



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
REGULAR BOARD MEETING AGENDA**  
344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C.  
Friday, January 23, 2015  
Immediately following the 7:00PM Regional Hospital  
District Board Meeting

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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 Board held December 12, 2014	Pg 1-2				
3.2	Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held December 12, 2014	Pg 3-10				
3.3	<p>Rise and Report – December 12, 2014 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Nobels, SECONDED by Director Gould, that the staff report entitled “Appointment of Chief Administrative Officer” be received;</p> <p>AND THAT the Board assign powers, duties and functions of Chief Administrative Officer and Corporate Administration, in accordance with sections 197 and 198 of the <i>Local Government Act</i>, to Ms. Karen Mellor, effective immediately;</p> <p>AND FURTHER THAT the Board authorize Karen Mellor as signing authority on the Skeena-Queen Charlotte Regional District Municipal Finance Authority of B.C. and Northern Savings Credit Union accounts.</p> <p>IC072-2014 <span style="float: right;">CARRIED</span></p> <p>MOVED by Director Nobels, SECONDED by Director Brain, that the staff report entitled “2015 Board and Committee Appointments” be received;</p> <p>AND THAT staff advertise for the vacant member positions on the the Graham Island Advisory Planning Commission and the Moresby Island Advisory Planning Commission;</p> <p>AND FURTHER THAT the following Board appointments be made for 2015:</p> <table><tr><td>1. Haida Gwaii Museum</td><td>Director Michael Racz</td></tr><tr><td>2. Yellowhead Highway Association</td><td>Director Nelson Kinney</td></tr></table>	1. Haida Gwaii Museum	Director Michael Racz	2. Yellowhead Highway Association	Director Nelson Kinney	
1. Haida Gwaii Museum	Director Michael Racz					
2. Yellowhead Highway Association	Director Nelson Kinney					

	Alternate Lee Brain	
3. Vancouver Island Regional Library	Director Bill Beldessi	
4. Prince Rupert Regional Archives	Director Nelson Kinney Alternate Lee Brain	
5. Ground Fish Association	Director Des Nobels Jason Thompson	
6. Coastal Community Network	Director Des Nobels	
7. Municipal Insurance Association of B.C.	Director Karl Bergman	
8. Municipal Finance Authority of B.C.	Director Barry Pages Alternate Dan Franzen	
9. BC Ferries Advisory Committee	Director Bill Beldessi	
10. Bowie Seamount Advisory Committee	Director Michael Racz	
11. Northern Development Initiative Trust	Director Michael Racz	
12. North Central Local Government Association	Mayor Dave MacDonald	
IC073-2014	CARRIED	
<p>MOVED by Director Beldessi, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District Board appoint the following to serve as committee members on the Moresby Island Management Standing Committee for a term of four years, effective immediately:</p> <ul style="list-style-type: none"> <li>• Director Bill Beldessi, Electoral Area E</li> <li>• Stan Hovde</li> <li>• Behn Cochrane</li> <li>• Gail Henry</li> <li>• Bill Quaas</li> <li>• Heron Weir</li> </ul>		
IC074-2014	CARRIED	
<p>MOVED by Director Nobels, SECONDED by Director Kinney, that the Skeena-Queen Charlotte Regional District Board appoint the following to serve as committee members on the Regional Recycling Advisory Committee for a term of two years, effective immediately:</p> <ul style="list-style-type: none"> <li>• Director Des Nobels, Electoral Area A</li> <li>• Jean Martin, Environmental Representative</li> </ul>		
IC075-2014	CARRIED	

<p>MOVED by Director Kinney, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District Board appoint the following to serve as committee members on the Haida Gwaii Regional Recreation Commission for a term of two years, effective immediately:</p> <ul style="list-style-type: none"> <li>• Director Ian Gould, Village of Port Clements</li> <li>• Heather Brule, Member-at-large</li> <li>• Laura Williams, Old Massett</li> <li>• Marg Younson, Masset</li> <li>• Amber Bellis, Port Clements</li> <li>• Darcy Pollard, Skidegate</li> <li>• Shawna McLeod, Queen Charlotte</li> <li>• Laurie Chisholm, Sandspit</li> </ul> <p>IC076-2014</p>	CARRIED
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#### 4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING

4.1	Minutes of the Moresby Island Management Standing Committee Meeting held October 6, 2014	Pg 11-12
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#### 5. DELEGATIONS

5.1	Derek Baker & Tessa Gill, Community Relations Advisor & Corporate and Stakeholder Relations, Pacific Northwest LNG – Pacific Northwest LNG Project Update	Verbal
5.2	Jasper Nolos, Community Economic Development Coordinator – Northwest Growth Conference Partnership	Verbal
5.3	Scott Marsden, Executive Director – Haida Gwaii Museum – Haida Gwaii Museum Website Development Project	Verbal

#### 6. FINANCE

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for December, 2014	Pg 12a
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#### 7. CORRESPONDENCE

7.1	Woodside Energy Holdings Pty. Ltd. – Acquisition of Interests in Kitimat LNG	Pg 13
7.2	Honourable Minister Shirley Bond, Ministry of Jobs, Tourism and Skills Training – UBCM Convention Meeting	Pg 14-15
7.3	Jennifer Rice, MLA North Coast – Board of Directors Welcome	Pg 16

7.4	John Horgan, Leader New Democratic Official Opposition – Electoral Area Directors Welcome	Pg 17-18
7.5	Spectra Energy – Congratulations	Pg 19
7.6	GwaiiTel – Request for Support	Pg 20-21
7.7	Honourable Minister Lisa Raitt, Transport Canada – RE: Emergency Response to Marine Risk in Northwest B.C.	Pg 22-26
7.8	B.C. Environmental Assessment Office – Environmental Assessment for the Proposed WCC LNG Project	Pg 27-28
7.9	Honourable Minister Rich Coleman, Ministry of Natural Gas Development – UBCM Convention Meeting	Pg 29-30
7.10	Ministry of Community, Sport and Cultural Development – Grant Funding – Asset Management Capacity Building Program	Pg 31-39

## 8. REPORTS / RESOLUTIONS

8.1	D. Fish, Deputy Corporate Officer – 2015 Grant Writer	Pg 40
8.2	M. Williams, Planner – Bylaw No. 593, 2015	Pg 41
8.3	M. Williams, Planner – Board Planning Policies	Pg 42-43
8.4	M. Williams, Planner – Sandspit Emergency Evacuation Site Update	Pg 44-46
8.5	D. Fish, Deputy Corporate Officer – Skeena-Queen Charlotte Regional District Weighted Voting	Pg 47-53

## 9. BYLAWS

9.1	Bylaw No. 592, 2015 – Being a bylaw to repeal bylaws establishing committees that are no longer active or no longer serve the purpose for which they were established <b><i>Prior to being given 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings and adoption.</i></b>	Pg 54
9.2	Bylaw No. 586, 2014 – Being a bylaw to establish the Sandspit Community Hall Standing Committee <b><i>Prior to being given 2<sup>nd</sup>, 3<sup>rd</sup> readings and adoption.</i></b>	Pg 55-59
9.3	Bylaw No. 593, 2015 – Being a bylaw to provide for the establishment of a Board of Variance <b><i>Prior to being given 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings and adoption.</i></b>	Pg 60-64

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

None.	---
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**11. NEW BUSINESS**

11.1	Directors' Reports	Verbal
11.2	2015 Skeena-Queen Charlotte Regional District Board Meeting Schedule	Pg 65
11.3	Advisory Planning Commission Policy	Pg 66-67
11.4	Board of Variance Policy	Pg 68-70
11.5	Haida Gwaii Museum Funding Application to Northern Development Initiative Trust's Marketing Initiative Program	Pg 71-81

**12. OLD BUSINESS**

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

That the public be excluded from the meeting according to section 90(1)(c) of the <i>Community Charter</i> – "labour relations or other employee relations."	
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**15. ADJOURNMENT****NEXT REGULAR MEETING:**

**SQCRD Board Meeting  
Friday, February 20, 2015  
At 7:00 p.m.**



## 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 344 2<sup>nd</sup> Avenue West in Prince Rupert, BC on Friday, December 12, 2014.

### PRESENT

### PRIOR TO ADOPTION

Chair B. Pages, Village of Masset

Vice Chair D. Nobels, Electoral Area A

Directors N. Kinney, City of Prince Rupert  
 L. Brain, City of Prince Rupert  
 D. Franzen, District of Port Edward  
 J. MacMullin, Alternate, Village of Queen Charlotte (*via teleconference*)  
 I. Gould, Village of Port Clements  
 K. Bergman, Electoral Area C  
 M. Racz, Electoral Area D (*via teleconference*)  
 B. Beldessi, Electoral Area E

Staff J. Merrick, Chief Administrative Officer  
 K. Mellor, Chief Administrative Officer  
 D. Fish, Deputy Corporate Officer – “*Presiding*”  
 J. Robb, Treasurer  
 M. Williams, Planner

Public 0

Media 1

### 1. CALL TO ORDER 7:02 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 2015.

Director Racz 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 2015 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 2015.

Director Kinney 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 2015 by acclamation.**

**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 Beldessi, SECONDED by Director Franzen, that the Meeting be adjourned at 7:05 p.m.

**416-2014**

**CARRIED**

Approved and adopted:

Certified correct:

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B. Pages  
Chair

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J. 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 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C. on Friday, December 12, 2014 immediately following the SQCRD Statutory Board Meeting.

### PRESENT

### PRIOR TO ADOPTION

Chair	B. Pages, Village of Masset
Vice Chair	D. Nobels, Electoral Area A
Directors	L. Brain, City of Prince Rupert N. Kinney, City of Prince Rupert D. Franzen, District of Port Edward I. Gould, Village of Port Clements J. MacMullin, Alternate, Village of Queen Charlotte ( <i>via teleconference</i> ) K. Bergman, Electoral Area C M. Racz, Electoral Area D ( <i>via teleconference</i> ) B. Beldessi, Electoral Area E
Staff	J. Merrick, Chief Administrative Officer K. Mellor, Chief Administrative Officer D. Fish, Deputy Corporate Officer J. Robb, Treasurer M. Barthel, Planner
Public	0
Media	1

### 1. CALL TO ORDER 7:09 p.m.

### 2. AGENDA

- 2.1 MOVED by Director Nobels, SECONDED by Director Kinney, that the amended agenda be adopted as presented.

**417-2014**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held November 21, 2014

MOVED by Director Nobels, SECONDED by Director Gould, that the minutes of the November 21, 2014 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as presented.

**418-2014**

**CARRIED**



**4. STANDING COMMITTEE/COMMISSION MINUTES – BUSINESS ARISING**

- 4.1 Minutes of the November 13, 2014 Haida Gwaii Regional Recreation Commission Meeting Minutes

MOVED by Director Nobels, SECONDED by Director Gould, that the minutes of the November 13, 2014 Haida Gwaii Regional Recreation Commission meeting be received as presented.

**419-2014**

**CARRIED**

**5. DELEGATIONS**

- 5.1 TransCanada – Prince Rupert Gas Transmission Project

Shaheen Kassam, Devin O’Neal & Neil Milne, Senior Community Relations Advisor, Assistant Director of Planning & Execution, & Socio-Economic Advisor, respectively, addressed the Board in regard to the Prince Rupert Gas Transmission Project.

Representatives from TransCanada provided an overview of the Prince Rupert Gas Transmission Project, which included a project route update, management plans, marine pipeline construction and community benefits.

The Chair thanked Ms. Kassam, Mr. Milne and Mr. O’Neal for their presentation.

**6. FINANCE**

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

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

**420-2014**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Ministry of Health – UBCM Meeting

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Ministry of Health regarding the 2014 UBCM Meeting be received.

**421-2014**

**CARRIED**

- 7.2 Union of B.C. Municipalities – Gas Tax Agreement Community Works Fund Payment

MOVED by Director Nobels, SECONDED by Director Kinney, that the correspondence from the Union of B.C. Municipalities regarding the gas tax agreement community works fund payment be received.

**422-2014**

**CARRIED**

**7.3 Ministry of Aboriginal Relations and Reconciliation – UBCM Meeting**

MOVED by Director Franzen, SECONDED by Director Gould, that the correspondence from the Ministry of Aboriginal Relations and Reconciliation thanking the Regional District Board for meeting at the 2014 UBCM convention be received.

**423-2014****CARRIED****7.4 Prince Rupert Unemployed Action Centre – Request for Letter of Support**

MOVED by Director Franzen, SECONDED by Director Nobels, that the correspondence from the Prince Rupert Unemployed Action Centre in regard to a request for a letter of support be received;

AND THAT the Board provide the attached letter of support, as drafted, to the Prince Rupert Unemployed Action Centre for its grant funding applications to the Provincial Government Gaming Branch and Law Foundation.

**424-2014****CARRIED****7.5 District of Hudson's Hope – Referral of Proposed Site C Dam Project to BC Utilities Commission**

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the District of Hudson's Hope in regard to Referral of Proposed Site C Dam Project to BC Utilities Commission be received;

AND THAT the Board support the District of Hudson's Hope request for a one year moratorium and BC Utilities Commission consideration of less expensive alternatives to Site C.

**425-2014****CARRIED****7.6 Nexen Energy ULC – Aurora LNG Project Update**

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from Nexen Energy ULC in regard to the Aurora LNG Project Update be received;

AND THAT staff send correspondence to Nexen Energy ULC to offer the Board's cooperation in scheduling a meeting with the proponent at its earliest convenience;

AND FURTHER THAT a copy of the 2015 Board meeting schedule be provided to Nexen Energy ULC for its information.

**426-2014****CARRIED****7.7 Northwest Growth Conference Partnership – 2015 Northwest Growth Conference**

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from the Northwest Growth Conference Partnership in regard to the 2015 Northwest Growth Conference be received for information.

**427-2014****CARRIED**

**8. REPORTS – RESOLUTIONS**

## 8.1 J. Robb, Treasurer – Group Insurance for Elected Officials

MOVED by Director Franzen, SECONDED by Director Gould, that the report from staff entitled “Group Insurance for Elected Officials” be received for information.

**428-2014****CARRIED**

## 8.2 J. Robb, Treasurer – 2015 Budget Process

MOVED by Director Gould, SECONDED by Director Nobels, that the staff report entitled “2015 Budget Process” be received for information.

**429-2014****CARRIED**

## 8.3 J. Robb, Treasurer - Financial Accounts of Committees and Commissions Policy

MOVED by Director Nobels, SECONDED by Director Beldessi, that the staff report entitled “Financial Accounts of Committees and Commissions Policy” be received.

