam and upgrade the existing dam and spillway.

Purpose – Provide access to the Slarkedus Lake Dam to facilitate regular maintenance and inspections and also allow for construction access. Community safety concerns were raised during a dam safety review a couple of years ago and a feasibility study recommended a number of upgrades to the dam in order to improve the safety of the structure.

Access – Road access through the village of Skidegate and Skidegate I.R. # 1 to the Point of Commencement of the Application Area

Construction Schedule – Clear Right of Way (ROW) and construct road by the end of March, 2013. Design Dam upgrades through spring 2013 and commence construction in summer 2013. Finish project before the end of 2013.

Project Description

a) Purpose

Rationale – A dam safety review in 2010 noted that there were serious safety risks to the Skidegate Community resulting from the potential failure of the Slarkedus Lake Dam. The dam was constructed without provision for maintenance access, and it has been impossible to perform regular maintenance of the structure. A feasibility study recommended several upgrades to the structure in order to bring it in line with current dam safety codes. The road is required in order to provide construction access for the dam upgrades and to allow for regular maintenance after the upgrades are complete. The current planned road location is the shortest route possible while meeting road construction requirements and minimizing environmental impacts

Intended Season of Use – Year-round access.

Road can be used during the climate conditions of Haida Gwaii, but should be avoided during times of excessive rain >60mm within 24hrs due to the steep and potentially unstable terrain above certain portions of the proposed road.

Traffic volume is expected to be very low, maintenance crews using road only.

Current constructed road leading outside the I.R. into Crown Land that will access this proposed road is gated.

Expectations will be that the road access will continue to be gated to prevent any unwanted tampering with the Village's water system at the reservoir.

Nature and Intensity of Land Use – There is minimal to no use of the area by the general public. An overgrown walking trail leads to Slarkedus Lake, but is infrequently used, and then only for basic maintenance purposes (i.e. beaver dam removal). The area of Crown Land is covered by The Haida Gwaii Land Use Order. Access to the reservoir requires the road to cut through a Forest Reserve designated by the Land Use Order. Private or Public interests are not expected to be affected.

Upgrade – Road is not intended to be upgraded to MoT standards, it is being designed to meet TAC LVR30 standards and there are no plans for future upgrades. The area around the dam will be upgraded to meet current dam safety standards and provide for a conventional spillway. Future upgrades at the dam may take place if additional storage is required to meet future water demands.



b) Construction

Proposed Dam Construction – Plans for dam upgrades are still only at a feasibility stage. The feasibility plan for addressing problems at the dam is attached, but a specific solution has not yet been determined. Additional soil testing and survey will be required after tenure is granted in order to determine the full extent of the work required to upgrade the dam structure. Please contact Don Sargent at EXP (don.sargent@exp.com) with questions related to the dam works. Additional information on the scope of the dam work can be provided at the conclusion of the design stage. The rest of the information below relates to the road construction.

Proposed Road Connection – Within Skidegate IR # 1 on Mountain View Rd.

Length and Width – 2,743m X 20m ROW. Road constructed width is expected at 4.0m

Road Alignment – The new road will extend from an existing logging road west of the Skidegate Village to the dam at Slarkedus Lake. The alignment on the north side of Slarkedus Creek was selected after several other options were considered. This alignment provides access to the dam while maintaining road grades at acceptable levels with the shortest road section possible. Access on the south side of Slarkedus Creek was also considered and rejected due to steep grades. Accessing the lake from existing logging roads west of the lake was rejected due to the length of the road required and the total distance from the village for maintenance inspections.

Turnouts and Wide Areas – Turnouts will be constructed at regular intervals along the road with approximately 300m separation following the TAC LVR30 guidelines for one-lane two-way roads. It is expected that these turnouts will be able to be constructed within the 20m ROW. An additional wide area located at 1+165 is required for a rock pit development. From center line of the road it is 40m wide and along the road for 50m. The portion of the road adjacent to the Slarkedus Lake Dam will also be widened to facilitate construction staging for dam repair.

Approximate % Slope – Road: The maximum road grade will be 18%. There are two sections of the road reaching this slope, one for 80m and the other for 30m.

– Side slope Max 48% along a small section

Location of Bridging – Streams will be crossed using corrugated pipes or log bridges. Four log bridges are planned at 0+519, 0+897, 2+004 and 2+376. The longest bridge span will be 6.0m at 2+376. No fences or cattle guards are planned for use.

