



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

**AMENDED AGENDA**

**Held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C.  
Friday, February 19, 2016 at 7:00 PM**

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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 Regular Meeting of the Skeena-Queen Charlotte Regional District Board held January 22, 2016	Pg 1-10
3.2	Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District Board held January 23, 2016	Pg 11-16
3.3	<p>Rise and Report – January 22, 2016 <i>(to be read by Chair – no motion required)</i></p> <p>MOVED by Director Nobels, SECONDED by Director Kinney, that the report from staff entitled “Treasurer Appointment” be received;</p> <p>AND THAT, pursuant to the terms and conditions of the attached Employment Agreement, Mr. Sukhraj Gill be appointed “Treasurer” for the Skeena-Queen Charlotte Regional District effective January 4, 2016.</p> <p>IC134-2015 CARRIED</p> <p>MOVED by Director Gould, SECONDED by Director Racz, that the report from staff entitled “SQCRD Signing Authorities” be received;</p> <p>AND THAT the Board authorize Mr. Sukhraj Gill as signing authority on the Skeena-Queen Charlotte Regional District Northern Savings Credit Union account;</p> <p>AND THAT the Board authorize Mr. Sukhraj Gill as an authorized user on the Skeena-Queen Charlotte Regional District Credit Union Automated Funds Transfer (CAFT) system;</p> <p>AND FURTHER THAT the Board authorize Mr. Sukhraj Gill as signing authority on the Skeena-Queen Charlotte Regional District Municipal Finance Authority of B.C. account.</p> <p>IC003-2016 CARRIED</p> <p>MOVED by Director Racz, SECONDED by Director Gould, that the report from staff entitled “2016 Board Appointments” be received;</p> <p>AND THAT the Board make the following appointments for 2016:</p> <p>Port Edward Historical Society Director Bergman</p>	Verbal

Groundfish Development Authority	Director Nobels Jason Thompson (A)	
Bowie Seamount Advisory Committee	Director Racz	
IC004-2016	CARRIED	

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

4.1	Minutes of the Regular Meeting of the Electoral Area Advisory Committee held September 18, 2015	Pg 17-19
4.2	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held December 1, 2015	Pg 20-21
4.3	Minutes of the Regular Meeting of the Moresby Island Management Standing Committee held January 19, 2016	Pg 22-23
4.4	Recommendations coming forward from the Regular Meeting of the Electoral Area Advisory Committee held January 22, 2016	Pg 24-28

#### 5. **DELEGATIONS**

5.1	B. Payette, Board Member, Port Edward Historical Society – North Pacific Cannery Update	Verbal
5.2	M. Holzbauer, Resident – How to Increase Revenue Under the Climate Action Incentive Program for Local Governments	Verbal

#### 6. **FINANCE**

6.1	J. Musgrave, Administrative Assistant – Cheques Payable over \$5,000 for January, 2016	Pg 29-30
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#### 7. **CORRESPONDENCE**

7.1	Northern Development Initiative Trust – Economic Development Capacity Building Funding – 2015	Pg 31
7.2	Northern Development Initiative Trust – 2015 Grant Writing Support Program	Pg 32
7.3	North Central Local Government Association – NCLGA 2016 Important Notice	Pg 33
7.4	North Central Local Government Association – NCLGA Call for Nominations	Pg 34-35
7.5	Shared Services BC – Radon Testing Project	Pg 36

7.6	Ministry of Forests, Lands and Natural Resource Operations – Review and Comment Opportunity – Proposed Road Deactivation – Survey Creek Area	Pg 37-40
7.7	BC Timber Sales – Pacific Timber Supply Review Information Package – Review and Comment	Pg 41-42
7.8	Union of B.C. Municipalities – Gas Tax Strategic Priorities Fund Application	Pg 43-44
<u>Add:</u> <u>7.9</u>	Hecate Strait Employment Development Society – Request for a Letter of Support for the Haida Gwaii Forestry Skills Training Initiative Project	Pg44a-44b

## 8. REPORTS / RESOLUTIONS

8.1	L. Neville, Recreation Coordinator – Haida Gwaii Recreation Coordinator's Report – January 2016	Pg 45-49
8.2	S. Gill, Treasurer – Parcel Tax Roll Review Panel Scheduling	Pg 50-51
8.3	D. Fish, Deputy Corporate Officer – Municipal Name Change Responses & Alternative Approval Process	Pg 52-58
8.4	D. Chapman, Chief Administrative Officer – Options for Providing Financial Assistance to the Museum of Northern B.C. and the Lester Centre of the Performing Arts	Pg 59-63
8.5	M. Williams, Planning Consultant – Zoning and OCP Amendment – Tow Hill, Graham Island	Pg 64-66
<u>Add:</u> <u>8.6</u>	D. Chapman, Chief Administrative Officer - Permissive Tax Exemption Request from the Sandspit Harbour Society	Pg 66a-66b
<u>Add:</u> <u>8.7</u>	D. Fish, Deputy Corporate Officer – Gas Tax Funding & Past UBCM Resolutions	Pg 66c-66k
<u>Add:</u> <u>8.8</u>	L. Neville, Recreation Coordinator – Haida Gwaii Regional Recreation Growth Chart – 2009-2015	Pg 66l

**9. BYLAWS**

9.1	Bylaw No. 604, 2016 – Being a bylaw to amend the Rural Graham Island Official Community Plan Bylaw No. 532, 2011 <b><i>Prior to being given first reading.</i></b>	Pg 67-68
9.2	Bylaw No. 605, 2016 – Being a bylaw to amend the Graham Island Interim Zoning Bylaw No. 192, 1993 <b><i>Prior to being given first reading.</i></b>	Pg 69-73

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

10.1	M. Williams, Planning Consultant – Knight Piesold Ltd. & Atlantic Power Corporation Water License Amendment and License of Occupation Application	Pg 74-89
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**11. NEW BUSINESS**

11.1	Directors' Reports	Verbal
<u>Add:</u> <u>11.2</u>	Qay'Innagaay Heritage Centre Society – Application to Northern Development Initiative Trusts Fabulous Festivals and Events Program	Pg 90-95

**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) and (j) of the <i>Community Charter</i> “labour relations or other employee relations” and “information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the <i>Freedom of Information and Protection of Privacy Act</i> .”	
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**15. ADJOURNMENT**



## 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 in Prince Rupert, B.C. on Friday, January 22, 2016 immediately following the Skeena-Queen Charlotte Regional Hospital District meeting.

### PRESENT

### PRIOR TO ADOPTION

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

### 1. CALL TO ORDER 7:03 p.m.

### 2. AGENDA

MOVED by Director Bergman, SECONDED by Director Kinney, that the January 22, 2016 Skeena-Queen Charlotte Regional District amended regular agenda be further amended and adopted to include:

- 11.5 LNG Tanker Hazard Zones
- 11.6 Prince Rupert Port Authority
- 11.7 Electoral Area Advisory Committee Revised Terms of Reference

**001-2016**

**CARRIED**

### 3. MINUTES & BUSINESS ARISING FROM MINUTES

- 3.1 Minutes of the Statutory Meeting of the Skeena-Queen Charlotte Regional District Board held December 11, 2015

MOVED by Director Kinney, SECONDED by Director Brain, that the minutes of the December 11, 2015 Skeena-Queen Charlotte Regional District Statutory Board meeting be adopted as presented.

**002-2016**

**CARRIED**

- 3.2 Minutes of the Regular Meeting of the Skeena-Queen Charlotte Regional District Board held December 11, 2015

MOVED by Director Franzen, SECONDED by Director Gould, that the minutes of the December 11, 2015 Skeena-Queen Charlotte Regional District Regular Board meeting be adopted as amended to include:

- Item 11.1: Remove “Ms. Donnell” and add “Ms. Dalzell”.

**003-2016**

**CARRIED**

- 3.3 Minutes of the Special (Budget) Meeting of the Skeena-Queen Charlotte Regional District Board held December 12, 2015

MOVED by Director Martin, SECONDED by Director Nobels, that the minutes of the December 12, 2015 Skeena-Queen Charlotte Regional District Special (Budget) Board meeting be adopted as presented.

**004-2016**

**CARRIED**

- 3.4 Rise and Report – December 11, 2015 *(to be read by Chair – no motion required)*

MOVED by Director Franzen, SECONDED by Director Nobels, that the report from staff entitled “2016 Board Appointments” be received;

AND THAT the Board make the following appointments for 2016:

Haida Gwaii Museum	Director Racz
Yellowhead Highway Association	Director Kinney Director Brain (A)
Vancouver Island Regional Library	Director Beldessi Carol Wagner (A)
Prince Rupert Regional Archives	Director Kinney Director Brain (A)
Municipal Insurance Association of B.C.	Director Bergman
Municipal Finance Authority of B.C.	Chair Pages Director Franzen (A)
BC Ferries Advisory Committee	Director Martin
Northern Development Initiative Trust	Director Racz
North Central Local Government Association	Dave MacDonald
IC139-2015	<b>CARRIED</b>

MOVED by Director Nobels, SECONDED by Director Franzen, that the Board make the following appointment for 2016:

Misty Isles Economic Development Society

Director Racz, Area D  
Director Beldessi, Area E

IC140-2015

CARRIED

*Director Gould opposed.*

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

- 4.1 Minutes of the Regular Meeting of the Regional Recycling Advisory Committee held October 7, 2015

MOVED by Director Kinney, SECONDED by Director Franzen, that the minutes from the October 7, 2015 Regional Recycling Advisory Committee meeting be received as presented.

**005-2016**

**CARRIED**

- 4.2 Recommendations from the Regional Recycling Advisory Committee meeting held January 13, 2016

MOVED by Director Nobels, SECONDED by Director Franzen, that the recommendations from the January 13, 2016 Regional Recycling Advisory Committee meeting be received.

**006-2015**

**CARRIED**

#### **5. DELEGATIONS**

- 5.1 N. Wade, Project Lead, Northwest Community Readiness Project – Northwest Readiness Community Project Update

Nichola Wade, Project Lead for the Ministry of Community, Sport and Cultural Development's Northwest Community Readiness Project, addressed the Board with regard to an update on the Northwest Community Readiness project.

Ms. Wade provided the Board with background information on the Northwest Community Readiness project; presented population projections for Prince Rupert and Port Edward; discussed projects goals; presented key focus areas which include planning and capacity, impacts and outreach and provincial response.

Ms. Wade addressed questions of the Board.

The Chair thanked Ms. Wade for her presentation.

**6. FINANCE**

- 6.1 J. Musgrave, Administrative Assistant - Cheques Payable over \$5,000 for December, 2015

MOVED by Director Kinney, SECONDED by Director Nobels, that the staff report on Cheques Payable over \$5,000 issued by the Skeena-Queen Charlotte Regional District for December, 2015 be received and filed.

**007-2016**

**CARRIED**

**7. CORRESPONDENCE**

- 7.1 Ministry of Environment – B.C. World Class Spill Response Regime

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the Ministry of Environment with regard to a B.C. World Class Spill Response Regime be received.

**008-2016**

**CARRIED**

- 7.2 District of Port Edward – 2016 North Central Local Government Association - Nomination

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from the District of Port Edward with regard to the 2016 North Central Local Government Association nomination be received.

**009-2016**

**CARRIED**

- 7.3 Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development – November 2015 Northwest Tour Follow-Up

MOVED by Director Brain, SECONDED by Director Gould, that the correspondence from Minister Fassbender with regard to his 2015 Northwest Tour be received;

AND THAT correspondence be sent to Honourable Peter Fassbender to thank him for the opportunity to meet with him;

AND FURTHER THAT the correspondence inquire as to when the Skeena-Queen Charlotte Regional District can expect to meet with Mr. Fassbender's Ministry to discuss Northwest B.C. Resource Benefits Alliance revenue sharing negotiations.

**010-2016**

**CARRIED**

- 7.4 United Fishermen & Allied Workers' Union – Board Thank You

MOVED by Director Nobels, SECONDED by Director Racz, that the correspondence from the United Fishermen & Allied Workers' Union thanking the Board for its support with regard to fleet separation policies be received.

**011-2016**

**CARRIED**

*Director Gould declared a conflict of interest and left the meeting at 8:08 p.m.*



**7.5 Village of Port Clements – 2016 Major Infrastructure Program – Gwaii Trust**

MOVED by Director Beldessi, SECONDED by Director Nobels, that the correspondence from the Village of Port Clements requesting a letter of support for three applications to Gwaii Trust's 2016 Major Infrastructure Program be received;

AND THAT the Board provide the Village of Port Clements with a letter of support to supplement its applications to Gwaii Trust's 2016 Major Infrastructure Program.

**012-2016****CARRIED**

*Director Gould joined the meeting at 8:10 p.m.*

**7.6 Transport Canada – Ports Asset Transfer Program – Launch of Divestiture Phase – Sandspit Port Facility**

MOVED by Director Beldessi, SECONDED by Director Nobels, that the correspondence from Transport Canada with regard to the launch of the divestiture phase under the Ports Asset Transfer Program be received and filed.

**013-2016****CARRIED****7.7 N. Wade, Executive Director, Northwest Community Readiness – Premier's Award Endorsement**

MOVED by Director Nobels, SECONDED by Director Franzen, that the correspondence from Ms. Wade with regard to the Northwest Community Readiness project and the Premier's Award be received and filed.

**014-2016****CARRIED****7.8 Honourable Todd Stone, Minister of Transportation and Infrastructure – 2015 UBCM Follow-Up**

MOVED by Director Nobels, SECONDED by Director Brain, that the correspondence from Minister Stone with regard to the Coastal Regional District Chair's 2015 UBCM meeting be received and filed.

**015-2016****CARRIED****7.9 Honourable Todd Stone, Minister of Transportation and Infrastructure – 2015 UBCM Follow-Up**

MOVED by Director Racz, SECONDED by Director Nobels, that the correspondence from Minister Stone with regard to the 2015 UBCM meeting be received;

AND THAT correspondence be sent to Honourable Todd Stone urging his Ministry to work with BC Ferries to investigate alternative sailing options for Haida Gwaii to solve ongoing ferry transportation and scheduling issues, noting that solutions to these issues may be resolved locally and cost-effectively.

**016-2016****CARRIED**

- 7.10 Haida Gwaii Higher Education Society – Request Letter of Support for Gwaii Trust Society Major Contribution Grant

MOVED by Director Racz, SECONDED by Director Beldessi, that the correspondence from the Haida Gwaii Higher Education Society with regard to a requested letter of support for its application to Gwaii Trust's Major Contribution Grant be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District support the Haida Gwaii Higher Education Society's application to Gwaii Trust's Major Contributions Grant Program in the amount of \$100,000 for the expansion of its operation on Haida Gwaii.

**017-2016**

**CARRIED**

- 7.11 Managed Forest Council – Stakeholder Engagement

MOVED by Director Racz, SECONDED by Director Brain, that the correspondence from the Managed Forest Council with regard to upcoming stakeholder engagement be received and filed.

**018-2016**

**CARRIED**

## **8. REPORTS – RESOLUTIONS**

- 8.1 D. Chapman, Chief Administrative Officer – Tangible Capital Asset Policy

MOVED by Director Nobels, SECONDED by Director Bergman, that the report from staff entitled "Tangible Capital Asset Policy" be received;

AND THAT the Board of the Skeena-Queen Charlotte Regional District adopt the "Tangible Capital Asset Policy" as presented.

**019-2016**

**CARRIED**

- 8.2 D. Fish, Deputy Corporate Officer – SQCRD Gas Tax Funding

MOVED by Director Nobels, SECONDED by Director Brain, that the memorandum from staff entitled "SQCRD Gas Tax Funding" be received for information.

**020-2016**

**CARRIED**

*The Board requested that staff look into past UBCM resolutions pertaining to Gas Tax funding and report back on findings at a future meeting date.*

- 8.3 D. Fish, Deputy Corporate Officer – Haida Gwaii Regional Recreation Commission Bylaw and Membership

MOVED by Director Franzen, SECONDED by Director Brain, that the memorandum from staff entitled "Haida Gwaii Regional Recreation Commission Bylaw and Membership" be received for information.

**021-2016**

**CARRIED**

MOVED by Director Beldessi, SECONDED by Director Gould, that the Skeena-Queen Charlotte Regional District Board invite the Chair and Vice Chair of the Haida Gwaii Regional Recreation Commission to appear before the Board at its next regular meeting to discuss the Haida Gwaii Regional Recreation Program.

**022-2016**

**CARRIED**

- 8.4 L. Neville, Recreation Coordinator – HGRRC Program Liability Coverage

MOVED by Director Racz, SECONDED by Director Brain, that the report from staff entitled “HGRRC Program Liability Coverage” be received.

**023-2016**

**CARRIED**

- 8.5 L. Neville, Recreation Coordinator – Recreation Coordinator’s Report – December 2015

MOVED by Director Nobels, SECONDED by Director Racz, that the report from staff entitled “Recreation Coordinator’s Report – December 2015” be received for information.

**024-2016**

**CARRIED**

**9. BYLAWS**

None.

**10. LAND REFERRALS / PLANNING**

None.

**11. NEW BUSINESS**

- 11.1 Director’s Reports

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

Director Brain – City of Prince Rupert

- The City is underway with the completion of its Planning for Major Projects initiative;
- The City continues to work with stakeholders and the provincial government on the development of the Tsimshian Access project;
- The City met with Honourable Marc Garneau, Minister of Transport, while he was in Prince Rupert; and
- The City Council will be reviewing a 30-year sustainability plan as part of the Hays 2.0 project at its next regular council meeting.

Director Gould – Village of Port Clements

- The Village’s biomass project is close to being commissioned; and
- The Village has found unmapped water mainlines throughout the community.

Director Franzen – District of Port Edward

- The District provided a \$600 donation to the Sugar Shack;
- The District continues to address concerns with its boat ramp parking and the issue of non-payment for parking services; and
- The District adopted three land use planning amendment bylaws at its last regular meeting.

Director Nobels – Electoral Area A

- The community of Dodge Cove is liaising with the newly appointed Minister of Indigenous and Northern Affairs, Honourable Carolyn Bennett; and
- The community was able to partake in recreational skating on a frozen lake in Dodge Cove.

Director Beldessi – Electoral Area E

- Stantec Consulting attending a community meeting in Sandspit on January 15<sup>th</sup>, 2016 to discuss the Sandspit Water Treatment Options study and tour the Sandspit Water System;
- The Moresby Island Management Standing Committee held its first meeting on January 19<sup>th</sup>, 2016;
- New property has been purchased in the community for potential future development of a hotel;
- Sandspit Harbour Society will be submitting a formal request to the Skeena-Queen Charlotte Regional District Board to consider a permissive tax exemption for its property; and
- Residential construction is increasing in the community.

Director Martin – Village of Queen Charlotte

- The Village continues to meet with BC Ambulance to discuss ongoing service issues on Haida Gwaii. The meetings have been promising and BC Ambulance has committed to base service levels;
- Northern Medical Program Health Care roadshow will be attending Haida Gwaii, with students of UNBC's Northern Medical Program providing limited health care services on island;
- The Village continues to discuss social housing issues with social housing unit operators in Queen Charlotte;
- The Village will be meeting with BC Ferries in the coming week to discuss follow-up on action items raised at the 2015 UBCM meeting with Minister Todd Stone and other officials from the Ministry of Transportation and Infrastructure; and
- The Village has been approached by residents who wish to sponsor Syrian refugees.

Chair Pages – Village of Masset

- The Village, following a public engagement process, has selected a site to house the new Vancouver Island Regional Library.

**025-2016****CARRIED****11.2 Ministry of Transportation and Infrastructure – Discussion of the Emergency Program Act**

MOVED by Director Gould, SECONDED by Director Nobels, that the correspondence from the Ministry of Transportation and Infrastructure with regard to the discussion of the Emergency Program Act be received.

**026-2016****CARRIED**

**11.3 Director Racz, Electoral Area D – Northern Development Initiative Trust Funding**

MOVED by Director Franzen, SECONDED by Director Beldessi, that the verbal report from Director Racz with regard to Northern Development Initiative Trust funding be received for information.

**027-2016****CARRIED****11.4 Edge of the World Music Festival Society – Application to Northern Development Initiative Trust's Fabulous Festivals and Events Programs**

MOVED by Director Racz, SECONDED by Director Nobels, that the Board of the Skeena-Queen Charlotte Regional District support the Edge of the World Music Festival Society's funding application to Northern Development Initiative Trust's Fabulous Festivals and Events Program in the amount of \$2,500.

**028-2016****CARRIED****11.5 Director Nobels, Electoral Area A - LNG Tanker Hazard Zones**

MOVED by Director Gould, SECONDED by Director Brain, that the verbal report from Director Nobels with regard to LNG Tanker Hazard Zones be received for information.

**029-2016****CARRIED**

*Director Nobels noted that he intends to put forward a motion to correspond with the Minister of Transportation and Infrastructure with regard to LNG Tanker Hazard Zones at the February 19, 2016 Regular Board meeting.*

**11.6 Director Nobels, Electoral Area A – Prince Rupert Port Authority**

MOVED by Director Nobels, SECONDED by Director Martin, that the Board of the Skeena-Queen Charlotte Regional District invite officials from the Prince Rupert Port Authority to appear before the Board as a delegation to discuss the Port Authority's long-term development plans and the relation of those plans to emergency preparedness initiatives.

**030-2016****CARRIED****11.7 Electoral Area Advisory Committee Revised Terms of Reference**

MOVED by Director Nobels, SECONDED by Director Gould, that consideration of a revised Terms of Reference for the Electoral Area Advisory Committee be deferred to the February 19, 2016 Regular meeting of the Board of the Skeena-Queen Charlotte Regional District.

**031-2016****CARRIED****12. OLD BUSINESS****12.1 2016 Skeena-Queen Charlotte Regional District Board Meeting Schedule**

MOVED by Director Kinney, SECONDED by Director Brain, that the Board of the Skeena-Queen Charlotte Regional District adopt the 2016 Board meeting scheduled as presented.

**032-2016****CARRIED**

**13. PUBLIC INPUT**

There was 1 question from the public.

**14. IN CAMERA**

MOVED by Director Nobels, SECONDED by Director Franzen, that the Board move to the In-Camera meeting following the Regular Meeting according to section 90(1)(a) and (k) 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" and "negotiations and related discussions respecting the proposed provision of a municipal services that are at their preliminary stages and that, in the view of the council, could reasonably expected to harm the interests of the municipality if they were held in public".

**033-2016****CARRIED****15. ADJOURNMENT**

MOVED by Director Nobels, SECONDED by Director Franzen, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 10:02 p.m.

**034-2016****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Chief Administrative Officer



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

**MINUTES** of the Special (Budget) 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, B.C. on Saturday, January 23, 2016 at 10:00 AM.