**430-2014****CARRIED**

MOVED by Director Nobels, SECONDED by Director Kinney, that the *Financial Accounts of Committees and Commissions Board Policy* be adopted as presented.

**431-2014****CARRIED**

## 8.4 J. Robb, Treasurer – Municipal Finance Authority and Northern Savings Credit Union Signing Authority

MOVED by Director Kinney, SECONDED by Director Nobels, that the staff report entitled “Municipal Finance Authority and Northern Savings Credit Union Signing Authority” be received;

AND THAT the Board authorize the Chair, Vice Chair, Director Kinney and Director Franzen as signing authority on the Skeena-Queen Charlotte Regional District Northern Savings Credit Union accounts.

**432-2014****CARRIED**

## 8.5 M. Williams, Planner – Proposed LNG Projects within the Prince Rupert Port Authority Update

MOVED by Director Franzen, SECONDED by Director Beldessi, that the staff report entitled “Proposed LNG Projects within the Prince Rupert Port Authority Update” be received for information.

**433-2014****CARRIED**

- 8.6 L. Neville, Recreation Coordinator – November 2014 Haida Gwaii Regional Recreation Report

MOVED by Director Kinney, SECONDED by Director Gould, that the staff report entitled “November 2014 Haida Gwaii Regional Recreation Report” be received for information.

**434-2014**

**CARRIED**

## **9. BYLAWS**

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

MOVED by Director Nobels, SECONDED by Director Kinney, that Bylaw No. 588, 2014 be given 2<sup>nd</sup> reading.

**435-2014**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Gould, that Bylaw No. 588, 2014 be given 3<sup>rd</sup> reading.

**436-2014**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Franzen, that Bylaw No. 588, 2014 be adopted.

**437-2014**

**CARRIED**

- 9.2 Bylaw No. 589, 2014 – Being a bylaw to provide for the borrowing of money during fiscal year 2015 in anticipation of revenue

MOVED by Director Gould, SECONDED by Director Racz, that Bylaw No. 588, 2014 be given 1<sup>st</sup> reading.

**438-2014**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Kinney, that Bylaw No. 588, 2014 be given 2<sup>nd</sup> reading.

**439-2014**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 588, 2014 be given 3<sup>rd</sup> reading.

**440-2014**

**CARRIED**

MOVED by Director Franzen, SECONDED by Director Nobels, that Bylaw No. 588, 2014 be adopted.

**441-2014**

**CARRIED**

- 9.3 Bylaw No. 582, 2014 – Being a bylaw to establish a service within Electoral Area “E” (Moresby Island) for the purpose of operating a community hall

MOVED by Director Beldessi, SECONDED by Director Nobels, that Bylaw No. 582, 2014 be adopted.

**442-2014**

**CARRIED**

- 9.4 Bylaw No. 586, 2014 – Being a bylaw to establish the Sandspit Community Hall Committee

MOVED by Director Beldessi, SECONDED by Director Brain, that Bylaw No. 586, 2014 be given 1<sup>st</sup> reading;

AND THAT Bylaw No. 586, 2014 be amended by replacing section 4 (a) with the following:

- The Committee shall consist of at least four (4) members, appointed by the Board, to serve on the Committee for a three (3) year term.

**443-2014**

**CARRIED**

## **10. LAND REFERRALS / PLANNING**

None.

## **11. NEW BUSINESS**

### **11.1 Director's Reports**

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

#### Director Gould – Village of Port Clements

- Edwards & Associates Logging Ltd., employing roughly 80-100 employees on Haida Gwaii, has defaulted on its employee remuneration.

#### Director Nobels – Electoral Area A

- The community of Dodge Cove has sent correspondence to the Honourable Premier Clark to request further clarification on LNG facility plans for the area;
- Nexen Energy ULC has purchased a piece of land on Digby Island.

#### Director Franzen – District of Port Edward

- The District celebrated Ron Bedard's, Chief Administrative Officer, retirement party; and
- Bob Payette was sworn in and has assumed the role of Chief Administrative Officer for the District of Port Edward.

#### Director Brain – City of Prince Rupert

- The City completed the incorporation of District Lot 444 into its Official Community Plan and Zoning Bylaw – the property has been zoned M-5 (Heavy Industrial LNG) and P-1 (Public Use); and
- The City has reached an \$18 million lease agreement with Exxon Mobil Corp.

Director Racz – Electoral Area D

- Misty Isles Economic Development Society has a new Economic Development Officer – Cam Bell;
- Community Futures Haida Gwaii will be welcoming a new general manager in the near future; and
- A new Board has begun work with Gwaii Tel.

Alternate Director MacMullin – Village of Queen Charlotte

- The Village hospital is still undergoing construction;
- The Village is still underway with the hiring of a new, permanent Chief Administrative Officer; and
- The Village continues to experience challenges with its recycling program.

Chair Pages – Village of Masset

- The Village of Masset has seen some improvement in the level of service and coverage provided by the BC Ambulance Service.

**444-2014****CARRIED**

## 11.2 2015 Tentative Board Meeting Schedule

MOVED by Director Franzen, SECONDED by Director Racz, that the 2015 Tentative Board Meeting Schedule be adopted with the following amendments:

- March 7<sup>th</sup> at 3:00PM

**445-2014****CARRIED**

## 11.3 Director Racz, Electoral Area “D” – Emergency Response System

MOVED by Director Gould, SECONDED by Director Beldessi, that information from Director Racz in regard to Emergency Response Systems be received;

AND THAT staff research the identified emergency response systems and the need for this type of service on Haida Gwaii;

AND FURTHER THAT staff report back to the Board at a future date.

**446-2014****CARRIED****12. OLD BUSINESS**

None.

**13. PUBLIC INPUT**

There was 1 question from the public.

**14. IN CAMERA**

MOVED by Director Kinney, SECONDED by Director Franzen, that the Board move to the In-Camera meeting following the Regular Meeting under Section 90(1)(a) of the *Community Charter* – “personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.”

**447-2014****CARRIED****15. ADJOURNMENT**

MOVED by Director Franzen, SECONDED by Director Kinney, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 9:55 pm.

**448-2014****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Chief Administrative Officer

# Moresby Island Management Committee

MIMC PO Box 33, Sandspit, B.C. V0T 1T0 Phone: 250-637-2466 Fax: 250-637-2460 MIMC@qcislands.net

Minutes of the Regular MIMC Meeting held at the Sandspit Community Hall on Monday October 6 at 7:00 pm.

## 1. CALL TO ORDER

Call to order at 7:15

## 2. APPROVAL OF AGENDA

Moved by Gord, Seconded by Heron to adopt the agenda as presented. CARRIED

## 3. DELEGATES

## 4. RISE & REPORT

## 5. PUBLIC INPUT

There were no comments from the public.

## 6. BUSINESS

### 6.1 Evacuation Site

Moved by Heron, Seconded by Gord to proceed with quotes on sea containers. CARRIED

Action Item: to write to Gwaii Trust requesting an extension on the evacuation site funding.

## 7. FOLLOW UP ACTION LIST (FUAL)

### 7.1 FUAL October 2014

## 8. REPORTS

### 8.1 Water System Operator's Report September 2014

### 8.2 SQCRD September 19<sup>th</sup> 2014<sup>t</sup> Board Meeting Minutes

Moved by Gord, Seconded by Heron to receive and file reports 8.1 and 8.2. CARRIED

## 9. CORRESPONDENCE

## 10 APPROVAL OF PREVIOUS MINUTES

### 10.1 Regular MIMC Meeting September 8, 2014

Moved by Heron, Seconded by Gord to approve September MIMC Meeting Minutes.  
CARRIED

## 11 UPCOMING DATES

### 11.1 Next Regular MIMC Meeting Monday November 10th, 2014



**12 ROUND TABLE**

Evan Putterill attended several meetings and provided a verbal report.

**13 PUBLIC INPUT**

Members of the public may provide comment or ask questions of the committee.

**13 ADJOURNMENT**

Heron Wier moved to adjourn the meeting at 9:05.

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

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Dan's Move It Services	5-Dec	\$ 11,772.50	RD Office Move
Big Red Enterprises Ltd.	5-Dec	\$ 15,585.60	November Garbage Collection Contract
Speedee	8-Dec	\$ 5,338.31	3 New Office Desks
The Electrician	23-Dec	\$ 7,149.68	New Office Setup
Ticker's Hauling & Storage	23-Dec	\$ 7,360.50	Transport Recyclables & Equipment Rental
Western Financial Group	23-Dec	\$ 17,212.00	2015 Fleet Insurance Renewal

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 64,418.59</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 52,999.44</b>
<b>TOTAL CHEQUES:</b>	<b><u>\$ 117,418.03</u></b>



Please direct all responses/queries to:  
**Bev East**  
 t: +61 8 9348 6388  
 e: bev.east@woodside.com.au

Our reference: DRIMS# 9910960

RECEIVED  
 JAN - 9 2015  
 SKEENA QUEEN CHARLOTTE  
 REGIONAL DISTRICT

Woodside Energy  
 Holdings Pty. Ltd.  
 ACN 090 682 803  
 Woodside Plaza  
 240 St Georges Terrace  
 Perth WA 6000  
 GPO Box D188  
 Perth WA 6840  
 Australia  
 T: +61 8 9348 4000  
 F: +61 8 9214 2777  
 www.woodside.com.au

19 December 2014

Attn: Chair Barry Pages  
**Skeena Queen Charlotte Regional District**  
 100 1<sup>st</sup> Avenue East  
 Prince Rupert, B.C V8J 1A6

Dear Chair Pages and Board Members

**RE: ACQUISITION OF INTERESTS IN KITIMAT LNG**

I am pleased to provide you with an update on Woodside's interests in Canada since our last correspondence in August 2014 following our submission of a Project Description for Grassy Point LNG.

This week we announced Woodside had entered into a binding transaction with Apache Corporation to acquire Apache's Kitimat LNG project interests in British Columbia in addition to a number of Australian interests.

The acquisition includes a 50 per cent interest in the Kitimat LNG project, including approximately 320,000 acres in the Horn River and Liard Basins.

As you will be aware, for the past year we have been progressing technical and economic feasibility studies for a potential liquefied natural gas development at Grassy Point.

In parallel with our Kitimat interest, we will continue to advance our interest in Grassy Point, including activities under the BC Environmental Assessment process.

We are committed to continuing engagement with First Nations, government and community stakeholders as we progress our interests in British Columbia.

We were pleased to have the opportunity to present our proposed Grassy Point LNG development to the Board in June and look forward to future opportunities to discuss our activities in the region.

Please do not hesitate to contact me if you have any questions or require additional information on this most recent acquisition.

Yours sincerely

**Bev East**  
 General Manager Corporate Affairs

RECEIVED

DEC 12 2014

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICTBRITISH  
COLUMBIA

DEC - 5 2014

Ref: 106381

Ms. Joan Merrick  
Chief Administrative Officer  
Skeena-Queen Charlotte Regional District  
100 – 1<sup>st</sup> Avenue East  
Prince Rupert, BC V8J 1A6

Dear Ms. Merrick:

*Joan:*

It was a pleasure to meet with the delegation from Skeena-Queen Charlotte Regional District (District) at the Union of British Columbia Municipalities Annual Convention (Convention) held in Whistler. I appreciated the opportunity to discuss the issues of significance to your community.

I am sure you will agree that it is important for all levels of government to communicate effectively in order to better serve our communities at large. The Convention provides us with the opportunity to discuss what is important to communities and to the province as a whole.

As the Minister responsible for developing and implementing the province's jobs initiatives, I am proud of the Ministry's contributions to a comprehensive strategy entitled *BC's Skills for Jobs Blueprint: Re-engineering Education and Training*. The Blueprint aims to re-engineer BC's education and apprenticeship systems to provide young people a seamless path from school to the workplace. This plan will assist in putting British Columbians first in line to fill the one million job openings expected by 2022. The plan also prioritizes the education and training needs of British Columbia's Aboriginal people with the goal of significantly increasing their participation in the workforce.

I understand that Mr. D. Scott MacDonald, Assistant Deputy Minister, Labour Market and Immigration Division, will be reaching out to staff from the District to further discuss opportunities regarding skills training facilities and existing capacity. I also understand that Ms. Kaaren Lewis, Assistant Deputy Minister, Small Business and Tourism Division, will connect with District staff to discuss guidelines surrounding the Municipal and Regional District Tax Program. I look forward to hearing about these discussions.

.../2

Ms. Joan Merrick  
Page 2

Thank you again for taking the time to share your community's concerns. I appreciate your passion and commitment to help build a stronger, economically vibrant community and province.

Sincerely,



Shirley Bond  
Minister

pc: Mr. D. Scott MacDonald  
Assistant Deputy Minister  
Labour Market and Immigration Division  
Ministry of Jobs, Tourism and Skills Training

Ms. Kaaren Lewis  
Assistant Deputy Minister  
Tourism and Small Business Division  
Ministry of Jobs, Tourism and Skills Training

**Jennifer Rice, MLA**  
(North Coast)  
Victoria Office:  
Room 201, Parliament Buildings  
Victoria BC V8V 1X4

**Community Office:**  
818 - 3rd Avenue West  
Prince Rupert BC V8J 1M6  
Telephone: 250 624-7734  
Facsimile: 250 624-7737  
Toll-Free: 1 866 624-7734



**Province of  
British Columbia**  
Legislative Assembly



Jennifer Rice, MLA  
(North Coast)

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DEC 16 2014

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

Board of Directors  
C/O Skeena-Queen Charlotte Regional District  
100-1st Avenue  
Prince Rupert, BC  
V8J 1A6

December 3, 2014

Re: Welcome to Board of Directors

Dear Board of Directors,

I would like to extend a warm welcome to the Board of Directors for the Regional District of Skeena-Queen Charlotte. To those returning, thank you for your dedication and service to your community and region. To those newly elected, congratulations on your successful campaign.

It is important for the different levels of government to work together to ensure the interests of the residents throughout the region are being represented as best as possible. As the MLA for North Coast, I am willing to meet with the Board of Directors whenever possible to discuss local issues, concerns and visions for the future. Input from the Board of Directors on local concerns and future goals will help to guide me in how I advocate for and represent this region in on a Provincial level.

I look forward to working with you in the future to advocate for a better future for the North Coast. Please to not hesitate to contact me with any concerns or issues you wish to address throughout your terms as Directors.