Cut & Fill Slope Angles – Cut slopes will be limited to 2:1 for cuts in soil, however, flatter slopes may be required in areas of soft or saturated soils. Cut slopes in bedrock will be constructed to 0.5:1 or flatter slopes. Embankment fill will consist of either pit-run sand and gravel or shot rock with a maximum fragment size of 150mm. Pit-run fill will have a maximum inclination of 2:1, and shot-rock fill will have a maximum inclination of 1.5:1.

Culvert Drainage – Corrugated Steel Pipes, Max 1000mm at stream crossings, Cross Drainages will use 600mm

Clearing Width – 20m

Ditching Depth – Ditches will be located in cut slopes with a minimum depth of 0.6m below the road subgrade elevation. Ditches will be constructed with a bottom width of at least 0.5m and side-slopes no greater than 2:1.

Timber Removal Requirements – Merchantable timber will be removed from site under authority of a License to Cut

Methods of Construction – The road will be constructed using mostly imported material, either from the local rock pit at 1+165, the Band's quarry or imported in to the community. The existing organic and loose soils will be removed and discarded off site. Cuts and fills will be approximately balanced, however due to the anticipated shallow cuts and fills, it is not expected that much of the in-situ material will be able to be used for construction of the road. If applicable material is found during construction this may be revised.

Contractor – The project will be tendered at a future date once funding documentation for AANDC has been completed and accepted.

Construction Schedule – The proposed construction schedule for the road follows the overall funding and dam repair schedule. The road will be constructed this winter, with completion prior to March 31, 2013.

Date of Flagging – April 15, 2012



Fencing Affected – No

Rock Blasting Required – Yes, for rock pit development

Flagging Colour – Pink with Road Location written in Black

c) Materials

Volumes of Gravel/Fill and Source – One Rock pit has been located along the proposed road at 1+ 165. Quality and volume of rock is uncertain at time of road layout. The local rock pit will ideally be used for structural fill along the length of the road with crush for the road surface being supplied either locally or shipped-in at the contractor's discretion.

Soil Types – Fine Sandy Loams, Well to imperfectly drained soils of soft volcanic origin from the Yakoun formations with blankets of Morainal tills. The road is also expected to cross areas of peat deposits which were noted at 0+265 and 0+565.

Endhaul – Based on the preliminary soil investigations, it is anticipated that all of the material excavated during preparation of the road subgrade will need to be hauled off-site to a spoil area. If suitable soils for engineered fill are encountered, they will be stockpiled for use on the road. One potential borrow area was identified at 1+165. Waste material will be hauled off-site to a location chosen by the Band.

Planned Move and Placement of Materials – As part of the preparation of the subgrade for the road, it is expected that deleterious soils will have to be removed to an average depth of 1.0m along the route. Placement of structural fill will occur in 300mm lifts and be compacted by a vibratory roller in-between lifts.

Slash Disposal – Piling and burning is the preferred method of slash removal. Burning will be during appropriate weather conditions and venting indices. Where slash cannot be disposed of it will be scattered along the ROW beyond the ditch lines.

d) Environment

Soil Erosion – Proper plans, construction methods, ditching, sumps and water management will mitigate soil erosion.

Drainage Control – Surface runoff and shallow groundwater flow will be intercepted by ditches where the road is constructed in cut. Culverts will be located at regular intervals along the road as well as where low-points or creeks currently exist. Based on the current assessment, 25 culverts are expected to be required over the length of the road. In addition, four creeks were identified where log-bridges were recommended due to the size of the creek or the local terrain. Additional road crossings may be required if higher-than-expected seepage is encountered. Culvert inlets and outlets will be protected with riprap and riprap channels will be constructed where culverts discharge onto fill slopes.

Other Resource Impacts – The proposed road development will go through a Forest Reserve. Archaeological Features have been found along the ROW and on the center line area of the proposed location. As road location cannot be modified an intergovernmental process will be required to determine proper management of the Archaeological Features within the ROW. No other resource impacts are anticipated

e) Future Deactivation Requirements – No future deactivation requirements are anticipated – the road is expected to be in service and be maintained for the foreseeable future.

Additional Information

1) Environment

Land Impacts – Minimal land impacts are anticipated. Erosion and potential for slumping along steep slopes and streams has been addressed through altering one stream crossing through the recommendation of a Geotechnical Engineer

Atmospheric Impacts – No atmospheric impacts are anticipated from the road itself. Pile burning operations to dispose of slash accumulations from clearing of the Right of Way, will provide a flux of carbon emissions.