### PRESENT

### PRIOR TO ADOPTION

Chair	D. Nobels, Electoral Area A
Directors	N. Kinney, City of Prince Rupert L. Brain, City of Prince Rupert C. MacKenzie, Alternate, District of Port Edward I. Gould, Village of Port Clements G. Martin, Village of Queen Charlotte D. Nobels, Electoral Area A K. Bergman, Electoral Area C M. Racz, Electoral Area D B. Beldessi, Electoral Area E
Regrets	B. Pages, Village of Masset
Staff	D. Chapman, Chief Administrative Officer S. Gill, Treasurer
Public	0
Media	0

**1. CALL TO ORDER 9:35 a.m.**

**2. AGENDA**

MOVED by Director Martin, SECONDED by Director Racz, that the January 23, 2016 Special (R2 Budget) agenda be amended and adopted to include the following:

- 11.1 Sandspit Harbour Society Tax Exemption Status
- 11.2 Museum of Northern B.C., Prince Rupert Public Library & Lester Centre of the Performing Arts Financial Assistance

**035-2016**

**CARRIED**

**3. MINUTES & BUSINESS ARISING FROM MINUTES**

None.

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

None.

**5. DELEGATIONS**

None.

**6. FINANCE**

Round 2 of the draft 2016 – 2020 Skeena-Queen Charlotte Regional District (SQCRD) Financial Plan was distributed to the Board and is available on the SQCRD website.

**7. CORRESPONDENCE**

MOVED by Director Gould, SECONDED by Director Racz, that the following correspondence be received for information:

- 7.1 Sandspit Emergency Preparedness Planners – 2016 SEPP Budget Request
- 7.2 Haida Gwaii Museum – 2016 Budget Request & 2015 Operating Assistance Request
- 7.3 Prince Rupert City & Regional Archives – Photograph Reproduction & Research Price List
- 7.4 North Pacific Cannery – 2016 Budget Request Information
- 7.5 Sandspit Volunteer Fire Department Society – 2016 Draft Budget

**036-2016****CARRIED****8. REPORTS – RESOLUTIONS**

- 8.1 D. Chapman, Chief Administrative Officer – Regional Recycling Operations Budget Change

MOVED by Director Gould, SECONDED by Director Nobels, that the report from staff entitled “Regional Recycling Operations Budget Change” be received for information.

**037-2016****CARRIED**

- 8.2 D. Chapman, Chief Administrative Officer – Rural Land Use Planning, Function 510 & Economic Development, Function 570

MOVED by Director Gould, SECONDED by Director Nobels, that the report from staff entitled “Rural Land Use Planning, Function 510 & Economic Development, Function 570” be received for information.

**038-2016****CARRIED**

- 8.3 D. Fish, Deputy Corporate Officer – Haida Gwaii Regional Recreation Society 2014 Grant Funding

MOVED by Director Gould, SECONDED by Director Nobels, that the memorandum from staff entitled “Haida Gwaii Regional Recreation Society 2014 Grant Funding” be received for information.

**039-2016****CARRIED**



**9. FINANCIAL PLAN'S REVIEW****9.1 Haida Gwaii Recreation – Function 730**

MOVED by Director Gould, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for Haida Gwaii Recreation, Function 730, be referred to the Round 2 Part 2 budget discussions as presented.

**040-2016****CARRIED****9.2 Administration – Function 110**

MOVED by Director Martin, SECONDED by Director Kinney, that the Five-Year Financial Plan 2016-2020 for Administration, Function 110, be referred to the Round 3 budget discussions as presented.

**041-2016****CARRIED****9.3 Islands Solid Waste – Function 310-319**

MOVED by Director Kinney, SECONDED by Director Racz, that the Five-Year Financial Plan 2016-2020 for Islands Solid Waste, Function 310-319, be referred to the Round 3 budget discussions as presented.

**042-2016****CARRIED****9.4 Regional Recycling (Mainland) – Function 340**

MOVED by Director Gould, SECONDED by Alternate Director MacKenzie, that the Five-Year Financial Plan 2016-2020 for Regional Recycling, Function 340, be referred to the Round 2 Part 2 budget discussions as presented.

**043-2016****CARRIED****9.5 Electoral Area Administration – Function 120**

MOVED by Director Martin, SECONDED by Director Racz, that the Five-Year Financial Plan 2016-2020 for Electoral Area Administration, Function 120, be referred to the Round 3 budget discussions as presented.

**044-2016****CARRIED****9.6 Electoral Area E Administration – Function 121**

MOVED by Director Kinney, SECONDED by Director Beldessi, that the Five-Year Financial Plan 2016-2020 for Electoral Area E Administration, Function 121, be referred to the Round 3 budget discussions as presented.

**045-2016****CARRIED**

## 9.7 Sandspit Fire – Function 210

MOVED by Director Beldessi, SECONDED by Director Gould, that the Five-Year Financial Plan 2016-2020 for Sandspit Fire, Function 210, be referred to the Round 3 budget discussions as presented.

**046-2016**

**CARRIED**

## 9.8 Rural Land Use Planning – Function 510

MOVED by Director Beldessi, SECONDED by Director Racz, that the Five-Year Financial Plan 2016-2020 for Rural Land Use Planning, Function 510, be referred to the Round 2 Part 2 budget discussions as presented.

**047-2016**

**CARRIED**

## 9.9 Economic Development – Function 570

MOVED by Director Beldessi, SECONDED by Director Kinney, that the Five-Year Financial Plan 2016-2020 for Economic Development, Function 510, be referred to the Round 2 Part 2 budget discussions as presented.

**048-2016**

**CARRIED**

## 9.10 Prince Rupert Regional Archives – Function 710

MOVED by Director Gould, SECONDED by Director Beldessi, that the Five-Year Financial Plan 2016-2020 for Prince Rupert Regional Archives, Function 710, be referred to the Round 3 budget discussions as presented.

**049-2016**

**CARRIED**

## 9.11 North Pacific Cannery – Function 715

MOVED by Alternate Director MacKenzie, SECONDED by Director Brain, that the Five-Year Financial Plan 2016-2020 for North Pacific Cannery, Function 715, be referred to the Round 3 budget discussions as presented.

**050-2016**

**CARRIED**

## 9.12 Haida Gwaii Museum – Function 720

MOVED by Director Gould, SECONDED by Director Martin, that the Five-Year Financial Plan 2016-2020 for Haida Gwaii Museum, Function 720, be referred to the Round 3 budget discussions as presented.

**051-2016**

**CARRIED**

**9.13 Vancouver Island Regional Library – Function 725**

MOVED by Director Beldessi, SECONDED by Director Martin, that the Five-Year Financial Plan 2016-2020 for Vancouver Island Regional Library, Function 725, be referred to the Round 3 budget discussions as presented.

**052-2016****CARRIED****10. OLD BUSINESS**

None.

**11. NEW BUSINESS****11.1 Sandspit Harbour Society Tax Exemption Status**

MOVED by Director Gould, SECONDED by Director Beldessi, that the verbal report from Director Beldessi with regard to the Sandspit Harbour Society's request for a permissive tax exemption be received;

AND THAT the request be deferred to the February 19, 2016 Regular meeting of the Board of the Skeena-Queen Charlotte Regional District.

**053-2016****CARRIED****11.2 Museum of Northern B.C. & Lester Centre of the Performing Arts Financial Assistance**

MOVED by Director Kinney, SECONDED by Director Beldessi, that staff prepare a report of options to provide funding assistance to the Museum of Northern B.C and the Lester Centre of the Performing Arts to be brought forward to the February 19, 2016 Regular meeting of the Skeena-Queen Charlotte Regional District Board.

**054-2016****CARRIED****12. PUBLIC INPUT**

There were 0 questions from the public.

**13. IN CAMERA**

None.

**14. ADJOURNMENT**

MOVED by Director Racz, SECONDED by Director Brain, that the Skeena-Queen Charlotte Regional District Regular Board meeting be adjourned at 10:50 a.m.

**055-2016****CARRIED**

Approved and adopted:

Certified correct:

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Chair

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Chief Administrative Officer



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

**MINUTES**

of the Electoral Area Advisory Committee meeting held at the Regional District office in Prince Rupert on Friday, September 18, 2015 at 12:00 p.m.

**PRESENT**

Chair: Des Nobels, Electoral Area A

Directors: Karl Bergman, Electoral Area C  
Bill Beldessi, Electoral Area E

Regrets: Michael Racz, Electoral Area D

Staff: D. Fish, Deputy Corporate Officer

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**1. CALL TO ORDER 12:00 p.m.**

**2. CONSIDERATION OF AGENDA**

MOVED by Director Bergman, SECONDED by Director Beldessi, that the agenda be amended and adopted to include the following:

7.2 Electoral Area Advisory Committee Advice

**009-2015**

**CARRIED**

**3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES**

3.1 Minutes of the Electoral Area Advisory Committee Meeting held January 29, 2015

MOVED by Director Beldessi, SECONDED by Director Bergman, that the minutes of the January 29, 2015 Electoral Area Advisory Committee meeting be adopted as presented.

**010-2015**

**CARRIED**

**4. FINANCE**

None.

**5. CORRESPONDENCE**

None.

**6. REPORTS / RESOLUTIONS**

- 6.1 D. Fish, Deputy Corporate Officer – Joint Planning-Economic Development Position

MOVED by Director Bergman, SECONDED by Director Beldessi, that the report from staff entitled “Joint Planning-Economic Development Position” be received;

AND THAT the Electoral Area Advisory Committee recommend the Board of the Skeena-Queen Charlotte Regional District allocated Northern Development Initiative Trust 2016 Capacity Building Funding, in the amount of \$25,000, to fund a joint planning-economic development position with the Skeena-Queen Charlotte Regional District.

**011-2015**

**CARRIED**

- 6.2 D. Fish, Deputy Corporate Officer – Northern Development Initiative Trust Nominal Account Funding Allocation Model

MOVED by Director Beldessi, SECONDED by Director Bergman, that the report from staff entitled “Northern Development Initiative Trust Nominal Account Funding Allocation Model” be received.

**012-2015**

**CARRIED**

*The Electoral Area Advisory Committee requested that staff prepare a draft revision to the Electoral Area Advisory Committee Terms of Reference for consideration at the next regular committee meeting. The Committee requested that a revision include provision for the allocation of Skeena-Queen Charlotte Regional District Northern Development Initiative Trust Nominal funding, taking into account recommendations one (1) and four (4) of the staff report entitled “Northern Development Initiative Trust Nominal Account Funding Allocation Model”.*

**7. NEW BUSINESS**

- 7.1 Old Massett Village Council’s Northern Development Initiative Trust Funding Application to the Community Halls and Recreation Facilities

MOVED by Director Beldessi, SECONDED by Director Bergman, that the Old Massett Village Council’s funding application to Northern Development Initiative Trust’s Community Halls and Recreation Facilities program be received;

AND THAT the Electoral Area Advisory Committee recommend that the Board of the Skeena-Queen Charlotte Regional District not support the Old Massett Village Council’s application to Northern Development Initiative Trust’s Community Halls and Recreation Facilities;

AND FURTHER THAT the Electoral Area Advisory Committee recommend that the Board support providing an in-kind contribution to the Old Massett Village Council through grant writing services up to a maximum of twenty (20) hours;

AND FURTHER THAT correspondence be sent to the Old Massett Village Council advising it of the Board's decision.

**013-2015**

**CARRIED**

7.2 Electoral Area Advisory Committee Advice

MOVED by Director Beldessi, SECONDED by Director Berman, that the verbal request from Chair Nobels seeking advice from the Electoral Area Advisory Committee be received;

*Chair Nobels informed the Electoral Area Advisory Committee that, at present, the community of Dodge Cove is without a viable means of electronic and facsimile communication to outside agencies, particularly those participating in the various Environmental Assessment Processes surrounding LNG development in the region. Chair Nobels requested advice from the Committee pertaining to the use of Skeena-Queen Charlotte Regional District office equipment to carry out these communications, and whether or not that was deemed appropriate.*

AND THAT the Electoral Area Advisory Committee recommend the Board of the Skeena-Queen Charlotte Regional District support providing funding for the purchase of a facsimile machine for the community of Dodge Cove.

**014-2015**

**CARRIED**

**8. OLD BUSINESS**

None.

**9. PUBLIC INPUT**

There were 0 questions from the public.

**10. IN CAMERA**

None.

**11. ADJOURNMENT**

MOVED by Director Beldessi, SECONDED by Director Bergman, that the meeting be adjourned at 12:29 p.m.

**015-2015**

**CARRIED**

Approved & Adopted:

Certified correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT  
MORESBY ISLAND MANAGEMENT STANDING COMMITTEE**

**MINUTES** of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Hall, Sandspit, B.C. on December 1, 2015 at 7:00 PM.

**Adopted January 19, 2016**

**PRESENT** Gail Henry, Behn Cochrane, Bill Quaas, Heron Wier, Bill Beldessi

**ABSENT** Stan Hovde

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public Gene Hainstock, Flavien Mabit, Bob Prudhomme, Audrey Putterill, Gord Usher

1. **CALL TO ORDER:** 7:03 PM

2. **CONSIDERATION OF AGENDA (ADDITIONS/DELETIONS)**

**016-2015** Moved by Behn Cochrane, seconded by Heron Wier, Carried

3. **MINUTES & BUSINESS ARISING FROM MINUTES**

**017-2015** Corrections to be made, Motion to amend as accepted, moved by Behn Cochrane, seconded by Bill Quaas, Carried

4. **DELEGATIONS**



**5. CORRESPONDENCE**

- 5.1 North & Central Coast, Ferry Advisory Committee Minutes of Meeting  
Nov 2/15
- 5.2 SQCRD, Report - Strategic Priorities
- 5.3 Gwaii Tel, Community Update Meeting, Nov 2015
- 5.4 Sandspit Community Hall Minutes of Meeting, Sep 2015
- 5.5 Gwaii Trust Christmas Allocation Funding, Approval and Allocations Granted
- 5.6 Bill Beldessi Skeen Queen Charlotte RD November Report

**018-2015** Motion to accept Correspondence as received and filed, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**6. REPORTS – RESOLUTIONS**

Water System Report and Recommendations

**019-2015** Motion to receive and file, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**7. OLD BUSINESS**

**8. NEW BUSINESS**

Draft Budget

**020-2015** Motion for draft budget approval in principal and to be forwarded to Regional District for budget consideration, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**9. PUBLIC INPUT**

**11. ADJOURNMENT**

**021-2015 8:20 PM**, Motion to adjourn, moved by Behn Cochrane, Carried

Approved and adopted:

Certified correct:

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Chair

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Secretary



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**  
**MORESBY ISLAND MANAGEMENT STANDING COMMITTEE**

**MINUTES** of the Regular Meeting of the Moresby Island Management Standing Committee (MIMSC) held at Sandspit Community Hall, Sandspit, B.C. on January 19, 2016 at 7:00 PM.

**Adopted February 2, 2016**

**PRESENT** Gail Henry, Behn Cochrane, Bill Quaas, Heron Wier, Bill Beldessi

**ABSENT** Stan Hovde

Chair Gail Henry

Vice Chair Behn Cochrane

Staff Barb Parser

Public 26 Persons

1. **CALL TO ORDER** 7:12

2. **CONSIDERATION OF AGENDA (ADDITIONS/DELETIONS)**

**001-2016** Moved by Heron Wier, seconded by Bill Quaas, Carried

3. **MINUTES & BUSINESS ARISING FROM MINUTES**

**002-2016** Motion to accept December Minutes, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**4. DELEGATIONS**

- 4.1 Sandspit Golf Society - Bill Quaas
- 4.2 BC Ambulance Services - Gene Hainstock
- 4.3 Sandspit Community Society - Heron Wier

**5. CORRESPONDENCE**

- 5.1 Gwaii Trust Vibrant Haida Gwaii Communities Initiative

**003-2016** Motion to accept correspondence as received and filed, moved by Behn Cochrane, seconded by Heron Wier, Carried

**6. REPORTS – RESOLUTIONS**

- 6.1 Water System Report and Recommendations
- 6.2 SQCRD Directors Report

**004-2016** Motion to receive and file, moved by Behn Cochrane, seconded by Bill Quaas, Carried

**7. OLD BUSINESS**

- 7.1

**8. NEW BUSINESS**

- 8.1 SQCRD Municipal Name Change to the North Coast Regional District

**005-2016** Sandspit recommends SQCRD name change to North Coast Regional District, moved by Heron Wier, seconded by Behn Cochrane, Carried

**9. PUBLIC INPUT**

**11. ADJOURNMENT**

**006-2016** **8:10 PM**, Motion to adjourn, moved by Heron Wier, Carried

Approved and adopted:

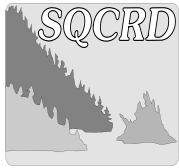
Certified correct:

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Chair

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Secretary



## REPORT

**DATE:** February 19, 2016

**TO:** Skeena-Queen Charlotte Regional District Board

**FROM:** Electoral Area Advisory Committee

**SUBJECT:** Recommendations coming from the Electoral Area Advisory Committee meeting held January 22, 2016

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### Recommendation:

**MOVED** by Director Beldessi, **SECONDED** by Director Racz, that the report from staff entitled “Revised Electoral Area Advisory Committee Terms of Reference” be received;

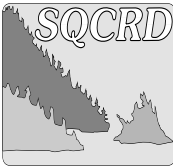
**AND THAT** the Electoral Area Advisory Committee recommend the Board of the Skeena-Queen Charlotte Regional District adopt the revised Electoral Area Advisory Committee Terms of Reference.

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### DISCUSSION:

Attachment “A” of this report includes the staff report entitled “Revised Electoral Area Advisory Committee Terms of Reference” for the Board’s information.

Attachment “B” of this report includes the revised Electoral Area Advisory Committee Terms of Reference.



## **STAFF REPORT**

**DATE:** January 22, 2016

**TO:** Doug Chapman, Chief Administrative Officer

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

**SUBJECT:** Revised Electoral Area Advisory Committee Terms of Reference

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### **Recommendation:**

**THAT** the staff report entitled “Revised Electoral Area Advisory Committee Terms of Reference” be received;

**AND THAT**, if the Electoral Area Advisory Committee is in agreement, it recommend the Board of the Skeena-Queen Charlotte Regional District adopt the revised Electoral Area Advisory Committee Terms of Reference.

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### **BACKGROUND:**

At its January 29, 2015 Regular meeting, the Electoral Area Advisory Committee (Committee) requested that staff explore options for the equitable allocation from the SQCRD nominal allocation of Northern Development Initiative Trust (NDIT) grant funding.

At its September 18, 2015 Regular meeting, the Committee directed staff to draft a revised Terms of Reference for the Committee (Attachment A) to provide for an equitable and fair procedure to aid in allocating SQCRD nominal account funding to various project applicants.

### **DISCUSSION:**

With regard to the equitable and fair allocation of SQCRD NDIT nominal account funding, the revised Terms of Reference for the Committee takes into account:

#### ***1. Grant Funding Based on Participation Ratios***

In the SQCRD Economic Development function, the 4 electoral areas are participants. Each year, participation ratios in a service vary dependent on taxation in that year. An option available to allocate NDIT nominal account funding will be to use the service participation ratios as a basis for NDIT nominal funding approval for each electoral area.

## ***2. Grant Funding Based on Alignment with Strategic Priorities***

Grant funding from the nominal account will be allocated based on each project's alignment with the Board's strategic priorities.

The revised Terms of Reference also provides for the allocation of nominal account funding in an instance where no project application is made from any given electoral area.

### **RECOMMENDATION:**

Staff is recommending that, if the Committee is in agreement, the Committee recommend the Board of the Skeena-Queen Charlotte Regional District adopt the revised Electoral Area Advisory Committee Terms of Reference.

## **SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT**

### **ELECTORAL AREA ADVISORY COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Purpose**

The Electoral Area Advisory Committee exists to provide a forum for discussion & review of all matters, issues and services related to and concerning the electoral areas of the Skeena-Queen Charlotte Regional District.

##### **Establishment & Authority**

The Committee shall act as a “Standing Committee” of the SQCRD Board and serve in an advisory role. It shall provide the Board and District staff with advice, comments and recommendations as and when it deems necessary.

##### **Composition**

The Committee members are the Four Electoral Area Directors or their designates with one of their members being elected as Committee Chair at the inaugural meeting of the Committee.

##### **Procedure**

1. The Committee shall meet at the call of the Chair with meetings normally held in conjunction with those of the Regional Board.
2. Prior to each Committee meeting, the Administrator will prepare an agenda setting out all the items for consideration at the meeting, noting in short form a summary for each item on the agenda. The agenda must be made available to the members at least 48 hours prior to the meeting.
3. The agenda and minutes of the Committee’s meetings will be provided to the SQCRD Board for consideration and receipt.

##### **Support**

The Regional District Administrator will provide financial and human resources to support the work of the Committee, funded through the Electoral Area Administration function.

## **Decision Making Process**

The Committee will work to achieve consensus on items that come before it, however, items will not be unduly delayed. Where consensus is not reached, Committee resolutions will be passed based on the majority of the participating stakeholder electoral area directors voting in favour of a proposed resolution. This structure allows for directors of either party to be recorded in the minutes as opposed to a resolution.

## **Skeena-Queen Charlotte Regional District Nominal Funding Allocation Requests**

The Electoral Area Advisory Committee shall be responsible for the approval process with regard to stakeholders requesting access to nominal account funding through a Northern Development Initiative Trust grant program.

The allocation model and decision-making process for the issuance of funding through the Skeena-Queen Charlotte Regional District nominal account shall be based on the following:

- Each electoral area is entitled to a maximum dollar amount from the nominal allocation that is reflective of each electoral area's annual participation in the economic development service;
- Where applicable, projects are to be evaluated based on alignment with the Skeena-Queen Charlotte Regional District Board priorities; and
- In the event the allocation assigned to an electoral area will be unused, the Electoral Area Advisory Committee may, upon the recommendation of the Electoral Area Director, reassign the allocated funding from one electoral area to one or more electoral areas.