Best wishes for the upcoming term.

Sincerely, 

Jennifer Rice  
MLA, North Coast



**John Horgan, MLA**  
(Juan de Fuca)  
Room 201  
Parliament Buildings  
Victoria, BC V8V 1X4

**Constituency Office:**  
#122-2806 Jacklin Road  
Victoria, BC V9B 5A4  
Phone (250) 391-2801  
Fax (250) 391-2804



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DEC 22 2014

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

**Selina Robinson, MLA**  
(Coquitlam-Maillardville)  
Room 201  
Parliament Buildings  
Victoria, BC V8V 1X4

**Constituency Office:**  
102-1108 Austin Avenue  
Coquitlam, BC V3K 1X4  
Phone (604) 933-2001  
Fax (604) 933-2002

Electoral Area Directors  
Skeena-Queen Charlotte Regional District  
100 1st Avenue East  
Prince Rupert, BC V8J 1A6

December 08, 2014

Dear Directors,

Congratulations on your recent election. As Leader of the Opposition and the Spokesperson for Local Government, we thank you for your dedication and commitment, and for the work you will do in service of your community.

You have a big task before you. You already know that it is a rewarding task, and one that is absolutely vital to our province and our democracy. Local governments are part of the foundation of British Columbia and you play a key role in building a strong, vibrant, resilient and sustainable province for all British Columbians.

Your perspective and insight are important to us. You know the reality on the ground in your communities. We respect your understanding and knowledge of the issues facing your constituents.

We have been listening carefully to local governments around the province. It is a challenging time for you and your colleagues. The issues you are dealing with are increasingly complex, yet resources are dwindling despite high need, downloading of responsibilities from senior levels of government, and pressure to do more with less.

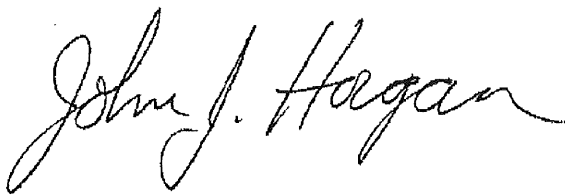
We understand these challenges and believe that local governments need to be invited to the table with the Province to explore how different levels of government can work together to meet the needs of our citizens. We are here to work in partnership with you to create healthy, safe, and prosperous communities.

Selina Robinson, our Opposition Spokesperson for Local Government, is your contact on the team. You can reach Selina by phone at 250-953-4701 in Victoria, 604-933-2001 in Coquitlam, or by email at [Selina.Robinson.mla@leg.bc.ca](mailto:Selina.Robinson.mla@leg.bc.ca). We look forward to hearing from you.

We are grateful to have committed individuals like yourselves as colleagues. We look forward to working with you as you fulfill your terms in office.

We wish you and your families all the very best for the holiday season.

Sincerely,

A handwritten signature in black ink that reads "John J. Horgan". The signature is fluid and cursive, with the first name "John" and last name "Horgan" clearly legible.

John Horgan  
Leader  
New Democrat Official Opposition

A handwritten signature in black ink that reads "Selina Robinson". The signature is cursive and elegant, with the first name "Selina" and last name "Robinson" clearly legible.

Selina Robinson  
Spokesperson for Local Government and Sport





Canadian LNG  
P.O. Box 11162  
Suite 1100, 1055 West Georgia Street  
Vancouver, BC V6E 3R5

604.691.5955 direct  
604.220.3163 cell  
604.488.8068 fax

dpbloom@spectraenergy.com



**D.P. (Doug) Bloom**  
*President*

December 17, 2014

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

Dear Chair Pages and Board,

On behalf of the nearly 900 Spectra Energy employees across British Columbia, we would like to extend our congratulations on your successful municipal election, and thanks for your commitment to service in local government.

British Columbia is the foundation of Spectra Energy's western Canadian operations. For close to six decades, we have been growing a business that today serves as the province's natural gas backbone, linking our abundant natural gas supplies in northeast BC with markets across North America, creating jobs and contributing to community vitality. We strive to create real and lasting value in every community we serve by working in a safe and sustainable manner and delivering local, long-term benefits through our projects and ongoing operations.

BC has a massive challenge ahead – finding new markets for our natural gas as traditional ones diminish. As with most challenges, there comes opportunity. Since 2009, Spectra Energy has invested more than \$2 billion in BC to grow our business and meet customer demand as the province prepares for LNG and the multi-generational opportunity it presents. We are now pursuing more than \$6 billion in investments in BC – some in our traditional gathering and processing and pipeline business, as well as a new pipeline to Prince Rupert – in response to that opportunity.

Together with Aboriginal and local communities such as yours, we have the opportunity to think big and work collaboratively to deliver sustainable benefits for all British Columbians. We believe in listening, being responsive and working hard every day to become your partner of choice.

As you and your Council assume your duties, we would welcome a meeting to hear more about your plans in the community and discuss our current and planned activity. A member of our Community and Aboriginal Relations team will contact your office to arrange for that discussion early in 2015.

Sincerely,

Doug Bloom  
President, Canadian LNG



# GwaiiTel

*The Haida Gwaii Community Network*

December 19, 2014  
Skeena Queen Charlotte Regional District  
Prince Rupert B.C.

Attn: Chair Barry Pages and board

Re: GwaiiTel Society

*GwaiiTel is a non profit society, owned equally by the Haida Nation and the civic communities of Haida Gwaii. It is an aggregator of broadband services which it brings to the island via the longest radio link in North America. GwaiiTel is working to bring the highest quality internet to the islands communities possible. We have an unique opportunity in front of us and that is our application to Digital Canada 150 for 75% funding. Our grant application will be looking towards the future as well as the present. We will apply for what can serve and improve us today as well as what will be a "fit" for future needs. In order for this application to be successful, we need SQCRD's assistance.*

*Our application includes:*

- 1- the second radio link Masset to Mt. Hays to allow us to continue to address the islands' increasing demand.*
- 2-the fibre optic backbone down the island, connecting Masset to Skidegate. This link will ensure connectivity, eliminate secondary charges and open doors to other commercial use.*
- 3- increasing Points of Presence throughout the islands to bring the internet to where the internet provider can serve the remote, and underserved homes within our communities and in the outlying areas.*
- and 4- equipment to aggregate our services, reducing bandwidth usage where possible.*

*This is a tremendous opportunity for 75% funding from DC 150 with applications accepted for up to \$10 million. We need your assistance in putting in the strongest application possible. We want to demonstrate that there is wide support for this application. And we need to demonstrate funding partners.*

*We can use your support through:*

- Your letter of support as the governing body of the unincorporated areas of Haida Gwaii: Letter(s) that can be used for Digital Canada 150, Gwaii Trust and Northern Development Initiative Trust.*
- As an island-wide non profit society, we are applying for an Economic Diversification Infrastructure grant from NDIT. As your funding envelope is separate from the pooled funding we asking for a contribution on behalf of the unincorporated areas of Haida Gwaii. A resolution from SQCRD for \$40,000 towards GwaiiTel's application would be much appreciated.*

*This is a very exciting time. There is an opportunity to resolve many of our internet issues but it depends on all of us working together. For further information, please don't hesitate to contact me.*



**GwaiiTel**

*The Haida Gwaii Community Network*

*Sincerely,*

*Carol Kulesha, Chair (250 637 1370 cell)*

*The GwaiiTel Society's vision is to connect Haida Gwaii to the global community, with the goal of providing cost-effective, quality Internet access for the people of Haida Gwaii. Residential and commercial Internet access is provided to the end users through the island's two Internet Service Providers (ISPs) Haida Gwaii Net [admin@haidagwaii.net](mailto:admin@haidagwaii.net) and [jefflavoie@massett.ca](mailto:jefflavoie@massett.ca)*



Minister of Transport



Ministre des Transports

Ottawa, Canada K1A 0N5

DEC 19 2014

RECEIVED

JAN - 7 2015

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

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

Dear Mr. Pages:

Thank you for your correspondence of October 21, 2014, regarding the protection of the marine environment in your region.

With respect to tankers and marine shipping, let me assure you that Transport Canada is committed to helping protect Canada's waters from pollution and ensuring that marine transportation is safe and efficient. This is an important role, because each year over 700 tankers arrive at Canadian ports and 80 million tonnes of oil move along Canada's east and west coasts.

While Canada's current system meets today's needs, shipments of oil and hazardous and noxious substances, such as liquefied natural gas, are growing significantly. This is why the Government recently launched a series of actions to strengthen Canada's tanker safety system and make it world class. The focus is on three key pillars: prevention; preparedness and response; and liability and compensation. I have enclosed a document regarding these elements for your information.

The improvements announced in May 2014 work towards preventing spills in the first place, cleaning them up quickly if they do occur and making sure polluters pay. Implementing these new measures represents an ongoing commitment to the Canadian public towards Canada's World-Class Tanker Safety System, which is essential to protect our marine environments and responsibly transport our natural resources. These measures include:

- Modernizing Canada's marine navigation system. Canada is a member of the International Maritime Organization and will take a leadership role in implementing e-Navigation, which reduces the risk of an oil spill by providing accurate and real-time information and data on navigational hazards, weather and ocean conditions to vessel operators and marine authorities to minimize the potential of collisions and accidents.

- Supporting Aboriginal communities so that they can participate in marine emergency preparedness around their communities.
- Amending legislation to provide for the use of alternative response measures, such as the use of chemical dispersants and burning spilled oil during emergencies, and to clarify the Canadian Coast Guard's authority to use and authorize these measures when there is likely to be a net environmental benefit.
- Strengthening the "polluter pay" principle by making available the entire amount in Canada's domestic Ship-Source Oil Pollution Fund (SOPF) in the event of a tanker spill. Should clean-up costs and damages exceed the amount available in the SOPF, the Government of Canada will ensure that the SOPF is topped up to cover damages and clean-up costs, in accordance with SOPF claims criteria. With these changes, there will be no limit to the funds available to clean up a tanker spill and compensate those who suffer losses as a result of a spill. Damages and clean-up costs will be borne in full by industry; any requirement by the Government to top up the fund will be recouped from industry through a levy.

Further details on these announcements can be found at <http://news.gc.ca/web/article-en.do?nid=847519>.

I am confident these initiatives will deliver a World-Class Tanker Safety System that protects both the safety of Canadians and the environment.

Since your comments are also within the purview of the Canadian Coast Guard (CCG), I have taken the liberty of forwarding a copy of your correspondence to the Honourable Gail Shea, Minister of Fisheries and Oceans and minister responsible for the CCG, for her consideration.

Sincerely,



The Honourable Lisa Raitt, P.C., M.P.  
Minister of Transport

Enclosure










c.c. The Honourable Gail Shea, P.C., M.P.  
Minister of Fisheries and Oceans

# ELEMENTS OF A WORLD CLASS TANKER SAFETY SYSTEM

FROM

TO

FEDERAL ACTIONS

PREVENTION	Safe Tankers 	50% foreign tankers inspected	100% inspection rate	<ul style="list-style-type: none"> <li>All foreign tankers to be inspected when first entering Canadian waters and annually afterwards</li> <li>Amend <i>Canada Shipping Act 2001</i> to strengthen pollution prevention, preparedness, response, and oversight and enforcement</li> </ul>
	Modern and charted navigation system Navigation plans for high traffic waters 	Conventional, visual-based navigation system	Modern Navigation System (e-Navigation)	<ul style="list-style-type: none"> <li>New and modified aids to navigation for Kitimat</li> <li>Transport Canada to continue to conduct TERMPOL reviews</li> <li>Start implementing e-navigation: real-time navigation information sharing using state-of-the-art technologies and practices, such as weather monitoring buoys and including enhanced navigational information at Canada's top 20 ports that handle oil and gas products</li> </ul>
	Systematic surveillance and monitoring of ships 	2080 hours	3750 hours	<ul style="list-style-type: none"> <li>Expanded National Aerial Surveillance Program to help identify marine oil spills early</li> </ul>
PREPAREDNESS & RESPONSE	Risk-based response planning 	National 10,000 tonne standard	Tailored area response plans	<ul style="list-style-type: none"> <li>Adopt Area Response Planning, that will include local risks and environmental sensitivities conditions into response planning, including how to deal with worst case spill scenario</li> <li>Certified Response Organizations to continue to be key players in Area Response Planning, including local risk assessments, response planning, and exercises</li> </ul>
	Public, private and community partnerships 	Regional Advisory Councils	Effective partnerships and increased participation in planning and response	<ul style="list-style-type: none"> <li>Aboriginal and community participation in local risk assessments and response planning</li> <li>Building capacity in Aboriginal communities</li> <li>Strengthening the role of Regional Advisory Councils</li> </ul>
	Well-established Incident Command System 	Multiple roles and systems during responses	Unified command and decision-making using a common system	<ul style="list-style-type: none"> <li>Establish Incident Command System in Canadian Coast Guard with clear roles, responsibilities and decision-making to enhance coordination, communication, and integration during a response</li> </ul>
	Well-stocked "tool kit" for spill response 	Mechanical recovery only	Clear rules on expanded tools where appropriate	<ul style="list-style-type: none"> <li>Amend legislation to clarify the use of alternative response measures when they minimize damage to the marine environment (<i>Canada Shipping Act 2001</i>, and <i>Canadian Environmental Protection Act 1999</i>)</li> </ul>
	Science and technology for spill response and clean-up 	Limited research in non-conventional oil behaviour in marine environment	Increased public, academic and industry research, collaboration and best practices	<ul style="list-style-type: none"> <li>Leading-edge scientific research and development on the behaviour of petroleum products spilled in coastal marine environments, in partnership with communities, industry, and academia</li> <li>Federal contribution program for development of improved oil spill recovery technologies</li> </ul>
LIABILITY & COMPENSATION	Polluter pay principle, international uniformity, and adequate protection 	Total coverage limited to \$1.36B	Unlimited compensation	<ul style="list-style-type: none"> <li>Amend legislation to enhance the Ship-Source Oil Pollution Fund to remove the current limit of liability (<i>Marine Liability Act</i> and associated regulations)</li> </ul>



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

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

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

Website: [www.sqcrd.bc.ca](http://www.sqcrd.bc.ca)

---

October 21, 2014

Minister of Transport  
Place de Ville, Tower C, 29<sup>th</sup> Floor  
330 Sparks Street  
Ottawa, Ontario  
K1A 0N5

**Attention: Honourable Minister Lisa Raitt**

Dear Minister Raitt:

**Re: Emergency Response to Marine Risk in Northwest B.C.**

On behalf of the Board of the Skeena-Queen Charlotte Regional District, I am writing to express the Board's concern over the marine environment surrounding our region. The marine environment has strong and deep ties to the region's heritage and has sustained many of our communities for generations – it is important to our economy and quality of life. As such, protecting our marine environment from potential oil spills and other industrial risks should be a priority for the Government of Canada.