Aquatic Impacts – No impacts to aquatic habitat are expected

Fish and Wildlife Habitat – No impact to Fish or Wildlife habitat is expected from this project. No bear dens or raptor nests were found during the field work.

2) Socio-Community

Land Use – The Crown land area is within the Queen Charlotte (Haida Gwaii) Timber Supply Area. Two Tenure holders are within the road development area, British Columbia Timber Sales and Taan Forest Limited Partnership. The Crown portions of the road are under the Haida Gwaii Land Use Order. A Forest Reserve established by the Order will have a portion of the road through it.

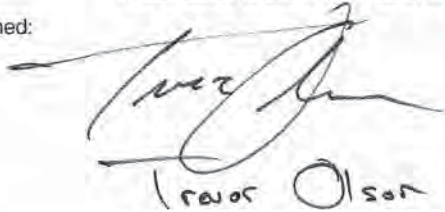
Socio-Community Conditions – The construction of the road will allow for the proper access to the Village of Skidegate's reservoir. The reservoir requires upgrading to ensure the village has water to accommodate the increase in demand the reservoir is receiving and for future increase in demand.

Public Health – Project is not expected to affect public health

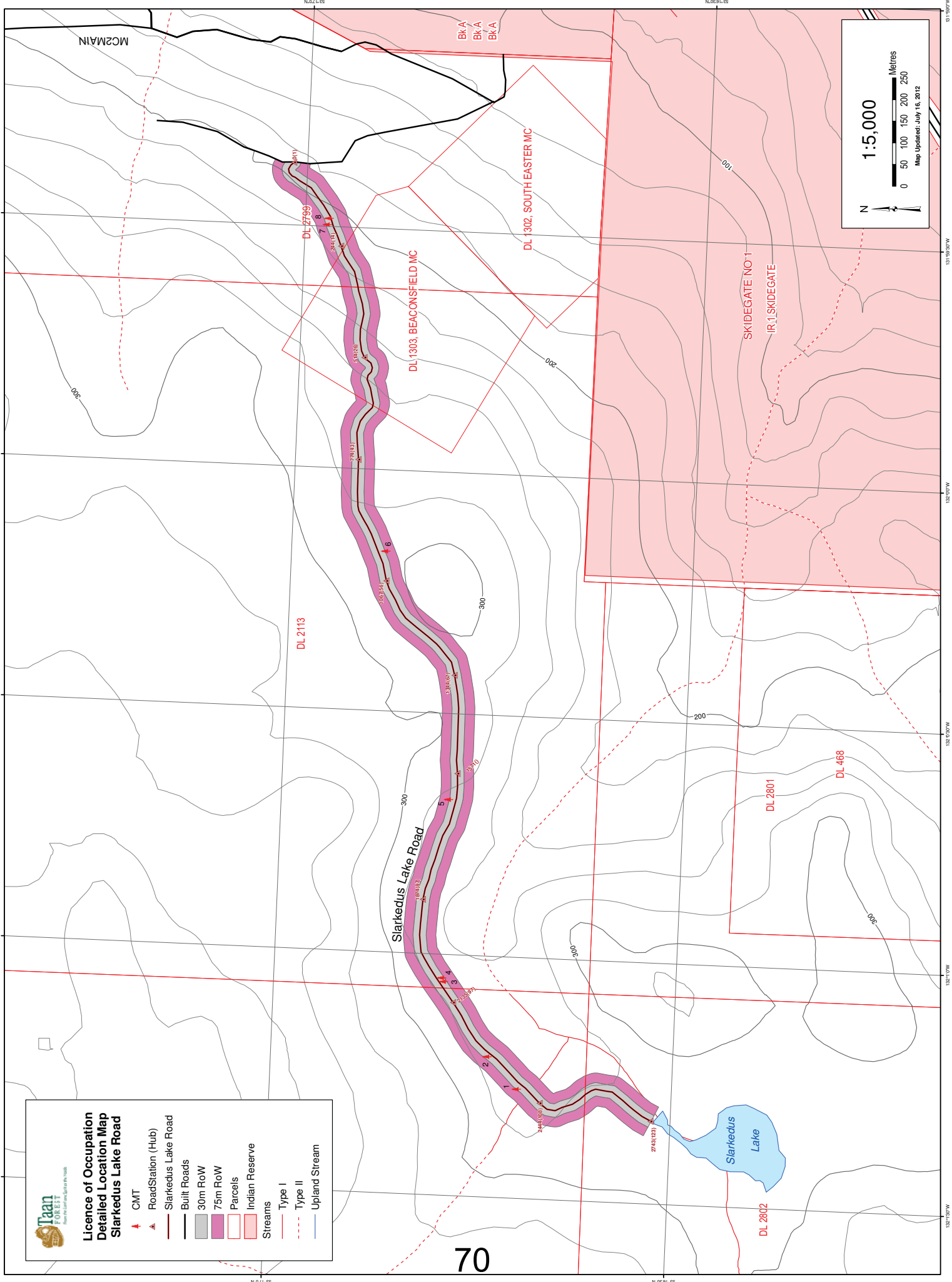
First Nations – The road is being developed for the Skidegate Band Council and the Village of Skidegate for enhancement of their water supply. The proposed road has under gone an Archaeological Impact Assessment (AIA). The AIA found several Culturally Modified Trees along the Right of Way and two on the planned center line of the road. Due to the complexity of the road location and alignment to meet road to meet construction standards, adjusting the road location cannot be an option.