Approved by the Regional District Board: \_\_\_\_\_, 2016 - Motion # \_\_\_\_\_



**Skeena-Queen Charlotte Regional District**  
**Cheques payable over \$5,000 - JANUARY, 2016**

<b>Payable To</b>	<b>Date</b>	<b>Amount</b>	<b>Purpose</b>
Big Red Enterprises Ltd.	14-Jan	\$ 15,493.98	December Garbage Collection Contract
Rupert Wood'n Steel	14-Jan	\$ 6,508.64	Office renovations & shelving (Regional Recycling)
Sperling Hansen Associates	14-Jan	\$ 19,689.77	SQCRD Asset Management Plan
Municipal Insurance Association (MIA)	14-Jan	\$ 8,311.00	2016 MIA Premium
Pacific Blue Cross	14-Jan	\$ 5,536.37	January Premiums
Vadim Software	14-Jan	\$ 8,250.08	2016 Vadim Support Plan Renewal
Pacific Blue Cross	27-Jan	\$ 5,809.76	February Premiums
Receiver General	8-Jan	\$ 10,325.47	Payroll Remittance (PP1-2016)
Municipal Pension Plan	12-Jan	\$ 5,391.30	Payroll Remittance (PP1-2016)
Municipal Pension Plan	12-Jan	\$ 6,023.66	Payroll Remittance (PP2-2016)
Receiver General	23-Dec	\$ 13,201.95	Payroll Remittance (PP2-2016)

<b>CHEQUES OVER \$5,000:</b>	<b>\$ 104,541.98</b>
<b>CHEQUES UNDER \$5,000:</b>	<b>\$ 52,866.93</b>

**TOTAL CHEQUES:    \$    157,408.91**

**CONFIDENTIAL**

January 20, 2016

Skeena-Queen Charlotte Regional District  
Suite 14 - 342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

RECEIVED JAN 25 2016

**Attention:** Chair Barry Pages

Dear Chair Pages:

**Subject: Economic Development Capacity Building Funding – 2015  
Northern Development Project Number 3740 20**

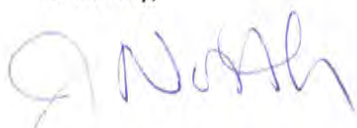
We have received your reporting in support of your application for funding under the 2015 Annual Economic Development Capacity Building program for municipalities and regional districts within the Northern Development area.

The Northern Development Initiative Trust is very pleased to be able to support your community in its efforts to develop the local and regional economy through increased economic development capacity.

Enclosed is our cheque in the amount of \$26,050 which represents a grant towards activities in support of your 2015 economic development budget.

Please don't hesitate to contact us should you require additional information. Thank you for submitting the Skeena-Queen Charlotte Regional District's report on the 2015 Annual Economic Development Capacity Building program.

Sincerely,



Janine North  
Chief Executive Officer

- c: Doug Chapman, Chief Administrative Officer, Skeena-Queen Charlotte Regional District  
Daniel Fish, Deputy Corporate Officer, Skeena-Queen Charlotte Regional District  
Cameron Bell, Economic Development Officer, Misty Isles Economic Development Society

**CONFIDENTIAL**

January 20, 2016

RECEIVED JAN 25 2016

Skeena-Queen Charlotte Regional District  
Suite 14 - 342 3<sup>rd</sup> Avenue West  
Prince Rupert, BC V8J 1L5

**Attention:** Chair Barry Pages

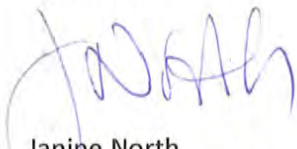
Dear Chair Pages:

**Subject: 2015 Grant Writing Support Program  
Northern Development Project Number 3726 20**

We are pleased to enclose our cheque in the amount of \$3,251.35 which represents Northern Development's 2015 grant writer funding for the Skeena-Queen Charlotte Regional District.

Please don't hesitate to contact us should you require additional information. Thank you for participating in the 2015 Grant Writing Support program.

Sincerely,

  
Janine North  
Chief Executive Officer

c: Doug Chapman, Chief Administrative Officer, Skeena-Queen Charlotte Regional District  
Daniel Fish, Deputy Corporate Officer, Skeena-Queen Charlotte Regional District

**Daniel Fish**

---

**From:** Oliver Ray <oray@nclga.ca>  
**Sent:** Monday, January 25, 2016 12:17 PM  
**To:** NCLGA ADMIN  
**Cc:** Madison Kordyban  
**Subject:** NCLGA 2016 Important Notice

**Importance:** High

**\*Please share with your elected officials/ staff as necessary. We have tried to reach all CAOs and elected officials, but often miss the odd departure or new arrival!\***

Registration for the 2016 NCLGA Convention is now live. Space is limited, so please make arrangements to attend as soon as possible.

Title: Prosperity Through Partnership  
 Venue: The Encana Centre in Dawson Creek  
 When: May 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>

This year's event is different. Yes, the social networking, tours and receptions are still intact, but we're also addressing some of central and northern BC's biggest issues. No fluff and no sugar coating. We'll be debating some of our communities' best resolutions and interacting with a whole host of key stakeholders: from cabinet ministers to heads of industry. For the first time in our 60+ history, the NCLGA is inviting all 68 First Nation governments in Central and Northern BC to participate.

In addition to the panel sessions listed below, you will hear from a plethora of speakers, including NHL veteran, author and broadcaster, Ryan Walter. This isn't your typical "athlete talks about teamwork" presentation. Walter is a BC born-and-bred, community-minded grinder...and he isn't someone you normally see on the local government circuit.

**Panel Sessions:**

- Boom & Bust: Growing Pains
- The State of Forestry
- First Nations and Local Governments: First steps toward a better tomorrow
- The Future of Agriculture
- Water – A discussion around the use & security of this precious resource

**\*To register, simply follow this link:** <http://www.civicinfo.bc.ca/event/2016/nclga.asp>

**Oliver Ray**  
 Executive Director

"The Elected Voice of Central & Northern BC"  
 North Central Local Government Association  
 206 - 155 George Street  
 Prince George, BC V2L 1P8  
 Office: (250) 564-6585





RECEIVED FEB 09 2016

February 3, 2016

Dear NCLGA Member,

As elected officials, it goes without saying that all of you are tireless, passionate advocates for the places you call home.

It also goes without saying that each and every one of us dreams of a better future for our towns, cities, and villages.

When the NCLGA was created 60 years ago, it was created with a brighter future in mind. Our organization is a great example of how, when we work together, we can do so much more than when we work separately.

Over the past year, we've encountered many successes – multiple Executive resolutions reaching the FCM floor; faster Ministerial response times on community resolutions; partnerships with OBAC, Northern Development, and now, the Fraser Basin Council; better working relationships with Provincial Ministries, post-secondary institutions, and healthcare providers; and the list goes on.

We believe in the impactful nature of local government leaders – for we are the ones that know our communities best, and even in the face of significant economic, environment, and social changes across our Province, the NCLGA continues to see the direct benefits of standing up together in solidarity.

As preparations wrap up for the NCLGA's 61st AGM & Convention in Dawson Creek, we ask that you consider lending your talents to the NCLGA Board.

We have six positions up for nomination (President, Vice President, Second Vice President, and (3) Directors at Large). The time commitment consists of four Board meetings a year in Prince George, and two events-centered meetings (NCLGA AGM & UBCM). All costs associated with travel & accommodation are paid.

A large part of the NCLGA's action is done through committee work – the Resolutions Committee, Priorities and Planning Committee, Community Engagement Committee, and the AGM Committee. Each tackles a unique set of priorities as it relates to the NCLGA's future and current workings.



As mentioned before, we meet regularly with Cabinet Ministers, MLAs, First Nation leaders, and key industry stakeholders. Sitting on the NCLGA Board provides additional opportunities to directly speak to our communities' needs and requirements.

If you have any questions, please contact Oliver Ray at the NCLGA office: [oray@nclga.ca](mailto:oray@nclga.ca) or 250-564-6585.

Sincerely,

**Bruce D. Christensen**  
Past President, NCLGA  
Nominations Chair

[bchristensen@fortstjohn.ca](mailto:bchristensen@fortstjohn.ca)  
Phone: 250-787-2202  
Secondary Phone: 250-262-9521



February 1<sup>st</sup>, 2016

Skeena Queen Charlotte Regional District  
14-342 3rd Avenue West  
Prince Rupert, BC  
V8J 1L5  
Canada

RECEIVED FEB 04 2016

To: Skeena Queen Charlotte Regional District

A Radon Testing Project conducted by Shared Services BC (SSBC) and in partnership with the Public Service Agency and the BC Lung Association will be completed in the fall and winter of 2015/2016 in buildings owned and leased by SSBC. The communities of Masset, Port Clements, Queen Charlotte City, and Sandspit contain at least one government building that will be part of the SSBC Radon Testing Project.

#### **BACKGROUND**

In 2007 Health Canada established a health guideline of 200 Bq/m<sup>3</sup>, above which action is recommended to reduce occupant exposure levels. There is no legislative requirement to test for radon in government buildings. SSBC is proactively initiating radon testing to protect occupant health. The Radon Testing Project will begin in a sample of government owned and leased residential and commercial buildings to test radon levels and to determine any requirement for mitigation.

#### **WHAT IS RADON?**

Radon is a colourless, odourless, tasteless gas produced by the radioactive decay of naturally occurring uranium. Uranium-bearing rocks and soils decay into radon gas, which migrates from underground to the surface of the earth where it is normally diluted with fresh air to very low concentrations. However, radon can also find its way into any building where the foundation is in direct contact with the soil. Indoors, radon can get trapped and accumulate to higher concentrations.

#### **WHY IS RADON A CONCERN?**

Radon has been shown to cause lung cancer over many years of exposure and is estimated to be the second leading cause of lung cancer, after smoking. The only known health impact from radon exposure is lung cancer.

#### **IS YOUR COMMUNITY AT RISK?**

Radon is found in all regions of British Columbia. Buildings included in the SSBC Radon Testing Project were not selected based on any known risk; rather, the project aimed to include a mix of building types in order to evaluate best practices in radon testing and mitigation.

#### **QUESTIONS?**

If you have questions or concerns regarding the SSBC Radon Testing Project please contact Mark Donaldson, SSBC Radon Testing Project Manager at 250.952.9330. For general information and resources on radon please visit the BC Lung Association's website at [www.radonaware.ca](http://www.radonaware.ca) or call 250.686.1597 and request the RadonAware Manager.





File: 11250-32/Bill 28 FSR Consultation

January 29, 2016

RECEIVED FEB 04 2016

Skeena Queen Charlotte Regional District  
14-342 3rd Avenue West  
Prince Rupert BC V8J 1L5

**RE: REVIEW AND COMMENT OPPORTUNITY – PROPOSED ROAD  
DEACTIVATION – SURVEY CREEK AREA**

In 2003, the Forestry Revitalization Act (Bill 28) reallocated a portion of Western Forest Products Inc. harvesting rights on Haida Gwaii to create new opportunities for the Haida, Community Forests and Woodlot Licenses.

The area was removed from Western Forest Products Tree Farm License and added to the Timber Supply Area. During the reallocation process, the roads included in the reallocation areas were transferred from Western Forest Products Road Permits to District Manager Forest Service Roads. As new tenure holders were assigned operating areas, they identified the roads required to access planned harvesting operations.

The District currently understands that there are roads surplus to current industrial needs in the following operating area:

**Surplus Forest Service Roads – Operating Areas**

- Skidegate - Survey Creek FSR 10844.02
- Skidegate – Survey Creek – adjacent non-status roads

The purpose of this letter is to provide road users an opportunity to review surplus roads and identify other access needs.

The Ministry does not have the ability to maintain surplus roads. If any stakeholders identify roads that should remain open and be maintained, the Ministry can reassign the maintenance obligations to them through the issuance of an applicable tenure. Roads which are not reassigned to new tenures will be scheduled for permanent deactivation.

The attached overview map shows the location of the road networks in question. Maps are also available at the District Office in Queen Charlotte at 1229 Oceanview Drive or can be downloaded from the Haida Gwaii Natural Resource District web site at:  
<https://www.for.gov.bc.ca/dqc/>

Ministry of Forests, Lands and  
Natural Resource Operations

FrontCounterHaida Gwaii

Haida Gwaii Resource District

Location:  
1229 Oceanview Drive  
Queen Charlotte BC

Mailing Address:  
Box 39  
Queen Charlotte BC V0T 1S0

Tel: (250) 559-6200  
Fax: (250) 559-8342

The opportunity to comment will expire on May 1, 2016. If the decision is made to proceed with deactivation works, the District will seek to commence operations during the Summer of 2016.

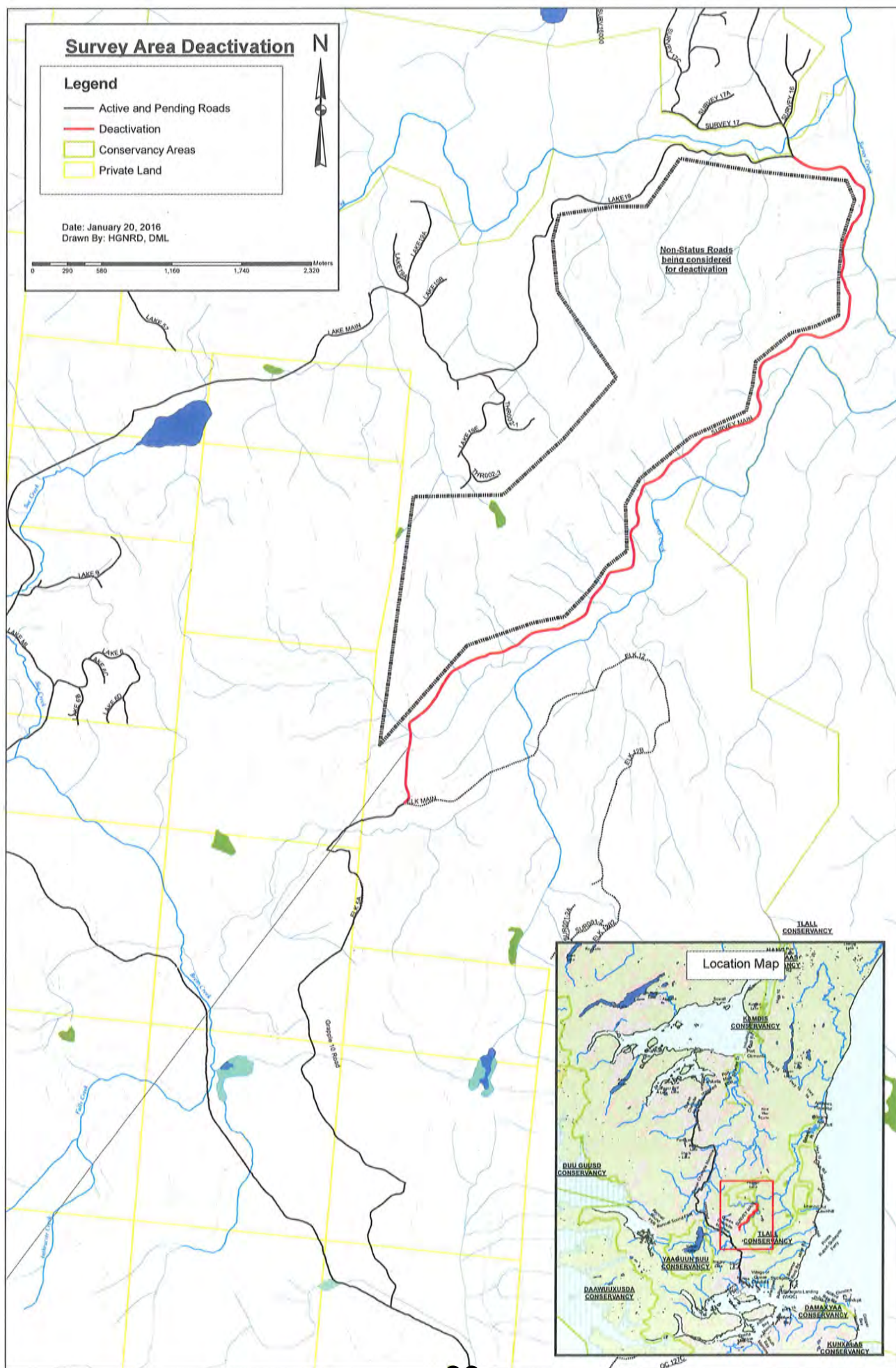
If you have any questions, comments or concerns, please contact Larry Duke, Engineering & Recreation Officer at 250-559-6223 or by email at [Larry.Duke@gov.bc.ca](mailto:Larry.Duke@gov.bc.ca)

Yours truly,



Leonard Munt, District Manager  
Haida Gwaii Natural Resource District

Attachments: Survey Creek FSR Overview Map







info@sqcrd.bc.ca

---

**From:** Boelk, Erin FLNR:EX <Erin.Boelk@gov.bc.ca>  
**Sent:** Friday, January 29, 2016 11:42 AM  
**To:** info@sqcrd.bc.ca  
**Subject:** 12820-20/044: Pacific TSR Information Package - Review and Comment

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Sir or Madam,

In August, 2014, you received notification that a Timber Supply Review (TSR) on the Pacific Timber Supply Area (TSA) was being initiated. At that time, you indicated interest in being notified of the review and comment periods associated with the TSR process. Members of the public are invited to review and provide comments on the Information Package (IP) between January 29 and March 29, 2016.

The Pacific TSA was established on July 15, 2009, covers roughly 698,000 hectares (ha) of land, and is comprised of 30 Blocks located on Vancouver Island, the Sunshine Coast, the Mainland Coast and the Douglas Channel, ranging in size from 76ha to 405,000ha. An overview map is available here: <https://www.for.gov.bc.ca/ftp/TSG/external/!publish/PacificTSA/PacificTSA-Overview.pdf>. BC Timber Sales (BCTS) is leading the technical process, in partnership with other Pacific TSA tenure holders.

The IP provides a general description of the TSA, a brief history of the TSA, and a draft of the data and management assumptions that will be applied to the upcoming timber supply analysis. The timber supply analysis provides the province's chief forester with information required to determine the allowable annual cut (AAC) — the maximum volume of timber to be harvested from the TSA — for the next 10 years.

The IP, along with links to additional information on both the Pacific TSA and the TSR process can be found at the following website: <http://www.for.gov.bc.ca/bcts/areas/tsg/tsg-ts.htm>

It may also be reviewed (by appointment only) between 8:30am and 4:30pm at the following Ministry of Forests, Lands and Natural Resource Operations (FLNRO) District locations:

- Campbell River, 370 South Dogwood Street, Campbell River, Ph (250) 286-9300
- Sunshine Coast, 7077 Duncan Street, Powell River, Ph (604) 485-0700
- South Island, 4885 Cherry Creek Road, Port Alberni, Ph (250) 731-3000
- North Island – Central Coast, 2217 Mine Road, Port McNeill, Ph (250) 956-5000
- Coast Mountain, 5220 Keith Avenue, Terrace, Ph (250) 638-5100

Please write, email or fax your written comments to:

Erin Boelk, RPF, BCTS Planning Forester  
 370 South Dogwood Street, Campbell River, BC V9W 6Y7  
 Email: [Erin.Boelk@gov.bc.ca](mailto:Erin.Boelk@gov.bc.ca)  
 Fax: 250-286-9420

**Please provide comments prior to March 29, 2016.** There is further opportunity for review and comment at the time the timber supply analysis report is completed. You will be notified of this review period as well. The

chief forester will consider public input, and other information required under the *Forest Act* when a new AAC is determined.

Thank you again for your interest in the Pacific TSA TSR.

Sincerely,

Erin Boelk, RPF  
Planning Forester, BC Timber Sales



January 21, 2016

Doug Chapman  
Chief Administrative Officer  
Skeena-Queen Charlotte Regional District  
14 - 342 3rd Avenue West  
Prince Rupert, BC V8J 1L5

Dear Doug Chapman:

**RE: GAS TAX STRATEGIC PRIORITIES FUND APPLICATION**

At its January 18, 2016 meeting, the Gas Tax Management Committee made funding decisions for the 2015 Strategic Priorities Fund (SPF) application intake. I am pleased to advise that your application for the Skeena-Queen Charlotte RD Regional Recycling Depot Asset Management Plan has been approved for SPF of the lesser of \$18,488.78 or 100% of the actual eligible costs of your project.

Details of the funding and recipient obligations in relation to the approved project will be set out in a funding agreement between UBCM and the Skeena-Queen Charlotte Regional District. Funding is subject to execution of the funding agreement, completion of the approved project and compliance with recipient obligations set out in the Agreement.

Payment of this grant is contingent on completion of the approved project. Details of the claim process, and instructions on how to make interim claims, if available, will be set out in the funding agreement.

Recipients are reminded that any communications should be undertaken jointly with the parties of the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Schedule E). UBCM coordinates the participation of federal, provincial and UBCM representatives in Federal Gas Tax Fund communications in BC. Paul Taylor, UBCM's Director of Communications, will contact your office to discuss communications options. Please keep news of this funding in confidence until a communications approach has been established.

Paul Taylor can be reached directly by e-mail at [ptaylor@ubcm.ca](mailto:ptaylor@ubcm.ca) or by phone at 250-356-2938.

We will be contacting your office in the coming weeks to confirm project details. If you have any questions in the interim, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Congratulations on your successful application.

Sincerely,

A handwritten signature in black ink that reads "Gary MacIsaac". The signature is written in a cursive, flowing style. The first name "Gary" is written in a larger, more prominent script, and "MacIsaac" follows in a similar but slightly smaller script. The signature is set against a light gray rectangular background.

Gary MacIsaac, Chair  
Gas Tax Management Committee



Hecate Strait Employment  
Development Society  
101 Causeway  
Queen Charlotte  
BC V0T 1T0

Skeena Queen Charlotte Regional District  
14-342 3rd Avenue West  
Prince Rupert, BC V8J 1L5

February 17, 2016

**Re: Request for a Letter of Support for the Haida Gwaii Forestry Skills Training Initiative project**

The Hecate Strait Employment and Development Society, on behalf of the Haida Gwaii Forestry Skills Training Initiative Steering Committee, respectfully requests a letter of support for the Haida Gwaii Forests Skills Training Initiative Labour Market Partnership.

With your support we hope to pursue a Labour Market Partnership. We hold a similar interest for business, education and training to succeed on Haida Gwaii. We want to enhance infrastructure, small business, and development of natural resources by pursuing solutions for a more self-sufficient Haida Gwaii.

**Background**

In early 2015, the Haida Gwaii Management Council (a governing body, comprised of Haida and Provincial appointees who are signatories to the Kunst'aa Guu – Kunst'aayah Reconciliation Protocol) commissioned the “development of a comprehensive Haida Gwaii forest management strategy that maintains ecological integrity and supports a sustainable Haida Gwaii economy.”

A discussion paper was subsequently developed, highlighting twelve core strategies that would be required in a Comprehensive Forestry Strategy. Skills training, education, employment readiness and local employment were identified as core components in defining the scope of the Haida Gwaii Forests Skills Training Initiative.

In April 2015 a public forestry forum was held in Skidegate. Over 100 people participated in the 2 day forum including the Council of the Haida Nation, Secretariat of the Haida Nation, forestry licensees, Municipal and Provincial/ Federal government agencies, various stakeholder groups, the business community and education and skills training organizations.

Participants identified the following tasks requiring immediate action with respect to forestry-related employment and skills training:

- Complete a needs assessment that identifies training needs, gaps and opportunities
- Develop a database of local labour skills, employment opportunities, available services and training
- Develop a training, mentoring and hiring strategy that builds local community capacity and advances business success
- Work with island forest sector employers to improve collaboration and build commitment to improving local training, mentoring and hiring

The Haida Gwaii Forestry Skills Training Initiative (HGFSTI) steering committee was formed with representatives from Haida Gwaii Community Futures, Hecate Strait Employment Development Society, Old Massett Economic Development, HaiCo, Haida Gwaii Higher Education Society and the North West Community College. The HGFSTI has taken the initiative to move forward to gather, evaluate, and identify the direction and steps necessary to build

capacity for the existing local forest industry through a proposed Labour Market Partnership with the Province, (Work BC).