The recent event in which the Simushir, the Russian cargo ship, lost power and became adrift off of the coast of Haida Gwaii on October 17, 2014 has highlighted the need for increased resources, locally, to address and mitigate potential disasters.

Northwest B.C. is poised to see a dramatic increase in the level of economic activity taking place throughout the region. In particular, the volume of marine traffic is bound to increase as new and existing resource industries develop and expand. While we welcome growth in industry, an increase in vessel traffic brings greater risk for potential spills or other damage that may have significant impact on our coastal environment.

On the morning of October 17, 2014, when it was announced that the Simushir became adrift off of the Coast of Haida Gwaii, response vessels from the City of Prince Rupert and Alaska were called upon to provide support and mitigate potential risk. However, nearly twenty-four hours had elapsed before the Simushir was safely secured and towed away from Haida Gwaii.

The Board would like to, respectfully, request that the Government of Canada address the issue and need for increased resources, on a local level, to respond to potential risks of this nature.

Yours truly,

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

A handwritten signature in blue ink, appearing to read 'B. Pages', is placed over a faint, circular official stamp.

Barry Pages  
Chair

;df

ORIGINAL CORRESPONDENCE





File: 30050-20/WCCLNG-05-03

Ref: 270900

January 7, 2015

**SENT VIA EMAIL**

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

Dear Mr. Pages:

The Environmental Assessment Office (EAO) has initiated an environmental assessment (EA) for the proposed WCC LNG Project (WCCLNG).

WCC LNG Project Ltd. (the Proponent) proposes to construct and operate a liquefied natural gas export facility and associated marine terminal in Tuck Inlet near Prince Rupert, BC. The Proponent is considering two options, a marine-based barge mounted concept and an onshore concept. WCCLNG would produce up to 30 million tonnes per year of liquefied natural gas. Further information on the proposed WCCLNG is available on our website at [www.eao.gov.bc.ca](http://www.eao.gov.bc.ca).

The proposed WCCLNG is currently in the early stages of the EA and the public will be provided with opportunities to comment at various points throughout. EAO will establish an advisory working group, consisting of representatives from provincial, federal and local governments and First Nations. The role of working group representatives is to provide EAO with technical advice on issues and potential effects of the proposed WCCLNG that are related to their organization's mandate. We will contact your staff in the near future regarding your local government's participation on the working group.

Should the federal government determine that this project is subject to review under the *Canadian Environmental Assessment Act 2012*, we will work closely with federal agencies to ensure either a substituted or coordinated environmental assessment. Substitution means that EAO will conduct a single assessment that the federal and provincial governments will rely upon to make separate decisions. Coordination means that EAO and the Canadian Environmental Assessment Agency will work together to align our separate processes and decisions.

.../2

**Environmental  
 Assessment  
 Office**

Mailing Address:  
 PO Box 9426 Stn Prov Govt  
 Victoria BC V8W 9V1

Location:  
 1<sup>st</sup> & 2<sup>nd</sup> Fl – 836 Yates Street  
 Victoria

If you have any questions or require further information, please contact me at 250-638-5172, or by email at [Tavis.McDonald@gov.bc.ca](mailto:Tavis.McDonald@gov.bc.ca).

Yours truly,



Tavis McDonald  
Project Assessment Manager

cc: Vivian Au  
Canadian Environmental Assessment Agency

JAN - 8 2015



Ref.: 86850

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

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JAN 13 2015

SKEENA-QUEEN CHARLOTTE  
REGIONAL DISTRICT

Dear Mr. Pages:

I am writing to thank you for the opportunity to meet with you and your Directors at the Union of British Columbia Municipalities Convention in Whistler on September 23, 2014, during which we discussed current and future housing needs in the context of British Columbia's developing liquefied natural gas (LNG) industry.

The Province will be providing 20 additional rent supplements as well as funding for outreach and administration in Prince Rupert. Through BC Housing, the Province provides monthly cash payments to low-income working families and seniors renting in the private market through the Rental Assistance Program and the Shelter Aid for Elderly Renters program. Information regarding these and other BC Housing programs can be found at [www.bchousing.org](http://www.bchousing.org).

We are aware of the manufactured home park closure in Port Edward but we have no records of evictions taking place in Prince Rupert. Addressing housing challenges is the focus of the housing action plans under development in collaboration with Prince Rupert and Port Edward.

Earlier this year, the Province updated the "Housing Matters BC" strategy to direct new affordable housing investments and better serve the future needs of residents. While the strategy addresses the full housing continuum, from homelessness to home ownership, the main focus is on ensuring those most in need of help have improved access to housing and supports. Enclosed with this letter is a copy of "Housing Matters BC." For an electronic version, please visit [www.housingmattersbc.ca](http://www.housingmattersbc.ca).

.../2

- 2 -

The Province wants to encourage a competitive investment climate for LNG development in British Columbia. This includes helping to ensure that local governments are prepared for the challenges and opportunities associated with LNG development and helping to ensure a fair and reasonably predictable tax regime, including municipal property taxes, that encourages industrial development in the Province.

The Province will consider the needs of all British Columbian communities and citizens when it makes decisions regarding the use of eventual new LNG revenues and the possible creation of a Prosperity Fund into which a portion of new LNG revenues may flow. Local governments will be given the opportunity to provide input to that process.

It was a pleasure to meet with you and your fellow members in Whistler.

Sincerely yours,

A handwritten signature in dark ink, appearing to be 'Rich Coleman', with a long horizontal stroke extending to the right.

Rich Coleman  
Minister and Deputy Premier

Enclosure

pc: Mr. Brian Hansen  
Assistant Deputy Minister and Lead Negotiator  
Energy and LNG Initiatives  
Ministry of Natural Gas Development

Mr. Jeff Vasey  
Assistant Deputy Minister  
Office of Housing and Construction Standards  
Ministry of Natural Gas Development

Ms. Ines Piccinino  
Assistant Deputy Minister  
Upstream Development Division  
Ministry of Natural Gas Development



**Daniel Fish**

---

**From:** Jennifer Robb <treasurer@sqcrd.bc.ca>  
**Sent:** Wednesday, January 14, 2015 8:04 AM  
**To:** dfish@sqcrd.bc.ca  
**Subject:** FW: Grant Funding - Asset Management Capacity Building and BCF  
**Attachments:** Asset Management Capacity Building Program Guide.pdf; Certification Form.doc; Asset Management Capacity Building Application Form.doc

Thanks very much. Could you please put this on the January agenda with the email from Madelaine?

Thanks very much,

**Jennifer Robb, CPA, CMA**  
 Treasurer  
 Skeena-Queen Charlotte Regional District  
 14 – 342 3<sup>rd</sup> Ave, Prince Rupert V8J 1L5  
 250-624-2002 ext 4  
 Toll free: 1-888-301-2002 ext 4

**From:** J Fraser [<mailto:jfraser@sqcrd.bc.ca>]  
**Sent:** January-13-15 3:40 PM  
**To:** SQCRD Treasurer; [cao@sqcrd.bc.ca](mailto:cao@sqcrd.bc.ca)  
**Subject:** Fwd: Grant Funding - Asset Management Capacity Building and BCF

----- Forwarded message -----

**From:** **Martin, Madelaine CSCD:EX** <[Madelaine.Martin@gov.bc.ca](mailto:Madelaine.Martin@gov.bc.ca)>  
**Date:** Thu, Jan 8, 2015 at 3:37 PM  
**Subject:** Grant Funding - Asset Management Capacity Building and BCF  
**To:** "Joan Merrick (SQCRD)" <[jmerrick@sqcrd.bc.ca](mailto:jmerrick@sqcrd.bc.ca)>, "[jfraser@sqcrd.bc.ca](mailto:jfraser@sqcrd.bc.ca)" <[jfraser@sqcrd.bc.ca](mailto:jfraser@sqcrd.bc.ca)>

Hi Joan and Joanne,

Happy new year and hope that things are going well.

Just wanted to touch base with you about the funding available for Skeena-Queen Charlotte through the Asset Management Capacity Building program. I remember speaking with one of you at the NAMS training last year about how you potentially wanted to have a lifecycle plan for your solid waste infrastructure on the mainland put together and an assessment of what an increase in demand would mean for long term planning. Have you had any more thoughts on this? The intake for the program closes at the end of April, and I've attached the information again. Any questions, please feel free to contact me.

Also wanted to check if you were aware of the New Building Canada Fund grant intake and were planning to submit an application

(<http://www2.gov.bc.ca/gov/topic.page?id=BF4B6CE910FA49E0BAA869054C0B691A>)?

Kind Regards,

**Madelaine Martin** | Infrastructure Resource Officer | Local Government Infrastructure and Finance Branch

Ministry of Community, Sport and Cultural Development

PO Box 9838 Stn Prov Govt, 4th Floor, 800 Johnson Street, Victoria, BC V8W 9T1

Direct: [250-953-4035](tel:250-953-4035) | Fax: [250-387-7972](tel:250-387-7972) | Internet: <http://www.cscd.gov.bc.ca/lgd/>

Email: [Madelaine.Martin@gov.bc.ca](mailto:Madelaine.Martin@gov.bc.ca)

# **Local Government Asset Management Capacity Building Grant**

## **PROGRAM GUIDE**



**Ministry of Community, Sport and Cultural Development  
Local Government Infrastructure and Finance Division**

**In partnership with**

**Northern Development Initiative Trust**

**September 2014**

## Table of Contents

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<b>1</b>	<b>Program Overview .....</b>	<b>3</b>
1.1.	Purpose .....	3
1.2.	Amount of Grant .....	3
1.3.	Program Delivery .....	3
<b>2</b>	<b>Eligibility .....</b>	<b>4</b>
2.1	Eligible Applicants .....	4
2.2	Eligible Projects .....	4
2.3	Ineligible Projects .....	4
2.4	Eligible Costs .....	4
2.5	Ineligible Costs .....	5
<b>3</b>	<b>Application Process .....</b>	<b>5</b>
3.1	How to Apply.....	5
3.2	Application Guidelines .....	5
3.3	Application Deadline .....	6
3.4	Application Review and Selection Criteria .....	6
<b>4</b>	<b>Payment of Grants.....</b>	<b>6</b>
4.1	Announcements & Approvals .....	6
4.2	Terms and Conditions .....	6
4.3	Claim Period and Expiry of Grant .....	6
4.4	Payment of Grant.....	6
4.5	Transfers between Projects .....	7
<b>5</b>	<b>Contact Information .....</b>	<b>7</b>



# **1 Program Overview**

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## **1.1. Purpose**

The Asset Management Capacity Building program is specifically for BC local governments in the Northwest whose core infrastructure services are affected by potential growth due to rapid industrial development associated with development of an LNG export industry. It provides funding for capacity building in asset management practice within local governments. The program's goal is for participating local governments to achieve a base level foundation in asset management practice for one asset class (the Asset Management BC Roadmap at [assetmanagementbc.ca/documents](http://assetmanagementbc.ca/documents) can be referenced for definition of what 'basic level' is).

This will help build organizational knowledge in asset management practice that can be utilised for other asset classes and will provide concepts to develop a broader organizational asset management policy and strategy which will help to establish necessary alignment with federal/provincial funding requirements. The objective of this capacity building grant is to provide local governments with knowledge and tools and projects should include staff and/or Council/Board participation.

Local government staff participated in initial training in asset management planning at the NAMS workshop from June 24 – 26<sup>th</sup>, 2014 in Prince Rupert. Staff participants from the NAMS training workshop would be valuable contributors to the application.

## **1.2. Amount of Grant**

The Asset Management Capacity Building program will provide funding of approximately \$60,000 to each eligible applicant for project(s) in asset management practice capacity building. The program will provide 100% funding for costs eligible under the program up to the approved grant amount. If additional funding becomes available through under subscription, eligible applicants may be contacted to explore additional projects that align with the program criteria.

## **1.3. Program Delivery**

The program will be delivered jointly by the Ministry of Community, Sport and Cultural Development (CSCD) and Northern Development Initiative Trust (NDIT). Applications will be submitted to CSCD who will complete the technical assessment and approvals. Following approval, a grant contract will be drawn up between the local government and NDIT. Final reporting requirements will be submitted to CSCD who will notify NDIT that remaining grant funding can be released.

## **2 Eligibility**

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### **2.1 Eligible Applicants**

Eligible applicants include the Regional District of Kitimat-Stikine, Skeena-Queen Charlotte Regional District, District of Port Edward, City of Prince Rupert, District of Kitimat, and the City of Terrace.

### **2.2 Eligible Projects**

Eligible projects must:

- Be for development of organizational capacity in sustainable asset management practice
- Be focused on the asset classes or regions where impacts from potential LNG development are expected for Regional Districts
- Stipulate a completion date of no later than December 31, 2016

Eligible projects include, but are not limited to:

- Development of an asset management plan for one or more asset group (potentially building on work done in NAMS training)
- Assessment of the state of asset management practice within the organization, gap analysis between current practice and basic level asset management practice
- Development of an organizational asset management strategy & implementation plan
- Development of processes and tools to support infrastructure financial planning and decision making
- Implementation of sustainable approaches to infrastructure planning and management within the organization

### **2.3 Ineligible Projects**

Projects will be deemed ineligible if:

- They have already been completed prior to submission of the application; or
- The project does not meet the criteria of the program as outlined in the Program Guide.

### **2.4 Eligible Costs**

Eligible costs are defined as all direct costs properly and reasonably incurred and paid solely and specifically in relation to the project. Eligible costs include:

- Consultant advice and support. The main consultant(s) should have demonstrated experience with and understanding of organization-level asset management practice
- Education in asset management best fit practice for staff/councillors/board members
- Interim borrowing costs (where applicable)
- The use of a local government's own workforce when used for a specific task in place of consultant time where this is previously approved by Ministry of Community, Sport, & Cultural Development, Local Government Infrastructure & Engineering staff

Any grants that may be approved will be based on the net cost to the applicant; that is, net of contributions from other local governments, provincial agencies, or the federal government.