Due to the number of CMTs found along the Right of Way if it is possible to move the road it is expected that more CMTs will be discovered. An alteration permit will be requested from the Archaeology Branch and the Council of Haida Nation to allow the road to be developed as planned.

Signed:
















Trevor Olson





Licence of Occupation Map
Detailed Location Map
Starkedus Lake Road

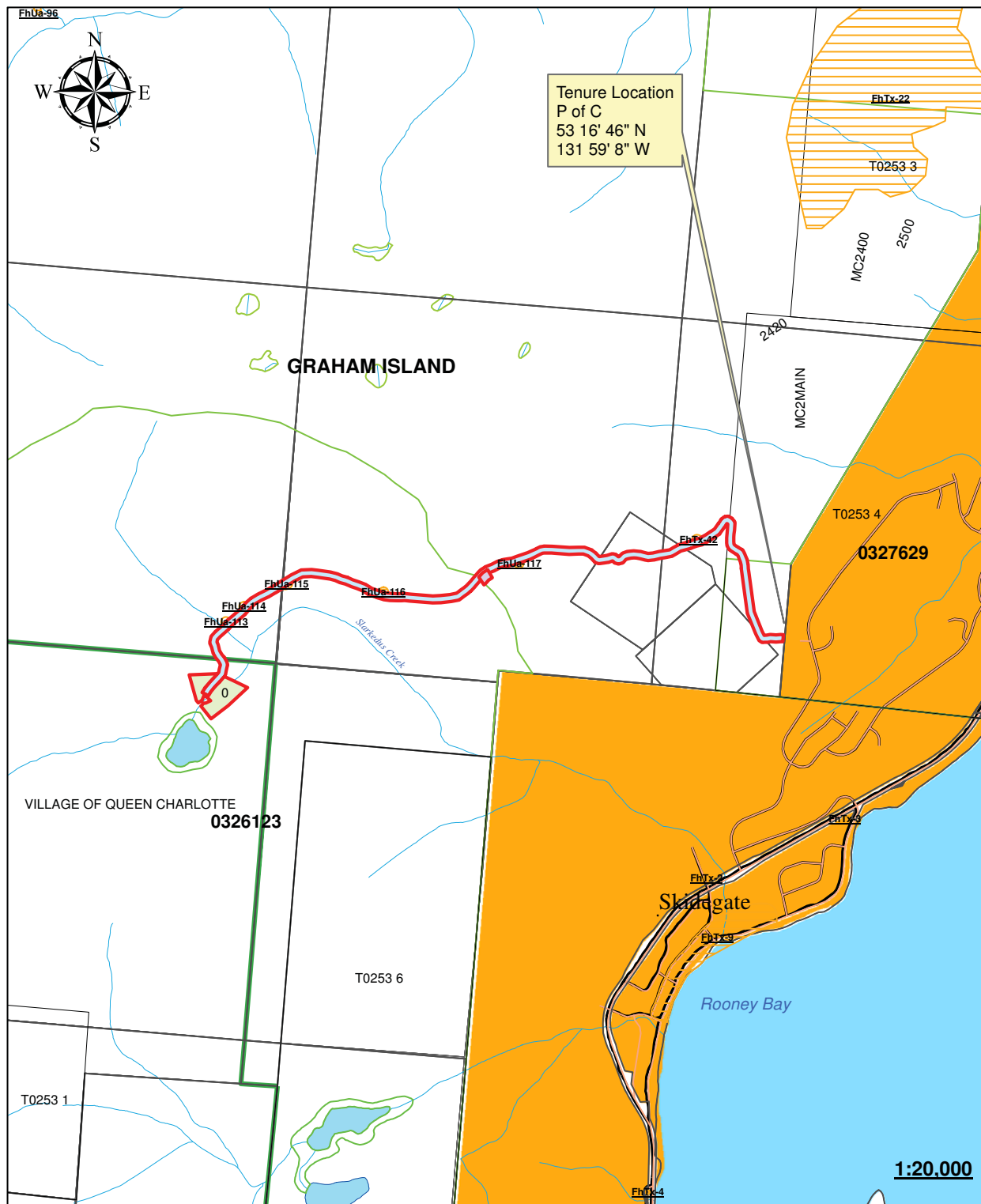
-  CMT
-  RoadStation (Hub)
-  Starkedus Lake Road
-  Built Roads
-  30m RoW
-  75m RoW
-  Parcels
-  Indian Reserve
-  Streams
-  Type I
-  Type II
-  Upland Stream