We are confident that the information identified will not only define the gaps and opportunities for local employment and training within Haida Gwaii's forest industry but will enable our Labour Market Partnership to build a strategy to use as a template for other Haida Gwaii industries which are closely related (i.e.: tourism and small business) or those that suffer from similar employment challenges.

Respectfully,

Laurie Chisholm

A handwritten signature in blue ink, appearing to read 'L. Chisholm', is positioned above the typed name.

On behalf of the Haida Gwaii Forestry Skills Training Initiative Steering Committee

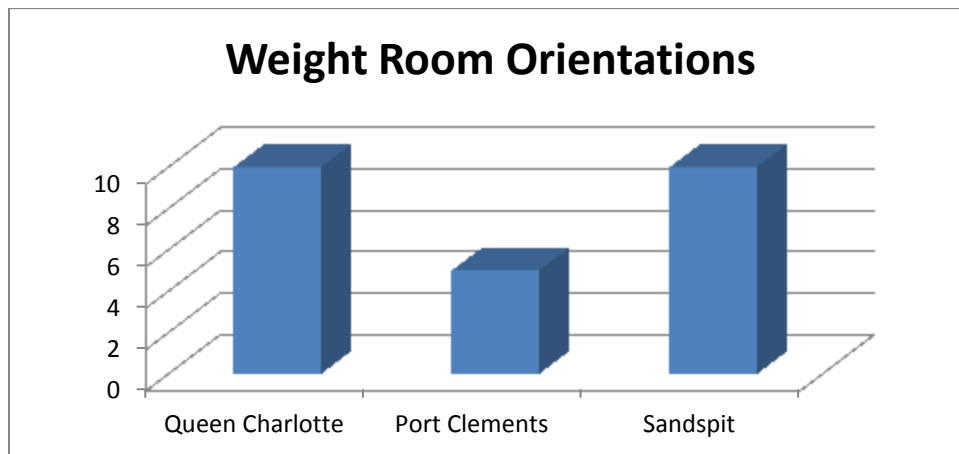


**Haida Gwaii Recreation Coordinator's Report**  
**Month End: January 2016**  
**Submitted By: Lucy Neville**

The HG Recreation Commission has three categories, from September to May, which our programs fall into; Registered Programs, ASSAI Programs and Community Events. We additionally offer assistance with obtaining rental spaces, and provide advertising support for community-led Drop-In Programs.

**Registered Programs**

**Weight Room Orientations QUEEN CHARLOTTE, PORT CLEMENTS, SANDSPIT** – BCRPA instructor Lisa Shoop held an orientation on January 14<sup>th</sup> at the weight room in **Queen Charlotte** with a total of **10** participants; instructor Amber Bellis held an orientation in **Port Clements** on January 7<sup>th</sup> with a total of **3** participants, and an additional orientation for **2** participants. Instructor Amber Faktor held her first weight room orientation on January 20<sup>th</sup> in **Sandspit** for a total of **10** participants.



**Alternate Fitness MASSET**– Provincially-recognized BCRPA-instructor Harold White began the Spring 2016 session of this program at the **Masset** Legion; the program has picked up to **30** participants this January. This program is designed for those living with, or at risk for, chronic conditions such as osteoarthritis, diabetes, and osteoporosis.

**Alternate Fitness PORT CLEMENTS** – with a dedicated group of participants, Ruth Bellamy leads this modified fitness class, which is free for all participants, once weekly in the **Port Clements** Seniors’ Room. The program is designed to increase mobility, strength, balance and cardiovascular health for those living with, or at risk of, chronic conditions such as osteoarthritis, diabetes, and osteoporosis; a total of **9** participants attended this January.

**Shito Ryu Adult and Youth Karate QUEEN CHARLOTTE** – Sensei Deavlan continues to instruct this program at **Queen Charlotte** Secondary School, which runs for its fourth consecutive year twice-weekly, and is attended by youth and adults ages 7-57. The program’s ever-increasing attendees yielded several new registrants; December saw a total of **34** participants.

**Circuit Fitness SANDSPIT** – newly BCRPA-certified instructor Amber Faktor kicked off a Spring 2016 session of this interval-style program at AL Mathers Elementary (**Sandspit**) in early January, which aims to create an open and inclusive venue for anyone looking to increase their level of fitness. The program runs twice-weekly and has a rotating group of **8** participants.

**Resolution Fitness MASSET**– returning HG Recreation instructor Genevieve Gay taught this two-week intensive bootcamp from January 4-17 in **Masset**; a rotating roster of interval-style programs, this course was designed to kickstart 2016 with a variety of fitness options, from HIIT (high-intensity interval training) to Pilates, to yoga, to plyometric jump training. A total of **40** participants sweated out holiday blues and sparked a more fit approach to the New Year.

### **Events and Affiliated Programs**

**Masset Lecture Series MASSET** – this biweekly lecture series initially began in February of 2015, in collaboration with Northwest Community College (NWCC) and Mount Moresby Adventure Camp (MMAC). Based on the similarly-named CBC Massey Lecture Series, held each year since 1961, the Masset Lecture Series is community-led and takes place every other Monday evening, with two speakers per event. This January, Tom Kertes and Christine Pansino hosted two lectures focused on understanding the power of social movements and their ability to instigate change, as well as the Artists in Gwaii Haanas residency program and its impact on the economic and cultural development of the national part, with a total of **46** participants listening and learning.

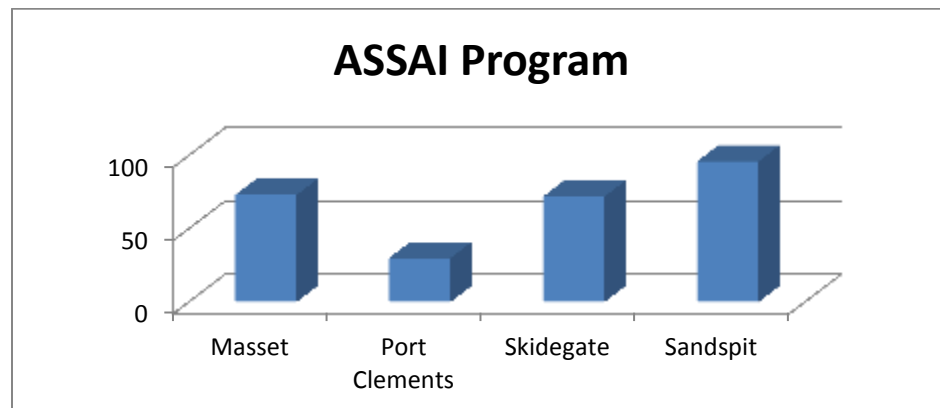
**Basketball BC Coaching Clinic and Youth Camps MASSET, SKIDEGATE** – in collaboration with Old Massett Youth Program, Sk’aadgaa Naay Elementary, George M Dawson Secondary, and the BC Aboriginal Sport, Recreation and Physical Activity Partners Council, HG Recreation brought legendary basketball coach Larry Street (aka Mr. Basketball) to Haida Gwaii for two youth camps (Masset and Skidegate) as well as an NCCP Coaching Clinic from January 22-24. A total of **73** young basketball enthusiasts participated in the north and south youth camps, the second of which was facilitated by **6** newly-trained NCCP basketball coaches.

## HG Recreation ASSAI Programs HAIDA GWAI

Kicking off the second session of programming this 2015/2016 school year, the HG After School Sport and Arts Initiative (ASSAI) program saw several new programs shine across **Haida Gwaii** this January, and continued to offer a wide variety of sport, art and cultural programs across the islands **free** to youth ages 5-18. The HG ASSAI is a partnership between HG Recreation and School District #50; all programs, unless they are outdoor education-focused, take place at school district locations (Masset, Port Clements, Skidegate, Queen Charlotte, Sandspit) across Haida Gwaii.

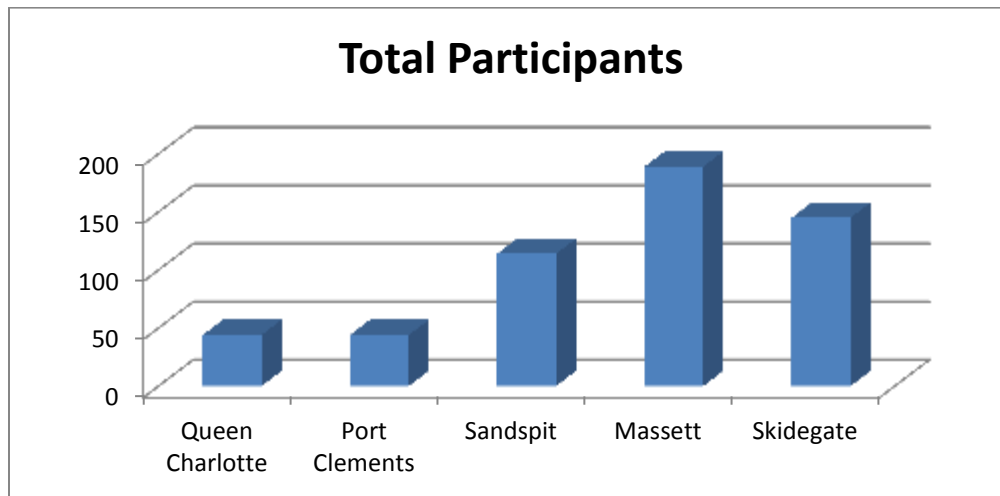
Acrobatic Dance (TAH) MASSET – 21  
Choreographed Dance (TAH) MASSET – 18  
Textiles and Beadwork (TAH) MASSET – 13  
Textiles and Beadwork Intermediate (TAH) MASSET – 8  
Junior Rollergirls (RR) MASSET – 13  
AcroChoreography (PCES) PORT CLEMENTS – 11  
Badminton (PCES) PORT CLEMENTS – 17  
Theatre Sports (PCES) PORT CLEMENTS – 2  
Acrobatic Dance Group 1 (SNES) SKIDEGATE – 19  
Acrobatic Dance Group 2 (SNES) SKIDEGATE – 22  
Choreographed Dance (SNES) SKIDEGATE – 31  
Sewing Club (ALM) SANDSPIT – 3  
Youth Dance (ALM) SANDSPIT – 17  
MultiSport (ALM) SANDSPIT – 76

**January HG Rec ASSAI Program Total: 271**



**Total January 2016 participants in HG Rec programs/events: 552**

***\* Total January 2015 participants in HG Rec programs/events: 765***



### **Upcoming Spring Classes**

**HG ASSAI Programs** – February’s ASSAI roster features a host of new programs, including additional Youth Pottery classes, Hike and Stretch, Equine Therapy, and more.

**Masset Lectures** – February’s lecture series includes visiting speaker Vanessa Hammond on co-op business models, Raven Ann Potschka on intergenerational trauma and resiliency, author Stephen Reid on writing as catharsis, and biologist Berry Widjeven on the Species at Risk Act.

**Bronze Cross Certification** – in collaboration with the HG Rec ASSAI program, HG Rec will be hosting nationally-recognized NLS instructor Danny Burgi from April 8-11 for a Bronze Cross certification program. This course is required as a baseline safety certification for most water-based programming, with Bronze Medallion as a pre-requisite to participation.

**Hatha Yoga** – with certified instructor Jennifer Pigeon of Yoga Haida Gwaii, participants in this free program will learn to stretch, strengthen and stabilize through a series of poses in the Port Clements Senior’s Room.

**Duty to Disclose Training** – in collaboration with Mount Moresby Adventure Camp, Swan Bay Rediscovery Camp and Haida Gwaii Rediscovery Camp, HG Recreation will host a Duty to Disclose seminar this spring for youth workers and service providers. This training is co-facilitated by the Ministry of Child and Family Development and the RCMP.

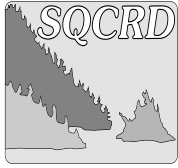
### **Additional Reporting**

#### **Northern Savings Credit Union Grant**

The HG Recreation Coordinator submitted a grant application to Northern Savings Credit Union's Community Investment program this January, to support the 19<sup>th</sup> season of Alternate Fitness in Masset. The Alternate Fitness program has a two-decade history of providing completely *free* modified fitness and strength classes for Haida Gwaii residents living with, or at risk for, chronic conditions like arthritis, diabetes, osteoporosis, and neuropathy.

***Lucy Neville***

**Haida Gwaii Recreation Coordinator**



## STAFF REPORT

**DATE:** February 19, 2016

**TO:** D. Chapman, Chief Administrative Officer

**FROM:** S. Gill, Treasurer

**SUBJECT:** Parcel Tax Roll Review Panel Scheduling

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### Recommendation:

**THAT** the staff report entitled “Parcel Tax Roll Review Panel” be received;

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

**AND THAT** March 18<sup>th</sup>, 2016 at 6:45 p.m. be scheduled as the sitting of the Review Panel;

**AND THAT** the Board designates Director \_\_\_\_\_ as Chair of the Panel;

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

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### BACKGROUND:

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

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

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

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

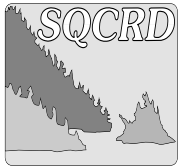


**COST AND BUDGET IMPLICATIONS:**

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

**CONCLUSION:**

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



## STAFF REPORT

**DATE:** February 19, 2016

**TO:** D. Chapman, Chief Administrative Officer

**FROM:** D. Fish, Deputy Corporate Officer

**SUBJECT:** Municipal Name Change Responses & Alternative Approval Process

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### Recommendation:

**THAT** the staff report entitled “Municipal Name Change Responses & Alternative Approval Process” be received;

**AND THAT** an alternative approval process opportunity open to all electors within the Skeena-Queen Charlotte Regional District be initiated in relation to the Skeena-Queen Charlotte Regional District’s request to the Minister responsible to recommend a municipal name change to the Lieutenant Governor in Council;

**AND FURTHER THAT** with respect to the deadline to receive elector response forms from electors opposed to the Board proceeding with the process to implement a name change without first obtaining assent of the electors by vote, the deadline be established as Friday, April 29, 2016 at 4:30 p.m.;

**AND FURTHER THAT** the elector response form be established as the single elector response form attached as “Schedule A” to the Deputy Corporate Officer’s February 19, 2016 staff report entitled “Municipal Name Change Responses & Alternative Approval Process”;

**AND FURTHER THAT** pursuant to section 86(3)c of the *Community Charter*, a fair determination of the total number of electors of the Skeena-Queen Charlotte Regional District, being the area to which the alternative approval process applies, is 1,226.

---

### BACKGROUND:

At its Regular meeting held November 20, 2016, the Board of the Skeena-Queen Charlotte Regional District (SQCRD) received a staff report outlining the proposed consultation to take place with various stakeholders with regard to the SQCRD’s proposed municipal name change to the “North Coast Regional District”.

At this time, the Board approved the following timeline and consultation process:

The first consultation piece included sending correspondence to the following stakeholders advising them of the SQCRD’s intent to implement a municipal name change and request feedback, if any, on the proposed name:

- City of Prince Rupert;
- District of Port Edward;
- Village of Masset;
- Village of Queen Charlotte;
- Village of Port Clements;
- Council of the Haida Nation:
- Old Massett Village Council;
- Skidegate Band Council;
- Lax Kw'alaams Band Council;
- Hartley Bay Band Council;
- Gitxaala Nation Council;
- Metlakatla Governing Council;
- Internal SQCRD Committees and Commissions; and
- Current federal Cabinet; and
- Provincial ministries.

The timeline for consultation and implementation of a municipal name change is as follows:

- December 2015 – Correspondence sent to stakeholder groups requesting feedback;
- February 2016 – Deadline to receive comment from stakeholder groups;
- March 2016 – Initiate Alternative Approval Process;
- May 2016 – Deadline to receive elector response forms;
- June 2016 – Request to Minister Fassbender to recommend a municipal name change to Cabinet;
- Fall 2016 – Supplementary letters patent issued; and
- Fall/Winter 2016 – Updating of Regional District branding and media.

## **DISCUSSION:**

### **Consultation Phase 1: Stakeholder Correspondence Engagement**

The deadline for comment from stakeholder groups on the proposed municipal name change passed on February 1, 2016. The following is a list of stakeholders and their response to the SQCRD's proposed municipal name change:

<b>Stakeholder</b>	<b>Response to Municipal Name Change</b>
<b>Member Municipalities</b>	
<b>City of Prince Rupert</b>	No comment
<b>District of Port Edward</b>	Endorsed
<b>Village of Port Clements</b>	No comment
<b>Village of Masset</b>	Supported
<b>Village of Queen Charlotte</b>	Supported
<b>First Nations</b>	
<b>Hartley Bay Band Council</b>	No objection

Provincial Ministries	
Ministry of Education	Deferred to MCSCD
Ministry of Transportation and Infrastructure	No objection
Ministry of Agriculture	Supported
Ministry of Community, Sport and Cultural Development (MCSCD)	No objection
Premier's Office	Deferred to MCSCD
Federal Ministries	
Ministry of Innovation, Science and Economic Development Canada	Deferred to Ministry of Indigenous and Northern Affairs
Ministry of Agriculture and Agri-Food Canada	Deferred to Province
Ministry of Health Canada	Not within mandate
Ministry of Employment and Social Development Canada	Deferred to Province
Ministry of Finance Canada	Not within mandate
Ministry of Indigenous and Northern Affairs Canada	No concern
SQCRD Committees & Commissions	
Electoral Area Advisory Committee	Supported
Regional Recycling Advisory Committee	Supported
Sandspit Community Hall Committee	Supported (individual response)
Moresby Island Advisory Planning Commission	Supported (individual response)

## Consultation Phase 2: Alternative Approval Process

As a secondary consultation piece, staff is recommending the Board of the SQCRD initiate an Alternative Approval Process (AAP) to gauge public opinion on the SQCRD's proposed municipal name change to the "North Coast Regional District".

Requirements for this process include the SQCRD publishing a notice in *the Northern View* and *the Observer* outlining the SQCRD's intent to request a municipal name change. After the second of two notices is published, electors have 30 days (Board may wish to extend) in which to advise the SQCRD that, in their opinion, the matter is of such significance that a referendum on the matter should be held. If more than 10% of the electors hold this opinion, then the SQCRD cannot proceed with the proposed implementation of a municipal name change without a successful referendum.

The 10% threshold for elector responses has been calculated using the Provincial Voters List and has been calculated to be 1,226.

Schedule A of this report includes the proposed Elector Response Form pertaining to the AAP outlined in this report.

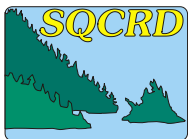
Schedule B of this report includes the proposed notification of the AAP to be published in *the Northern View* and *the Observer*.

***Proposed Timeline for Alternative Approval Process:***

- February 19, 2016: Board approval to initiate AAP;
- March 2 & 9, 2016: AAP notification published in *the Northern View*;
- March 4 & 11, 2016: AAP notification published in *the Observer*;
- April 26, 2016: Earliest possible AAP response deadline;
- April 29, 2016: Staff proposed AAP response deadline.

**RECOMMENDATION:**

Staff is recommending that, should the Board agree with the alternative approval process identified above, the Board adopt the recommendations as outlined above.



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

### ELECTOR RESPONSE FORM

### ***Skeena-Queen Charlotte Regional District proposed municipal name change to North Coast Regional District***

#### NOTE TO PETITIONERS

To be eligible to sign a petition opposing the implementation the municipal name change you must be entitled to register as an elector within the boundary of the service area which is the whole of Skeena-Queen Charlotte Regional District.

Pursuant to the *Community Charter*, I certify that I am a person entitled to be registered as an Elector (pursuant to the *Local Government Act*) within the Skeena-Queen Charlotte Regional District, that I have not previously signed an Elector Response Form with respect to this matter and I am OPPOSED to the Skeena-Queen Charlotte Regional District requesting that the Minister responsible recommend to the Lieutenant Governor in Council issue a supplementary letters patent to change the Skeena-Queen Charlotte Regional District's name to the "North Coast Regional District" without first obtaining the assent of the electors in a voting proceeding.

Name of Elector

\_\_\_\_\_

(please print)

Signature

\_\_\_\_\_

Address

\_\_\_\_\_

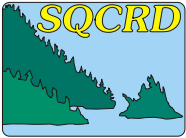
Date

\_\_\_\_\_

#### To be completed by Non-Resident Property Electors only

I am entitled to register as a non-resident property elector as an owner of the property legally described as:

\_\_\_\_\_



## SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT

### NOTICE OF ALTERNATIVE APPROVAL PROCESS

#### *Proposed Municipal Name Change to the North Coast Regional District*

**NOTICE IS HEREBY GIVEN THAT**, pursuant to Part 2 Division 6 of the *Local Government Act*, the Skeena-Queen Charlotte Regional District proposes to request that the Minister responsible recommend to the Lieutenant Governor in Council a municipal name change from the Skeena-Queen Charlotte Regional District to the “North Coast Regional District”.

The purpose of the proposed municipal name change is to better align the Regional District’s name to its geography.

Further information on this matter can be viewed at the Skeena-Queen Charlotte Regional District office, 8:30 a.m. to 4:30 p.m. Monday to Friday, except Statutory Holidays, at 14-342 3<sup>rd</sup> Avenue West, Prince Rupert, BC, or on the website at [www.sqcrd.ca](http://www.sqcrd.ca).

**FURTHER NOTICE IS HEREBY GIVEN THAT**, pursuant to the *Local Government Act* and the *Community Charter*, the Board of the Skeena-Queen Charlotte Regional District may request the Minister responsible to recommend a name change if, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by less than 10% of the eligible electors in the boundary of the regional district which is the whole of the Skeena-Queen Charlotte Regional District. If, after the deadline, elector response forms are certified by the Corporate Officer as having been signed by at least 10% of the eligible electors in the Regional District (calculated to be **1,226**), the Board may not proceed with the request for a municipal name change and may not proceed with the process unless the matter receives assent of the electors in a voting proceeding.

#### **Elector Response Forms**

The response of the electors must be in the form established by the Skeena-Queen Charlotte Regional District. Forms are available at the Regional District office (14-342 3<sup>rd</sup> Avenue West, Prince Rupert). Blank forms can be mailed, faxed, or e-mailed, upon request. An accurate copy of the elector response form may be utilized, provided that it is made of the form prior to any electors signing such form, so that only elector response forms with original signatures are submitted. For an elector response to be accepted it must meet the following conditions:

- only eligible electors of the Skeena-Queen Charlotte Regional District are entitled to sign an elector response form;
- the full name of the elector must be stated;
- the residential address of the elector must be stated;
- the elector must sign the elector response form;
- if applicable, the address of the property in relation to which the person is entitled to vote as a non-resident property elector must be stated; and,
- the elector response form must be submitted to the Corporate Officer before the deadline.