## 2.5 Ineligible Costs

Ineligible costs include:

- Administration or administrative overhead charges
- GST/PST

## 3 Application Process

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### 3.1 How to Apply

1. Complete Application Form and Certification Form electronically.
2. Save the completed Application Form with the following file format, using the applicant's name, then AMCB (program acronym), and date completed (yy/mm/dd). For example: Kitimat\_AMCB\_140808.
3. Prepare and copy supporting documentation that will be submitted with the Application Form. This should include detailed cost estimates, a work plan, and a RFP or consultant's proposal.
4. Email the completed Application Form, supporting documentation, and signed Certification Form to the Ministry of Community, Sport, & Cultural Development at [infra@gov.bc.ca](mailto:infra@gov.bc.ca).

### 3.2 Application Guidelines

Please contact Ministry staff if you have questions about the materials required.

Applicants should be aware that information collected is subject to the Freedom of Information and Protection of Privacy Act. Any questions about the collection, use or disclosure of this information should be directed to the contacts at the end of this guide.

If it is not possible to complete the Application Form electronically, please contact the Ministry.

### **3.3 Application Deadline**

Open intake until April 30, 2015 (i.e. applications can be received at any point in time between now and the deadline and approvals will be made on an individual basis upon receipt of applications).

### **3.4 Application Review and Selection Criteria**

Approval of projects will be based on their alignment with the program purpose and eligibility criteria outlined in this Guide.

## **4 Payment of Grants**

---

### **4.1 Announcements & Approvals**

Successful applicants will receive written notification of approved funding within 30 days of receiving an application, unless the application is incomplete and/or requires further clarification.

### **4.2 Terms and Conditions**

If approved, recipients will receive a contract from Northern Development Initiative Trust (NDIT) that sets out the terms and conditions of the funding. This will confirm all parties' understanding of the project and the maximum grant amount to which the applicant is entitled.

### **4.3 Claim Period and Expiry of Grant**

The claim period will expire December 31, 2016. All claims and reports must be submitted by December 31, 2016. Requests for an extension of this claim period will only be considered where there are unforeseen or extenuating circumstances. Such requests must be received before the expiry date of the grant.

### **4.4 Payment of Grant**

Once approved, notification will be given to the local government, and LGIF staff will notify NDIT to release 50% of the funds. The remaining 50% of the funds will be transferred to the local government upon completion of the work and submission of a basic final report identifying the work completed.

To request the remaining 50% payment following completion of the project, the grant recipient must submit:

- Summary of costs
- Copy of the final report
- Copies of invoices for all work undertaken

If a digital copy of the report cannot be supplied, then a paper copy of the final report will be accepted. Hard copy reports prepared by a registered engineer and/or geoscientist must be sealed or stamped, with signature and date, clearly showing the report author and responsible professional. A transmittal notice or covering letter, from the applicant, should indicate that the final report, and its contents, have been received, evaluated and accepted by the project proponent.

The Ministry may publish, release, or otherwise disseminate information related to the project, including the final report.

Should the final report be different than shown in contract description and deliverables, the proponent shall be held responsible and grant funding may be withdrawn.

The total amount of the grant payable will not exceed either the amount noted in the approval letter or the approval or the approved percentage of the actual cost, whichever is less.

#### **4.5 Transfers between Projects**

Grants are project-specific and may not be transferred from an approved application to a new proposal. Any diversion from the project description, as provided by either the initial terms of reference, a consultant's proposal or a detailed work program, may be considered only with approval from the Ministry. Any project scope change must produce similar results to that for which the grant was approved.

## **5 Contact Information**

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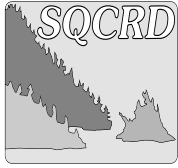
### **Mailing Address**

Ministry of Community, Sport, and Cultural Development  
Local Government Infrastructure and Finance Division  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1

### **Location Address**

4th Floor - 800 Johnson Street, Victoria, BC

Phone: 250 387-4060  
FAX: 250 356-1873  
Email: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)



## STAFF REPORT

**DATE:** January 23, 2015  
**FROM:** Daniel Fish, Deputy Corporate Officer  
**SUBJECT:** 2015 Grant Writer

---

### Recommendation:

**THAT the staff report entitled “2015 Grant Writer” be received for information.**

---

### BACKGROUND:

Northern Development Initiative Trust’s Grant Writing Support program provides up to \$8,000 in rebate funding each year to support the employment of a locally based grant writer. The funding is provided to local governments in the Trust’s service region.

Eligible grant writers must prepare funding applications to agencies, foundations and government programs, and must be under the direct supervision of a local government employee or designate.

In 2014, staff advertised for a grant writer position with the Regional District, however, did not have any successful applicants.

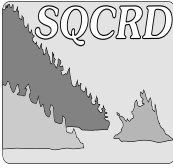
### DISCUSSION:

Staff has been collaborating with the City of Prince Rupert (Prince Rupert and Port Edward Economic Development Commission) to partner on this initiative, which would allow for a dedicated grant writer position between the Regional District and the City of Prince Rupert – providing for an increased work load and half-time position between the two local governments.

In December 2014, Regional District and the City of Prince Rupert staff conducted interviews with applicants and notified the successful applicant of its intent to move forward with a hire, dependent on the funding commitment from Northern Development Initiative Trust.

The grant writer will be hired by the City of Prince Rupert as a casual employee, with the provision that she is to supply grant writing services to both the City, as well as the Regional District – as the Regional District will be contributing its \$8,000 grant writing support rebate from Northern Development Initiative Trust.

At this time, Regional District staff has submitted a funding application to Northern Development Initiative Trust’s Grant Writing Support program and are awaiting approval before having the grant writer complete any work.



## STAFF REPORT

**DATE:** January 23, 2015  
**TO:** SQCRD Board  
**FROM:** Morganne Williams, Planner  
**SUBJECT:** Bylaw No. 593, 2015

---

### Recommendation:

**THAT the Board receives the staff report “Bylaw No. 593, 2015”.**

---

### PURPOSE

The purpose of this report is to provide a background on Board of Variances and the proposed updated Bylaw.

### BACKGROUND

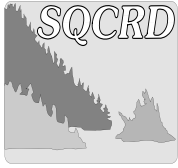
Where a local government has adopted a zoning bylaw it must also establish a Board of Variance (BOV) by bylaw. That bylaw must set out the procedures to be followed by the local government and BOV in receiving and considering applications, and providing notice.

A person may apply to the BOV for a minor variance if they feel compliance with the bylaw would cause them a hardship. For example, if a big rock in their yard made it a hardship to site the house in conformity with the normal setbacks- a person could apply for a minor variance. The BOV is authorized to consider applications that are found in sections 901, 901.1 and 902 of the *Local Government Act*.

The proposed bylaw is presented having taken into consideration legislative changes that have come into force since the adoption of the original bylaw. The intent of the bylaw has remained the same; however, notable changes have been made to the legislation cited, method of appointment and the incorporation other SQCRD Bylaws and Policy.

### SUMMARY

At the bylaws portion of the meeting, staff is recommending that the Board give 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> reading and adoption of the proposed Board of Variance bylaw.



## STAFF REPORT

**TO:** SQCRD Board

**DATE:** January 23, 2015

**FROM:** Morganne Williams, Planner

**SUBJECT:** Board Planning Policies

### Recommendation:

**THAT the Board receives the staff report “Board Planning Policies”.**

### PURPOSE

The purpose of this report is to introduce two new board policies being proposed that are intended to provide a framework and guidance for staff and members of the Board of Variance and Advisory Planning Commissions.

### BACKGROUND

The Advisory Planning Commission (APC) and Board of Variance (BOV) are both established under the *Local Government Act* and play a role in local government land use planning.

#### Advisory Planning Commission

As per s. 898(2) of the *Local Government Act*, a local government may establish an APC to advise the Board on all matters respecting land use, the preparation and adoption of an official community plan or a proposed bylaw, or permits that may be enacted or issued under Part 26.

Currently, the SQCRD has two APCs, one for Electoral Area ‘D’ and another for Electoral Area ‘E’. It is anticipated that once the mainland has land use bylaws, they too will have an APC. This proposed policy will assist in creating consistency and efficiency among APCs and will contribute to having succession documents to refer to as new members are appointed.

#### *Advisory Planning Commission Input*

Staff sent the draft policy to current members of each APC on Thursday, December 18<sup>th</sup>, 2014. As of Friday, January 9<sup>th</sup>, 2015 no responses have been received on the policy.

**Note:** this policy can be found under “11.5 Advisory Planning Commission Policy” of this agenda package



### Board of Variance

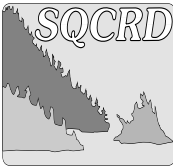
Where a local government has adopted a zoning bylaw it must also establish a Board of Variance (BOV) by bylaw. That bylaw must set out the procedures to be followed by the local government and BOV in receiving and considering applications, and providing notice. This report is proposing the adoption of an updated bylaw for the Regional District Board's consideration.

This policy provides supplementary information to the Skeena-Queen Charlotte Regional District Board of Variance Bylaw No. 593, 2015.

**Note:** this policy can be found under "11.4 Board of Variance Policy" of this agenda package

### **SUMMARY**

At the new business portion of the meeting, staff is recommending that the Board adopt the proposed APC and BOV policies.



## STAFF REPORT

**TO:** SQCRD Board

**DATE:** January 23, 2015

**FROM:** Morganne Williams, Planner

**SUBJECT:** Sandspit Emergency Evacuation Site Update

---

### Recommendation:

**THAT the staff report entitled “Sandspit Emergency Evacuation Site Update” be received for information.**

---

### 1.0 Background

On September 19, 2014, by resolution, the Board directed staff to move forward with changing the location of the emergency evacuation site in Electoral Area E. The purpose of this report is to update the Board on the status of this resolution.

### 2.0 Overview

Staff prepared a report for the Board in September, which outlined the process of changing the emergency evacuation site. The outlined process included applying for a License of Occupation from the MFLNRO; a Park Use Permit from BC Parks; an Access Permit from MOTI; and dissolving tenure under current License of Occupation from the MFLNRO.

After receiving direction from the Board to move forward with this project, staff forwarded the information to the Sandspit Emergency Preparedness Planners (SEPP), whom will likely be the party to act on behalf of the Regional District in an emergency situation. SEPP held a meeting where they agreed with Moresby Island Management Committee (MIMC) on the location of the new evacuation site.

Staff met with SEPP in Sandspit on November 17, 2014 to review the applications and seek input on each of the applications to ensure the plan accurately reflects the community's emergency evacuation plans.

SEPP provided staff with a final map of the evacuation site, which illustrated the phases of development and location of two (2) sea containers, as seen in Attachment 1.

Upon reviewing the final design of the evacuation site, staff raised a few concerns that they believed may create barriers and challenges to the application. Staff asked SEPP to meet again to consider placing the sea containers outside of the Conservancy as it will

likely increase the annual fee of the permit. Staff also noted that by clearing land within the conservancy, it may be considered an alteration or improvement and will also increase the permit fee. Staff have encouraged SEPP to consider land in the Crown Land Tenure for placement of the sea containers.

### **3.0 Financial and Budget Implications**

Foreseeable costs include \$ 262.50 for the License of Occupation application fee, the annual fee for the Park Use permit, which is estimated to be between \$ 500 and \$ 1,000 annually, as well as the cost of staff time and data needed, depending on what is readily available.

Staff noted in an earlier report that the Agricultural Land Commission has granted the use of the land on the premise that there would be no improvements or alterations done to the land. With the improvements to the land as shown on Attachment 1, a permit from the ALC will likely be required, which will also include an additional fee to was has been reported thus far.

At the time the original report was brought forward, there was \$ 34,000 remaining for Emergency Management for Electoral Area E in the budget that could be used for the aforementioned costs and support any developments the site may require.

### **4.0 Summary**

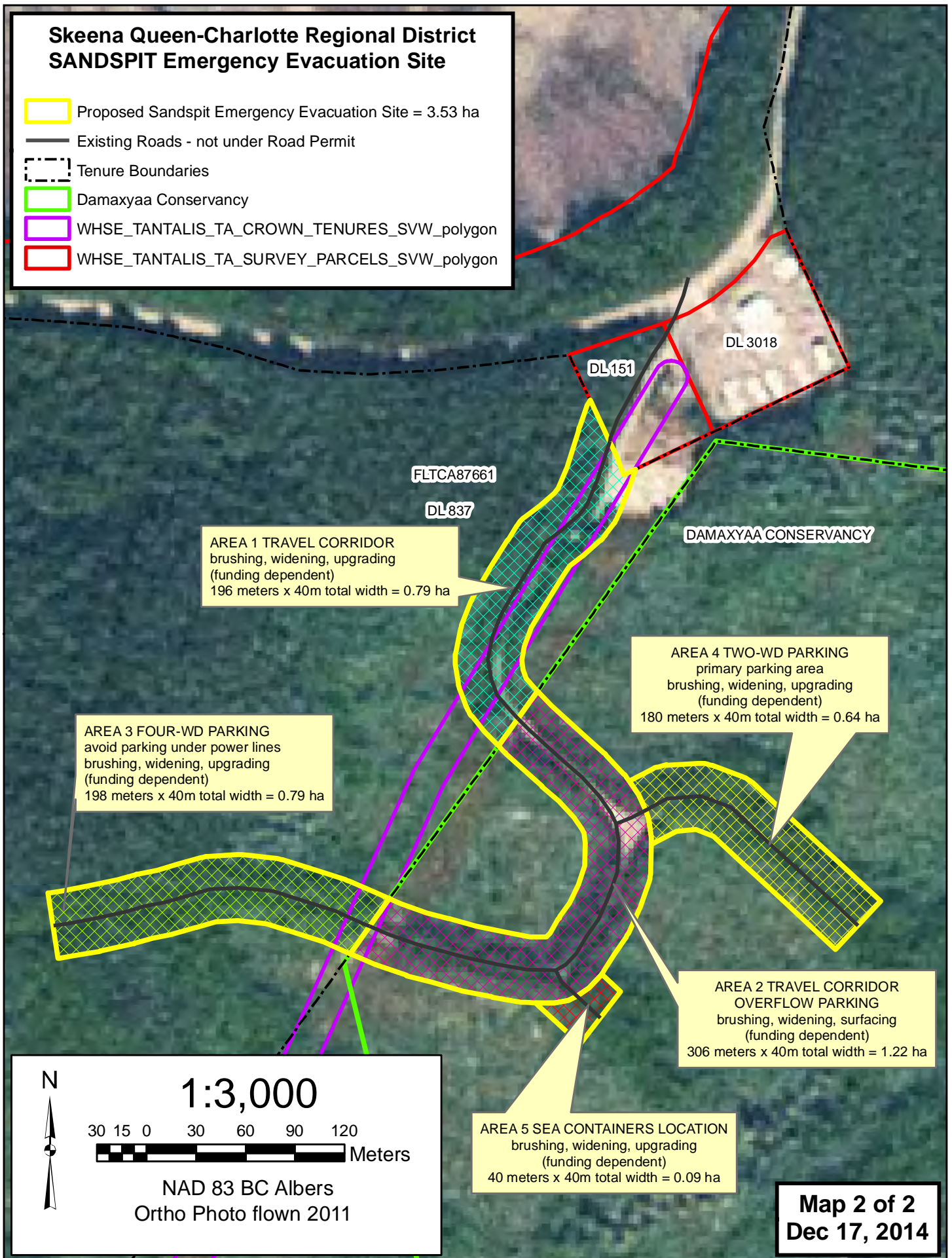
Staff are currently waiting for SEPP to consider changing the location of the two (2) sea containers and the clearing in the Conservancy. After a final decision has been made, staff will move forward with the applications and consult with the Agricultural Land Commission.