1:5,000

0 50 100 150 200 250 Metres

Map Updated: July 16, 2012



Lands File Tenure Map Taan Slarkedus Development

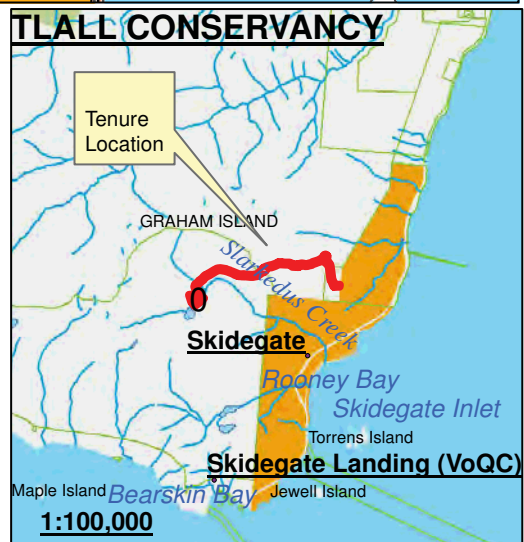
Date: October 17, 2012 Prepared By: DMLouis, HGRD

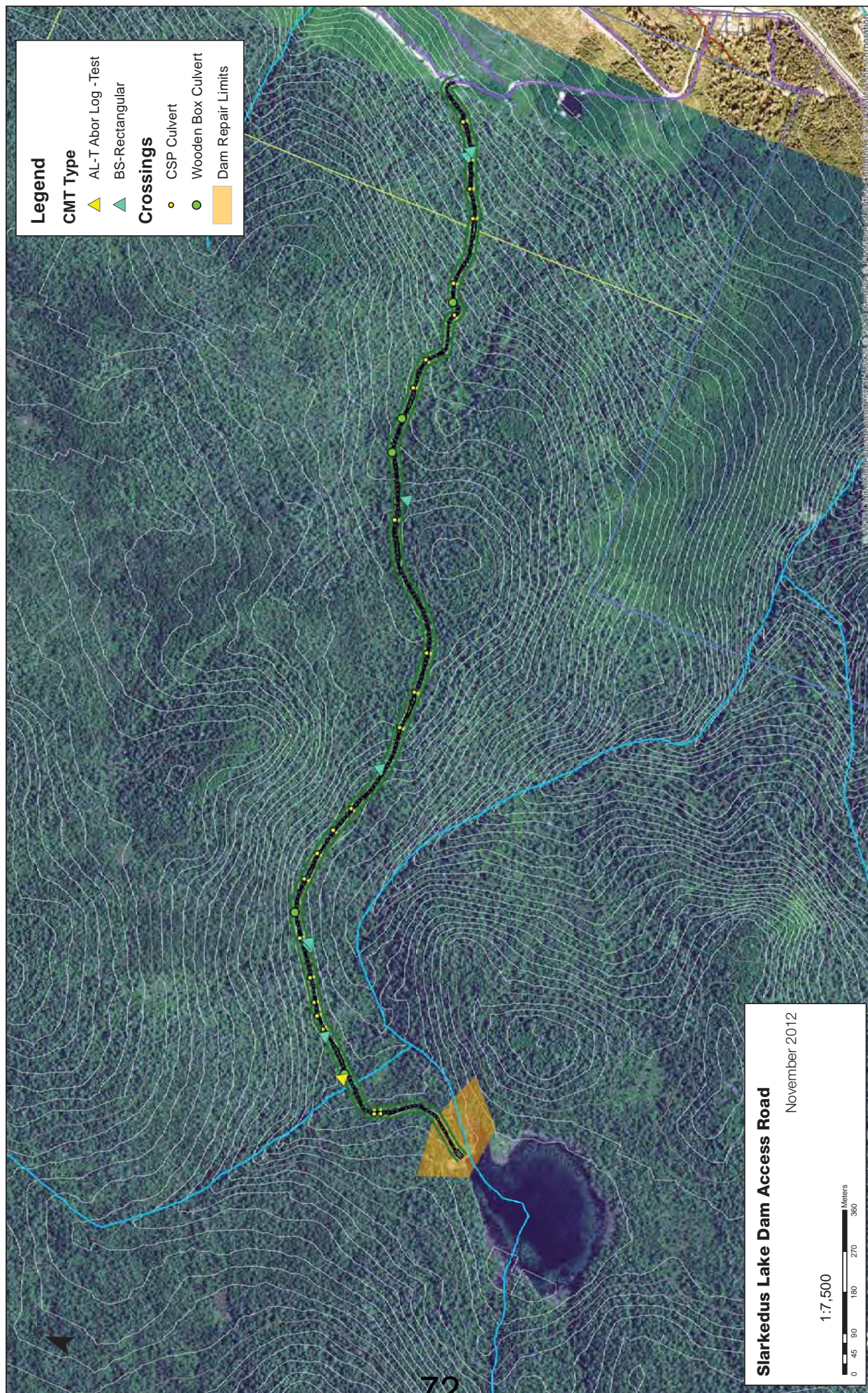
Legend

- | | | |
|---|---|---|
| Dam Repair Limits | Lakes and Ponds | Private Land |
| Pitt Area | Rivers and Creeks | Provincial Parks |
| Skarkedus Lake RoW | | Ecological Reserves |