Forms may be submitted in person or by mail to be received by the Corporate Officer at the Skeena-Queen Charlotte Regional District office located at 14-342 3<sup>rd</sup> Avenue West, Prince Rupert, BC V8J 1L5 **NO LATER THAN 4:30 P.M. ON Friday, April 29, 2016**. Elector response forms must be in the possession of the Corporate Officer by this time, as postmarks **WILL NOT** be accepted as date of submission. **FORMS MAY NOT BE RETURNED BY FAX.**

### **Eligible Elector**

An eligible elector for the purpose of this Alternative Approval Process is a resident who meets the following criteria:

- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a resident of the Regional District for at least thirty days; and,
- is not disqualified from voting by the *Local Government Act* or any other act.

A non-resident property elector who meets the following criteria is also an eligible elector:

- is not entitled to register as a resident elector for the Regional District;
- is age eighteen or older;
- is a Canadian citizen;
- has been a resident of British Columbia for at least six months;
- has been a registered owner of the real property within the Regional District for at least thirty days; and,
- is not disqualified from voting by the *Local Government Act* or any other act.

Note: Corporations or land held in a corporate name are not entitled to vote. In the case of multiple owners of a parcel, only one person (with the consent of the majority of owners) may vote as a non-resident property elector.

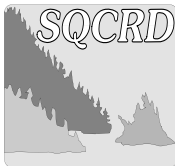
### **What is an Alternative Approval Process?**

On January 1<sup>st</sup>, 2004 the *Community Charter* came into force and prescribes two methods by which a local government may seek approval of the electors. These are *Assent of the Electors* (which is approval by voting) or *Alternative Approval Process* which allows a Board to proceed with an action unless at least 10% of the electors state their opposition within a prescribed period. In this case, the Board has opted for the latter process. If at least 10% of the electors state their opposition to the proposed action, the matter requires the *Assent of the Electors* if the Board wishes to proceed. The *Alternative Approval Process* under the *Community Charter* replaces the *Counter Petition Opportunity* under the *Local Government Act* that some may have been familiar with.

More information may be obtained by contacting Daniel Fish, Deputy Corporate Officer at the Skeena-Queen Charlotte Regional District office at 14-342 3<sup>rd</sup> Avenue West, Prince Rupert, BC or by telephone at 250-624-2002.

Daniel Fish, Deputy Corporate Officer





## STAFF REPORT

**DATE:** February 19, 2016

**TO:** SQCRD Board

**FROM:** Doug Chapman, Chief Administrative Officer

**SUBJECT:** Options for Providing Financial Assistance to the Museum of Northern B.C. and to the Lester Centre of the Performing Arts

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### Recommendation:

**THAT** the report from the Chief Administrative Officer titled “Options for Providing Financial Assistance to the Museum of the Northern B.C. and to the Lester Centre of the Performing Arts” dated February 19, 2016 be received;

**AND THAT** the Board provides further direction to Staff.

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### Purpose of the Report:

At the Special Board Meeting held January 23, 2016, the Board directed that a report of options to provide funding assistance to the Museum of Northern BC and to the Lester Centre of the Performing Arts.

### Options:

1. Change some of the parameters and request additional information;
2. Request more detailed information;
3. Receive and file.

### Background:

When a function or service is contemplated and service transcends municipal and/or electoral area boundaries, they are often “Regionalized” so that the participating areas can share the cost in providing that mutual service. A good example is in 1995, the SQCRD Board, along with the City of Prince Rupert, District of Port Edward, Electoral Areas “A” and “C” believed that the North Pacific Cannery Service should be established and the costs shared because the Cannery was considered to be of a sub-regional significance.

A similar request is being made by the City of Prince Rupert for funding of the Museum of Northern B.C. and the Lester Centre of the Performing Arts in that both institutions are thought to serve the populations of the City of Prince Rupert, District of Port Edward, Electoral Area “A” and Electoral Area “C”.

Resolution 054-2016 provided direction for Staff to provide a report outlining funding options to operate and share the operating costs of the Museum of Northern B.C. and the Lester Centre of the Performing Arts. The annual grant for 2016 for the Museum of Northern B.C. and the Lester Centre

of the Performing Arts are \$126,000 and \$125,000 respectively. Since the costs of both proposed Services are similar, the calculations made for the Museum of Northern B.C. will also reflect the level of financial impact for the Lester Centre of the Performing Arts. Therefore only one set of calculations have been performed.

#### **Discussion:**

Taxing for a service can be done in several different ways and in different combinations:

1. Taxes based on assessed values applied against a tax rate (ad valorem);
2. Parcel taxes (a flat rate against every piece or parcel of land)
3. Frontage taxes (a rate per lineal foot of property fronting the roadway)
4. A combination of ad valorem and parcel tax;
5. A combination of ad valorem against improvements (buildings) only and a parcel tax;
6. Ad valorem tax against improvements only; or
7. Ad valorem tax against land only.

For the purposes of this report, to simplify the calculations, two methods will be used: the ad valorem tax and a combination of ad valorem and parcel tax.

The ad valorem tax is the tax method commonly used by municipalities and regional districts. A tax rate is determined, usually a tax rate per thousand dollars of taxable assessment, that is applied against the taxable assessed value of the properties.

A parcel tax is a flat tax levied against each parcel of land. A normal sized piece of land may be between 743 Square Meters (eight thousand square feet) to 929 square meters (ten thousand square feet) in size. A parcel of land being 4,046 square meters (1 acre) would also pay the same amount for a parcel tax as the smaller sized properties pay.

When using two different taxing methods, the portion of taxes to be raised for each method needs to be determined. For calculation purposes, for option one 100% of the taxes are calculated for the ad valorem method and for option two 50% of the taxes will be raised from a parcel tax and the remaining 50% will be raised using ad valorem.

The assumptions made for this report are:

1. The participants are the City of Prince Rupert, the District of Port Edward, Electoral Areas A and C and presented as Option 1 as a 100% ad valorem.
2. Taxes will be split 50% parcel and 50% for ad valorem taxes is Option 2.

#### **Financial Considerations:**

According to the City of Prince Rupert Staff, \$125,000 was granted to the Lester Centre of the Arts and \$126,000 to the Museum of Northern B.C.

For the calculations below, the average assessed values were calculated based on information from the British Columbia Assessment Authority. The averages will not be accurate since the vacant residential lots were not able to be identified. These calculations give only an order of magnitude of the financial commitment for these proposed services. The calculations below are based on \$126,000. Since the amount for the Lester Centre of the Performing Arts is \$125,000 separate calculations were not done as the order of magnitude impact would be similar.

Using only a parcel tax to raise \$126,000 it would be \$21 for each parcel of land in the proposed service area of Prince Rupert, Port Edward, Area A, and Area C.

If an ad valorem tax is used, then the apportionment of the \$126,000 would be based on the proportionate share for each area based on hospital assessments:

Apportionment based on hospital assessments:

<i>Name</i>	<i>% share</i>
<b>Prince Rupert</b>	88.38919
<b>Port Edward</b>	4.81332
<b>Area A</b>	5.19434
<b>Area C</b>	1.60314
	100.000

Amount to be raised for Museum of Northern B.C. = \$126,000:

<i>Name</i>	<i>Percentage</i>	<i>Amount Allocated</i>
<b>Prince Rupert</b>	88.38919	111,370
<b>Port Edward</b>	4.81332	6,065
<b>Area A</b>	5.19434	6,545
<b>Area C</b>	1.60314	2,020
		126,000

Impact on average assessments for Prince Rupert:

<i>Description</i>	<i>Average Assessments</i>
<b>Residential</b>	217,011
<b>Utilities</b>	590,510
<b>Major Industrial</b>	18,587,000
<b>Light Industrial</b>	784,120
<b>Business/Other</b>	393,061
<b>Recreational/Non Profit</b>	153,933

Impact on average assessments for Prince Rupert without and with a parcel tax for 50% of the levy:

<i>Description</i>	<i>Option 1 Amount without Parcel Tax</i>	<i>Tax Amount when using a \$10.26 Parcel Tax</i>	<i>Option 2 Total Taxes including Parcel Tax</i>
<b>Residential</b>	12.15	6.08	16.34
<b>Utilities</b>	115.73	57.86	68.12
<b>Major Industrial</b>	3,538.55	1769.28	1779.54
<b>Light Industrial</b>	149.28	74.64	84.90
<b>Business/Other</b>	53.92	26.96	37.22
<b>Recreational/Non Profit</b>	8.62	4.31	14.57

In the table above, the Total Taxes including Parcel Tax column is the total of \$6.08 + \$10.26 = \$16.34. The formula is the same for each line.

**Impact on average assessments for Port Edward:**

<i>Description</i>	<i>Average Assessments</i>
<i>Residential</i>	99,639
<i>Utilities</i>	2,271,789
<i>Light Industrial</i>	204,620
<i>Business/Other</i>	276,341
<i>Recreational/Non Profit</i>	101,150

<i>Description</i>	<i>Option 1 Amount without Parcel Tax</i>	<i>Tax Amount when using a \$10.26 Parcel Tax</i>	<i>Option 2 Total Taxes including Parcel Tax</i>
<i>Residential</i>	5.35	2.67	12.93
<i>Utilities</i>	426.75	213.37	223.63
<i>Light Industrial</i>	37.34	18.67	28.93
<i>Business/Other</i>	36.34	18.17	28.43
<i>Recreation/Non Profit</i>	5.43	2.71	12.97

In the table above, the Total Taxes including Parcel Tax column is the total of \$2.67 + \$10.26 = \$12.93. The formula is the same for each line.

**Impact on average assessments for Area A:**

<i>Description</i>	<i>Average Assessments</i>
<i>Residential</i>	52,701
<i>Utilities</i>	855,858
<i>Light Industrial</i>	18,040
<i>Business/Other</i>	880,674
<i>Recreational/Non Profit</i>	17,040

<i>Description</i>	<i>Option 1 Amount without Parcel Tax</i>	<i>Tax Amount when using a \$10.26 Parcel Tax</i>	<i>Option 2 Total Taxes including Parcel Tax</i>
<i>Residential</i>	2.99	1.50	11.76
<i>Utilities</i>	170.18	85.08	95.34
<i>Light Industrial</i>	3.48	1.74	12.00
<i>Business/Other</i>	122.58	61.28	71.54
<i>Recreational/ Non Profit</i>	0.97	0.48	10.74

In the table above, the Total Taxes including Parcel Tax column is the total of \$1.50 + \$10.26 = \$11.76. The formula is the same for each line.

**Impact on average assessments for Area C:**

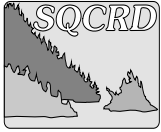
<i><b>Description</b></i>	<i><b>Average Assessments</b></i>
<i><b>Residential</b></i>	56,039
<i><b>Utilities</b></i>	352,358
<i><b>Major Industrial</b></i>	2,224,800
<i><b>Light Industrial</b></i>	45,011
<i><b>Business/Other</b></i>	13,040

<i><b>Description</b></i>	<i><b>Option 1 Amount without Parcel Tax</b></i>	<i><b>Tax Amount when using a \$10.26 Parcel Tax</b></i>	<i><b>Option 2 Total Taxes including Parcel Tax</b></i>
<i><b>Residential</b></i>	3.18	1.59	11.85
<i><b>Utilities</b></i>	70.06	35.03	45.29
<i><b>Major Industrial</b></i>	429.74	214.87	225.13
<i><b>Light Industrial</b></i>	8.69	4.35	14.61
<i><b>Business/Other</b></i>	1.81	0.91	11.17

In the table above, the Total Taxes including Parcel Tax column is the total of \$1.59 + \$10.26 = \$11.85. The formula is the same for each line.

**Conclusion:**

The potential participants of the proposed service will need to make the decision whether or not this proposed service will be undertaken. If it is to proceed, then decisions will need to be made such as whether or not a parcel tax will be used and if so, at what percentage. The calculations above use a 50% of the tax levy to be raised using a parcel tax. The percentage can vary to what is desired.



## BOARD REPORT

**TO:** Doug Chapman, Chief Administrative Officer  
**FROM:** Morganne Williams, Planning Consultant  
**TOPIC:** Zoning and OCP Amendment – Tow Hill, Graham Island  
**DATE:** February 10, 2016

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### Recommendation

**THAT “Rural Graham Island Official Community Plan Amendment Bylaw No. 604, 2016” be given First Reading;**

**AND THAT “Graham Island Interim Zoning Amendment Bylaw No. 605, 2016” be given First Reading;**

**AND THAT Bylaws 604 and 605 be referred to:**

- **Graham Island Advisory Planning Commission (GIAPC);**
- **Masset Volunteer Fire Department;**
- **Northern Health Authority;**
- **Ministry of Transportation and Infrastructure;**
- **Ministry of Forests, Lands and Natural Resource Operations;**
- **Council of the Haida Nation; and**
- **BC Parks.**

**AND THAT approval to issue public notice that zoning and OCP amendment bylaws are under consideration be granted; and**

**AND FURTHER THAT the Public Hearing be scheduled for Thursday, April 14, 2016 at 6:00 PM at the Village of Masset Council Chambers, 1686 Main Street, Masset, B.C.**

### Application Overview

The Skeena-Queen Charlotte Regional District has received an application from Jack Anderson of Greenplan to amend the Zoning Bylaw and Official Community Plan (OCP) for Lot 2 and 3, Plan BCP 34824, DL 873, Parcel Identifier 027-455-688 & 027-455-696, Graham Island. Proposed development would result in a higher density residential use than currently provided for. The intent is to create seven small private lots through bare land strata and have the remainder of the property be commonly shared.

### Discussion

At the December Board meeting, the SQCRD Board accepted the application and directed staff to prepare the bylaws associated with this application. Drafted bylaws resulted in the creation of a new zone (R-4). Should other property owners wish to have a similar designation, a zoning amendment application would be required.

Once prepared, bylaws were referred externally for legal review. Upon further discussion, comments from the lawyer were incorporated into the bylaws attached to this report. In summary, the zoning designation was broadened to include subdivisions in general rather than narrowing it to bare land strata developments only.

### **Adjacent Land Uses**

Adjacent land uses to the subject property include:

North	R-1 Rural Residential Watercourse
East	R-2 Small Holdings
South	R-1 Rural Residential P-1 Park & Public Use
West	R-1 Rural Residential A-1 Agriculture-Forestry

### **Covenant**

A covenant is recommended to mitigate adverse impacts to the community. Recommended covenant would be registered on title to create a buffer to protect the view scape from Tow Hill Road as well as establishing a trail dedication for the portion of land currently used by the public to access Naikoon Provincial Park. Creating and maintaining linkages between the Provincial Park and adjacent land is encouraged in OCP policy and objectives. Adoption may be postponed until such documents are registered on title.

### **Next Steps**

#### **Public Notice**

As per the *Development Approval Procedures and Fees Bylaw No. 549*, the placement of a sign on the site describing the proposed application is recommended. The applicant is responsible for the cost and placement of the sign, which shall depict the proposed development. Requirements can be found in the bylaw under section 5.11.

Additionally, notice which describes the application and invites public comment will be posted on the website, made available at the administration office, and advertised in the newspaper. The SQCRD Board may wish to send notice of the Public Hearing to the owners and tenants of the adjacent properties.

#### **Agency Referral**

As this bylaw proposes amendments to the OCP, the Board must consider referrals to external agencies. Staff recommend the proposed bylaw be shared with agencies listed below. The SQCRD Board may request that the bylaws be sent to additional agencies at this time.

- Graham Island Advisory Planning Commission;
- Masset Volunteer Fire Department;
- Northern Health;
- Ministry of Transportation and Infrastructure;
- Ministry of Forests, Lands and Natural Resource Operations;
- Council of the Haida Nation; and
- BC Parks.

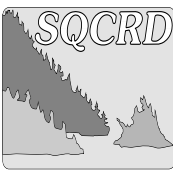
**Public Hearing**

In accordance with s. 465 of the *Local Government Act*, a public hearing must be held after first reading and prior to third reading. Notice is required to be published in two consecutive issues of the local newspaper. Public Hearing could be held prior to the Board meeting scheduled on 15 April 2016 (meeting scheduled to be held in VQC). Alternatively, the Board may wish to hold this hearing on a date without other regular business; for example, Thursday, 14 April 2016 or Saturday, 16 April 2016.

**Summary**

An application has been received to amend the Zoning Bylaw and Official Community Plan for Graham Island to accommodate a landshare accommodation in Tow Hill. Sites under consideration are zoned R1 – Rural and have an intended future use that would require a new zone to be adopted. An OCP amendment is also required to reflect any approved zoning amendments.





## STAFF REPORT

**DATE:** February 19, 2016

**TO:** SQCRD Board

**FROM:** Doug Chapman, Chief Administrative Officer

**SUBJECT:** Permissive Tax Exemption Request from the Sandspit Harbour Society

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### Recommendation:

**THAT** the report dated February 19, 2016 titled "Permissive Tax Exemption Request from the Sandspit Harbour Society" be received;

**AND THAT** the CAO allocate staff time to develop a policy to govern permissive tax exemptions and determine if the Sandspit Harbour Society would qualify for consideration for a Permissive Tax Exemption, and if not, what would need to be done so they could qualify for a Permissive Tax Exemption.

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### Purpose of the Report:

At the February 23 Special Board (Budget) meeting, resolution 053-2016 directed that the issue of a permissive tax exemption for the Sandspit Harbour Society (the Society) be brought forward to the February 19, 2016 regular Board meeting.

### Options:

1. Direct the CAO to develop a permissive taxation policy, and determine if the Society qualifies for a permissive tax exemption under the *Local Government Act* and the policy;
2. Direct the CAO to develop a permissive taxation policy and let the Society determine if they meet the requirements of the *Local Government Act* and the proposed policy;
3. Do nothing and let various groups meet the statutory requirements under the *Taxation (Rural Area) Act*.

### Background:

The British Columbia Assessment Authority (BCAA) assessed all properties in the province to ensure all properties are assessed with consistency and are as close to market values as possible. Periodically, BCAA undertakes reviews of various special use properties after the Property Assessment Appeal Board (PAAB) rules on certain cases.

On November 17, 2005 the Property Assessment Appeal Board ruled *on Port Alberni Yacht Club v. Area 04 Area Assessor (2005 PAABBC 20052128)*. In the PAAB ruling the Board ruled, based on the evidence provided, that while the club was a non-profit organization, that the society was operated for the benefit of the society members and that the property is not used exclusively for activities that are of demonstrable benefit to all members of the community. As a result the appeal for a statutory exemption under Paragraph 15(1)(q) of the *Taxation (Rural Area) Act* was denied.

**Discussion:**

In previous years, the Society was receiving a statutory tax exemption under the Paragraph 15(1)(q) of the *Taxation (Rural Area) Act*. BCAA, in their review of all similar properties contacted the Society and posed various questions to which they received no response. Based on the ruling in the Port Alberni Yacht Club case, the Sandspit Harbour Society no longer has the statutory tax exemption under the *Taxation (Rural Area) Act*. There is a possibility the Board may grant a permissive tax exemption under Section 391 of the *Local Government Act*.

Subsection 391(4) reads, in part:

- (4) The following property that is in an electoral area may be exempted under subsection (3):
  - (a) land or improvements, or both, owned or held by, or held in trust by the owner for, an athletic or service organization and used principally for public athletic or recreation purposes.

The main determination will be whether or not the Society is using the property for public athletic or recreation purposes and not for the sole enjoyment of Society members.

BCAA has extended the statutory exemption under the *Taxation (Rural Area) Act* for 2016. After 2016 the property will become fully taxable. The value of the property being exempted is approximately \$1,053,000. For the properties to be exempted under the permissive tax exemption bylaw of the SQCRD for 2017, a permissive tax exemption bylaw needs to be proposed, advertised then adopted, and submitted to the BCAA prior to October 31, 2016.

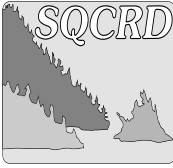
While the SQCRD Board has the authority to grant a permissive tax exemption, the exemption must meet the requirements of subsections 391(3) and (4) of the *Local Government Act*. If BCAA does not believe, or has reason to believe, that the Society does not meet the requirements of Section 391 then the Area Assessor can deny the exemption and let the Society appeal the denial of the exemption to the BCAA Review Panel. To determine if the Society qualifies under Subsections 391(3), and (4), SQCRD staff will be asking the same questions as were asked by our Area Assessor to the Society prior to moving to the bylaw phase.

**Financial Considerations/Consequences:**

When granting a tax exemption from either BCAA or an exemption from the SQCRD, the remaining tax payers who are not exempt would typically pay more to make up the difference of properties being exempted. Since the two properties in question were incorrectly being exempted by statute, there would not be any further financial burden on the remaining taxpayers if the SQCRD Board granted a permissive tax exemption for 2017.

**Conclusion:**

The Board will need to decide if they are willing to grant permissive tax exemptions, and if so, direct the CAO to present a policy on permissive tax exemptions then proceed to accept applications from interested parties seeking permissive tax exemptions.



## **STAFF MEMORANDUM**

**DATE:** February 19, 2016

**TO:** D. Chapman, Chief Administrative Officer

**FROM:** D. Fish, Deputy Corporate Officer

**SUBJECT:** SQCRD Gas Tax Funding & Past UBCM Resolutions

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### **Recommendation:**

**THAT the Board receives the memorandum from staff entitled “SQCRD Gas Tax Funding & Past UBCM Resolutions” for information.**

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### **PURPOSE:**

Staff have prepared the following information pertaining to Gas Tax Funding criteria and past gas tax funding UBCM resolutions following direction from the January 22, 2016 SQCRD Regular board meeting.

### **BACKGROUND:**

As part of the New Building Canada Plan, the renewed federal Gas Tax Fund (GTF) is intended to provide predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating job and long-term prosperity.

Funding is provided twice a year to provinces and territories that, in turn, flow this funding to their municipalities to support local infrastructure priorities. Municipalities can pool, bank and borrow against this funding, providing significant financial flexibility.

### **DISCUSSION:**

A detailed list of examples and eligible projects under the Community Works Funding program has been included as Attachment A of this report.

The table below provides a summary of resolutions submitted for consideration by the UBCM pertaining to gas tax funding.