### **5.0 Attachments**

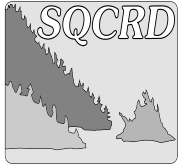
1. Map of proposed tenure and permit area, prepared by MIMC – *updated since last report to Board*

# Skeena Queen-Charlotte Regional District SANDSPIT Emergency Evacuation Site

- Proposed Sandspit Emergency Evacuation Site = 3.53 ha
- Existing Roads - not under Road Permit
- Tenure Boundaries
- Damaxyaa Conservancy
- WHSE\_TANTALIS\_TA\_CROWN\_TENURES\_SVW\_polygon
- WHSE\_TANTALIS\_TA\_SURVEY\_PARCELS\_SVW\_polygon



**Map 2 of 2**  
**Dec 17, 2014**



## STAFF REPORT

**DATE:** January 23, 2015

**FROM:** Daniel Fish, Deputy Corporate Officer

**SUBJECT:** Skeena-Queen Charlotte Regional District Weighted Voting

---

### Recommendation:

**THAT** the staff report entitled “Skeena-Queen Charlotte Regional District Weighted Voting” be received for information.

---

### BACKGROUND:

Section 783 of the *Local Government Act* provides regional districts with the authority to cast population based weighted votes. In the year following the Federal Census, the Ministry of Community, Sport and Cultural Development calculates each regional district's member jurisdiction voting strength based upon the letters patent that created that regional district.

The Skeena-Queen Charlotte Regional District letters patent states that the voting unit shall be 2,000 population represented. One elected representative can only represent up to five (5) voting units (10,000 population) after which, a second representative must be established.

The attached report is the weighted voting strength until the next Census is completed in 2016.

### DISCUSSION:

With regional districts, in certain circumstances, a weighted vote is required, such as for approving financial plan bylaws. The vote for a particular Director is weighted in proportion to the population represented by that Director.

The voting structure of a regional district Board is comprised of two (2) types of votes – the Corporate Vote and Stakeholder Vote.

#### 1. Corporate Vote

##### a) Weighted Corporate Vote:

- Each Director holds votes in accordance with the population of the area they represent.
- Used for approving financial plan bylaws, borrowing, and the sale and purchase of property and contracts.

b) Unweighted Corporate Vote:

- Each Director has one (1) vote.
- Used for adopting bylaws to establish new services, regulatory bylaws, selection of Chair and other resolutions and bylaws which apply to the conduct of the Skeena-Queen Charlotte Regional District.
- Also used when the matter being considered by the Board involves only one particular area because of the principle that a resolution cannot be passed by one Director alone.

2. Stakeholder Vote

a) Weighted Stakeholder Vote:

- Used for decisions regarding an existing service.
- Only Directors from those municipalities and electoral areas which participate in the service in question are entitled to vote.

Attachments A, B and C have been appended with this report to provide further clarification in regard to regional district weighted voting.



Ministry of Community,  
Sport and Cultural  
Development

Local Government Infrastructure  
and Finance  
PO Box 9838 Stn Prov Govt  
(4<sup>th</sup> Floor - 800 Johnson Street)  
Victoria BC V8W 9T1

**CIRCULAR**

Circular No. 12:17  
ARCS File #: 195-20

November 15, 2012

To: Regional District Chief Administrative Officers and Corporate Officers

**Re: Regional District Population and Voting Strength as a Result of 2011 Census**

In accordance with section 783 of the *Local Government Act*, the population used for the purpose of determining the voting strength and number of Directors on the Regional District Board includes persons residing on Indian Reserves.

The 2011 census figures for municipalities and electoral areas **do not** include Indian Reserve populations.

Attached to this circular is the updated population and voting strength tables for all regional districts to be used for the purpose of determining the voting strength and number of Directors on Regional District Boards. Please note that these figures are not yet official; they are effective December 1, 2012.

Should you require more information, please contact the Ministry analyst for your area.

Talitha Soldera  
Director, Local Government Finance

pc: British Columbia Statistics

Attachment

**Skeena-Queen Charlotte Regional District**

(incorporated August 17, 1967)

Voting Unit: 2,000 population

	2011 Census including subsequent population changes certified by the Minister	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
<b>City:</b> Prince Rupert	12,508	2	7
<b>District:</b> Port Edward	544	1	1
<b>Villages:</b>			
Masset	884	1	1
Port Clements	378	1	1
Queen Charlotte	944	1	1
<b>Electoral Areas:</b>			
A	790 <sup>1</sup>	1	1
C	572 <sup>1</sup>	1	1
D	1,847 <sup>1</sup>	1	1
E	317	1	1
Totals:	18,784	10	15

Populations certified by the Minister of Community, Sport and Cultural Development under section 783 of the Local Government Act as per the definition of population in the Schedule to the Community Charter. Effective December 1, 2012.

These population figures are to be used only in the determination of voting strength and Director representation.

1. Population includes people residing on Indian Reserves.



# Attachment B

## REGIONAL DISTRICT VOTING RULES – QUICK REFERENCE GUIDE FACT SHEET 5 – Regional District Tool Kit 2005

*\*always a whole number\**

STATUTE SECTION	BOARD ACTION	ENTITLEMENT	COUNT	VOTES REQUIRED
<b>Corporate Powers</b>				
LGA 192(1)	Bylaw to delegate a power, duty or function	All	Directors	2/3
LGA 192(2)	Bylaw to revoke a board delegation	All	Directors	Majority
LGA 200(1)	Appointment of officers and employees	All	Directors	Majority
LGA 202(1)	Resolution to terminate an officer for cause	All	Directors	Majority
LGA 202(2)	Resolution to terminate an officer without cause	All	Directors	2/3
LGA 309 and 791(7)(b)	Authorizing the acquisition, expropriation or disposal of real property	All	Votes	Majority
LGA 798.1	Emergency powers (emergency declaration bylaw)	All	Directors	2/3
<b>Governance and Procedures</b>				
LGA 794(1)	Procedure, bylaws and enforcement	All	Directors	Majority
LGA 794(3)	Adopt certain bylaws at same meeting as third reading (bylaws not requiring approval, consent or assent)	All	Directors	2/3
LGA 795	Appointment of select committees	All	Directors	Majority
LGA 838	Bylaw to establish local community	All	Directors	Majority
LGA 791(4)	Administration and operation of a service (except general administration)	Participants <sup>1</sup>	Votes	Majority
LGA 800(2)(a) (b) and (c)	General administration; electoral area administration; feasibility studies (no establishing bylaw required)	All	Directors	Majority
LGA 791(7)(a)	Authorizing persons to enter into contracts on behalf of the regional district	All	Votes	Majority
<b>Service Powers</b>				
LGA 800 and Div 4.1	Establishing bylaws	All	Directors	Majority
LGA 796.1(2)(b)	Giving consent for a service inside the regional district, provided by another regional district	All	Directors	Majority
LGA 796.2	Authorities in relation to a service other than a regulatory service	Participants	Votes	Majority
LGA 797.1	Specific regulatory and other powers	All	Directors	Majority
LGA 799	Resolution requesting additional powers and exceptions	All	Directors	Majority
LGA 792(4)	Election of chairperson and vice chairperson	All	Directors	Majority
LGA 793(4)	Resolution to waive notice of special meeting	All	Directors	Unanimous
LGA 801(4)	Resolution to obtain approval of electors overall, instead of obtaining approval separately in the participating areas	All	Directors	2/3
LGA 801(2)(b)	Decision to obtain approval by alternative approval process	All	Directors	Majority
LGA 801.5(1)	Board consent on behalf of electoral participating area electors	All	Directors	Majority
LGA 801.5(3)	Resolution to dispense with electoral area director consent	All	Directors	2/3
LGA 802(1)	Amendment or repeal of establishing bylaws	All	Directors	Majority
LGA 802(2)	Dispense with electoral area director consent for amendment or repeal of establishing bylaws	All	Directors	2/3
LGA 813.02(2)	Service review or service withdrawal (appointment of	All	Directors	Majority

<sup>1</sup> Note that LGA Section 791(11) states that if only one director would be entitled to vote, each director who is present is entitled to vote and has one vote.



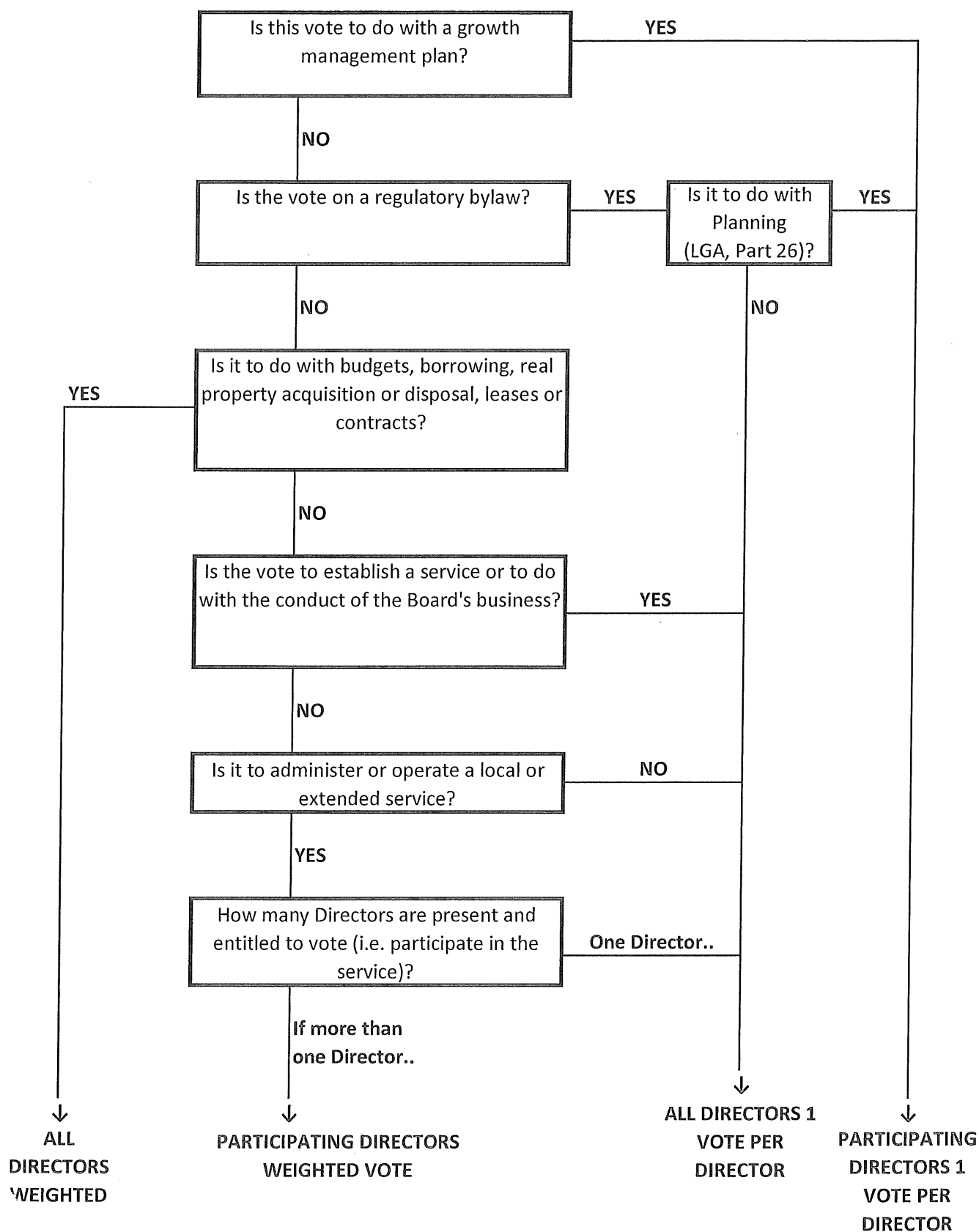
STATUTE SECTION	BOARD ACTION	ENTITLEMENT	COUNT	VOTES REQUIRED
	director to represent the board)			
LGA 950(2)	Heritage Conservation bylaw and permit procedures - resolution vary time limit for specific reapplication	Participants	Directors	2/3
<b>Finance / Budget</b>				
CC 204	Parcel tax roll review panel	All	Directors	Majority
LGA 791(7)(c) and 815	Adopt the Financial plan / annual budget bylaw	All	Votes	Majority
CC Div 4 of Part 6	Reserve Funds	Participants	Votes	Majority
CC 175	Liabilities under agreements	All	Votes	Majority
LGA 821	Bylaw to provide for revenue anticipation borrowing	All	Votes	Majority
LGA 822	Bylaw for short term capital borrowing	All	Votes	Majority
LGA 823 and CC 179	Loan authorization bylaws	All	Votes	Majority
LGA 823(3)	Resolution to dispense with EA director consent for amending or repealing a loan authorization bylaw	All	Directors	2/3
LGA 824	Financing municipal undertakings	All	Votes	Majority
LGA 825	Security issuing bylaws	All	Votes	Majority
LGA 808(2)	Bylaw to establish an annual variable tax rate system	Participants	Votes	Majority
LGA 809(3)	Bylaw to provide property tax exemptions	All	Directors	2/3
LGA 810(2)	Bylaw to provide property tax exemptions for heritage properties	All	Directors	2/3
LGA 810.1(5)	Repayment requirement in relation to heritage exemptions	All	Directors	2/3
LGA 811(2)	Bylaw to provide property tax exemptions for riparian property	All	Directors	2/3
LGA 287.2	Indemnification against proceedings	All	Directors	2/3
<b>Planning and Land Use Management</b>				
LGA 863 and 791(3)(f)	Bylaw to adopt a regional growth strategy (for entire regional district)	All	Directors	Majority
LGA 791(16)	Bylaw to adopt a growth strategy for an area less than the entire regional district	Participants (except per 791(17))	Directors	Majority
LGA 791(3)(g) and Part 26	Electoral area planning and land use management	All <sup>2</sup>	Directors	Majority
LGA 193	Bylaw to delegate public hearings	All	Directors	Majority
LGA 895(3)	Development approval procedures – resolution to vary time limit for specific reapplication	Participants	Directors	2/3
LGA 791(12)	Approval of cost sharing for Part 26 services	All (except per 791(12)(a) and 791(13)(a))	Directors	Majority

This guide was written as a resource for regional district boards and is provided as a reference for convenience only. This is not an official description of the application of regional district voting rules. For more complete information, please refer to the legislation.