| Crown Land Tenures | | Conservancy Areas |
| Resource Roads | | National Parks |
| Digital Road Atlas | | Indian Reserves |
| Airstrip and Airport | | All_Ocean_Water |
| Ferry Route | | |
| Gravel or unimproved Roads | | |
| Paved Roads | | |

0 0.225 0.45 0.9 1.35 1.8 Kilometers

71





Legend

CMT Type

- AL-T Abor Log -Test
- BS-Rectangular

Crossings

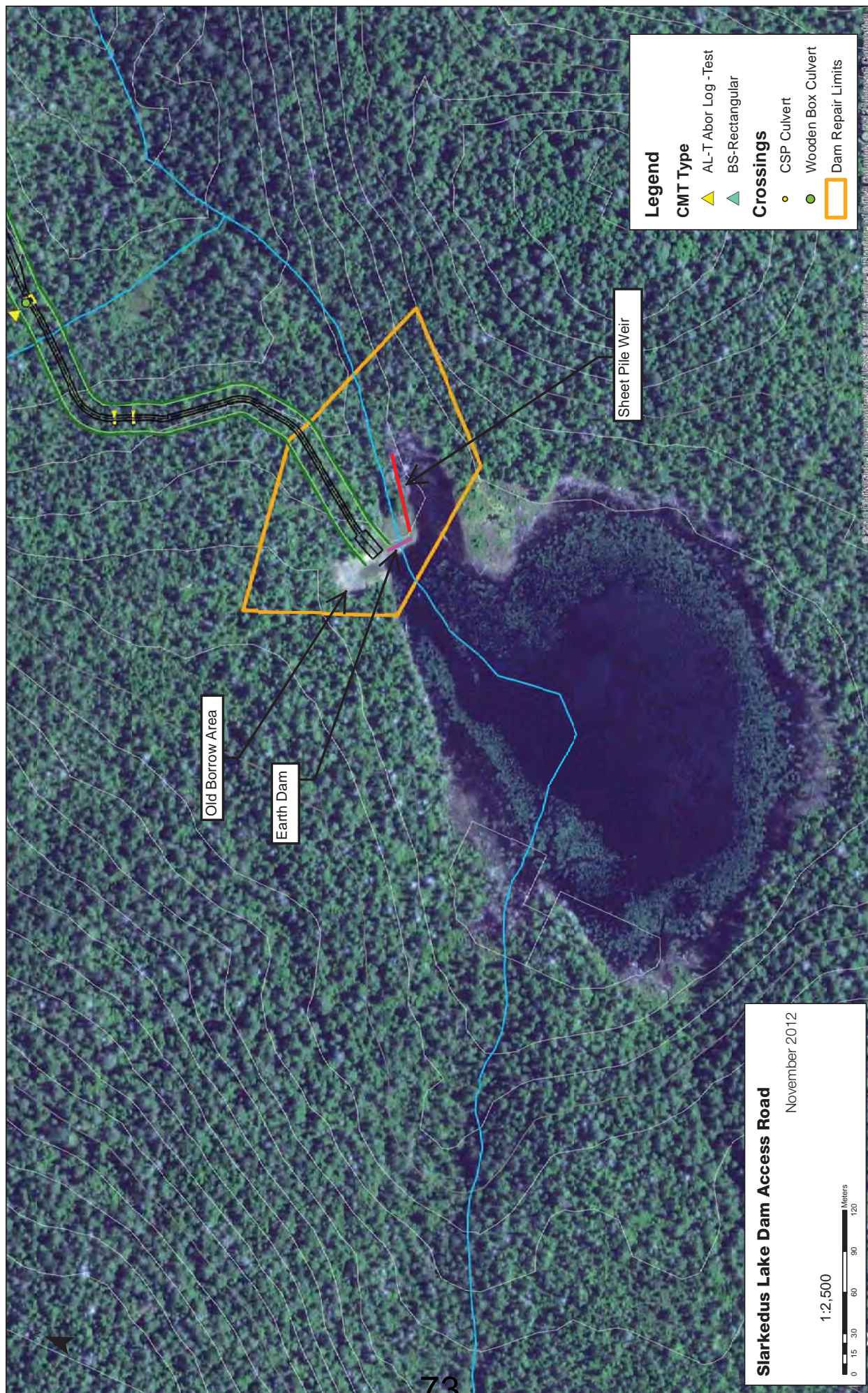
- CSP Culvert
- Wooden Box Culvert
- Dam Repair Limits