Resolution Title	Year	Resolution	Decision
Federal Gas Tax Funding Eligibility	2012	WHEREAS the deteriorating condition of road infrastructure is a national crisis which has eroded public safety for first responders and the travelling public; AND WHEREAS the financial burden imposed by the requirement to replace and repair deteriorating road infrastructure is not sustainable for local governments; AND WHEREAS the Federal Gas Tax Program provides funding for sustainable infrastructure: THEREFORE BE IT RESOLVED that UBCM work with its federal and provincial partners to amend the Federal Gas Tax Program agreement, specifically to expand the eligibility criteria to include maintenance and replacement of roadways at a sustainable level and to a standard that restores public safety for first responders and the travelling public.	Not endorsed
Allocating a Larger Proportion of Federal Gas Tax Revenue to Local Governments	2010	WHEREAS local governments continue to have access to a single consistent source of revenue, that being a property tax, and it is impossible for local governments to achieve long-term sustainability while covering the costs of replacing aging infrastructure from that single tax base; AND WHEREAS the revenues provided to local governments through the gas tax agreement between the federal and provincial governments and the Union of BC Municipalities have proven inadequate to address the still-growing infrastructure deficit in local jurisdictions: THEREFORE BE IT RESOLVED that the UBCM lobby the provincial government to work with the federal government to revise the agreement to expand the eligibility criteria and allocate to local governments a greater portion of federal gas tax revenues in a manner that allows for sustainable financial planning.	Endorsed as amended
Expand the Use of Gas Tax Funding	2008	THEREFORE BE IT RESOLVED that the UBCM urge the federal and provincial governments to allow local governments to expand the use of Gas Tax money beyond the current parameters to include operational costs of public transportation.	Not endorsed
Federal Gas Tax Agreement Funding Criteria	2008	WHEREAS electoral areas within regional districts have access to Federal Gas Tax funding based on a limited set of eligible project criteria that are more applicable to municipalities and not to electoral	Not endorsed

		<p>areas who may not have the same types or levels of infrastructure systems (i.e. no public transit, community energy systems, water or wastewater systems, etc.); AND WHEREAS not only start-up but ongoing costs of operating environmental sustainable infrastructure projects such as solid waste transfer stations and or curbside pickup services may be more applicable as an electoral area priority given their limited number of eligible projects: THEREFORE BE IT RESOLVED that the provincial government be requested to lobby the federal government to amend the Federal Gas Tax Agreement by adding more flexible project criteria aligned to electoral area priorities such as covering project operating costs thereby increasing the ability of electoral areas to access and utilize said funding.</p>	
Gas Tax Transfer Funds	2007	<p>WHEREAS the Gas Tax Transfer is a federal initiative to enhance the Government of Canada's commitments to advancing local sustainability on four major themes: economic, environmental, social and cultural; AND WHEREAS Canada, British Columbia and UBCM have entered into an Agreement on the Transfer of Federal Gas Tax Revenues focused on achieving three environmental sustainability outcomes: reduced greenhouse gas emissions, cleaner water and cleaner air; AND WHEREAS the unincorporated regions of most regional districts do not have Community Works Fund projects that meet the criteria for the three environmental sustainability outcomes: THEREFORE BE IT RESOLVED that UBCM work towards amendments to the Gas Tax Agreement to provide eligibility for capital projects contributing to environmental, economic, social or cultural sustainability and an expansion of outcomes under that Agreement to encompass these four elements of sustainability.</p>	Endorsed as amended
Gas Tax Sharing Formula	2004	<p>WHEREAS the federal and provincial governments receive annually a substantial amount of revenue from gas taxes and there is some indication that the federal government is considering sharing this tax with cities; AND WHEREAS many small to medium-sized local governments may not qualify to receive benefit from this tax sharing agreement if the formula is based on the amount of gas sold rather than on a formula recognizing the road infrastructure within the local government</p>	Not admitted for debate

		jurisdiction: THEREFORE BE IT RESOLVED that the Union of BC Municipalities petition the federal and provincial government to implement gas tax sharing in the 2005-2006 fiscal years and develop a formula for sharing such tax with all local governments that reflects the cost of maintaining road infrastructure within the local government jurisdiction without jeopardizing any existing and future infrastructure funding.	
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## Examples of Eligible Projects

Project Category	Description	Examples
<b>Public Transit</b>	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> <li>• Transit infrastructure such as rail and bus rapid transit systems, and related facilities</li> <li>• Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure</li> <li>• Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops</li> <li>• Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals</li> </ul>
<b>Local Roads, Bridges, and Active Transportation</b>	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> <li>• New and rehabilitation of roads</li> <li>• New and rehabilitation of bridges</li> <li>• Cycling lanes, paths, sidewalks and hiking trails</li> <li>• Intelligent Transportation systems</li> <li>• Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts</li> </ul>
<b>Regional and Local Airports</b>	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> <li>• Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.)</li> <li>• Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities</li> </ul>

Project Category	Description	Examples
<b>Short-line Rail</b>	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> <li>• Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal</li> <li>• Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel</li> <li>• Construction, development or improvement of facilities to improve interchange of goods between modes</li> <li>• Procurement of technology and equipment used to improve the interchange of goods between modes</li> <li>• Short-line operators must offer year-round service</li> </ul>
<b>Short-sea Shipping</b>	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<ul style="list-style-type: none"> <li>• Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities</li> <li>• Capitalized equipment for loading/unloading required for expansion of short-sea shipping</li> <li>• Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS)</li> </ul> <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
<b>Community Energy Systems</b>	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> <li>• Renewable electricity generators</li> <li>• Electric vehicle infrastructure/fleet vehicle conversion</li> <li>• Hydrogen infrastructure (generation, distribution, storage)</li> <li>• Wind/solar/thermal/geothermal energy systems</li> <li>• Alternative energy systems that serve local government infrastructure</li> <li>• Retrofit local government buildings and infrastructure</li> </ul>



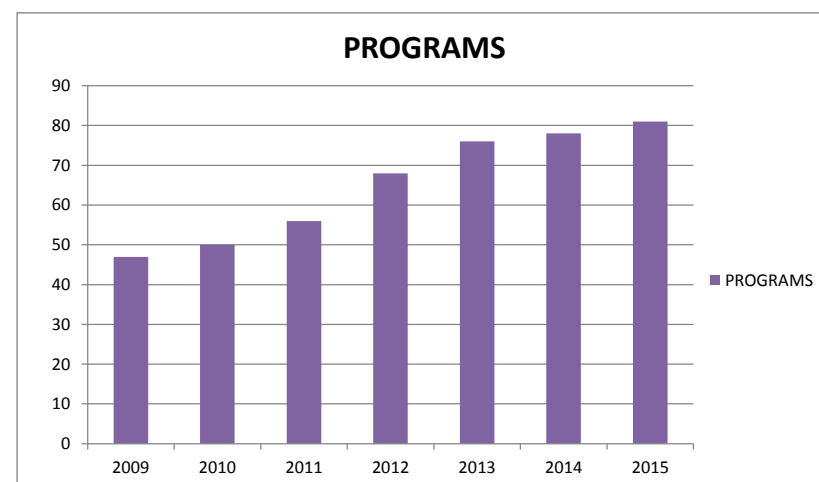
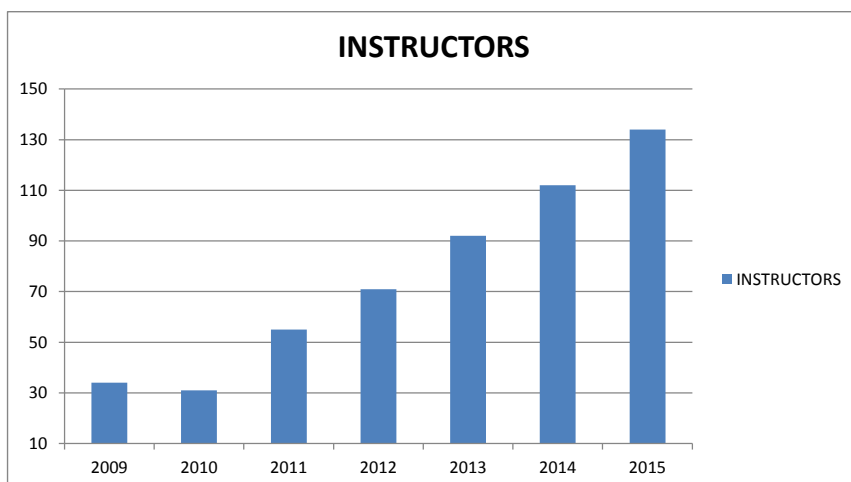
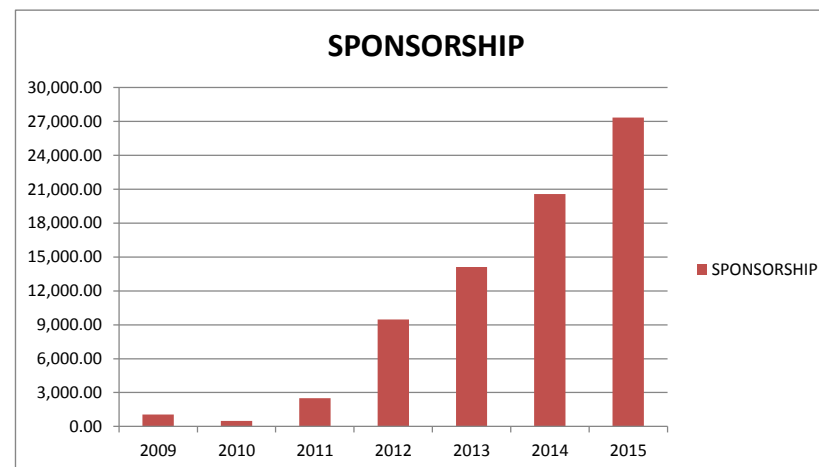
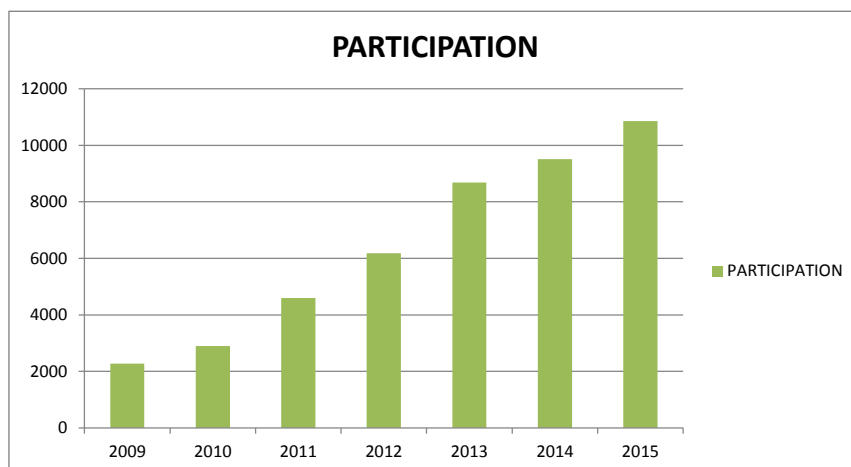
Project Category	Description	Examples
<b>Drinking Water</b>	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> <li>• Drinking water treatment infrastructure</li> <li>• Drinking water distribution system (including metering)</li> </ul>
<b>Wastewater</b>	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> <li>• Wastewater collection systems and or wastewater treatment facilities or systems</li> <li>• Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization</li> <li>• Separate storm water collection systems and or storm water treatment facilities or systems</li> <li>• Wastewater sludge treatment and management systems</li> </ul>
<b>Solid Waste</b>	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> <li>• Solid waste diversion projects including recycling, composting and anaerobic digestion</li> <li>• Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery</li> <li>• Solid waste disposal strategies that reduce resource use</li> </ul>
<b>Sport Infrastructure</b>	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	<ul style="list-style-type: none"> <li>• Sport infrastructure for community public use</li> <li>• Sport infrastructure in support of major amateur athletic events</li> </ul>
<b>Recreation Infrastructure</b>	Recreational facilities or networks	<ul style="list-style-type: none"> <li>• Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale;</li> <li>• Community centers that offer programming to the community at large, including all segments of the population;</li> <li>• Networks of parks, fitness trails and bike paths</li> </ul>

Project Category	Description	Examples
<b>Cultural Infrastructure</b>	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> <li>• Museums</li> <li>• The preservation of designated heritage sites</li> <li>• Local government owned libraries and archives</li> <li>• Facilities for the creation, production, and presentation of the arts</li> <li>• Infrastructure in support of the creation of a cultural precinct within an urban core</li> </ul>
<b>Tourism Infrastructure</b>	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> <li>• Convention centers</li> <li>• Exhibition hall-type facilities</li> <li>• Visitor centres</li> </ul>
<b>Disaster Mitigation</b>	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> <li>• Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change</li> <li>• Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change</li> </ul> <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and <u>not</u> response (such as fire trucks, fire halls etc.)</i></p>
<b>Broadband Connectivity</b>	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> <li>• High-speed backbone</li> <li>• Point of presence</li> <li>• Local distribution within communities</li> <li>• Satellite capacity</li> </ul>

Project Category	Description	Examples
<b>Brownfield Redevelopment</b>	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	<ul style="list-style-type: none"> <li>• New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement</li> <li>• New construction of municipal use public parks and affordable housing</li> </ul>
<b>Asset Management</b>	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> <li>• Asset Management Practices Assessment</li> <li>• Current State of Assets Assessment</li> <li>• Asset Management Policy</li> <li>• Asset Management Strategy</li> <li>• Asset Management Plan</li> <li>• Long-Term Financial Plan</li> <li>• Asset Management Practices Implementation Plan</li> <li>• Asset Management Plan Annual Report</li> </ul>
<b>Integrated Community Sustainability Plans</b>	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> <li>• Integrated community sustainability plans</li> <li>• Regional growth strategies</li> <li>• Community development plans</li> <li>• Community plans</li> </ul>
<b>Long-term Infrastructure Plans</b>		<ul style="list-style-type: none"> <li>• Transportation plans</li> <li>• Infrastructure development plans</li> <li>• Liquid waste management plans</li> <li>• Solid waste management plans</li> <li>• Long-term cross-modal transportation plans</li> <li>• Water conservation/demand management plans</li> <li>• Drought management contingency plans</li> <li>• Air quality plans</li> <li>• GHG reduction plans</li> <li>• Energy conservation plans</li> </ul>

**Haida Gwaii Regional Recreation Growth Chart: 2009-2015**

YEAR	PROGRAMS	SPONSORSHIP	PARTICIPATION	INSTRUCTORS
2009	47	\$1,050.00	2268	34 <i>HG Rec Stats via Coordinator Julia Brobbel</i>
2010	50	\$500.00	2899	31 <i>HG Rec Stats via Coordinator Julia Brobbel, with Lucy Neville as HG ASSAI Coordinator</i>
2011	56	\$2,501.00	4594	55 <i>HG Rec Stats via Coordinator Lucy Neville</i>
2012	68	\$9,465.00	6183	71
2013	76	\$14,111.00	8678	92
2014	78	\$20,561.02	9505	112
2015	81	\$27,337.81	10852	134



**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT****BYLAW NO. 604, 2016**


---

A Bylaw to amend the “Rural Graham Island Official Community Plan Bylaw No. 532, 2011.”

---

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

1. That “Rural Graham Island Official Community Plan Bylaw No. 532, 2011” be amended in Section 4.2, Land Use Designations, “Table 2: Land Use Designations” such that “R-4” be added under the column “Appropriate Zone for this Designation” for the “Residential” Land Use Designation.
2. That “Rural Graham Island Official Community Plan Bylaw No. 532, 2011” be amended such that Schedule C1: Land Use – Tow Hill Area West be amended from “Rural” to “Residential” for the following lands, as shown on Schedule “A”.  
  
 Lot 3 Plan BCP 34825 DL 873 Queen Charlotte District, PID 027-455-688; and  
 Lot 4 Plan BCP 34825 DL 873 Queen Charlotte District, PID 027-455-696.
3. Schedule “A” attached hereto forms part of this bylaw.
4. This bylaw may be cited as the “Rural Graham Island Official Community Plan Amendment Bylaw No. 604, 2016”.

**READ A FIRST TIME this** \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ A SECOND TIME this** \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ A THIRD TIME this** \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**FINALLY ADOPTED this** \_\_\_\_\_ day of \_\_\_\_\_, 2016.

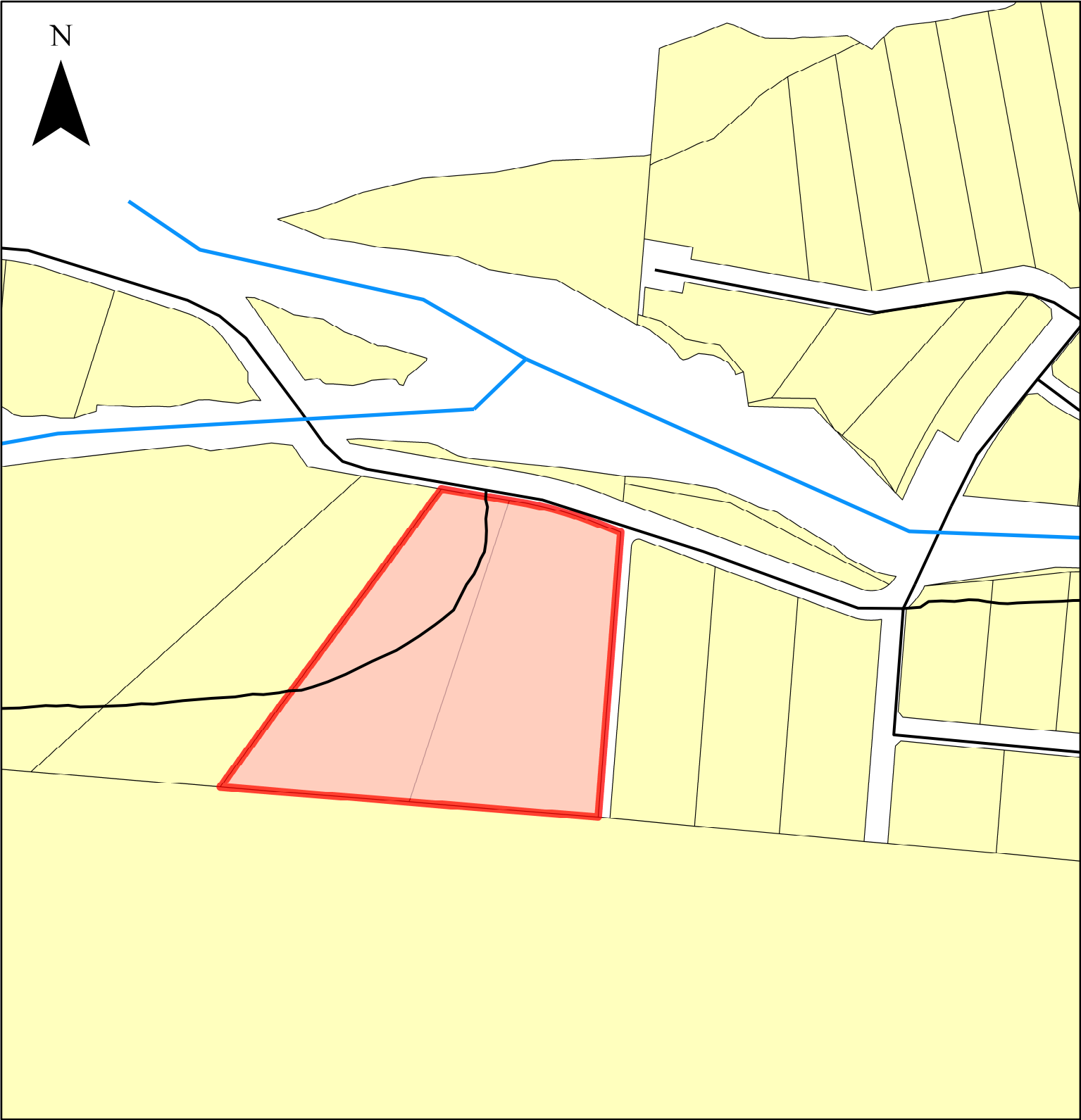
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B. Pages  
Chair

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D. Chapman  
Chief Administrative Officer

Bylaw 604, 2016: Schedule A



Legend

- Streams
- Roads
- Subject Parcels

0 130 260 Meters

Produced by Planning and Development Services,  
Skeena-Queen Charlotte Regional District  
Data retrieved from ICIS and EcoTrust

**SKEENA-QUEEN CHARLOTTE REGIONAL DISTRICT****BYLAW NO. 605, 2016**


---

A Bylaw to amend the Graham Island Interim Zoning Bylaw No. 192, 1993

---

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

1. That Graham Island Interim Zoning Bylaw No. 192, 1993 be amended in section 4.2 by adding the following to the table of Zoning Districts, under the headings "Name of Zoning District" and "Short Form Equivalent":  
  
"R-4 Cohousing"
2. That "Graham Island Interim Zoning Bylaw No. 192, 1993" be amended such that Cohousing, R-4 District, as shown on the attached Schedule "A", be added as Section 9.0A.
3. That "Graham Island Interim Zoning Bylaw No. 192, 1993" be amended such that the following properties are rezoned from R-1 to R-4, as shown on Schedule "B".  
  
Lot 3 Plan BCP 34825 DL 873 Queen Charlotte District, PID 027-455-688; and  
Lot 4 Plan BCP 34825 DL 873 Queen Charlotte District, PID 027-455-696.
4. Schedule "A" and "B" attached hereto form part of this bylaw.
5. This bylaw may be cited as the "Graham Island Interim Zoning Amendment Bylaw No. 605, 2016".

**READ A FIRST TIME this**

\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ A SECOND TIME this**

\_\_\_\_ day of \_\_\_\_\_, 2016.

Ministry of Transportation and Infrastructure  
Approval required prior to public hearing.

**READ A THIRD TIME this**

\_\_\_\_ day of \_\_\_\_\_, 2016.

**FINALLY ADOPTED this**

\_\_\_\_ day of \_\_\_\_\_, 2016.

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B. Pages  
Chair

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D. Chapman  
Chief Administrative Officer



## **BYLAW No. 605, 2016 SCHEDULE "A"**

### **SECTION 9.0A, R-4 Cohousing**

#### **Uses Permitted**

**9.1A** In the R-4 district the following uses are permitted on a lot and all others are prohibited:

1. Single-family Dwelling
2. Home occupation
3. Buildings and structures accessory to the permitted uses

In the R-4 district the following uses are permitted on common property and all others are prohibited:

1. Common meeting building
2. Buildings and structures accessory to the permitted principal use

#### **Lot Area**

**9.2A** Each lot shall have an area of not less than 0.85 hectares.

#### **Siting of Buildings and Structures**

**9.3A** No building or structures shall be sited within setbacks prescribed below, which apply only to the parcel lines on the perimeter of the parcel, and not the internal strata parcel lines:

1. 7 metres from a front lot line
2. 7 metres from a rear lot line
3. 5 metres from a side lot line

#### **Height of Buildings and Structures**

**9.4A** The height of buildings and structures shall not exceed 9 metres.

#### **Density and Scale of Development**

- 9.5A**
1. A maximum of one single-family dwelling is permitted per lot.
  2. The land within this zone shall not be subdivided into more than seven lots.

#### **Lot Coverage**

- 9.6A**
1. The maximum lot coverage shall be 20% of the lot area.
  2. The maximum lot coverage for common property shall be 20% of the area of the common property.