<sup>2</sup> Subject to LGA 804.1 (Cost sharing for Part 26 services). Note that municipal directors do not vote if they have opted out of the planning service.

# Attachment C

## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT - VOTING RULES



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
BYLAW NO. 592, 2015**

Being a bylaw to repeal bylaws establishing committees that are no longer active or no longer serve the purpose for which they were established

WHEREAS the Board created various standing committees by bylaw in rural areas throughout the Skeena-Queen Charlotte Regional District;

AND WHEREAS these standing committees no longer serve the purpose for which they were created and are now inactive;

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

1. Citation

This bylaw may be cited as the "Skeena-Queen Charlotte Regional District Defunct Standing Committees' Repealing Bylaw, No. 592, 2015."

2. Repeal:

That the following bylaws be repealed:

- a. Digby Island Access and Development Committee Bylaw No. 249, 1994;
- b. Islands Solid Waste Management Committee Bylaw No. 265, 1994; and
- c. Lawn Hill Community Association Local Service Area Bylaw No. 364, 1999.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

RECONSIDERED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Barry Pages  
Chair

\_\_\_\_\_  
Daniel Fish  
Deputy Corporate Officer

## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

## Bylaw No. 586, 2014

---

A Bylaw to establish the Sandspit Community Hall Standing Committee

---

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

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

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

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

### 1. Citation

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

### 2. Definitions

In this Bylaw:

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

### **3. Establishment and Mandate**

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

### **4. Committee Membership and Appointment**

- (a) *The Committee shall consist of three (3) to five (5) members, appointed by the Board, to serve on the Committee for a three (3) year term.*
- (b) Community members residing or owning property within Electoral Area "E" (Moresby Island) are eligible to be appointed to the Committee.
- (c) In the event of a vacancy arising from any cause other than the expiration of a committee member's term of office, the Board may appoint a successor for the remainder of the term.
- (d) Any committee member who is absent from three consecutive meetings of the Committee without leave of absence from the Committee or without reason satisfactory to the Committee shall cease to be a member of the Committee.
- (e) Each retiring committee member of the Committee shall be eligible for reappointment.
- (f) The Board may rescind the appointment of a member of the Committee at any time.
- (g) The Committee shall, at its first regular meeting each year, appoint a Chair from among its members. The Chair shall hold office for one year or until a successor has been appointed.

### **5. Procedure**

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

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

## **6. Delegated Powers and Responsibilities**

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

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

## **7. Reporting Obligations**

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

## **8. No Delegation by a Delegate**

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

## **9. Sub-committees**

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

## **10. General**

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

## **11. Scope of Bylaw**

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



## 12. Severability

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

Read a FIRST TIME this

12<sup>th</sup> day of December, 2014.

Read a SECOND TIME this

\_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a THIRD TIME this

\_\_\_\_\_ day of \_\_\_\_\_, 2014.

ADOPTED by an affirmative vote of  
at least 2/3 of the votes cast this

\_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Chair

## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

### BYLAW NO. 593, 2015

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Being a Bylaw to provide for the establishment of a Board of Variance.

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**WHERE AS** the Skeena-Queen Charlotte Regional District, having adopted a Zoning Bylaw, is required pursuant to Section 899(1) of the *Local Government Act* to establish, by bylaw, a Board of Variance;

**AND WHERE AS** Section 900(1) of the *Local Government Act* requires that the bylaw establishing a Board of Variance must set out procedures to be followed by the Board of Variance;

**AND WHERE AS** Section 931 of the *Local Government Act* provides that a local government may adopt a bylaw which imposes fees payable upon application to the Board of Variance;

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

#### 1. CITATION

This Bylaw may be cited for all purposes as "Skeena-Queen Charlotte Regional District Board of Variance Bylaw No. 593, 2015".

#### 2. ESTABLISHMENT

Pursuant to the *Local Government Act*, the Board of the Skeena-Queen Charlotte Regional District, hereby establishes two Board of Variances; one for Electoral Areas 'A' and 'C' and another for Electoral Areas 'D' and 'E' of the Skeena-Queen Charlotte Regional District.

#### 3. DEFINITIONS

3.1. In this Bylaw:

- 3.1.1. "Board of Variance" means the Skeena-Queen Charlotte Regional District Board of Variance established under this bylaw;
- 3.1.2. "Chair" means the Chair of the Board of Variance appointed under Section 5.4;
- 3.1.3. "Regional District" means the Skeena-Queen Charlotte Regional District;
- 3.1.4. "Regional District Board" means the Board of Skeena-Queen Charlotte Regional District;
- 3.1.5. "Secretary" means the Secretary to the Board of Variance appointed under Section 6.1.

#### **4. JURISDICTION**

- 4.1. The Board of Variance shall hear and determine appeals on the ground and to the extent set out in Section 901, 901.1 and 902 of the *Local Government Act*.

#### **5. APPOINTMENT AND MEMBERSHIP**

- 5.1. The Regional District Board, by resolution, shall appoint three (3) members to the Board of Variance.
- 5.2. An appointment to the Board of Variance is for the later of:
  - 5.2.1. Three years; or
  - 5.2.2. If no successor has been appointed at the end of the 3 year period, until the time that a successor is appointed.
- 5.3. The Regional District Board may, at its sole discretion, rescind the appointment of any member.
- 5.4. At the first Board of Variance meeting of a new year the Board of Variance shall appoint one of their members as Chair for that year by a majority vote of members present.
- 5.5. If the Chair of the Board of Variance is not at a meeting the members present shall appoint one of the members present as the Chair for that meeting.
- 5.6. A person who is an elected or appointed official of the Regional District Board, a member of the Planning Commission, or an officer or employee of the local government is not eligible to be appointed to the Board.

#### **6. SECRETARY**

- 6.1. The Administrator, or his/her designate, of the Regional District shall act as the Secretary to the Board.
- 6.2. The responsibilities of the Secretary include:
  - 6.2.1. To receive applications for the Board of Variance;
  - 6.2.2. To schedule Board of Variance meetings in consultation with the Board of Variance members;
  - 6.2.3. To assist the Board of Variance in its communication with applicants;
  - 6.2.4. To ensure proper notification is given in compliance under Section 901 of the *Local Government Act* and with this bylaw;
  - 6.2.5. To keep proper record of the Board of Variance's proceedings; and
  - 6.2.6. To maintain a record of all decisions of the Board of Variance and make it available to the public during normal business hours.

## **7. APPLICATION AND APPLICATION FEES**

- 7.1. All applications to the Board of Variance shall be made on the application form provided by the Secretary.
- 7.2. The application must be accompanied by plans and technical information sufficient to explain the basis for the application. This information may include, but may not be limited to, the following:
  - 7.2.1. A letter stating the grounds for the application;
  - 7.2.2. A State of Title Certificate dated within the previous 30 days; and
  - 7.2.3. A site plan drawn to scale.
- 7.3. The Secretary may request that an applicant provide additional plans and other information where necessary to explain the basis for the application.
- 7.4. All applications shall be accompanied by an application fee in the amount identified in "Development Approval Procedures and Fees bylaw No. 549."
- 7.5. Processing and review of an application shall only proceed upon full payment of the application fee to the Regional District.

## **8. NOTICE OF HEARING**

- 8.1. At least ten (10) days before the hearing date the Secretary shall send by registered mail or otherwise deliver notification of the hearing, including the date, place, time and subject matter of the appeal hearing to:
  - 8.1.1. The members of the Board of Variance;
  - 8.1.2. All owners and tenants in occupation of the land that is the subject of the application;
  - 8.1.3. The registered owners as shown on the last revised assessment roll and the tenants in occupation of all property located within 50 metres of the parcel that is subject to the application; and
  - 8.1.4. The Director for the Electoral Area in which the land that is the subject of the application is located.
- 8.2. The Secretary shall ensure that the Notice of Appeal, or any written evidence entered before the hearing date, including staff reports, are available for public inspection during the normal business hours of the Regional District.

## **9. CONDUCT OF MEETINGS AND HEARINGS**

- 9.1. A quorum for the hearing is two members of the Board of Variance. If the Chair is absent for a hearing, those present may appoint an acting Chair for the duration of that hearing.
- 9.2. The applicant shall be afforded the first opportunity to present their evidence and arguments, and thereafter, evidence and arguments shall be presented in such sequence as the Chair may direct until all parties to the application have been afforded an opportunity to present their evidence and arguments.
- 9.3. Any person or body with interest in property within the area of jurisdiction of the Board of Variance is entitled to be heard at the hearing and is entitled to be represented by a solicitor or an agent duly appointed in writing.
- 9.4. Any person represented, in accordance with section 9.3 above, whether or not also attending in person, will be deemed to be a party attending the hearing.
- 9.5. Evidence at a hearing may be given orally or in writing.
- 9.6. The Board of Variance shall not hear oral evidence except at the regularly constituted hearing for the subject matter of that evidence.
- 9.7. No member of the Board of Variance shall discuss the merits of the appeal with any person who is not a member of the Board of Variance or the Secretary, before the Board of Variance has reached a decision.
- 9.8. The Board of Variance may adjourn the hearing from time to time and reconvene without further published notice if the time, date and place of reconvening is announced at adjournment.
- 9.9. If the applicant or other persons notified do not appear at the hearing or any adjournment thereof, and have not advised the Secretary in advance that they wish to be heard at another date, the Board of Variance may proceed to decide the appeal in their absence.

## **10. DECISION**

- 10.1. The decision of the Board of Variance shall be by a majority vote of those members present and made within seven (7) days of the hearing.
- 10.2. In the case of a tie vote the application shall be considered to be denied.
- 10.3. The Secretary shall, within fourteen (14) days of a decision, send by mail or otherwise deliver the written decision of the Board of Variance to the applicant, the registered owner of the subject property, all persons who made representation at the Hearing, all adjacent property owners and occupiers who received the Notice of Hearing.

## 11. REPEAL

- 11.1. "Skeena-Queen Charlotte Regional District Board of Variance Bylaw No. 225, 1992" and all amendments hereto are hereby repealed.

READ A FIRST TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

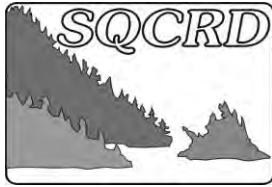
READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Barry Pages, Chair

\_\_\_\_\_  
Daniel Fish, Depute Corporate Officer



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

2015 TENTATIVE BOARD SCHEDULE

	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
*	<b>January 23rd</b>	<b>SQCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
Sat	January 24th	SQCRD Special Board (Budget)	10:00 AM	
*	February 20th	SQCRD Regular Board	7:00 PM	Prince Rupert
Sat	February 21st (1/2 day)	SQCRD Special Board (Budget)	10:00 AM	Prince Rupert
Sat	March 7th (1/2 day)	SQCRD Special Board (Budget)	10:00 AM	Teleconference
*	<b>March 20th</b>	<b>SQCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	April 24th	SQCRD Regular Board	7:00 PM	Masset
	May 6th - 8th	NCLGA AGM and Convention		Prince George
*	<b>May 22nd</b>	<b>SQCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	June 19th	SQCRD Regular Board	7:00 PM	Prince Rupert
	July	No meeting scheduled		
*	<b>August 7th</b>	<b>SQCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
*	September 18th	SQCRD Regular Board	7:00 PM	Prince Rupert
	September 21st - 25th	UBCM Convention		Vancouver
*	October 16th	SQCRD Regular Board	7:00 PM	Teleconference
*	<b>November 20th</b>	<b>SQCRD Regular Board</b>	<b>7:00 PM</b>	<b>Prince Rupert</b>
		NW Regional Hospital District		Terrace
	December 11th	SQCRD Statutory Board	7:00 PM	Prince Rupert
	December 11th	SQC Reg. Hospital Dist. Board	Following RD Stat	Prince Rupert
*	December 11th	SQCRD Regular Board	Following RHD	Prince Rupert

**Notes:**

\* Depicts the Regular SQCRD Board meetings.

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





## Skeena-Queen Charlotte Regional District BOARD POLICY

<b>Title:</b>	<b>Board of Variance Policy</b>	
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### 1. PURPOSE

The purpose of this policy is to provide clear direction to the Regional District Board and staff regarding the “Skeena-Queen Charlotte Regional District Board of Variance Bylaw No. 593, 2015”.

### 2. RESPONSIBILITY

2.1. This policy will be administered by the Chief Administrative Officer.

2.2. The Chief Administrative Officer may designate an employee to be responsible for the administering the policy. In accepting the role, the designate assumes all the responsibilities as outlined in this policy.

### 3. SCOPE

This policy applies to the Regional District Board and staff that are involved in the establishment, assistance and maintenance of the Board of Variance.

### 4. PROCEDURE

#### 4.1. Appointment of Board of Variance members

The process used to identify nominees for the appointment for the Board of Variance by the Regional District Board shall be as follows:

- a. When a new Board of Variance member is required to be appointed, for up to a three year term, staff shall ask each Regional District Board member to nominate a person eligible to be appointed to the Board of Variance. Staff shall contact that person and obtain a completed nomination form from that person.
- b. The nomination form(s) for appointment to the Board of Variance shall be presented to the Regional District Board at a regular Board meeting with a staff recommendation that the Board undertake a secret ballot where each Regional District Board member identifies their top three choices for the Board of Variance.
- c. The three applicants for the Board of Variance with the most votes are considered the top candidates to be appointed. If there is a tie for the third place a vote is held between the tied third place applicants to determine the third candidate for appointment.
- d. The Regional District may then consider a motion to appoint the three candidates who received the most votes to the Board of Variance.