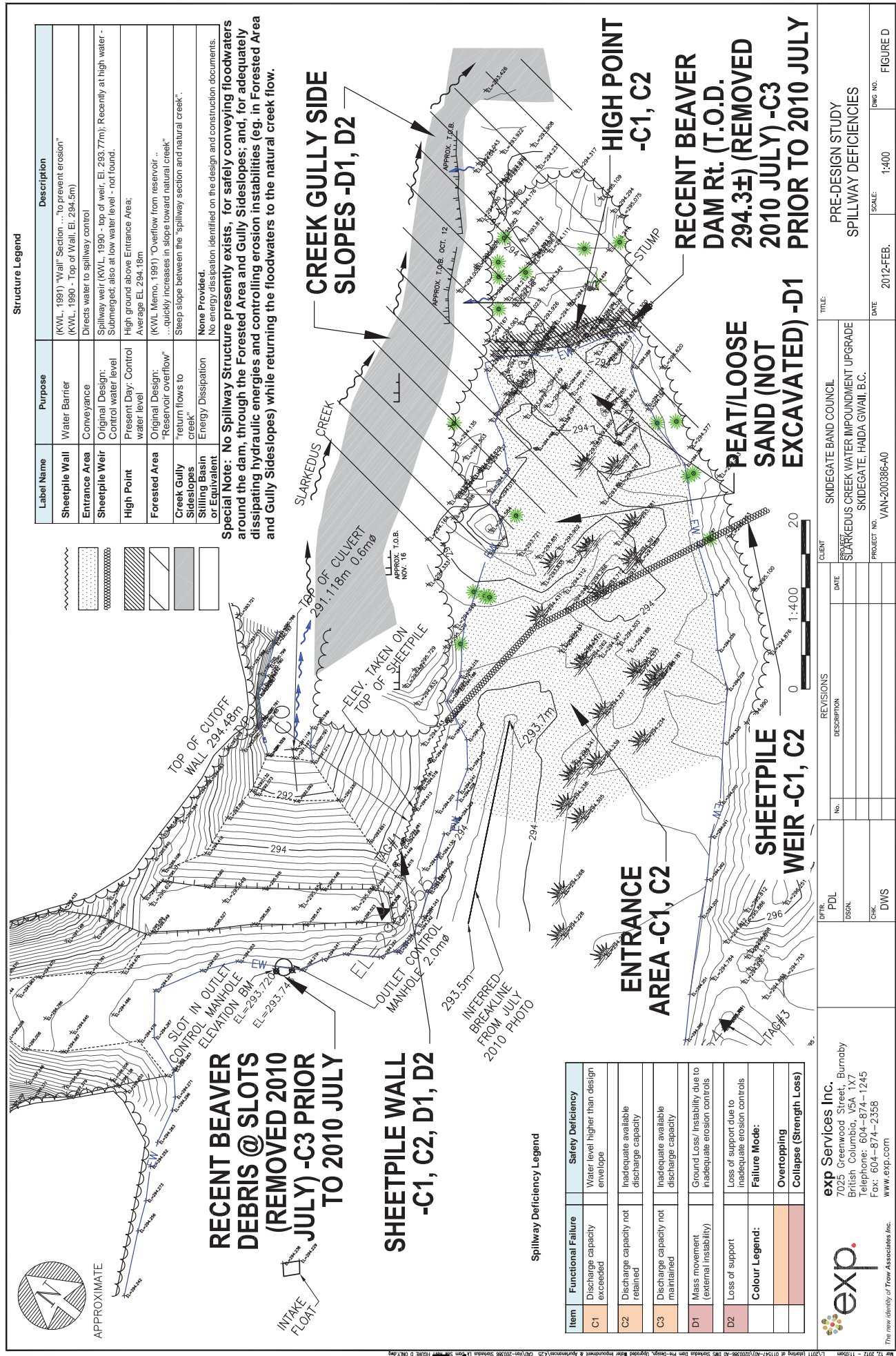
Slarkedus Lake Dam Access Road

November 2012

1:7,500







Label Name	Purpose	Description
Sheetpile Wall	Water Barrier	(KWL, 1991 "Wall" Section ... to prevent erosion" (KWL, 1990 - Top of Wall, El. 294.5m)
Entrance Area	Conveyance	Directs water to spillway control
Sheetpile Weir	Original Design: Control water level	Spillway weir (KWL, 1990 - top of weir, El. 293.77m); Recently at high water - Submerged; also at low water level - not found.
High Point	Present Day: Control water level	High ground above Entrance Area; Average El. 294.18m
Forested Area	Original Design: "Reservoir overflow" "return flows to creek"	(KWL Memo, 1991) "Overflow from reservoir ... quickly increases in slope toward natural creek"
Creek Gully Sideslopes or Equivalent	Energy Dissipation	Slope slope between the "spillway section and natural creek".
	None Provided.	No energy dissipation identified on the design and construction documents.

Special Note: No Spillway Structure presently exists, for safely conveying floodwaters around the dam, through the Forested Area and Gully Sideslopes; and, for adequately dissipating hydraulic energies and controlling erosion instabilities (eg. in Forested Area and Gully Sideslopes) while returning the floodwaters to the natural creek flow.