## **Other Regulations**

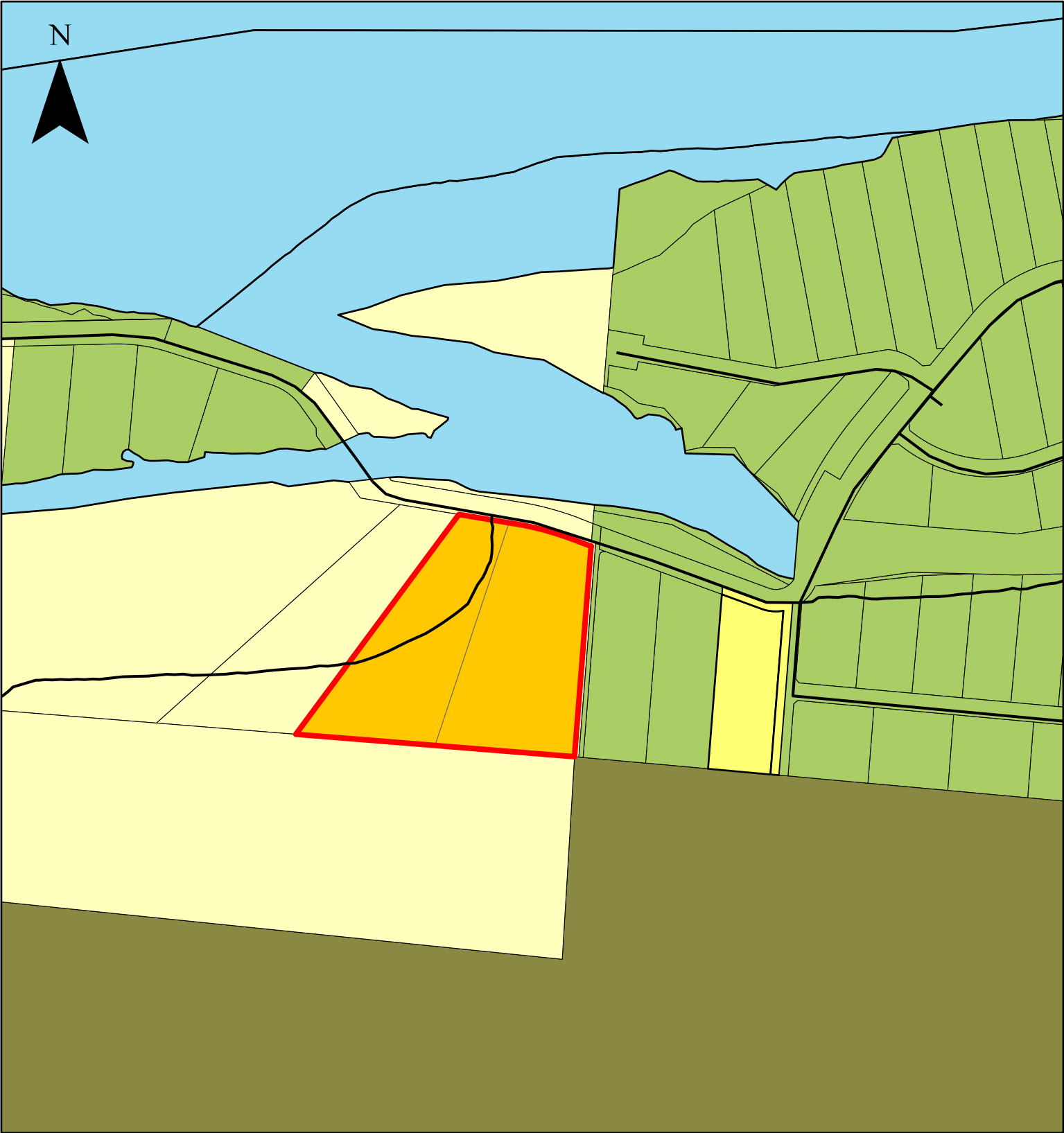
**9.7A** For the purposes of the R-4 zone:

1. “common meeting building” means a building used in common by the owners of the strata parcels within a bare land strata subdivision for meetings and gatherings, and for the temporary accommodation of their guests;
2. “common property” means land designated as common property on a strata plan under the *Bare Land Strata Regulations*, B.C. Reg. 75/78;
3. “strata parcel” means a strata lot within a strata plan under the *Bare Land Strata Regulations*, B.C. Reg. 75/78.

**9.8A** For greater certainty, a common meeting building must not be used:

1. as a dwelling unit for residential purposes;
2. for a traveller accommodation use.

# Bylaw 605, 2016: Schedule B



## Legend

— Roads

Subject Parcels

## Zoning

A-1

C-2

P-1

R-1

R-2

R-3

R-4

R-5

0 175 350  
Meters

Produced by Planning and Development Services,  
Skeena-Queen Charlotte Regional District  
Data retrieved from ICIS and EcoTrust

## Referral Memo

**Date:** 10 February 2016  
**To:** Doug Chapman, CAO  
**From:** Morganne Williams, Planning Consultant

**Regarding:** Forests, Lands and Natural Resource Operations Request

**Location:** ~ 40 km southwest of Sandspit

### Summary of the Application 1:

**Applicant:** Knight Piesold Ltd.  
**Tenure Type:** Water License Amendment  
**Purpose:** Moresby Lake dam raise of 1.3m

### Summary of the Application 2:

**Applicant:** Atlantic Power Corporation  
**Tenure Type:** License of Occupation  
**Purpose:** Saddle dams, roads  
**Size:** 2 hectares  
**Term:** More than 30 years

### Comments from APC or Other Agencies:

APC members were unable to establish an official meeting time to review application. Material was sent to them for individual comment; however, without holding a public meeting with a recording secretary, comments should be taken as general comments that have not been endorsed by the Commission. Any additional comments received after submission will be provided to the Board at the meeting.

**Staff Comments:** The applicants have requested that these applications be considered as a group.

### Attachments:

- |                    |   |
|--------------------|---|
| 1. Applications    | 9 |
| 2. Management Plan | 4 |
| 3. Maps            | 4 |



# Water Licence Amendment/Abandonment

Change of Works

Tracking Number: 100149836

## APPLICANT INFORMATION

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization  
What is your relationship to the company/organization? Consultant

## APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit / Tenure / Licence will be issued, if approved.

Name: Knight Piesold Ltd.  
Doing Business As: Knight Piesold Consulting  
Phone: 604-685-0543  
Fax: 604-685-0147  
Email: seagen@knightpiesold.com  
BC Incorporation Number: Fed. Incorporated 94414  
Extra Provincial Inc. No: N/A  
Society Number: n/a  
GST Registration Number: 102864493RT0001  
Contact Name: Terrence A. Shannon  
Mailing Address: 1400-750 West Pender Street  
Vancouver BC V6C 2T8

## REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

Company / Organization: Atlantic Power (Coastal Rivers) Corporation  
Contact Name: Terrence Shannon, Environmental Manager  
Contact Address: Moresby Lake Generating Station  
PO Box 5383  
Squamish, BC V8B 0C2  
Contact Phone: 604-898-2761  
Contact Email: tshannon@atlanticpower.com

## CONSULTANT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

Name: Knight Piesold Ltd.  
Doing Business As: Knight Piesold Consulting  
Phone: 604-685-0543  
Fax: 604-685-0147  
Email: seagen@knightpiesold.com  
BC Incorporation Number: Fed. Incorporated 94414  
Extra Provincial Inc. No: N/A  
Society Number: N/A  
GST Registration Number: 102864493RT0001  
Contact Name: Stephanie Eagen  
Mailing Address: 1400-750 West Pender Street  
Vancouver BC V6C 2T8  
Letter(s) Attached: Yes (Letter of Appointment.pdf)

## CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

Email: seagen@knightpiesold.com  
Contact Name: Stephanie Eagen

**TECHNICAL INFORMATION****WATER LICENCE**

Please enter your water licence number to start your application. Click 'Verify' to check the number you have entered.

**Licence Number:** C067528  
**Name of Source:** Moresby Creek

**LICENCE HOLDER**

Name	Billing Address
Atlantic Power (Coastal Rivers) Corporation	ATTN: Elspeth Miller, PO Box 5383, Squamish BC V8B 0C2

**LAND WHERE THE WATER IS USED**

PWRHSE SITUATED ON UCL QC DIST HELD UNDER LANDS FILE 6403036

**PURPOSES**

We have the following purposes for your licence on record:

Purpose	Quantity	Irrigated Area
07C - Power-General	8.49504 m3/sec	0 ha
12A - Storage-Power	19982376 m3/year	0 ha

**TYPE OF AMENDMENT**

If you select Yes for one of the following options then you will not be able to select any other options.

**Abandonment**

This option allows you to request the abandonment of all or part of a water licence. There is no fee to abandon all or part of the licence.

**Do you want to abandon your water rights?** No

**Transfer of Appurtenancy**

This option is used to request a transfer of all or part of the rights and obligations under a water licence to a different parcel of land. This application is valid only while the licensee continues to own the property described in the water licence. Application fees for a Transfer of Appurtenancy Amendment are payable upon receipt of new water rights. The recipient(s) of the new water licence(s) will be billed for the application fees and any outstanding rentals when the licence(s) are issued.

**Do you want to transfer the licence to another property with a different legal land description?** No

**Apportionment**

This option is used to request the division of the rights and obligations of a water licence between multiple parcels of land when the land to which the licence was issued for has been subdivided or is now separately owned. The land before and after the division must be the same and the licence is not being transferred to a different parcel of land. Application fees for an Apportionment Amendment are payable upon receipts of new water rights. The recipient(s) of the new water licences will be billed for the application fees and any outstanding rentals when licence(s) are issued.

**Do you want to Apportion (divide) the water licence rights among 2 or more parcels of land?** No

You can apply for one or more of the following options but not in combination with any of the three options above.

☒ **Change of Works**

This option is used to request a change to the works currently authorized by your water licence. Applications fees are payable upon submission of the application.

**Please describe what you would like to change and why:** 1.3 m raise of existing diversion dam  
installation of two saddle dams to contain flow currently lost through old overflow channel and make beneficial use of water access road to saddle dams

**CHANGE OF WORKS****PURPOSES**

We have the following purposes for your licence on record:

Purpose	Quantity	Irrigated Area
07C - Power-General	8.49504 m3/sec	0 ha
12A - Storage-Power	19982376 m3/year	0 ha

### CHANGES TO WORKS

Please add any previously approved works authorized by your water licence and specify the current status and your intention for each works. Also you may add any works that you would like to add to the existing licence under the 'New Works' section.

### PREVIOUSLY APPROVED WORKS

Works	Status	Intention
Access Road	Fully Constructed	
<b>Comments:</b>		
Dam	Partly Constructed	
<b>Comments:</b>	Height of dam not sufficient to retain full volume of water licenced currently	
Intake	Fully Constructed	
<b>Comments:</b>		
Penstock	Fully Constructed	
<b>Comments:</b>		
Powerhouse	Fully Constructed	
<b>Comments:</b>		
Reservoir	Partly Constructed	
<b>Comments:</b>		
Tailrace	Fully Constructed	
<b>Comments:</b>		
Tunnel	Fully Constructed	
<b>Comments:</b>		
<b>Are any new works required?</b>	Yes	

### NEW WORKS

Works	Status	Comments
Access Road	Not Constructed	
Dam	Partly Constructed	Propose 1.3 m raise on existing dam to allow storage of volume currently licenced
Saddle dam	Not Constructed	Two required

### JOINT WORKS

**Are any of your works joint with another person's or group's works?** No

### OTHER LANDS PHYSICALLY AFFECTED

Do your works affect another private landowner's property, e.g. is a pipe running over your neighbour's land to divert the water to your land? If yes, you will need to obtain their permission. If the land is owned by a private landowner a prefilled form that can be signed by the other landowner will be provided at the Signature step later in the application process.

Please select 'Yes' to the following question when one of the following applies:

- you have changed your works and they are now physically affecting someone else's property who has NOT given their permission when the licence was approved
- OR
- you had previously obtained permission from a land owner who is physically affected by your works but this land owner has changed.

**Are there other lands that would be physically affected by your works?**      No

### PERMIT OVER CROWN LAND

For any new works that cross or otherwise affect (e.g. flood) Crown land, you will need to obtain permission. A Permit over Crown Land (PCL) is authority issued under Section 26 of the Water Act which allows you to construct, maintain, or operate works on Crown land or to flood Crown land. Please answer the following questions to determine if a Permit over Crown Land will be required with your water application. If a Permit over Crown Land is required, the applicable fee will be automatically calculated and added to your application.

You should indicate 'Yes' to the following question if any of the following circumstances apply to your application:

- any of your new works are located on or crossing Crown land OR
- you are proposing a new intake pipe in the stream channel OR
- you are proposing to flood Crown land

**Do any of the above apply to your application?**      Yes

For certain activities or works a Land Act tenure is required. You should indicate 'Yes' to the following question if any one of the following conditions apply

- the purpose for the use of the water is either 'Power Commercial' or 'Power General' based on the Water Use Purpose definitions OR
- any of the new works are considered major works (meaning for conveyance of water of 0.01 m<sup>3</sup>/s or more) OR
- your new works include a dam higher than 9 metres or storage greater than 1,000,000 m<sup>3</sup> OR
- your new works include a permanent access road, a power house or transmission lines.

**Do any of the above conditions apply to your application?**      Yes

Based on your answer you will require a Land Act tenure. It is a condition of this application that the Land Act application is made at the same time as the water application. If the Land Act application is not submitted, your application is considered to be incomplete and may be rejected. If you have any questions, please contact FrontCounter BC at 1-877-855-3222 for assistance.

### PRIVACY DECLARATION

#### PRIVACY NOTE FOR THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Personal information is collected by FrontCounter BC under the legal authority of section 26 (c) and 27 (1) of the Freedom of Information and Protection of Privacy Act (the Act).

The collection, use, and disclosure of personal information is subject to the provisions of the Act. The personal information collected by FrontCounter BC will be used to process your inquiry or application(s). It may also be shared when strictly necessary with partner agencies that are also subject to the provisions of the Act. The personal information supplied in the application package may be used for referrals or notifications as required. Personal information may be used by FrontCounter BC for survey purposes. For more information regarding the collection, use, and/or disclosure of your personal information by FrontCounter BC, please contact FrontCounter BC at 1-877-855-3222 or at:

FrontCounter BC Program Director  
FrontCounter BC, Provincial Operation  
441 Columbia Street  
Kamloops, BC V2C 2T3

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

### IMPORTANT NOTICES



Please review the "Important Notices" below and then check the declaration at the bottom confirming that everything in this application is complete and accurate.

- The application may be subject to further requirements under the federal Fisheries Act. Please refer to Fisheries and Oceans Canada's "Projects Near Water" webpage (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) for information on how to ensure your project complies with the Fisheries Act.
- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

**DECLARATION**

☒ By submitting this application form, I declare that the information contained on this form is complete and accurate.

**APPLICATION FEES**

Item	Amount	Taxes	Total	Outstanding Balance
Water Licence Amendment Application Fee	\$500.00		\$500.00	\$0.00

**OFFICE**

Office to submit application to: Haida Gwaii

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? Yes

What is the name of your project? Moresby Lake dam raise

Please provide any of the following: reference number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together: 100140261 Crown Land Tenure Application

OFFICE USE ONLY		
Office Haida Gwaii	File Number	Project Number
	Disposition ID	Client Number



# Crown Land Tenure Application

Tracking Number: 100140261

## APPLICANT INFORMATION

If approved, will the authorization be issued to an Individual or Company/Organization? Company/Organization  
What is your relationship to the company/organization? Consultant

## APPLICANT COMPANY/ORGANIZATION CONTACT INFORMATION

Applicant is an Individual or an Organization to whom this authorization Permit/Tenure/Licence will be issued, if approved.

**Name:** Atlantic Power (Coastal Rivers) Corporation  
**Doing Business As:** Atlantic Power (Coastal Rivers) Corporation  
**Phone:** 604-898-2761  
**Fax:**  
**Email:** tshannon@atlanticpower.com  
**BC Incorporation Number:** BCO718411  
**Extra Provincial Inc. No:** not applicable  
**Society Number:** not applicable  
**GST Registration Number:** 89207 3024 RT0001  
**Contact Name:** Terrence Shannon, Environmental Manager  
**Mailing Address:** Moresby Lake Generating Station  
PO BOX 5383  
Squamish BC V8B OC2

## REFERRAL / PUBLIC COMMENT CONTACT INFORMATION

**Company / Organization:** Knight Piesold Ltd.  
**Contact Name:** Stephanie Eagen  
**Contact Address:** 1400-750 West Pender Street  
Vancouver, B.C. V6C 2T8  
**Contact Phone:** 604-685-0543  
**Contact Email:** seagen@knightpiesold.com

## CONSULTANT INFORMATION

Please enter the contact information of the Individual/Organization who is acting on behalf of the applicant.

**Name:** Knight Piesold Ltd.  
**Doing Business As:** Knight Piesold Consulting  
**Phone:** 604-685-0543  
**Fax:** 604-685-0147  
**Email:** seagen@knightpiesold.com  
**BC Incorporation Number:** Fed. Incorporated 94414  
**Extra Provincial Inc. No:** N/A  
**Society Number:** N/A  
**GST Registration Number:** 102864493RT0001  
**Contact Name:** Stephanie Eagen  
**Mailing Address:** 1400-750 West Pender Street  
Vancouver BC V6C 2T8  
**Letter(s) Attached:** Yes (Letter of Appointment.pdf)

## CORRESPONDENCE E-MAIL ADDRESS

If you would like to receive correspondence at a different email address than shown above, please provide the correspondence email address here. If left blank, all correspondence will be sent to the above given email address.

**Email:** seagen@knightpiesold.com  
**Contact Name:** Stephanie Eagen

## ELIGIBILITY

### Question

### Answer

### Warning

Do all applicants and co-applicants meet the eligibility criteria for the appropriate category as listed below?

Yes

Applicants and/or co-applicants who are Individuals must:

1. be 19 years of age or older and
2. must be Canadian citizens or permanent residents of Canada. (Except if you are applying for a Private Moorage)

Applicants and/or co-applicants who are Organizations must either:

1. be incorporated or registered in British Columbia (Corporations also include registered partnerships, cooperatives, and non-profit societies which are formed under the relevant Provincial statutes) or
2. First Nations who can apply through Band corporations or Indian Band and Tribal Councils (Band or Tribal Councils require a Band Council Resolution).

## TECHNICAL INFORMATION

Please provide us with the following general information about you and your application:

### EXISTING TENURE DETAILS

Do you hold another Crown Land Tenure?

Yes

Please specify your file number:

6403036, 6403037

If you have several file numbers, please make a note of at least one of them above. Example numbers: 1234567, 153245, others

### ALL SEASONS RESORTS

The All Seasons Resorts Program serves to support the development of Alpine Ski and non-ski resorts on Crown land. For more detailed information on this program please see the operational policy and if you have further questions please contact FrontCounter BC.

Are you applying within an alpine ski resort? No

### WHAT IS YOUR INTENDED USE OF CROWN LAND?

Use the "Add Purpose" button to select a proposed land use from the drop down menu.

If you wish to use Crown land for a Short Term, low impact activity YOU MAY NOT NEED TO APPLY for a tenure as you may be authorized under the Permissions policy. To determine if your use is permissible under the Land Act please refer to the Land Use Policy - Permissions

If your purpose can not be found in the list or if your intended use or term does not meet the terms and conditions of the policy, please contact FrontCounter BC.

### Purpose

### Tenure

### Period

Industrial General  
saddle dams, road

Licence of Occupation

More than thirty years

### ACCESS TO CROWN LAND

Please describe how you plan to access your proposed crown land from the closest public road:

There are no public roads on the site - access to the existing generating station is via boat or air. A private road from the powerhouse to the intake will be used to access the site.

### INDUSTRIAL GENERAL

Specific Purpose:

saddle dams, road

Period:

More than thirty years

**TOTAL APPLICATION AREA**

Please give us some information on the size of the area you are applying for.

**Please specify the area:** 2 hectares

**ADDITIONAL QUESTIONS**

In many cases you might require other authorizations or permits in order to complete your project. In order to make that determination and point you in the right direction please answer the questions below. In addition, your application may be referred to other agencies for comments.

**Is the Applicant or any Co-Applicant or their Spouse(s) an employee of the Provincial Government of British Columbia?** No

**Are you planning to cut timber on the Crown Land you are applying for?** Yes

To cut timber on the Crown Land once your tenure has been issued you may require an Occupant Licence to Cut. Check out the website of the forest district responsible for more information or contact them if you have any questions.

**Are you planning to use an open fire to burn timber or other materials?** Unknown

Please check the Wildfire Management Branch website to learn more about your responsibilities. Check the 'Guides to Open Burning' for the appropriate fire category. A Category 3 Open Fire will require a burn registration number. More information can also be provided by the Burn Registration line at 1-888-797-1717.

**Do you want to transport heavy equipment or materials on an existing forest road?** No

**Are you planning to work in or around water?** Yes

1. You will require a Water Act Section 9 Notification or Approval from the Province. 2. The federal Department of Fisheries and Oceans might need to review your project. 3. Review the Transport Canada website if the Navigation Protection Act applies.

**Does your operation fall within a park area?** No

**LOCATION INFORMATION**

Please provide information on the location and shape of your Crown land application area. You can use one or more of the tools provided.

☒ I will upload a PDF, JPG or other digital file(s)

**MAP FILES**

Your PDF, JPG or other digital file must show your application area in relation to nearby communities, highways, railways or other land marks.

Description	Filename	Purpose
Project Location Map in relation to nearby communities (Queen Charlotte Village)	Fig 1.pdf	Industrial General

☒ I will upload files created from a Geographic Information System (GIS)

**SPATIAL FILES**

Do you have a spatial file from your GIS system? You can upload it here.

Description	Filename	Purpose
dbf included - your program does not accept shapefiles	road dam and bounday.dbf	Industrial General

**ATTACHED DOCUMENTS**

Document Type	Description	Filename
General Location Map	General Location Map	Fig 1.pdf
Management Plan	Management plan	Land Tenure Management_Plan...
Other	MORESBY LAKE DAM ACCESS ROAD AND SADDLE DAMS GENERAL ARRANGEMENT SECTIONS	MO-C1010_rB.pdf
Site Plan	MORESBY LAKE DAM ACCESS ROAD AND SADDLE DAMS GENERAL ARRANGEMENT PLAN AND PROFILE	MO-C1001_rB.pdf

**PRIVACY DECLARATION**

☒ Check here to indicate that you have read and agree to the privacy declaration stated above.

**IMPORTANT NOTICES**

- Once you click 'Next' the application will be locked down and you will NOT be able to edit it any more.

**DECLARATION**

☒ By submitting this application form, I, declare that the information contained on this form is complete and accurate.