4.2. Planning Department Review and Comment on Application

All Board of Variance applications shall be reviewed by the Regional District Planning staff. The Planning Department shall prepare a staff report which discusses the application and provides the following information to the Board of Variance for their consideration:

- a. If approval of an application would be in conflict with a section 219 covenant registered on title the Board of Variance shall be advised to deny the application and it does not have jurisdiction to approve this application.
- b. If the application deals with a matter that is covered in a development variance permit that has been issued for the subject property to the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- c. If the application deals with a variance that is subject of a development variance permit refused by the Regional District Board shall provide the staff report(s) for the development variance permit to the Board of Variance for consideration.
- d. If the application deals with a flood plain specification under section 910(2) of the Local Government Act the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- e. If the application applies to a property for which an authorization for alteration is required under Part 27 of the Local Government Act the Board of Variance shall be advised to deny the application as it does not have jurisdiction to approve the application.
- f. If the application applies to the bylaw infraction that is subject of enforcement action by the Regional District the Board of Variance shall be advised of the nature and history of the enforcement action for consideration.
- g. The Board of Variance shall be advised if the variance or exemption may result in the inappropriate development of the site, an adverse effect on the natural environment, a substantial effect on the use and enjoyment of adjacent land, a variance of the permitted uses and densities under the applicable bylaw, or the defeat of the intent of the applicable bylaw.

**5. REFERENCES**

Development Approval Procedures and Fees Bylaw No. 549

Skeena-Queen Charlotte Regional District Board of Variance Bylaw No. 593, 2015

Accountability Standards for Regional District Committees and Commissions Policy

*Local Government Act* Part 26, Division 6 – Board of Variance

<b>Approval Date:</b>		<b>Resolution No.</b>	
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## Skeena-Queen Charlotte Regional District

### BOARD POLICY

<b>Title:</b>	Advisory Planning Commission Policy	
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#### 1. PURPOSE

This policy should be considered in conjunction with the bylaws, policy and legislation as noted in section 7. The purpose of this policy is to:

- Provide context for APCs within the broader scope of planning and land use management,
- Identify roles and responsibilities of APCs,
- Provide guidance of APC members to carry out their duties,
- Help APC members and the public decipher meeting procedures, and
- Provide links to relevant bylaws and policy.

#### 2. POLICY

The role of an Advisory Planning Commission (APC) is to provide input on matters relating to land use planning and management at the local government level. That input is given as advice, and does not form policy or set direction for the local government.

#### 3. TERMS / DEFINITIONS

For the purposes of this policy, the following terms and definitions apply:

“APC” refers to the Advisory Planning Commissions as described under s. 898 of the *Local Government Act*

“Board” refers to the Board of the Skeena-Queen Charlotte Regional District.

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

#### 4. SCOPE

Applies to all APCs as established through bylaw by the Regional District Board.

#### 5. RESPONSIBILITY

##### Staff Responsibility:

The Chief Administrative Office, or his or her delegate, is responsible for administering this policy to all APC members.

APC Responsibility:

The APC receives its authorities, responsibilities and instructions from the Board. However, staff may forward Land Referrals received from the Provincial Government on the Board's behalf in order to meet the deadlines. Staff may also forward other planning related matter in instances where it is believed to be in the Board's interest. The advice and or recommendations from the APC shall be included in the staff report brought forward to the next Board meeting.

**6. PROCEDURE**

**6.1. Conduct of Meeting**

6.1.1. The Chair and members of the APC shall be guided by the following rules:

- a. Each appointed member shall have one (1) vote.
- b. In all cases where the votes of appointed members present are equal for and against the question, the question shall be negated.
- c. The Director, Alternate Director, an employee or officer of the Regional District are not eligible to vote on questions before the APC but may attend in a resource capacity and participate in discussions prior to the vote.
- d. The Chair shall conduct the meeting in accordance with the *Robert's Rules of Order Newly Revised, 11th ed.*

**6.2. Minutes**

6.2.1. Minutes shall be taken of all meetings held by the APC, and shall:

- a. Record the mover and seconder and the voting on all resolutions, and
- b. Minutes, upon being forwarded to the Board, shall be open for inspection by any person during regular business hours.

**6.3. Public Consultation**

6.3.1. In referring a matter to the APC for its advice, the Board primarily seeks the collective advice of APC members on the matter being referred. In cases where the Board wishes the APC to consult broadly with members of the community before formulating its advice, the Board will make such wishes known to the APC in its referral of the matter.

6.3.2. In accordance with s.898(9) of the *Local Government Act*, the APC must provide an opportunity for an application of an amendment to a plan or bylaw, or the issuance of a permit to attend at its meeting and be heard, and the APC may take the views of the applicant into consideration in formulating its advice to the Board.

#### 6.4. Preparing Responses

- 6.4.1. In preparing its advice to the Board, the APC should take into account the interests of the community at large when making recommendations.
- 6.4.2. In preparing its advice to the Board with respect to applications, the APC must have regard to the applicable guidelines specified in the official community plan, related bylaws and relevant legislation.
- 6.4.3. The APC must provide its advice to the Board on each matter that has been referred:
  - a. In writing, except that in circumstances of urgency the Board may request the APC to make its views on a particular matter known verbally in advance of submitting its written advice, and
  - b. Within any time period that is specified by staff and or the Board in its referral of the matter.

## 7. REFERENCES

Moresby Island Advisory Planning Commission Bylaw No. 547

Graham Island Advisory Planning Commission Bylaw No. 548

Development Approval Procedures and Fees Bylaw No. 549

Accountability Standards for Regional District Committees and Commissions Policy

*Local Government Act s. 898*

<b>Approval Date:</b>		<b>Resolution No.</b>	
<b>Amended:</b>		<b>Resolution No.</b>	

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.  
 Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



**1. Project Name**

Provide a name for the project that is proposed in this funding application:

**2. Applicant Profile**

Applicant Organization (Legal Name):	Non-Profit Society Registration No. (if applicable):
Address (street, city, postal code):	
Telephone:	Fax:
Email:	Website (URL):

**3. Primary Contact Information**

Primary Contact (for this application):	Position / Title:
---	-------------------

Complete the following if different from Applicant Organization contact information:

Address (street, city, postal code):	Telephone:
Email:	Fax:

## 4. Select the Application Process

Northern Development accepts Marketing Initiatives funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select **one** of the following accounts:

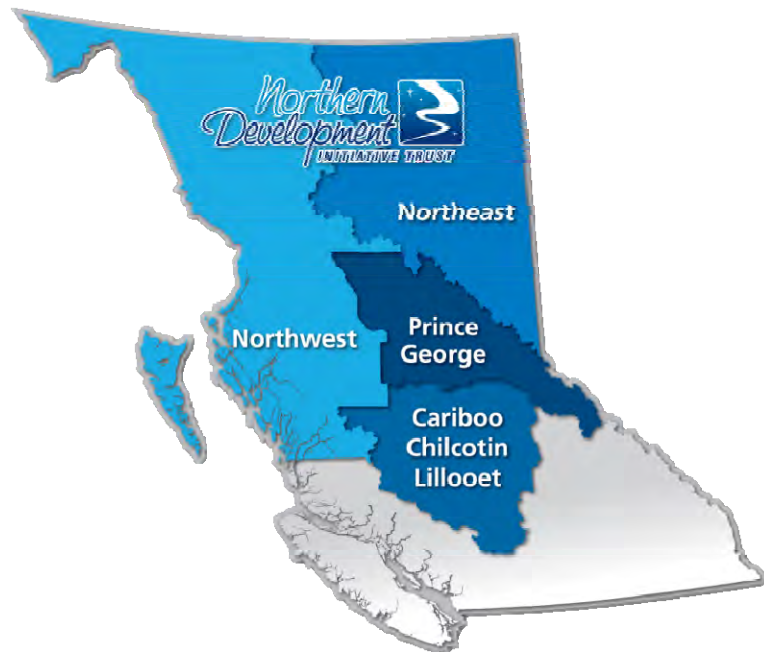
Regional Development:

Cariboo-Chilcotin/Lillooet

Northeast

Northwest

Prince George



Pine Beetle Recovery

✦ If you select Pine Beetle Recovery, complete [Schedule A](#) of this application form.

Identify the municipality or regional district that is supporting this funding application:

Resolution of Support:

A resolution of support from the municipality or regional district is attached.

A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is:

*Applicants are responsible for securing a resolution outlining support for the Northern Development funding request from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.*

*The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.*

## 5. Project Overview

Identify the project's <b>primary</b> investment area:	Identify the project's <b>secondary</b> investment area:
Agriculture	Agriculture
Economic Development	Economic Development
Energy	Energy
Forestry	Forestry
Mining	Mining
Olympic Opportunities	Olympic Opportunities
Pine Beetle Recovery	Pine Beetle Recovery
Small Business	Small Business
Tourism	Tourism
Transportation	Transportation

*Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.*

Provide a concise description of the project:
Explain the rationale for the project:
<i>★ Focus on community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.</i>



## 6. Key Deliverables

The following key deliverables will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

Outline the projected economic benefits to the local or regional economy:					
	Projected Annual Revenues				
Current Annual Revenues:	Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$	\$
<b>INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS:</b>					\$
<i>† Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.</i>					
Describe how the revenue will be generated and the sources of revenue:					
What percent of the projected annual revenue is from outside central and northern BC?					%

## 7. Project Participation

List all participants that will actively contribute to the project:	
Communities (population ≤ 5,000 residents) :	
Communities (population > 5,000 residents) :	
First Nations Communities:	
Private Businesses:	
Non-Profit Organizations:	
Governmental Organizations:	

## 8. Project Milestones

Stage of Project:	Scheduled Date:	Describe the current stage of the project:
1)		
2)		
3)		
4)		
5)		
6)		

Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

## 9. Project Budget

Expense Item:	Amount (\$):	Verification:
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
	\$	Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$</b>		

Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

## 10. Funding Request

The following funding is requested from Northern Development:

Funding Type:	Amount (\$):	
Grant	\$	★ Maximum allowable grant is \$20,000 per marketing project.

## 11. Other Funding Sources

Funding Source:	Amount (\$):	Identify funding terms:		Identify funding confirmation:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval is expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
	\$	Grant	Loan	Approval letter attached
		Other:		Date approval expected:
<b>TOTAL OTHER FUNDING: \$</b>		<b>TOTAL PROJECT FUNDING: \$</b> (Northern Development + Other Sources)		

Prior to disbursement of funds, Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than six other funding sources, attach a complete list separately.

12. Leveraging

Northern Development’s funding leverage for the project:	
The funding request as a percentage of total project funding is:	%
✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i>	
<i>Northern Development provides funding up to a maximum of 28.57% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.50 from other sources).</i>	

13. Attachments

List all documents attached to this application:

Document Name:
1)
2)
3)
4)
5)
6)
7)
8)
9)
10)

## 14. Authorization

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I AFFIRM THAT the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented. I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).

I also agree to submit report reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development. I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree to publicly acknowledge funding and assistance by Northern Development.

I authorize Northern Development to make any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name:

*Organization Signing Authority*

Title:

Date:

## 15. Submitting Your Application

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Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email.

Email: [info@northerndevlopment.bc.ca](mailto:info@northerndevlopment.bc.ca)

SCHEDULE A: PINE BEETLE RECOVERY ACCOUNT

Only complete this schedule if you are applying for funding from Northern Development’s Pine Beetle Recovery Account. See the Application Guide for more information on the advisory review and approval process for Pine Beetle Recovery Account applications.

Required Features

Describe the specific economic impact of the Mountain Pine Beetle epidemic in the community and region where the project will be implemented:
Describe how the project will directly support economic diversification that will mitigate the impact of the Mountain Pine Beetle epidemic in the community or and/region:
Outline partnership and collaboration between 1) private business, 2) First Nations, and 3) local government(s) that contributes support for the project:
<p>✦ Direct economic benefits to the three (3) parties should be described.</p>



**The Coast Sustainability Trust II**

Eric van Soeren, Trustee

730 Walker's Hook Road  
Salt Spring Island, BC V8K 1N5

Phone: 250-537-1533  
Cell: 250-526-0533  
Fax: 250-537-1534  
Email: [eric@vansoeren.net](mailto:eric@vansoeren.net)  
[www.coastsustainabilitytrust.com](http://www.coastsustainabilitytrust.com)

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**Project Number: CST-QCI-HG-069**

June 19, 2014

Scott Marsden – Director  
Haida Gwaii Museum Society  
2 Second Beach Road  
Skidegate, BC  
V0T 1S0

Dear Scott Marsden:

**RE: Haida Gwaii Museum Website and Digitization Project**

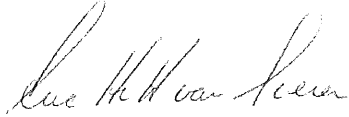
This letter is to inform you that your proposal to the Coast Sustainability Trust II (CST) – Community Matching Fund was considered at the June 17, 2014 meeting of the Haida Gwaii Regional Steering Committee and has been approved for assistance under the CST. The Regional Steering Committee has recommended the provision of a \$39,500.00 non-repayable contribution to your organization for completion of your project under the following terms and conditions:

1. Confirmation satisfactory to the Trustee within 90 days that all matching funding for the project has been committed by the funding partners identified in the proposal, or are provided from another source;
2. Execution by the Trustee and the Haida Gwaii Museum Society of a Funding Agreement, a copy of which will be sent to you by email for your review;
3. The contribution to the Haida Gwaii Museum Society to support the Haida Gwaii Museum Website and Digitization Project will be considered to be an accountable advance, and be disbursed in amounts that are consistent with the stage of the project being undertaken;
4. The Haida Gwaii Museum Society will be required to provide an accounting of how the funds were spent that closely matches the projections in the project proposal. Once documentation demonstrating appropriate use of the funds has been received, your obligations will be considered to have been fulfilled; and

5. All other standard administrative conditions and controls to be applied by the CST on the project.

I wish you success in your project. Ed Sorel of my office will be in touch with you shortly to finalize the terms for the contribution.

Yours truly,

A handwritten signature in cursive script, appearing to read "Eric van Soeren".

Eric van Soeren  
Trustee