RECENT BEAVER DEBRIS @ SLOTS (REMOVED 2010 JULY) -C3 PRIOR TO 2010 JULY

SHEETPILE WALL -C1, C2, D1, D2

ENTRANCE AREA -C1, C2

HIGH POINT -C1, C2

RECENT BEAVER DAM Rt. (T.O.D. 294.3±) (REMOVED 2010 JULY) -C3 PRIOR TO 2010 JULY

PEAT/LOOSE SAND (NOT EXCAVATED) -D1

SHEETPILE WEIR -C1, C2

SLARKEDUS CREEK

TOP OF CUTOFF WALL 294.48m

ELEV. TAKEN ON TOP OF SHEETPILE

OUTLET CONTROL MANHOLE 2.0m

INFERRED BREAKLINE FROM JULY 2010 PHOTO

INTAKE FLOAT

APPROXIMATE

Item	Functional Failure	Safety Deficiency
C1	Discharge capacity exceeded	Water level higher than design envelope
C2	Discharge capacity not retained	Inadequate available discharge capacity
C3	Discharge capacity not maintained	Inadequate available discharge capacity
D1	Mass movement (external instability)	Ground Loss/Instability due to inadequate erosion controls
D2	Loss of support	Loss of support due to inadequate erosion controls
	Colour Legend:	Failure Mode:
		Overtopping
		Collapse (Strength Loss)

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SKIDEGATE BAND COUNCIL
SLARKEDUS CREEK WATER IMPOUNDMENT UPGRADE
SKIDEGATE, HADA GWAIL, B.C.

PRE-DESIGN STUDY
SPILLWAY DEFICIENCIES

DATE: 2012-FEB. SCALE: 1:400 DWG NO. FIGURE D

PROJECT NO. VAN-200386-A0

CLIENT: SKIDEGATE BAND COUNCIL

REVISIONS

DATE

DESCRIPTION

NO.

DATE

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