**APPLICATION FEES**

Item	Amount	Taxes	Total	Outstanding Balance
Crown Land Tenure Application Fee	\$500.00	GST @ 5%: \$25.00	\$525.00	\$0.00

**OFFICE**

Office to submit application to: Haida Gwaii

**PROJECT INFORMATION**

Is this application for an activity or project which requires more than one natural resource authorization from the Province of BC? Yes

What is the name of your project? Moresby Lake

Please provide any of the following: reference number(s), project number(s), tracking number(s), or other descriptive information which would allow us to group these applications together: Water Licence Amendment/Abandonment  
Change of Works  
Tracking Number: 100149836

**OFFICE USE ONLY**

Office Haida Gwaii	File Number	Project Number
	Disposition ID	Client Number



# Management Plan Moresby Lake Hydroelectric Project

*Please describe the details of your proposed use to the extent known.*

**Section B** -Parts I through IV will require a statement even if the statement is “not applicable”. Information may be required for **Section C** - Parts V and VI but will be on a case by case basis, the larger or more invasive an activity the more likely this information will be required.

*The scope and the timing for response will be provided. If information is requested and not received it may result in the disallowance of the application.*

## Section B – Proposed Use Description

*Information on these topics below may be required as part of the application processing and if further detail is necessary that is not part of the application and management plan received, you will be contacted and requested to provide additional information.*

### I. Background

*Proposed Use:* Industrial – General.

The Moresby Lake Hydroelectric Project (HEP) is a 6 MW reservoir-based hydroelectric generating station constructed in 1990 and currently owned by Atlantic Power Corporation. A dam on the natural outlet channel, Moresby Creek, on the northeast side of the lake, provides storage for the power plant. Water is diverted from the lake at the intake, located approximately 300 m south of the dam, to the powerhouse through an approximately 400 m long tunnel. The water is returned to Mitchell Inlet via an approximately 200 m long tailrace.

The project operates under two Conditional Water Licences (67528 and 67529). Occupation of Crown land for flooding of the lake and works associated with the HEP are authorized by Permits under the Water Act for each of the Conditional Water Licences (Permit Numbers 16684 and 16685)

Proposed work is comprised of installation of two saddle dams, dam raise on existing outlet dam, and access road to the saddle dams at the existing Moresby Lake HEP.

*Why here and now*

Atlantic Power staff recently noticed outflow from the lake through two small, natural saddles on the north side of the reservoir (approximately 300 m and 900 m east of the dam), potentially feeding into old overflow channels that discharge to Moresby Creek downstream of the outlet dam. Installation of two saddle dams has been proposed to contain the lost flow at the location 300 m east of the dam; an access road would also be required to construct the dams, and for on-going maintenance of the saddle dams. A survey conducted in June 2015 found that the low-lying area located 900 m east of the existing outlet dam did not account for a large volume of lost storage; therefore, no work is proposed in this area.

A 1.3 m raise on the outlet dam is also being considered to capture the full storage volume currently licenced.

*Details of any preliminary investigative work and any other approvals obtained*

Site reconnaissance investigation conducted on June 8, 2015 by Knight Piésold Ltd. Specialist Civil/structural Engineer and Senior Scientist.

Survey of saddle areas and road location on June 8 through June 12, 2015 by Bazett Engineering.

Water Licence amendment application – in progress (Application number 100149836)

*Current zoning* – not applicable – site located on unsurveyed land.

*For commercial activity – the location of competition, potential market statement* - not applicable

<b>II. Location</b>
<p><i>General description of:</i> The project location is on the west central coast of Haida Gwaii, on Moresby Island, approximately 35 km due south of Queen Charlotte and 40 km southwest of Sandspit.</p>
<p><i>Access plans – how will you or your clients be accessing the parcel</i> Access to the site is by boat up Mitchell Inlet or by air (helicopter or float plane).</p>
<p><i>Traffic including volume of traffic and phase or season</i> Materials, equipment, and labour will be transported to the site prior to the proposed spring 2016 construction period. It is estimated that all heavy equipment and material required will be transported to site on one barge and therefore not affect existing marine traffic.</p>
<p><i>Seasonal expectations of use</i> Once constructed, the access road will be used for periodic inspection and maintenance of the saddle dams when the reservoir is below full pool level.</p>
<p><i>Land use on parcel, adjacent parcels and surrounding area</i> There is currently no land use on the parcel proposed for the road and saddle dams or on adjacent parcels. Within the surrounding area, the Sgaay Taaw Siiwaay K'Adjuu Conservancy is located approximately 3 km east of the project area. The Daawuuxusda Heritage Site/Conservancy area is located approximately 3 km west of the project area. No forest cut blocks (active, pending, or retired) or timber licences are in the surrounding area.</p>
<p><i>Confirmation of Safety plan including first aid – probably needs to be a tick box on Appn form</i> All Contractors will be responsible for working in compliance with all applicable Occupational Health and Safety Regulations guidelines of the Workers Compensation Act.</p>
<b>III. Infrastructure</b>
<p><i>New facilities or infrastructure proposed and any ancillary uses</i> No new facilities or public infrastructure are proposed.</p>
<p><i>Existing and proposed roads and their use by season, and any proposed connections to public or FSR roads</i> No public or forest service roads will be used to access the project area. The Moresby Lake HEP site road between the powerhouse and outlet dam will be used to transport materials, equipment, and personnel from Mitchell Inlet.</p>
<p><i>Utility (power, electrical, telecommunications) requirements and sources</i> The project does not require any utilities.</p>
<p><i>Water supply; (use and quantity if known)</i> The project does not require a water supply.</p>
<p><i>Waste disposal (note if septic system required), sewage, sanitation facilities and refuse disposal.</i> Construction waste will be minimal and will be disposed of at the existing HEP facilities. No additional septic system is required.</p>
<b>IV. First Nations</b>
<p><i>Describe any contact you may have had, including the name of the First Nation(s) and individuals contacted. Provide copies of or a description of any information you may have acquired from or provided to the First Nation(s) (potential benefits, partnership opportunities, special interests, concerns, etc.) and any information regarding archaeological resources and areas of cultural significance you are aware of in the vicinity of the proposed project.</i> Through the Haida Gwaii Reconciliation Protocol all consultation is done through the Solutions Table after submission through FrontCounter Haida Gwaii.</p>
<b>IV. Environmental - significant impacts and proposed mitigation</b>
<b>Land Impacts</b>
<ul style="list-style-type: none"> <li>• <i>Cutting of vegetation</i> The project will result in the cutting of approximately 2 ha of vegetation (predominant tree species are Western Hemlock and Western Cedar) for construction of the road and saddle dams. This includes a 6 m wide road at an elevation of approximately 107 masl, excavation and fill slopes, and a 5 m clearing limit on each side of the road.</li> </ul>

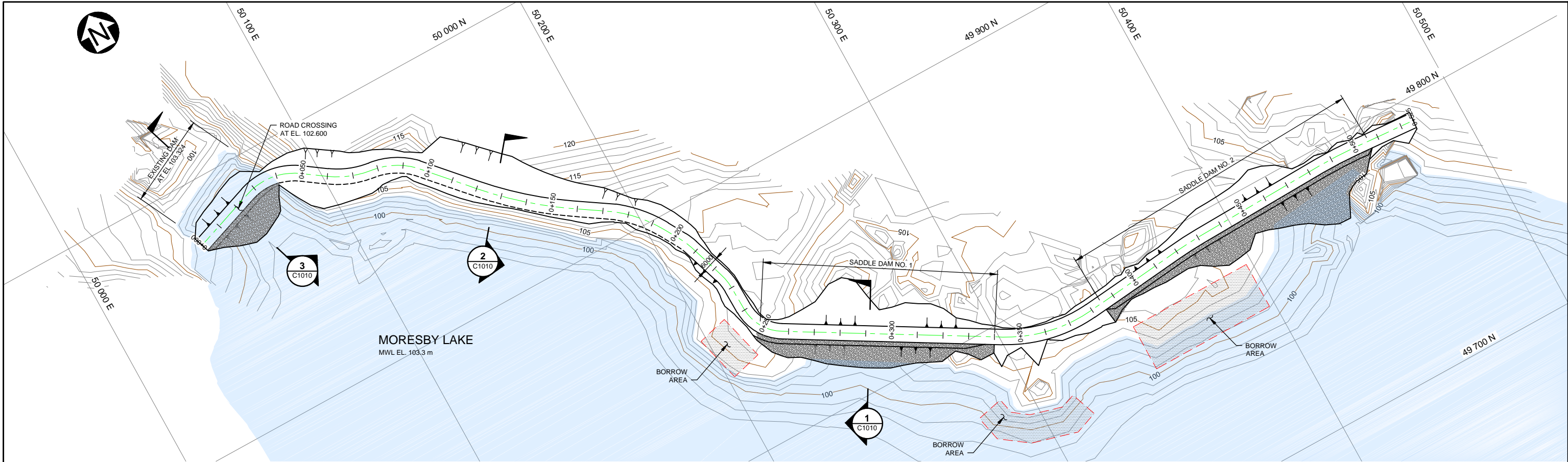


<ul style="list-style-type: none"> <li>• <i>Soil disturbance</i> The project will result in soil disturbance over an area of 2 ha for construction of the road and saddle dams.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Riparian encroachment</i> The project will result in the cutting of approximately 2 ha of vegetation for construction of the road and saddle dams. This includes a 6 m wide road at an elevation of 107 m, excavation and fill slopes, and a 5 m clearing limit on each side of the road.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Visual impacts</i> The road and saddle dams will not result in a visual impact as the area will not be visible from Mitchell Inlet.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Management of pesticides, herbicides</i> Not applicable</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Known archaeological sites</i> No Cultural Objective Areas of the Haida Gwaii Land Use Objectives Order are mapped in the project vicinity.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Types of construction methods and materials used</i> Construction methods and materials used will be determined during the detail design phase. Preliminary design indicates that the saddle dams and road will be constructed of competent rock and soil fill with riprap armoured slopes to protect against erosion from wave runoff.</li> </ul>
<b>Atmospheric Impacts</b>
<ul style="list-style-type: none"> <li>• Sound Construction activities will contribute to a temporary increase in sound levels typical of any site development work; blasting may be required but construction blasting charge sizes are expected to be small.</li> </ul>
<ul style="list-style-type: none"> <li>• Odour Not applicable.</li> </ul>
<ul style="list-style-type: none"> <li>• Gas or fuel emissions The project will result in fuel emissions during the construction period from the use of heavy equipment and machinery.</li> </ul>
<ul style="list-style-type: none"> <li>• Current conditions, source, type and range of emission The Skeena-Queen Charlotte Regional District 2010 Community Energy and Emissions Inventory (Ministry of Environment 2014, available at <a href="http://www2.gov.bc.ca/gov/content/environment/climate-change/reports-data/community-energy-emissions-inventory">http://www2.gov.bc.ca/gov/content/environment/climate-change/reports-data/community-energy-emissions-inventory</a>) reported total emissions of 119,398 tonnes (t) CO<sub>2</sub> equivalent (CO<sub>2</sub>e) in 2010. The contribution from gasoline and diesel fuel to this total was 58,914 t CO<sub>2</sub>e. Project emissions will be a small fraction of this value.</li> </ul>
<b>Water or Land Covered By Water Impacts</b>
<ul style="list-style-type: none"> <li>• <i>Drainage effect</i> The project will not result in storage greater than the currently permitted volume.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Sedimentation</i> The Contractor will submit to the Owner, for acceptance, an Erosion and Sediment Control Program that includes the Contractor's monitoring program and adherence to best management practices for erosion and sediment control.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Water diversion</i> It is anticipated that construction will take place during low inflow or low reservoir water elevation periods</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Water quality</i> Protection of surface water quality during discharge of water is to comply with erosion and sediment control best management practices.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Public access</i> Not applicable – the site is not accessible to the public</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Flood potential</i> Not applicable - the project will not result in storage greater than the currently permitted volume.</li> </ul>

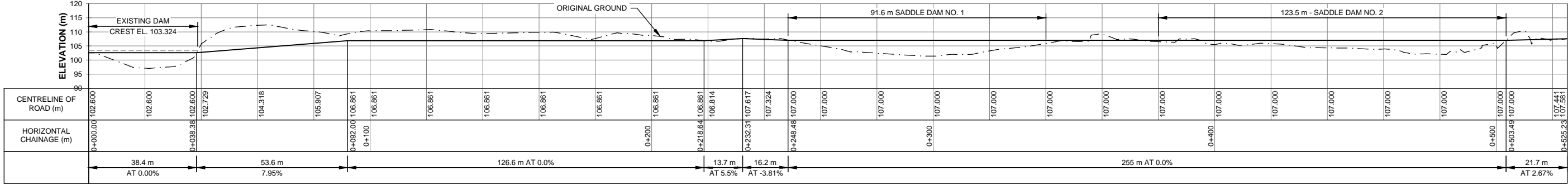


<b>Fish and Wildlife Habitat</b>	
<ul style="list-style-type: none"> <li><i>Current status of fish or wildlife habitat.</i> The baseline surveys conducted for the original HEP development indicated that no fish were present in Moresby Lake. There are no records of amphibians, reptiles, bird colonies, There are several Marbled Murrelet Nesting Habitat areas of the Haida Gwaii Land Use Objectives Order in the upland areas surrounding Moresby Lake (areas that must be accounted for in Annual Allowable Cut determinations). Caribou are recorded as extirpated on all of Haida Gwaii, and there are no grizzly bear population units, mountain goat winter habitat, or mule deer winter range zones recorded in the project area in DataBC (iMapBC, accessed October, 2015).</li> </ul>	
<ul style="list-style-type: none"> <li><i>Disturbance to wildlife habitat</i> Approximately 2 ha of trees will be cleared for the road and saddle dams. This area may offer habitat for some species of wildlife; no wildlife occurrences are recorded in the provincial database.</li> </ul>	
<ul style="list-style-type: none"> <li><i>Disturbance to fish habitat or marine environment.</i> The work will not result in a disturbance to fish habitat or the marine environment. Work will be conducted during low flow periods, when the water level in the reservoir is below the outlet dam crest. No fish are reported present in Moresby Lake. Sediment and erosion control measures will be implemented to ensure that no soil disturbed in upland areas is transported to fish bearing waters in the marine environment.</li> </ul>	
<ul style="list-style-type: none"> <li><i>Threatened or endangered species in the area</i> The BC Species and Ecosystem Explorer has a record of the Blue-listed bryophyte <i>Trichostomum recurvifolium</i> occurring at the edge of the northeast shore of Moresby Lake.</li> </ul>	
<ul style="list-style-type: none"> <li><i>Seasonal considerations</i> Work will be conducted in consideration of any regional least risk windows for wildlife.</li> </ul>	
<b>IV. Socio- Community</b>	
<b>Land Use</b>	
<ul style="list-style-type: none"> <li><i>Land management plans</i> The Haida Gwaii Land Use Objectives Order establishes forest management objectives for cultural, aquatic, biodiversity and wildlife values. Pertinent to this application, a Marbled Murrelet Nesting Habitat area is mapped near the Moresby Lake outlet; the access road from the existing dam will be adjacent to this area. In addition, Moresby Creek and tributaries to Moresby Lake are mapped as Type I and Type II fish habitat (a reach of a watercourse that either is or has the potential to be inhabited by fish); the access road and saddle dams will not cross any of these watercourses. No Cultural Objective Areas are mapped in the project vicinity.</li> </ul>	
<ul style="list-style-type: none"> <li><i>Public recreation areas</i> Not applicable – the Project is not in a public recreation area.</li> </ul>	
<b>Socio-Community Conditions</b>	
<ul style="list-style-type: none"> <li><i>Provide a description of the demand on fire protection or emergency services, etc</i> Not applicable – the Project will not require municipal services.</li> </ul>	

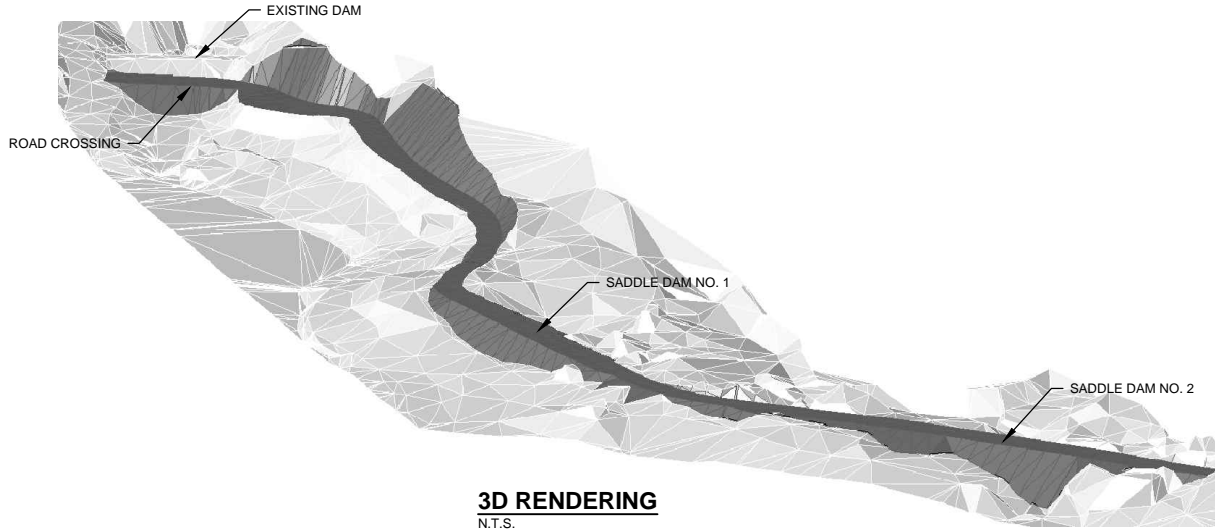
SAVED: M:\10300058\24\AA\cadd\DWG\SMO-C1001\MO-C1001\_103002015\_1:45:27 PM - RPENG PRINTED: 10/30/2015 1:45:28 PM - LAYOUT - WLAHODA  
AFTER FILES: In context IMAGE FILES: MORESBY



PLAN  
SCALE A



PROFILE  
SCALE A

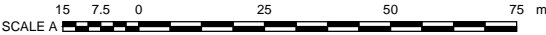


3D RENDERING  
N.T.S.

NOTES:

- COORDINATE GRID IS A BASED ON A LOCAL COORDINATE SYSTEM.
- TOPOGRAPHIC INFORMATION BASED ON INFORMATION PROVIDED BY BAZETT SURVEY, DATED JUNE 2015.
- CONTOUR INTERVAL IS 1 METRES.
- DIMENSIONS ARE IN MILLIMETRES AND ELEVATIONS ARE IN METRES, UNLESS NOTED OTHERWISE.
- ACCESS ROAD EXCAVATION VOLUMES:
  - TOTAL CUT VOLUME : 8821m<sup>3</sup>
  - TOTAL FILL VOLUME : 12050 m<sup>3</sup>

FOR INFORMATION ONLY



— DISCLAIMER —  
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**Knight Piesold**  
CONSULTING

ATLANTIC POWER CORPORATION

MORESBY LAKE HYDROELECTRIC PROJECT

MORESBY LAKE DAM  
ACCESS ROAD AND SADDLE DAMS  
GENERAL ARRANGEMENT  
PLAN AND PROFILE

P/A NO.	DRAWING NO.	REVISION
VA103-58/24	MB-C1001	B

MO-C1010	STORAGE FACILITY- ACCESS RD & SADDLE DAMS -G.A. -SECTIONS
DRG. NO.	DESCRIPTION
REFERENCE DRAWINGS	

REV	DATE	DESCRIPTION	DESIGNED	DRAWN	REVIEWED	APPROVED
REVISIONS						

B	29OCT'15	ISSUED FOR INFORMATION	EJS	RAP	-	-
A	28OCT'15	ISSUED FOR INFORMATION	EJS	RAP	-	-
REV	DATE	DESCRIPTION	DESIGNED	DRAWN	REVIEWED	APPROVED
88		REVISIONS				





## Project Location

### Legend

— Landmark Kilometre Invento MoT

Transmission Lines Voltage

TRANSMISSION\_LINE\_VOLTAGE

— 68 - 69

— >69 - 100

— >100 - 138

— >138 - 238

— >238 - 300

— >300 - 360

— >360 - 500

□ Provincial Electoral Districts

□ Indian Reserves including B Outlined

□ Municipalities - Tantalus - Or

0 5.08 10.16 km

1: 250,000

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Datum: NAD83

Projection: NAD\_1983\_BC\_Environment\_Albers

### Key Map of British Columbia



**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 the name of the festival or event:	Provide the date(s) of the festival or event:

**2. Applicant Profile**

Applicant organization (legal name):	Non-profit society registration no.:
Address (mailing address including 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 (mailing address including street, city, postal code):	Email:
Telephone:	Fax:

## 4. Select the Appropriate Account

Northern Development accepts Fabulous Festivals and Events 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 regional development accounts:

Cariboo-Chilcotin/Lillooet

Northeast

Northwest

Prince George



Identify the municipality or regional district that is providing a resolution of support for 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 copy of the resolution of support to Northern Development before an application can be considered for funding.*

### Sample Resolution:

*THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).*

## 5. Eligibility Confirmation

Please check all that apply:

The event is not in its first year of operation.

The event is not a fundraiser.

*For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.*

The event is not political or religious in nature.

The event is not replicated annually throughout the province or country.

*For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, sports training camps, holiday themed festivals or events, artisan and craft fairs, etc.*

The event is not a league or club event that is local in nature.

*For example, community slo-pitch finals, figure skating club year-end events, etc.*

## 6. Festival/Event Overview

Provide a description of the festival or event:

Please describe how the festival or event promotes or strengthens the unique character of the community:

Has your organization previously been funded under this program? If so, what year(s)?

Do you have any paid staff for this festival or event? If so, how many?

Do you have any volunteers for this festival or event? If so, how many?

## 7. Direct Economic Benefits

Outline the economic benefits to the local or regional economy:	
Outline how the festival or event will attract tourism to the community:	
Number of people who attended or participated in the previous festival or event:	Number of people projected to participate or attend the festival or event this year:
Do you track where attendees and participants are from (e.g. their home community)?	If yes, how?
<div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>	

## 8. Festival/Event Financials

Actual expenses for last year's festival or event:	Actual revenue for last year's festival or event:
\$	\$
Budgeted expenses for this year's festival or event:	Estimated revenue for this year's festival or event:
\$	\$

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

Please refer to the [Fabulous Festivals and Events Application Guide](#) for ineligible costs.

9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):
Grant	\$ <i>Maximum allowable grant is \$2,500 per festival or event.</i>
Describe how will the funding be used to increase the event hosting capacity:	

10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
	\$
	\$
	\$
	\$
	\$
TOTAL OTHER FUNDING: \$	

11. Attachments

List all documents attached to this application:

Document name:
1) <b>Required:</b> Financial statements from the last festival or event.
2) <b>Required:</b> Society incorporation document.
3)
4)
5)



## 12. Authorization

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I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.

I confirm 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 a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion and where required, financial accounting for evaluation of the activity funded by Northern Development.

I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.

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 enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name:

*Organization signing authority*

Title:

Date:

## 13. Submitting Your Application

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

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